



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. Messe München GmbH's Covid-19 prevention and hygiene measures also apply.

Duration:

Tuesday, 9 to Friday, April 12, 2024

Opening hours visitors:

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

Opening hours exhibitors:

Tuesday to Friday 07:30 – 18:00

Organizer and financing body:

Messe München GmbH
Am Messesee 2
81829 München
Germany

Tel. +49 89 949-20380
projektleitung@analytica.de
www.analytica.de

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

B 1 Application

The application is to be submitted online at www.analytica.de.

Start of space allocation is Monday, April 17, 2023.

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 not exhibitors as defined by the "Special Terms of Participation (B)."

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

The net participation fees per m² space are:

The minimum stand size is 12 m²

Row stand (1 side open)	EUR 246
Corner stand (2 sides open)	EUR 287
End stand (3 sides open)	EUR 297
Island stand (4 sides open)	EUR 310

Combination packages

Type "Clear" (as of stand size 12 m²)

Bookable as row or corner stand in the following sizes:

12 m², 15 m², 16 m², 18 m², 20 m², 24 m² and 25 m²

Price examples:

Row stand (12 m ²)	EUR 6,780
Corner stand (12 m ²)	EUR 7,720

Package price includes: stand space, OCTANORM aluminum system, wall panels made of plastic-coated white walls, 2.50 m high, total height 3.50 m, carpet rips incl. protective foil and color after choice, lighting (1 spotlight per 3 m²) incl. electricity consumption, electricity flat rate (3 kW incl. grounding and consumption), socket, screen 200 x 100 cm per aisle side (incl. 15 letters), lockable cabin (1 x 1 m) incl. coat rack and wastebasket, info counter (lockable) with bar stool or table display with base (lockable), seating area (1 table and 4 chairs), 2 exhibitor passes, energy cost surcharge, waste disposal flat rate, AUMA charge, mandatory communication fee

Type "Column" (as of stand size 16 m²)

Bookable as row or corner stand in the following sizes:

16 m², 18 m², 20 m², 24 m² and 25 m²

Price examples:

Row stand (16 m ²)	EUR 8,770
Corner stand (16 m ²)	EUR 9,430

Package price includes: stand space, OCTANORM aluminum system, wall panels made of plastic-coated white walls, 2.50 m high, total height of the columns 4 m, carpet rips incl. protective foil and color after choice, lighting (1 spotlight per 3 m²) incl. electricity consumption, electricity flat rate (3 kW incl. grounding and consumption), socket, lockable cabin (1 x 1 m) incl. coat rack and wastebasket, screen 150 x 30 cm per aisle side (incl. 15 letters), seating area (1 table and 4 chairs), info counter (lockable) with bar stool or table display case with base (lockable), 2 exhibitor passes, energy cost surcharge, waste disposal flat rate, AUMA charge, mandatory communication fee

Type "Exclusive" (as of stand size 12 m²)

Bookable as row or corner stand in the following sizes:

12 m², 15 m², 16 m², 18 m², 20 m², 24 m² and 25 m²

Price examples:

Row stand (12 m ²)	EUR 7,420
Corner stand (12 m ²)	EUR 7,910

Package price includes: stand space, meplan walls, 5-part decorative milling, total height 3 m, carpet rips incl. protective foil and color after choice, lighting (1 spotlight per 3 m²) incl. electricity consumption, electricity flat rate (3 kW incl. grounding and consumption), socket, lockable cabin (1 x 1 m) incl. wastebasket, 30 letters (per wall side 15 pieces), seating area (1 table 70 x 70 cm white and 4 chairs black), lockable info counter, ca. 100 x 50 x 100 cm, white, 2 exhibitor passes, energy cost surcharge, waste disposal flat rate, AUMA charge, mandatory communication fee



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

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 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 11 "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 communication fee amounting to **EUR 1,170**. The mandatory communication fee includes the basic entry in our print and online media (e.g. Visitor Guide, List of Exhibitors, App as well as further communication services in accordance with clause B 10 "Media Services". Additional

services may be booked for an additional fee. The additional entry and advertising options as well as the prices can be found in the corresponding order forms provided to exhibitors by the media service partners commissioned by Messe München GmbH.

