

Special Terms of Participation (B) Joint Pavilion Exhibitors

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

Duration:

Tuesday, 14 to Friday, November 17, 2023

Opening hours visitors:

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

Opening hours exhibitors:

Tuesday to Thursday	08:00 – 19:00
Friday	08:00 – End of dismantling

Organizer and financing body:

 Messe München GmbH
Am Messesee 2
81829 München
Germany

 Tel. +49 89 949-20330/20312
management@productronica.com
productronica.com

All prices indicated below are net prices.

Insofar as German value-added tax is applicable, they are subject to statutory value-added tax.

B 1 Application, Placement Proposal, Admission

The registration documents are available for download at productronica.com/registration. The completed forms are legally binding and must be signed and sent to Messe München GmbH as soon as possible.

The registration deadline is Friday, September 1, 2023.

B 2 Eligibility

Admitted are companies whose exhibited items correspond to the terms of the product classification of productronica 2023 (see attachment to registration). Please tick no more than one of the main groups in the product structure. Objects other than those registered and approved in the product classification may not be exhibited.

Your application cannot be processed without the completed product classification.

Messe München GmbH decides on the admission. There is no entitlement right to admission.

Eligibility criteria:

- Foundation within the last 7 years
- Company valuation below 50 million euros
- Classification in at least one point of the subject areas

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

Start-Up Package (4 m²)
EUR 3,990/m²

Including energy cost surcharge of **EUR 5/m²** and disposal flat rate of **EUR 6/m²**.

The stand package includes: Stand assembly and dismantling, stand area, stand construction as shown in the illustration, wall white with 1 door per element, wall frame with wooden interior and functional grooves, carpet, 2 bar stools, high table, brochure holder, graphic 420 x 1,000 mm, 1 LED light, cabling from distributor with socket, coat rack, beverages

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 13 "Exhibitor passes," the provision of ticket vouchers for visitors in accordance with clause B 16 "Day ticket vouchers," the provision of advertising media, 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 for each of their stands amounting to **EUR 990**. This fee includes the basic entry in the trade fair media (print, online and, if applicable, mobile, cf. B 12 Media services) plus one copy of the productronica Guide (hand-out on site at the fair). It also covers other communication services as set out in provision B 12 "Media services (productronica Guide—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 at the joint pavilion by the media services partner contracted by Messe München GmbH.

Fixed disposal fee

The flat-rate waste disposal fee of **EUR 6/m²** stand area plus statutory VAT covers the disposal of waste generated by the exhibitor during the duration of the trade fair. Waste disposal must be carried out in accordance with the regulations set out in No. 6.1 Technical Guidelines.

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.

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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.

Advance payment

The advance payment for services ("advance payment for services") (cf. A 7) shall be **EUR 22/m²** of rented exhibition space. The advance payment subject to the provisions of A 7, shall be paid after the trade fair with the services actually ordered on the final invoice offset against the services actually ordered.

Day ticket vouchers

The participation fee includes an unlimited number of redeemed vouchers for a one-day ticket (cf. B 16).

B 4 Co-exhibitors

The participation of companies as co-exhibitors at the Start-Up Area is not possible.

B 5 Terms of payment (cf. A 7)

The planned mailing date for the admission invoice is in summer of 2023; the deadlines for payment indicated are to be observed. 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. Please note: **Exhibitor passes will only be dispatched online to the download after receipt of payment of the admission invoice.**

The invoice for all additional costs (e.g. lettering, technical services, electricity) will be sent to the exhibitor after the end of the event; it is to be paid by him immediately upon receipt. 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 November 9, 2023, 07:00 through November 12, 2023, 23:00
November 13, 2023—constructional setup, 07:00 to 18:00

Truck check-in during setup:

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

Rental stands will be ready for occupation as of 09:00 on November 13, 2023.

