

## Special Terms of Participation (B)

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

### Duration:

Tuesday, 24 to Thursday, March 26, 2026

### Opening hours visitors:

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

### Opening hours exhibitors:

Tuesday to Thursday 07:30 – 19:00

### Organizer and financing body:

Messe München GmbH  
Am Messesee 2  
81829 München  
Germany

Tel. +49 89 949-11588  
exhibition-management@digital-bau.com  
www.digital-bau.com

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.digital-bau.com/en/exhibitors/become-an-exhibitor](http://www.digital-bau.com/en/exhibitors/become-an-exhibitor).

Start of space allocation March 2025.

### 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.

### B 3 Participation fee (cf. A 7)

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

The minimum stand size for individual exhibitors is 12 m<sup>2</sup>

|                     |  |                |
|---------------------|--|----------------|
| <b>Row stand</b>    | as of 12 m <sup>2</sup> (1 side open)  | <b>EUR 277</b> |
| <b>Corner stand</b> | as of 12 m <sup>2</sup> (2 sides open) | <b>EUR 293</b> |
| <b>End stand</b>    | as of 20 m <sup>2</sup> (3 sides open) | <b>EUR 315</b> |
| <b>Island stand</b> | as of 30 m <sup>2</sup> (4 sides open) | <b>EUR 325</b> |

#### Package stand row

|                     |                   |                   |
|---------------------|-------------------|-------------------|
| Stand size options: | 16 m <sup>2</sup> | <b>EUR 11,495</b> |
|                     | 24 m <sup>2</sup> | <b>EUR 15,995</b> |

#### Package stand corner

|                     |                   |                   |
|---------------------|-------------------|-------------------|
| Stand size options: | 12 m <sup>2</sup> | <b>EUR 9,995</b>  |
|                     | 16 m <sup>2</sup> | <b>EUR 11,995</b> |

Full-service package stand includes the following services:

- Area price
- Sustainable woodii system stand construction incl. carpeting (Stand height 3 m)
- 1 socket inclusive wiring
- electricity connection (3 kW) inclusive power consumption
- 1 seating area consisting of 4 chairs and 1 table
- lockable booth (1 x 1 m)
- waste paper basket
- 1 info counter lockable
- (– lettering area for company names, 2 wall sides á 15 letters, optional and subject to charge)
- daily cleaning and waste disposal (disposal fee included)
- basic entries in the official trade fair media of digitalBAU (obligatory communication fee included)

- 50 free online vouchers for one-day ticket
- 3 free exhibitor passes
- AUMA charge included

#### digitalBAU Start-Up Stand

**EUR 3,600**

The stand package "digitalBAU Start-Up" can only be booked by legally independent, young innovative companies with product and process-related new developments that are less than seven years old and have fewer than 50 employees.

The stand package for start-ups includes per exhibitor as standard:

- 1 own workspace (approx. 6 m<sup>2</sup>) on the digitalBAU start-up area
- 50 free online vouchers for a one-day ticket
- 2 free exhibitor passes
- AUMA charge included
- technical equipment of the workstation (WLAN, power supply)
- 1 x digital print 946 x 460 mm
- (– 1 x digital print 2,995 x 1,000 mm, optional and subject to charge)
- daily cleaning and waste disposal (disposal fee included)
- basic entries in the official trade fair media of digitalBAU (obligatory communication fee included)

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### Cont. B 3 Participation fee (cf. A 7)

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

Main exhibitors will be charged a communication fee for each of their stands amounting to **EUR 1,000**. This fee includes the basic entry in the digitalBAU online exhibitor directories, and other communication services as set out in provision B 10 "Media services." 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 options, which will be sent to exhibitors by the media services partner contracted by Messe München GmbH.

#### 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 9.50/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. 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 850** will be levied for each co-exhibitor (cf. B 3).

All co-exhibitors must be registered by the main exhibitor. The application is to be submitted online via a link in the confirmation of the main exhibitor registration.

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 1,700** 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

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.

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### B 6 Dates of setting up and dismantling

#### Setup

Advance setup (chargeable and on request)  
March 21, 2026, from 07:00 to 22:00

#### Regular setup

March 22, 2026, from 07:00 to 22:00  
March 23, 2026, from 07:00 to 18:00 (constructive)/20:00 (decorative)

On the last day of setup, March 23, 2026, all delivery and stand-construction vehicles must be removed from the exhibition grounds by 20:00 at the latest. Vehicles which are still on the exhibition grounds 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.

#### Dismantling

March 26, 2026, from 16:00 to 24:00  
March 27, 2026, from 07:00 to 24:00

Further information will be available in the traffic management plan from January 2026.

Access to the exhibition grounds for stand construction firms and delivery vehicles on March 26, 2026 no earlier than 16:00.

An extension of the dismantling time is unfortunately not possible.

