

Application for Special Stand Design

		Messe München Hall A5/ A6 October 15 – 17, 2019
Hall	Stand no.	
Contact		
Tel. with area code and ext.		FAX with area code and ext.
E-Mail		

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

To be filled in only if the Building Regulations on page 2 of this form are applicable to the given construction. The application for approval is to be submitted at least six weeks prior to the commencement of the stand setup period. Approval cannot be guaranteed unless this deadline is respected. All the documents required are to be submitted in German by mail.

We herewith apply—in the name and on behalf of above-named exhibitor—for approval limited to the duration of the trade fair for the following exhibition structure in accordance with the conditions set out on page 2 of this form.

Short description of the exhibition structure

Size of stand area rented _____ m²

Size of ground floor area _____ m²

Size of upper level area _____ m²

Glass is a feature of the design/structure of the stand

Yes No

The following documents are required in order to process your application:

- Dimensioned plan of the ground floor, in quadruplicate
- Dimensioned plan of the upper floor, in quadruplicate (for two-storey structures)
- Dimensioned elevations, in quadruplicate
- Dimensioned cross-sections, in quadruplicate
- Verified (by a qualified structural engineer) static load plan with test report or static load calculation, in duplicate
- Description of structure, in duplicate
- Documentation relevant to the given glass structure (installation site of glazing, glass type, glass thickness, type of mounting, pane size)

Place, Date
Company stamp and legally binding signature of exhibitor

Please note: all documentation must be in German, the drawings must be to scale and dimensioned in meters, to be submitted by mail.

All plans and analyses shall be signed on the original and dated by the author. This form shall also be signed by the exhibitor unless power of attorney has been granted.

Acceptance testing of the uncovered load-bearing structure/glass structure can be performed on:

Date _____

Stand Construction company carrying out structural work:

Company, address _____

Phone, fax _____

E-mail _____

Author of draft:

Name _____

Address _____

Author of the static calculation:

Name, address _____

Phone _____

E-mail _____

Place, date _____ Legally binding signature of applicant

Legally binding signature of site manager _____ Legally binding signature of site exhibitor

Declaration by the Project Manager, Foreman or Site Manager responsible for implementation of the special stand design

I, the responsible

Project Manager

Foreman

Site Manager

Name

Mobile phone number during stand-setup period

Address

E-mail

Phone/Fax

hereby declare that the above exhibition stand complies with the statutory regulations as well as with the Technical Guidelines and the Terms of Participation of MunichExpo Veranstaltungen GmbH

Building Regulations

Every **organizer** of an event, **exhibitor**, or **person who rents** stand space is obliged to **check** whether each temporary construction designed or built by himself or by a third party appointed by him, in the halls or in the outdoor exhibition area, requires building permission.

If you are in doubt, please ask Messe München GmbH's Technical Exhibition Services Division (TAS).

Building permission is absolutely required in the case of:

a) multi-storied stands and constructions (see also the Order Forms for Exhibitor Services and the "Two-Story Stand Design" notice)
b) glass structures such as parapets, wall elements and floors made of glass (see also "Use of Glass and Acrylic Glass for Stands inside the Exhibition Halls" notice. This notice is available on request from the TAS)

c) constructions and exhibits which may have to withstand exceptional loads (e.g. staircases, platforms, bridges, cantilever roofs, towers, balconies, scaffolding, etc.)

d) constructions in the outdoor exhibition area which exceed an area of 50 m² in plan or a height of 5 m at any point (e.g. marquees and pavilions, podiums, tiered seating, billboards, towers, scaffolding structures, etc.)

Exhibitors envisioning to erect constructions of this type at the Munich Exhibition Center are required to submit an application for building permission to Messe München GmbH's TAS using the form printed on page 1.

Please note that in exhibition hall B0 ICM – Internationales Congress Center München, two-storied stand constructions cannot be erected

Exhibitors bear the responsibility for ensuring compliance with all building regulations and other legal requirements. Please note that this applies even when no plan approval is required. Special attention should be given to occupational safety regulations.

Proof of stand safety and static load compliance must be produced on site for inspection for scaffolding that is not to be anchored to existing structures, as set out in the planning guidelines, or is to be utilized in a manner inconsistent with the regulations.

For tents as of 75 m², test logbooks must be made available for inspection. In addition to approval required from Messe München GmbH, these tent structures also undergo acceptance testing by Munich city council's local building regulation department (address below) subject to payment of a fee.

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D-80331 München Tel. +49 89 233-26441
Fax +49 89 233-24234
E-mail: plan.ha4-lbk-statik@muenchen.de

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

Fees:

Release of building approval for special stand designs (item no. 30321)

The building permission procedure conducted by the test engineer appointed by Messe München GmbH is subject to a charge of EUR 125.00 per hour for the time and work involved.

The services rendered by the test engineer include:

- processing the documents already checked by an accredited structural engineer (plan drawings, static load calculation and test report)
- preparing a test report for unchecked documents
- processing special designs and glass structures

Acceptance test of special stand design on site (item no. 30325), hourly rate EUR 125.00.

Release of building approval for special stand designs at enhanced hourly rate due to late submission of papers (item no. 30324)

Should the documents for granting building permission (application forms, static calculation, stand construction plans and design drawings) be received in full later than 15 calendar days prior to the commencement of the stand set-up period (for bauma exhibits in the outdoor exhibition area six weeks prior to commencement of stand setup), an enhanced hourly rate applies. The surcharge is 50% on the standard hourly rate, i.e. EUR 187.50, for checking and processing the documents.