

## SPECIAL CONDITIONS OF PARTICIPATION

### 1. Organizer

Leipziger Messe GmbH  
Messe-Allee 1, 04356 Leipzig, Germany  
Commercial register no.: Amtsgericht Leipzig, HRB 622  
VAT identification no: DE141497334  
Executive board: Martin Buhl-Wagner (CEO),  
Markus Geisenberger (CEO)  
Chairman of the supervisory board: Martin Dulig, State  
Minister, Saxon State Ministry for Economic Affairs, Labour  
and Transport  
Phone: + 49 341 678-0, E-Mail: info@mutec.de

### 2. Title of Event/ Event format

#### **MUtec 2024**

International Trade Fair for Museum and Exhibition  
Technology

MUtec 2024 will take place on site.

### 3. Venue

Leipziger Messe  
Messe-Allee 1, 04356 Leipzig, Germany, Hall 4

### 4. Dates /Construction and Dismantling/Opening Hours

#### **Duration of trade fair**

7 and 8 November 2024

#### **Stand construction**

5 November 2024, 7 a.m. to 8 p.m.  
6 November 2024, 7 a.m. to 3 p.m.

#### **Stand dismantling**

8 November 2024, 6 p.m. to 10 p.m.  
9 November 2024, 7 a.m. to 8 p.m.

Vehicles (including cars) may not enter the Fair Ground for  
dismantling until 7.00 p.m. on the last day of the event.

#### **Access for exhibitors and stand personnel**

8.30 a.m. to 7 p.m. (access only with valid exhibitor pass)

#### **Open to the general public**

9.30 a.m. to 6 p.m.

#### **Early stand construction/ Extended stand dismantling**

Any early stand construction or extended stand dismantling  
should be applied for in writing with Leipziger Messe and  
depending on hall capacity will be approved with costs.

### 5. Application

(see General conditions of participation / 5.)

We recommend you to send your application for space by  
31 March 2024.

### 6. Stand Allocation/Design of Stand

(see General conditions of participation / 7.)

The regular minimum stand space is 8 sqm. Smaller areas  
can be rented only if they become available when the site  
plan is devised. The hire charge includes the assignment of  
the empty floor space (not applicable at complete stands:  
FirstTRY, BASIC, COMFORT, NEO KANTUS, Information  
stand and Trade publications joint stand) during the  
period of construction, use and dismantling. Stand  
dividing walls must be provided. Stand sides that face  
towards the aisles used by visitors should, in principle, be  
designed as open structures.

### 7. Attendance Obligation

(see General conditions of participation / 7.3)

The exhibitor shall be obligated to occupy the stand and  
staff it with personnel during all trade fair hours. The  
stand may not be broken down prior to the official  
dismantling period on the last day of the trade fair.  
Offenses are punished with a penalty of 5 percent of the  
total rental price per hour (plus VAT).

### 8. Dispatch of Exhibitors Passes

After payment of your rental invoice, you can request the  
free exhibitor passes to which you are entitled. Exhibitor  
passes (according to contingent) can be requested and  
personalised via the online ordering system.

### 9. Co-Exhibitors and Additional Firms represented

(see General conditions of participation / 9.)

Exhibitors must pay a fee of **285.00 EUR** and  
communication fee of **295.00 EUR**  
for each co-exhibitor and a fee of **110.00 EUR** for each  
additional company represented (plus VAT).

### 10. Communication Fee

(see General conditions of participation / 17.)

The communication fee of **295.00 EUR** plus VAT will apply  
to each main and co-exhibitor and is obligatory. It includes  
the following services:

- Basic entries in the exhibitor directory and in the app.

- Provision of a promotion code for inviting an unlimited number of trade visitors. There are no additional costs for this.

- Provision of various advertising materials (for example visitor brochures, posters or banners).

#### **11. Trade Fair Media / List of Exhibitors**

(see General conditions of participation / 17.)

We have an exclusive arrangement with the publishing house Neureuter FAIR MEDIA GmbH\* which is responsible for the production on the exhibitor directory and the app. Their Leipzig office is at Messe-Allee 2, 04356 Leipzig. Details will be mailed to you separately.

#### **12. Withdrawal and Non-participation**

(see General conditions of participation / 10.)

Applicants may withdraw until they are registered, and in these cases will have to pay a cancellation charge of **410.00 EUR**.

#### **13. Change of address**

Please note that we will charge you a processing fee of EUR 25.00 net for a change of address after the invoice has been issued.

#### **14. Products**

(see General conditions of participation / 11.)

Publishers, book stores etc. are permitted to sell specialist literature during MUTEK 2024.

#### **15. Exhibitor Lectures**

(see General conditions of participation / 18.)

Exhibitors can present themselves in the exhibitor forum with an exhibitor lecture. The costs for a slot are 250.00 EUR plus VAT. The lecture will be included in the programme (online), which will be published on the MUTEK homepage.

#### **16. Infection protection and hygiene regulations**

By registering, the exhibitor acknowledges the regulations according to the Infection Protection Act valid at the time of the event as well as the corresponding protective measures

according to the Leipziger Messe GmbH hygiene concept in force at the time of the event and takes these into account when planning and implementing the trade fair presentation.

#### **17. Presentations – Communication Equipment**

(see General conditions of participation / 19. and Technical Guidelines)

Product presentations or other show-like performances are permitted only within the area of one's own stand and must not interfere with the trade fair activities of nearby stands, especially as regards the volume of the presentation. The volume may not exceed 65 dB (A) as measured at a stand's boundaries.

#### **18. Laser Equipment**

(see Technical Guidelines of Participation / 5.10.3)

The operation of laser equipment must be coordinated with Leipziger Messe. The operation of Class 3 B and 4 laser equipment must be reported to the relevant authority in accordance with Section 6 of the Employer's Liability Insurance Association's Guidelines for Occupational Health and Safety – BGV B2 "Laser radiation" (formerly VBG 93). Proof of submission to Landesdirektion Dresden – Occupational Safety – Leipzig office must be provided to Leipziger Messe.

#### **19. Gastronomic Catering at the Exhibition Stand Sale or serving food and beverages**

Exhibitors must observe relevant legislation (such as catering laws, trades standards, regulation EC 852/2004 to foodstuff hygiene, law on foodstuff and Feed Code LFGB dated 9/2005, regulations for beverage draught with DIN 6650 parts 1-7, DIN 6653-1 and the Ordinance on Industrial Health and Safety). The organizers are entitled to arrange for the immediate closure of any stand of food or beverages outlet where exhibitors have failed to keep stands clean or dispose of waste resulting from the sale of food or beverages, and a written warning has been ignored.

\* Subject to changes Leipziger Messe GmbH  
September 2023