



Information on this catalogue

The services offered in this catalogue will be carried out by the Technical Exhibition Services of the International Congress Centre Munich (ICM), and by the contracting firms.

The services offered are optimally tuned to the room space offered by the ICM. Please consider that the offer may differ (ICM Hall B0/ICM Foyer).

The stand surfaces at the ICM are extremely representative and can be tuned to individual requirements.

Individual solutions for your presentation are therefore possible.

Please observe the hall and foyer description as well as the technical guidelines for the exhibition area.

If any questions arise in using the catalogue, please do not hesitate to contact our ICM Technical Team at any time.

1. Stand assembly and dismantling times

Please submit your order forms and sketches immediately - however by the latest 4 weeks before the fair begins - to the ICM Technical Exhibition Services. The trade fair management accepts no responsibility for fulfilling orders sent after this date.

Stand assembly and dismantling times and the general conditions of participation will be specified by the respective organiser.

Vehicles which are still on the exhibition site after the specified times will be removed by the ICM at the risk and expense of the exhibitor concerned.

An extension of stand assembly and dismantling times shall only be permissible in justified exceptional cases and only with written approval by the ICM Technical Exhibition Services

1.2 Deliveries outside official setup and breakdown times

All deliveries outside the official setup and dismantling times has to be done via the official trade fair forwarding agent (see item 8). ICM's personnel cannot accept any deliveries for the exhibitor and forwards them to the forwarding agent. Any costs for storage or second delivery shall be borne by the exhibitor.

At the stated end of dismantling all materials and items needs to be removed from the exhibition space. ICM cannot take any liability for items left after the official dismantling. Costs for removing these items will be invoiced to the exhibitor.

2. General stand construction regulations

2.1 Halls/partitions

Partition walls will not be installed by the ICM. The exhibitor shall be responsible for his stand construction.

Flashing or changing lights must not be used for advertising purposes. The backs of walls facing neighbouring stands must be kept white, neutral and clean.

Work involving circular saws, planing machines, or any other carpentry machinery that produces dust and shavings may only be carried out in the halls if an appropriate vacuum device is used

For fire prevention and safety reasons stands must not be constructed with closed ceilings.

Any materials used for decorative purposes must be at least difficult to ignite (B1 in compliance with DIN 4102), materials used for stand covers B1 in compliance with DIN 4102 and compatible for use with sprinkler systems.

Certificates in German language by relevant authorities have to be passed to the ICM Technical Exhibition Services at least two weeks before the exhibition starts.

For safety reasons and as stipulated by the Munich Fire Department (Branddirektion München) electrical distribution systems, fire extinguishing equipment, hydrants, etc. must not be obstructed and must be freely accessible at all times during trade fairs and other events.

Please check this on the hall plans provided to you and if necessary request an enlarged detailed drawing from the ICM Technical Exhibition Services.

Anyone setting up an exhibition stand will be responsible personally for its design, construction and operation.

Important Notes

The conditions of participation must be observed in designing the stand. In the ICM only single-storey stands may be constructed. As from a construction height of 3 m stands, exhibits, advertising etc. are subject to mandatory approval.

Stand drawings containing ground plans and elevations to a scale of 1:100 or 1:50 must be submitted in duplicate to the ICM Technical Exhibition Services for approval no later than 8 weeks prior to stand set-up.

Construction regulations must be observed.

2.2 Restoration of the exhibition areas

All exhibition areas must be surrendered in their original state by the fixed dismantling date.

If necessary repair operations have not been performed after the dismantling date, the ICM shall be authorised to have these performed by a contract firm and shall charge these costs to the exhibitor.

3. Hall floors, ceilings and walls

Hall floors must not be painted. It is not permitted to glue any kind of floor covering to plastic studded or natural stone floors. In hall B0 and the ICM Foyer adhesive fixing of floor coverings to hall floors with double-sided adhesive fabric tape is permitted only with subjacent easy removable synthetic adhesive tape. After the end of the trade fair floor coverings and adhesive tapes must be removed again. Joints to hall walls, ceilings and floors may under no circumstances be damaged by cutting or foundation works or similar. Insertion of bolts and anchors is not permitted. Express approval of the ICM Technical Exhibition Services must be obtained.

Important note: The exhibitor shall bear the costs for repairs to soiled or damaged surfaces of walls and floors and its coatings.

