

Special Terms of Participation (B)

The General Terms and Conditions of Participation A and the Technical Guidelines of Messe München GmbH shall apply, insofar as the present Special Terms of Participation do not contain any provisions in derogation thereof.

Duration:

Wednesday to Friday, October 4–6, 2017

Opening hours visitors:

Wednesday to Thursday 09:00 – 19:00
Friday 09:00 – 16:00

Opening hours exhibitors:

Wednesday to Thursday 07:30 – 19:00
Friday 07:30 – 16:00

Organizer and financing body:

Messe München GmbH
Messegelände
81823 München
Germany

Tel. +49 89 949-11608
Fax +49 89 949-20439
exhibitor@exporeal.net
www.exporeal.net

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

B 1 Application

Applications must be filled out online at www.exporeal.net. No written applications will be accepted. They cannot be processed.

Deadline for applications is Friday, March 31, 2017.

B2 Eligibility

Admissible as exhibitors are German and international business enterprises and entities whose objects of business conform to the index of products and services defined below. Messe München GmbH reserves the right to expand

the range of eligible exhibitors. Messe München GmbH has the final decision on admission and allocation of desired stand size/location.

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

The net participation fees per m² floor space are:

The minimum stand size is **20 m²**, minimum depth **4 m**.

Row stand	(1 side open)	EUR 500
Corner stand	(2 sides open)	EUR 520
End stand	(3 sides open)	EUR 560
Island stand	(4 sides open)	EUR 580

Two-story stand construction

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

The participation fee covers the stand space rental and moreover comprises extensive services provided by Messe München GmbH, which include in particular: advice on stand planning, advice on the technical conditions and requirements on site regarding stand design, advice on setting up and dismantling the stand, concept and public relations work for the fair, visitor marketing and visitor acquisition for the fair, preparation and organization of trade-fair related opening events, press conferences, presentations and exhibitor evenings, insofar as these are organized by Messe München GmbH, the preparation and implementation of forums and special shows, insofar as these are organized by Messe München GmbH or third parties on behalf of Messe München GmbH, the provision of exhibitor passes for authorized persons in accordance with clause B 11 "Print@home-Tickets for exhibitors" the provision of ticket vouchers for visitors in accordance with clause B 15 "Online vouchers", the provision of advertising media, the lighting, heating and air-conditioning of all the exhibition spaces, basic guard service for the event site, regular cleaning of general areas, the provision of loudspeaker systems used for informing visitors to the fair, and other visitor information systems including signage, the provision of visitor lounges, meeting rooms and catering facilities for exhibitors, visitors and the press within the exhibition premises, the deployment of first-aid operatives as well as traffic routing to and within the event site.

Mandatory communication fee

Exhibitors will be charged a mandatory communication fee amounting to **EUR 575**. The mandatory communication fee includes the basic entry in all trade fair directories (print, online, mobile) as outlined in clause B 10 Media Services. In addition, all exhibitors will receive one copy each of the printed trade fair catalog, to be handed out on site. Exhibitors can book other entries in the respective advertising media for extra charges. Prices for the additional listing and advertising opportunities, provided by the contracted media services partner, can be accessed through the Exhibitor Shop. Exhibitors who register after June 23, 2017, will only be listed in the online and mobile directories.

Advance payment

The advance payment required for services to be ordered by the exhibitor (cf. A 7) is

up to 69 m² stand space	EUR 60
up to 119 m² stand space	EUR 120
as from 120 m² stand space	EUR 210

In the final invoice, the advance payment will be offset against the services actually ordered by the exhibitor.

Messe München GmbH is entitled to demand payment of an advance service charge equivalent to the amount that is likely to be incurred for EXPO REAL 2017, whereby the amount incurred by way of service charge for EXPO REAL 2016 will be one of the factors used to determine the advance payment for 2017.

