

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.

Landeshauptstadt München
Referat für Stadtplanung und Bauordnung
Hauptabteilung IV / 12
Blumenstr. 28b

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.