

# Special Terms of Participation (B)

The General Terms and Conditions of Participation A and the Technical Guidelines of Messe München GmbH shall apply, insofar as the present Special Terms of Participation do not contain any provisions in derogation thereof.

## Duration:

Monday, 4 to Friday, May 8, 2020

## Opening hours visitors:

Monday to Tuesday 09:00 – 18:00  
Friday 09:00 – 16:00

## Opening hours exhibitors:

Monday to Tuesday 07:30 – 19:00  
Friday 07:30 – 16:00

## Organizer and financing body:

Messe München GmbH  
Messegelände  
81823 München  
Germany

Tel. +49 89 949-20285

application@ifat.de

www.ifat.de

All prices indicated below are net and subject to applicable value-added tax.

## B 1 Application

Applications should be filed online at [www.ifat.de/application](http://www.ifat.de/application).

Deadline for applications is Tuesday, April 30, 2019.

## B 2 Eligibility

Admissible as exhibitors are all German manufacturers; all manufacturers from abroad or their German branch establishments; main importers; specialist dealers or service companies authorized by manufacturers; and those firms that are authorized by a manufacturer's works to exhibit its products. Main importers and authorized specialist dealers may only exhibit exhibits from manufacturers which are not represented at this trade fair/exhibition themselves.

All exhibits must correspond to the product index of the respective trade fair/exhibition and be designated by name and exact type in the application. Objects other than those announced and admitted must not be exhibited. The Messe München GmbH exhibition organizer has the final decision on admission.

Organizers of joint stands are exhibitors as defined by the "Special Terms of Participation (B)." Participation of companies as additionally represented companies (cf. A 4) is not possible.

## B 3 Participation fee, advance payment for services (cf. A 7)

**Registration fee** **EUR 300**

The net participation fees per m<sup>2</sup> space are:

### In the hall

The minimum stand size is **20 m<sup>2</sup>**

<b>Row stand</b> (1 side open)	<b>EUR 183</b>
<b>Corner stand</b> (2 sides open)	<b>EUR 193</b>
<b>End stand</b> (3 sides open)	<b>EUR 198</b>
<b>Island stand</b> (4 sides open)	<b>EUR 204</b>

### In the outdoor exhibition area

The minimum stand size is **60 m<sup>2</sup>**

<b>Row stand</b> (1 side open)	<b>EUR 98</b>
<b>Corner stand</b> (2 sides open)	<b>EUR 100</b>
<b>End stand</b> (3 sides open)	<b>EUR 102</b>
<b>Island stand</b> (4 sides open)	<b>EUR 104</b>

### In the yard

Container space (flat-rate charge) **EUR 950**

### Two-story stand construction

On two-story constructions, the upper floor space is charged at **50%** of the respective ground floor rate.

The participation fee covers the stand space rental and moreover comprises extensive services provided by Messe München GmbH, which include in particular: advice on stand planning, advice on the technical conditions and

requirements on site regarding stand design, advice on setting up and dismantling the stand, concept and public relations work for the fair, visitor marketing and visitor acquisition for the fair, preparation and organization of trade-fair related opening events, press conferences, presentations and exhibitor evenings, insofar as these are organized by Messe München GmbH, the preparation and implementation of forums and special shows, insofar as these are organized by Messe München GmbH or third parties on behalf of Messe München GmbH, the provision of exhibitor passes for authorized persons in accordance with clause B 12 "Exhibitor passes," the lighting, heating and air-conditioning of all the exhibition spaces, basic guard service for the event site, regular cleaning of general areas, the provision of loudspeaker systems used for informing visitors to the fair, and other visitor information systems including signage, the provision of visitor lounges, meeting rooms and catering facilities for exhibitors, visitors and the press within the exhibition premises, the deployment of first-aid operatives as well as traffic routing to and within the event site.

### Mandatory communication fee

Exhibitors will be charged a mandatory communication fee amounting to **EUR 295**. This fee includes the basic entry in the catalog (print, online and mobile, cf. B 11 Media services) plus one copy of the trade fair catalog (hand-out on site at the fair). It also covers the basic entry in the Visit Guide, and other communication services as set out in provision B 11 "Media services (Catalog—Internet—Mobile)." Exhibitors can book other entries in the respective advertising media for extra charges. Prices for the additional listing and promotion opportunities are given on the respective order forms, which will be sent to exhibitors by the media services partner contracted by Messe München GmbH.