After having received the application form, Messe München GmbH is entitled to demand the remittance of a down payment amounting to **100%** of the invoice amount that would be due if the exhibitor were admitted to EXPO REAL with the requested stand space. Messe München GmbH issues an invoice for the down payment amount. Messe München GmbH is entitled to refrain from processing the application until such time as the down payment has been received.

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

AUMA charge

The German Council of Trade Fairs and Exhibitions (AUMA) levies all exhibitors a charge of **EUR 0.60/m²** of the rented stand space. This amount is charged by Messe München GmbH and transferred directly to AUMA.

Waste disposal charge

The mandatory, flat-rate waste disposal fee in the amount of **EUR 5/m²** is to cover the disposal of all waste generated at the exhibitor's stand during set-up and dismantling and throughout the duration of the trade fair.

B 4 Co-exhibitors

The participation of companies as co-exhibitors (cf. A 4) is possible. Participation is, however, subject to Messe München GmbH's prior authorization. Permission to participate may be granted only if the co-exhibitor would also be eligible to participate as an exhibitor. The registration fee for each co-exhibitor is subject to a mandatory fee.

If the application of the respective co-exhibitor is received by Messe München GmbH until June 23, 2017, the mandatory co-exhibitor registration fee amounts to **EUR 575** per co-exhibitor. For co-exhibitor registrations received by Messe München GmbH as of June 24 until August 25, 2017, the mandatory co-exhibitor registration fee amounts to **EUR 725** per co-exhibitor. All co-exhibitor registrations submitted to Messe München GmbH as of August 26 until September 22, 2017 will be charged at a rate of **EUR 875** per co-exhibitor. Registrations received after September 23, 2017 cannot be accepted.

In addition to the registration fee, a mandatory communication fee of **EUR 575** is levied for all co-exhibitors. Co-exhibitors who register after June 23, 2017, will only be listed in the online and mobile directories. The mandatory communication fee for the co-exhibitor includes the same services as for the main

exhibitor (cf. B 3). The mandatory communication fee and the co-exhibitor registration fee will always be invoiced to the main exhibitor in the final invoice, even if the option to bill all other fees incurred by the co-exhibitor directly to the exhibitor is made use of.

Co-exhibitors must be registered on a separate form by the main exhibitor. This also applies even if the co-exhibiting company is only represented at the stand of the exhibitor by means of a logo, a flyer or other media/advertising. If a co-exhibitor registration received by Messe München GmbH is subsequently cancelled, Messe München GmbH is entitled to charge a cancellation fee of **EUR 50**.

For each co-exhibitor without official admission Messe München GmbH is entitled to demand a contractual penalty in the amount of **EUR 4,500** from the exhibitor. Moreover, Messe München GmbH may demand that those co-exhibitor(s) without official admission by Messe München GmbH must vacate the stand. If the exhibitor does not comply with Messe München GmbH's request to vacate the premises without delay, Messe München GmbH has the right to terminate the existing contract between Messe München GmbH and the exhibitor for cause.

B 5 Terms of payment (cf. A 7)

The deadlines for payment given in the notice of admission/invoice must be observed. Prior payment of the invoiced amounts is a condition for access to the exhibition area, the basic entry in the exhibition directories (print, online and mobile) and the provision of Print@home-Tickets. The amounts invoiced in all invoices issued by Messe München GmbH in connection with the event are to be transferred in **EUR**, without deductions and free of all charges to one of the accounts specified in the respective invoice, indicating the customer number. The times of payment specified in the invoices are binding and are to be complied with.

