

## ■ Services

All services offered via order forms are provided by the International Congress Center Munich (ICM) and its accredited subcontractors.

The services offered are tailored to the nature of the ICM premises concerned – those offered for ICM hall B0 and the ICM foyer may therefore vary. Kindly note therefore above all the ICM's Technical Information with descriptions of the hall and foyer.

Further information is available for download at [www.icm-muenchen.de](http://www.icm-muenchen.de).

Please submit your order forms as soon as possible but by no later than four weeks prior to the commencement of the event.

In the case of orders received late, no guarantee can be given for punctual delivery and/or provision of the services offered. The ICM reserves the right to charge an additional fee for orders submitted late.

**Should any questions arise in connection with the use of the Exhibitor Service Catalog, please do not hesitate to contact the ICM team at any time.**

## ■ 1. Stand set-up and dismantling periods

The stand set-up and dismantling periods and the general terms of participation for the event concerned are laid down by the organizer and must be observed.

An extension of the stand set-up and dismantling periods is only permissible in justified exceptional cases and with ICM's written approval.

### ■ 1.1 Access to trade fair center grounds for motor vehicles

Accessing the trade fair center grounds with motor vehicles of any kind is at the given user's own risk. During the stand set-up and dismantling periods, access by car and/or truck is only allowed for loading and unloading purposes.

Any vehicles located on the trade fair center grounds either in areas outside those allocated to the event or after the stand set-up and dismantling periods specified will be removed by the ICM at the risk and expense of the user/owner of the vehicle concerned.

**Further information on traffic organization is available from the event organizer or the ICM.**

### ■ 1.2 Deliveries

The exhibitor must ensure that personnel is available on the stand at the time of delivery to accept receipt of the consignment concerned. ICM personnel may not accept receipt of deliveries and refers any delivery supplier to the accredited trade fair forwarding companies – the cost of interim storage and delivery is payable by the exhibitor. All deliveries outside the official stand set-up and dismantling periods are to be made to one of the accredited trade fair forwarding agents. The forwarding agents accredited for the ICM and Messe München GmbH are:

Schenker Deutschland AG (Messegelände, Tor 21, Paul-Henri-Spaak-Straße 8, 81829 München, Germany, Tel. +49 89 949-24300, [fairs.muenchen@dbschenker.com](mailto:fairs.muenchen@dbschenker.com)) and Kühne & Nagel (AG & Co.) KG (Messegelände, Tor 21, Paul-Henri-Spaak-Straße 8, 81829 München, Germany, Tel. +49 89 949-24400, [exposervice.muenchen@kuehne-nagel.com](mailto:exposervice.muenchen@kuehne-nagel.com)).

By the end of the stand dismantling period, all materials must have been removed from the ICM. No liability is assumed for any items left behind after this time. Any costs incurred for the removal, interim storage or disposal of such items are payable by the exhibitor.

## ■ 2. Duration of event

### ■ 2.1 Parking spaces

Parking at the trade fair center and on its grounds is principally prohibited. Any vehicles parked illegally will be towed away with a charge being raised.

**Information on car and truck parking spaces and the opening times of the car park can be obtained from the event organizer or the ICM team.**

### Car park WEST:

during opening hours cars of up to 2 m in height may use the car park WEST (access via Paul-Henri-Spaak-Straße). You have the option of upgrading the one-day ticket obtained at the entrance to a multiday ticket at the machines in the car park. Payment at the car park machines is made either in cash or by credit card.

The price per parking space per day (valid 24 hours) EUR 12.00 incl. VAT.

### Insofar as parking spaces in the outdoor exhibition area are available for cars and trucks:

cars over 2 m in height and trucks may use the parking spaces adjacent to the trade fair center grounds. Long-stay parking permits can be purchased at the access gate (cash payment possible only).

Price per parking space for the duration of the event:

Category A up to 3.5 t: EUR 66.00 incl. VAT.

Category B up to 7.5 t: EUR 108.00 incl. VAT.

Category C up to 7.5 t: EUR 168.00 incl. VAT.

## ■ 2.2 Deliveries

**Information on traffic organization and delivery options during the course of the event can be obtained from the event organizer or the ICM team.**

## ■ 3. Stand construction

### ■ 3.1 Stand design and planning permission, partition walls

The stand construction requirements such as construction and advertising structure heights, the spacing between advertising structures and stand design concepts (open sides) are laid down by the event organizer and must be observed.

To-scale stand plans or plans with measures (ground layouts and elevations) are to be submitted to the ICM for approval by no later than four weeks prior to the commencement of the stand set-up period.

Each builder and the operator of an exhibition stand are individually responsible for its design, construction and operation as well as for compliance with the relevant regulations under public law insofar as they apply to exhibition stands and with the Technical Guidelines of Messe München GmbH.

**Kindly refer to ICM's Technical Information, Messe München GmbH's Technical Guidelines as well as additionally to the relevant notices in the Exhibition Service Catalog for details and requirements.**

### IMPORTANT!

– In the ICM foyer and hall B 0 only single-storey stands may be erected.

– Stand structures in the ICM foyer and hall B 0 may generally not be covered for fire safety reasons.

With approval of the ICM, only such materials (meshing) may be used as are certified by VdS Cologne as sprinkler-compatible and/or comply with VdS 3158. Grid-type ceilings must be designed to comply with CEA 4001 (70 % of the ceiling area incl. lamp fittings, etc. must be open, installation must be horizontal).

– Partition walls on the stand perimeters are only erected at the request and expense of the exhibitor.