4. Official regulations and permits

The exhibitor and any stand-building company commissioned by him are obliged to adhere to the regulations in force concerning labour relations and social security.

In particular they must observe the regulations relating to social security contributions, including those for part-time or temporary employment (registration, social security card).

Any demonstration or operation of machinery or equipment requires the written consent of the ICM. Official regulations must also be observed. Form 1.1 provides information on the fire regulations and lists equipment and plant which must be registered with and permission obtained from the Städt. Branddirektion (Municipal Fire Department).

Notification must be given of welding, cutting and soldering work and all other work with an open flame.

Radio antennas may be installed only by a contracting firm with the consent of the trade fair management.

In accordance with the corresponding EMV/EMI directives currently in effect, proof of compatibility for the devices being used in the building must be produced in order to avoid mutual interference with respect to the operation of radio systems or any equipment with high-frequency emissions.

GEMA permit

According to Section 15 of the copyright law of 9 September 1965 the Permission of GEMA - Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte (Performing Rights Society) - must be obtained if music is to be reproduced on an exhibition stand (see Form 1.3).

GEMA Bezirksdirektion

Postfach 80 06 20

D-81606 München,

Phone (+49 89) 4 80 03-01.

Limitation of volume of music transmission equipment

The maximum permitted noise level when using music transmission equipment with loudspeakers is 70 dB. In special cases, however, the ICM reserves the right to impose further limitations. The exhibitor is obliged to ensure that the maximum permitted noise level is not exceeded. He must also permit ICM staff or their representatives to enter the stand at any time to check or adjust the volume.

If the exhibitor does not comply with these regulations the ICM is entitled to interrupt, without any special notification, or cut off the power supply to the stand.

5. Work permits

If the assembly and dismantling of exhibition stands is to be performed by employees who are neither German nationals in the sense of Article 116 of the German Constitution, nor citizens of a member state of the European Union, such persons require a work permit issued by the Federal Institute of Employment. This does not apply to employees who retain their residence abroad while setting up or dismantling trade fair stands belonging to their foreign employer.

The work permit must be requested from the
Arbeitsamt München (Munich Employment Office)

Kapuzinerstrasse 26-30
D-80337 München

or if it is already planned to make use of foreign employees from the
Landesarbeitsamt Südbayern

(South Bavarian Regional Employment Office)

Thalkirchner Str. 54
D-80337 München

in good time to allow a decision to be reached before the start of the employment for the said purpose. Personal applications can be made at the branch of the Employment Office at Geyerstrasse 32.

It is an offence under Section 229 Para. 1 of the Law to Promote Employment (AFG), either wilfully or negligently

- in contravention of Section 19 Para. 1 Sentence 1 of the AFG to carry on an occupation as a non-German employee without a work permit,
- in contravention of Section 19 Para. 1 Sentence 5 of the AFG to make use of a non-German employee without a work permit.

Such infringement is punishable by a fine of up to EUR 500.00 for the employee and EUR 50 000.00 for the employer.

Approval must be obtained from the responsible authority for work on Sundays or bank holidays and for night work.

6. Complaints

Complaints must be made to the organizer in writing immediately upon reception of the stand but not later than the last day of assembly, so that the organizer can rectify any faults. Subsequent complaints cannot be considered and are not grounds for claims against the organizer.

7. Insurance

Provision of insurance by the exhibitor for the exhibited items against all possible risks is mandatory (see Form 16.1/16.2).

8. Forwarding agents

The official forwarding agent for the ICM is:

Schenker-BTL AG

It is only permitted to use lifting vehicles via the official forwarding agent for the ICM. This applies without any exception for hall B0 due to the parquet flooring also for hoisting equipment, bag trucks or similar equipment. In the case of transporting objects with a ground pressure of over 1 t/m² and dimensions of over 2.90 m width and 3 m height a separate agreement with the Technical Exhibition Services of the ICM is required.

9. Driving motor vehicles on the fair grounds

Persons driving motor vehicles of any kind on the fair grounds shall do so at their own risk. With the exception of the special cases given in Item 9b) no vehicles shall be driven on the fair grounds while the fair is open.

During assembly and dismantling of stands, trucks may enter the grounds for unloading and loading purposes only.

