

## Disposable Conference Rooms

**Closing date: 6 weeks before the start of the official set-up**

Exhibitor
VAT no.
Street / P.O.Box
Country, Town, Postal Code

 Messe München Halls A5/A6 October 15 - 17, 2019	
Hall	Stand No.
Contact	
Phone with country + area code and ext.	Fax with area code and ext.
E-Mail	

### Rent Conference Rooms

We would like to organize the premises for your conferences during the trade fair 2019.

Please check on the chart shown below which room you would need, and on which date.

MunichExpo Veranstaltungen GmbH will always strive to meet your requests regarding booked premises. However, these requests cannot always be met. We are sorry should the assignment of premises not meet your requested booking.

### Conference Rooms

Date	Room Declaration	Position	m <sup>2</sup>	Comment	Price in EUR		
					2h	per ½ day	per day
15.10 16.10 17.10	international guest reception		148			1.890,00	2.490,00
15.10 16.10 17.10	Pressekonferenzraum Ost 1		136		990,00	1.890,00	2.490,00
15.10 16.10 17.10	Pressekonferenzraum Ost 2		78		690,00	1.290,00	1.690,00

For more information click [here](#).

<p>Place, Date</p> <hr/> <p>Company stamp and legally binding signature of exhibitor</p>
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We hereby order the following services from MunichExpo Veranstaltungen GmbH. In submitting the order, we are indicating the legally binding agreement with the General Terms and Conditions for the rental of conference and meetings rooms of Messe München GmbH. All prices specified here are net prices and are subject to VAT. Together with the room rent, the amount payable will be charged via MunichExpo Veranstaltungen GmbH. Please fill in a separate form per room. **A signature is required on Page 3.**

### Booking data

Room no. \_\_\_\_\_

Booking period from \_\_\_\_\_ to \_\_\_\_\_

Collecting of keys is possible no earlier than 30 minutes before the beginning of the event

Collecting / returning of keys in the exhibitor service office. We charge a fee of 120.00 € per key if a key cannot be returned.

### Monitor display

The monitors in front of the rooms are switched on 1/2 hour before the beginning of the event!

Company name and – if applicable – event title to be used:

Exact times of the event (day(s) and time(s)):

Deviations from this standard are regarded as special display and have to be paid for additionally: € 75.00 for the display. Only special displays in 4:3 format can be used (e.g. PowerPoint slides).

## Furnishings etc. / seating

For the initial seating and seating alterations, a fixed fee (depending on the size of the room) is charged, expenditure of time at least 45 minutes.

General information			Forms of seating				
Date	Time	No. of persons	Theater	Classroom	'U' form	Table groups	Table block formation

Quantity	Article for hire	each / for duration of event
	Lectern	€ 190.00
	Chairman's table (incl. 2 chairs)	free of charge
	Storage table	free of charge
	Flip chart (incl. paper and pens)	€ 49.00
	Pinboard (without push pins)	€ 49.00

## Technical equipment

Setting up of the technology takes place approx. half an hour before the beginning of the event!

Quantity	Article for hire	each / per day	Booking period, technology (date and time)
<b>AUDIO</b>			
	PA system, ½ day (9:00 - 13:00 / 14:00 - 18:00)	€ 240.00	
	PA system, whole day	€ 340.00	
	Audio connection (PC / Laptop / iPad to sound system)	€ 99.00	
	Gooseneck microphone (non-wireless)* <input type="checkbox"/> at lectern <input type="checkbox"/> at the chairman's / seaker table	€ 59.00	
	Wireless microphone* <input type="checkbox"/> handheld <input type="checkbox"/> headset	€ 129.00	
	Other:	on request	
<b>PROJECTION</b>			
	Laptop (Win 7 incl. MS Office 2013)	€ 290.00	
	Projector** <input type="checkbox"/> HDMI <input type="checkbox"/> VGA 1st day each additional day	€ 390.00 € 190.00	
	55" Display (incl. stand) <input type="checkbox"/> HDMI <input type="checkbox"/> VGA 1st day each additional day	€ 290.00 € 190.00	
	Beamer table (if you bring your own beamer)	free of charge	
	Presenter (cordless)	€ 49.00	
	Other:	on request	

\* Microphones can be ordered only in conjunction with a PA system. If more than 3 microphones are employed, a technician (€ 69.00 per hour) is needed for technical support.

