

# 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:

Monday, 24 to Thursday, June 27, 2019

## Opening hours visitors:

Monday	09:00 – 17:00
Tuesday to Wednesday	09:00 – 18:00
Thursday	09:00 – 16:00

## Organizer and financing body:

Messe München GmbH  
Messegelände  
81823 München  
Germany

Tel. +49 89 949-11518  
Fax +49 89 949-20319  
info@world-of-photonics.com  
world-of-photonics.com

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

## B 1 Application

Applications should be filed online at world-of-photonics.com or using this form, duly completed and signed with a legally binding signature, and submitted to Messe München GmbH without delay.

Deadline for applications is Wednesday, August 1, 2018.

## B 2 Eligibility

Admissible as exhibitors are all German manufacturers; all manufacturers from abroad or their German branch establishments, main importers, specialist dealers or service companies authorized by manufacturers, and those firms that are authorized by a manufacturer's works to exhibit its products. Main importers and authorized specialist dealers may only exhibit exhibits from manufacturers which are not represented at this trade fair themselves.

All exhibits must correspond to the product index of the respective trade fair and be designated by name and exact type in the application. Objects other than those announced and admitted must not be exhibited. The Messe München GmbH exhibition organizer has the final decision on admission. Organizers of joint stands are not exhibitors as defined by the "Special Terms of Participation (B)."

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

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

In the hall

<b>Row stand</b>	(1 side open)		<b>EUR 220</b>
<b>Corner stand</b>	(2 sides open)		<b>EUR 249</b>
<b>End stand</b>	(3 sides open)	4–50 m <sup>2</sup>	<b>EUR 259</b>
		51–100 m <sup>2</sup>	<b>EUR 250</b>
		as from 101 m <sup>2</sup>	<b>EUR 242</b>
<b>Island stand</b>	(4 sides open)	4–50 m <sup>2</sup>	<b>EUR 269</b>
		51–100 m <sup>2</sup>	<b>EUR 260</b>
		as from 101 m <sup>2</sup>	<b>EUR 250</b>

The INNOVATION full service turnkey stand includes: Stand setup and dismantling, 12 m<sup>2</sup> of stand space (4 x 3 m), carpeting, incl. protective foil, lighting, faceplate incl. 15 characters (210 x 30 cm), 1 lockable cubicle, coat rack and wastebasket, 1 table display case (100 x 100 x 50 cm), 1 table (70 x 70 cm) with 4 upholstered chairs, 1 brochure display shelf, power supply incl. 1 electrical outlet and power consumption.

The TABLETOP full service turnkey stand includes: Stand setup and dismantling, 4 m<sup>2</sup> of stand space (2 x 2 m), carpeting, incl. protective foil, lighting, faceplate incl. 15 characters, silver-colored aluminum frame structure with white partition panels, optionally 1 table display case with 1 bar stool or 1 table with 2 chairs, power supply incl. 1 electrical outlet and power consumption.

Two-story stand construction

On two-story constructions, the upper floor space is charged at **80%** 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 press conferences, presentations and exhibitor evenings, insofar as these are organized by Messe München GmbH, the preparation and implementation of forums and special shows, insofar as these are organized by Messe München GmbH or third parties on behalf of Messe München GmbH, the provision of exhibitor passes for authorized persons in accordance with clause B 12 "Exhibitor passes," the lighting, heating and air-conditioning of all the exhibition spaces, basic guard service for the event site, regular cleaning of general areas, the provision of loudspeaker systems used for informing visitors to the fair, and other visitor information systems including signage, the provision of visitor lounges, meeting rooms and catering facilities for exhibitors, visitors and the press within the exhibition premises, the deployment of first-aid operatives as well as traffic routing to and within the event site.

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

### Mandatory communication fee

Exhibitors will be charged a mandatory communication fee amounting to **EUR 400**. This fee includes the application fee and the basic entry in the catalog (print, online and, if applicable, mobile, cf. B 11 Media services) at world-of-photonics.com, a basic entry in the application directory and in the product directory, and an activated web address. Exhibitors will furthermore receive one copy of the trade fair catalog (hand-out on site at the fair). It also covers the basic entry in the visitor guide, and other communication services as set out in provision B 11 "Media services (Catalog—Internet—Mobile)." Exhibitors can book other entries in the respective advertising media for extra charges. Prices for the additional listing and promotion opportunities are given on the respective order forms, which will be sent to exhibitors by the media services partner contracted by Messe München GmbH.

### Advance payment

The advance payment for exhibitor services ("Advance payment," cf. A 7) is **EUR 20/m<sup>2</sup>** of rented exhibition space.

### AUMA charge

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

### Fixed waste-disposal fee

The mandatory, flat-rate waste disposal fee in the amount of **EUR 3,50/m<sup>2</sup>** is to cover the disposal of all waste generated at the exhibitor's booth during setup and dismantling and throughout the duration of the trade fair. The disposal of production waste and exhibition stands is not included. The gross exhibition area is the exhibition space which Messe München GmbH rents out to the organizer. Waste disposal must be in compliance with the rules set out under para 6.1 of the Technical Guidelines.