Unfortunately, value-added tax legislation prevents Messe München GmbH from issuing or re-addressing invoices to an addressee other than the exhibitor on whose behalf Messe München GmbH has or will render services as its contracting party. Messe München GmbH is only allowed to issue invoices to its contracting party. Please note that the final invoice can only be made out

the billing and business address given on the application form, respectively the address that was used for the admission invoice. Otherwise, any advance payment made cannot be offset against the payment due for the services actually provided. Should the exhibitor wish to have an invoice changed or reissued because the name, legal form or address of the invoice recipient has changed, the exhibitor is bound to pay Messe München GmbH a fee of **EUR 150** for each invoice amendment, by way of derogation from the provision set out in A 7 of the General Terms of Participation, unless the details included in the original invoice in respect of the name, legal form or address of the invoice recipient were incorrect and Messe München GmbH was responsible for the incorrect details.

The invoices for all additional costs (e.g. lettering, technical services, electricity) will be sent to the exhibitor after the end of the event; they are to be paid by him immediately upon receipt. Services such as stand cleaning and stand security will be billed directly by the service partners.

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

Early set-up (against extra charge)

An earlier set-up of stand (against extra charge) is possible as of September 27, 2017. Please note that the extra charges will be invoiced to the respective exhibitor. Charging to the stand-building company is not possible. Messe München GmbH can accept and execute orders from exhibitors during the early move-in period on work-days only from 08:00 to 18:00.

2 days advanced set-up	EUR 1,900 per stand/exhibitor
1 day advanced set-up	EUR 950 per stand/exhibitor

Set-up

as of September 29, 2017, 08:00 through October 3, 2017, 18:00

Truck check-in during set-up and dismantling:

Trucks over **7.5 tons** must register at the truck (LKW) check-in on site. Further information will be made available with the traffic guide.

Rental stands will be ready for occupation as of 07:30 on October 4, 2017.

On the last day of set-up, October 3, 2017, all delivery and stand-construction vehicles must be removed from the halls and the outdoor exhibition area by 18:00 at the latest. Vehicles which are still in the halls or the outdoor exhibition area after this time will be removed by Messe München GmbH at the risk and expense of the respective exhibitor. Furbishing work and decoration in the exhibitor's own stand space is possible until 20:00.

An extension of the set-up time is permissible only in exceptional cases and with the prior written consent of Messe München GmbH, Technical Exhibition Services Division. Should an exhibitor or a designated third-party move in early without prior approval, Messe München GmbH is entitled to charge the exhibitor flat-rate compensation at double the amount Messe München GmbH would have charged for granting authorization.

Dismantling

as of October 6, 2017, 16:00 through October 8, 2017, 18:00

Access to the fairgrounds for stand construction firms and delivery vehicles on October 6, 2017 no earlier than 17:00.

An extension of the dismantling time is permissible only in exceptional cases and with the prior written consent of Messe München GmbH, Technical Exhibition Services Division. Should an exhibitor or a designated third-party exceed the official dismantling period without prior approval, Messe München GmbH is entitled to charge the exhibitor flat-rate compensation at double the amount Messe München GmbH would have charged for granting authorization.

B7 Stand design and equipment

Dimensioned stand drawings with layout plan and elevations on a scale of 1:100 are required if stand construction plans include **two-story stands** and/or stands of **100 m²** or larger. The required documents should be submitted in duplicate to Messe München GmbH's Technical Exhibition Services Division for approval no later than August 31, 2017.

Halls, general

One-story construction

The maximum construction height is **6 m**. The maximum advertising height (upper edge) is **7.5 m**.

Two-story construction

The maximum construction height is **6 m**. The maximum advertising height (upper edge) is **7.5 m**.

In addition, the maximum construction height (clearance) alongside the hall walls must be observed (see description of halls).

