

# 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.

<p><b>Duration:</b> Tuesday, 9 to Friday, May 12, 2023</p> <p><b>Opening hours visitors:</b> Tuesday to Thursday 09:30 – 18:00 Friday 09:30 – 16:00</p> <p><b>Opening hours exhibitors:</b> Tuesday to Friday 08:00 – 19:00</p>	<p><b>Organizer and financing body:</b> Messe München GmbH Messegelände 81823 München Germany</p> <p>Tel. +49 89 949-20271 Fax +49 89 949-20279 <a href="mailto:exhibitor@transportlogistic.de">exhibitor@transportlogistic.de</a> <a href="https://transportlogistic.de">https://transportlogistic.de</a></p>
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All prices indicated below are net and subject to applicable value-added tax.

## B 1 Application

The application is to be submitted online at <https://transportlogistic.de>. The application can also be filed via an application form, which can be requested from the exhibition organizer. It is to be submitted to Messe München GmbH fully completed and signed.

Deadline for applications is Thursday, September 15, 2022.

## B 2 Eligibility

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.

## 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 **20 m<sup>2</sup>**

<b>Row stand</b> (1 side open)	<b>EUR 195</b>
<b>Corner stand</b> (2 sides open)	<b>EUR 216</b>
<b>End stand</b> (3 sides open)	<b>EUR 229</b>
<b>Island stand</b> (4 sides open)	<b>EUR 236</b>

The minimum stand size is **20 m<sup>2</sup>**

In the **outdoor exhibition area** **EUR 98**

On the **railway track** **EUR 104**  
(1 running meter = 3 m x 1 m = 3 m<sup>2</sup>)

**Full service package stand** **EUR 6,600**

The full service turnkey stand package includes:

- row stand, 20 m<sup>2</sup>
- high-quality stand construction incl. carpet (ribbed carpet, color of your choice), 7 spotlights
- fascia panel lettering with 20 letters per fascia panel
- equipment: furniture suite (1 table 70 cm x 70 cm + 4 chairs), bar counter, brochure stand, waste-paper basket
- lockable cabin (1 m x 1 m)
- electrical connection and power consumption (3 kW, 230 V/50 Hz)
- daily cleaning and waste disposal (includes fixed waste disposal fee)
- basic entries (see B 11) in the official transport logistic trade fair media (incl. obligatory communication fee)
- one entry each in the online directories for “product groups,” “industry sectors” and “logistical economic areas”
- online listing in the sections “press and exhibitor event calendar”
- 50 free online vouchers for one-day tickets
- 3 exhibitor passes
- AUMA fee

Two-story stand construction

On two-story constructions, the upper floor space is charged at **50%** of the respective ground floor rate.

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 12 “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.

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

### Obligatory communication fee

Exhibitors will be charged an obligatory communication fee amounting to **EUR 500**. This fee includes the basic entries in the online exhibitor directory and visit planner (see B 11 Media services) as well as a listing in the online sections "press and exhibitor event calendar." 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 online order system, which will be sent to exhibitors by the media services partner contracted by Messe München GmbH.

### Advance payment

The advance payment for exhibitor services ("Advance payment," cf. A 7) is **EUR 20/m<sup>2</sup>** of rented exhibition space.

### 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 5.50/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 (so-called logo partners)

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.

Co-exhibitors must be registered by the main exhibitor and will be contacted by Messe München GmbH and Neureuter Fair Media directly (cf. B 11 Media services). The registration fee per co-exhibitor is **EUR 250**. For each co-exhibitor, a mandatory communication fee in the amount of **EUR 250** will be levied in addition. The mandatory communication fee for the respective co-exhibitor includes the same services as for the main exhibitor (cf. B 3). Both the registration and mandatory communication fee will be invoiced to the main exhibitor.

The participation of firms as additionally represented companies (cf. A 4) is not possible.

For each co-exhibitor without Messe München GmbH's admission, Messe München GmbH is entitled to demand a penalty charge of **EUR 500** from the exhibitor. Furthermore, Messe München GmbH may demand that co-exhibitors without Messe München GmbH's 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 exhibitor wish to have an invoice re-issued because the name, legal form or address of the invoice recipient has changed, the exhibitor 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) will be sent to the exhibitor approx. 6 weeks after the event; it is payable immediately upon receipt.

