

# 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.

<p><b>Duration:</b> Wednesday, 21 to Sunday, February 25, 2018</p> <p><b>Opening hours visitors:</b> Wednesday to Sunday                      10:00 – 18:00</p> <p><b>Opening hours exhibitors:</b> Wednesday to Saturday                      08:00 – 19:00 Sunday    08:00 – end of dismantling</p>	<p><b>Organizer and financing body:</b> Messe München GmbH Messegelände 81823 München Germany</p> <p>Tel. +49 89 949-20211/-20212 Fax +49 89 949-20219 info@free-muenchen.de www.free-muenchen.de</p>
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All prices indicated below are net and subject to applicable value-added tax.

## B 1 Application

Applications should be filed online at [www.free-muenchen.de](http://www.free-muenchen.de) or using this form, duly completed and signed with a legally binding signature, and returned to Messe München GmbH without delay.

Start of stand allocation is Monday, June 19, 2017.

## B 2 Eligibility

Admissible as exhibitors are all domestic and international manufacturers or their German subsidiaries, master distributors, licensed dealers or service companies and companies authorized by the manufacturer to exhibit his products. Master distributors and authorized dealers may only exhibit products from manufacturers if these are not represented at the fair as exhibitors themselves. All exhibits and services must conform to the index of products and services of this trade fair, and be indicated precisely by name and type in the application. Objects other than those registered and admitted, or used and leased machinery, may not be exhibited. Messe München GmbH as the fair organizer has the final decision. Organizers of joint stands are not exhibitors as defined by the "Special Terms of Participation (B)."

### Travel & Tourism Sector

Admitted will be all domestic and foreign manufacturers or organizations whose exhibits correspond to the index of products and services of this trade fair.

### Caravanning & Mobile Recreation, Water Sports

As a matter of principle, the same make in the caravan, motor home and boat section should not be represented several times at the exhibition. In the case of motor homes, it is not the make of the basic vehicle but the body and furnishing firm that is decisive. Should two applications be made for the same product(s), Messe München GmbH reserves the right to decide which application is accepted. All products must be new, current models. Second-hand caravans, motor homes and boats are not permitted at the fair. Messe München GmbH reserves the right to decide on exceptions. As a matter of principle, exhibitors that sell products from manufacturers or dealers or provide information on these firms must also display those products. If the products exhibited are boats or vehicles, it suffices if the exhibitor exhibits just one boat or vehicle of each manufacturer or dealer he represents, or about whose boats or vehicles he provides information at his booth.

### Health & Wellness, Outdoor, Bicycles

No second-hand or used goods may be exhibited or sold at the fair. At least 60% of the goods exhibited must belong to the exhibitor's current or future collection. Messe München GmbH reserves the right to decide on exceptions.

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

For applications received by Messe München GmbH no later than March 10, 2017, a 5% early bird discount rate on the participation fee (stand space only) applies.

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

The minimum stand size is 9 m<sup>2</sup>

### Travel, Health & Wellness

<b>Row stand</b> (1 side open)	<b>EUR 115</b>
<b>Corner stand</b> (2 sides open)	<b>EUR 120</b>
<b>End stand</b> (3 sides open)	<b>EUR 125</b>
<b>Island stand</b> (4 sides open)	<b>EUR 130</b>

Discount as from 250 m<sup>2</sup>: 5%

### Caravanning & Mobile Recreation, Water Sports, Outdoor, Bicycles

9 to 50 m <sup>2*</sup>	<b>EUR 89</b>
51 to 100 m <sup>2*</sup>	<b>EUR 79</b>
101 to 500 m <sup>2*</sup>	<b>EUR 69</b>
as of 501 m <sup>2*</sup>	<b>EUR 59</b>

\*per space

Two-story stand construction

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

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

The participation fee covers the stand space rental and moreover comprises extensive services provided by Messe München GmbH, which include in particular: advice on stand planning, advice on the technical conditions and requirements on site regarding stand design, advice on setting up and dismantling the stand, concept and public relations work for the fair, visitor marketing and visitor acquisition for the fair, preparation and organization of trade-fair related press conferences, presentations and exhibitor evenings, insofar as these are organized by Messe München GmbH, the preparation and implementation of forums and special shows, insofar as these are organized by Messe München GmbH or third parties on behalf of Messe München GmbH, the provision of Print@home-Tickets for authorized persons in accordance with clause B 11 "Print@home-Tickets," 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 130**. The mandatory communication fee includes the basic entry in the show catalog (online and mobile, cf. B 10 Media services), the basic entry in the alphabetical exhibitor list in the trade show magazine (company name, hall and stand number), provided the application has been submitted by the

editorial deadline, one copy of the trade show magazine (hand-out on site at the show), as well as other communication services as set out in provision B 10 "Media services." 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 contracted media services partner.

