

The ICM's "Important Information" supplements Messe München GmbH's Terms of Participation for events organized by Messe München GmbH, Messe München's Technical Guidelines and, where applicable, the organizer's exhibitor information.

The following information relates to exhibitions within the ICM – International Congress Center Messe München. Please note that stand construction guidelines, technical and other services available are tailored to the premises of the ICM and therefore differ in part from those applicable to the exhibition halls.

**In its function as a convention center, the ICM is fitted with high-quality floors and technical installations. Different requirements apply than for exhibition halls. The Notice "Description of Halls and Foyer" for the ICM sets out all information to be observed.**

Please also note the information on our website.  
<https://messe-muenchen.de/en/locations/messe-muenchen-locations/icm/>,  
our virtual guided tour through the ICM and the information set out under  
<https://tour.messe-muenchen.live/en/tour/icm-digital-site-inspection>

## ■ Regulations governing stand construction

### Stand design, height of structures and advertisements

See Terms of Participation (B) of Messe München GmbH or the organizer's exhibitor information. **Depending on the location of your booth, permissible structure heights could be lower than 3 m.**

Only one-storied stands may be erected inside the ICM.

- a) The stand walls facing neighboring stands must be kept neutral, white, and free of installation materials. All exhibitors are advised to erect partition walls on the stand perimeters bordering on neighboring stands. Partition walls are only erected at the request and expense of the exhibitor.

Advertising media may not be directed toward the adjoining stand. Flashing or changing lights may not be used for advertising purposes. The stand design must be adapted to suit the stand type rented (island, end, corner or row stand). Exhibitors must give due consideration to the character and image of the trade show or exhibition concerned. Messe München GmbH and the organizer are entitled to demand changes in the exhibition stand design in this context.

- b) **Planning permissions**

Each installer or operator of an exhibition stand is individually responsible for its structural design, installation and operation. Compliance with all legal stipulations, to the extent that they apply to exhibitions stands, the Technical Guidelines and the Terms of Participation set out by Messe München GmbH or the organizer, are equally the responsibility of the installer and/or operator of the stand.

No planning permission from Messe München GmbH is required given compliance with the following conditions:

- height of stand and/or advertising structures no more than 3 m
- stand will not be erected in an area with restricted structure height
- size of stand less than 100 m<sup>2</sup>
- no canopies or other stand coverings
- all provisions concerning stand design and fire protection regulations are complied with.

Such stand concepts as deviate from the above-mentioned requirements must be submitted for approval to Messe München GmbH or the organizer, containing to-scale stand design plans (ground layouts, elevations and sectional drawings) no later than six weeks prior to the official start of the stand setup period (as pdf-files by e-mail).

Special structures (e.g. stages, raised platforms, stairs, cantilever roofs, glass structures) are in general subject to approval. Please consult the "Building Regulations" set out in form 1.3 and the Notice "Glass and Acrylic Glass in Stand Construction" for further information.

**Please be sure to note the requirements set out in forms 1.1 and 1.3, the Technical Guidelines and the information included in the relevant notices.**

- c) **Fire protection regulations**

Closed stand coverings / canopies (uncovered area is less than 70% of the overall structure, or covering is not sprinkler-compatible, cf. "Notice Installation of Sprinkler-compatible Materials") are only permitted **at the ICM up to a maximum width of 1 m**. A minimum distance of 1 m must be maintained from the next covered area. If larger areas are to be covered, a sprinkler system (see Form 5.3), must be installed. (Not available in the entrance structures or foyer). All materials used for stand coverings and decorative purposes must be at least flame-retardant (in accordance with DIN 4102 or DIN EN 13 501-1).

Rooms used by people must offer an unobstructed line of sight in the direction of the nearest escape route.

For safety reasons, electrical distribution panels, fire extinguishing equipment, hydrants, etc. may not be obstructed, as per instructions of the Munich Fire Department, and must be freely accessible at all times during the trade fair or event!

Please check the hall plans you have received and request an enlarged plan section from Messe München GmbH's Technical Exhibition Services Division if necessary.

**Further information is set out in the Notice "Fire Protection Measures at Trade Fair Events" and Form 1.2.**

## ■ Hall floors, ceilings and walls

Hall floors may not be covered with paint, glue or stickers. Adhesive fixing of floor coverings to hall floors is permitted only with doubled-sided adhesive fabric tape that can be removed without residues. After the end of the trade fair, floor coverings and adhesive tapes are to be removed. Joints to hall walls, ceilings and floors may under no circumstances be damaged by cutting or foundation works or similar. Drilling and the attachment of bolts or anchorages to floors, walls or ceilings is not permitted.