The set-up and dismantling dates specified in the Special Terms of Participation must be strictly adhered to. Messe München GmbH may otherwise dispose of stands that are not occupied on the last set-up day. The admitted exhibitor is obliged to take part in the event. During the entire duration of the fair and the prescribed opening hours, all stands must be properly equipped and manned by competent personnel. In particular, care must be taken to ensure that the stand is fully staffed from the opening of the event until the official end of the event. The removal of exhibition goods and the dismantling of stands before the end of the trade fair is not permitted. In the event of a breach of the aforementioned regulations, Messe München GmbH is entitled to demand a contractual penalty of **EUR 5,000** from the exhibitor.

### 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**.

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. Every open side of the stand must be designed largely open (at least **50%** of the open stand side). 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.

#### Two-story stand construction

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

#### 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 Koelnmesse GmbH's Technical Guidelines as well as Messe München GmbH's 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 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 Koelnmesse 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 note under all circumstances the requirements set out in the Technical Guidelines of Koelnmesse GmbH and the information included in the individual notices.**

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### B 8 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 via the Exhibitor Shop. Wired telecommunications equipment may only be provided by Koelnmesse. To connect his own stand

area, the exhibitor may operate his own wireless LAN network at his stand after prior written approval from Koelnmesse; the specifications of Koelnmesse are to be complied with.

### B 9 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 10 Media services

The contents of the basic entry will be communicated and queried by the Media Service Partners on time. The first and last name, telephone, fax and mobile numbers, and e-mail address will require the explicit final approval and consent by the exhibitor, as it may potentially be personal data; otherwise this information may not be published. Exhibitors can book additional listings and other presentation opportunities in these communication media in a separate order process. The booking option will be made available to applicants in good time by the media service partners commissioned, who handle these extra listings with the applicant in their own name and on their own account.

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.

The official media services partners is:

NEUREUTER FAIR MEDIA GmbH  
Büro Essen  
Westendstraße 1  
45143 Essen  
Germany  
Tel. +49 201 36547-410  
Fax +49 201 36547-325  
[digitalBAU@neureuter.de](mailto:digitalBAU@neureuter.de)

The exhibitor is solely responsible for the permissibility under law—and particularly the law on competition—of entries placed in the directories 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

### B 11 Exhibitor passes (as Mobile or Print@home-Tickets)

The personalized exhibitor passes also show the first and last name of the ticket holder next to the company name. Ordering, shipping and invoicing of the exhibitor passes will be handled online.

**Please note:** both free and fee-based tickets should be ordered via the Exhibitor Shop. The floor space of an upper story does not increase the number of free exhibitor passes.

The exhibitor passes can be ordered through the digitalBAU Exhibitor Shop (expected available as of autumn 2025) at [www.digital-bau.com](http://www.digital-bau.com).

Prices for exhibitor passes are listed in the Exhibitor Shop. Exhibitor passes are intended for stand staff only and may not be passed on to third parties. In case of abuse, Messe München GmbH is entitled to withdraw the exhibitor pass. The number of exhibitor passes does not increase through the taking in of co-exhibitors.

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

up to **20 m<sup>2</sup>** of stand size  
as from **21 m<sup>2</sup>** for every further **10 m<sup>2</sup>**  
or part thereof

2 exhibitor passes  
1 exhibitor pass  
(in addition)

The exhibitor pass does NOT entitle the holder to free use of local public transport (ÖPNV).

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### B 12 Photo, film and video shooting (cf. A 10)

In deviation from A 10 of the Conditions of Participation A, approval for photography, filming and video recording of the exhibitor's own stand is no longer required during the official set-up and dismantling times, or during exhibitor opening hours.

Written permission is now only required outside these times (i.e. during night closing times) and is compulsorily linked to the booking of an accompanying

security guard. All information on this will be published in the Exhibitor Shop in the relevant leaflet.

The use of drones is expressly prohibited at all times (set-up, running time, dismantling).

### B 13 Stand parties

Stand parties on the exhibition stand require authorization by Messe München GmbH and must be notified no later than 7 calendar days prior to the start of event. Events on March 25, 2026 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.

### B 14 Deliveries by post

Deliveries by post are possible during set-up and during the fair.

The address for the delivery of goods is:  
Koelnmesse GmbH  
digitalBAU 2026 // hall + stand number //  
exhibitor name + contact person on site  
Messeplatz 1  
50679 Cologne, Germany

It must be ensured that a responsible person can accept the goods on site at the stand. If there is no one at the stand to receive the goods, Koelnmesse GmbH's forwarding agent must be commissioned to store the goods. Koelnmesse GmbH does not accept goods for storage.

The contact details of the forwarding agent are:  
Schenker Deutschland AG  
fairs.koeln@dbschenker.com  
Tel. +49 221 98131-0

### B 15 Noise, sound effects

All types of performances and presentations as well as all forms of visual, moving or acoustic advertising require Messe München GmbH's prior written approval. They may not disturb any other event participants, cause crowding

that blocks the aisles nor drown out the public address system in the halls. The noise level at the stand perimeter may not exceed **70 dB (A)**.

### B 16 Alterations

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

Status: November 2024