

# Important notes on your trade fair participation

regarding stand design, special exhibits and organization of your trade fair presence



At this page, we have compiled basic information on important topics in order to give you a first overview – the description is not complete.

Please also not the comprehensive information at:

- General Terms of Participation (A) and Technical Guidelines
- Special Terms of Participation (B)
- Traffic regulations (available from December)

## Stand design

- The maximum construction height as well as height of advertisements is 7.5 m
- The stand design must be adapted to suit the stand type rented (island end, corner or row stand) by installing an optical separation (e.g. partition walls).
- The backs of stand walls facing neighboring stands must be kept neutral, white, free of installation materials and clean above a height of 2.5.
- Any materials used for stand covers or for decorative purposes must be at least flame-retardant (in compliance with DIN 4102 or DIN EN 13 501-1).
- When areas larger than 30 sqm are to be covered (e.g. by mobile homes, big trucks), **an individual sprinkler system** must be installed.

## Planning approval

A planning approval by Messe München's Technical Exhibition Services is necessary in the following cases:

- The stand and / or advertising structures are higher than 3 m.
- The stand area is larger than 100sqm.
- The stand has covering / a canopy.

## Fire Safety / Decorative Materials / Artificial Plants

All materials used for decorative purposes (including artificial plants) must be at least flame-retardant (Class B1 according to DIN 4102 or DIN EN 13501-1)—the test report must be submitted.

Imported, post-treated moss, such as Iceland moss, polar moss, etc., is considered a decorative element. Please follow the instructions in the test report regarding its use and installation.

In consultation with the Munich Fire Department, only certificates from testing laboratories recognized by the EU or the DIBt will be accepted.

An overview of testing laboratories notified by the EU can be found [here](#).

An overview of testing laboratories recognized by the DIBt can be found [here](#) (in German).

## Motor vehicles as exhibits

- The use of vehicles and containers as exhibits in the halls requires approval. Please see form 1.2 regarding fire protection in the Exhibitor Shop.
- Vehicles may only be displayed in the halls with the quantity of fuel required for accessing and leaving the given hall, the low level warning light on the fuel gauge should be on.

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## Set-up and dismantling

- During the assembly and dismantling of stands, cars and trucks may enter the grounds for unloading and loading purposes only. Vehicles that are parked in the yards for longer than 6 hours will be towed away.
- There is a deposit regulation on the last day of set-up – driving into the trade fair grounds is only possible upon paying a deposit of 100 EUR, giving entry for 1, 2 or maximum 4 hours depending on the type of vehicle.
- Please note that vehicles (except exhibits) are generally not permitted to enter the exhibition halls. However, it will be permitted as a gesture of goodwill if the overall situation allows it.
- Exhibitors are not admitted to remove exhibition goods or dismantle their stands before the fair closes.

## Container space close to the halls

- The number of container spaces close to the halls is limited for reasons of fire protection.
- Allocation is subject to availability and according to date of application. There is no right to receiving a container space.
- Container spaces may be used only from the last day of set-up, 5pm.
- The container / vehicle positioned at the space needs to stay put for the whole duration of the fair.

## Awareness of thefts

Die Messe München GmbH offers no guarantee that the trade fair center will be secured and monitored continuously. The security of stands, the items on display and any other objects located on the stands is not the responsibility of Messe München GmbH.

Unfortunately, during set-up and dismantling as well as the duration of the trade fair, thefts may occur. Therefore, we kindly ask you to carefully look after your valuables and, when using expensive technical equipment at your stand, to book stand security via our exhibitor shop.