### Advance payment

The advance payment on services ("Advance payment for services," cf. A 7) amounts to **EUR 15/m<sup>2</sup>** (Tourism, Health & Wellness) or **EUR 7/m<sup>2</sup>** (Caravanning & Mobile Recreation, Water Sports, Outdoor, Bicycle) of rented exhibition space. After the show, the advance payment will be set off against the services actually ordered, subject to the provisions set out under A 7, with the final invoice.

### 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 2/m<sup>2</sup>** is to cover the disposal of all waste generated at the exhibitor's booth during set-up and dismantling and throughout the duration of the trade fair. In the Caravanning & Mobile Recreation sector, the flat-rate fee will be charged up to maximum 250 m<sup>2</sup> of rented space.

## B 4 Co-exhibitors

The participation of companies as co-exhibitors (cf. A 4) is on principle 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. For each co-exhibitor, a mandatory communication fee in the amount of **EUR 130** will be levied. The mandatory communication fee for each co-exhibitor includes the same services as for the main exhibitor (cf. B 3, B 10).

Co-exhibitors must be registered by the main exhibitor on a separate form. They will be contacted directly by Messe München GmbH and jl.medien e.K. (cf. B 10).

The participation of firms as additionally represented companies (cf. A 4) is not possible.

For each co-exhibitor without Messe München GmbH admission, Messe München GmbH is entitled to demand a penalty charge of **EUR 150** from the exhibitor. Furthermore, Messe München GmbH may demand that co-exhibitors without Messe München GmbH admission vacate the stand. Should the exhibitor fail to comply with Messe München GmbH's vacation demand without delay, Messe München GmbH has the right of extraordinary cancellation in respect of the contractual relationship between Messe München GmbH and the exhibitor.

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

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

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

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

### Set-up

as of February 16, 2018, 08:00 through February 20, 2018, 18:00

On the last day of set-up, February 20, 2018, 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.

### Dismantling

as of February 25, 2018, 18:00 through February 27, 2018, 18:00

Access to the fairgrounds for stand construction firms and delivery vehicles on February 25, 2018 no earlier than 19:00. Should exhibits be removed or the stand dismantled before the fair closes, Messe München GmbH can demand that the exhibitor pay a contractual penalty of **EUR 500**.

An extension of the dismantling time is unfortunately not possible.

## B 7 Stand design and equipment

### Halls and general

One-story construction

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

Two-story construction

The maximum construction height is **7.5 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 and outdoor exhibition grounds).

In the case of advertising structures directly facing adjoining stands, there must be a minimum distance of **2 m** to the stand perimeters. Flashing or alternating 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 (height **2.5 m**). Deviating stand designs should be coordinated with the exhibition management in good time. Partition walls will only be installed at the expense of the exhibitor. The floor surface of the stand is to be fitted with carpeting or other floor coverings. Partition walls and floor coverings can be ordered using the Exhibitor Service Order Forms. 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. The stand must be duly equipped and staffed with informed personnel during official opening hours for the whole duration of the fair.

### Planning permission

Please note that, irrespective of approval by Messe München GmbH's Technical Exhibition Services Division, the installer and/or operator of the 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/canopy.

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 set-up date.

**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.

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## B 9 Sales regulations

Direct sales are permitted within the provisions of section 65 of the German trade regulations act (GewO). Exhibited goods may not be delivered to purchasers until after the trade show has closed. Furthermore, the provisions of the price labeling regulations have to be observed.

### Catering of food/beverages on the stand

Catering at the stand is permitted only to a limited extent, provided the statutory and official regulations in force are observed. Permission by the Exhibition Management is subject to the following:

- The catering area (including sales and preparation area) must not exceed **25%** of the entire stand space and must not impair the general appearance of the stand. If, during the fair, the Exhibition Management finds that this share has been exceeded, the exhibitor must pay a surplus participation fee (3 times the participation fee per m<sup>2</sup> of the catering area).
- An appropriate plan of the stand, including the range of catering offered, must be submitted of the exhibitor's own accord to the Exhibition Management for approval by December 1, 2017.
- The preparation of hot dishes is generally not permitted in the trade fair halls. Messe München GmbH will decide on exceptions in individual cases on request.
- The exhibitor shall ensure that third parties, particularly visitors and other exhibitors, are not impeded by the production and offering of food and drink and that the flow of people in the aisles is not disrupted in any way. The exhibitor is solely responsible for waste disposal arising in conjunction with catering activities. Exhibitors are required to provide evidence that they are taking care of the waste disposal. If they fail to do so, the Exhibition Management has the right to charge a general fee for waste disposal.
- In case of alcoholic beverages being provided, exhibitors must adhere to the regulations of the Children and Young Persons Act (Section 9). In particular, distilled spirits and drinks containing distilled spirits may not be provided to children or young people under the age of 18, and alcoholic beverages may not be provided to children or young people under the age of 16.