\*\* In the conference rooms, a white projection surface (approx. 4.50 x 2.00 meters) is permanently mounted on the wall.

## Internet / telephone

Internet connection (LAN or WLAN) and telephone line(s) can be ordered with the order forms 6.1 – 6.4. For the prices, please see the respective order form.

## Cleaning

Included in the room rent are the initial cleaning and a daily intermediate cleaning in the evening. Additional intermediate or special cleaning can be ordered with the order form 7.1. For the prices, please see the order form.

## Fixtures and fittings

Are you planning to use your own fixtures and fittings? Yes  No

If so, please let us have true-to-scale plans (aerial perspective + side view). To be put into effect, the plans must be cleared by the fire authority.

Please note that escape routes and extinguishing devices are to be kept free at all times. In the area of the conference and meeting rooms, the VStättV (directive on places of assembly) applies!

## Goods lift

The conference rooms are situated on the 1st floor above the halls. The rooms can be accessed via staircases, escalators and lifts.

For the transporting of large or bulky objects, goods lifts are available. The permitted total weight for these is 3 tons. The goods lifts are operated by trained lift operators (€ 50.00 per hour) who have the keys for the lifts. The lateness charge for orders placed after the order deadline is € 10.00 per hour. In the event of non-utilization or cancellation at the venue, the costs have to be borne in full.

Do you require a goods lift / lift operator? Yes  No

If so, when (date and time)?

during setting up \_\_\_\_\_ during dismantling \_\_\_\_\_

## Ventilation / heating

The air recirculation system at the venue can be regulated +/- 3°C by yourself. The control is in the room next to the doors. The system is switched on when the red light shines.

## Catering

Please contact our service partners about your catering plans.

Able Impuls- und Cateringservice, Tel. +49 89 949-28460, Fax +49 89 949-28469, e-Mail catering@able-muenchen.de  
Käfer Service GmbH, Tel. +49 89 949-24200, Fax +49 89 949-24209, e-Mail messe.catering@feinkost-kaefer.de  
Schuhbecks Partyservice GmbH & Co. KG, Tel. +49 89 949-28480, Fax +49 89 949-28489, e-Mail messe@schuhbeck.de

## For queries or further information, we will be pleased to assist you:

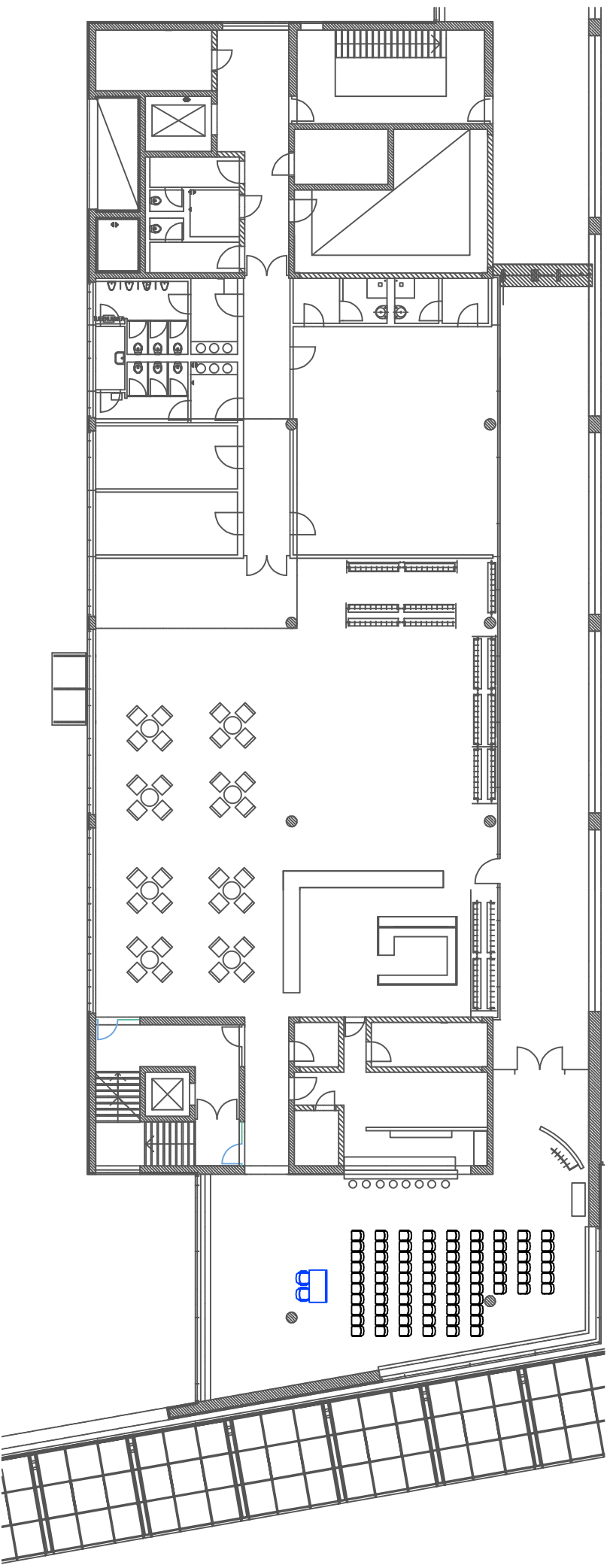
MunichExpo Veranstaltungen GmbH, Zamdorfer Straße 100, 81677 München, Tel.: +49 (89) 322 991-0,  
sabrina.nervegna@emove360.com