On the last day of assembly and the first day of dismantling, parking spaces are available for trucks, vans, trailers, containers, etc. (see Item 10). For security reasons and to guarantee smooth traffic, assembly and loading, cars are to be parked outside the loading areas.

Further information on traffic organisation will be provided for the respective events



Exhibition hall B0 of the ICM

The exhibition hall B0 is integrated into the International Congress Centre (ICM) of the Munich fairgrounds. Access is via a common access area for hall B1 over gate 21. The street surface is bituminous. The access heights of the gates to the access area are 5 m. Connection tunnel West has an access height of 4.50 m

Hall data

The hall covers a gross surface of about 3,500 m².

Fork-lift truck operation is exclusively reserved to the fair forwarding agent (Schenker BTL AG). Use of any other fork-lift trucks is prohibited in hall B0 and the foyer.

It is principally prohibited to drive any vehicles in hall B0.

Gate dimensions

The hall is only accessible via one sliding gate on the east side with the dimensions 12.5 m width and 4.50 m height.

Height

The hall has 10 supports with a diameter of 0.97 m (outside) / 1.15 m (inside) and is furnished with a sprinkler system. The hall ceiling consists of a suspended grid with integrated illumination. The clear height is 4.2 m on the outside, 4.5 m on the inside (central zone). Exhibition stands may only be single-storey constructions. Suspension points are available with a grid dimension of 2.00 m x 5.00 m. Please contact the ICM Technical Exhibition Services for further information. The maximum load per suspension point is 100 kg (vertical in direction of pull). No suspensions to the suspended grid are permitted.

Permissible load on ground

The permissible load on the ground is 2 t/m² in all areas. The hall floor is oak timber framework.

Please note: Due to the wooden floor, as well as the wooden wall panelling, it is prohibited to attach screws or nails of any kind. Ensure that only textile adhesive tapes with soluble adhesive are used. These may only be laid in the direction of the wood structure grain and must be removed in lateral direction with due care without damaging the wood.

Picture fastening strips

Picture fastening strips are circumferentially integrated into the hall walls at a height of 2.30 m.

General illumination, power type, voltage, network

General illumination in the hall has about 400 Lux/m². In the hall there is only artificial light, light colour 840 neutral white (light strips in 4 groups are available with dimmers. Indirect lighting can be additionally connected).

Power type available and voltage on the fairgrounds:

- Alternating current 230 Volt/50 Hz
- Three-phase current 3 x 400 Volt/50 Hz
- Network type TN-S in compliance with VDE 0100

Voltage fluctuations lie within the scope of standards specified

Supply of compressed air, electricity, gas and water at the stands.

Compressed air, electricity, gas and water at the stands is provided in the halls from supply channels lateral to longitudinal hall direction at a distance of 5 m (dimensions 35 x 35 cm).

The hall attendant must be immediately informed of any unintentional water discharge.

Electricity supply with 200W/ m² of the gross surface.

Water connection points every 3m with DIN 25/2.5 bar - about 180 points.

Connection for sprinklers DN 50, connection in every 2nd channel available.

Compressed air connection DN 40 bar, connection in every 2nd channel available (only supply network available).

No gas connection.

Technical Guidelines for the Exhibition Area

Communications services

The stands are supplied via multifunction cables with telephone, fax, data and antenna connections from the ground connection points.

- 70 telephone connections, wired
- 30 mobile telephone connections
- 112 IT connections
- 56 wideband communications connections

Sprinkler systems

The hall is equipped with a sprinkler system. Stands may thus only be covered with materials which have been officially tested and certified by relevant authorities as compatible with such systems. This certificate must be provided to the ICM Technical Exhibition Services at least two weeks before the exhibition starts.

Heating, ventilation

ICM is responsible for general heating/ventilation and illumination within the hall. The hall is partially air-conditioned.

Please additionally observe:

The technical guidelines of MMG are applicable for the fair halls, unless no deviating special regulations have been made for the ICM. In the exhibition hall B0 for fire prevention and safety reasons stands must not be constructed with closed ceilings.



Description of Hall B0 and ICM Foyer

General:

Vehicles must not be driven in the exhibition hall B0 or the ICM Foyer.
Fork-lift trucks may only be used by the fair forwarding agent.

