

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, 20 to Thursday, February 22, 2024

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
Fax +49 89 949-20059
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.

Start of space allocation August 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.

B 3 Participation fee (cf. A 7)

The net participation fees per m² space are:

The minimum stand size for individual exhibitors is 12 m²

Row stand	as of 12 m ² (1 side open)	EUR 255
Corner stand	as of 12 m ² (2 sides open)	EUR 270
End stand	as of 20 m ² (3 sides open)	EUR 290
Island stand	as of 30 m ² (4 sides open)	EUR 298

Package stand row EXCLUSIV

Stand size options:	16 m ²	EUR 9,800
	24 m ²	EUR 14,800

Full-service package stand includes the following services:

- price per space row stand
- high-quality system stand construction incl. carpeting (stand height 3 m)
- 1 socket incl. wiring
- electricity connection (3 kW) incl. 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)
- 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 exhibitor passes
- AUMA charge included

digitalBAU Start-Up Stand

EUR 3,000

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 m²) on the digitalBAU start-up area
- 2 exhibitor passes
- technical equipment of the workstation (WLAN, power supply)
- logo graphic print in the stand visualization
- daily cleaning and waste disposal (disposal fee included)
- basic entries in the official trade fair media of digitalBAU (obligatory communication fee included)
- AUMA charge included
- 50 free online vouchers for a one-day ticket

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

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.

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

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 for each of their stands amounting to **EUR 750**. This fee includes the basic entry in the digitalBAU online exhibitor directories at BAU Insights, and other communication services as set out in provision B 10 "Media services / BAU Insights." 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.

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 7.50/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.

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 750** 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. 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.

B 6 Dates of setting up and dismantling

Setup

Advance setup (chargeable and on request)
February 17, 2024, from 07:00 to 22:00

Regular setup

February 18, 2024, from 07:00 to 22:00
February 19, 2024, from 07:00 to 18:00 (constructive)/20:00 (decorative)

On the last day of setup, February 19, 2024, 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.

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

February 22, 2024, from 15:30 to 24:00
February 23, 2024, from 07:00 to 18:00

Access to the exhibition grounds for stand construction firms and delivery vehicles on February 22, 2024 no earlier than 15:30.

An extension of the dismantling time is unfortunately not possible.

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.

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 in Hall 4.2 is **5 m**. The maximum advertising height (upper edge) is **5 m**. The maximum construction height in Hall 1 is **7.50 m**. The maximum advertising height (upper edge) is **7.50 m**.

Two-story construction

The maximum construction height in Hall 1 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 (WEYBsite). 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.

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 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 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.**

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 (WEYBsite). 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.

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.

B 10 Media services / BAU Insights

The basic entry includes an company profile (900 characters), place, hall and stand number as well as the listing in the product index and this is invoiced by Messe München GmbH (cf. B 3 Mandatory communication fee). 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. Messe München GmbH assumes no responsibility for the accuracy and completeness of the BAU Insights.

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

The official media services partners for the BAU Insights are:

NEUREUTER FAIR MEDIA GmbH Büro Essen Westendstraße 1 45143 Essen Germany Tel. +49 201 36547-410 Fax +49 201 36547-325 digitalBAU@neureuter.de	BAU Insights Plan.One GmbH Kammerratsheide 36 33609 Bielefeld Germany
--	---

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.

The data contained on the exhibitor pass can, once consent is received, be published as the exhibitor's contact person on the online platform BAU Insights.

The exhibitor passes can be ordered through the digitalBAU Exhibitor Shop (expected available as of autumn 2023) at www.digital-bau.com.

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

up to 20 m² of stand size	2 exhibitor passes
as from 21 m² for every further 10 m² or part thereof	1 exhibitor pass (in addition)

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.

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.

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

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 commissioned photographer may enter the site following such approval. During stand setup, a special approval by Messe München GmbH is required for professional film and photo shoots of your own stand. In addition,

a security guard must be assigned to accompany the photographer. The cost shall be borne by the commissioning party. A written order issued to the photographer is required for permission. A fee of **EUR 80** is charged for the approval.

The usage of drones during digitalBAU 2024 is expressly prohibited at all times (setup, runtime, dismantling).

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.

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 February 20, 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 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 2024 // 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: April 2023