## Order deadline for the services detailed here:

September 1<sup>st</sup>, 2018. Orders received after that date will only be processed on request.

Place / date

Company stamp and exhibitor's legally valid signature

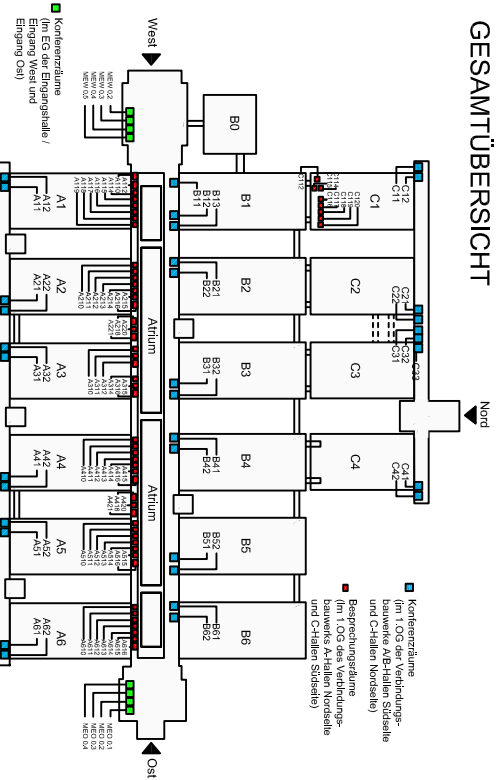


### Kunden-Checkliste








- Projektionstechnik
- Tontechnik
- Kommunikationstechnik
- Moderationszubehör
- Mobiliar
- Catering
- Servicepersonal

Bei Fragen und Wünschen kontaktieren Sie bitte unser Team  
Conference - Room - Services  
gerne zur Verfügung

### GESAMTÜBERSICHT



### Planhilfe: Pressezentrum Ost OG1 1. Obergeschoss Eingang Ost

- Legende:**
-  Stuhl (45 x 58 cm)
  -  Tisch (130 x 55 cm)
  -  Vorstandstisch mit Blende (147 x 80 cm)
  -  Leinwand
  -  Notausgang
  -  Wardehydrant
  -  Feuerlöscher

Planverfasser:  
**Messe München  
International**

Messegelände  
D-81823 München

Abteilung  
**Conference - Room - Services**  
Tel. +49 89 - 949 21231  
Fax +49 89 - 949 97 21231

E-Mail: [crs@messe-muenchen.de](mailto:crs@messe-muenchen.de)  
<http://www.messe-muenchen.de>