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

### Setup

as of May 2, 2023, 08:00 through May 8, 2023, 18:00

Truck check-in during setup:

Trucks over **7.5 tons** must register at the truck (LKW) check-in on site. Further information will be made available with the traffic guide.

Rental stands will be ready for occupation as of 08:00 on May 8, 2023.

On the last day of setup, May 8, 2023, 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.

An extension of the setup time is permissible only in exceptional cases and with the prior written consent of Messe München GmbH, Technical Exhibition Services Division.

### Dismantling

as of May 12, 2023 16:00 through May 15, 2023, 18:00

Access to the fairgrounds for stand construction firms and delivery vehicles on May 12, 2023 no earlier than 18:00.

An extension of the dismantling time is unfortunately not possible.

Should exhibits be removed or the stand dismantled before the fair closes, Messe München GmbH can demand that the exhibitor pay a contractual penalty of **EUR 3,000**.

## 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 or with a stand covering require prior authorization. Dimensioned drawings including floor plans and elevations on a scale of 1:100 must be submitted to Messe München GmbH, Technical Exhibition Services Division, for approval no later than **March 14, 2023** before setup begins. **After submission of the complete documents, a stand approval can be expected within 4 weeks.**

### Halls, general

One-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).

To maintain transport logistic'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 provision is NOT rendered inapplicable either by observing a setback from the stand perimeter. The clearance width of **2 m** must furthermore be observed in the case of an exhibit which acts like a continuous, closed wall (e.g. container, trailer, etc.). 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). It is recommended that all exhibitors install partition walls (height **2.50 m**) at the perimeter to neighboring stands. Partition walls will be installed at the expense of the exhibitor only. Advertising hoardings that extend above the walls of the stand must be at least **2 m** away from the immediately adjacent stand. Partition walls or additional booth walls can be ordered via the Exhibitor Shop. 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.

The use of balloons, airships and other flying objects, e.g. drones, is generally prohibited in the halls and outdoor exhibition area. Exceptions require the prior written permission of the Technical Exhibition Services Division of Messe München. Only firmly anchored balloons with a diameter up to one meter are approvable. To the extent that approval is granted, the balloons and airships may only be filled with non-flammable, non-toxic gases. It must be ensured at all times that the balloon is kept within the stand boundaries, maintaining a distance of **2 m** to all stand walls and does not exceed the maximum advertising height of **7.50 m**.

### 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 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 **March 14, 2023** 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. Any painting, papering, and gluing may be carried out only by Messe München GmbH's approved contractors. Nails may be inserted only in the built-in nailing battens. The use of staple guns is strictly forbidden for safety reasons. 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 in form 1.3 for further information. **Please note under all circumstances the requirements set out in the Technical Guidelines and the information included in the individual notices.**

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## Cont. B 7 Stand design and equipment

### Outdoor exhibition area

Structural elements, stand signs and flags must be designed such that they do not constitute an unreasonable disturbance for neighboring stands. Misleading company signs must be removed at the request of the Exhibition Management.

When carrying out any stand setup work, attention should be given to existing supply lines, distribution boxes, hydrants, light masts, etc. If such facilities are located on the premises of individual stands, access to them must be assured at all times. To prevent any damages, no underground work may be started without prior consultation of Messe München GmbH, Technical Exhibition Services Division. Exhibitors whose stands border on the perimeter of the exhibition grounds may not use the fencing for stand setup purposes. The outside fencing may not be used for advertising purposes.

### Deployment of cranes and exhibits

All cranes and exhibits to be erected in the outdoor exhibition area reaching a height of more than **10 m** require the prior approval of Messe München GmbH, Technical Exhibition Services Division, and must be registered by means of the corresponding form **12 weeks** prior to the commencement of the fair at the latest. If the necessary documents are submitted to Messe München GmbH later than **12 weeks** prior to the start of the fair, Messe München GmbH is entitled to lay down a binding stipulation for the maximum erection height for these exhibits as is still available, based on safety grounds. Messe München GmbH is authorized to restrict or prohibit the setup work to ensure compliance with the height stipulated. Messe München GmbH reserves the right to have exhibits examined and/or accepted by experts even if the exhibits concerned do not come under the general data/requirements set out in the relevant form.

