

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

**To be filled in only if the Building Regulations on page 2 of this form are applicable to the given construction. The application for approval is to be submitted at least six weeks prior to the commencement of the stand setup period. Approval cannot be guaranteed unless this deadline is respected. All the documents required are to be submitted in digital format in either German or English.**

We herewith apply—in the name and on behalf of above-named exhibitor—for the granting of a building permit limited to the duration of the trade fair for the following exhibition structure in accordance with the conditions set out on page 2 of this form.

Short description of the exhibition structure

Size of stand area rented

m<sup>2</sup>

Size of ground floor area

m<sup>2</sup>

Size of upper level area

m<sup>2</sup>

**Glass** will be used as a structural component of the stand

Yes  No

For tent structures > 75m<sup>2</sup>. Is there a test logbook available?

Yes  No

**The following documents are required in order to process your application:**

- Dimensioned plan of the ground floor
- Dimensioned plan of the upper floor (for two-story structures)
- Dimensioned elevations
- Dimensioned cross-sections
- Verified (by a qualified structural engineer) static load plan with test report or static load calculation
- Description of structure
- Documentation relevant to the given glass structure (installation position of glazing, glass type, glass thickness, type of mounting, pane size)

**Please note: all documentation must be in German or English, the drawings must be to scale and dimensioned in meters, to be submitted digitally. The digital documents must be in "Portable Document Format" PDF and be editable (not protected). Please make sure that documents are clearly designated and compiled in a meaningful order.**

All plans and static calculations shall be signed on the original and dated by the author. This form shall also be signed by the exhibitor unless power of attorney has been granted.

**Acceptance testing of the uncovered load-bearing structure/glass structure can be performed on:**

Date

**Stand construction company carrying out structural work:**

Company, address

Phone, fax

E-mail

**Author of draft:**

Name

Address

**Author of static calculations:**

Name, address

Phone

E-mail

Place, date

Legally binding signature of applicant

Legally binding signature of site manager

Legally binding signature of exhibitor

## ■ Declaration by the Project Manager, Foreman or Site Manager responsible for implementation of the special stand design

I, the responsible  Project Manager  Foreman  Site Manager

Name	Mobile phone number during stand-setup period
Address	E-mail
Phone / Fax	

hereby declare that the above exhibition stand complies with the statutory regulations as well as with the Technical Guidelines and the Terms of Participation of Messe München GmbH.

## ■ Building Regulations

Every **organizer** of an event, **exhibitor**, or **person who rents** stand space is obliged to **check** whether each temporary construction designed or built by himself or by a third party appointed by him, in the halls or in the outdoor exhibition area, requires **building permit**. If you are in doubt, please ask Messe München GmbH's Technical Exhibitor Services.

**Building permission is absolutely required in the case of:**

- a) **multi-storied stand structures (see also the Order Forms for Exhibitor Services and Notice "Two-Story Stand Design")**
- b) **glass structures such as parapets, wall elements and floors made of glass (see also "Use of Glass and Acrylic Glass for Stands inside the Exhibition Halls". This notice is available on request from the Technical Exhibitor Services)**
- c) **constructions and exhibits which may have to withstand exceptional loads (e.g. staircases, platforms, bridges, cantilever roofs, towers, balconies, scaffolding, etc.)**
- d) **constructions in the outdoor exhibition area which exceed an area of 50 m<sup>2</sup> in plan or a height of 5 m at any point (e.g. marquees and pavilions, podiums, showtrailer, tiered seating, billboards, towers, scaffolding structures, etc.)**

Exhibitors envisioning to erect constructions of this type at the Munich Exhibition Center are required to submit an application for permission approval to Messe München GmbH's Technical Exhibitor Services using the form printed on page 1.

**Please note that in exhibition hall B0 (ICM – International Congress Center Messe München), two-storied stand constructions cannot be erected.**

Exhibitors bear the responsibility for ensuring compliance with all building regulations and other legal requirements. Please note that this applies even when no plan approval is required. Special attention should be given to occupational safety regulations.

Proof of stand safety and static load compliance must be produced on site for inspection by the authorities for scaffolding that is not to be anchored to existing structures, as set out in the planning guidelines, or is to be utilized in a manner inconsistent with the regulations.

For tents as of 75 m<sup>2</sup>, test logbooks must be made available for inspection and be notified in advance to the City of Munich as temporary structures. In addition to approval required from Messe München GmbH, these tent structures also undergo acceptance testing by Munich city council's local building regulation department (address below) subject to payment of a fee.

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 Referat für Stadtplanung und Bauordnung  
 Hauptabteilung IV / 12  
 Blumenstr. 28b  
 D-80331 München  
 Tel. +49 89 233-26441  
 Fax +49 89 233-24234  
 E-mail: plan.ha4-fliegendebauten@muenchen.de

**The General Terms of Contract for Exhibitor Services of Messe München GmbH apply in addition.**

**Fees:**

**Release of building approval for special stand designs (item no. 30321)**  
 The building permission procedure conducted by the test engineer appointed by Messe München GmbH is subject to a charge of EUR **148.00** per hour for the time and work involved.  
 The services rendered by the test engineer include:

- processing the documents already checked by an accredited structural engineer (plan drawings, static load calculation and test report)
- preparing a test report for unchecked documents
- processing special designs and glass structures

**Acceptance test of special stand design on site (item no. 30325), hourly rate EUR 148.00.**

**Release of building approval for special stand designs at enhanced hourly rate due to late submission of papers (item no. 30324)**  
 Should the documents for granting building permission (application forms, static calculation, stand construction plans and design drawings) be received in full later than 15 calendar days prior to the commencement of the stand-setup period (for bauma exhibits in the outdoor exhibition area six weeks prior to commencement of stand setup), an enhanced hourly rate applies. The surcharge is 50% on the standard hourly rate, i.e. EUR **222.00**, for checking and processing the documents.  
 For "bauma" the documents must be received by the general closing date as set out in the "Important Information" form.

Place / date	Company stamp and legally binding signature of exhibitor
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