## General Terms and Conditions of Rental for Conference Rooms

1. The submission of an order to Messe München GmbH constitutes a contractual offer that the tenant cannot rescind once it has been received by Messe München GmbH. The contract in respect of the rental of the given premises is not valid until you have received a written confirmation from Messe München GmbH. The provision of the confirmation also constitutes acceptance of the contract which can, as a general rule, only occur after the tenant has been admitted as an exhibitor at the trade fair taking place on the premises of the Munich Exhibition Center. Messe München GmbH is entitled to allocate a conference or meeting room to the tenant within the category selected by him.
2. The rent will be billed together with the final invoice and includes the ancillary costs incurred in the form of normal energy consumption, ventilation as well as the cleaning services provided after the stand has been set up and final cleaning services. Any energy consumption deemed to be in excess of a normal level, e.g. due to additional lighting, will be separately invoiced to the tenant at the Messe München GmbH prices valid during the given period of rental, as will any soiling of floors and walls deemed to be in excess of a normal level.
3. The premises concerned are as a rule equipped with conference room tables and chairs. Any changes to the appointment of the premises as required by the tenant will be carried out by Messe München GmbH if at all possible and charged at the prices valid for the duration of the period of rental.  
Telephone and fax connections, audiovisual installations and other facilities will be provided by Messe München GmbH and/or its contracting companies if available and charged at the prices valid during the period of rental.
4. To the extent necessary, the tenant is obliged to use the security, cloakroom and toilet services offered by Messe München GmbH and/or its contracting companies. These services will be charged to the tenant at the prices valid during the given event.
5. Messe München GmbH is entitled to withhold the rented items until such time as the tenant has fulfilled his financial obligations to Messe München GmbH due with effect of the start of the period of rental.
6. Messe München GmbH will hand over the rented items and other facilities intended for co-usage in a clean state that is deemed appropriate for the contractually agreed purpose at the start of the period of rental. The tenant is obliged to treat the rented premises and facilities intended for co-usage in a caring, considerate manner and to return them in their original state. The tenant is above all prohibited from hammering nails into or attaching other fittings to the ceilings, walls, doors or floors. The state of the rented premises will be checked by Messe München GmbH both at the start and the end of the period of rental.
7. The occupation of conference rooms must occur in accordance with the seating and/or table plan valid for the given purpose and approved by Munich Municipal Fire Department. Additional fittings and/or changes to the valid seating and/or table plan require the prior authorization of Munich Municipal Fire Department, which Messe München GmbH obtains by order and for account of the tenant. The tenant is to provide Messe München GmbH with the appropriate plans for this purpose. Any conditions the tenant may have to meet in connection with the authorization must be met by same again at his own expense. To the extent that authorized seating and/or table plans must be provided for the given meeting rooms, the afore-mentioned provision applies accordingly. The tenant has the **duty to inquire** about applicable regulatory requirements. Any changes in the furnishing of the office rooms must be co-ordinated with Messe München GmbH. Any requests with regard to seating are to be communicated to Messe München GmbH no later than **ten days** prior to the commencement of the rental period. In the case of any changes requested after this deadline, Messe München GmbH is entitled to raise a lump sum charge amounting to EUR 50.00 for each change made. The same applies in cases where changes are necessary after the services requested have been rendered. In the event of the tenant violating any statutory requirements, he exempts Messe München GmbH from any liability whatsoever.
8. To the extent that Messe München GmbH supplies the tenant with keys for the contractually agreed premises, the tenant is obliged to return the given keys to the stipulated person at the end of the period of rental. In the event of the tenant not fulfilling this obligation on time or at all, Messe München GmbH is entitled to reprogram the locks to the contractually agreed premises that can be locked with the keys that were not returned on time or at all and raise a charge amounting to EUR 120.00 for doing so. Messe München GmbH is entitled to demand payment of an appropriate deposit for each key supplied which Messe München GmbH can keep in the event of the tenant not returning the key concerned on time or at all.
