



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, March 31 to Friday, April 3, 2020

Opening hours visitors:

Tuesday to Thursday 09:00 – 18:00
Friday 09:00 – 16:00

Opening hours exhibitors:

Tuesday to Friday 07:30 – 18:00

Organizer and financing body:

Messe München GmbH
Messegelände
81823 München
Germany

Tel. +49 89 949-20381
Fax +49 89 949-20389
projektleitung@analytica.de
www.analytica.de

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

B 1 Application

Applications should be filed online at www.analytica.de

Start of space allocation is Wednesday, April 3, 2019.

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.

Organizers of joint stands are not exhibitors as defined by the "Special Terms of Participation (B)."

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

The net participation fees per m² space are:

The minimum stand size is 12 m²

Row stand (1 side open)	EUR 219
Corner stand (2 sides open)	EUR 255
End stand (3 sides open)	EUR 265
Island stand (4 sides open)	EUR 276

Stand packages

Type "Clear" (min. stand size 12 m², other sizes by request)

Row stand (12 m ²)	EUR 4,618
Corner stand (12 m ²)	EUR 5,050
Row stand (16 m ²)	EUR 6,094
Corner stand (16 m ²)	EUR 6,670

Included in the package price are: stand space, shell scheme system stand incl. setup and dismantling, fascia panel (200 x 100 cm) on sides facing the aisle, carpeting, lockable cubicle, lighting (1 spotlight per 3 m²) incl. power consumption, power supply (3 kW, including earthing and power consumption), wastebasket, brochure display stand, 1 table, 4 chairs, shelf, info counter (lockable) with bar stool or table display case (lockable), participation in workshop professional trade-fair planning.

Type "Column" (min. stand size 12 m², other sizes by request)

Row stand (16 m ²)	EUR 6,254
Corner stand (16 m ²)	EUR 6,830
Row stand (20 m ²)	EUR 7,770
Corner stand (20 m ²)	EUR 8,490

Included in the package price are: stand space, shell scheme system stand incl. setup and dismantling, fascia panel (150 x 30 cm), columns (row stand 2 columns, corner stand 3 columns), **backlit columns available at extra charge**, carpeting, lockable cubicle, lighting (1 spotlight per 3 m²) incl. power consumption, power supply (3 kW, including earthing and power consumption), 1 table, 4 chairs, shelf, brochure display stand, wastebasket, info counter (lockable) with bar stool or table display case (lockable), participation in workshop professional trade-fair planning.

Type "Straight" (min. stand size 12 m², only available in the following sizes)

Row stand (12 m ²)	EUR 5,410
Corner stand (12 m ²)	EUR 5,842
Row stand (16 m ²)	EUR 7,150
Corner stand (16 m ²)	EUR 7,726

Included in the package price are: stand space, exclusive wall system (white) incl. setup and dismantling, construction height approx. 3 m, carpeting (ribbed roll, standard color to choice), lockable cubicle (1 x 1 m), electrical socket, 1 spotlight per 3 m² incl. power consumption, power supply (3 kW, including earthing and power consumption), seating unit (1 table round, 4 chairs white), wastebasket, fascia panel (150 x 50 cm) on sides facing the aisle (incl. 15 character inscription), conventional counter, white.

Two-story stand construction

On two-story constructions, the upper floor space is charged at 50% of the respective ground floor rate.



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

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 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 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 mandatory communication fee amounting to **EUR 970**. This fee includes the basic entry in the catalog (print, online and, mobile, cf. B 11 Media services) plus one copy of the trade fair catalog (hand-

out on site at the fair). It also covers other communication services as set out in provision B 11 "Media services (Catalog—Internet—Mobile)." 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.

Advance payment

The advance payment for exhibitor services ("Advance payment," cf. A 7) is **EUR 20/m²** of rented exhibition space.

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 3.20/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/additionally represented companies (so-called logo partners)

The participation of companies as co-exhibitors/additionally represented companies (cf. A 4) is on principle possible. Participation is, however, subject to Messe München GmbH's prior authorization. The registration fee for co-exhibitors/additionally represented companies is free of charge. Permission to participate may be granted only if the co-exhibitor/additionally represented company would also be eligible to participate as an exhibitor. However, a mandatory communication fee in the amount of **EUR 1,070*** will be levied for each co-exhibitor and additionally represented company. The mandatory communication fee for each co-exhibitor/additionally represented company includes the same services as for the main exhibitor (cf. B 3).

