

Submit in duplicate!

Contact and invoicing:
Kreisverwaltungsreferat – HAI / 25 (VVB)
Ruppertstraße 19 | 80466 München | Germany

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.

Fax with area code and ext.

For purposes of compliance with hygiene and safety regulations, the exhibitor is required to notify his intention to serve food and beverages and/or operate beverage dispensing equipment. The registration and/or notification can only be submitted for the stand space rented. Non-compliance with this obligation to register may be penalized and a fine imposed.

We hereby declare our intention to serve food/beverages on our stand:

- ☐ free of charge ☐ for sale*
☐ as (non-gratuitous) samples

(price must be significantly below standard local charge)

*For requirements see registration documents (provision governing the sale of goods)

We are appointing a catering company:

- ☐ Yes ☐ No

The catering company is a Messe München GmbH service partner

- ☐ Yes ☐ No

Insofar as the exhibitor/renter does not prepare/produce the meals/food himself, the caterer responsible for compliance with the applicable regulations and directives, notably in respect of food hygiene, is to be named:

Name of catering company and contact

Foods offered

Beverages offered

Beverages will be served on the stand

- ☐ in bottles / cans ☐ from beverage dispensing equipment

Size of catering area or number of seats

Period during which actual dispensing of beverages is to occur

If beverage dispensing (bar) equipment is to be used:

The beverage dispensing equipment must comply with the hygiene requirements set out in the beverage equipment standard DIN 6650-4 prior to the event commencing. The beverage dispensing equipment must have been cleaned appropriately prior to the event. In the case of rental equipment, the rental agent must supply documentation relevant to the equipment and valid cleaning verification together with the equipment. If no such documentation and cleaning verification are available, you have the option of asking our service partner for dispensing equipment systems to issue the documents required.

Contact: messeservice@schanktec.de

Official certification or logbook incl. records of regular inspection of beverage dispensing equipment is available:

- ☐ Yes ☐ No

The equipment is being rented from:

Company / Rental agent

Phone

In this context, we would like to draw your attention to the fact that the dispensing of alcoholic beverages for consumption on site with the intent to realize a profit is subject to permission according to Section 12 of the German Catering Act, the application for which is to be submitted via this form.

Food to be served on the stand is

- ☐ prepared on site ☐ delivered ready to serve

Place / date

Company stamp and legally binding signature of exhibitor

Please note that surfaces which may come into contact with food items must be maintained in exemplary condition and be easy to clean and disinfect. Smooth, washable materials should be utilized (this also applies to floor coverings and walls in such areas.) If food is to be served on the stand, the requirements set out in Section 4 Item 2 in conjunction with Annexe II Section 1 et seq. of Directive (EG) 852/2004 relevant to commercial operations must be observed. These include the following measures:

- adequate water and wastewater hook-ups
- temperature conditions suitable for the hygienic preparation, handling and distribution of food
- appropriate equipment for cleaning food
- appropriate tools for cleaning / disinfecting food service / kitchen equipment

■ Important

Any distribution of food and/or beverages is subject to official hygiene regulations, and to review by food and beverage officials of the local inspection authority (Bezirksinspektion Ost).

■ Legal regulations

According to Sections 64 and 69 of the German Trade Regulation Act, the distribution of samples (promotional items, food and beverages) at a scheduled trade fair is not subject to official approval, but must be declared.

Should beverages not intended as samples be sold for consumption on site, the requirement to apply for permission as set out in Section 1, Paragraph 1 of the German Catering Act applies. Approval is required in any such case in accordance with Section 12 of the German Catering Act.

Exhibition stand hospitality for guests, customers and visitors:

With regard to the assessment of the exhibitor's customer hospitality activities, such as do not incur a fee, the special character of the function is to be given particular consideration. As the overall event is primarily of a promotional nature, the distribution of food and beverages is regarded as an extension of the true, broader objective of the event, namely promotional activities aimed at attracting customers.

Therefore, taking logistical and economic factors additionally into account, the relevant local authority (Kreisverwaltungsreferat der Landeshauptstadt München), in keeping with current statutory requirements, herewith exempts the complimentary distribution of food and beverages, whether or not served as samples, from the requirement to obtain a permit against payment of a charge in accordance with the German Catering Act.

Information on the German Infection Prevention Act (Infektionsschutzgesetz - IfSG)

Any persons preparing, handling or distributing certain foodstuffs, which activity involves coming into contact therewith, or newly hired staff or persons involved for the first time in group food service activities in kitchens within restaurants and other similar establishments, may only carry out this work after demonstrating through the appropriate certification by the German Public Health Department or from a physician contracted by the Public Health Department, that they have been notified verbally and in writing

1. of activities prohibited under Section 42, Paragraph 1 of the IfSG,
2. of their obligations as specified under Section 43, Paragraphs 2, 4, and 5 of the IfSG and
3. have declared in writing, after having been advised as above, that they have no knowledge of any reason why they should be prohibited from participating in food service activities.

Persons already in possession of a valid health certificate as set forth in Sections 17 and 18 of the former German Epidemic Prevention Act (BSeuchG) are exempt from this compulsory initial instruction.

German-language certificates issued in accordance with the new German Infection Prevention Act (IfSG) and the old German Epidemic Prevention Act (BSG) are to be submitted and/or presented on demand.

Persons preparing, handling or distributing the following foodstuffs are subject to the aforementioned compulsory instruction as provided under the German Infection Prevention Act:

- Meat, poultry and any products produced therefrom
- Milk and dairy products
- Fish, crustaceans or molluscs and products produced therefrom
- Egg products
- Infant and children's nutrition
- Ice cream and semi-finished ice cream products
- Baked goods with non- or partially-cooked or –heated fillings or toppings
- Gourmet salads, raw salads and potato salads, marinades, mayonnaise and other emulsified dressings, baker's yeast
- Sprouts and products containing sprouts as an ingredient

Dishwashing staff, whether employed in food service operations in establishments or for group service events, must also possess the appropriate instructional certificate.

The provisions set out in the European Food Information Directive have been in force since December 13, 2014. As a result, the identification of allergens is required also for loose goods. In this connection you are kindly requested to refer to the information on our homepage: www.muenchen.de/rathaus/Stadtverwaltung/Kreisverwaltungsreferat/Verbraucherschutz-und-Veterinaerwesen/Lebensmittelueberwachung/Kenntlichmachung-in-Speise-und-Getr-nkearten.html

Further information concerning statutory food and food hygiene regulations is available from the coordinating officer of the local inspection authority (Landeshauptstadt München, Kreisverwaltungsreferat HA I/35, Bezirksinspektion Ost, Trausnitzstr. 33, 81671 München, Germany)

Mr. Michael Stamm
Tel +49 89 23363535
Fax +49 889 23363531
bi-ost.kvr@muenchen.de

In the event of any regulations governing food hygiene not receiving compliance, Munich city council's food inspection authority reserves the right to take the appropriate steps up to and including prohibiting the preparation of food.

■ Information on operating beverage dispensing installations on the exhibition grounds

1. Beverage dispensing installations that are not fixed local systems as defined by the Technical Rules Governing Dispensing Installations (TRSK) 400 No. 3.3.2, but are to be set up on site at a given event, are required to be registered with the relevant authorities by the operator (see Item 4). No supporting documentation need be submitted. In accordance with Section 14 para 1 of the Operating Safety Directive (BetrSichV), the beverage dispensing installation must undergo inspection by a qualified person as defined by the Technical Rules Governing Operating Safety (TRBS 1203) prior to its initial operation. This is the responsibility of the given entrepreneur (renter or operator). A copy of the result of the inspection is required to be kept on site, available for presenting to the relevant authorities at their request. This still applies even if the installation is rented. In accordance with the European Food Hygiene Directive 852/2004, the beverage dispensing installation is required to be cleaned prior to the commencement of the event. Written verification of the cleaning and the original inspection certificate are to be kept close to the installation. Operating instructions must also be affixed to the installation as stipulated by TRSK 500.
2. Ready-to-use installations as defined by TRSK 400 No. 3.3.1 are required to be registered with the relevant authorities (see Item 4). No supporting documentation need be submitted. In accordance with Section 14 para 2 of the Operating Safety Directive (BetrSichV) and based on hazard evaluation procedures as defined by Section 3 of the Operating Safety Directive, the installation inspection must be renewed every two years by a qualified person. In accordance with BGV A1, this is generally the responsibility of the given entrepreneur (renter or operator) of the installation.
3. The pressurized gas containers used must be stored upright and secured against tipping over.
4. Further information is available from the head of the municipal beverage dispensing installation inspection office (City of Munich, District Administration Office KVR III/133, Implersstrasse 11, 80466 München), Mr. Günter Unterreithmaier.
Tel. +49 89 233-45081, Fax 49 89 233-45138, g.unterreithmaier@muenchen.de

In the event of non-compliance with regulations governing beverage dispensing installations, the relevant municipal authorities reserve the right to take the appropriate steps up to and including shutting down the given beverage dispensing installation.

Service companies approved by Messe München GmbH for the cleaning and inspection of beverage dispensing installations:

Getränke Widmann GmbH Schankanlagentechnik
Melchior-Huber-Str. 36, 85652 Ottersberg, Germany
Tel. +49 8121 8453, Fax +49 8121 78422, Mobile +49 177 2228453
messeservice@schanktec.de, www.schanktec.de

Price list

Cleaning, inspection and issuance of inspection certificate	EUR
for a 1-valve beverage dispensing installation	75.00
for each additional valve	37.50
for a 5-valve pre-mix installation	87.00

Inspection in accordance with Equipment Safety Directive of a ready-to-use or installed beverage dispensing system	EUR
incl. hygiene test for a 1-valve beverage dispensing system	on request
for each additional valve	on request
per working hour	49.20

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All electrical connections comprise the following standard features:

- Electrical compliance inspection carried out by an independent expert
- Refrigerator socket (continuous power supply)
- First point of earthing of stand
- Residual current protective device (30 mA)

- The price includes the cost of the power consumed over the entire period of the trade fair for connections up to and incl. 3 x 25 A
- as from 3 x 32 A, three Schuko safety sockets are included; the actual consumption is logged via a meter and charged at EUR 0.30/kWh.

Please mark	Item no.	Main electrical connection	EUR / unit
	20500	AC connection, fusing with 1 x 16 ampere incl. 1 x Schuko safety socket (230 V, 50 Hz, max. 3 kW)	142.00
	20507	3-phase connection, fusing with 3 x 16 ampere incl. 3 Schuko safety sockets (230/400 V, 50 Hz, max. 9 kW)	394.00
	20509	3-phase connection, fusing with 3 x 16 ampere incl. CEE adapter (3 P, N, PE) 16 A (230/400 V, 50 Hz, max. 9 kW)	394.00
	20513	3-phase connection, fusing with 3 x 25 ampere incl. 3 Schuko safety sockets (230/400 V, 50 Hz, max. 15 kW)	502.00
	20516	3-phase connection, fusing with 3 x 25 ampere incl. CEE adapter (3 P, N, PE) 32 A (230/400 V, 50 Hz, max. 15 kW)	502.00
	20584	3-phase connection, fusing with 3 x 32 ampere incl. CEE adapter (3 P, N, PE) 32 A (230/400 V, 50 Hz, max. 20 kW)	625.80
	20596	3-phase connection, fusing with 3 x 63 ampere incl. CEE adapter (3 P, N, PE) 63 A (230/400 V, 50 Hz, max. 40 kW)	888.50

Please mark	Item no.	Main electrical connection	EUR / unit
	20632	3-phase connection, fusing with 3 x 32 ampere (230/400 V, 50 Hz, max. 20 kW)	575.00
	20633	3-phase connection, fusing with 3 x 50 ampere (230/400 V, 50 Hz, max. 32,5 kW)	701.00
	20634	3-phase connection, fusing with 3 x 63 ampere (230/400 V, 50 Hz, max. 40 kW)	827.00
	20635	3-phase connection, fusing with 3 x 80 ampere (230/400 V, 50 Hz, max. 50 kW)	950.00
	20636	3-phase connection, fusing with 3 x 100 ampere (230/400 V, 50 Hz, max. 65 kW)	1,137.00
	20637	3-phase connection, fusing with 3 x 125 ampere (230/400 V, 50 Hz, max. 80 kW)	1,385.00
	20638	3-phase connection, fusing with 3 x 160 ampere (230/400 V, 50 Hz, max. 120 kW)	1,897.00

Any extras required (Schuko safety circuits, CEE circuits, connecting and disconnecting, etc.) must be ordered separately via form 3.2. If you require connections with higher ratings, kindly contact the Department Events MOC.

