

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, 7 to Wednesday, October 9, 2024

Opening hours visitors:

Monday to Tuesday 09:00 – 19:00
Wednesday 09:00 – 16:00

Opening hours exhibitors:

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

Organizer and financing body:

Messe München GmbH
Am Messesee 2
81829 München
Germany

Tel. +49 89 949-11608
exhibitor@exporeal.net
www.exporeal.net

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

B 1 Registration

Registration for EXPO REAL is only possible online at www.exporeal.net. Registrations submitted in writing will not be accepted and cannot be processed. When registering, exhibitors must state whether they require a two-story stand construction.

Deadline for applications from main exhibitors is Thursday, March 28, 2024.

B 2 Eligibility

Admissible as exhibitors are German and international business enterprises and entities whose objects of business conform to the index of products and services (= nomenclature) that are published on the EXPO REAL website. As

the trade fair organizer, Messe München GmbH has the final decision on admission and allocation of desired stand size/location.

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

The net participation fees per m² space are:

The minimum stand size is **20 m²**

Row stand (1 side open) **EUR 590**
bookable from **20 m²**

Corner stand (2 sides open) **EUR 630**
bookable from **80 m²**, depending on the layout

End stand (3 sides open) **EUR 705**
bookable from **120 m² to 140 m²**, depending on the layout

Island stand (4 sides open) **EUR 725**
bookable from **320 m²**, depending on the layout in the respective hall

Note: If two or more exhibitors plan a joint design for adjacent stands, the stands will be charged according to the total area.

Two-story stand construction

In the case of two-story constructions, the upper floor space is charged at **50%** of the respective ground floor rate. Two-story stand constructions will only be permitted with the prior approval of Messe München GmbH.

Advance payment

Upon receipt of the exhibitor's application, Messe München GmbH reserves the right to request an advance payment of up to **100%** of the fee that Messe München GmbH would be entitled to invoice if the exhibitor were to be admitted to EXPO REAL. Messe München GmbH will issue an invoice for this advance payment. Messe München GmbH reserves the right to make admission to EXPO REAL conditional upon the punctual settlement of the advance payment. The provision made in this paragraph does not apply to exhibitors who have stated in their application that they wish to rent only 20 m² of floor space.

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 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 provision of ticket vouchers for visitors in accordance with clause B 15 "Online 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 loud-speaker 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.

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

Mandatory communication fee

A mandatory communication fee of **EUR 950** will be charged for each main exhibitor's stand and for each co-exhibitor. This fee includes the basic entry in the exhibition directories (print, online and mobile) as outlined in clause B 10 Media Services (Exhibition directories: print, online and mobile). For the release of the obligatory communication fee and the related basic listing of your company in the printed directories, e.g. EXPO REAL Guide, it is necessary that your online registration as a main or co-exhibitor is received by June 27, 2024 (23:59). Only then is it possible to approve your company's basic listing by July 18, 2024. Company listings for exhibitors whose online applications are received on or after June 28, 2024 can only be released and listed in the online and mobile directories. These exhibitors will therefore only receive their access data to the Exhibitor Shop—which is also the EXPO REAL Media Services catalog shop and required for the approval of registrations—starting August 1, 2024. In the context of this approval process, you will also be asked for the company name you wish to be printed on the EXPO REAL exhibition directories (**EXPO REAL Guide, App, hall plan and exhibitor directory**).

The mandatory communication fee amounts to **EUR 950** per exhibitor and stand space/participation, irrespective of the date of receipt of your registration. It will be invoiced for main exhibitors as part of the admission invoice in May 2024, for co-exhibitors as part of the final invoice in November 2024. The communication fee for co-exhibitors will generally be invoiced to the main exhibitor. Exhibitors can book other entries in the respective advertising media for extra charges. Prices for the additional listing and advertising opportunities, provided by the contracted media services partner, can be accessed through the Exhibitor Shop.

Advance payment for services

The advance payment required for services to be ordered by the exhibitor (cf. A 7) is

up to 39 m² stand space	EUR 80
up to 79 m² stand space	EUR 110
up to 139 m² stand space	EUR 160
as from 140 m² stand space	EUR 270

In the final invoice, the advance payment will be offset against the services actually ordered by the exhibitor.