**Only ICM adhesive tape may be used for laying floors inside the ICM. Adhesive tape for wooden and granite floors is available free of charge by request to: Hall inspection, Tel. +49 89 949-23320**

## Outdoor exhibition area, container structures, containers and vehicles in loading yards

When erecting structures in the outdoor area or container structures, please be sure to refer to the Notice "Outdoor exhibition area" or the Notice "Container structures". All containers or vehicles in the loading yards/near the halls must essentially be made of non-combustible materials (building material class A to DIN 4102 or DIN EN 13501-1). Swap bodies with tarpaulins and tent structures are not permitted in the vicinity of the halls. Containers located in the loading yards may not have any glazed apertures (windows, doors). Their wall sides must be fully enclosed. The door opening must moreover be located on the side of the container facing away from the hall. Containers to be used as offices or kitchen always require the installation of a sprinkler system.

**Important to note:** Leaking oil corrodes the asphalt surfacing. The exhibitor shall bear the cost for repairs to soiled or damaged surfaces.

### ■ Inside the ICM

In its function as a convention center, the ICM is fitted with high-quality floors and technical installations. Different requirements apply than for exhibition halls.

**Work involving dust or chips is only permitted to a limited extent within the ICM—and only if suitable suction devices are used.**

**Transport of materials within the ICM is to be carried out in such a way as to not damage floor surfaces (see “Use of lifting equipment”).**

**Hall aisles and delivery zones must be kept clear of metal parts (e.g. screws), stones, etc. at all times to prevent damage to floors.**

Messe München GmbH must be compensated for any damage caused by non-compliance with these requirements—the cost of repair is to be borne by the exhibitor.

### Equipotential bonding/Earthing

Depending on the stand construction or design, connections to the protective conductors are required as per VDE standards (see “Electrical Installation in Exhibition Stands” information sheet).

### Grease traps

Outflow into the sewer system must not contain contaminants in excess of normal household levels. If wastewater containing oils or greases in excess of these levels (e.g., from production refuse, commercial dishwashers, etc.) it must be treated with oil/grease traps.

### ■ Official regulations and permits

**Compliance with all relevant legal regulations and requirements, obtaining all necessary permits and approvals as well as the cost thereof, are entirely the responsibility of the operator of the exhibition stand.**

### Work permits

The exhibitor and any stand-building company commissioned by him are obliged to adhere to the regulations in force concerning labor 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).

For work on Sundays, public holidays and at night, the appropriate permit must be obtained from the responsible authority.

If the setting up 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 (work permit). 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, 80337 München, Germany, or, if a staffing plan has already been established, from the Landesarbeitsamt Südbayern (South Bavarian Regional Employment Office), Thalkirchner Str. 54, 80337 München, in good time to allow a decision to be reached before the start of such employment. Personal applications can be made at the branch of the Employment Office at Geyerstrasse 32, 80469 Munich. It is an offence under Section 404 Para. 2 of the 3rd Book of the German Code of Social Law (SGB III), either willfully or negligently

- in contravention of Section 284 Para. 1 Sentence 1 of the SGB III to carry on an occupation as a non-German employee without a work permit,
- in contravention of Section 284 Para. 1 Sentence 1 of the SGB III to make use of a non-German employee without a work permit.

Such infringement is punishable by a fine of up to EUR 5,000 for the employee and EUR 250,000 for the employer.

### Notification of welding, cutting and soldering work

and all other work with a naked flame must be given to Messe München's Technical Exhibitor Service.

### Sources of interference (e.g. radio systems, routers)

In accordance with the corresponding EMC/EMI directives currently in effect, proof of compatibility for the devices being operated in the building/area must be produced in order to avoid mutual interference with respect to the operation of radio systems or any equipment with high-frequency emissions. Radio systems must accordingly have an appropriate frequency spacing with regard to the frequencies/applications already in use on the exhibition grounds. A radio frequency plan of the Trade Fair Center can be obtained on request from the Technical Exhibitor Service. Exhibitor-owned Wi-Fi routers are subject to notification. Radio antennas may be installed only by a contracting firm with the consent of the trade fair management.

### Demonstrations, operation of machinery and devices

As set out in the Technical Guidelines/General Terms and Conditions for Participation 5.8 and 5.11, prior written permission must be obtained from Messe München GmbH for any demonstrations, acoustic advertising, or the operation of machinery and equipment. These must be such as to cause no disturbance to neighboring exhibitors. Messe München GmbH shall be entitled to prohibit any demonstrations that endanger or adversely affect the fair (such as through noise) to any considerable extent, notwithstanding the fact that prior permission has been granted.