Damage caused by non-compliance with these rules shall be remedied
by the ICM at the expense of the exhibitor or his agents.

Passenger and freight elevators shall not under any circumstances be
loaded beyond the permissible limits. The handling of freight in passen-
ger elevators is prohibited.

	Hall B0	ICM Foyer
Length	65 m	
Width	54 m	
Total exhibition area	approx. 3.500 m ²	4600 m ² / depending on number of visitors
Clear height	Central area: 4.5m Marginal area: 4.2m	max. 12m min. 2.15 m
Floor	Oak timber parquet	Ground floor: natural stone; 1st floor: Parquet
Walls	Wood panelling	Stucco Lustro panelling
Permissible floor load	2,0 t/m ² (20 kN/m ²)	1,0 t/m ² (10 kN/m ²)
Point load (on 30x30cm)	6 t (60 kN)	2.1 t
Hall suspension points	100 kg (1 kN) perpendicular	none
Entrance gate (width x height)	12.50 m x 4.50 m	max. 3.00 m x 4.00 m via Foyer North
Entrance gates, number/doors	1, via gate 21	1, Foyer North, via gate 21
Illumination	400 Lux/m ²	Daylight / 400 Lux/m ²
Ventilation system	partly air conditioned	partly air conditioned
Media supply	via utility ducts spacing 5m, cross section (35x38cm)	none / floor electronic grid, 9 x 6m
Water connection, spacing 3m	DN 25/3.5 bar	not possible
Drainage connection, spacing 3m	DN 100	not possible
Connection facility for compressed air	DN 50/10 bar	not possible
Electricity supply	200 W/m ²	50 W/m ²
Telephone connections (wire line)	70	138
Telephone connections (mobile radio)	30	30
Telecom support points (floor/wall)	56	124
DP-connections	112	149
Wideband communication connections	56	138



General Terms of Contract for the Exhibitors' Service Booklet

1. These general terms of contract for the Exhibitors' Service booklet shall apply to the contractual relationship between exhibitors and Messe München GmbH (MMG). If exhibitors conclude direct contracts with MMG's contract-ing companies the terms of contract agreed between the exhibitor and MMG's contracting company shall apply.
2. In case of outside services the ICM will pass on order forms, applications for permits, etc. to a contracting company or the responsible authorities. No rights or obligations shall arise for the ICM from this activity. If the ICM itself provides the services it is entitled to use sub-contractors. In the case of guest events payment will be collected by the organiser.
3. The ICM is not obliged to check information supplied by the exhibitor for accuracy or completeness. The exhibitor shall be liable in case of doubt.
4. All prices listed in this exhibitor service booklet are net prices unless otherwise specified. Said prices are subject to VAT at the statutory rate.
5. Any objects rented to the exhibitor are intended only for the purpose agreed (for use at the exhibition stand for the duration of the trade fair) and for the length of time agreed (duration of the trade fair plus time for set-ting up and dismantling).

The exhibitor is liable for damage to or loss of rented objects during the rental period. If the exhibitor's liability is conditional upon fault he must prove that there was no fault on his part. The rental period begins with delivery to the stand and terminates on return or collection by the ICM or its subcontractors even if the exhibitor has already left the stand. Exhibitors are advised to insure rented objects against theft for the duration of the rental period. The exhibitor will be charged at the replacement value for rented objects not given back. In case of damage, the repair costs will be charged if replacement is not necessary. The costs of delivery and collection of the rented objects are included in the rental fee unless otherwise stated in the relevant order form.
6. The ICM is liable for intent and for gross negligence. In the case of slight negligence, the ICM is liable only for infringement of essential terms of contract, in particular for failure to provide primary services contracted. In the case of slight negligence, the ICM cannot be held liable for subsequent damages, and liability is limited in value to three times the amount contractually agreed upon with the exhibitor without eventual surcharges for delay settlement. These limitations of liability apply only to traders and legal persons under public law, and do not provide benefit in respect of the ICM's corporate third-party liability insurance
7. Orders must be accepted by those who are to fill them. Acceptance may be given tacitly, i.e. by providing the service ordered. The service or product ordered must be provided so that it is available to the exhibitor at the start of the trade fair. Payment by the exhibitor is due in full on receipt of the invoice. If the exhibitor does not effect payment or does not do so on time, the other party shall be entitled, after a reminder has gone unheeded, to withdraw the goods or service provided by him. Contractors are permitted to collect payment at the exhibition stand.
8. The exhibitor is required to check as soon as possible whether services provided for him have been implemented properly. In order to avoid loss of all claims, written notice of obvious defects must be given immediately.