Important to note: order cannot be processed without a stand layout plan!

Please note:

A surcharge of 20% will be raised for any orders/plans submitted later than ten calendar days before the start of the event.

The exhibitor is obliged to deactivate the entire electrical system on a daily basis after the fair closes using the master switch incorporated into the main connection. All liability for damage resulting from non-compliance with this provision is to be borne by the exhibitor or stand holder, as well as any additional costs. By way of my signature, I herewith recognize the terms and conditions of connection and supply.

Place / date

Company stamp and legally binding signature of exhibitor

■ Main electrical connection for outdoor exhibition area

Please mark	Item no.	Main electrical connection	EUR/unit
	20643	Connecting pillar, 3-phase connection, fusing with 1 x 16 ampere incl. 1 x Schuko safety socket (230 V, 50 Hz, max. 3 kW)	211.00
	20644	Connecting pillar, 3-phase connection, fusing with 3 x 16 ampere incl. CEE adapter (3 P, N, PE) 16 A (230/400 V, 50 Hz, max. 9 kW)	515.00
	20645	Connecting pillar, 3-phase connection, fusing with 3 x 32 ampere incl. CEE adapter (3 P, N, PE) 32 A (230/400 V, 50 Hz, max. 20 kW) plus consumption	671.00

The connecting pillar is the point of transfer. Any extension cables required will be charged for on the basis of the actual costs incurred.

Hall / stand no.

Exhibitor

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Exhibitor	Hall / Stand no.
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The following items are necessary for you to be able to accept the supply of any items you may have ordered via 3.1 and are only possible from a main connection of 3 x 16 A. These items do not equate to any enhancement in output.

Quantity	Item no.	Additional equipment	EUR/unit
	20518	AC circuit with Schuko safety socket (16 A)	37.10
	20519	Three-phase circuit with CEE coupling (3P + N + PE) 16 A	40.20
	20520	Three-phase circuit with CEE coupling (3P + N + PE) 32 A	50.80
	20521	Three-phase circuit with CEE coupling (3P + N + PE) 63 A	61.50
	20522	Three-phase circuit with CEE coupling (3P + N + PE) 125 A	207.00
	20523	Connection and disconnection of exhibitor's own control cabinet with 32–63 A, (16–45 kW) incl. wiring	72.50
	20524	Connection and disconnection of exhibitor's own control cabinet with 80–100 A, (46–60 kW) incl. wiring	98.00
	20525	Connection and disconnection of exhibitor's own control cabinet with 125 A, (80 kW) incl. wiring	125.00

Place / date

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Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

We herewith order as additional electrical installations subject to the Terms of Connection and Supply for Electricity on page 3:

■ For rent with mounting

Quantity	Item no.	Item	EUR/unit
	20534	Wiring 3 x 1.5 mm², fastened with cable clips (other wire dimensions on request)	5.00
	20538	Wiring 5 x 4 mm², laid freely (other wire dimensions on request)	7.10
	20544	Spot with bulb 100 W and extension arm	22.50
	20549	Halogen spot 150 W with extension arm	35.90
	20550	Halogen spot up to 1500 W	54.60
	20554	Schuko tabletop safety socket, 3-way with 1.5 m wiring	15.20
	20555	Schuko tabletop safety socket, 3-way with 5 m wiring	19.30
	20556	Schuko safety extension with 5 m wiring	12.60
	20557	Schuko safety extension with 10 m wiring	18.80
	20558	Schuko safety extension with 15 m wiring	23.00
	20559	Schuko safety extension with 20 m wiring	31.10

■ For rent without mounting

Quantity	Item no.	Item	EUR/unit
	20571	CEE extension up to 10 m for 16 A	59.30
	20572	CEE extension up to 10 m for 32 A	71.50

If installation work is required, this will be charged on the basis of the time required (see labor cost).

■ Items for sale

Quantity	Item no.	Item	EUR/unit
	20561	Schuko safety coupling without wiring	11.20
	20562	Schuko safety plug without wiring	11.00
	20563	CEE plug 5-pin 16 A without wiring	16.90
	20564	CEE plug 5-pin 32 A without wiring	24.70

■ Consumables incl. installation

Quantity	Item no.	Item	EUR / unit
	20577	Cable adhesive tape 100 mm	6.80
	20579	Safety duct for cable size up to max. 4 mm ²	11.20

■ Labor cost

Quantity	Item no.	Item	EUR / unit
	20580	Electrical fitter per hour	55.10

For repair work on the exhibitor's own installations that were not fitted by us, a surcharge of 50% on the standard hourly labor costs will be raised.

■ Miscellaneous

Quantity	Item no.	Item	EUR / unit
	20530	BC connection for halls 1–4. cable television connection via Kabel Deutschland (BC connections already available in the showrooms)	170.00
	20642	Digital satellite connection	310.00
		Internal stand installation Please contact me: Exhibitor _____ Stand _____	on request

Exhibitor

Hall / Stand no.

Place / date

Company stamp and legally binding signature of exhibitor

■ Terms of Connection and Supply for Electricity

1. Form 3.1 is to be used for ordering a main electrical connection. The order and plan of the stand must be submitted to the Department Events MOC no later than **four weeks prior to the commencement of the event**. No guarantee can be given for timely completion of installations applied for after this deadline. **The MOC Veranstaltungscenter München reserves the right to charge a price supplement of 20% on late orders.** Electrical installations are provided on a rental basis only, in the absence of any provision to the contrary. Your attention is drawn to the liability regulations set out under item 5 of the General Terms of Contract for Exhibitor Services.
2. An AC power supply with 230 V 50 Hz (cycles) is provided for small electrical appliances up to 3 kW. For power units and larger appliances, a three-phase power supply with 400 V 50 HZ (cycles) is provided.
3. **An electrical inspection and acceptance test carried out by a certified expert is obligatory for every exhibition stand and is performed by the organizer as a free service at no extra cost.** Electrical installations inside the exhibition stands will be inspected by an expert for compliance with the regulations currently effective at the MOC Veranstaltungscenter München. Any deficiencies found are to be immediately rectified.
4. Exhibitors intending to use their own meters must provide a copy of a test certificate no older than two years and submit it together with form 3.1 or 3.2. If the exhibitor's own distributor panel with a certified (calibrated) meter is used, the rental charge for the meter included in the price for the main connection will not be refunded.
5. Electrical installation work within the exhibition stand may be carried out downstream of the MOC/exhibitor transfer point (Schuko safety socket, exhibitor's own distributor panel, CEE adapter) by the exhibitor's own qualified electricians or authorized electrical contractors. The exhibitor is fully responsible for internal stand installation. The installation work is to be carried out in accordance with the DIN/VDE regulations—notably VDE 0100 and 0108—applicable at the time. The exhibitor assumes the full liability for such damage as may occur to halls and building parts of the MOC Veranstaltungscenter München as well as to exhibition stands and exhibits of co-exhibitors due to defective electrical installations. Faults - in the case of the company's own stand installation or installation carried out by a third-party company—will be rectified at the exhibitor's expense as per the materials used and time incurred (plus supplements for work at night, on Sundays/public holidays).
6. **In the case of serious violation of relevant regulations (including those set out under DIN VDE 0100), the power supply will be cut off. If the power is cut off, no refund will be granted for the cost of the installations that have already been set up. The cost for the main connection will be charged in all cases.**
7. **The measurement list supplied to the exhibitor or ordering party must be checked, countersigned and returned without delay. This list is used subsequently for invoicing purposes. Any complaints concerning the products or services provided must be addressed to the Department Events MOC prior to or on the first day of the exhibition at the latest, so that a proper inspection can be carried out. Complaints regarding the scope of products or services provided lodged subsequently will not be considered.**
8. The daily repair service is to be ordered by the organizer as required and only applies to products and services provided by the MOC Veranstaltungscenter München. A supplement of 50% will be charged on the standard hourly rate for repair work on equipment not installed by the MOC Veranstaltungscenter München.
9. Cancellations are only possible up to **ten calendar days** before the official stand set-up date. The services provided up until this point in time are to be remunerated. After this time, MOC Veranstaltungscenter München is entitled but not obliged to provide the services ordered. The additionally provided services are to be remunerated. Any amendment thus constitutes a cancellation of the original order and placement of an additional order.
10. Complaints must be made in writing to the Department Events MOC without delay, but by the first day of the exhibition at the latest so that any defects can be rectified immediately. Complaints lodged subsequently, particularly after the relevant invoice has been issued, can no longer be verified and will therefore not be considered. No claims against MOC Veranstaltungscenter München can be asserted in such cases.
11. The exhibitor is obliged to deactivate the entire electrical system on a daily basis after the fair closes via the master switch incorporated in the main connection distributor. The circuits for equipment requiring a continuous supply of electricity are exempted from this (separate sockets and circuits necessary—refrigerator socket). The exhibitor is fully liable for his electrical installation and the use made thereof within his exhibition area. For safety reasons the exhibitor's entire power supply will be switched off approx. one hour after the **commencement of the stand dismantling period.**

Exhibitor

Hall / Stand no.

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E-mail

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Tel. with area code and ext.

Fax with area code and ext.

Suspensions from hall ceilings

The MOC Technical Services Dept. reserves the right for static load reasons to reject orders requiring the suspension of items from hall ceilings.

You should therefore always request written approval and attach to it an appropriate drawing (top view) together with details of size and weight (total suspended weight). Standard rope lengths measuring 2.5 m are used for suspending purposes (max. ceiling height 4.00 m). Individual suspension points can withstand loads of max. 25 kg. Only technical staff deployed by the MOC Veranstaltungszentrum München are allowed to carry out ceiling suspension work.

Unit	Item no.	Service item	EUR / unit
	20532	First to fourth ceiling suspension unit (max. 4)	39.20
	20533	Fifth and subsequent ceiling suspension units	22.50



Please note: Precise details of the location and height of the required fixing points must be provided to enable your order to be processed.

It is essential that a to-scale stand layout plan (scale 1:100) is also enclosed as the order cannot be processed without a stand layout plan!

Total weight of construction to be suspended:

kg

Dimensions of ring eyelet

Internal diameter: 30 mm

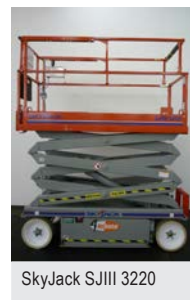
External diameter: 54 mm

The suspension of stand elements is **prohibited**, as is the securing of stand elements or exhibits via suspension units!

For suspensions in the atriums, please contact the Department Events, MOC Veranstaltungszentrum München.

Please note: A surcharge of EUR 11.00 per fixing point (item 20641) will be raised for orders/ plans submitted later than ten calendar days before the start of the event.

Platform lifts



We also hire out a platform lift as described below. The hall electrician will instruct you in its use. Contact the Department Events MOC for further information. The platform lift SJIII 3220 conforms with all the relevant standards and can be operated electrically from the working platform in order to change the height of the platform or its location.

sample illustration only

Setup

Unit	Hours	Item no.	Rental service (w/o operator*)	EUR / unit
		20581	Platform lift rental, per hour	35.90
		20640	Flat charge per day (max. 10 hours)	247.00

We hereby order the platform

on _____ from _____ up to _____

Dismantling

Unit	Hours	Item no.	Rental service (w/o operator*)	EUR / unit
		20581	Platform lift rental, per hour	35.90
		20640	Flat charge per day (max. 10 hours)	247.00

We hereby order the platform

on _____ from _____ up to _____

* If you wish to hire an operator, please contact our accredited service partner at the MOC Veranstaltungszentrum München, the firm Stefan Nelhiebel Elektroanlagen, at phone +49 89 32353-125 or info@nelhiebel.de.