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## Cont. B 3 Participation fee, advance payment for services (cf. A 7)

### Advance payment

The advance payment for exhibitor services ("Advance payment," cf. A 7) is **EUR 14/m<sup>2</sup>** of rented exhibition space in the halls and **EUR 10/m<sup>2</sup>** in the outdoor exhibition area.

### AUMA charge

The German Council of Trade Fairs and Exhibitions (AUMA) levies all exhibitors a charge of **EUR 0.60/m<sup>2</sup>** of rented exhibition space. This amount is charged by Messe München GmbH and transferred directly to AUMA.

### Fixed waste-disposal fee

The mandatory, flat-rate waste disposal fee in the amount of **EUR 3.50/m<sup>2</sup>** is to cover the disposal of all waste generated at the exhibitor's booth during setup and dismantling and throughout the duration of the trade fair. The disposal of production waste, entire stand elements and complete exhibition stands is not covered by this fee.

## B 4 Co-exhibitors

The participation of companies as co-exhibitors (cf. A 4) is on principle possible. Participation is, however, subject to Messe München GmbH's prior authorization. Permission to participate may be granted only if the co-exhibitor would also be eligible to participate as an exhibitor. The registration fee per co-exhibitor is **EUR 420**. However, a mandatory communication fee in the amount of **EUR 295** will be levied for each co-exhibitor. The mandatory communication fee for each co-exhibitor includes the same services as for the main exhibitor (cf. B 3).

Co-exhibitors must be registered online by the main exhibitor. Online registration is available as of now. The registration fee and mandatory communication fee will be invoiced to the main exhibitor.

The participation of firms as additionally represented companies (cf. A 4) is not possible.

For each co-exhibitor without Messe München GmbH admission, Messe München GmbH is entitled to demand a penalty charge of **EUR 500** from the exhibitor. Furthermore, Messe München GmbH may demand that co-exhibitors without Messe München GmbH admission vacate the stand. Should the exhibitor fail to comply with Messe München GmbH's vacation demand without delay, Messe München GmbH has the right of extraordinary cancellation in respect of the contractual relationship between Messe München GmbH and the exhibitor.

## B 5 Terms of payment (cf. A 7)

The amounts invoiced in all invoices issued by Messe München GmbH in connection with the event are to be transferred in euros, without deductions and free of all charges to one of the accounts specified in the respective invoice, indicating the customer number. **The times of payment specified in the invoices are binding and are to be complied with.**

Prior payment of the invoiced amounts in full is a condition for access to the rented exhibition space, listings in the trade show media (print, online, mobile) and the provision of exhibitor passes.

The final invoice for all additional costs (e.g. technical services, electricity, parking permits, ticket vouchers, etc.) will be sent to the exhibitor after the end of the event (approx. 6 weeks). It is payable immediately upon receipt.

Due to value-added tax legislation requirements, Messe München GmbH can only issue or re-address invoices to an invoice recipient other than the exhibitor,

if the recipient is Messe München GmbH's contractual partner concerning the services to be charged. If the exhibitor wants to designate the invoice recipient as the contractual partner of Messe München GmbH instead of himself, he can request the appropriate form at the E-mail address provided in the application. The form should be completed and signed with legally binding effect and returned to Messe München GmbH. Messe München GmbH is under no obligation to accept the different invoice recipient named by the exhibitor as its contracting party. Insofar as Messe München GmbH has already rendered services to the exhibitor at the time of receipt of this form, Messe München will have to bill these services to the exhibitor (cf. A 7).

Should the exhibitor wish to have an invoice re-issued because the name, legal form or address of the invoice recipient has changed, the exhibitor is bound to pay Messe München GmbH a fee of **EUR 50** for each invoice amendment, unless the data included in the original invoice in respect of the name, legal form or address of the invoice recipient was incorrect and Messe München GmbH was responsible for the incorrect data.