Notwithstanding the above, Messe München GmbH reserves the right to charge an advance payment equivalent to the amount that is likely to be incurred for services at EXPO REAL 2024, whereby the amount incurred as service charges for EXPO REAL 2023 will be one of the factors used to determine the amount of the advance payment.

AUMA charge

The German Council of Trade Fairs and Exhibitions (AUMA) levies 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 9.50/m²** is to cover the disposal of all waste generated at the exhibitor's stand during setup and dismantling and throughout the duration of the trade fair.

Two-story stand construction

For two-story stand constructions, the mandatory waste disposal charge in the amount of **EUR 9.50** will also be charged for the covered upper floor area per m² and invoiced with the final invoice.

The disposal of production waste, entire stand elements and complete exhibition stands is not covered by this fee.

B 4 Co-exhibitors/additionally represented companies (logo partners)

All companies, including subsidiaries or companies otherwise affiliated with the exhibitor, represented on the exhibitor's stand with their own logo and personnel must be registered as co-exhibitors. Companies represented on the exhibitor's stand with a logo but without personnel ("additionally represented companies" or "ARCs") must also be registered. Co-exhibitors and ARCs require prior approval by Messe München GmbH. Admission can only be granted if the co-exhibitor would also be eligible for admission as a main exhibitor. Exhibitors wishing to display company logos of reference clients on their stands must clearly designate them as such to make sure they cannot be confused with co-exhibitors.

Only such companies may be admitted as exhibitors or co-exhibitors to EXPO REAL that are classifiable under at least one of the exhibition sectors listed in the product index and whose product or service range corresponds to at least one of the categories listed in these exhibition sectors (see definition of exhibition sectors).

The presentation of companies eligible as EXPO REAL exhibitors, their products or services or their logos on exhibition stands is only permitted if these companies have been registered and admitted to EXPO REAL as exhibitors or co-exhibitors.

A co-exhibitor fee will be charged for each co-exhibitor and will be invoiced to the main exhibitor with the final invoice.

If the application of the respective co-exhibitor is received by Messe München GmbH until May 16, 2024 the mandatory co-exhibitor registration fee amounts to **EUR 795** per co-exhibitor. For co-exhibitor registrations received by Messe München GmbH from May 17 up until June 27, 2024, the mandatory co-exhibitor registration fee amounts to **EUR 975** per co-exhibitor. All co-exhibitor registrations received by Messe München GmbH from June 28 up until August 29, 2024 will be charged at a rate of **EUR 1,525** per co-exhibitor. Registrations received after August 30, 2024 cannot be accepted.

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Cont. B 4 Co-exhibitors/ additionally represented companies (logo partners)

The mandatory communication fee in the amount of **EUR 950** will also be charged for all co-exhibitors. Co-exhibitors who register after June 27, 2024 will only be listed in the online directories. The mandatory communication fee for each co-exhibitor includes the same services as for the main exhibitor (cf. B 3). The mandatory communication fee and the co-exhibitor registration fee will always be invoiced to the main exhibitor, even if the option to invoice the co-exhibitor for all other fees incurred is exercised.

If a co-exhibitor application received by Messe München GmbH is subsequently canceled, Messe München GmbH reserves the right to charge a cancellation fee of **EUR 100**. Likewise, if a successful co-exhibitor registration is canceled, the full catalog entry will still have to be paid, regardless of the time of cancellation.

Note

All co-exhibitors must be registered by a main exhibitor. The main exhibitor will be sent a link—co-exhibitor URL—when the main exhibitor registration process is complete. The main exhibitor can use the co-exhibitor URL to send an online application to the co-exhibitor they want to share their stand with.

Messe München GmbH reserves the right to charge a contractual penalty of **EUR 7,500** from the exhibitor for each unapproved co-exhibitor represented on the exhibitor's stand. Furthermore, Messe München GmbH may demand that unapproved co-exhibitors immediately vacate the exhibitor's 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 (EUR), without deductions and free of all charges to one of the accounts specified in the respective invoice, indicating the customer number. Alternatively, the admission invoice may also be settled by credit card. Any fees for credit card payments will be charged to the exhibitor. The times of payment specified in the invoices are binding and are to be complied with. Prior payment of the invoiced amounts is a condition for access to the exhibition area, the basic entry in the exhibition directories (print, online and mobile) and the provision of exhibitor passes.