Place / date

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Exhibitor

The following details are a mandatory requirement for the processing of your order:

- Total weight of construction to be suspended: _____ kg
- sketch (see below)

The use of lifting gear must be coordinated with the accredited contractor of MOC Veranstaltungszentrum München responsible! Please specify the location of your stand by entering neighboring stands, aisles, hall entrances or by indicating a north-pointing arrow on the layout plan! Sketch must include to-scale dimensions.

Important to note: order cannot be processed without a layout plan!

This image shows a full page of blank graph paper. The grid consists of small, equal-sized squares formed by thin black lines. There are no margins, text, or other markings on the page.

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We hereby order – in the name and on behalf of the above-named exhibitor – subject to the water connection and supply terms detailed on page 2:

Quantity	Item no.	Main water connection including connection of one appliance	EUR/unit
	38100	Main water connection, hall area (ground level)	343.00

Main water connection includes: Inflow: 1/2", outflow: DN 50. Installation of piping aboveground from utility/supply duct (Halls 1–4). Water consumption included. Connection of one appliance, e.g. (rental) sink.

Quantity	Item no.	Misc. services	EUR/unit
	38050	Connection of each additional appliance e.g. dishwasher, water boiler, coffee machine, taps and fittings Please note: If the additional consumer appliance is further than 1 m away from the main water connection, another main connection is required.	62.50
	38051	Rental sink unit with base unit, taps and fittings, 5 l electric boiler Dimensions: W/H/D = 90/80/60 cm	151.00
	38090	Standard hourly rate	57.80
	38005	Water for basin/tank, up to 3 m ³ (incl. DN 50 drain pipe) (see page 2)	131.00
	38006	Water for basin/tank, > 3 m ³ to 10 m ³ (incl. DN 50 drain pipe) (see page 2)	at cost
	38002	Volume of water per m ³ (As water price stability is not guaranteed in the long term, we reserve the right to make price changes.)	3.91

Water connections are possible in the atrium areas to a limited extent only. Water and sanitary connections can be installed upon consultation. Please contact us.

Quantity	Item no.	Support fire-extinguishing system (see form 5a for electrical connection)	EUR/unit
	38497	Main sprinkler connection basic installation incl. 3 sprinkler nozzles, up to 5 m supply pipe	1,665.00
	38499	Additional sprinkler nozzles (must be checked against payment of a charge, see terms and conditions of connection and supply)	389.00



38051 Rental sink unit
(Similar model shown)

Please note on the use of commercial dishwashers:
The use of commercial dishwashers with a rinse cycle of **two minutes or less** and the preparation or demonstration of products containing grease and/or oil requires the use of grease traps for the wastewater being discharged (see also "Water connection and supply terms" on page 2).

Contact us for an individual quote on special installations, such as those requiring larger main connection fittings.

Please note:
A surcharge (item no. 38951) amounting to EUR 116.00 will be raised for any orders/plans submitted later than ten calendar days prior to the start of the event.

We will be erecting a raised platform on our stand (80 mm min. height clearance required for laying pipes):

☐ Yes, the clearance height between hall floor level and platform surface is approx.

cm

☐ No

Please note: For sewer pipes that are longer than 10 m, consultation with the plumbing company is absolutely required.

It is imperative that a ground layout plan (see p. 3) be submitted for the main water connection. Orders cannot be processed otherwise.

Place / date

Company stamp and legally binding signature of exhibitor

■ Water connection and supply terms

■ Ordering main water connection

Orders and scaled ground plan diagrams for the main water connection (on page 3) must be received by Messe München GmbH no later than six weeks prior to the official dates indicated for the stand assembly period.

Messe München GmbH cannot guarantee the timely installation of connections requested after this deadline.

A surcharge (item no. 38951) amounting to EUR 116.00 will be raised for any orders/plans submitted later than ten days prior to start of the trade fair.

■ Water connection information

All water utilities are provided on a rental basis only. Installation and connection of appliances to the pipeline network is carried out exclusively by Messe München GmbH's official contractors.

Any repair work necessary to installations, appliances or exhibits not set up by or rented from Messe München GmbH will be invoiced at the standard hourly rate (see item no. 38090).

The exhibitor is obliged to turn off the entire water supply to the stand via the stopcock built into the main water connection every day after the exhibition closes.

Property damage arising from negligence will be the responsibility of the exhibitor. For safety reasons, Messe München GmbH reserves the right to turn off the entire water supply to exhibitors once the event has ended.

Messe München GmbH accepts no liability for damage.

- The general water pressure is 3.5 bar.
- The price paid for the main water connection also includes the cost of the water consumed.
- Wastewater that is chemically contaminated or greasy may not be disposed of via the normal drainage system.

Required plan documentation

Supply and outflow lines will be installed in the exhibition halls according to dimensions submitted on the ground plan diagram. The diagram must indicate the distance between the edge of your stand and the connection **and** the stand's relative location within the hall. **Orders not containing this information cannot be processed!**

Main water connection in the halls

If at all possible, the piping will be laid in utility ducts, but may have to run above ground if the location of the connection point ordered makes this necessary. In the case of the main water connection for a stand's upper story, max. 3 m supply/drainage piping laid vertically is included in the connection price. Any additional, horizontally laid piping (via the hall floor and/or in the flooring between the two stories will be charged as per the costs incurred (man-hours, material costs, etc.)

Main water connection in the delivery zone

Piping to be laid in the delivery zone will always be installed above ground. Should a drain pipe be required, an additional pumping unit is also needed, the cost of which is payable by the exhibitor. Due to the risk of frost, water connections are generally not available for the loading yard during the winter months; however, pipe trace heating can be installed at the exhibitor's expense upon arrangement with Messe München GmbH. Messe München GmbH reserves the right to cut off the water supply outside the duration of the event.

Connection of appliances

Connection of one appliance (e.g. a sink unit) is included in the main water connection price. The connection of each additional appliance (installation/dismantling of portable kitchenettes, sinks, water heaters, dishwashers, coffee machines, etc. provided by the exhibitor) will be invoiced separately; this price includes labor and small materials.

If the distance between the appliance to be connected and the main water connection exceeds 1 m, the extra expense for installing the connection of the appliance will be invoiced additionally.

The connection of a free-standing appliance (e.g. a counter) requires a separate main water connection.

For **rental sink units** (item no. 38051), delivery, maintenance and collection are included in the price. However, connection of the sink unit is **not** included in the rental price.

For safety reasons, dishwashers without a built-in drainage pump will not be connected to the water mains in cases where the drainage gradient is insufficiently steep.

Filling of basin/tank with water

The order is valid for a single filling including drainage; unauthorized discharge of the basin/tank via the utility ducts is prohibited.

No fixed supply line is installed. Kindly ensure that you enclose with your order a ground plan indicating the location of the given basin/tank.

■ Grease traps

Exhibitors ordering the installation of a main water connection for their stand from Messe München GmbH who also plan to prepare, process or present food items containing grease or oil, are obliged to additionally order a grease trap through Messe München GmbH no later than four weeks before the start of stand assembly. This also applies to exhibitors operating commercial dishwashers at their stand which complete an entire cycle in **under two minutes**.

Grease trap order forms may be obtained through the Department Events MOC.

If, after stand assembly has begun, Messe München GmbH ascertains that an exhibitor with stationary or mobile catering operations has failed to order a grease trap for a main water connection despite being obliged to do so according to these connection and supply terms, the exhibitor hereby agrees that Messe München GmbH will install the appropriate grease trap equipment at current prices valid for that event without Messe München GmbH having received an order to this effect from the exhibitor.

In this case, or in the event that an order is placed less than four weeks before the start of stand assembly, Messe München GmbH is entitled to invoice a late-order surcharge for the required grease trap equal to 50 percent of the price in effect at the time of the event, unless the exhibitor can prove that Messe München GmbH has suffered no loss or negligible loss as a result.

If installation of a main water connection and grease trap is either not feasible, or only possible at excessively high cost, Messe München GmbH may require that the exhibitor neither produce, process or demonstrate any goods containing grease or oil at their stand nor operate a commercial dishwasher that completes an entire cycle in **two minutes or less**.

■ Cancellation / complaints

Orders may be withdrawn up to 14 calendar days before the general stand installation period begins; the exhibitor will be charged for the connections ordered in cases of cancellations submitted after this deadline.

The list of tolerances and dimensions provided to the exhibitor or ordering party should be reviewed, countersigned and returned as soon as possible.

This list will be subsequently used for invoicing purposes.

Complaints pertaining to the scope of supply and services provided must be addressed the Department Events MOC prior to stand dismantling to ensure that the complaints can be investigated in a proper manner. Subsequent complaints regarding the scope of products or services will not be acknowledged.

Messe München GmbH's General Terms of Contract for Exhibitor Services apply additionally.

Sketch of the stand with precise dimensions where the water connection and drain pipe and the wash basin or sink are to be installed.
Please indicate all relevant dimensions and the direction of the stand in the hall (include north-pointing arrow on sketch). Mark the position of your stand by showing adjacent stands, aisles or hall entrances! Important: order cannot be processed without ground layout sketch.



Return to:

Messe München GmbH – MOC Veranstaltungszentrum München
Lilienthalallee 40
80939 München | Germany
Fax +49 89 32353-499
moc.technik@messe-muenchen.de

Contact:

Deutsche Telekom Technischer Service GmbH
at MOC | Lilienthalallee 40 | 80939 München | Germany
Tel. +49 89 12162030 | moc@telekom.de

Exhibitor

Hall / Stand no.

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

We hereby order—on behalf and by order of the aforementioned exhibitor—subject to acceptance of the terms of business set out on pages 3–4 in the period from: _____ to _____.

■ Fixed-line connections

Quantity	Item no.	Service	EUR
	1.1	IP connection - symmetrical 10 Mbit/s , (10 Mbit download / upload speed) incl. router, Internet flat rate and fixed IP address	355.00
	1.2	IP connection - asymmetrical 50 Mbit/s , (50 Mbit/s download speed, 10 Mbit/s upload speed) incl. router, Internet flat rate	360.00
Higher bandwidths can be provided on request.			
	1.3	WLAN as an additional option for the IP connection for items 1.1–1.2	20.00
	1.4	Analog telephone connection with Busi- ness Flat Premium and standard telephone	105.00
	1.5	WIFI access, symmetrical, 4 Mbit/s , (up to 4 Mbit/s download / upload speed); the product has to be purchased on the WIFI landing page and paid for by credit card or PayPal; product does not include any services.	50.00 per day

■ Service description fixed-line connections

1. IP connections for Internet access

All IP connections are provided with an IP address and an Internet flat rate.
No ports or protocols are blocked. The connections are fully transparent for
VPN and IPsec. Further IP addresses are possible on request and payment of
a charge. All users are responsible for their own individual security. The MTU
size is 1500.

All IP connections are equipped with a router and at least three Ethernet inter-
faces on the LAN side. The connecting system used is RJ45. A public IP address
is provided on the Internet side. IP addresses are allocated dynamically on the
LAN side (DHCP).

Connections are configured as asymmetrical connections with up to 50,000 kbit/s/
10,000 kbit/s or as symmetrical connections with 10 Mbit/s.

Options

Internet access via WiFi can be booked additionally. Bandwidth specifications
are "up-to", i.e. maximum values.

2. Connections for telephone and fax (analog connection and IP voice / data connection)

The telephone connection can be ordered as an analog connection or IP voice /
data connection, subject to availability in the network of Deutsche Telekom.
The above-mentioned connections are linked with MOC Veranstaltungszentrum
München's voice carrier, no call by call or pre-selection possible (no 010.....
numbers possible!). Similarly, Premium Rate services under the number 0900
are blocked. The connection charges for telephone calls for items 1.5 to 1.7 are
charged in accordance with the valid telephone tariffs of Deutsche Telekom AG.
The price includes additionally a Business Flat Premium. This applies for all
connections into the German fixed-line network and to neighboring countries
+ GB, H, I, E, S, P, IRL, China, USA.

3. WIFI access

Please note that the WIFI access is designed to support small amounts of data (such
as checking e-mails). The service period is 1 day. The WIFI access is a simple and
inexpensive Internet access for 1 terminal device and does not include any services
in case of problems. This connection is a shared media network. It means that with
many users active in the WIFI network, the bandwidth per user will decrease. There-
fore, no bandwidth can be guaranteed here. Problems in the WIFI network that are
caused by other users can also have a negative impact on your access.