## B 6 Dates of setting up and dismantling (cf. A 15)

### Setup

as of April 27, 2020, 08:00 through May 3, 2020, 18:00

Truck check-in during setup:

Trucks and vehicles weighing over **7.5 tons** must register at the truck (LKW) check-in on site. Further information will be made available with the traffic guide.

On the last day of setup, May 3, 2020, all delivery and stand-construction vehicles must be removed from the halls and the outdoor exhibition area by 18:00 at the latest. Vehicles which are still in the halls or the outdoor exhibition area after this time will be removed by Messe München GmbH at the risk and expense of the respective exhibitor. Furbishing work and decoration in the exhibitor's own stand space is possible until 20:00.

An extension of stand setup time after 20:00 is subject to a fee and possible only in exceptional cases with the prior written approval of Messe München GmbH's Technical Exhibition Services Division.

**Please note that containers and exhibits may be placed in the yards on the last stand setup day from 17:00 only.** In this context, please note the form "Rental Space in the Loading Yard for Exhibits and Containers."

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## Cont. B 6 Dates of setting up and dismantling (cf. A 15)

### Dismantling

as of May 8, 2020, 16:00 through May 12, 2020, 18:00

Access to the fairgrounds for stand construction firms and delivery vehicles on May 8, 2020 no earlier than 17:00.

Further information is included in the traffic guide which will be sent to you (no later than 8 weeks prior to the commencement of the fair).

## B 7 Stand design and equipment

Stand designs for two-story constructions, for stands larger than **100 m<sup>2</sup>** or stand structures exceeding **3 m** in height or with a stand covering require prior authorization. Dimensioned drawings including floor plans and elevations on a scale of 1:100 must be submitted in duplicate to Messe München GmbH, Technical Exhibition Services Division for approval no later than 6 weeks before setup begins.

### Halls, general

One-story construction

The maximum construction height is **7.50 m**. The maximum advertising height (upper edge) is **7.50 m**.

Two-story construction

The maximum construction height is **7.50 m**. The maximum advertising height (upper edge) is **7.50 m**.

In addition, the maximum construction height (clearance) alongside the hall walls must be observed (see description of halls and outdoor exhibition grounds).

The partition walls facing the neighboring stand must be kept white, neutral, free of installations and clean above a height of **2.50 m**. It is recommended that exhibitors install partition walls (height **2.50 m**) as demarcation to neighboring stands. Messe München GmbH supplies partition walls only at the request and expense of the exhibitor. Partition walls or additional cabin walls (height **2.50 m**) can be ordered in the Exhibitor Shop. In the case of advertising structures directly facing adjoining stands, there must be a minimum distance of **2 m** to the stand perimeters. Flashing or changing lights must not be used for advertising purposes. The stand design must be adapted to suit the type of rented stand (row, corner, end, island stand), e.g. by partition wall systems. The exhibition stand should also meet the character of the respective trade fair to preserve the visual identity of the event. Messe München GmbH is entitled to demand changes in stand design on this account.

Stand designs can only be approved if the open sides of the stand have a uniformly open design. Erecting closed walls is permitted, provided they do not take up more than **70%** of the stand side in question, and completely closed walls may be no more than **6 m** in length. A closed length of wall measuring **6 m** must be followed by an opening at least **2 m** wide. This ruling does not apply if the wall concerned is set back from the stand perimeter by at least **2 m**. Messe München GmbH reserves the right to permit exceptions to these guidelines in individual, well-founded cases. The rear side of the walls of your stand above a height of **2.5 m** must be of a neutral design, white, smooth and clean. Only such materials as are opaque and impervious to light are permitted for this purpose (no textiles). Advertising hoardings that extend above the walls of the stand must be at least **2 m** away from the immediately adjacent stand. Advertising may not feature flashing or alternating lights. It is not permitted to extend the stand design over the aisles. Messe München GmbH reserves the right to allow exceptions to this ruling in individual, well-founded cases, whereby the only permissible exception is the laying of different colored carpeting. Platforms are not permitted under any circumstances.

### Planning permission

As a matter of principle, every planner/designer of an exhibition stand is responsible for compliance with public statutory regulations, insofar as applicable to exhibition stands, and compliance with Messe München GmbH's Technical Guidelines as well as the General Terms of Participation. No planning approval from Messe München GmbH is necessary given compliance with the following requirements:

- stand and/or advertising structures no higher than **3 m**
- stand area no larger than **100 m<sup>2</sup>**
- stand is without covering.