If equipment, installations or exhibits belonging to the exhibitor are exposed to specific dangers or risks (e.g. damage due to the effects of temperature, humidity, vibration, pressure loss, voltage fluctuations, etc.) the exhibitor is responsible for taking the necessary preventive measures.

The exhibitor is required to draw attention in his order form/application to any specific dangers his equipment, fittings or exhibition wares could represent to third parties or to objects belonging to third parties.
9. The place of performance shall be Munich.
10. The courts in Munich shall have jurisdiction for all legal disputes arising from this contract if the contracting parties are traders who are not traders as described in Section 4 HGB, or legal persons under public law or special funds under public law, or if the hirer has no general legal venue in the Federal Republic of Germany or if the hirer has relocated his legal domicile or usual place of residence outside the Federal Republic of Germany after conclusion of the contract, or if his domicile or usual place of residence is unknown at the time the claim is filed.
11. The additional terms in the order forms must be observed.
12. The validity of the General Terms of Participation A and the Special Terms of Participation B shall not be affected by these Terms of Contract.

The exhibitor also undertakes to observe the regulations contained in form „Important Notes” which may be found just behind the index in the Exhibitors' Service Booklet



We have applied for exhibition protection (trade fair priority) for this trade fair. Trade fair priority can be claimed for **utility models, designs and trademarks**. The priority certificate serves as proof for exhibitors that they have presented their novelty described in the certificate at the trade fair or exhibition and that they thus enjoy the right of exhibition protection. The further significance of the trade fair priority certificate is that it enables the holder to apply for legal protection against unauthorised imitation or copying up to 6 months after the first day a exhibition by filing a utility model, design or trademark application for a novelty presented for the first time at a trade fair or an exhibition. The day the article is first displayed at the trade fair is adjudged the date of application. This provides, firstly, sufficient time to formulate the application and to make decisions with respect to the costs involved and, secondly, offers the prospective applicant the advantage of being able to wait long enough to judge on the basis of the sales orders received at the trade fair whether a utility model, design or trademark application is worthwhile.

Because of the special requirements of such a procedure we recommend consulting a patent attorney.

The trade fair priority is valid for the Federal Republic of Germany. The question of whether it is valid abroad and, if so, in which countries must be clarified from case to case.

The trade fair priority certificates will be issued by a patent attorney appointed by us. Exhibitors will be notified in good time where and when the patent attorney can be contacted during the trade fair.

The patent attorney will visit exhibitors interested in obtaining a trade fair priority certificate at their stand to establish whether the object for which

Information: Exhibition Protection for Utility Models, Designs and Trademarks

trade fair priority is being claimed is on display. Since the patent attorney can only attest as being the first day of display that day on which he satisfies himself that the object is being exhibited at the exhibitors' stand we recommend that the exhibitor get in touch with the patent attorney on the first day the exhibitor intends to display the object. The patent attorney will provide the exhibitor with information on all questions pertaining to trade fair priority.

In order to ensure that sufficient evidence is available for a justified trade fair priority claim in the event of any subsequent priority dispute we recommend providing the attorney with documents on the exhibited object (description, brochures, photos, drawings, etc.) made out in triplicate which will then be attached to the trade fair priority certificate. The trade fair priority certificate will be sent to the exhibitor within approximately four weeks.

Trade fair priority can no longer be claimed for patents in the Federal Republic of Germany (since 1 July 1980).

We therefore recommend that exhibitors who are unable to file an application for a novelty prior to the opening of the trade fair but who still wish to display the object in question file a patent application with the German Patent Office or the European Patent Office in Munich on the very first day of the trade fair. In order to obtain priority protection this application may be deposited with provisional documents. Even if the application is rejected due to formal defects it may be used to substantiate convention priority. An application filed on the first day of the fair ensures that the display on that day of the object for which the application was filed cannot be deemed an action prejudicial as to novelty either in Germany or abroad. Due to the special requirements that must be observed we recommend that exhibitors consult their patent attorney



Fire brigade areas

The marked areas for access by the fire brigade must not be obstructed by parked or parking vehicles or by storage of exhibits, building and packaging material or the like at any time including exhibition assembly and dismantling periods

Emergency exits, hall aisles

All exits and aisles forming part of the permanent layout of the halls shall be kept free and unobstructed over their full width. The exits including their marking must not be blocked, covered by draping or rendered inconspicuous in any other way during the period of the trade fair. Information counters, tables or similar items are to be placed far enough away from entrances, exits and the approaches to staircases.