4. Miscellaneous

Important to note: the services ordered cannot be provided unless a layout
plan is submitted. The closing date for orders is ten working days prior to the
commencement of the exhibition. A surcharge for late orders is raised for any
orders received after this date.

The prices indicated include the following services:

- setup and dismantling of the connections and end devices incl. any materials
required
- the end devices are delivered to and collected from the stand

The exhibitor is responsible for the end devices and is liable for any loss.

The prices are net of any sales tax due and apply for a rental period of max. 30
days. Contract fulfilment is to occur in accordance with the Terms of Business for
Information and Communication Services at MOC Veranstaltungszentrum München
as well as with the general and individual tariff lists of Telekom Deutschland GmbH.

Prices are subject to change.

■ End devices for rent

Quantity	Item no.	Service	EUR
	2.1	Switch	18.00

■ Miscellaneous

Quantity	Item no.	Service	EUR
	3.1	Late order surcharge	50.00
	3.2	On-site service rate / hour (Mon–Fri 08:00 to 18:00)	100.00
	3.3	On-site service rate / hour (outside Mon–Fri 08:00 to 18:00)	148.00

■ Terms of payment

See section 9 of the Terms of Business for Information and Communication Services at MOC Veranstaltungszentrum München for further details.

■ Direct debit from bank

Please charge the billing amount due to the following account:

Account holder

IBAN

SWIFT / BIC

Bank name

Invoices will be issued by Concat GmbH.

Place / date

Company stamp and legally binding signature of exhibitor

■ Terms of Business for Information and Communications Services at MOC Veranstaltungszentrum München as of July 1, 2012

Telekom Deutschland GmbH has concluded a contract governing individual services with Messe München GmbH for the exhibition grounds of MOC Veranstaltungszentrum München. The services can be ordered by Messe München GmbH's exhibitors and customers directly from Telekom Deutschland GmbH. Telekom Deutschland GmbH treats these orders as though they had been placed by Messe München GmbH directly, i.e. counselling, inquiries and complaints will be handled and ultimately clarified by Telekom Deutschland GmbH directly with Messe München GmbH's customers and exhibitors. For all such services, the following terms and liability provisions apply. Invoices are to be issued and debts collected on behalf of Messe München GmbH likewise by Telekom Deutschland GmbH, for which purpose the latter has commissioned Concat GmbH. Insofar as Telekom Deutschland GmbH or the service provider is mentioned in the following, Telekom Deutschland GmbH is deemed to be acting as Messe München GmbH's agent.

■ 1. Orders

1. The information and telecommunication services of Telekom Deutschland GmbH for Messe München GmbH's customers and exhibitors are to be ordered exclusively via Messe München GmbH. Orders are subject to acceptance by Telekom Deutschland GmbH, whereby approval may also be given tacitly, e.g. in that the requested services are supplied.
2. The exhibitor is entitled to cancel an order for the information and telecommunication services detailed overleaf, either partially or entirely, on condition that notice of cancellation is received by Telekom Deutschland GmbH no later than three weeks prior to the opening of the event. Free-of-charge cancellation of the order is possible until such time as the customer has not received an order confirmation from Telekom Deutschland GmbH. From that time on, a one-off handling charge of EUR 75.00 will be raised. The full product price becomes due after commencement of the setup work.
3. Should the exhibitor require any changes to the services Telekom Deutschland GmbH has already provided notably on the exhibition stand, Telekom Deutschland GmbH is to carry out the changes at its discretion and charge for the expense incurred. A late order surcharge is raised on orders submitted late. In the absence of any specific provision to the contrary, the contract comes into effect upon receipt of order confirmation or, at the latest, upon provision of the service by the service provider.

■ 2. Provisioning period

The information and communication services ordered will be made available for the duration of the respective event, as well as in the setup and dismantling phases. If the provision of information and communication services is required outside this period, this additional availability must be ordered separately. These services may be charged additionally. Inquiries concerning orders may be made via telephone at service number +49 89 12162030, by fax at +49 89 12162031 or by e-mail to moc@telekom.de.

■ 3. Transfer

1. All services ordered will be provided to exhibitors by Telekom Deutschland GmbH or subcontractors appointed by it on a rental basis. Customers must, at their own expense, enable the employees of the service provider (Telekom) access the property as well as the exhibition stand and communication installations located on it, insofar as this is necessary for the execution of the testing, installation and maintenance work.
2. If exhibitors use their own end devices, these must conform to the legal regulations currently in force, including the valid EU guidelines applicable to end devices, ITU guidelines and CCITT recommendations, notably CCITT recommendation i430. If an exhibitor fails to comply with this obligation and malfunctions occur as a result, Telekom Deutschland GmbH is entitled in particular to demand from the exhibitor reimbursement of costs of analyzing and rectifying any malfunctions.
3. Telekom Deutschland GmbH is also entitled to demand that the exhibitor immediately disconnects from the network the end devices causing the malfunctions. For Internet access purposes, the network cards used in the exhibitor's PC must conform to the Ethernet specifications (IEEE 802.3). The public IP addresses ordered will be made available to the exhibitor with the order confirmation.

The exhibitor may not under any circumstances use IP addresses other than those provided by Telekom Deutschland GmbH or modify the prescribed subnet mask. If an exhibitor fails to comply with this obligation and malfunctions occur as a result, Telekom Deutschland GmbH is entitled in particular to demand from the exhibitor reimbursement of costs of analyzing and rectifying any malfunctions.

4. Telekom Deutschland GmbH is further entitled to exclude from the LAN any exhibitors who despite previous warnings use IP addresses other than those assigned to them or who use subnet masks other than those prescribed for them and to demand reimbursement of the associated costs. In the event of attacks on network functionality or other attacks, Telekom Deutschland GmbH reserves the right to block the given connection on an either temporary or permanent basis. If malfunctions occur in the PC of an exhibitor who has used IP addresses other than those assigned to him or has modified the subnet mask, Telekom Deutschland GmbH will rectify the fault at the request and risk of the exhibitor at the prices valid at the time of the event.
At the request of the exhibitor, Telekom Deutschland GmbH will configure the PC, if technically and operationally possible, at the exhibitor's risk and at the prices valid at the time of the event.
5. When using Internet connections (DSL, IP connections, IP voice/data, etc.), the unsolicited dispatch of e-mails for advertising purposes (mail spamming) or unsolicited dispatch of news for advertising purposes (news spamming) to third parties is prohibited. The exhibitor and other users are provided with permanent access to the Internet by way of the Internet connection. As the data is transmitted in a transparent manner via this connection (as per RFC812 on OSI level 3), Messe München GmbH has no influence on the content thus transmitted and, as such, is unable to filter out any undesirable content that might impact on the usage of the Internet access. At the end of the contractual term, the IP address should no longer be used.
6. The customer (user) undertakes to neither offer information with illegal or immoral content nor to refer to offers with such content. This includes above all such content as serves the incitement of the people as defined under paragraphs 130, 130a and 131 of the German Criminal Code, encourages criminal activity, glorifies or trivializes violence, is pornographic or suitable for use as pornography as defined under paragraph 184 of the German Criminal Code, constitutes a serious moral risk for children or juveniles or compromises their welfare.
7. The customer is not allowed to transfer or sublet the services to third parties for their sole (further) use without the prior consent of Telekom Deutschland GmbH.

■ 4. Service center

A service center has been set up in case of faults. The service telephone number is +49 89 12162030, the fax number is +49 89 12162031 and the e-mail service address is moc@telekom.de.

■ 5. Liability

1. For any damage attributable to the usage of telecommunications services for the public, Telekom Deutschland GmbH is liable in accordance with the provisions set out in the German Telecommunications Act.
2. Telekom Deutschland GmbH is otherwise liable without limit for all damage attributable to wilful intent or gross negligence or the absence of a guaranteed feature or attribute.
3. In cases of minor negligence, Telekom Deutschland GmbH is liable without limit for any damage to life, body and health. Telekom Deutschland GmbH is otherwise liable in cases of minor negligence only insofar as such duty is violated, the fulfilment of which permits the due and proper performance of contract in the first place, the violation of which puts the attainment of the contractual purpose at risk and in compliance with which the customer may generally trust (cardinal duty). For violation of a cardinal duty, the liability is limited to such damage as is typical to the contract and foreseeable. This also applies to lost profit and savings that do not materialize. The liability for any other consequential damage remotely connected with the defect concerned is excluded.
4. For the loss of data, Telekom Deutschland GmbH is liable in cases of minor negligence subject to the preconditions and scope set out in section 3 only if the customer carries out a data backup on a daily basis.

5. The liability without fault of Telekom Deutschland GmbH to pay compensation (§ 536 a German Civil Code) for defects existing at the time of contract conclusion is excluded. Section 2 and section 3 remain unaffected.
6. The liability for all other damage is excluded, notably for data loss or hardware faults caused by the incompatibility of components on the customer's PC system with the new hardware and software or with that to be changed, as well as for system faults attributable to existing configuration errors or to older, disruptive and / or incompletely deleted drivers.
7. The contracting parties agree further that Telekom Deutschland GmbH has no influence on or control over the content of the information exchanged via Global Corporate Access. Telekom Deutschland GmbH therefore, is not liable for content made accessible via Global Corporate Access. For any damage attributable to Internet content made accessible via Global Corporate Access (such as viruses, Trojan horses, worms, time bombs, cancelbots ("delete robots"), Telekom Deutschland GmbH assumes no liability.
8. The liability in accordance with the provisions of the German Product Liability Act remains unaffected.
9. Should Telekom Deutschland GmbH have claims asserted against it by third parties attributable to such alleged acts of the customers or their users as would constitute a violation of the terms of this contract, the customer is to exempt Telekom Deutschland GmbH from these claims.

■ 6. Call connections

The connection prices charged via the corporate client tariff Business Call apply and can be accessed at www.telekom.de.

■ 7. Return of end devices

The end devices will be collected by Telekom Deutschland GmbH by no later than the last day of the stand dismantling-period.
Up until the collection of the end devices, the user is liable for any loss.

■ 8. Terms of connection

All connections/equipment ordered will be provided exclusively by Telekom Deutschland GmbH. The provision of a connection will occur to the point within the stand marked by the exhibitor on the plan. Communication connections required for locations outside the MOC may only be provided by the network operator concerned to a central transfer point within MOC Veranstaltungszentrum München. The extension of such connections from the transfer point to the exhibitor's stand is to occur exclusively by Telekom Deutschland GmbH upon payment of the expense incurred.

■ 9. Terms of payment

1. All remuneration and ancillary costs are generally quoted as net prices plus any taxes and charges due by law.
2. Other prices, notably those dependent on usage, are payable after the service has been provided. If the price dependent on usage is for parts of a calendar month, this is charged on a pro rata basis for each day of use (1/30 day / month).
3. The invoice amount is payable to the account stated on the invoice and must have been credited to the account by no later than the tenth day subsequent to receipt of invoice. In the event that the customer issues direct debit authorization, Telekom Deutschland GmbH or Concat GmbH will not debit the invoice amount from the agreed account prior to the seventh day subsequent to receipt of invoice.
4. Complaints regarding the rates of call charges or other usage-dependent charges of Telekom Deutschland GmbH are to be addressed to Telekom Deutschland GmbH or Concat GmbH immediately upon receipt of invoice. Complaints must have been received within eight weeks of receipt of invoice. Failure to lodge complaints on time is deemed to equate to approval; in its invoices, Telekom Deutschland GmbH is to draw the customer's specific attention to the consequences of the failure to lodge complaints on time. The customer's statutory entitlements in terms of lodging complaints after the expiry of the deadline remain unaffected.
5. As the contractual partner of Telekom Deutschland GmbH, Messe München GmbH has appointed the latter to perform invoicing and debt collection activities; these are to be conducted by Telekom Deutschland GmbH's business partner Concat GmbH.