## B 10 Media services (catalog, internet, mobile)

The basic entry in the online catalog on the website of f.re.e lists the company name, street, postal code, city, country, phone number, fax, e-mail, website with link, hall, stand number, three product index groups, plus three destinations if you are exhibiting in the tourism area. Exhibitors booking before the editorial deadline will also be included in the alphabetical list of the trade fair magazine "f.re.e daily" with company name, hall and stand number. The address details for the entries are taken from the application form. To make changes to their address data, define their 3 free product groups (tourism: plus 3 destinations) and book further presentation possibilities in these media, exhibitors will be sent a separate order form. The forms will be sent to applicants in good time. Messe München GmbH assumes no responsibility for the correctness and completeness of the entry in the online catalog.

The exhibitor is solely responsible for the permissibility under law—and particularly the law on competition—of entries placed in the exhibitor catalog (online catalog, trade fair magazine 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, co-exhibitors and exhibitors on joint stands that the respective exhibitor has arranged in the Messe München GmbH exhibitor catalog (online catalog, trade fair magazine and mobile).

The official media services partner for this trade fair is:

jl.medien e.K.  
Inselkammerstraße 5  
82008 Unterhaching  
Germany  
Tel. +49 89 666166-51  
Fax +49 89 666166-57  
info@free-mediaservices.de

## B 11 Print@home-Tickets for exhibitors

For the duration of the fair, each exhibitor receives a specific number of free Print@home-Tickets for exhibitors for his stand:

up to <b>20 m<sup>2</sup></b> of stand size	3 Print@home-Tickets for exhibitors
as from <b>21 m<sup>2</sup></b> for every further <b>10 m<sup>2</sup></b> or part thereof	1 Print@home-Ticket for exhibitors (in addition)
as from <b>101 m<sup>2</sup></b> for every further <b>20 m<sup>2</sup></b> or part thereof	1 Print@home-Ticket for exhibitors (in addition)

Additional Print@home-Tickets for exhibitors are fee-based and can only be ordered in advance of the show through the Exhibitor Shop. Print@home-Tickets for exhibitors cannot be purchased on site. Print@home exhibitor passes are intended for stand staff only and may not be passed on to third parties. In case of abuse, Messe München GmbH is entitled to withdraw the Print@home-Ticket for exhibitors. Exhibitors will only be charged for those Print@home-Tickets which have actually been used and logged at the turnstiles.

The Print@home-Ticket for exhibitors does NOT entitle the holder to free use of local public transport (MVV—Munich Transport and Tariff Association). Tickets for the MVV public transport can later be ordered through the Messe München Exhibitor Shop. Please note that a minimum order is required.

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### B 12 Photo, film and video shooting (cf. A 10)

For professional photo and film shots of the exhibitor's own stand during the running time of the fair, authorization is required from Messe München GmbH unless the exhibitor commissions persons who have already been admitted for this purpose and these possess a valid pass issued by Messe München GmbH. The exhibitor or the photographer commissioned receives the authori-

zation at the security control center of Messe München GmbH, Administration Building, access via Gate 1. For the authorization, a written order issued to the photographer is to be submitted. A fee of **EUR 50** is charged for the authorization.

### B 13 Stand parties

Stand parties on the exhibition stand require authorization by Messe München GmbH and must be notified by January 19, 2018 at the latest. Events on February 21, 22, 23 and 24, 2018 may start no earlier than 18:00 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 **70 dB (A)**.

### B 14 Deliveries

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

f.re.e 2018  
NAME OF EXHIBITOR RECEIVING DELIVERY  
HALL AND STAND NUMBER OF THE EXHIBITION STAND  
Messegelände / Willy-Brandt-Allee  
81829 München, 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.

### B 15 Exhibitor information mails

Following registration, exhibitors and co-exhibitors will be informed by circular e-mail of further details concerning preparation and implementation of the trade show on a regular basis.

### B 16 Alterations

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