

# 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. Messe München GmbH's Covid-19 prevention and hygiene measures also apply.

## Conference:

Tuesday, March 5, to Thursday, March 7, 2024

## Opening hours conference:

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

## Exhibition:

Wednesday, March 6, to Thursday, March 7, 2024

## 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  
Am Messesee 2  
81829 München  
Germany

Tel. +49 89 949-20225

info@lopec.com

www.lopec.com

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

## B 1 Application

The application is to be submitted online at [www.lopec.com](http://www.lopec.com).

Start of space allocation is Monday, October 9, 2023.

## 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.

All exhibits must correspond to the product index of the respective trade fair/exhibition 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 346</b>
<b>Corner stand</b> (2 sides open)	<b>EUR 377</b>
<b>End stand</b> (3 sides open)	<b>EUR 387</b>
<b>Island stand</b> (4 sides open)	<b>EUR 397</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).

### Stand packages

<b>Row stand 9 m<sup>2</sup></b>	<b>EUR 5,700</b>
OE-A member	<b>EUR 5,400</b>
<b>Row stand 12 m<sup>2</sup></b>	<b>EUR 7,300</b>
OE-A member	<b>EUR 6,900</b>
<b>Row stand 15 m<sup>2</sup></b>	<b>EUR 8,500</b>
OE-A member	<b>EUR 8,000</b>
<b>Corner stand 9 m<sup>2</sup></b>	<b>EUR 6,000</b>
OE-A member	<b>EUR 5,650</b>
<b>Corner stand 12 m<sup>2</sup></b>	<b>EUR 7,650</b>
OE-A member	<b>EUR 7,200</b>
<b>Corner stand 15 m<sup>2</sup></b>	<b>EUR 9,050</b>
OE-A member	<b>EUR 8,500</b>

The LOPEC Stand 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, AUMA charge, mandatory communication fee, fixed waste-disposal fee.

### Stand package Academic

Standard **EUR 3,200**, OE-A member **EUR 3,000**

The Stand package Academic includes: 6 m<sup>2</sup> row stand, stand construction, carpeting (colour by choice), 1 electrical socket, 1 bar table with 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, waste paper basket, stand cleaning, AUMA charge, mandatory communication fee, fixed waste-disposal fee.

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

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

### Stand package Start-Up: EUR 1,990

The stand package Start-Up includes: 4 m<sup>2</sup> exhibition space, carpet rips 4 m<sup>2</sup> incl. protective foil, color anthracite, 2 LED spotlights, 1 x 3-way socket black incl. consumption, 1 bar table wood and 1 bar stool white, printed plate for name/logo 100 x 420 cm, mandatory communication fee, AUMA charge, fixed waste-disposal fee, stand cleaning.

To book a booth package at the Start-Up Area, your company must meet the following requirements: legally independent and innovative, have existed for less than 10 years, have fewer than 50 employees.

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 11 "Exhibitor passes," the provision of ticket vouchers for visitors in accordance with clause B 12 "Online 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 880**. This fee includes communication services as set out in provision B 10 "Media services."

Furthermore, the mandatory communication fee includes the digital year-round online presence of your company profile in the business directory as well as an App.

### 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 online 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 3/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, entire stand elements and complete exhibition stands is not covered by this fee.

## 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. Admission can only be granted if the co-exhibitor would also be eligible as an exhibitor. However, a mandatory communication fee in the amount of **EUR 880** 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 10).

All co-exhibitors must be registered by the main exhibitor. The application is to be submitted online at [www.lopec.com](http://www.lopec.com).

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 1,000** 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.

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

### Setup

as of Monday, March 4, 2024, 08:00 through Tuesday, March 5, 2024, 18:00

On the last day of setup, March 5, 2024, 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.

### Dismantling

as of Thursday, March 7, 2024, 16:30  
through Friday, March 8, 2024, 12:00

Access to the fairgrounds for stand construction firms and delivery vehicles on March 7, 2024 no earlier than 16:30.

An extension of the setup and 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, Technical Exhibition Services Division for approval no later than 6 weeks before setup begins.

### Halls, general

One-story construction

The maximum construction height 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 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.

### Stand construction approval

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 approval of plans 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.

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 under "Leaflets—applications" 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.** For further processing, the exhibitor service forms for ordering additional stand services will be made available to you online via our Exhibitor Shop in due time.

## B 8 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 9 Sales regulations

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.

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### B 10 Media services

The following services are included in the mandatory communication fee (B 3):

- address and contact details & social media links
- 1 entry in the product and application directory
- logo in exhibitor directory & hall plan
- teaser text in the directories and on your company profile
- key visual and company description on your company profile
- 1 product presentation with image, text and download pdf in a presentation directory and on your company profile
- 1 video on your company profile
- visualization of the company in the LOPEC App

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 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 on his own account. Messe München GmbH assumes no responsibility for the accuracy and completeness of the exhibitor directory.

The exhibitor is solely responsible for the permissibility under law—and particularly the law on competition—of entries placed in the exhibitor directory 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 directory.

The official media services partner for this trade fair is:

jl.medien GmbH  
Inselkammerstraße 11  
82008 Unterhaching  
Germany  
Tel. +49 89 666166-36  
Fax +49 89 666166-96  
info@lopec-media.de  
www.lopec-media.de

### B 11 Exhibitor passes

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

#### 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 receive one (1) free exhibitor pass each.

Additional exhibitor passes are available at **EUR 42**/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 12 Online vouchers

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

All online vouchers that are redeemed are included in the participation fee and are not charged for.

### B 13 Photo, film and video shooting (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 authorization for a fee of **EUR 80** 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.

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### B 14 Deliveries

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

- LOPEC 2024
- Hall B0 or Foyer
- Stand number of the exhibition stand
- Name of the exhibitor
- Am Messesee 2, 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 15 Alterations

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

Messe München GmbH also reserves the right to amend and supplement its Covid-19 prevention and hygiene protocols; exhibitors will be informed of any changes in good time.