To maintain EXPO REAL's character as a communications platform and work exhibition, exhibitors must make sure that their stands have an open design. Messe München GmbH is entitled to prescribe changes in stand design in this context. Stand designs can only be approved if the open sides of the stand have a uniformly open design. Erecting closed walls is permitted, provided they do not take up more than **70%** of the stand side in question, and completely closed walls may be no more than **6 m** in length. A closed length of wall measuring **6 m** must be followed by an opening at least **2 m** wide. This ruling does not apply if the wall concerned is set back from the stand perimeter by at least **2 m**. Messe München GmbH reserves the right to permit exceptions to these guidelines in individual, well-founded cases. The rear side of the walls of your stand above a height of **2.50 m** must be of a neutral design, white, smooth and clean. Only such materials as are opaque and impervious to light are permitted for this purpose (no textiles). Advertising hoardings that extend above the walls of the stand must be at least **2 m** away from the immediately adjacent stand. Advertising may not feature flashing or alternating lights. It is

not permitted to extend the stand design over the aisles. Messe München GmbH reserves the right to allow exceptions to this ruling in individual, well-founded cases, whereby the only permissible exception is the laying of different colored carpeting. Platforms are not permitted under any circumstances.

Planning permission

As a matter of principle, every planner/designer of an exhibition stand is responsible for compliance with public statutory regulations, insofar as applicable to exhibition stands, and compliance with Messe München GmbH's Technical Guidelines as well as the General Terms of Participation. No planning approval from Messe München GmbH is necessary given compliance with the following requirements:

- stand and/or advertising structures no higher than **3 m**
- stand area no larger than **100 m²**
- stand is without covering.

The above exemptions from planning approval by Messe München GmbH will not apply if the exhibition stand design includes the installation or assembly of LED screens, LED walls, or other LED lamps.

Any stand concepts in non-compliance with the aforementioned requirements are to be submitted in duplicate for approval to Messe München GmbH's Technical Exhibition Services Division (TAS3), containing to-scale stand design plans (ground plan, elevations and sectional drawings) no later than **August 31, 2017**. If items are to be suspended from the hall ceiling, the work involved must be carried out by Messe München GmbH's contractors. Nails may be inserted only in the built-in nailing battens. The use of staple guns is strictly forbidden for safety reasons. The placing of motor vehicles of any kind on the stand area for exhibition or decorative purposes is prohibited and is permissible only in exceptional cases on the prior written consent of the Exhibition Management. Moreover, multi-story stands and special constructions

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Cont. B7 Stand design and equipment

(such as bridges, stairs, cantilever roofs, galleries, etc.) are as a general rule subject to separate approval. Please consult the "Building Regulations" set out in form 1.3 for further information. **Please note under all circumstances the requirements set out in the Technical Guidelines and the information**

included in the individual notices. The respective exhibitor services order forms for further processing and additional stand services will be made available to you in due time.

B 8 Technical installations

Orders for technical services as outlined in the Technical Guidelines, such as the provision of electricity and water supply for the stand, as well as telecommunication services can only be accepted if they are placed through the Exhibitor Shop of Messe München GmbH until August 31, 2017 the latest. The specific terms of delivery that apply to all orders can be accessed in the Exhibitor Shop.

All technical services are to be ordered from Messe München GmbH only. Telecommunication services (connected by wire or wireless) will be provided by Messe München GmbH. Exhibitors own WiFi networks are notifiable with costs, we need the registration form latest 14 days before the exhibition starts.

Please note not to allow the function of Messe München's inhouse hotspot. Your SSID must not be reachable outside your stand, the WiFi channel will be allocated by Messe München. Please note our general connecting conditions. Orders require Messe München GmbH's acceptance, which may be given tacitly, e.g. by providing the items or services ordered. The exhibitor is entitled to cancel an order for an item or service in full or in part if Messe München GmbH receives the cancellation at least one week before the official date of set-up. In all other cases, the contract can be cancelled only with Messe München GmbH's written consent.

B 9 Use of equipment

Only cranes, fork-lift trucks and working platforms may be used that have been provided by the Messe München GmbH service partners responsible. In

special cases, permission must be obtained from Messe München GmbH's Technical Exhibition Services Division.

