

# 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:**

Tuesday, 9 to Friday, April 12, 2024

**Opening hours visitors:**Tuesday to Thursday 09:00 – 18:00  
Friday 09:00 – 16:00**Opening hours exhibitors:**Tuesday to Thursday 07:30 – 19:00  
Friday 07:30 – 16:00**Organizer and financing body:**Messe München GmbH  
Am Messesee 2  
81829 München  
GermanyTel. +49 89 949-11378  
Fax +49 89 949-11379  
exhibiting@ceramitec.com  
www.ceramitec.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.ceramitec.com/application](http://www.ceramitec.com/application). The application can also be filed via an application form, which can be requested from the exhibition organizer. It is to be submitted to Messe München GmbH fully completed and signed.

Deadline for applications is Friday, September 15, 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, advance payment for services (cf. A 7)

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

The minimum stand size is **20 m<sup>2</sup>**

<b>Row stand</b> (1 side open)	<b>EUR 174</b>
<b>Corner stand</b> (2 sides open)	<b>EUR 185</b>
<b>End stand</b> (3 sides open)	<b>EUR 190</b>
<b>Island stand</b> (4 sides open)	<b>EUR 193</b>

**Economy full-service stand package including stand construction**

Economical complete solution at a price of:

**EUR 6,600** for 20 m<sup>2</sup>  
**EUR 5,300** for 15 m<sup>2</sup>  
**EUR 4,400** for 12 m<sup>2</sup>

The Economy full-service stand package includes the following services: row stand with stand construction: OCTANORM aluminum system, plastic-coated, white wall elements, rear walls 2.50 m high, Carpet rep, color of choice, spotlight (1 piece per 3 m<sup>2</sup>), 1 x socket, 1 x lockable cabin (1 x 1 m), 1 x wastebasket, 1 x coat rack, 1 x lettering screen, approx. 200 x 80 cm, incl. 20 letters per open aisle side, 1 x seating group (consisting of 1 x table 70 x 70 cm and 4 chairs, white), 1 x info counter open, white, 1 x bar stool, 1 x brochure stand, 1 x mandatory communication fee, 100 free online vouchers for one day ticket, 3 Print@home tickets (exhibitor passes), marketing fee, AUMA charge

**Premium full-service stand package including stand construction**

Premium complete solution at a price of:

**EUR 8,100** for 20 m<sup>2</sup>  
**EUR 6,300** for 15 m<sup>2</sup>  
**EUR 5,200** for 12 m<sup>2</sup>

The premium full-service stand package includes the following services: row stand with stand construction: meplan wall system, plastic coated white wooden walls with decorative milling, 3 m high, total height 4 m, carpet rep, color of choice, spotlights (1 piece per 4 m<sup>2</sup>), 1 x power socket, 1 x lockable cabin (1 x 1 m), 1 x wastebasket, 1 x coat rack, 30 letters (per wall side 15 pcs.), 1 x high table group (consisting of 1 x bridge high table 130 x 70 cm, white and 3 bar stools, white), 1 x info counter lockable, approx. 100 x 50 x 100 cm, white, 1 x bar stool, white, 1 x brochure stand, 1 x mandatory communication fee, 100 free online vouchers for one day ticket, 3 Print@home tickets (exhibitor passes), marketing fee, AUMA charge

**Research and educational stand including stand construction**

ONLY universities, colleges, and research institutes are entitled to book this stand package for their own use only.