9. No modifications may be made by the tenant to the premises or their technical installations without the prior written approval of Messe München GmbH. At the end of the rental period, they must be returned to their original state. Only Messe München GmbH or its contracting companies may be appointed to carry out such work.
10. The tenant is not allowed to remove from the given premises any furnishings with which Messe München GmbH has appointed the premises concerned without its prior consent. In the case of any violation of this provision, Messe München GmbH is entitled to demand payment of lump sum compensation amounting to EUR 50.00.
11. The tenant may only use the premises as conference, meeting or office rooms. They may not be used for any other purpose, e.g. overnighting.
12. Traffic areas and service zones on the exhibition grounds may be used by Messe München GmbH, the tenants and their customers. The tenant must ensure that the event he is holding in the contractually agreed premises does not disrupt operations on the exhibition grounds. The tenant is moreover obliged to ensure that the other users of the exhibition grounds are not thereby disturbed.
13. The tenant may only sublet the rented premises with Messe München GmbH's prior authorization, which must be made in text form. In the event of the premises being sublet, the subtenants must fulfil the contractually agreed obligations imposed on the tenant. The tenant is liable vis-à-vis Messe München GmbH for the subtenants' compliance with the terms of the contract. Notwithstanding the fact that the premises have been sublet, the tenant is still responsible for ensuring the fulfilment of the contractually agreed obligations.
14. The tenant shall transfer to Messe München GmbH any claims against his sub-tenant arising from the sub-leasing, to secure Messe München GmbH's rights from this rental contract. The tenant is authorized and empowered to collect or legally enforce these claims against the sub-tenants in his own name and at his own expense at any time. This authorization and empowerment shall apply, unless the tenant is in arrears with his financial obligations vis-à-vis Messe München GmbH, and Messe München GmbH has disclosed the assignment of claim to third parties and has advised the tenant about this. Before Messe München GmbH discloses the assignment of claim to the sub-tenants, it shall inform the tenant of its intention. Messe München GmbH will reassign the assigned claims to the tenant, once its claims against the tenant arising from this contract have been settled.
15. Wire-connected telecommunications facilities may only be provided by Messe München GmbH. Messe München GmbH may have its services rendered by a subcontractor. Communications and media technology can be ordered via the appropriate order form.
16. The tenant agrees to allow Messe München GmbH's contracting companies on the exhibition grounds to work inside or outside the rented premises on the exhibition grounds within the framework of their contracts concluded with Messe München GmbH. The tenant is entitled to grant companies other than Messe München GmbH's contracting companies on the exhibition grounds access to the rented premises to the extent that this provision does not contravene any other provisions of this rental contract.
17. Above all for reasons of handling logistics, food and drink must only be supplied by the official trade fair caterers and/or by food and drink supply services approved by Messe München GmbH. Any permit that may be needed in accordance with § 12 of the Catering Act in respect of the supply of food and drink must be applied for with the Kreisverwaltungsreferat, Ruppertstraße 19, 80313 München, Germany.
18. During the period of rental, Messe München GmbH agrees to follow the orders and instructions of the tenant as far as technically possible. The tenant is liable for all damage caused by Messe München GmbH's staff in following the tenant's instructions, regardless of whether the persons concerned are to blame or not, providing they did not act in a wilful or grossly negligent manner.
19. The tenant must comply with the rules governing the use of the trade fair center and its grounds (Messe München). Moreover, the tenant undertakes to comply with the provisions set out under the directive governing places of public assembly (VStättV), which came into force on Jan. 1, 2008.
20. Within the area of the regional capital Munich, city regulations foresee the strict sorting of all industrial waste into specific recyclable material groups (paper, cardboard, cartons; wood; metal; plastic; glass) as well as into flammable and non-flammable residual waste. The tenant is obliged to carry out himself the sorting of the industrial waste he produces. In the event of the tenant being unable