■ 10. Other terms and conditions

1. Telekom Deutschland GmbH is entitled to provide the services via third parties acting as subcontractors. Telekom Deutschland GmbH is liable for the service provision via subcontractors as it is for its own actions.
2. The place of jurisdiction for all disputes arising from or in connection with this contract is deemed to be Bonn, Germany. Any exclusive place of jurisdiction is deemed to have priority.
3. The customer may assign the rights and duties from this contract to a third party only with the prior written consent of Telekom Deutschland GmbH.
4. The contractual relations between the contracting parties are governed by German law.

Layout plan of the stand showing the precise position of the connections / services ordered. Please use the following symbols to mark the connections:

■ Tel./Fax/... ▼ Internet

Please indicate the position of your stand by showing adjacent stands, aisles or hall entrances.

This image shows a full page of blank graph paper. The grid consists of small, equal-sized squares formed by thin black lines. There are no margins, text, or other markings on the page.

Contact and invoicing:
Dr. Sasse Gebäudedienste GmbH
moc.reinigung@sasse.de | www.sasse.de
Fax +49 89 212 113 40

Exhibitor

Hall / Stand no.

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

A surcharge of EUR 35.00 per invoice will be raised for any address changes made subsequent to receipt of the invoice.

■ Stand cleaning

Stand area / m² _____

Cleaning is carried out for the first time on the last day of stand setup from 18:00 and then daily after the trade fair closes.

- One-off cleaning of floor surfaces and the horizontal surfaces of tables, chairs and counters
- Emptying of waste containers and ashtrays
- Vacuuming of textile floor coverings and / or wiping clean of hard floor coverings
- Waste sacks are provided.

For the duration of the event

- ☐ Yes
- ☐ No, only on the following days _____

For the duration of the event

- Initial cleaning at end of setup: EUR 1.92/m²
 - Each further cleaning: EUR 0.79/m² per cleaning
- All prices quoted are net and subject to statutory value-added tax.

Please note that the minimum invoice amount is EUR 35.00.

■ Important

Orders must be placed with us in writing no later than ten calendar days prior to the commencement of the trade fair. Should the areas to be cleaned be located within a lockable part of the stand (e.g. cubicles, booths), the relevant keys are to be made available to the accredited contractor. In such a case, please agree a key transfer appointment in good time at telephone number +49 89 3244488.

The exhibitor is to ensure that a power supply is available on the stand for use by the cleaning staff. **Complaints will be recognized on the day after the cleaning has been carried out until 10:00 only.**

Orderer (if different from the exhibitor) Street / P.O. Box / Country / Town / Postcode

■ Related services including consulting

Stand area/m² _____
We would be pleased to advise you on site and provide you a customized offer for special and additional services.

Please tick		EUR
<input type="checkbox"/> daily	Cleaning of furniture, display cases, doors, partition walls and door frames; cleaning of glass; cleaning of exhibits, vehicles; shampooing/removing carpets; removing heel marks	35.95/ per hour
<input type="checkbox"/> one-time	Cutting of plastic sheeting	0.63/m ²
	Cutting of plastic sheeting and cleaning of floor surfaces	1.08/m ²
	Special cleaning of stand after stand party	Surcharge of 0.74/m ²
Appointment on stand for consultation on (date/time)		
Contact person / Mobile phone no.		

■ Supplementary information

In accordance with City of Munich ordinances concerning the disposal of commercial and construction waste, the separation of waste into individual recyclable groups is mandatory. All exhibitors and stand builders are therefore obliged to take effective steps in each phase of the event to minimize waste and ensure both its proper separation and disposal.

- Disposable carpeting should be avoided
- Disposable cutlery or dishes may not be used.

Such waste as is not reported and left on the premises of the MOC Veranstaltungszentrum München after the designated stand dismantling period will be traced and their disposal invoiced to the exhibitor responsible. Any adhesive tape or residue thereof left on hall floors after the designated stand dismantling period will be removed at the expense of the person responsible for it! Messe München GmbH reserves the right to alter prices in the case of higher disposal charges being incurred. All prices quoted are net and subject to statutory value-added tax. The Department Events MOC would be pleased to answer any further questions you may have.

Place / date

Company stamp and legally binding signature of exhibitor

For forwarding to:
APCOA Parking Deutschland GmbH
Lilienthalallee 40 | MOC | F004
80939 München | Germany
Tel +49 711 94791-290
apcoa-moc-parking@apcoa.de

Exhibitor

Hall / Stand no.

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

The price for a long-term parking permit is EUR 14.00/day incl. VAT. A QR code will be sent to you by e-mail for each long-term parking permit order. With this QR code, your long-term parking ticket will be issued when you first enter the parking garage.

I/We hereby order

No. of Tickets	Validity start date	Validity end date

We hereby authorize a SEPA direct debit mandate** for the amount due for payment of the above, to be deducted from

☐ my/our bank

IBAN code

SWIFT/BIC

bank

(**only within Europe)

☐ will be remitted by means of bank transfer after receipt of the invoice.

The handling fee is EUR 1.00 gross per order; for all transfers made from outside Germany, an additional charge of EUR 5.00 will be raised.

In order to avoid errors, we would ask you to ensure that the name of the exhibition and the invoice number are stated when making payment.

We beg your understanding that, for technical reasons, only these two methods of payment are possible.

* Customers from outside Europe must purchase and pay their tickets on-site at the parking control center.

■ Important to note

The parking permits are valid for the underground garage of the MOC Veranstaltungszentrum München only. Kindly present the parking permits each time you enter or leave the car park.

Opening hours: every day during the exhibition, the garage is open one hour prior to commencement and one hour after the close of the exhibition
Parking spaces for cars and/or small delivery vehicles are available in the parking garage (max. entrance headroom 2.20 m) for use by exhibitors. For orders received within ten calendar days of the start of the exhibition, the parking permits can no longer be dispatched by mail. Provided sufficient space is still available, the permits will be ready for collection at the parking control center (exit, 1st underground level) on the last setup day or on the first show day, and are payable on site. QR codes which have not been redeemed may be returned to the parking control center for refund on the first trade show day. Unused permits cannot be refunded after the exhibition has ended. Lost QR codes or tickets will not be replaced free of charge. The parking control center phone number is +49 711 94791-307 (exit, 1st underground level). No company signs, flags or advertisements may be put up or distributed in the underground parking garage.

APCOA PARKING GmbH has the sole right to the commercial sale of parking permits. The person acquiring the permits undertakes to use the parking permits exclusively for private purposes or to forward the permits to third parties exclusively without price surcharge. Resale of parking permits for commercial purposes (for the purpose of generating profit) as is unauthorized by or without the approval of APCOA is prohibited. Any violation of the prohibition above is subject to a fine amounting to EUR 2,500 due to APCOA by the reseller/infringer. APCOA reserves the express right to assert claims for compensation above and beyond the aforementioned amount.

■ User information for long-term parking permits

- For each QR code, a long-term parking permit valid for the term ordered will be issued at the first drive into the garage. The validity period of the parking ticket begins on the date of issue.
- Insert the permit with the barcode facing upwards into the access/exit scanner in the direction of the arrow. The barrier opens automatically after the permit is removed.
- The access/exit cycle must be complied with at all times! The options "access – exit – exit" and "exit – access – access" are not available! Kindly use the permit even if the barrier is open!
- Long-term permits that are lost will not be replaced.

continued page 2

Place / date

Company stamp and legally binding signature of exhibitor

5. Should the permit not function despite proper usage thereof, please obtain a car park ticket from the machine and report to the car park control center with the permit and the car park ticket so that the functionality of the permit can be restored.
6. Any attempt to use one permit to access/exit with several vehicles at the same time will not work and will result in the permit being confiscated in all cases.
7. Moreover, we would like to point out that manual handling of or damage to the barrier system will have consequences under criminal law.
8. Keep permits in a safe place, do not bend or expose them to direct sunlight.

■ General Terms and Conditions of Parking for Holders of Long-term Permits

I. Rental contract, data protection office responsible

1. The object of this contract is the renting of parking spaces in an indoor car park or outdoor car park (**parking facility**) to the customer (**tenant**) in accordance with the long-term rental contract and the following terms and conditions that the tenant herewith recognizes.
2. Guarding, supervision, safe custody and provision of insurance protection are not objects of this contract. Even if APCOA personnel is present at the parking facility or the parking facility is observed with optical-electronic equipment (video surveillance), this is not connected with any assumption of safe-keeping duties or liability, above all not in respect of theft or damage. As far as video surveillance is concerned, the office responsible for this as defined by the BDSG (German Data Protection Act) is APCOA Parking Deutschland GmbH, Cargo Center Süd Gebäude 605/6, D-70624 Stuttgart, tel. +49 711 94791-0.

II. Parking fees—Rental period—Online invoice—Direct debit authorization—Changes in parking fees—Access medium—Contractual fine—Opening hours

1. The rental charge (**parking fee**) is determined by the duration for which the tenant rents a parking space (**rental period**).
2. The parking fee comprises a charge for the parking space lease and an administrative fee amounting to EUR 2.95 per month and parking space plus statutory sales tax.
3. In accordance with the long-term rental contract, the parking fee is payable to APCOA at the tenant's expense.
4. The tenant declares himself/herself to be in agreement with the invoice being sent at APCOA's discretion as a hard copy or via electronic means by e-mail (**online invoice**). If the tenant requires the invoice to be sent as a hard copy even though APCOA has decided in favour of an online invoice or has already sent an invoice as a hard copy, a handling fee amounting to EUR 3.50 including statutory sales tax will be raised for each additional invoice in hard copy form required. The same applies if the tenant requires an additional online invoice.
5. If the tenant issues no **SEPA direct debit mandate** or revokes an existing debit mandate, the tenant is to pay a special handling fee amounting to EUR 2.50 including statutory sales tax per payment to compensate for the enhanced handling costs.
6. If the points total of the consumer price index for Germany (CPI) published by the Federal Statistics Office changes by more than ten percent vis-à-vis the level in the calendar month in which the rental relationship commenced, either party can ask for the parking fees to be adjusted (**index adjustment**), but no more than once per calendar year. The adjustment is to be based on the percentage change of the index in points insofar as this is deemed to be fair. The change in the parking fees becomes effective as from the start of the calendar month after next subsequent to the month in which the adjustment request was made subject to the prior approval of the tenant. This ruling is correspondingly applicable for any further index change vis-à-vis the last change in parking fees. Should the Federal Statistics Office's index be discontinued, a comparable index issued by the Statistics Office of the European Union will be used as the basis of any adjustment; this ruling is correspondingly applicable in accordance with section II points 4. and 5.
7. The approval of the tenant for a change in parking fees in accordance with point 6 above or any other request by APCOA for an index-independent adjustment of parking fees is deemed to have been given if APCOA grants the tenant an appropriate period for giving his/her approval of the adjustment request and has pointed out to the tenant that his/her agreement is deemed to have been given if the tenant does not object to the adjustment in writing or in text form (e-mail, fax) (**tacit approval**).
8. The tenant receives per rented parking space for the rental period a non-transferable **access medium** (e.g. code card, authorization ID, key) that remains the property of APCOA and is to be kept in a safe place by the tenant. For APCOA, the given holder of the access medium is also entitled to use the vehicle concerned. APCOA is entitled but not obliged to verify this authorization. Insofar as the tenant is provided with a control sticker or other sign of authorization, the tenant is to affix this to the inside of the windscreen so that it can be easily read from the outside.

9. For the loss of or damage to an access medium, the tenant is to pay a contractual fine to APCOA amounting to EUR 30 unless the tenant is not responsible for the loss or damage; further claims for compensation remain unaffected by this.
10. The vehicle may access or exit the parking facility during the **opening hours** displayed on site or otherwise notified only unless other parking times are agreed.