**EUR 3,100** for 20 m<sup>2</sup>  
**EUR 2,500** for 15 m<sup>2</sup>  
**EUR 2,200** for 12 m<sup>2</sup>

The research and educational stand package includes the following services: row stand including stand construction, carpet ribbed, colour red, spotlight (1 piece per 3 m<sup>2</sup>), 1 x socket, 1 x wastebasket, 1 x coat rack, 1 x lettering screen, approx. 200 x 80 cm, incl. 20 letters per open aisle side, 1 x seating group (consisting of 1 x table 70 x 70 cm and 4 chairs, white), 1 x info counter open, white, 1 x bar stool, 1 x brochure stand, 1 x mandatory communication fee, 100 free online vouchers for one day ticket, 3 Print@home tickets (exhibitor passes), marketing fee, AUMA charge

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

### 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 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 12 "Exhibitor passes," 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 600**. This fee includes the basic entry in the trade fair media, and other communication services as set out in provision B 11 "Media services." Exhibitors can book other entries in the respective advertising media for extra charges. Prices for the additional listing and promotion opportunities are given on the respective order forms, which will be sent to exhibitors by the media services partner contracted by Messe München GmbH.

A marketing fee of **EUR 6/m<sup>2</sup>** of rented exhibition space will be charged in addition.

### Advance payment

The advance payment for exhibitor services ("Advance payment," cf. A 7) is **EUR 15/m<sup>2</sup>** of rented exhibition space.

### Voucher for a one-day ticket

For applications for stand space submitted before **June 30, 2023**, an unlimited number of day ticket vouchers redeemed is included in the participation fee. For application forms submitted to Messe München GmbH after this date, exhibitors will be charged **EUR 14** per online voucher redeemed.

### AUMA charge

The German Council of Trade Fairs and Exhibitions (AUMA) levies all exhibitors a charge of **EUR 0.60/m<sup>2</sup>** of rented exhibition space. This amount is charged by Messe München GmbH and transferred directly to AUMA.

### Fixed waste-disposal fee

The mandatory, flat-rate waste disposal fee in the amount of **EUR 5/m<sup>2</sup>** is to cover the disposal of all waste generated at the exhibitor's booth during setup and dismantling and throughout the duration of the trade fair. The disposal of production waste, entire stand elements and complete exhibition stands is not covered by this fee.

## B 4 Co-exhibitors

The participation of companies as co-exhibitors (cf. A 4) is on principle possible. Participation is, however, subject to Messe München GmbH's prior authorization. The exhibitor is to pay a fee of **EUR 285** per co-exhibitor. 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 600** 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 at [www.ceramitec.com/application](http://www.ceramitec.com/application). The application can also be filed via an application form, which can be requested from the exhibition organizer. It is to be submitted to Messe München GmbH fully completed and signed.

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 500** 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 (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, 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.

Messe München GmbH can issue invoices only to its contractual partners. Please note that the final invoice only can be made out to the same billing address that was used for the admission invoice. This is to ensure that the exhibitor's advance payment can be offset against actual services obtained.

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.

The final invoice for all additional costs (e.g. technical services, electricity, etc.) will be sent to the exhibitor after the end of the event; it is payable immediately upon receipt.

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## B 6 Dates of setting up and dismantling (cf. A 15)

### Setup

April 3 to 7, 2024: 07:00 to 22:00  
April 8, 2024: 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.

On the last day of setup, April 8, 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.

### Dismantling

April 12, 2024: 16:00 until April 13, 2024 23:00  
April 14, 2024: 07:00 to 23:00  
April 15, 2024: 07:00 to 18:00

Access to the fairgrounds for stand construction firms and delivery vehicles on April 12, 2024 no earlier than 18:00.

An extension of the dismantling time is unfortunately not possible.

## B 7 Stand design and equipment

Stand designs for two-story constructions, for stands larger than **100 m<sup>2</sup>** or stand structures exceeding **3 m** in height or with a stand covering require prior authorization. Dimensioned drawings including floor plans and elevations on a scale of 1:100 must be submitted 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 **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).

The partition walls facing the neighboring stand must be kept white, neutral, free of installations and clean above a height of **2.50 m**. It is recommended that exhibitors install partition walls (height **2.50 m**) as demarcation to neighboring stands. Messe München GmbH supplies partition walls only at the request and expense of the exhibitor. Partition walls or additional cabin walls (height **2.50 m**) can be ordered in the Exhibitor Shop. In the case of advertising structures directly facing adjoining stands, there must be a minimum distance of **2 m** to the stand perimeters. Flashing or changing lights must not be used for advertising purposes. The stand design must be adapted to suit the type of rented stand (row, corner, end, island stand), e.g. by partition wall systems. 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.