Due to value-added tax legislation requirements, Messe München GmbH can only issue or readdress 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 ("Different Invoice Recipient") for this purpose at the e-mail address provided in the application and return it to Messe München GmbH duly completed and with a legally binding signature. Messe München GmbH is under no obligation to accept the different invoice recipient named by the exhibitor as its contractual partner. To the extent that Messe München GmbH has already rendered services to the exhibitor at the time of receipt of the request form, Messe München GmbH will have to charge these services to the exhibitor (cf. A 7).

Should the exhibitor wish to have an invoice changed or reissued 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 200** for each invoice amendment, by way of derogation from the provision set out in A 7 of the General Terms of Participation, unless the details included in the original invoice in respect of the name, legal form or address of the invoice recipient were incorrect and Messe München GmbH was responsible for the incorrect details. The invoices for all additional costs (e.g. lettering, technical services, electricity) will be sent to the exhibitor after the end of the event; they are to be paid by him immediately upon receipt. Please note that the final invoice can only be made out to the billing and business address given on the application form, respectively the address that was used for the admission invoice. Otherwise, any advance payment made cannot be offset against the payment due for the services actually provided.

If an exhibitor's internal order number or other details requested by the exhibitor are to be included in the admission invoice or in any other invoice issued by Messe München GmbH, the exhibitor must notify Messe München GmbH of this information in text form by May 21, 2024 at the latest if it is to be included in the invoice subject to verification by Messe München GmbH. Otherwise, the invoice will be issued without this information. Subsequent inclusion of this information will result in a change to the invoice, for which the exhibitor will be required to pay an amount of **EUR 200**.

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

Early setup (against extra charge)

An earlier setup of stand (against extra charge) is possible as of September 29 to October 1, 2024, each 07:00 to 20:00. Approval for early stand setup will only be granted to exhibitors with stand space from **100 m²** or for two-story structures.

Please note that the extra charges will be invoiced to the respective exhibitor. Messe München GmbH is unable to invoice the stand-building company directly.

Messe München GmbH can accept and execute orders from exhibitors during the early move-in period on work-days only from 08:00 to 18:00.

3 days advanced setup	EUR 3,350 per stand/exhibitor
2 days advanced setup	EUR 2,250 per stand/exhibitor
1 day advanced setup	EUR 1,150 per stand/exhibitor

You may have to wait despite booking early set-up; in this case, the exhibitor has no claim to financial compensation.

Setup

as of October 2 to 5, 2024, each from 07:00 to 23:00
October 6, 2024 from 07:00 to 18:00

You can find more information on logistics during setup and dismantling in the traffic guide. This is expected to be available from August 2024.

On the last day of setup, October 6, 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. Should an exhibitor or a designated third-party move in early without prior approval, Messe München GmbH is entitled to charge the exhibitor flat-rate compensation at double the amount Messe München GmbH would have charged for granting authorization.

Dismantling

October 9, 2024 from 16:00 to 24:00
October 10, 2024 from 00:00 to 23:00
October 11, 2024 from 07:00 to 23:00
October 12, 2024 from 07:00 to 18:00

Access to the fairgrounds for stand construction firms and delivery vehicles on October 9, 2024 no earlier than 17:00.

Note

Please take into account that during setup and dismantling, many stand builders and forwarding companies will be active on site. Unfortunately, thefts do occasionally occur during this time. We therefore recommend to check and secure all devices installed on the stand or any stored materials.

Our tip: List these items in your handover protocol of the stand builder or security firm you have commissioned and make an appointment to arrange a return of the items.

Stand operation

The approved exhibitor is obliged to participate in the event. Throughout the duration of the fair and the prescribed opening hours, all stands must be properly equipped and staffed with competent personnel. In particular, care must be taken to ensure that the stand is fully occupied at the time the trade fair opens each day. 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 this regulation, Messe München GmbH reserves the right to charge a contractual penalty of **EUR 1,500** from the exhibitor. In all other respects, the regulations set out in A15 of the General Terms of Participation apply.

