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.

### Duration:

**Tuesday, 10 to Friday, April 13, 2018**

### Opening hours visitors:

- **Tuesday to Thursday**: 09:00 – 18:00
- **Friday**: 09:00 – 16:00

### Opening hours exhibitors:

- **Tuesday to Thursday**: 07:30 – 19:00
- **Friday**: 07:30 – 16:00

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

#### B 1 Application

Applications should be filed online at www.ceramitec.com/application or using this form, duly completed and signed with a legally binding signature, and submitted to Messe München GmbH without delay.

**Deadline for applications is Friday, June 30, 2017.**

#### 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/exhibition themselves.

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

For applications received by Messe München GmbH no later than March 31, 2017, a **100% early bird discount rate on all vouchers (online and print) for day tickets for your visitors is granted.**

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 the trade-fair related opening event, 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 13 “Exhibitor passes,” 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.

The net participation fees per m² space are:

<table>
<thead>
<tr>
<th>In the hall</th>
<th>EUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>The minimum stand size is 20 m²</td>
<td></td>
</tr>
<tr>
<td>Row stand (1 side open)</td>
<td>EUR 156</td>
</tr>
<tr>
<td>Corner stand (2 sides open)</td>
<td>EUR 164</td>
</tr>
<tr>
<td>End stand (3 sides open)</td>
<td>EUR 169</td>
</tr>
<tr>
<td>Island stand (4 sides open)</td>
<td>EUR 174</td>
</tr>
</tbody>
</table>

**Full-service package stand** **EUR 5,660**

The 20 m² full-service package stand comprises the following features and services: Row stand of 5 x 4 m, including booth construction, carpeting (ribbed needlefelt, color to choice from standard colors), 1 electrical outlet, power supply and consumption (3 kW, 230 V/50 Hz), furnished with seating unit (1 table 0.7 x 0.7 m + 4 chairs made of wood, white), info counter, bar stool, fascia panel (2 x 0.8 m) with company name (15 characters), lockable cubicle (1 x 1 m), incl. coat hook rail and wastebasket. Also includes daily cleaning and waste disposal, electronic press compartment, Internet entry under “Exhibitor Highlights,” one printed catalog, 50 free day ticket vouchers (unlimited number of free ticket vouchers if registration has been submitted by March 31, 2017), 3 exhibitor passes, AUMA charges, marketing and mandatory communication fee, see B 3.
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.

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

**Mandatory communication fee**

Exhibitors will be charged a mandatory communication fee amounting to **EUR 90**. This fee includes the basic entry in the catalog (print, online and, if applicable, mobile, cf. B 12 Media services) plus one copy of the trade fair catalog. It also covers the basic entry in the visitor guide and other communication services as set out in provision B 12 “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 media services partner contracted by Messe München GmbH. Additionally the **marketing fee** of **EUR 6/m²** will be charged.

### Advance payment

The advance payment for exhibitor services (“Advance payment,” cf. A 7) is **EUR 15/m²** of rented exhibition space.

**Day ticket vouchers**

For applications for stand space submitted before **March 31, 2017**, an unlimited number of day ticket vouchers redeemed is included in the participation fee. For application forms submitted to Messe München GmbH after this date, exhibitors will be charged **EUR 15** per paper voucher, respectively **EUR 12** per online voucher redeemed.

**AUMA charge**

The German Council of Trade Fairs and Exhibitions (AUMA) levies all exhibitors a charge of **EUR 0.60/m²** of rented exhibition space. This amount is charged by Messe München GmbH and transferred directly to AUMA.

**Fixed waste-disposal fee (Set-up, event period, dismantling)**

At ceramitec 2018, a mandatory disposal fee of **EUR 3.50/m²** plus statutory VAT is levied, which 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.

## 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. However, a mandatory communication fee in the amount of **EUR 90** 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. A fee of **EUR 250** is charged per co-exhibitor.

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 400** 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.

Messe München GmbH can issue invoices only to its contractual partners. Please note that the final invoice only can be made out to the same billing address that was used for the admission invoice. This is to ensure that the exhibitor’s advance payment can be offset against actual services obtained.