B 10 Media Services (Exhibition directories: print, online and mobile)

The basic entry includes the company name, place, hall and stand number plus company webpage, entry in exhibition directories of EXPO REAL—classified alphabetically, by country and industry—as well as the listing in the EXPO REAL product and services index is subject to a charge (cf. B 3 Mandatory communication fee). Further media services, provided by the contracted media services partner, can be accessed through the Exhibitor Shop. The media services partner processes these other entry options with the applicant in its own name and on its own account. Messe München GmbH assumes no responsibility for the accuracy and completeness of exhibition directories (print, online and mobile).

Exhibitors and co-exhibitors will be published in the exhibition directories under the company name and invoicing address given in the application form. If exhibitors or co-exhibitors would like to be published in the trade exhibition directories under a company name other than that given in the application form, this will need to be approved in advance by the EXPO REAL Exhibition Management. In any case, the new company name must belong to the same branch of industry (= exhibition sectors) as the one that was given in the application form.

The exhibitor is solely responsible for the permissibility under law—and particularly the law on competition—of entries placed in the exhibition directories (print, online and mobile) of Messe München GmbH at the instigation of the exhibitor. Should third parties assert claims against Messe München GmbH on account of the impermissibility of the entries under law in general or the law on competition, the placer of the entries shall hold Messe München GmbH fully safeguarded against all claims asserted including all costs of any necessary legal defense on the part of Messe München GmbH. The same applies to entries from exhibitors and co-exhibitors that the respective exhibitor has arranged in the Messe München GmbH directories (print, online and mobile).

The official media services partner for this trade fair is:

EXPO REAL Media Services
c/o jl.medien e.K.
Inselkammerstr. 5
82008 Unterhaching
Deutschland
Tel. +49 89 666166-54
Fax +49 89 666166-55
info@exporeal-mediaservices.de
www.exporeal-mediaservices.de

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The General Terms and Conditions of Participation A and the Technical Guidelines of Messe München GmbH shall apply, insofar as the present Special Terms of Participation do not contain any provisions in derogation thereof.

B 11 Print@home-Tickets for exhibitors

Each exhibitor receives a specific number of free Print@home-Tickets for the exhibitor representatives at his stand, valid for the duration of the fair:

In the halls

4 Print@home-Tickets for exhibitors for stands of up to **20 m²** (floor space)

1 additional Print@home-Ticket for exhibitors for every further **10 m²** (floor space) or part thereof

Additional Print@home-Tickets for exhibitors can be ordered via the Exhibitor Shop at a charge of **EUR 245** prior to the show. Print@home-Tickets for exhibitors cannot be obtained on site.

The Print@home-Tickets for exhibitors are intended for stand staff only or for service personnel hired for the duration of the show, who are not employees of a Messe München service partner. In case of abuse, Messe München GmbH is entitled to withdraw the Print@home-Tickets for exhibitors. The company name—valid and binding for all tickets—can be laid down in the ordering system once only, before placing the first order for a ticket. A subsequent change

to the company name can only be made if the official name of the exhibitor has changed, and then it also applies to all tickets. Please note that spot checks will be made in the EXPO REAL admission area. A Print@home-Ticket for exhibitors is valid only in conjunction with a photo ID.

The Print@home-Ticket for exhibitors does NOT entitle you to free use of local public transport (MVG—Munich Transport and Tariff Association). Tickets for the use of the local public transport system (MVG) can be ordered at a later point in the Exhibitor Shop of Messe München. Please note the minimum order conditions here.

If exhibitor representatives accidentally purchase a visitor ticket instead of a Print@home-Ticket for exhibitor, these may be cancelled on payment of an administrative fee of **EUR 50** per ticket. The exhibitor can then order Print@home-Tickets for exhibitors via the Exhibitor Shop. Exhibitors will only be charged for those Print@home-Tickets which have actually been used and logged at the turnstiles.

B 12 Communication/Newsletters

Following stand allocation, exhibitors will be informed by newsletters (post or email) of further details concerning preparation and organization of the trade fair.