## B 4 Co-exhibitors/additionally represented companies (so-called logo partners)

The participation of companies as co-exhibitors/additionally represented companies (cf. A 4) is on principle possible. Participation is, however, subject to Messe München GmbH's prior authorization. However, a mandatory communication fee in the amount of **EUR 400** will be levied for each co-exhibitor and additionally represented company. The mandatory communication fee for each co-exhibitor/additionally represented company includes the same services as for the main exhibitor (cf. B 3).

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

For each co-exhibitor without Messe München GmbH admission and every single additionally represented company without Messe München GmbH admission, Messe München GmbH is entitled to demand a penalty charge of **EUR 750** from the exhibitor. Furthermore, Messe München GmbH may demand that co-exhibitors and additionally represented companies without Messe München GmbH admission vacate the stand. Should the exhibitor fail to comply with Messe München GmbH vacation demand without delay, Messe München GmbH has the right of extraordinary cancellation in respect of the contractual relationship between Messe München GmbH and the exhibitor.

## B 5 Terms of payment (cf. A 7)

The amounts invoiced in all invoices issued by Messe München GmbH in connection with the event are to be transferred in euros, without deductions and free of all charges to one of the accounts specified in the respective

invoice, indicating the customer number. The times of payment specified in the invoices are binding and are to be complied with.

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

### Setup

as of June 20, 2019, 08:00 through June 23, 2019, 18:00

On the last day of setup, June 23, 2019, 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.

### Dismantling

After the end of the trade fair from 17:00, until June 30, 2019 (ends at 18:00)

Access to the fairgrounds for stand construction firms and delivery vehicles on June 27, 2019 no earlier than 17:00. Should exhibits be removed or the stand dismantled before the fair closes, Messe München GmbH can demand that the exhibitor pays a contractual penalty of **EUR 500**.

An extension of the dismantling time is unfortunately not possible.

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## B 7 Stand design and equipment

Stand designs for two-story constructions, for stands larger than **100 m<sup>2</sup>** or stand structures exceeding **3 m** in height or with a stand covering require prior authorization. Dimensioned drawings including floor plans and elevations on a scale of 1:100 must be submitted in duplicate to Messe München GmbH, Technical Exhibition Services Division for approval no later than 6 weeks before setup begins.

### Halls, general

One-story construction

The maximum construction height is **6 m**. The maximum advertising height (upper edge) is **7.50 m**.

Two-story construction

The maximum construction height is **7.50 m**. The maximum advertising height (upper edge) is **7.50 m**.

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

To preserve the character of LASER World of PHOTONICS as a communications and business trade show, 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.

The partition walls facing the neighboring stand must be kept white, neutral, free of installations and clean above a height of **2.50 m**. It is recommended that exhibitors install partition walls (height **2.50 m**) as demarcation to neighboring stands. Messe München GmbH supplies partition walls only at the request and expense of the exhibitor. Partition walls or additional cabin walls (height **2.50 m**) can be ordered in the Exhibitor Shop. In the case of advertising struc-

tures directly facing adjoining stands, there must be a minimum distance of **2 m** to the stand perimeters. Flashing or changing lights must not be used for advertising purposes. The stand design must be adapted to suit the type of rented stand (row, corner, end, island stand), e.g. by partition wall systems. The exhibition stand should also meet the character of the respective trade fair to preserve the visual identity of the event. Messe München GmbH is entitled to demand changes in stand design on this account.

### Planning permission

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

- stand and/or advertising structures no higher than **3 m**
- stand area no larger than **100 m<sup>2</sup>**
- stand is without covering.

Any stand concepts in non-compliance with the aforementioned requirements are to be submitted in duplicate for approval to Messe München GmbH's Technical Exhibition Services Division, containing to-scale stand design plans (ground plan, elevations and sectional drawings) no later than 6 weeks prior to official setup date. If items are to be suspended from the hall ceiling, the work involved must be carried out by Messe München GmbH's contractors. Moreover, multi-story stands and special constructions (such as bridges, stairs, cantilever roofs, galleries, etc.) are as a general rule subject to separate approval. Please consult the "Building Regulations" set out under "Leaflets—applications" in the Exhibitor Shop for further information. **Please note under all circumstances the requirements set out in the Technical Guidelines and the information included in the individual notices.** 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

The technical services designated accordingly in the Technical Guidelines such as the provision of installations to supply the stand with electricity and water can be ordered only from Messe München GmbH. Wired telecommunications equipment may only be provided by Messe München GmbH; Deutsche Telekom AG and other network operators are not authorized at the exhibition

center. To connect his own stand area, the exhibitor may operate his own wireless LAN network at his stand after prior written approval from Messe München GmbH; the specifications of Messe München GmbH are to be complied with. Deadline: Monday, May 13, 2019

## 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 Sales regulations

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

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

# Special Terms of Participation (B)

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## B 11 Media services (catalog, internet, mobile)

The basic entry includes the company name, place, hall and stand number as well as the listing in the product index and this is invoiced by Messe München GmbH (cf. B 3 Mandatory communication fee). Exhibitors can book additional listings, e.g. in the product index and other presentation opportunities in these communication media on a separate order form. Order forms will be sent to applicants in good time by the media service partner commissioned, who handles these extra listings with the applicant in his own name and on his own account. Messe München GmbH assumes no responsibility for the accuracy and completeness of the exhibitor catalog (print, online and/or mobile).