The erection of closed walls is permitted if they account for no more than max. **70%** of the given side wall of the stand, whereby a closed wall may not exceed a length of max. **6 m**. A closed wall **6 m** in length must be followed by an opening with a width of at least **2 m**. This ruling no longer applies if a setback of at least **2 m** to all stand perimeters is observed.

### 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 m<sup>2</sup>**
- stand is without covering.

Any stand concepts in non-compliance with the aforementioned requirements are to be submitted in duplicate for approval to Messe München GmbH's Technical Exhibition Services Division, containing to-scale stand design plans (ground plan, elevations and sectional drawings) no later than 6 weeks prior to official setup date. If items are to be suspended from the hall ceiling, the work involved must be carried out by 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.

# Special Terms of Participation (B)

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## B 8 Technical installations

The technical services designated accordingly in the Technical Guidelines such as the provision of installations to supply the stand with electricity and water can be ordered only 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.

## B 9 Sales regulations

Open selling or other provision of goods and services from the stand is not permissible. Exhibited articles may be delivered to purchasers only after the end of the fair. It is not permitted to show the selling price openly. Under

No. 64 GewO (German trade regulation act), it is permissible to sell only to commercial resellers, commercial consumers and bulk purchasers.

## B 10 Noise, sound effects

Demonstrations of video (incl. LED screens), music, stage shows etc. during the event (see opening hours) require the prior approval of Messe München GmbH's Technical Exhibition Services Division. These presentations are to be conducted in such a way that neither visitors nor other exhibitors are disturbed or adversely affected. Accordingly, loudspeakers and other acoustic amplifiers/sound systems must be focused on the exhibition stand and may not resound on neighboring stands or aisles. The maximum permitted noise level

for performances may not exceed **85 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 11 Media services

The basic entry includes the company name, 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). Phone, fax, mobile phone and e-mail address 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, e.g. in the product directory 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 partner commissioned, who handles these extra listings with the applicant in his own name and on his own account. Messe München GmbH assumes no responsibility for the accuracy and completeness of the trade fair media (online and mobile).

The exhibitor is solely responsible for the permissibility under law—and particularly the law on competition—of entries placed in the trade fair media (online and/or 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, co-exhibitors and exhibitors on joint stands that the respective exhibitor has arranged in the Messe München GmbH trade fair media (online and/or mobile).

## B 12 Exhibitor passes

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

up to **20 m<sup>2</sup>** of stand size  
as from **21 m<sup>2</sup>** for every further **10 m<sup>2</sup>**  
or part thereof  
as from **101 m<sup>2</sup>** for every further **20 m<sup>2</sup>**  
or part thereof

3 exhibitor passes  
1 exhibitor pass  
(in addition)  
1 exhibitor pass  
(in addition)

Additional exhibitor passes are available at **EUR 38/each**. Exhibitor passes are intended solely for stand personnel/can only be ordered via the Exhibitor Shop. 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 (MVV—Munich Transport and Tariff Association).

# Special Terms of Participation (B)

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## B 13 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 14 Stand parties

Stand parties on the exhibition stand require authorization by Messe München GmbH and must be notified by February 25, 2024 at the latest. Events on April 9, 10 and 11, 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. Please note that the volume of musical renditions on the stand may not exceed **85 dB (A)**.

## B 15 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))
- Stand number of the exhibition stand
- Name of the exhibitor
- Am Messesee 2, 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 16 Fashion shows and events

For fashion shows and events planned at the stand, notification in writing is to be made to Messe München's Exhibition Management responsible for the trade fair in good time. Special regulations apply to stand parties (see B 14 Stand parties).

## B 17 Alterations

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