- to sort his waste, he must pay the cost of having the waste sorted on his behalf. In any case, the tenant must pay the cost of transporting the waste he produces during the given event as well as the charges raised by the recycling companies, dumps and incinerators. The tenant is advised, if necessary in co-ordination with Messe München GmbH, to make use of all existing possibilities of reducing the quantity of waste, directly sorting the waste and immediately recycling it.
21. Roof or outside aerials may only be fitted with Messe München GmbH's prior written approval by persons qualified to do so. High-frequency equipment may only be operated with the approval of the responsible authorities.
  22. Messe München GmbH is entitled to withdraw from the rental contract if the tenant fails to make any due payments he is obliged to make on the basis of this contract that Messe München GmbH has asked him to make by its payment deadline, which it has extended for payment by five days, and no payment has been received prior to the expiry of this extended deadline. In this case, Messe München GmbH is also entitled to demand payment of the contractually agreed rent by way of flat-rate compensation. Messe München GmbH's right to claim further damages remains unaffected. The tenant can demand that the lump sum compensation be reduced if he proves that Messe München GmbH has sustained less damage. Messe München GmbH's right to claim damages is not excluded as a result of it cancelling the contract.
  23. Messe München GmbH is entitled to withdraw from the rental contract or to extraordinary cancellation thereof if the tenant is deemed to have committed an essential breach of contract such that Messe München GmbH cannot reasonably be expected to adhere to the contract. The regulation of damages set out in Item No. 22 Sentences 2–5 applies accordingly.
  24. If the tenant cancels his participation as an exhibitor or co-exhibitor at the trade fair taking place on the premises of the Munich Exhibition Center during the given period of rental or if the tenant does not take possession of his stand space by the start of the last stand set-up day of the trade fair concerned, Messe München GmbH is entitled to withdraw from the contract for the rental of conference and meeting rooms or is entitled to extraordinary termination of the given contract without having to give notice thereof.
  25. In the event of the tenant being unable to make the agreed use of the rented item(s) for reasons for which he is responsible, he is as a general rule obliged to pay the agreed rent. The same applies if the tenant is unable to make the agreed use of the rented item(s) due to force majeure or reasons for which Messe München GmbH is not responsible. If he notifies Messe München GmbH of his inability to make the agreed use, then the following arrangement applies in respect of the compensation to be paid depending on the point in time at which notification is received prior to the official start of the trade fair:  
Receipt of notification  
up to six weeks prior to start of trade fair: 25% of contractually agreed rent  
up to two weeks prior to start of trade fair: 50% of contractually agreed rent  
any time thereafter: 100% of contractually agreed rent  
Messe München GmbH will set off the value of the expenditure saved as well as that of the advantage gained from any other usage made of the object concerned in the ratio of the reduced rent as per the aforementioned tiered system to the contractually agreed rent.
  26. Messe München GmbH cannot be made liable for any damage occurring as result of a force majeure, strikes or other failures beyond its control or fluctuations in the power supply. This also applies in conjunction with the usage of any electro-acoustic installations. Messe München GmbH is liable for personal injury (damage arising from injury to life, body or health) caused by neglect of duty for which Messe München GmbH, its legal representatives or employees are responsible, as well as for other damage caused by wilful or grossly negligent breach of duty by Messe München GmbH, its legal representatives or employees. Messe München GmbH is also liable for any damage caused by the negligent breach of essential contractual duties by Messe München GmbH, its legal representatives or employees. In such cases, Messe München GmbH is liable only if the damage is of a typical nature and not consequential damage, and then only up to three times the net rental charge; this limitation of liability applies only to entrepreneurs, legal persons subject to public law and special funds subject to public law.
  27. The tenant undertakes to exempt Messe München GmbH from any claims arising in the tenant's area of responsibility and risk regardless of who is to blame and which are asserted against Messe München GmbH to the extent that the tenant would be obliged to directly compensate Messe München GmbH by law if Messe München GmbH were to meet the claims for damages asserted by the given third party.
  28. The tenant is liable to Messe München GmbH for all damage in and to the rented premises, the facilities intended for co-usage as well as to other buildings and parts of the outdoor exhibition area caused by himself, his subtenants, employees, other persons appointed by him or visitors. This also applies to damage to technical facilities and equipment located in the rented premises during the period of rental. To the extent that guilt is a prerequisite of liability by law, the tenant is obliged to prove that his behaviour was not culpable. To the extent that guilt is not a prerequisite of liability by law, the tenant is deemed to be liable even if no blame can be attached to him. Messe München GmbH is entitled to have the damage estimated by a publicly accredited and authorised expert at the tenant's expense.
  29. At Messe München GmbH's request, the tenant must produce evidence that he has personal liability insurance coverage for the duration of the trade fair that covers the tenant's contractual risks and for which he has paid the corresponding premiums (incl. insurance tax) in good time. The tenant is advised to take out insurance against fire and theft for items provided for the premises by himself and his subtenants, his employees, others persons appointed by him or visitors.
  30. This contract is governed by the law of the Federal Republic of Germany.
  31. Any addition or change to this contract must be made in writing. Verbal agreements are invalid. This provision can only be changed by way of a written agreement.
  32. In the event of one or more provisions of this contract being or becoming invalid in part or in full, this has no effect on the validity of the rest of the contract. Invalid provisions must be replaced by such other provisions as come closest to the parties' intended purpose.
  33. Munich is deemed to be the place of performance.
  34. Insofar as the tenant is a trader, a legal entity under public law or a special fund under public law or has no general place of jurisdiction in the Federal Republic of Germany, Munich is the agreed place of jurisdiction for all disputes arising from this contract or in connection with this contract. Messe München GmbH is also entitled at its discretion to assert its claims vis-à-vis the tenant with such court as is competent for the place in which the tenant has his registered office or branch office.