Should the organizer wish to have an invoice re-issued because the name, legal form or address of the invoice recipient has changed, the organizer is bound to pay Messe München GmbH a fee of **EUR 50** for each invoice amendment, unless the data included in the original invoice in respect of the name, legal form or address of the invoice recipient was incorrect and Messe München GmbH was responsible for the incorrect data.

The final invoice for all additional costs (e.g. technical services, electricity, etc.) will be sent to the exhibitor after the end of the event; it is payable immediately upon receipt.
**B 6 Dates of setting up and dismantling (cf. A 15)**

**Set-up**

as of April 4, 2018, 08:00 through April 9, 2018, 18:00

On the last day of set-up, April 9, 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. Furnishing 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 April 13, 2018, 16:00 through April 16, 2018, 18:00

Access to the fairgrounds for stand construction firms and delivery vehicles on April 13, 2018 no earlier than 18:00.

An extension of the dismantling time is unfortunately not possible.

**B 7 Stand design and equipment**

Stand designs for two-story constructions, for stands larger than 100 m² or stand structures exceeding 3 m in height or with a stand covering 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, Technical Exhibition Services Division for approval no later than 6 weeks before set-up begins.

**Halls, general**

**One-story construction**

The maximum construction height is 7.50 m. The maximum advertising height (upper edge) is 7.50 m.

**Two-story construction**

The maximum construction height is 7.50 m. The maximum advertising height (upper edge) is 7.50 m.

In addition, the maximum construction height (clearance) alongside the hall walls must be observed (see description of halls and outdoor exhibition grounds).

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 (height 2.50 m) can be ordered in the Exhibitor Shop. 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.

To maintain ceramitec’s character as a communications platform and work exhibition, exhibitors must make sure that their stands have an open design. Messe München GmbH is entitled to prescribe changes in stand design in this context. Stand designs can only be approved if the open sides of the stand have a uniformly open design. Erecting closed walls is permitted, provided they do not take up more than 70% of the stand side in question, and completely closed walls may be no more than 6 m in length. A closed length of wall measuring 6 m must be followed by an opening at least 2 m wide. This ruling does not apply if the wall concerned is set back from the stand perimeter by at least 2 m. Messe München GmbH reserves the right to permit exceptions to these guidelines in individual, well-founded cases. The rear side of the walls of your stand above a height of 2.50 m must be of a neutral design, white, smooth and clean. Only such materials as are opaque and impervious to light are permitted for this purpose (no textiles). Advertising hoardings that extend above the walls of the stand must be at least 2 m away from the immediately adjacent stand. Advertising may not feature flashing or alternating lights. It is not permitted to extend the stand design over the aisles. Messe München GmbH reserves the right to allow exceptions to this ruling in individual, well-founded cases, whereby the only permissible exception is the laying of different colored carpeting. Platforms are not permitted under any circumstances.

**Planning permission**

As a matter of principle, every planner/designer of an 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 advertising structures no higher than 3 m
- stand area no larger than 100 m²
- stand is without covering.

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. 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 con- sult the “Building Regulations” set out in the Exhibitor Shop 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.
### 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.

<table>
<thead>
<tr>
<th>B 8 Official regulations and permits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorization is to be obtained for structures that exceed a built-over area of 50 m² or a height of 5 m (pavilions, tents, cranes, plant and equipment etc.). The necessary provision of installations as well as plans and structural analyses or test books are to be submitted to Messe München GmbH, Technical Exhibition Services Division in good time but no later than 6 weeks before the beginning of setting up.</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>B 9 Noise, sound effects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrations of video (incl. LED screens), music, stage shows etc. during the event (see opening hours) require the prior approval of Messe München GmbH's Technical Exhibition Services Division and must be notified no later than March 2, 2018. These presentations are to be conducted in such a way that neither visitors nor other exhibitors are disturbed or adversely affected. Accordingly, loudspeakers and other acoustic amplifiers/sound systems must be focused on the exhibition stand and may not resound on neighboring stands or aisles. The maximum permitted noise level for performances may not exceed 70 dB (A) at the stand perimeter (in deviation from the General Terms of Participation A 5.9). Messe München GmbH reserves the right to limit or prohibit demonstrations of any kind—irrespective of previous authorization—causing noise, optical disturbances or representing a hazard or impairment to the event and especially to event participants for any other reason. The relevant statutory provisions must be observed.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B 10 Technical installations</th>
</tr>
</thead>
<tbody>
<tr>
<td>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 telecommunication 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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B 11 Sales regulations</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B 12 Media services (catalog, internet, mobile)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The basic entry includes the company name, street, postal code and town as well as hall and stand number (max. 2 lines) and this is invoiced by Messe München GmbH (cf. B 3 Mandatory communication fee). Exhibitors can book additional listings, e.g. in the product directory and other presentation opportunities in these communication media on a separate order form. Order forms will be sent to applicants in good time by the media service partner commissioned, who handles these extra listings with the applicant in his own name and on his own account. Messe München GmbH assumes no responsibility for the accuracy and completeness of the exhibitor catalog (print, online and mobile). Exhibitors and co-exhibitors who register after January 19, 2018, will only be listed in the online and mobile directories.</td>
</tr>
</tbody>
</table>