III. Terms and conditions of use

1. The tenant is entitled to park cars without trailers in the parking facility (vehicles). Motorbikes may only be parked if this is explicitly allowed by way of a corresponding sign. The prerequisite of a parking entitlement is in all cases that the parked vehicle is covered by third-party insurance, has an official registration number (§ 23 German Road Traffic Act) and a valid official MOT sticker (e.g. from the Technical Inspectorate TÜV).
2. Vehicles may only be parked on designated parking spaces, one vehicle per parking space. **Backing into parking spaces** is not allowed. Should parking attendants be present, the tenant is to park in the parking space he/she is allocated. If parking spaces are reserved for tenants with special authorization (e.g. long-term parkers, handicapped persons, women), the tenant must show this entitlement upon request.
3. Vehicles may be driven no faster than walking pace in the parking facility.
4. In the parking facility, the following are not allowed:
 - the storage of fuels, oils and other inflammable objects as well as empty fuel or oil containers,
 - the unnecessary running of engines,
 - the parking of vehicles with leaky fuel tanks or engines or such in an otherwise unfit state,
 - usage of the parking facility for anything other than parking a vehicle, above all for camping purposes,
 - the repair or servicing of vehicles,
 - the polluting of the parking facility, notably by way of the cleaning of the vehicle or the discharging of water, fuel or oil,
 - the usage of roadways including entrances and exits by pedestrians unless no walkway or hard shoulder is available,
 - smoking and use of fire,
 - the usage of bicycles, mopeds, inline skates, skateboards and other vehicles or similar equipment or parking of same in the parking facility,
 - the distribution of promotional material.
5. The tenant must moreover observe the instructions given by APCOA personnel as well as the traffic signs and other signs on site. For all other purposes, the provisions of the German Road Traffic Act apply accordingly.

IV. Liability of APCOA—Excess—Exclusion periods

1. For the duration of the rental contract, APCOA is liable for any damage which can be attributed verifiably to a breach of duty on its part, on the part of its employees or persons appointed by it. As such, APCOA assumes no liability for damage caused solely by natural phenomena, other tenants or other third parties and notably such due to the theft of or damage to the given vehicle. APCOA assumes liability for breach of duty on its part solely for wilful or grossly negligent behavior, in the absence of terms to the contrary below. In cases of minor negligence, APCOA is liable only for damage to life, body or health (personal damage) or for the violation of essential contractual obligations, without the fulfilment of which the contract cannot be implemented and in the fulfilment of which the tenant trusts and is entitled to do so. Should APCOA violate an essential contractual obligation by way of minor negligence, the tenant is to contribute a share of 25 percent of the damage incurred, limited however to a maximum amount of EUR 300 (**excess**). Apart from liability for personal damage, compensation is moreover limited to the damage foreseeable at the time of conclusion of contract. After the end of the contractual period, APCOA assumes liability for damage attributable to wilful behavior on its part only.

2. Prior to leaving the parking facility, the tenant is obliged to notify the APCOA personnel responsible for the parking facility either directly or, if necessary, via the emergency telephone of any obvious damage, and to give the staff concerned the opportunity of examining the given vehicle. Should this be impossible or unreasonable for the tenant, notification must be made within 14 days of the damage being incurred in written form to APCOA at the address indicated under item 1.2. In the case of damage being incurred that is not obvious, notification must be made in writing within 14 days of the damage being discovered (**exclusion period**). Should the tenant violate his or her notification obligation as per section 1 above, all claims for compensation on the part of the tenant are excluded, unless the tenant is not responsible for the violation concerned. This exclusion of liability does not apply if the tenant suffers personal damage or if the damage is caused by APCOA's grossly negligent or wilful behavior.
3. Items 1 and 2 above apply irrespective of whether APCOA's liability arises from the rental contract or other legal grounds.
3. If APCOA derives its right to lease parking spaces from a contract with a third party (e.g. lease or operational management contract) and this contract ends (**main contract**), APCOA is entitled to cancel the contract with the tenant irrespective of the provisions set out under items 1 and 2 above without having to comply with a period of notice with effect of the date of termination of the main contract. The cancellation is to be declared immediately upon APCOA becoming aware of the date of termination of the main contract. Claims on the part of the tenant in respect of premature termination of contract are ruled out.
4. Irrespective of the provisions set out under items 1–3 above, either party is entitled to cancel the contract for good reason without notice. A good reason for APCOA is above all given if the tenant violates on another occasion or continues to violate the terms of usage set out under section III despite being reminded of his/her duties in this respect, unless the tenant is not responsible for the violation concerned.
5. The tenant is obliged to remove the parked vehicle from the parking facility immediately after the end of the contract and to pay any parking fees still owed. If the tenant fails to meet his/her clearance duty, APCOA is entitled to remove the tenant's vehicle from the parking facility upon its prior written request to do so, the setting of an appropriate deadline and the threat of forced clearance. The costs of clearance, safe-keeping, recycling and disposal are payable by the tenant unless the tenant is not responsible for the failure to remove the vehicle.
6. In the case of the violation of the terms of usage as defined under section III of any other property rights, APCOA is entitled to have the vehicle towed away at the expense of the tenant insofar as no more than eight hours have elapsed between the parking of the vehicle and the appointment of the towing company. APCOA is further entitled to remove the vehicle from the parking facility in the case of imminent danger.

V. Liability of tenant

1. The tenant assumes the liability for all damage incurred by APCOA or any third parties caused by his/her culpable behavior as well as by that of his/her employees, persons appointed by him/her or persons accompanying him/her. Moreover, he/she is liable for any soiling of the parking facility due to culpable behavior.

VI. Service refusal right of APCOA

If the tenant is culpably in arrears with rental payments by at least one month's rent, APCOA is entitled to refuse the tenant access to the parking space until such time as the tenant meets all the liabilities due to APCOA.

VII. Contractual term—Cancellation—Clearance

1. If the contract is concluded for an indefinite period, either party may cancel the contract in writing without having to give reasons for doing so with one month's notice to the end of the given calendar month.
2. If the contract is concluded for a specific period, neither party has the possibility of ordinary cancellation of contract during this period. After the agreed rental period has expired, the contract is renewed automatically for an indefinite period unless one of the parties objects to the renewal in writing no later than one month prior to the end of the agreed rental period.

VIII. Agreed place of jurisdiction—Amendment of terms and conditions of parking

1. In the event that the tenant is a trader, both parties agree that the place of jurisdiction for all legal disputes is Stuttgart, irrespective of the legal grounds involved, unless a different place of jurisdiction is a mandatory legal requirement.
2. The agreement of the tenant to an amendment to the General Terms and Conditions of Parking is considered to have been given if APCOA notifies the tenant of the amendment, grants the tenant an appropriate period to give his/her approval and points out to the tenant that agreement to the amendment is considered to have been given if he/she does not object in writing or text form (e-mail, fax) within the given period.

Return to:

Messe München GmbH – MOC Veranstaltungscenter München
Lilienthalallee 40
80939 München | Germany
Tel. +49 89 32353-495 | Fax +49 89 32353-499
moc.technik@messe-muenchen.de

Exhibitor

Hall / Stand no.

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

Make / model

Description (e.g. exhibit, showtruck, special features)

License plate number

Length of vehicle / exhibit

Width of vehicle / exhibit

Height of vehicle / exhibit

Fuel / propulsion

Weight (kg)

Number of axles

Covered surface in m²

Contact data of driver (name / mobile phone number)

Please take note of the Technical Guidelines of the MOC Veranstaltungscenter München, most notably item 5.4.1.2. Among others, the following has to be observed:

Safety measures in the halls:

- locking of fuel tank
- fuel level gauge must show "low / reserve"
- disconnection of battery at request (on vehicles older than 10 years)

Additional measures required in the Foyer and Atriums:

- inerting of fuel tank
- security guard

When the vehicle is brought in, please contact the hall inspector around 10 minutes prior to arrival at phone no. +49 8932353-380.

Find the route map at http://www.moc-veranstaltungscenter.de/de/meta/downloadcenter/downloads_moc_veranstaltungscenter/moc_downloads.php

Place / date

Company stamp and legally binding signature of exhibitor

Official use! To be completed by MOC Veranstaltungscenter München!

Delivery date

Time / time frame

Stamp

Date of collection

Time / time frame

Name of staff member MOC Veranstaltungscenter München

■ Sketch of Stand with Vehicle / Container / Exhibit

1 m

A full-page sheet of white graph paper featuring a uniform grid of thin black lines. The grid consists of small squares covering the entire area. A single vertical line runs down the center of the page, dividing it into two equal halves. There are no margins, text, or other markings on the paper.

Hall / Stand no.

Exhibitor

Place / Date

Return to:

Messe München GmbH – MOC Veranstaltungszentrum München
Lilienthalallee 40
80939 München | Germany
Fax +49 89 32353-499
moc.technik@messe-muenchen.de

Contact and invoicing:

Veranstaltungsdienst (VD)
Paul Mayr GmbH & Co. KG
Poccistraße 8 | 80336 München | Germany
Tel. +49 89 32353-201 | sz-moc@vd-mayr.de

Exhibitor

Hall / Stand no.

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

VD Mayr GmbH & Co. KG offers you herewith the following security service categories for the protection of your stand and exhibits displayed on it:

Category 1	EUR/hour	Category 2	EUR/hour
Special stand security service provided by qualified security personnel (primarily at night)	34.00 ¹⁾	Special stand security service provided by qualified security personnel with additional training (day and night service, daytime staff dressed in civilian business clothes on request)	35.70 ¹⁾

¹⁾prices plus VAT; kindly consult page 2 for any surcharges that may be due.

Security services commence at the point in time ordered and generally end when the stand setup/dismantling staff arrive. Should security services be required to end irrespective of when the stand setup/dismantling staff arrive, please enter the date and time required in the "End of stand security period" column. The minimum period of deployment charged for each guard and each individual duty call is 4.5 hours. No surcharges are raised for work on Sundays, public holidays or at night, but are raised

for short-notice orders (see page 2). Amendments to the order must be made in writing. Security services are provided exclusively by Veranstaltungsdienst Paul Mayr GmbH & Co. KG, Poccistraße 8, 80336 Munich. Neither the exhibitor nor any other companies may provide security services. The company Veranstaltungsdienst Paul Mayr GmbH & Co. KG, is your contact for the services ordered as well as for any complaints and claims relating to our services.

We wish to be provided with special stand security services on the following dates

Number	Security personnel Cat. 1	Cat. 2	Start of stand security period date / time	End of stand security period date / time	or arrival of stand personnel or stand set-up/dismantling staff
	<input type="checkbox"/>	<input type="checkbox"/>	From / (time)	to / (time)	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	From / (time)	to / (time)	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	From / (time)	to / (time)	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	From / (time)	to / (time)	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	From / (time)	to / (time)	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	From / (time)	to / (time)	<input type="checkbox"/>

Please state the name of the stand manager or other authorized person who can be contacted on the stand.

Name

mobile phone. no.

The dates and times specified above will be reserved by VDM. Changes to guarding times can only be made in writing.

The General Terms of Business of Veranstaltungsdienst Paul Mayr GmbH & Co. KG (hereinafter referred to as "the company") apply for the performance of contract.

Orderer (if different from the exhibitor)
Street / P.O. Box / Country / Town / Postcode

For orders placed by third parties (e.g. stand-builders), the party placing the order is liable in cases where the acceptance of orders and/or costs is refused.

Place / date

Company stamp and legally binding signature of exhibitor

■ Surcharges

For short notice orders, the following surcharges will be raised per hour:

8–3 days prior to start of stand security period: 15%

2–0 days prior to start of stand security period: 25%

In the period during which the trade fair is closed (one hour after the end of the trade fair to one hour prior to the start of the trade fair), neither the exhibitor's staff nor any outside personnel appointed by him may stay at the stand, in the halls or on the exhibition grounds.

The fact that a security service is provided does not mean that the items under protection are insured.

Any contract concluded exists directly between the exhibitor and Messe München GmbH's contracting company. The specific terms of contract can therefore only be agreed between the exhibitor and Messe München GmbH's contracting company.

The contractor is authorized to collect payment at the stand and will do so.