B 7 Stand design and equipment

When submitting his/her application as main exhibitor to EXPO REAL, the exhibitor is to indicate whether and in what size a two-story stand construction is desired. Two-story stand building is not permitted without the prior consent of Messe München GmbH's EXPO REAL Exhibition Management.

Technical approval

Dimensioned stand drawings with layout plan and elevations on a scale of 1:100 are required if stand construction plans include two-story stands and/or stands of 100 m² or larger. The required documents should be submitted to Messe München GmbH's Technical Exhibition Services Division for approval no later than August 29, 2024. In the event of late submission, late charges may apply. You will only receive the **technical approval** of your exhibition stand from the Technical Exhibition Services Division.

Halls, general

One-story construction

The maximum construction height is **6 m**. The maximum advertising height (upper edge) is **7.50 m**.

Two-story construction

The maximum construction height is **6 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 EXPO REAL's character as a communications platform and work exhibition, exhibitors must make sure that their stands have an open and attractive 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.

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Cont. B 7 Stand design and equipment

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 **2.50 m** must be of a neutral design, white, smooth and clean. Only such materials as are opaque and impervious to light and suitable for trade fair stand construction 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.

The above exemptions from planning approval by Messe München GmbH will not apply if the exhibition stand design includes the installation or assembly of LED screens, LED walls, or other LED illuminants.

Any stand concepts in non-compliance with the aforementioned requirements are to be submitted for approval to Messe München GmbH's Technical Exhibition Services Division (TAS 4), containing to-scale stand design plans (ground plan, elevations and sectional drawings) no later than **August 29, 2024**. If items are to be suspended from the hall ceiling, the work involved must

be carried out by Messe München GmbH's contractors. Nails may be inserted only in the built-in nailing battens. The use of staple guns is strictly forbidden for safety reasons. 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. The exhibition of motor vehicles is subject to regulations 4.4.1.2. "Motor vehicle as exhibits" of the Technical Guidelines. Vehicles presented at a trade fair stand must be disconnected from the battery after positioning and their tank contents must be reduced to the required amount for entering and exiting the hall. The staff of the technical exhibition services team reserve the right of on-site inspection during setup. 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 in form 1.3 for further information. **Please note under all circumstances the requirements set out in the Technical Guidelines and the information included in the individual notices.** The respective exhibitor services order forms for further processing and additional stand services will be made available to you in due time.

Note

Messe München GmbH alone decides on the use and covering of open spaces outside the stand areas rented to the exhibitor.

B 8 Technical installations

Orders for technical services as outlined in the Technical Guidelines, such as the provision of electricity and water supply for the stand, as well as telecommunication services can only be accepted if they are placed through the Exhibitor Shop of Messe München GmbH until August 29, 2024 the latest. The specific terms of delivery that apply to all orders can be accessed in the Exhibitor Shop.

All technical services are to be ordered from Messe München GmbH only.

Telecommunication services (connected by wire or wireless) will be provided by Messe München GmbH. Exhibitors own WiFi networks are notifiable with costs, we need the registration form latest 14 days before the exhibition starts.

Please note not to allow the function of Messe München's inhouse hotspot. Your SSID must not be reachable outside your stand, the WiFi channel will be allocated by Messe München. Please note our general connecting conditions. 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 date of setup. In all other cases, the contract can be cancelled only with Messe München GmbH's written consent.

B 9 Use of heavy equipment

Only cranes, fork-lift trucks and working platforms may be used that have been provided by the Messe München GmbH service partners responsible.

Please also note the further specifications under 5.2 Technical Guidelines.

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B 10 Media Services (Exhibition directories: print, online and mobile)

The basic entry includes the company name, place, hall and stand number plus company webpage, entry in exhibition directories of EXPO REAL—classified alphabetically, by country and industry—as well as the listing in the EXPO REAL product and services index is subject to a charge (cf. B 3 Mandatory communication fee). Additional listing and presentation options in these media will be offered to exhibitors in the Catalog Shop of the official media services partner and made available in good time. The media services partner processes these other entry options with the applicant in its own name and on its own account. Messe München GmbH assumes no responsibility for the accuracy and completeness of exhibition directories (print, online and mobile).