Any stand concepts in non-compliance with the aforementioned requirements are to be submitted in duplicate for approval to Messe München GmbH's Technical Exhibition Services Division, containing to-scale stand design plans (ground plan, elevations and sectional drawings) no later than 6 weeks prior to official setup date. If items are to be suspended from the hall ceiling, the work involved must be carried out by Messe München GmbH's contractors. Moreover, multi-story stands and special constructions (such as bridges, stairs, cantilever roofs, galleries, etc.) are as a general rule subject to separate approval. Please consult the "Building Regulations" set out under "Leaflets—applications" in the Exhibitor Shop (online as of fall 2019) for further information. **Please note under all circumstances the requirements set out in the Technical Guidelines and the information included in the individual notices.** Order forms to request additional exhibitor and technical stand services are available in the Exhibitor Shop.

The fixing (securing) of stand components via floor anchorages is not permitted. Regulations on securing exhibits via anchorages to the hall floor: The fixing (securing) of machines via floor anchorages is allowed only with the prior written approval of Messe München GmbH's Technical Exhibition Services Division.

### Outdoor exhibition area

Structural elements, stand signs and flags must be designed such that they do not constitute an unreasonable disturbance for neighboring stands. Misleading company signs must be removed at the request of the Exhibition Management. Depending on the infrastructure to be installed and if Messe München GmbH, Technical Exhibition Services Division so requests, a gap of **0.50 m** must be left between the perimeter of the neighboring stand to the rear and any permanent fittings and fitments. Any foundations required in the same location for the next exhibition can be left in if their component parts are at least **30 cm** below the topsoil and relevant contractual provisions have been agreed upon with Messe München GmbH. Plans showing the precise location and size of these foundations are to be submitted to Messe München GmbH, Technical Exhibition Services Division in good time. When carrying out any stand setup work, attention should be given to existing supply lines, distribution boxes, hydrants, light masts, etc. If such facilities are located on the premises of individual stands, access to them must be assured at all times. To prevent any damages, no underground work may be started without prior consultation of Messe

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## Cont. B 7 Stand design and equipment

München GmbH, Technical Exhibition Services Division. Exhibitors whose stands border on the perimeter of the exhibition grounds may not use the fencing for stand setup purposes. The outside fencing may not be used for advertising purposes.

### Deployment of cranes and exhibits

All cranes and exhibits to be erected in the outdoor exhibition area reaching a height of more than **10 m** require the prior approval of Messe München GmbH, Technical Exhibition Services Division and must be registered by means of the

corresponding form 12 weeks prior to the commencement of the fair at the latest. If the necessary documents are submitted to Messe München GmbH later than 12 weeks prior to the start of the fair, Messe München GmbH is entitled to lay down a binding stipulation for the maximum erection height for these exhibits as is still available, based on safety grounds. Messe München GmbH is authorized to restrict or prohibit the setup work to ensure compliance with the height stipulated. Messe München GmbH reserves the right to have exhibits examined and/or accepted by experts even if the exhibits concerned do not come under the general data/requirements set out in the relevant form.

## B 8 Official regulations and permits

Authorization is to be obtained for structures that exceed a built-over area of **50 m<sup>2</sup>** or a height of **5 m** (pavilions, tents, cranes, plant and equipment etc.). The necessary building applications as well as plans and structural analyses or test books are to be submitted to Messe München GmbH, Technical Exhibition Services Division in good time but no later than 6 weeks before the beginning of setting up.

In the erection, operation and dismantling of their structures at the exhibition center, exhibitors are to comply with all statutory and official regulations as well as the relevant requirements of Messe München GmbH and especially those from the Terms of Participation and the Technical Guidelines. In addition to the Technical Guidelines, the relevant safety regulations of the TÜV (German organizations for technical inspection and control) also apply to all exhibits and other equipment and facilities; recognized codes of practice are to be complied with. Revolving tower cranes and the like must be secured in accordance with regulations. For safety reasons, it is not permitted to attach advertising media or other loads to cranes, with the exception of non-weighted flags.