■ General Terms of Business (I)

Commercial traders / Companies as customers

To the extent that we act on behalf of commercial traders and such customers as equate to commercial traders as defined in the law governing rights in respect of general terms of business, the following General Terms of Business apply:

1. For the purposes of carrying out the orders we accept, only such persons as are reliable are deployed. All orders are carried out using our technical expertise and experience. Special requests and instructions from the customer must be made in writing, as must any subsequent changes to the agreements made.
2. Complaints of any kind relating to the execution of a given order are to be submitted to the company management without delay so that corrective measures can be taken. Should the violations concerned be of such a significant nature that the purpose of the contract is put at risk, the customer is entitled to cancel the contractual relationship without notice, providing the company management has been notified in writing without delay and no corrective action is taken within the appropriate period of time set.
3. In cases of force majeure, the company is entitled to interrupt or appropriately amend the execution of orders to the extent that their execution is not possible. The customer is not obliged to pay the respective charges during the period of interruption in the execution of the given order.
4. The agreed remuneration is due without deduction immediately following completion of services rendered. In the case of cash collection services, the company is entitled to take the amount due to it by way of remuneration from the cash collected.
5. No amounts due may be offset against the remuneration claims of the company **nor is the customer entitled to assert his right to withhold payment to the extent that the claims concerned are neither undisputed nor court-approved.**
6. Notwithstanding its liability in accordance with § 276 Section 11 BGB (German Civil Code), the company is liable only for damage occurring due to the gross negligence of its management and / or senior staff. In all other cases, no liability for damage can be assumed.
7. The company has third-party liability insurance coverage with the following limits:
 - a) for damage to persons up to a maximum amount of EUR 2,000,000.
 - b) for damage to property up to a maximum amount of EUR 1,000,000.
 - c) for guarded items that are lost up to a maximum amount of EUR 500,000.
 - d) for financial losses up to a maximum amount of EUR 100,000.

It undertakes to maintain the coverage offered by its third-party liability insurance up to the limits detailed under points a) to d) and to provide evidence of the existence of the third-party liability insurance coverage if required to do so.

8. **Any right to claim against the company's third-party liability insurance lapses if the customer does not notify the company in writing without delay or, in cases where the given claim is rejected by the company and / or its insurance company, the claim is not legally asserted within a period of three months following its rejection.**
9. The customer may not himself employ personnel supplied by the company for similar purposes during the term of contract and for one year following the termination of contract.

10. The contract in respect of execution of the given order is binding for the company from the point in time at which the customer receives written confirmation of order. Any contractual agreement that has been concluded also applies to any legal successors the customer may have.

Munich is the agreed place of fulfilment and court of jurisdiction.

Special agreements

Additional terms of deployment A

1. We would like to draw our customers' attention to the fact that the liability amounts set out in Section 7 of our General Terms of Business apply only for such claims as are supposedly attributable to the gross negligence of the company management or senior staff. As a rule, no insurance coverage exists for the items to be guarded simply because security service staff is deployed.
2. The customer is advised to take out insurance for the items to be guarded.
3. In the case of special security contracts, the customer is expected to ensure that particularly valuable items are not left open or unprotected in the area to be guarded, even if they are insured and security service staff is deployed; please take the necessary precautions. As far as exhibition stands are concerned, it is advisable to take the necessary steps to protect all goods and exhibits as far as possible – e.g. covering items, fixing them in place or fastening them together provides enhanced security. Under no circumstances should cash be left on the exhibition stand or in the area to be guarded, while any lockable rooms, cupboards, display cabinets and the like should be kept locked.
4. Any complaints or claims relating to our services should be reported to the relevant supervisor or manager without delay. Reports received too late or after the contract has been terminated can generally be neither accepted nor processed!

Additional terms of deployment B

1. Our staff is deployed mainly for just occasional, short periods in any given location and, as a result, is unable to familiarise itself to any extent with the specifics of the on-site facilities concerned. We would therefore ask all organizers to provide the security officer deployed by us with any instructions required. In the event that several security officers are deployed, we appoint a supervisor who is your contact for any instructions required.
2. In your capacity as customer or organizer, your right to give instructions is accepted unquestioningly by the staff we deploy to the extent that the instructions concerned remain within normal, reasonable bounds. Needless to say, you bear full responsibility for the instructions you give. We would however advise you, particularly in critical situations, to ensure your instructions are only passed on via the manager / supervisor in charge of the security service ordered.
3. Our employees are instructed by us to do all they can to support you with ensuring compliance with the regulations laid down by the police, the local administration department, the police fire service, the youth welfare office and other relevant authorities. Our aim is to keep our team as well informed as possible concerning regulatory compliance etc. and we are confident, in so doing, that many problems potentially impacting on the events can be avoided. Nevertheless, we must point out that neither our company nor our staff can be held responsible by the authorities for regulatory compliance. This is strictly a matter for the organizer, customer, etc.

Additional terms of deployment C

1. When placing the order, the customer decides on the number of security service staff required and, as such, is responsible for deployment planning. Any problems in terms of the provision of service arising from insufficient numbers of security service staff are therefore not the responsibility of the security service company.

The customer is solely responsible for compliance with and fulfilment of all conditions and regulations relevant to the venue of the given event.

In your capacity as customer, your right to give instructions is accepted unquestioningly by the staff we deploy to the extent that the instructions concerned remain within normal, reasonable bounds. Needless to say, you bear full responsibility for the instructions you give. We would however advise you, particularly in critical situations, to ensure your instructions are only passed on via the manager / supervisor in charge of the security service ordered and that these instructions are coordinated with him as required.

Return to:

Messe München GmbH – MOC Veranstaltungszentrum München
Lilienthalallee 40
80939 München | Germany
Fax +49 89 32353-499
moc.technik@messe-muenchen.de

Contact and invoicing:

Schenker Deutschland AG
Lilienthalallee 40 | 80939 München | Germany
Tel. +49 89 3241125
www.dbschenker.com/de | fairs.muenchen@dbschenker.com

Exhibitor

Hall / Stand no.

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

Please pass on our order to the official forwarding agent of Messe München GmbH:

We require the following lifting gear as marked for the indicated lifting weights for loading / unloading or installing / dismantling our exhibits and exhibition objects:

		Max. unit weight	Date of use	Starting time of use	Duration of use
Fork lift truck	Lifting capacity t				
Mobile crane	Lifting capacity t				
Others					

The above-mentioned trade fair forwarding agent has the sole forwarding rights at the MOC Veranstaltungszentrum München. This applies in particular to the use of fork lift trucks and mobile cranes. We are aware that we must expect considerable delay and higher costs for stand construction / dismantling if application for delivery / collection is submitted late.

Storage of goods / products

	Collection date	Time	Number of packages/m ³
Empties storage (see explanations on page 2)			
Full load storage (see explanations on page 2)			

An extract from the list of charges raised by forwarding agents can be found on page 2.

Office hours

DB Schenker is available during standard office hours
Monday–Thursday from 08:00–16:00 and Friday from 08:00–14:00
Appointments outside these hours must be agreed with DB Schenker.

☐ I am an entrepreneur as defined by the UStG (Law on value-added tax) – see VAT no. in address field.

☐ I am not an entrepreneur as defined by the UStG.

☐ Invoice address deviating from that above

Any contract agreed is concluded directly between the exhibitor and the official forwarding agent of Messe München GmbH designated above.
We are familiar with the conditions of the Messe München GmbH's accredited forwarding agent set out on page 2.

Ordering party (if deviating from the exhibitor) Street / P.O. Box

Postcode / Town / Country

Place / date

Company stamp and legally binding signature of exhibitor

■ Conditions of trade fair forwarding agent

a) The German General Conditions for Forwarders (ADSp) (latest version) shall apply for all orders to the official trade fair forwarding agents. The forwarding rates for trade fairs and exhibitions are available from the official forwarding agents listed and will be sent on request. German law shall prevail. Place of jurisdiction shall be Munich.

When ordering cranes and fork lift trucks it must be noted that the trade fair forwarding agents only assume liability within the scope of the ADSp. Exhibitors are therefore strongly advised to take out transport and installation insurance.

The exhibitor shall have sole liability for all damage and consequential damage resulting from the incorrect specification of weights (individual weights).

b) After award of the order, the official forwarding agents can in urgent cases act according to their discretion, while safeguarding the interests of the exhibitor, if there is no representative of the exhibitor on the stand. This shall also apply in the case of use of the cranes and fork lift trucks. This unordered work must be paid for in exceptional cases according to the forwarding rates if the intervention was necessary in the interest of the goods.

c) The liability of the official trade fair forwarding agents shall end with the placing of the exhibition goods in the exhibitor's stand, even if the exhibitor or his representative is not present. In the case of return transport this shall not commence until the goods are actually collected from the stand, even if the shipping documents have been issued previously at the office of the official forwarding agent. Storage will be undertaken by the official forwarding agent only if specially ordered and against payment.

d) Forwarding agent invoices are payable without deduction and immediately within ten days of the invoicing date. Since the invoices are usually for cash expenses, this payment deadline must be observed without fail.

Messe München GmbH's accredited forwarding agents are entitled to collect payment of expenses and charges during the trade fair, at least in the form of a down payment.

■ Explanations

1. Only packages that are actually empty can be designated and charged as **empties**. Packaging material must be made available on the stand, of suitable type for transport and if necessary bundled together. The price applies only for empties. No liability is accepted for full goods left with empties.
2. All empties / packaging must be marked with the address of the company, hall and stand number, otherwise correct return cannot be guaranteed.
3. The use of lifting vehicles and rental cranes is permitted only in connection with the official trade fair forwarding agents. In special cases, an additional agreement with the Department Events MOC is required.
4. **The information on page 1 of this form is absolutely essential for the proper processing of your order. Please fill this in carefully.**
5. Separate order by fax is required if the above-mentioned lifting devices are to be used on several days.

■ Extract

Extract from the official list of charges raised by forwarding agents applicable to Munich Trade Fair Center		EUR
3.0 t fork-lift truck	per hour	139.00
5.0 t fork-lift truck	per hour	149.00
40 t telescopic boom crane	per hour	230.00
50 t telescopic boom crane	per hour	235.00
Empties storage	per package and m ³ or part thereof	50.00
Full load storage	per package and m ³ or part thereof	70.00

Parts of half-hour periods of use will be rounded up to the full half hour and charged as such; travel time to and from the customer's site and the set-up time for telescopic cranes count towards the duration of use and are charged as such. For equipment a minimum period of use of one hour will be charged; for empties and full load storage a minimum of 2 m³.

■ Delivery of goods consignments

When you address goods consignments for delivery to your stand, we would ask you to include the following data on the consignment and / or inform your forwarding agent accordingly:

- Name of the event
- Hall (designation of hall: 1–4 or Atrium 3–4)
- Stand number of your exhibition stand
- Name of exhibitor
- MOC, Lillienthalallee 40, 80939 Munich, Germany

Please note that Messe München GmbH staff will not accept receipt of goods consignments intended for exhibition stands / third parties. This may only occur via the exhibitor himself or staff authorized by the exhibitor for this purpose.

■ Overtime surcharges for staff

Period	%
Overtime surcharge, from 17:00 to 20:00	25
Nighttime surcharge, from 20:00 to 06:00	50
Saturday surcharge, 06:00 to 20:00	25
Sunday surcharge, 06:00 to 20:00	50
Sunday night surcharge, from 20:00 to 00:00	100
Public holiday surcharge	100

All prices plus forwarding insurance / hook load insurance and statutory VAT.

The full list of charges raised for the Munich Exhibition Facilities are available from our service partners via the contact data stated page 3.

■ Our trade fair forwarding agent offers you the following consignment services:

- Acceptance of receipt and storage of goods consignments until such time as the staff setting up the stand arrive
- Delivery service to the stand
- Storage of full and empty packaging and delivery of same for stand dismantling purposes
- Storage of goods at close of event until shipping date

Further information on the services provided by the forwarding agents approved by Messe München GmbH are detailed on page 1 of this service form.

We advise our exhibitors not to deposit goods consignments in the halls or outdoor exhibition area unsecured during the set-up / dismantling periods. Security staff can be ordered via order form 9.1 if required.

■ Important information concerning the transport and handling of your exhibits

Schenker Deutschland AG is the official trade fair forwarding agent at the MOC Veranstaltungscenter München and offers you the following services for your trade fair presence.

Transport to event

Transport organization as per instructions to event venue.

Parcel consignments to trade fair—without handling by DB Schenker

Direct delivery of your goods to the exhibition stand by your own forwarding agent / courier, without handling by DB Schenker.