On the last day of setup, November 13, 2023, 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

as of November 17, 2023, 16:00 to 24:00
November 18, 2023, 00:00 to 23:00
November 19, 2023, 07:00 to 23:00
November 20, 2023, 07:00 to 18:00

Access to the fairgrounds for stand construction firms and delivery vehicles on November 17, 2023 no earlier than 16:00.

If exhibits are removed or the stand dismantled before the trade show closes, Messe München GmbH may demand that the exhibitor pay a contractual penalty in the amount of **EUR 500**.

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.

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B 7 Stand design and equipment

Stand construction, stand design and stand equipment must comply with Messe München GmbH's Covid-19 health and safety protocols. The protocols can be found here:

<https://messe-muenchen.de/en/company/responsibilities-csr/health-and-safety-concept/>

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).

To maintain productronica's character as a communications platform and work exhibition, exhibitors must make sure that their stands have an open design. Messe München GmbH is entitled to prescribe changes in stand design in this context. 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 partition walls facing the neighboring stand must be kept white, neutral, free of installations and clean. 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.

B 8 Official regulations and permits

Authorization is to be obtained for structures that exceed a built-over area of **50 m²** 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

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.

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B 15 Noise, sound effects

Demonstrations of machines, video, music, stage shows etc. during the event (see opening hours) require the prior authorization of Messe München GmbH and must be conducted in such a way that no other exhibitors are disturbed or adversely affected. Accordingly, loudspeakers and other acoustic amplifiers/sound systems must be turned towards the exhibition stand and may not sound off on neighboring stands or aisles. The sound level may not exceed **70 dB (A)**

at the stand perimeter (see also Technical Guidelines 4.7.7, 5.8.1, 5.15). Messe München GmbH reserves the right to limit or prohibit demonstrations of any kind—irrespective of previous authorization—causing noise, optical disturbances or for other reasons constituting a hazard or impairment to the event and especially to event participants. The relevant statutory provisions must be observed.

B 16 Voucher for a one-day ticket

Exhibitors, co-exhibitors and companies on joint stands have the opportunity to order vouchers for day tickets or online tickets as part of the advertising media offer (can be ordered via the Exhibitor Shop productronica.com/exhibitorshop) as of Summer 2023. All redeemed vouchers for day tickets or

online vouchers are included in the participation fee and will not be charged. The resale of online vouchers is prohibited. In case of misuse, the exhibitor will be excluded from participation in the online voucher program.

B 17 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 18 Stand parties

Stand parties on the exhibition stand require authorization by Messe München GmbH and must be notified by November 1, 2023 at the latest. Events on November 14, 15 and 16, 2023 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 **85 db (A)**.

B 19 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 (5–13))
- 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 20 Restoration of exhibition areas

All exhibition areas must be handed over to Messe München GmbH in their original condition by the stipulated date for completion of dismantling.



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B 21 Advertising

The following provision replaces clause A 11:

No advertising activities, including the deployment of stationary and mobile advertising carriers, promotion teams or the distribution of printed media and food samplings may be conducted at the fairgrounds outside the confines of the given exhibitor's stand, unless the exhibitor has applied for and obtained authorization from Messe München GmbH for such activities, which are subject to a fee. The charge for this authorization is set out in the order documents for advertising space. Messe München GmbH is entitled to stop unauthorized

advertising activities outside the confines of the rented stand, in particular to expel persons who are used as advertising carriers from the site, and to confiscate, remove or destroy unauthorized advertising media. Messe München GmbH is entitled to demand a compensation in the amount for unauthorized advertising activities carried out by the exhibitor outside his stand, or by third parties commissioned by him, amounting to twice the fee Messe München GmbH would have charged for granting approval. Messe München GmbH's right to claim further damages remains unaffected.

B 22 Promotion teams

Promotion teams are not allowed. The deployment of stationary or mobile electronic sales and promotion tools, advertising displays carried by personal or vehicle carriers, as well as the distribution of printed media, stickers and food samplings outside the confines of the rented stand or the retained promotion

points is not permitted. For information on bookable promotion points, please contact the Media Sales:
mediasales.productronica@messe-muenchen.de

B 23 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.