B 13 Noise, sound effects, visual impact

Demonstrations of video (incl. LED screens), music, stage shows etc. during the event (see opening hours) require the prior approval of Messe München GmbH's Technical Exhibition Services Division and must be notified no later than August 31, 2017. These presentations are to be conducted in such a way that neither visitors nor other exhibitors are disturbed or adversely affected. Accordingly, loudspeakers and other acoustic amplifiers/sound systems must be focused on the exhibition stand and may not resound on neighboring stands

or aisles. The maximum permitted noise level for performances may not exceed **60 dB(A)** at the stand perimeter (in deviation from the General Terms of Participation A 5.9). Messe München GmbH reserves the right to limit or prohibit demonstrations of any kind—irrespective of previous authorization—causing noise, optical disturbances or representing a hazard or impairment to the event and especially to event participants for any other reason. The relevant statutory provisions must be observed.

B 14 LED screens, LED walls and other LED lamps

If the stand design provides for the operation of LED screens, LED walls or other LED lamps, it is subject to authorization acc. to clause B 7. In the interest of all exhibitors and visitors, the imissions resulting from these systems are to be designed in such way that they do not cause glare beyond the stand perimeter of the exhibitor using them, and do not negatively affect the appearance of adjacent exhibition stands.

Messe München GmbH reserves the right—irrespective of previous authorization—to prohibit the installation of systems equipped with LEDs, or demand their shut-down, if they are causing glare beyond the perimeter of the exhibitor's stand and/or negatively affecting the appearance of adjacent exhibition stands.

B 15 Online vouchers

Exhibitors and co-exhibitors have the opportunity to order online vouchers via the Exhibitor Shop. Only those online vouchers that are actually redeemed are invoiced to the exhibitor, respectively co-exhibitor—at the special discount price of **EUR 245**. The online vouchers are valid for the entire duration of the exposition; it is not permitted to sell online vouchers to third parties; any redeemed online vouchers which have been sold will be charged to the exhibitor/co-exhibitor at the full price of a multiple-entry visitor's ticket. It is prohibited to either sell or pass on free of charge online-ticket numbers and/or visitor tickets thus acquired by beneficiaries authorized by the exhibitor. A per-

son authorized by the exhibitor is only who has explicitly been provided online voucher numbers by the exhibitor. If the exhibitor or co-exhibitor sells online tickets vouchers, Messe München GmbH is entitled to cancel the order without notice and refuse to issue online vouchers already ordered, or to revoke visitor tickets obtained with the respective online vouchers numbers. The exhibitor ensures that his co-exhibitors acknowledge the above provisions. Furthermore, for visitor tickets acquired with online voucher numbers, the terms for Print@home-Tickets referred to under B 11 apply analogously.

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B 16 Photo, film and video shooting (cf. A 10)

Only persons authorized by Messe München GmbH and in possession of a valid permit may film, photograph, or make sketches or video recordings inside the exhibition venue. Under no circumstances may photographic or other images or recordings be made of other exhibitors' stands. Professional photo and film recordings of your own booth during the event period are subject to authorization by Messe München.

The permit is subject to a charge of **EUR 50** per day/exhibitor and stand. It includes admission to the fairgrounds for the photographer and/or film crew outside official opening hours. During show opening hours, the photographer/film crew must also carry valid print@home exhibitor passes to be admitted entry to the premises. The permit may be requested on site during set-up or throughout the trade show period from the Messe München GmbH security control office located in the Trade Fair Administration building.

B 17 Exhibitors' own events

Events at the exhibitor's booth are subject to authorization and must be notified no later than August 31, 2017 (see "Dates and Logistics 2017"). Evening events are furthermore subject to a fee. On **October 4 and 5, 2017**, evening events may not start before 19:00 and must finish by 22:00 at the latest. Until 22:30, the necessary clearing-up work may be undertaken within the stand area. By 23:00 at the latest, all persons must have left the exhibition center. Please comply with the instructions of the security and public order service assigned by Messe München GmbH.

