

Special Terms of Participation

1. Organizer

Leipziger Messe GmbH, Messe-Allee 1, 04356 Leipzig
Commercial Register: Leipzig District Court, HRB 622
VAT ID: DE141497334
Managing Directors: Martin Buhl-Wagner
(Spokesperson)
Markus Geisenberger

Chairman of the
Supervisory Board: Dirk Panter, State Minister,
Saxon State Ministry for
Economic Affairs, Energy, and
Climate Protection

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2. Event Title / Format

MUTEC 2026

International Trade Fair for Museum and Exhibition
Technology
MUTEC 2026 will be held in person.

3. Venue

Leipziger Messe
Messe-Allee 1, 04356 Leipzig
Exhibition Hall 4 and Messehaus

4. Exhibition Dates / Construction and Dismantling Times / Opening Hours

Exhibition dates

5–6 November 2026

Stand construction

3 November 2026, 7:00 a.m. to 8:00 p.m.
4 November 2026, 7:00 a.m. to 3:00 p.m.

Stand dismantling

6 November 2026, 6:00 p.m. to 10:00 p.m.
7 November 2026, 7:00 a.m. to 8:00 p.m.
On the last day of the fair, access to the exhibition
grounds for transport vehicles (including cars) will only
be granted from approx. 7:00 p.m.

Access for exhibitors and stand personnel during exhibition dates

8:30 a.m. to 7:00 p.m. (access only with a valid
exhibitor pass)

Visitor opening hours

5 and 6 November 2026, 9:30 a.m. to 6:00 p.m.

Early stand construction / extended dismantling

Early construction or extended dismantling must be
requested in writing from Leipziger Messe and will be
granted depending on hall capacity. Additional fees
apply.

5. Registration (cf. General Terms of Participation /5.)

Placement can be selected directly during
registration. Stand allocation will be made in the order
of registrations received. Early bird rates apply until
31 March 2026.

6. Stand Allocation / Stand Design

(cf. General Terms of Participation /7.)

The minimum stand size is 8 m². Smaller spaces will
only be allocated if they arise during planning. The
rental price includes the provision of the undeveloped
stand area (except complete stands: BASIC,
SELECT, and SIGNATURE as well as FirstTRY and
joint stand for trade press) during construction, event,
and dismantling. Partition walls must be provided.
Stand sides bordering visitor aisles should generally
remain open.

7. Complete Stands

Leipziger Messe GmbH offers complete stands
(rental incl. stand construction) in its own name and
for its own account. The stand construction services
included in the complete stands are provided by the
subsidiary FAIRNET GmbH.

For all stand construction services, in addition to the
General and Special Terms of Participation and
Exhibitor Guidelines of Leipziger Messe GmbH, the
General Terms and Conditions of FAIRNET GmbH
also apply, available at:

[https://www.fairnet.de/files/fairnet/media/pdf/avb-
en.pdf](https://www.fairnet.de/files/fairnet/media/pdf/avb-en.pdf)

The equipment of complete stands (as per service
description), including power connection and
consumption, is mandatory per booked stand and
cannot be deselected. Additional equipment can be
booked via the Online Service Center (from March
2026).

8. Mandatory Attendance (cf. General Terms of Participation /7.3.)

The exhibitor is obliged to occupy and staff the stand
for the entire duration of the fair. Dismantling before
the official dismantling time is not permitted.

Violations will be subject to a penalty of 5% of the total rental price per hour (plus VAT).

9. Issuing of Exhibitor Passes

After payment of the rental invoice, the allocated free exhibitor passes (according to quota) can be ordered and personalized via the online ordering system. The quota of free exhibitor passes depends on the size of the exhibition stand. Registered co-exhibitors each receive one exhibitor pass. Additional exhibitor passes can be purchased at a price of €33.00 each via the Online Service Center.