## B 9 Technical installations

Applications for electrical installation, water connection or telephone can only be processed if requests have been placed through the Exhibitor Shop no later than **March 16, 2020**. Please refer to the Exhibitor Shop for Messe München GmbH's applicable connection fees and specific terms of delivery.

The items and services offered can be ordered only from Messe München GmbH. Orders require Messe München GmbH's acceptance, which may be given tacitly, e.g. by providing the items or services ordered. The exhibitor is entitled to cancel an order for an item or service in full or in part if Messe München GmbH receives the cancellation at least one week before the official set-up date. In all other cases, the contract can be cancelled only with Messe München GmbH's written consent.

The technical services designated accordingly in the Technical Guidelines such as the provision of installations to supply the stand with electricity and water can be ordered only from Messe München GmbH.

Wired telecommunications equipment may only be provided by Messe München GmbH; Deutsche Telekom AG and other network operators are not authorized at the exhibition center. To connect his own stand area, the exhibitor may operate his own wireless LAN network at his stand after prior written approval from Messe München GmbH; the specifications of Messe München GmbH are to be complied with.

## B 10 Sales regulations

Open selling or other provision of goods and services from the stand is not permissible. Exhibited articles may be delivered to purchasers only after the end of the fair. It is not permitted to show the selling price openly. Under

No. 64 GewO (German trade regulation act), it is permissible to sell only to commercial resellers, commercial consumers and bulk purchasers.

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### B 11 Media services (catalog, internet, mobile)

The basic entry is invoiced by Messe München GmbH (cf. B3 Mandatory communication fee) and includes following listings:

#### Print (catalog)

- Company name, street, postal code, city, country code, telephone and fax numbers, e-mail and internet address, hall/stand in the alphabetical list of exhibitors
- Company name, hall/stand under 1 product group in the list of exhibitors according to product groups

#### Print (Visit Guide)

- Company name on the stand of the Visit Guide
- Company name, hall/stand number in the exhibitor legend of the Visit Guide

#### Online (exhibitor directory)

- Company name, street, postal code, city, country code, telephone and fax number, e-mail and internet address, hall/stand in the exhibitor detail entry
- 1 entry under "Product groups"
- Company name in the info box in the interactive hall plan

Exhibitors can book additional listings and other presentation opportunities in these communication media on a separate order form. Order form, respectively in the online catalog shop of the official media services partner. The media services partner will contact exhibitors directly and in time, handling these extra listings with the applicant in his own name and on his own account. Messe München GmbH assumes no responsibility for the accuracy and completeness of the exhibitor catalog (print, online and mobile).

The exhibitor is solely responsible for the permissibility under law—and particularly the law on competition—of entries placed in the online exhibitor catalog (print, online and mobile) of Messe München GmbH at the instigation of the exhibitor. Should third parties assert claims against Messe München GmbH on account of the impermissibility of the entries under law in general or the law on competition, the placer of the entries shall hold Messe München GmbH fully safeguarded against all claims asserted including all costs of any necessary legal defense on the part of Messe München GmbH. The same applies to entries from exhibitors, co-exhibitors and exhibitors on joint stands that the respective exhibitor has arranged in the Messe München GmbH exhibitor catalog (print, online and mobile).

The official media services partner for this trade fair is:

NEUREUTER FAIR MEDIA GmbH  
Büro Essen  
Westendstraße 1  
45143 Essen  
Germany  
Tel. +49 201 36547-410  
Fax +49 201 36547-325  
ifat@neureuter.de

### B 12 Exhibitor passes

For the duration of the fair, each exhibitor receives a specific number of free exhibitor passes for his stand:

#### In the halls

up to <b>20 m<sup>2</sup></b> of stand space	3 exhibitor passes
as from <b>21 m<sup>2</sup></b> for every further <b>10 m<sup>2</sup></b>	1 exhibitor pass (in addition)
as from <b>101 m<sup>2</sup></b> for every further <b>20 m<sup>2</sup></b>	1 exhibitor pass (in addition)

#### In the outdoor exhibition area

up to <b>60 m<sup>2</sup></b> of stand space	3 exhibitor passes
as from <b>61 m<sup>2</sup></b> for every further <b>20 m<sup>2</sup></b> or part thereof	1 exhibitor pass (in addition)
as from <b>201 m<sup>2</sup></b> for every further <b>50 m<sup>2</sup></b> or part thereof	1 exhibitor pass (in addition)

Co-exhibitors receive one (1) free exhibitor pass each.

