

# 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.

## Conference:

Tuesday, 24, to Thursday, March 26, 2020

## Opening hours conference:

Tuesday	09:00 – 18:00
Wednesday	09:00 – 19:30
Thursday	09:00 – 17:00

## Exhibition:

Wednesday, 25, to Thursday, March 26, 2020

## Opening hours exhibition for visitors:

Wednesday	09:00 – 18:00
Thursday	09:00 – 16:00

## Opening hours exhibition for exhibitors:

Wednesday	08:00 – 19:00
Thursday	08:00 – 16:30

## Organizer and financing body:

Messe München GmbH  
Messegelände  
81823 München  
Germany

Tel. +49 89 949-20224/25  
Fax +49 89 949-20226  
info@lopec.com  
www.lopec.com

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

## B 1 Application

Applications should be filed online at [www.lopec.com](http://www.lopec.com)

Start of space allocation: October 15, 2019

Joint pavilions must be registered via a separate application form.

## 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** (the minimum stand size is 9 m<sup>2</sup>)

<b>Row stand</b> (1 side open)	<b>EUR 314</b>
<b>Corner stand</b> (2 sides open)	<b>EUR 342</b>
<b>End stand</b> (3 sides open)	<b>EUR 354</b>
<b>Island stand</b> (4 sides open)	<b>EUR 364</b>

Exhibitors who are members of the OE-A (Organic and Printed Electronics Association) at the time of invoicing will obtain an additional discount of 10 per cent on the stand space (w/o structures).

### LOPEC Full Service Package (stand construction)

Surcharge: **EUR 155/m<sup>2</sup>**

The LOPEC Full Service Package includes: stand construction, carpeting (colour by choice), 1 electrical socket, 1 table with 4 chairs (Stands smaller than 12 m<sup>2</sup> are furnished with 1 bar table and 2 bar stools), 1 information counter; signboard with lettering (max. 15 letters, Helvetica), lighting (1 spotlight per 3 m<sup>2</sup>), 3 kW AC connection incl. electricity consumption; lockable cubicle with coat rack and waste paper basket, stand cleaning.

### LOPEC Academic Booth Package

Standard **EUR 2,450**, OE-A member **EUR 2,205**

The LOPEC Academic Booth Package includes: 6 m<sup>2</sup> row stand, stand construction, carpeting (colour by choice), 1 electrical socket, 1 bar table with 2 bar chairs, 1 information counter, signboard with lettering (max. 15 letters, Helvetica), lighting (1 spotlight per 3 m<sup>2</sup>), 3 kW AC connection incl. electricity consumption, waste paper basket, stand cleaning, mandatory communication fee free of charge.

### LOPEC Start-up Booth Package

Standard **EUR 2,450**, OE-A member **EUR 2,205**

The LOPEC Start-up Booth Package includes: 6 m<sup>2</sup> row stand, stand construction, carpeting (colour by choice), 1 electrical socket, 1 bar table with 2 bar chairs, 1 information counter, signboard with lettering (max. 15 letters, Helvetica), lighting (1 spotlight per 3 m<sup>2</sup>), 3 kW AC connection incl. electricity consumption, waste paper basket, stand cleaning, mandatory communication fee free of charge.

The LOPEC Academic Booth Package is bookable for academic and research institutions only. Only academic and research institutions are permitted as co-exhibitors within this package.

The LOPEC booth package "Start-up" can only be booked by legally independent, young innovative companies with new product or process developments, that have been in business for less than 10 years and with a staff of less than 50 employees.

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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 opening events, 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 provision of ticket vouchers for visitors in accordance with clause B 13 "Day ticket vouchers," 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 420**. This fee includes the basic entry, a listing under product category in the trade fair catalog (print, online and/or mobile, see B 11 Media Services) and an entry in the application directory, plus one copy of the trade fair catalog

(hand-out on site at the fair). It also covers 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 contracted media services partner.

### Advance payment

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

### Day ticket vouchers

Included in the participation fee are an unlimited number of redeemed vouchers for day tickets (cf. B 12).

### 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 2.50/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.

## 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. The registration fee for co-exhibitors is free of charge. However, a mandatory communication fee in the amount of **EUR 420** will be levied for each co-exhibitor. The mandatory communication fee for each co-exhibitor includes the same services as for the main exhibitor (cf. B 3).

Co-exhibitors must be registered by the main exhibitor on a separate form.

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 560** 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.

# Special Terms of Participation (B)

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

### Setup

as of Monday, March 23, 2020, 08:00 through Tuesday, March 24, 2020, 18:00

On the last day of setup, March 24, 2020, 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 setup time is permissible only in exceptional cases and with the prior written consent of Messe München GmbH, Technical Exhibition Services Division.

### Dismantling

as of Thursday, March 26, 2020, 16:30 through Friday, March 27, 2020, 12:00

Access to the fairgrounds for stand construction firms and delivery vehicles on March 26, 2020 no earlier than 16:30.