– Open/visible stand sides are to be kept in a neutral, white and clean state, free of any installation materials.

For safety reasons electrical distribution systems, fire extinguishing equipment, hydrants, etc. may not be built over or obstructed and must be freely accessible at all times. Kindly check the plans sent to you in this respect and if necessary ask for an enlarged plan section to be sent to you.

### ■ 3.2 During stand set-up and dismantling periods

Only the official trade fair forwarding agents are permitted to use conveyance vehicles / fork-lift trucks. Please refer to the ICM's Technical Information for further details in this respect.

Escape, rescue and general traffic routes, as well as firefighting devices, are to be kept clear at all times.

Only ICM adhesive tape may be used for laying carpets on the granite and wooden floors. This can be obtained at no cost from the hall inspectorate (Tel. +49 89 949-23320). The following tapes to attach carpet to mastic asphalt floors of exhibition halls are permitted at Messe München: tesaband 5399, tesafix 4964, tesa 4939, fermoflex 1352.

No welding, cutting or soldering work or other work with a naked flame is allowed at the ICM.

Working with circular saws, planing and other carpentry machines producing dust and chippings is not permitted without effective extraction facilities. Exhibition paths / hall aisles and delivery zones must be kept clear of metal parts (e.g. screws), stones, etc. to avoid damage being caused to the parquet and natural stone flooring.

**Any instructions issued by ICM personnel are to be followed.**

### ■ 3.3 Restoration of exhibition areas to their original state

All exhibition areas are to be returned to the ICM in their original state by the end of the stand dismantling period set.

Should any necessary restoration work have not been carried out by the end of the stand dismantling period, the ICM is entitled to have this work carried out by an accredited subcontractor at the expense of the exhibitor concerned.

## ■ 4. Approvals and regulatory requirements

Any demonstration, acoustic advertising or the operation of machinery and devices requires the prior written approval of the ICM and must be carried out such that neighboring exhibitors are not disturbed. Despite any approval granted beforehand, the ICM is entitled to prohibit such demonstration, advertising or operation as represents a significant risk or disruption to the running of the exhibition (e.g. due to noise). Regulatory requirements are moreover to be observed.

Kindly note form 1.2 of the Exhibitor Service Catalog ("Application for Preventive Fire Protection Measures with the Munich Municipal Fire Department"). Should one of the points mentioned apply to your exhibition stand, the form requires mandatory submission.

The exhibitor and any stand-building company that may have been appointed by him are obliged to comply with the relevant statutory labor and social regulations.

Above all, the provisions concerning social insurance obligations for among others employment relationships of a minor nature (reporting duties, social insurance ID).

### ■ 4.1 Employment permits

Insofar as exhibition stands are to be set up and dismantled by employees who are neither German nationals as defined under the provisions laid down by 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 German Federal Institute of Employment. This does not apply to employees who retain their usual residential status abroad while setting up and/or dismantling the company's own exhibition stands on behalf of their foreign-based employer.

Work permits are to be applied for in good time with the Arbeitsamt München (Munich Employment Office), Kapuzinerstraße 26–30, 80337 München, Germany or, if concrete plans for the employment of foreign workers have already been made, with the Landesarbeitsamt Südbayern (Southern Bavarian Regional Employment Office), Thalkirchner Str. 54, 80337 München, Germany such that a decision can be made on the application prior to the commencement of the period of employment.

Employment applications may be submitted in person to the branch of the Munich Employment Office located at Geyerstraße 32.

It is an offence under section 404 paragraph 2 of the 3rd Book of the German Social

Code (SGB III) for anyone, either willfully or negligently, to pursue employment as a non-German national without a work permit in contravention of section 284 paragraph 1 sentence 1 SGB III or to employ a non-German national without a work permit in contravention of section 284 paragraph 1 sentence 1 SGB III.

Such offence is punishable by a fine of up to EUR 5,000,00 for the employee and up to EUR 250,000,00 for the employer.

Permits are to be obtained from the relevant authorities for work on Sundays, public holidays and at night.

### ■ 4.2 Disturbance Sources (inter alia broadcast antennas, radio installations, wifi-router)

The operation of radio installations or high-frequency transmission systems, e.g. wifi-router, bluetooth-transmission systems as well as mobile hotspots of smartphones and tablets, demands the approval of the ICM.

In order to avoid mutual interference disruption, the compatibility of the frequencies in respect of the equipment used in the building and on the grounds must be proofed. The relevant European EMV / EMI guidelines valid at the given time require compliance.

Radio installations must operate with a corresponding frequency spacing in respect of the frequencies / applications already used at the trade fair center.

On request, the ICM will provide a plan with all frequencies used within the premises.

**Should the exhibitor fail to comply with his obligations in this respect, the ICM is entitled to terminate the broadcast and / or cut off the supply of electricity to the stand without any formal notice being required.**

### ■ 4.3 Volume limitation

The maximum permitted volume level for the use of transmission systems with loudspeakers is 70 dB. The ICM reserves the right, however, to impose further limitations. The exhibitor is obliged to ensure that the maximum permitted volume level is not exceeded.

ICM personnel must moreover be granted access to the stand at any time for the purpose of checking the volume.

### ■ 4.4 GEMA permit

According to section 15 of the German Copyright Act of September 9,1965, permission must be obtained from GEMA -Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte (German Performing Rights Society) if music is to be reproduced on an exhibition stand.

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

## ■ 5. Alterations

The ICM reserves the right to make any alterations deemed necessary in respect of technical organization and safety.