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 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 (print, online and mobile). The official media services partner for this trade fair is:

**NEUREUTER FAIR MEDIA**

Büro Essen
Westendstraße 1
45143 Essen
Germany
Tel. +49 201 36547-410
Fax +49 201 36547-325
ceramitec@neureuter.de
### 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.

#### B 13 Exhibitor passes

For the duration of the fair, each exhibitor receives a specific number of free exhibitor passes for his stand:

<table>
<thead>
<tr>
<th>Stand Size</th>
<th>Passes</th>
</tr>
</thead>
<tbody>
<tr>
<td>up to 20 m²</td>
<td>3</td>
</tr>
<tr>
<td>or part thereof</td>
<td>(in addition)</td>
</tr>
<tr>
<td>as from 21 m²</td>
<td>1</td>
</tr>
<tr>
<td>for every further 10 m²</td>
<td>(in addition)</td>
</tr>
<tr>
<td>as from 101 m²</td>
<td>1</td>
</tr>
<tr>
<td>for every further 20 m²</td>
<td>(in addition)</td>
</tr>
</tbody>
</table>

Additional exhibitor passes are priced at **EUR 33**/each. Exhibitor passes are intended solely for stand personnel.

The number of exhibitor passes does not increase through the taking in of co-exhibitors.

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

#### B 14 Photo, film and video shooting (cf. A 10)

Only persons authorized by Messe München GmbH and in possession of a valid Messe München GmbH pass may film, photograph, or make sketches or video recordings in the exhibition halls. Under no circumstances may photographic or other images or recordings be made of other exhibitors' stands. Professional photo and film recordings of your stand during the entire show period require authorization from Messe München GmbH.

This authorization is subject to a fee of **EUR 30** per day, exhibitor and booth. The permit entitles your photographer or filming team to access the fairgrounds outside official opening hours. Authorization can be obtained on site—during set-up and the running time of the fair—from the security office of Messe München GmbH in the Trade-Fair Administration Building (“Messehaus”).

#### B 15 Stand parties

Stand parties on the exhibition stand require authorization by Messe München GmbH and must be notified by March 30, 2018 at the latest. Events on April 10, 11 and 12, 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 costs for your stand event will be charged to you in the final invoice as a one-off amount and are as follows:

- **EUR 350** for stands of up to 99 m² per evening event,
- **EUR 550** for stands from 100 m² per evening event

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 16 Deliveries

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

- **Name of the event**
- **Hall** (designation: A or B as well as the number of the hall (1–6))
- **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 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 17 Restoration of exhibition areas

On principle, exhibitors must completely remove all structures such as foundations, driven-in piles, utility lines, etc. after the close of the trade fair. In individual cases a special arrangement (in writing) may be found with Messe München GmbH. Messe München GmbH is entitled to revoke this special permission at any time. If the required restoration work has not been completed by the set dismantling deadline, Messe München GmbH is authorized to have the work done at the expense of the exhibitor.
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.

<table>
<thead>
<tr>
<th>B 18 Fashion shows and events</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fashion shows and events on the stand must be notified in writing to the Exhibition Management in due time. For stand parties, separate arrangements apply (see B 15 Stand parties).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B 19 Alterations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Messe München GmbH reserves the right to make alterations and additions in matters affecting technical arrangements and safety.</td>
</tr>
</tbody>
</table>