Additional exhibitor passes can be ordered via the Exhibitor Shop at the price of **EUR 30** each. Exhibitor passes are intended for stand staff only.

The exhibitor pass does NOT entitle the holder to free use of local public transport (MVV—Munich Transport and Tariff Association).

**Please note that a separate tiering applies to joint pavilion stands: the joint pavilion organizer and every co-exhibitor will receive 3 free exhibitor passes each.**

### B 13 Photo, film and video shooting (cf. A 10)

For professional photo and film shots of the exhibitor's own stand during the running time of the fair, authorization is required from Messe München GmbH unless the exhibitor commissions persons who have already been admitted for this purpose and these possess a valid pass issued by Messe München GmbH. The exhibitor or the photographer commissioned receives the authori-

zation at the security control center of Messe München GmbH, Administration Building, access via Gate 1. For the authorization, a written order issued to the photographer is to be submitted. A fee of **EUR 50** is charged for the authorization.



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### B 14 Stand parties

Stand parties on the exhibition stand require authorization by Messe München GmbH and must be notified by March 16, 2020 at the latest. Events as of May 4 to May 7, 2020 may start no earlier than 18:00 and must end no later than 22:00. Until 22:30, the necessary clearing-up work may be undertaken on the stand area. By 23:00 at the latest, all persons must have left the fairgrounds. The exhibitor is responsible for ensuring that the attendees of his stand party do not access other trade fair booths or touch any exhibits located there. The exhibitor is to ensure that the attendees of his stand party follow the instructions of the safety and security service employed by Messe München GmbH.

The minimum scope of the safety and security services necessary is determined by Messe München GmbH. The exhibitor indemnifies and holds Messe München GmbH harmless in connection with the stand party.

The services provided by Messe München GmbH in connection with each stand party are charged to the exhibitor in the final invoice.

To ensure a smooth, uninterrupted event, we recommend that you consult with your booth neighbors of the planned party in advance. Please note that the volume of musical renditions on the stand may not exceed **70 dB (A)**.

### B 15 Deliveries

Consignments, letters and other mail to be delivered to the exhibitor's stand must carry the following details:

- Name of the event
- Hall (designation: A, B or C as well as the number of the hall (1–6)) or the outdoor exhibition area (designation: F and the block number (3–13))
- Stand number of the exhibition stand
- Name of the exhibitor
- Messegelände/Willy-Brandt-Allee, 81829 Munich, Germany

Messe München GmbH does not take delivery of consignments, letters and other mail intended for exhibitors or third parties. Exhibitors are advised not to deposit shipments or other objects unsecured in the hall or the outdoor exhibition area during setup and dismantling times.

Services with regard to the receipt and dispatch of consignments are offered by the authorized freight forwarders at the exhibition center.

### B 16 Restoration of exhibition areas

All exhibition space must be handed over to Messe München GmbH's Technical Services Division in its original condition by the stipulated date for completion of dismantling. To this end, the exhibitor must contact the Technical Services Division in due time to make an appointment to have the space inspected and approved.

Space in the outdoor exhibition area must be graded, and areas loosened by earthworks must be machine compacted. Asphalted and planted areas will be restored solely by Messe München GmbH at the expense of the exhibitor in

question. On principle, exhibitors must completely remove all structures such as foundations, driven-in piles, utility lines, etc. after the close of the trade fair. In individual cases (e.g. if the area is to be re-occupied at the next IFAT) a special arrangement (in writing) may be found with Messe München GmbH. Messe München GmbH is entitled to revoke this special permission at any time. If the required restoration work has not been completed by the set dismantling deadline, Messe München GmbH is authorized to have the work done at the expense of the exhibitor.

### B 17 Alterations

Messe München GmbH reserves the right to make alterations and additions in matters affecting technical arrangements and safety.

Status: September 2018