The costs for your evening event will be charged to you in the final invoice as a one-off amount and are as follows:

EUR 1,000 for events registered by August 31, 2017

EUR 1,250 for events registered from September 1, 2017

Please ensure also during your event that your neighboring stands are not disturbed by your event and please observe the maximum number of people allowed per stand event. As a guideline, this is 1.5 people per square meter of stand space.

To ensure a smooth, uninterrupted event, we recommend that you consult with your booth neighbors in advance of the planned event. Please note that the volume of musical renditions may not exceed **60 dB (A)** during show hours or **75 dB (A)** at evening events. Any disturbances and immissions which might be occurring as the result of a party at the neighboring booth should be immediately notified to Messe München GmbH, EXPO REAL exhibition management office, which is located in the atrium outside of Hall B2. In case

immediate measures should be required to prevent further disturbances by an event at the neighboring stand outside office hours (between 19:00 and 07:30 of the next day), exhibitors are advised to contact the Messe München security control office at phone +49 89 949-24555. Complaints lodged after the last day of the exhibition can no longer be considered. Messe München GmbH reserves the right to charge the exhibiting company which organizes the stand party (= stand party organizer) with the costs incurred by measures taken (or assigned to third parties) that are necessary to remedy the impairment of the neighboring stand affected by the stand party.

Admission of service staff for evening events

Admission for external service personnel during exhibitor evening events who are not employees of a Messe München service partner is free after 17:30, subject to presentation of proof provided by the exhibitor about the location and time of employment (= copy of approval for the exhibitor evening event).

Admission of Catering companies for evening events

Admission for external service personnel during exhibitor evening events who are not employees of a Messe München service partner is free after 17:30, subject to presentation of proof provided by the exhibitor about the location and time of employment (= copy of approval for the exhibitor evening event).

For more specifications follow the regulations and important notes on evening events at the exhibition stand, which have to be accepted within the application of evening events.

B 18 Hotel shuttle

A regular hotel shuttle service will be available to and from the trade fair venue during EXPO REAL. The buses will run every 30 minutes from 07:00 until 11:00 in the morning from around 100 hotels in Munich city center and the suburbs

to EXPO REAL, and at 1-hour intervals starting at 16:30 until 19:30 from the fairgrounds to the hotels. An overview of the hotels and routes can be found at: www.exporeal.net.

B 19 Deliveries/Shipping fees

Consignments, letters and other mail to be delivered to the exhibitor's stand must carry the following details:

- Name of the event
- Hall (designation: A, B or C as well as the number of the hall)
- Stand number of the exhibition stand
- Name of the exhibitor
- Messegelände/Willy-Brandt-Allee, 81829 Munich, Germany

Messe München GmbH does not take delivery of consignments, letters and other mail intended for exhibitors or third parties. Exhibitors are advised not to deposit shipments or other objects unsecured in the hall or the outdoor exhibition area during set-up and dismantling times.

Services with regard to the receipt and dispatch of consignments are offered by the authorized freight forwarders at the exhibition center.

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B 20 Catering/Deliveries

If you hire an external caterer for catering and delivery of goods that is not a service partner of Messe München, please note the order form "Catering/Deliveries."

It is available on request from the Traffic & Security department of Messe München GmbH at vs@messe-muenchen.de

B 21 Processing fee

Any requests on the part of the exhibitor that, in addition to the contract which comes into effect by admission to the event, or to the regular orders for other services with respect to the event, Messe München GmbH con-

clude further contracts, side agreements or issue special confirmations, a processing fee of **EUR 150** plus VAT will be charged for each extra contract, side agreement or confirmation.

B 22 Prices quoted

Please note that the prices quoted in the document are subject to statutory value-added tax. In this context we would like to draw your attention to the

document "Important information for exhibitors," which is available for you online at www.exporeal.net

B 23 Alterations

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