



iba 2015

The world's leading trade fair for
bakery, confectionery and snacks
12 – 17 September 2015
Fairground Messe München

Important information

Amendments to GHM's Terms of Participation and excerpts from the venue's Technical Guidelines. The venue's Technical Guidelines also apply.

1. Technical organisation and coordination

The entire technical set up will be arranged by

Company: Messe München GmbH
Dept.: TAS 2 Technischer Ausstellerservice
Contact: Ms Monique Stanner
Telephone: +49 (0)89 949 21-127
Fax: +49 (0)89 949 21-129
E-mail: TAS2@messe-muenchen.de

2. Exhibitor service forms

Exhibitor service forms will be available for download from the online service centre in spring 2015. Your personal access details for the online service centre will be sent to you in spring 2015.

Closing date for orders: 15 July 2015

Contractual partners reserve the right to charge a fee or surcharge for late receipt of orders.

3. Setting up and dismantling

Setting up: Saturday 5 September 2015, 8 a.m. –
Friday 11 September 2015, 6 p.m. non-stop
Dismantling: Thursday 17 September 2015, 5 p.m. –
Monday 21 September 2015, 6 p.m. non-stop

Project management must be given advance notice when the start of setting up is delayed past midday on 11 September 2015.

If the setting up period is exceeded, GHM is entitled to have the stand superstructures removed and stored at the exhibitor's cost and risk. The original condition must be restored after dismantling. The exhibitor must compensate GHM for any damage caused by improper handling.

If setting up/dismantling times are exceeded GHM is also entitled to charge the exhibitor a flat fee of € 1,000.00 per day.

4. Official media

The official contracting partner is

Company: iba Media Services c/o jl.medien e.K.
Telephone: +49 (0)89 666 166-44
Fax: +49 (0)89 666 166-46
E-mail: info@iba-mediaservices.de

5. Exhibitor passes

Exhibitor passes (free and charged) can be accessed from the online service centre from mid-July 2015 (provided full payment of the participation invoice has been received). Your personal access details for the online service centre will be sent to you in spring 2015.

6. Stand approval

Approval for stand structures higher than 4 m, stand areas greater than 100 m² and two-storey stands must be obtained at least 6 weeks prior to the start of setting up.

7. Stand design

Planning and design must be adapted to the type of stand rented (island, end, corner or row stand). The stand boundaries must in no circumstance exceed the allocated stand space.

Stand walls exceeding 2.5 m in height and facing neighbouring stands must be kept plain white, must be clean and must be free of text and images.

An open stand design should be ensured. This means that closed walls may be installed around the stand perimeter (including up to 1.50 m indentation) provided that these do not take up more than 70 % of each side of the stand. The maximum permitted length for a continuous closed wall is 6 m. A closed wall of a maximum of 6 m must be followed by an opening of at least 2 m.

The exhibitor undertakes to erect walls on all closed sides of the stand and to install floor covering. The rear sides of the stand must be kept plain white and clean by the person to whose stand they belong.

The exhibitor must take the character and image of the trade fair into account. In this regard, GHM is authorised to make changes to the design of the stand.

8. Maximum heights for stand structure and advertising

The maximum height for the stand structure is 6 m (7.5 m for two-storey stands). The maximum height for advertising is 7.5 m. Written permission must be obtained from the neighbouring exhibitor for stand structures and advertising over 4 m in height, or a distance of 2 m to the neighbouring stand must be observed. Lighting cross-beams are excluded from this rule.

9. Technical fittings

All technical devices, equipment and fixtures must comply with VDE regulations and locally applicable provisions. Electrical fixtures and fittings may only be installed, connected and inspected at the site of the venue by firms authorised by the venue operator.

10. Exhibition sales

Direct sales from the stand are not permitted (see section 17 Sales arrangements in the Terms of Participation).

11. Waste disposal fee

The waste disposal fee covers the removal of waste from the exhibitor's stand for the duration of the trade fair (it does not cover production waste and material accumulating from demonstrations).

12. Trade fair end

The trade fair finishes at 5 p.m. on 17 September.

The stand must be duly occupied until the official end of the trade fair. A penalty of € 2,000.00 will be due on each breach of this provision.

Organiser:

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