Fire extinguishers

Fire hydrants, push-button fire alarms, smoke extractor triggering devices and fire extinguishers in the halls must not be obstructed or made unrecognisable or inaccessible.

Stand design

Exhibition stands shall be so designed that they contain no rooms, corners or niches that are difficult to access. Floor coverings within the stands must be jointless. Each partitioned area within the stand must be sufficiently visible from the exhibition area or the exhibition hall. Areas that are only accessible by way of another partitioned area (closed areas) are not permissible unless provided with a second escape exit. If the maximum length of the escape route to a hall aisle is greater than 10 metres in an exhibition stand, a second exit or an aisle within the stand of at least 2.5 m width must be provided.

If hall exits are located within a stand, the width of the exit is not to be narrowed. The escape routes in the hall must be indicated and approved by the Fire Department. Exit signs must not be obstructed from view. Non-flammable walls and ceilings conforming to DIN 4102 or provided with fire-retarding cladding shall be used for stands set up against the hall walls (this includes tents). The defined hall aisles must not be built over.

Decorations

All materials used for decorative purposes should be at least flame-retardant (B1 in accordance with DIN 4102). If flame-retardant is to be applied after the stand is set up, only officially approved flame-proof agents may be used in accordance with the instructions for use. The use of synthetic materials which melt or drip when exposed to heat is not permitted. The use of large quantities of synthetic materials (e.g. polystyrene, polyurethane rigid foam, expanded polystyrene, etc.) which produce large amounts of soot when they burn, is only permitted with the prior permission of the Fire Department. Proof must be provided of the flame-retardant properties of the materials when installed

Cut trees and plants

may only be used for decorative purposes when green. If during the course of the trade fair it is ascertained that trees and plants will dry out and thereby become more easily inflammable they must be removed. Trees must be free of branches up to about 50 cm above the floor. Peat must always be kept damp (risk of ignition by cigarette butts, matches, etc.)

Fire Protection Measures at Trade Fairs and Exhibitions

Electrical installations and electrical appliances

All electrical equipment must comply with the safety regulations of the VDE (Association of German Electrical Engineers). Electric cooker plates, irons, grills, cookers, immersion heaters and other electrical appliances are to be adequately supervised during operation. They must be placed on fire-proof, heat-resistant bases so that even in the case of excessive heat inflammable objects in their vicinity cannot be ignited.

Safety lighting

Safety lighting is to be switched on at nightfall. If exhibition stands or parts of the exhibition hall are darkened for operational purposes, sufficient safety lighting as specified in VDE 0108 is to be provided.

Packing material

Packing material, transport crates and the like which are not needed during the exhibition are to be kept outside the halls as instructed by the Exhibition Management. During the stand assembly and dismantling periods the transport paths in the halls are to be kept free as far as possible; transport and packing material and other equipment which is no longer needed is to be removed immediately from the halls.

Ashtrays

An adequate number of ashtrays and wastepaper baskets (cigarette butts, matches, etc. separate from paper) are to be made available in the exhibition stands and emptied into non-combustible, tightly closing containers.

Internal combustion engines

Internal combustion engines must not be demonstrated in operation in the halls. Fuels must not be stored on the stand. Fuel tanks must be locked and batteries disconnected.

Stand Ceilings

For fire prevention and safety reasons stands in the ICM Foyer and the exhibition hall B0 must not be constructed with closed ceilings.

All materials

- used for decorative purposes have to be at least difficult to ignite (B1 according to DIN 4102),
- materials used for stand covers B1 according to DIN 4102 and compatible for use with sprinkler systems.

Certificates in German language by relevant authorities have to be passed to the ICM Technical Exhibition Services at least two weeks before the exhibition starts

We expressly reserve the right to impose further conditions if the need for them only becomes apparent during the course of the trade fair.