Co-exhibitors/additionally represented companies must be registered by the main exhibitor on a separate form.

For each co-exhibitor without Messe München GmbH admission and every single additionally represented company 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 and additionally represented companies 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.

*including processing fee of **EUR 100**

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.



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

Setup

as of March 27, 2020, 08:00 through March 30, 2020, 18:00

Truck check-in during setup:

For vehicles with a total length of more than **8 m**, time slots must be booked online in advance via Messe München's logistics control system. On-site, notification of arrival is required for these vehicles at check-in, before entering the halls. For more information, please refer to the traffic guide.

On the last day of setup, March 30, 2020, 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 22:00.

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

as of April 3, 2020, 17:00 through April 5, 2020, 18:00

Access to the fairgrounds for stand construction firms and delivery vehicles on April 3, 2020 no earlier than 18:00.

An extension of the dismantling time is permissible only in exceptional cases and with the prior written consent of Messe München GmbH, Technical Exhibition Services Division.

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

Two-story construction

The maximum construction height is **7.50 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.

Planning permission

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 planning approval 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 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.



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B 8 Official regulations and permits

Authorization is to be obtained for structures that exceed a built-over area of **100 m²** or a height of **3 m** (pavilions, tents, cranes, plant and equipment etc.). The necessary building applications as well as plans and structural analyses or test books are to be submitted to Messe München GmbH, Technical Exhibition Services Division in good time but no later than 6 weeks before the beginning of setting up.

In the erection, operation and dismantling of their structures at the exhibition center, exhibitors are to comply with all statutory and official regulations as well as the relevant requirements of Messe München GmbH and especially those from the Terms of Participation and the Technical Guidelines. In addition to the Technical Guidelines, the relevant safety regulations of the TÜV (German organizations for technical inspection and control) also apply to all exhibits and other equipment and facilities; recognized codes of practice are to be complied with. Revolving tower cranes and the like must be secured in accordance with regulations. For safety reasons, it is not permitted to attach advertising media or other loads to cranes, with the exception of non-weighted flags.

B 9 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 telecommunication 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 10 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 11 Media services (catalog, internet, mobile)

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). Exhibitors can book additional listings, e.g. in the product directory and other presentation opportunities in these communication media on a separate order form. Order forms will be sent 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 exhibitor catalog (print, online and mobile).

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/additionally represented companies and exhibitors on joint stands that the respective exhibitor has arranged in the Messe München GmbH exhibitor catalog (print, online and mobile).

The official media services partner for this trade fair is:

The exhibitor is solely responsible for the permissibility under law—and particularly the law on competition—of entries placed in the online exhibitor catalog (print, online and mobile) of Messe München GmbH at the instigation of the exhibitor. Should third parties assert claims against Messe München

jl.medien e.K.
Inselkammerstraße 5
82008 Unterhaching
Germany

B 12 Exhibitor passes

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

Co-exhibitors receive one (1) free exhibitor pass each. This does not apply to additionally represented companies.

In the halls

up to **12 m²** of stand size
up to **20 m²** of stand size
as from **21 m²** for every further **20 m²**
or part there of

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

Additional exhibitor passes are available at **EUR 42**/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 and additionally represented companies.

The exhibitor pass does NOT entitle the holder to free use of local public transport (MVV—Munich Transport and Tariff Association).



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B 13 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 exhibitor or the photographer commissioned receives the authori-

zation at the security control center of Messe München GmbH, Administration Building, access via Gate 1. For the authorization, a written order issued to the photographer is to be submitted. A fee of **EUR 45** is charged for the authorization.

B 14 Stand parties

Stand parties on the exhibition stand require authorization by Messe München GmbH and must be notified by April 2, 2020 at the latest. Events on March 31, April 1 and 2, 2020 may start no earlier than 18:00 and must end no later than 23:00. Until 23:00, 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 **70 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)) or the outdoor exhibition area (designation: F and the block number (5–13))
- Stand number of the exhibition stand
- Name of the exhibitor
- Messegelände/Willy-Brandt-Allee, 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 Alterations

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