All musical reproduction at the exhibition stand is subject to the provisions of the Copyright Act § 15 (September 1965) for which permission must be obtained from the German Performing Rights Society (GEMA).

GEMA Bezirksdirektion Stuttgart, Key Account Management Messe, Herdweg 63, 70174 Stuttgart, Germany, messe@gema.de, www.gema.de

### Photography and Filming/Drones and Webcams

Only your own booth and your own exhibits may be filmed or photographed, or the booth and exhibits of the contracting exhibitor in the case of contract work. Other booths may not be entered or photographed/filmed. Exhibitors are themselves responsible for the legally compliant nature of all their photographic and video activities (notably in respect of the European Data Protection Basic Regulation and German Data Protection Act).

Exhibitors are to take appropriate measures (e.g. obtaining written consent) to ensure that the above usages meet statutory data protection requirements. Moreover, they are to indemnify Messe München GmbH on first demand against any third-party claims and/or fines resulting from the possible infringement of statutory data protection requirements.

The operation of drones on the premises of Messe München—both in the exhibition halls or in the outdoor exhibition area—is strictly prohibited at all times (setup, runtime, dismantling). The usage of webcams is only permissible on exhibitors' own stand areas. Other exhibition booths and aisle areas may not be visible on the recordings. Should an exhibitor violate this ruling, Messe München may demand the dismantling of the webcam.

The webcam must be mounted on the exhibitor's own stand structure/mounting mediums. Other booths may not be accessed for any mounting work required.

### ■ Delivery of goods consignments

When you address goods consignments for delivery to your stand, we would ask you to include the following data on the consignment and/or inform your forwarding agent accordingly:

- Name of the event
- Phone number of an employee on site authorized to receive goods
- Hall (Hall B0, Foyer Ground Floor or Foyer Second Floor)
- Stand number of your exhibition stand, exhibitor name
- Messegelände | Gate 21
- Paul-Henri-Spaak-Straße 8 | 81829 Munich, Germany

Please note that Messe München GmbH staff will not accept receipt of goods consignments intended for exhibition stands/third parties.

### ■ Use of means of transport

Using the means of transport mentioned below is strictly prohibited in the event area. Failure to comply may result in removal from the grounds: Segways, (electric) scooters, bicycles /e-bikes, roller skates, skateboards and similar.

### ■ Driving motor vehicles on the exhibition grounds

- a) Driving on the grounds with motor vehicles of any kind is at your own risk. With the exception of cases set out under b), driving on the exhibition grounds is prohibited for the duration of the event. During the setup and dismantling periods, drive-in by car/truck is only permitted for loading and unloading. Any other parking of vehicles on the exhibition grounds is not permitted and will result in their removal at the expense of the owner. Outside the exhibition grounds, a limited number of free parking spaces is available for cars/trucks, delivery vans, trailers, containers, etc. during setup and dismantling times. Detailed drive-in regulations for individual vehicle classes (e.g. access against payment of a deposit, access via truck check-in, pre-booking of time slots via FairLog) during setup and dismantling are set out in the Traffic Guide for the event. For safety reasons as well as ensuring smooth logistics during setup and dismantling, passenger cars are to be parked on the designated, free parking areas on specific days, with no access to the grounds permitted.
- b) Essential deliveries may be made during the event runtime, with each delivery lasting no more than one hour. On payment of a deposit of EUR 100, you will be issued a pass by the security staff at the open gate for a limited period.

Please ensure that the entrance permit is displayed in a clearly visible location behind the windscreen.

Given compliance with the departure time stipulated, your deposit will be returned to you upon your departure. If you do not depart by the departure time stipulated, your deposit will be forfeited. Your vehicle will moreover be removed from the grounds at your expense. Please inform your staff, stand personnel and suppliers accordingly. If service or repair work takes longer than this, a special permit is to be requested from Messe München or the organizer.

### ■ Parking spaces

Parking on the exhibition site is not permitted. Illegally parked vehicles will be towed away at the owner's expense.

#### For passenger cars

During opening hours, passenger cars up to 2 m in height may park at the Parking Garage West (Paul-Henri-Spaak-Straße 6, 81829 Munich). Day tickets drawn at the entrance may be exchanged for multi-day tickets at the car park ticket machine. Payment at the car park ticket machine may be made in cash or by credit card.

#### For trucks

Parking spaces in the vicinity of the exhibition grounds will be available for your vehicles during the trade show. Long-term parking permits for the duration of the show may be purchased at the entrance gate, payable in cash. Detailed information about parking facilities will be provided in the Traffic Guide made available to event exhibitors.

### ■ Alterations

Messe München GmbH reserves the right to make alterations with respect to technical organization and safety.