An extension of the dismantling time is unfortunately not possible.

## B 7 Stand design and equipment

Stand designs for stands larger than 100 m<sup>2</sup> or stand structures exceeding 3 m in height 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's Technical Exhibition Services Division for approval no later than 6 weeks before setup begins.

### Halls, general

One-story construction

The maximum construction height in Hall B0 is 4 m. The maximum advertising height (upper edge) is 4 m.

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 can be ordered using form 2.13 to 2.17. 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 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

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 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. The placing of motor vehicles of any kind on the stand area for exhibition or decorative purposes is prohibited and is permissible only in exceptional cases on the prior written consent of the Exhibition Management. 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 in form 1.3. 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 Asian longhorned beetle

Based on the General Ordinance of the Bavarian State Research Center for Agriculture (LfL) on measures to control the Asian longhorned beetle (*Anoplophora glabripennis*) dated January 8, 2016, excerpt IPS (Institute for Plant Protection) 4d-7322.640, last amended by the General Ordinance of November 25, 2016, the Munich Exhibition Center is located in a quarantine zone. Exhibitors are mandated to fulfill the obligations arising from it. As long as the Munich Exhibition Center is deemed to be in this quarantine zone, the following applies in particular: Exhibitors whose exhibition space is not exclusively confined to the exhibition halls, may not bring the following plants and woods/timber, whether living or dead, to the Munich Exhibition Center:

Acer spp. Maple / Aesculus spp. Horse Chestnut / Alnus spp. Alder / Betula spp. Birch / Carpinus spp. Common hornbeam / Cercidiphyllum spp. Katsura Tree / Corylus spp. Hazel / Fagus spp. Beech / Fraxinus spp. Ash / Koelreuteria

spp. Golden Rain Tree / Platanus spp. Plane / Populus spp. Poplar / Salix spp. Willow / Sorbus spp. Rowan / Mountain Ash (only in Bavaria) / Tilia spp. Lime / Ulmus spp. Elm

Exceptions to this are: timber and wood which has not retained its natural round surface.

Should these plants and woods have been introduced to the Munich Exhibition Center in spite of this ban, they must not leave it; Messe München GmbH will send these plants and woods for authorized disposal at the exhibitor's expense. Exhibitors whose exhibition space is located exclusively in the exhibition halls are not affected; however, they must not store any of the aforementioned plants and woods/timber outside the exhibition halls, unless for the purpose of loading and unloading only or unless said items are stored in sealed containers, trucks or trailers.

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### B 9 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.

### B 10 Sales regulations (cf. A 10)

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.

### B 11 Media services (Catalog—Internet—Mobile) (cf. A 15)

The basic entry includes the company name, place, hall and stand number as well as the listing in the product index and an entry in the application directory, with logo in the exhibitor directory and in the hall plan, which is invoiced by Messe München GmbH (cf. B 3 Mandatory communication fee). Phone, fax, mobile phone and e-mail address require the explicit final approval and consent by the exhibitor, as it may potentially be personal data; otherwise this information may not be published. Exhibitors can book additional listings, e.g. in the product directory and other presentation opportunities in these communication media in a separate order process. The booking option will be made available to applicants in good time by the media service partner commissioned, who handles these extra listings with the applicant in his own name and his own account. Messe München GmbH assumes no responsibility for the accuracy and completeness of the exhibitor catalog (print, online and/or mobile).

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 (print, online and/or mobile).

The official media services partner for this trade fair is:

LOPEC Media Services  
c/o jl.medien e.K.  
Inselkammerstr. 5  
82008 Unterhaching  
Deutschland  
Tel. +49 89 666166-36  
Fax +49 89 666166-96  
info@lopec-media.de  
www.lopec-media.de

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

### B 12 Exhibitor passes

Each exhibitor receives a specific number of free exhibitor passes in dependence of stand size, valid for the duration of the fair:

#### In the halls

up to **20 m<sup>2</sup>** of stand size  
as from **21 m<sup>2</sup>** for every further **20 m<sup>2</sup>**  
or part thereof

2 exhibitor passes  
1 exhibitor pass  
(in addition)

Co-exhibitors will obtain one free exhibitor pass each.

Additional exhibitor passes are available at **EUR 35/piece**. Exhibitor passes are intended solely for stand personnel. The number of exhibitor passes does not increase for co-exhibitors.

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

### B 13 Day ticket vouchers

Exhibitors, co-exhibitors and companies on joint stands have the opportunity to order vouchers for day tickets or online tickets as part of the advertising

media offer. All vouchers for day tickets or online vouchers that are redeemed are included in the participation fee and are not charged for.

## Special Terms of Participation (B)

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### B 14 Photography, filming, video recording and sketching (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 15 Deliveries

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

- LOPEC 2020
- Hall B0 or Foyer + Stand number of the exhibition stand
- Name of the exhibitor
- Messegelände/Willy-Brandt-Allee, 81829 Munich, 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 setup 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 16 Alterations

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