Please address consignment as follows:

MOC Veranstaltungscenter München
"Name of trade fair" c/o "exhibitor's name"
"Your hall" + "your stand no."

Lilienthalallee 40, 80939 München, Germany

Important! Please ensure in your own interest in the case of this option that you have a contact on site at the trade fair who is able to accept receipt of the consignment. If the deliverer fails to find someone on your stand who is entitled to accept receipt, the parcels will be returned to the sender or further instructions from you will be awaited. An unwelcome delay will be the result. We assume no liability for deliveries that are not received or accepted.

Alternatively:

Parcel consignments to trade fair – with handling by DB Schenker

Delivery of your goods to the address below by your own forwarding agent / courier. Delivery to the exhibition stand is carried out by DB Schenker.

Please address consignment as follows:

Schenker Deutschland AG
c/o "Trade fair name" + "exhibitor's name"
"Your hall" + "your stand no."
Lilienthalallee 40, 80939 München, Germany

Please note: for deliveries via DB Schenker, charges are raised for warehousing and stand delivery.

Provision of technical equipment

Provision of fork-lift trucks, motor cranes, manual pallet trucks for unloading & loading goods vehicles, as well as transport units with tools.

Storage of empty packaging

Storage of empty goods (packaging materials) incl. collection from and return to exhibition stand. The packaging is returned automatically on the last day of the trade fair in the course of the evening.

Storage of full goods

Storage of full goods (e.g. tool kits, ladders) incl. collection from and return to exhibition stand. Goods are returned exclusively after request / demand to this effect.

Outgoing consignments

Collection of part-load consignments after the event, interim storage and forwarding / transfer as per instructions.

Return transport

Organization of transport as per the customer's instructions to the destination.

Customs formalities

Handling of customs formalities incl. deposit of any customs security required.

At the MOC Veranstaltungscenter München there is no possibility of customs clearance. Please contact us for delivery address details for goods requiring customs clearance.

Order processes

Your orders can be placed via the order form 10.1 and by e-mail to the following contact addresses.

■ Your DB Schenker team at MOC

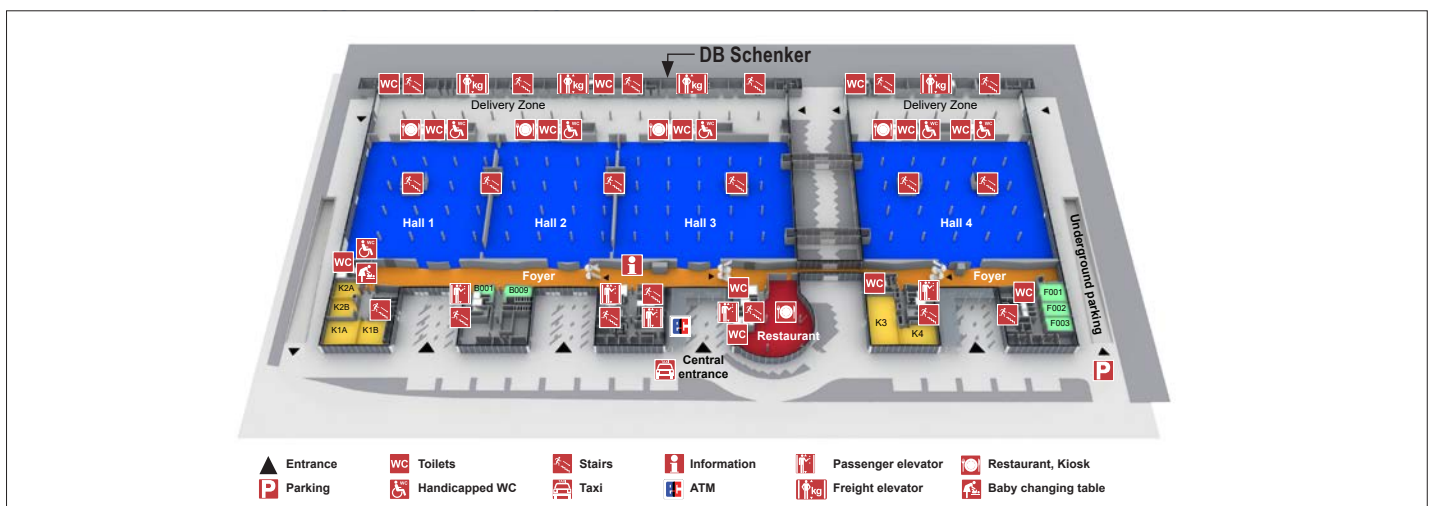
Contact – handling on site

Mr. Siegfried Stöger siegfried.stoeger@dbschenker.com
Tel. + 49 89 3241125
Fax + 49 89 3241102

Customs formalities / International consignments

Mr. Hüseyin Güneruz hueseyin.gueneruz@dbschenker.com
Tel. + 49 89 94924327
Mr. Andreas Stanglmair andreas.stanglmair@dbschenker.com
Tel. + 49 89 94924351
Fax + 49 89 94924339

■ You can find us here



Return to:

Messe München GmbH – MOC Veranstaltungszentrum München
Lilienthalallee 40
80939 München | Germany
Tel. +49 89 32353-495 | Fax +49 89 32353-499
moc.technik@messe-muenchen.de

Contact and invoicing:

Rudolf Stamm GmbH
Otto-Perutz-Straße 10 | 81829 München | Germany
Tel. +49 89 945-4833 | Fax +49 89 945-4830
info@rs-stamm.de | www.rs-stamm.de

Exhibitor

Hall / Stand no.

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

We herewith order the items listed below on the rental terms quoted (kindly note that your signature is required on page 2). Please note! The prices quoted are net and subject to VAT. The prices apply only for standard laying. For any special laying (stairways, rooms, landings, etc.), the time and additional material required will be charged separately.

■ Ribbed roll carpeting brand new

Quantity / m²	Description	Selection options / colors	EUR/m²
	for sale, incl. laying work, plastic film covering and disposal	<input type="checkbox"/> silver <input type="checkbox"/> charcoal <input type="checkbox"/> black <input type="checkbox"/> blue <input type="checkbox"/> red <input type="checkbox"/> green <input type="checkbox"/> beige <input type="checkbox"/> yellow	9.00

Additional service: Removing plastic film before the start of event. Submit request via form 7.1 / Stand cleaning

■ Soft velvet roll carpeting brand new

Quantity / m²	Description	Selection options / colors	EUR/m²
	for sale, incl. laying work, plastic film covering and disposal	<input type="checkbox"/> silver <input type="checkbox"/> charcoal <input type="checkbox"/> black <input type="checkbox"/> blue <input type="checkbox"/> red <input type="checkbox"/> green <input type="checkbox"/> beige <input type="checkbox"/> yellow	10.25

Additional service: Removing plastic film before the start of event. Submit request via form 7.1 / Stand cleaning

■ Primo flooring system

Quantity / m²	Description	EUR/m²
	Overall height 92–175 mm, ground clearance 52–120 mm, panels 500 x 500 mm incl. 2 cable duct covers Ø 130 mm, antistatic, fireproof to Class B1 ; Distributed load per panel 500 kg, point load (100 x 100 mm) 200 kg (100% levelling capability with laser technology)	up to 100 m² 25.50 from 100 m² 22.50

Additional equipment / services available on request (skirting board, wheelchair ramps, cable laying work, etc.)

■ Recy flooring system

Quantity / m²	Description	EUR/m²
	Overall height 50 mm, ground clearance 39 mm, panels 500 x 500 mm incl. 1 cable duct cover, antistatic, fireproof to Class B1 ; Distributed load per m² 40 t, point load 100 kg/cm² (no levelling capability)	up to 100 m² 15.50 from 100 m² 14.90

Additional equipment / services systems available on request (skirting board, wheelchair ramps, cable laying work etc.)

Please indicate exact size requirements in square meters as well as your choice of color and date / time for laying:

Length x width (meters)

Flooring to be laid by (date, time), at the latest

Other materials, colors, laminates or printed patterns available on request.

Ask us for an offer. Please enter the name and phone number of the contact in your company. We will be glad to call you.

Name

Tel no.

■ Rental terms and conditions

1. The rental object is only made available for the agreed purpose and for the agreed period. An extension of the rental period shall require the written consent of the rental company. The rental company is entitled to invoice an additional rental charge if the rental object is not returned by the agreed time.
2. The rental prices are calculated according to the duration of rental on the basis of the currently valid price list. The statutory VAT is to be added. For objects rented for a trade fair or exhibition the rental prices shall also include the costs for delivery and collection of the rental object within the exhibition grounds. In other cases the valid transport cost rates for delivery and collection of the rental object will be invoiced in addition to the rental price. Invoiced rental prices are payable in full without deduction. If no agreement is made to the contrary, they are due on presentation of the invoice, at latest, however, on delivery of the rental object. Direct orders placed immediately before and during a trade fair are to be paid on award of the order. A collection charge of **EUR 15.00** will be made for foreign cheques. Charges for payments remitted abroad shall be borne by the hirer. If the hirer is in default of payment, interest on arrears amounting to 5% over and above the current discount rate of the Deutsche Bundesbank shall be charged. Should an invoice need to be re-issued due to false or incorrect data supplied by the exhibitor, the rental company is entitled to charge an administrative fee of EUR 50.00 plus VAT. This charge will be set off against the new invoice to be issued.
3. For loss or damage of the rental object, compensation amounting to the cost of replacement may be claimed from the hirer or the cost of repair if this does not exceed the replacement value. Liability shall commence with the takeover of the rental object by the hirer and end with its collection by the rental company. In the case of objects rented for a trade fair, liability shall commence with delivery to the exhibition stand and end when it is collected from there. This shall also apply if the exhibition stand is not occupied. Liability shall end 24 hours after the end of the trade fair at the latest, unless the rental object was not made available for collection or another collection date has been agreed. The rental company shall not be liable for damage to property or injury to persons in connection with the use of the rental object unless it is due to wilful action or gross negligence on the part of the rental company.
4. The rental object is not insured. Insurance of the rental object for the period of a trade fair, including the stand construction and dismantling period, is recommended. **Please note and mark appropriately:**
The rental object is to be insured by the service partner. The insurance premium amounts to 3% of the rental fee paid and will be charged additionally to the hirer.
☐ **We require no insurance coverage and are liable for any damage and loss in accordance with the above rental terms.**
5. All orders with no specified date will be delivered in good time so that the rental object is available at the start of the fair. After the end of the fair, the rental object will be collected as quickly as possible. The hirer must make the rental object available for collection. If delivery or collection of the rental object is prevented by fault of the hirer, the rental company shall be entitled to charge for any additional expenditure incurred. Hirers collecting rental objects themselves are hereby notified that the objects may only be transported in suitable closed vehicles. In the event of default of payment, the rental company reserves the right to refuse delivery of the rental object or to fetch back delivered objects at an earlier date.
6. Rental objects ordered in advance and reserved but not taken delivery of will be charged to the customer in full. If it is possible to rent them to somebody else, the customer shall bear the costs incurred for delivery and collection and for any potential loss of rental fees. In cases of unforeseeable damage, the rental company reserves the right to supply equivalent or better replacement objects in place of the ordered rental objects. No claims can be asserted as a result of such replacements.
7. Any complaints the hirer may have must be made within 24 hours of the items concerned having been delivered. Any complaints made after this time will not be accepted.
8. Place of performance and jurisdiction for the hirer and rental company shall be the registered office of the rental company. The laws of the Federal Republic of Germany shall apply even for transactions with foreign customers

The contract shall exist directly between the exhibitor and the contracting company of Messe München GmbH.

■ Method of payment

Please indicate your method of payment (Invoice original will be sent to you by mail)

- ☐ **SEPA direct debit mandate (from German bank only)**
This one-off amount is to be deducted from the account stated.

Bank name

IBAN code

SWIFT/BIC

- ☐ **Bank transfer in advance to account mentioned below**

Bank: HypoVereinsbank München

Bank code: 70020270 Account no.: 46105680

IBAN: DE44 7002 0270 0046 1056 80 SWIFT (BIC): HYVEDEMMXXX

Our creditor identification number for the SEPA DD is:
DE46ZZZ00000504899

Place / date

Company stamp and legally binding signature of exhibitor