10. Co-Exhibitors and Additionally Represented Companies (cf. General Terms of Participation /9.)

The exhibitor must pay a fee of €295.00 plus the mandatory marketing package (€210.00) for each co-exhibitor, and €120.00 for each additionally represented company (plus VAT).

11. Media Entries / Marketing Package (cf. General Terms of Participation /17.)

Leipziger Messe GmbH alone is responsible for the marketing, processing, and publication of media entries. Other publishers offering similar directories are not authorized by Leipziger Messe GmbH. The marketing package, priced at €210.00 plus VAT, is mandatory for every main and co-exhibitor.

12. Promotion Code / Customer Invitations

Each exhibitor receives an individual code to invite an unlimited number of professional visitors, who can then purchase a day ticket at a reduced rate. Upon request, exhibitors will receive after the event the personal data (name, industry, e-mail address) of visitors who redeemed their codes. No additional costs are incurred for exhibitors.

13. Sustainability Fee (cf. General Terms of Participation /4.)

A sustainability fee of €8.50/m² will be charged to exhibitors. This fee contributes to reducing the environmental impact of events, creating a sustainable and innovative trade fair platform, and financing forward-looking investments.

Further information on Leipziger Messe's sustainability management is available at: <https://www.leipziger-messe.de/en/company/sustainability>

14. Withdrawal and Non-Participation (cf. General Terms of Participation /10.)

Withdrawal from registration is possible up until admission. A cancellation fee of €410.00 will be charged.

15. Address Change

Please note that an administrative fee of €25.00 net will be charged for an address change after invoicing has been issued.

16. Products (cf. General Terms of Participation /11.)

Publishers, bookstores, etc. may sell specialist literature during MUTEK 2026.

17. Exhibitor Presentations (cf. General Terms of Participation /18.)

Exhibitors may present in the Exhibitor Forum with a presentation slot. The cost of one slot is €290.00 plus VAT. Presentations are included in the program (online) and published on the MUTEK website.

18. Action Area

Exhibitors have the opportunity to showcase their interactive products, exhibits, and technologies in a central Action Area. The participation fee is €500.00 plus VAT per object. Final selection and placement of exhibits will be determined by the MUTEK team.

19. Infection Protection and Hygiene Regulations

By registering, the exhibitor acknowledges the requirements in accordance with the Infection Protection Act and the corresponding protective measures of the currently valid hygiene concept of Leipziger Messe GmbH, and will take these into account when planning and implementing their trade fair presence.

20. Demonstrations – Communication

Technology (cf. General Terms of Participation /19. & Technical Regulations)

Product presentations and other demonstrations with a show character are only permitted on the exhibitor's own stand space and must not interfere with neighboring exhibitors, particularly regarding volume. The sound level may not exceed 65 dB(A) at the stand boundary.

21. Laser Equipment (c.f. Technical Regulations 5.10.3)

The operation of laser equipment must be coordinated with Leipziger Messe. The operation of Class 3B and 4 laser equipment must be reported to the relevant authority in accordance with §6 of the German Occupational Safety Regulation – BGV B2 'Laser Radiation' (formerly VBG 93). Proof of this notification to the Saxony Regional Directorate, Leipzig Occupational Safety Office, must be provided in writing to Leipziger Messe.

22. Catering at Exhibition Stands

Serving Food and Beverages

When operating a stand, exhibitors must comply with the relevant legal requirements (Catering Act, Trade Regulation Act, Regulation (EC) 852/2004 on food hygiene, German Food and Feed Code LFGB 9/2005, beverage dispensing systems according to DIN 6650 Parts 1–7, DIN 6653-1, and the Industrial Safety Regulation).

If the exhibitor fails to meet cleaning and disposal obligations related to food and beverage sales at their stand – even after a warning – the organizer is entitled to immediately close the stand or sales facility.

*Subject to change

Leipziger Messe GmbH

(Status: September 2025, subject to change)

**MU
TEC**

International Trade Fair for
Museum and Exhibition Technology

5 - 6 November 2026



LEIPZIGER
MESSE