Exhibitors and co-exhibitors will be listed in the exhibition directories under the company name and invoicing address given in the application form. If exhibitors or co-exhibitors would like to be listed in the trade exhibition directories under a company name other than that given in the application form, this will need to be approved in advance by EXPO REAL Exhibition Management. In any case, the new company name must belong to the same branch of industry (= exhibition sectors) as the one that was provided in the application form. The exhibitor is solely responsible for the permissibility under law—and particularly the law on competition—of entries placed in the exhibitor directories (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 and co-exhibitors that the respective exhibitor has arranged in the Messe München GmbH directories (print, online and mobile).

The official media services partner for this trade fair is:

EXPO REAL Media Services
jl.medien GmbH
Inselkammerstraße 11
82008 Unterhaching
Germany
Tel. +49 89 666166-54
Fax +49 89 666166-55
info@exporeal-mediaservices.de

B 11 Exhibitor passes

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

In the halls

4 Print@home exhibitor ticket(s) for stands of up to **20 m²** (floor space)

1 additional Print@home exhibitor ticket(s) for every further **10 m²** (floor space) or part thereof

Additional exhibitor passes can be ordered via the Exhibitor Shop at a charge of **EUR 490** per pass prior to the trade fair. Exhibitor passes cannot be obtained on site. Exhibitors will only be charged for those exhibitor passes which have actually been scanned at the turnstiles.

Only the area for which the exhibitor has been admitted as per the General and Special Terms of Participation, and on which the exhibitor presents products and services in accordance with the EXPO REAL product index is treated as floor space for the above calculation.

The exhibitor passes are intended for stand staff only or for service personnel hired for the duration of the show, who are not employees of a Messe München service partner. In case of abuse, Messe München GmbH reserves the right to withdraw the exhibitor passes as well as to charge the exhibitor the difference between the cost of the exhibitor pass and the regular sales price of a visitor

ticket. The company name—valid and binding for all tickets—can be entered in the ordering system once only, before placing the first order for a ticket. A subsequent change to the company name can only be made if the official name of the exhibitor has changed, and then it also applies to all tickets. Please note that spot checks will be made in the EXPO REAL admission area. An exhibitor pass is valid only in conjunction with a photo ID.

If exhibitor representatives accidentally purchase a visitor ticket instead of an exhibitor pass, these may be cancelled on payment of an administrative fee of **EUR 150** per ticket. The exhibitor can then order exhibitor passes via the Exhibitor Shop.

Exhibitor passes, online vouchers and all visitor tickets available in the ticket shop include free use of public transport in Munich for the duration of the trade fair.

We offer all joint pavilions the option of redistributing the free ticket allotment to the co-exhibitors represented on their stand. For this purpose, the EXPO REAL project management must be informed in writing of the corresponding redistribution by October 16, 2024 at the latest. Redistributions received by the project management after the final invoice has been issued can no longer be considered.

B 12 E-mail-newsletter

Once the stands have been allocated, exhibitors will be informed via the trade fair e-mail-newsletter of further details concerning preparation and implementation of the trade fair. Please ensure that you have not unsubscribed from

Messe München's e-mail-newsletter and make sure you set your e-mail program to accept e-mails from the domain messe-muenchen.de as secure.

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B 13 Noise, sound effects, visual impact

Demonstrations of video, short films, etc. during the event (see opening hours) require the prior approval of Messe München GmbH's Technical Exhibition Services Division and must be notified no later than August 29, 2024. These presentations are to be conducted in such a way that neither visitors nor other exhibitors are disturbed or adversely affected. Please note that no musical entertainment, e.g. by a band, background music, DJ or similar, is permitted during the fair. Accordingly, loudspeakers and other acoustic amplifiers/sound systems must be focused on the exhibition stand and may not rebound on

neighboring stands or aisles. Until 19:00, the maximum permitted noise level for performances is **60 dB (A)** at the stand perimeter (in deviation from the General Terms of Participation A 5.9). Messe München GmbH reserves the right to limit or prohibit demonstrations of any kind—irrespective of previous authorization—causing noise, optical disturbances or representing a hazard or impairment to the event and especially to event participants for any other reason. The relevant statutory provisions must be observed.