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

GmbH on account of the impermissibility of the entries under law in general or the law on competition, the placer of the entries shall hold Messe München GmbH fully safeguarded against all claims asserted including all costs of any necessary legal defense on the part of Messe München GmbH. The same applies to entries from exhibitors, co-exhibitors/additionally represented companies and exhibitors on joint stands that the respective exhibitor has arranged in the Messe München GmbH exhibitor catalog (print, online and/or mobile).

The official media services partner for this trade fair is:

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

## B 12 Exhibitor passes

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

### In the halls

stands of up to <b>4 m<sup>2</sup></b>	1 exhibitor pass
stands of up to <b>12 m<sup>2</sup></b>	2 exhibitor passes
stands of up to <b>20 m<sup>2</sup></b>	3 exhibitor passes
as from <b>21 m<sup>2</sup></b> additional for every further <b>20 m<sup>2</sup></b> or part thereof	1 exhibitor pass

Additional exhibitor passes are available as of springtime 2019 at **EUR 54/** each. Exhibitor passes are intended solely for stand personnel and can be ordered via the Exhibitor Shop, and must not be passed on to third parties. In case of abuse, Messe München GmbH is entitled to withdraw the exhibitor pass.

The number of exhibitor passes does not increase for co-exhibitors/additionally represented companies. Co-exhibitors will not obtain free exhibitor passes.

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

## B 13 Communication/Circular letters

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

## B 14 Noise, sound effects

Demonstrations of machines, video, music, stage shows etc. during the event (see opening hours) require the prior authorization of Messe München GmbH and must be conducted in such a way that no other exhibitors are disturbed or adversely affected. Accordingly, loudspeakers and other acoustic amplifiers/sound systems must be turned towards the exhibition stand and may not sound off on neighboring stands or aisles. The sound level may not exceed **70 dB (A)**

at the stand perimeter (see also Technical Guidelines 4.7.7, 5.8.1 and 5.15). Messe München GmbH reserves the right to limit or prohibit demonstrations of any kind—irrespective of previous authorization—causing noise, optical disturbances or for other reasons constituting a hazard or impairment to the event and especially to event participants. The relevant statutory provisions must be observed.

## B 15 Photography, filming, video recording and sketching (cf. A 10)

A fee-based authorization by Messe München is required for professional photo and film recordings at the exhibition center. The exhibitor or the commissioned photographer can request it at the security control center of Messe München GmbH. Commissioned photographers must present their order in writing.

During opening hours for exhibitors, film and photo work is permitted only inside the booths. It is at the discretion of the exhibitor to provide a photographer/film team commissioned by him with valid admission tickets for access to the exhibition grounds.

During nighttime closing hours, a security guard must accompany the team, to be booked through the security control center at a fee. The photo and film permit is also valid for access to the exhibition grounds during this period. No additional admission ticket is required. The permit is subject to a fee of **EUR 50**.

## Special Terms of Participation (B)

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### B 16 Stand parties

Stand parties on the exhibition stand require authorization by Messe München GmbH and must be notified by June 17, 2019 at the latest. Events on June 24, 25 and 26, 2019 may start no earlier than 17:00 and must end no later than 22:00. Until 22:30, the necessary clearing-up work may be undertaken on the stand area. By 23:00 at the latest, all persons must have left the fairgrounds. The exhibitor is responsible for ensuring that the attendees of his stand party do not access other trade fair booths or touch any exhibits located there. The exhibitor is to ensure that the attendees of his stand party follow the instructions of the safety and security service employed by Messe München GmbH.

The minimum scope of the safety and security services necessary is determined by Messe München GmbH. The exhibitor indemnifies and holds Messe München GmbH harmless in connection with the stand party.

The services provided by Messe München GmbH in connection with each stand party are charged to the exhibitor in the final invoice.

To ensure a smooth, uninterrupted event, we recommend that you consult with your booth neighbors of the planned party in advance. Please note that the volume of musical renditions on the stand may not exceed **88 dB (A)**.

### B 17 Restoration of exhibition areas

All exhibition areas must be handed over to Messe München GmbH's Technical Exhibition Services Division in their original condition by the stipulated date for completion of dismantling. To this end, the areas must be registered in

good time with the Technical Exhibition Services Division for inspection and approval.

### B 18 Contractual penalty

If the exhibitor culpably violates the above-mentioned regulations (Terms of Participation A and B), after an unsuccessful, disciplinary warning, Messe München GmbH is entitled to claim a contractual penalty of **EUR 500** per day.

### B 19 Alterations

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

Status: May 2018