Advance payment

The advance payment for exhibitor services ("Advance payment," cf. A 7) is **EUR 20/m²** of rented exhibition space.

AUMA charge

The German Council of Trade Fairs and Exhibitions (AUMA) levies all exhibitors a charge of **EUR 0.60/m²** 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 5/m²** 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.

Energy cost surcharge

An energy cost surcharge of **EUR 5/m²** of rented exhibition space will be charged. In principle, the participation fee includes the costs for lighting, heating and air conditioning of all exhibition spaces. Due to the recent sharp rise in energy prices, Messe München GmbH is forced to charge this energy cost surcharge in addition.

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. Admission can only be granted if the co-exhibitor would also be eligible as an exhibitor. However, a mandatory communication fee in the amount of **EUR 1,270*** 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).

All co-exhibitors must be registered by the main exhibitor. To enable co-exhibitors to register, the main exhibitor sends a link (co-exhibitor URL) to the planned co-exhibitors. Via the co-exhibitor URL, the co-exhibitor can send an online application for the space applied for by the main exhibitor. The link (co-exhibitor URL) is sent to the main exhibitor with the registration confirmation.

For each co-exhibitor without Messe München GmbH admission, Messe München GmbH is entitled to demand a penalty charge of **EUR 2,300** from the exhibitor. Furthermore, Messe München GmbH may demand that co-exhibitors 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.

*including processing fee of **EUR 100**.

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. 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.



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

Setup

as of April 5 to 7, 2024, daily from 07:00–23:00
April 8, 2024 from 07:00–18:00

Truck check-in during setup:

Trucks over **7.5 t** must register in advance via FairLog and book a time slot for access/loading at the exhibition grounds. When arriving on site, trucks need to register at check-in to complete the process. You will receive more information with the traffic guide.

On the last day of setup, April 8, 2024, 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 the setup time is permissible only in exceptional cases and with the prior written consent of Messe München GmbH, Technical Exhibition Services Division.

Dismantling

April 12, 2024 from 17:00–23:00
April 13, 2024 from 07:00–23:00
April 14, 2024 from 07:00–18:00

Truck check-in during dismantling:

Trucks over **7.5 t** must register in advance via FairLog and book a time slot for access/loading at the exhibition grounds. When arriving on site, trucks need to register at check-in to complete the process. You will receive more information with the traffic guide.

Access to the fairgrounds for stand construction firms and delivery vehicles on April 12, 2024 no earlier than 18:00.

An extension of the dismantling time is permissible only in exceptional cases and with the prior written consent of Messe München GmbH, Technical Exhibition Services Division.

B 7 Stand design and equipment

Stand designs for two-story constructions, for stands larger than **100 m²** 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 **6 m**. The maximum advertising height (upper edge) is **6 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 construction approval

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 approval of plans 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 m²**
- 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. The placing of motor vehicles of any kind on the stand area for exhibition or decorative purposes is prohibited and is permissible only in exceptional cases on the prior written consent of the Exhibition Management. 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 for further information. **Please note under all circumstances the requirements set out in the Technical Guidelines and the information included in the individual notices.** For further processing, the exhibitor service forms for ordering additional stand services will be made available to you online via our Exhibitor Shop in due time, or sent to you per e-mail.



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B 8 Official regulations and permits

Authorization is to be obtained for structures that exceed a built-over area of **100 m²** or a height of **3 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

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 telecommunication 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.

B 11 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 12 m² of stand size	2 exhibitor passes
up to 20 m² of stand size	3 exhibitor passes
as from 21 m² for every further 20 m² or part there of	1 exhibitor pass (in addition)

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

Additional exhibitor passes are available at **EUR 48**/each. Exhibitor passes are intended solely for stand personnel/can only be ordered via the Exhibitor Shop. The number of exhibitor passes does not increase through the taking in of co-exhibitors.

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

B 12 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 13 Stand parties

Stand parties on the exhibition stand require authorization by Messe München GmbH and must be notified by April 2, 2024 at the latest. Events on April 9, 10 and 11, 2024 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 mini-

mum 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 14 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)
- Stand number of the exhibition stand
- Name of the exhibitor
- Messengelände/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 15 Alterations

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

Messe München GmbH also reserves the right to amend and supplement its Covid-19 prevention and hygiene protocols; exhibitors will be informed of any changes in good time.