B 14 LED screens, LED walls and other LED lamps

If the stand design provides for the operation of LED screens, LED walls or other LED lamps, it is subject to authorization acc. to clause B 7. In the interest of all exhibitors and visitors, the light emissions resulting from these systems are to be designed in such way that they do not cause glare beyond the stand perimeter of the exhibitor using them, and do not negatively affect the appearance of adjacent exhibition stands.

Messe München GmbH reserves the right—irrespective of previous authorization—to prohibit the installation of systems equipped with LEDs, or demand their shut-down, if they are causing glare beyond the perimeter of the exhibitor's stand and/or negatively affecting the appearance of adjacent exhibition stands.

B 15 Online vouchers

Exhibitors and co-exhibitors have the opportunity to order a maximum of 50 online vouchers via the Exhibitor Shop. These online vouchers entitle their holders to enter EXPO REAL 2024. The exhibitor or co-exhibitor will receive online ticket numbers to send to people they want to invite to EXPO REAL 2024. The recipient of an online ticket number will then be able to print out a voucher once using the online ticket number. This voucher can be used to visit EXPO REAL 2024 during the opening hours of the fair. Only those online vouchers that are actually redeemed will be invoiced to the exhibitor/co-exhibitor—at the special discount price of **EUR 490**. It is prohibited to either sell or pass on free of charge online-ticket numbers and/or visitor tickets thus acquired by

beneficiaries authorized by the exhibitor. A person authorized by the exhibitor is only who has explicitly been provided online voucher numbers by the exhibitor. If the exhibitor or co-exhibitor sells online ticket vouchers, Messe München GmbH is entitled to cancel the order without notice and refuse to issue online vouchers already ordered, or to revoke visitor tickets obtained with the respective online voucher numbers. The exhibitor ensures that his co-exhibitors acknowledge the above provisions. Furthermore, for visitor tickets acquired with online voucher numbers, the terms for exhibitor passes referred to under B 11 also apply analogously.

B 16 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 17 Exhibitors' own events

Events at the exhibition grounds are subject to authorization and must be notified no later than September 17, 2024 via the Exhibitor Shop. No additional registration is required for events held in conference rooms. The booking of a conference room includes the registration of any events. Events are generally not published in the trade fair media.

Daytime events

Daytime events may be held from 09:00 to 19:00 and should be purely work events. Please note that no background music, e.g. live bands, background music, DJs or similar, is permitted during the fair and that the volume must not exceed 60 dB (A).

Evening events

Evening events are subject to a fee and will be invoiced with the final invoice:

The costs per evening event are:

for events registered by August 8, 2024	EUR 1,590
for events registered between August 9 and September 17, 2024	EUR 1,890

For evening events registered on or after September 18, 2024 or which have not been registered in advance of the event, a fee of **EUR 2,290** will be charged. Please note that in the event of late registration after September 18, 2024 we cannot guarantee that your event will be approved.

On October 7 and 8, 2024, evening events may not start before 19:00 and must end by 22:00 at the latest. Until 22:30, the necessary clearing-up work may be undertaken within the stand area. By 23:00 at the latest, all persons must have left the exhibition center. Please note that rehearsals, e.g. for musical accompaniment to an evening event, are permitted only as of 19:00.

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.

Cont. B 17 Exhibitors' own events

Noise, background noise

A volume of **60 dB (A)** may not be exceeded before 19:00; after 19:00, a maximum volume of **75 dB (A)** applies. In order to minimize disruptions, we recommend that you consult with your stand neighbors in advance. Any disturbances arising from a stand party on a neighboring stand must be reported immediately to Messe München GmbH, Project Management EXPO REAL, Exhibitor Office in the Atrium in front of Hall B2. If immediate measures are necessary outside office hours (between 19:00 and 07:30 of the following day) to counteract disruptions caused by a stand party on a neighboring stand, please contact Messe München GmbH's Security Control Center on +49 89 949-24555. Complaints after the last day of the fair cannot be addressed. Messe München GmbH reserves the right to take any and all measures necessary to remedy the adverse effects of the stand party on the neighboring stand, or arrange for such measures to be carried out, at the expense of the exhibitor organizing the stand party.

Security

The exhibitor shall ensure that participants at their event neither enter the other exhibition stands nor interact with any objects located on other stands. The exhibitor shall ensure that guests at their event follow the instructions of the security and guard services appointed by Messe München GmbH. The minimum scope of security and guard services will be determined by Messe

München GmbH. The exhibitor indemnifies and holds Messe München GmbH harmless in connection with their event. The maximum number of persons per stand event must be observed at all times. A guideline of 1.5 persons per m² of stand area applies. Any services incurred by Messe München GmbH in connection with the event will be invoiced to the exhibitor with the final invoice.

Admission of service staff for evening events

Admission for external service personnel during exhibitor evening events who are not employees of a Messe München service partner is free after 17:30, subject to presentation of proof provided by the exhibitor about the location and time of employment (= copy of approval for the exhibitor evening event).

Admission of catering companies for evening events

Admission for external service personnel during exhibitor evening events who are not employees of a Messe München service partner is free after 17:30, subject to presentation of proof provided by the exhibitor about the location and time of employment (= copy of approval for the exhibitor evening event).

For more specifications follow the regulations and important notes on evening events at the exhibition stand, which have to be accepted within the application of evening events.

B 18 Deliveries to stands

Shipments of goods, letters or other items to be delivered to the exhibitor's stand must be addressed as follows:

- Name of company
- c/o EXPO REAL Messe München
- Hall, stand number
- Contact persons on site
- Messegelände, 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 19 Catering deliveries

If you hire an external caterer for catering and delivery of goods that is not a service partner of Messe München GmbH, please note that the external caterer will also need an entry permit and exhibitor pass to gain access to the site.

Catering entry permits can be requested at security@messe-muenchen.de.

B 20 Food preparation

The preparation of food—especially grilling and frying—is not permitted on the stands at EXPO REAL without adequate ventilation devices. Exempt from this is the heating of dishes with convection ovens. This provision also applies to day events, press and evening events as well as all events in the conference rooms.

B 21 Stand security service

We recommend that you have your stand and valuables guarded by video or by security personnel during set-up and dismantling, as well as during the trade fair itself. Both services can be booked via the Exhibitor Shop. If you book a stand security service, we ask you to observe the following procedure: When handing over the stand to the security personnel, our service partner (Veranstaltungsdienst Paul Mayr GmbH & Co. KG) will present you a guard report.

This includes a list of items that may need be specially guarded, which you should select carefully. Both parties (exhibitor and security guard) will sign the guard report at each stand handover. We recommend that you check carefully whether everything has been returned in proper condition to avoid any subsequent complaints.

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.

B 22 Processing fee

Any requests on the part of the exhibitor that Messe München GmbH—in addition to the contract which comes into effect by admission to the event or to the regular orders for other services with respect to the event—Messe München GmbH conclude further contracts, side agreements or issue special

confirmations, a processing fee of **EUR 200** plus VAT will be charged for each extra contract, side agreement or confirmation.
Please note that this processing fee also applies to invoice changes (cf. B 5).

B 23 Complaints and theft (cf. A 8)

If an exhibitor has any complaints, these must be submitted in writing immediately and directly during event setup, running time or dismantling, or addressed in person at the EXPO REAL exhibition management or exhibitor service offices in the Atrium at Hall B2 to the exhibition management or the Technical Exhibition Service. Only then is it possible for the exhibition management to make an evaluation during or directly after the trade fair, e.g. in cases of product and invoice relevance. Complaints that are brought forward at a later stage can no longer be fully investigated and assessed, which means your complaint can no longer give rise to any claims or not be granted to the extent desired.

Complaints concerning guarding service and security should be addressed directly to the Security Department at: security@messe-muenchen.de

Please report any thefts to the security center on the exhibition grounds. Thefts that are only reported after the trade fair has closed cannot be fully investigated and assessed.

B 24 Prices quoted

Please note that the prices quoted in the document are subject to statutory value-added tax. In this context we would like to draw your attention to the

document "Important information for exhibitors," which is available for you online at: www.exporeal.net

B 25 Amendments

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