## B 8 Official regulations and permits

Authorization is to be obtained for structures that exceed a built-over area of **50 m<sup>2</sup>** or a height of **5 m** (pavilions, tents, cranes, plant and equipment, etc.). The necessary building applications 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 **March 14, 2023** before the beginning of setting up.

In the erection, operation and dismantling of their structures at the exhibition center, exhibitors are to comply with all statutory and official regulations as well as the relevant requirements of Messe München GmbH and especially those from the Terms of Participation and the Technical Guidelines. In addition to the Technical Guidelines, the relevant safety regulations of the TÜV (German organizations for technical inspection and control) also apply to all exhibits and other equipment and facilities; recognized codes of practice are to be complied with. Revolving tower cranes and the like must be secured in accordance with regulations. For safety reasons, it is not permitted to attach advertising media or other loads to cranes, with the exception of non-weighted flags.

## B 9 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 10 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.

## B 11 Media services

The basic entry is invoiced by Messe München GmbH (see B 3 "Obligatory communication fee") and includes following listings:

### Online Exhibitor Directory

- Company name, street, postal code, city, country code, telephone and fax numbers, e-mail and internet address, hall/stand in the exhibitor detail entry
- One entry each in the online directories for "product groups," "industry sectors" and "logistical economic areas"
- Company name in the info box in the interactive hall plan

### Visit planner (print)

- Company name, hall/stand in the alphabetical list of exhibitors
- Company name, country code, one entry in the online directory "product groups"
- Company short name on the stand space in the hall plan

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, e.g. in the product directory 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 services 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 trade fair media (print, online and mobile).

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## Cont. B 11 Media services

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

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  
[transport@neureuter.de](mailto:transport@neureuter.de)

## B 12 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 **10 m<sup>2</sup>**  
or part thereof  
as from **101 m<sup>2</sup>** for every further **20 m<sup>2</sup>**  
or part thereof

**3** exhibitor passes  
**1** exhibitor pass  
in addition  
**1** exhibitor pass  
in addition

### In the outdoor exhibition area

up to **60 m<sup>2</sup>** of stand size  
as from **61 m<sup>2</sup>** for every further **20 m<sup>2</sup>**  
or part thereof  
as from **201 m<sup>2</sup>** for every further **50 m<sup>2</sup>**  
or part thereof

**3** exhibitor passes  
**1** exhibitor pass  
in addition  
**1** exhibitor pass  
in addition

The exhibitor passes (free and fee-based) should be ordered via the Exhibitor Shop. The exhibitor passes will be dispatched by e-mail.

**Your exhibitor pass will be issued as a Print@home-Ticket and as a mobile ticket (Wallet/Passbook).**

The Exhibitor Shop will be available to you online both before and during the event. The number of free tickets exhibitors are entitled to will be shown during the registration process. In the final invoice, only those exhibitor passes will be listed that were actually used for the event. Free or unused tickets will not be charged. Any additional, fee-based exhibitor passes will be charged at **EUR 39** each.

**Co-exhibitors obtain one free exhibitor pass.**

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

## B 13 Photo, film and video shooting (cf. A 10)

For professional photo and film shots of the exhibitor's own stand 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 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. A fee of **EUR 50** is charged for the authorization.

## B 14 Advertising

The following provision replaces clause A 11:

No advertising activities, including the deployment of stationary and mobile advertising carriers, promotion teams or the distribution of printed media and food samplings may be conducted at the fairgrounds outside the confines of the given exhibitor's stand, unless the exhibitor has applied for and obtained authorization from Messe München GmbH for such activities, which are subject to a fee. Messe München GmbH is entitled to stop unauthorized advertising activities outside the confines of the rented stand, in particular to expel persons

who are used as advertising carriers from the site, and to confiscate, remove or destroy unauthorized advertising media. Messe München GmbH is entitled to demand a compensation in the amount of **EUR 5,000** for unauthorized advertising activities carried out by the exhibitor outside his stand, or by third parties commissioned by him, amounting to twice the fee Messe München GmbH would have charged for granting approval. Messe München GmbH's right to claim further damages remains unaffected.

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## B 15 Stand parties

Stand parties on the exhibition stand require authorization by Messe München GmbH and must be notified by **May 2, 2023** at the latest. Events on **May 9, 10 and 11, 2023** 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 services provided by Messe München GmbH in connection with each stand party are charged to the exhibitor in the final invoice.

These are calculated as a flat rate based on stand size and amount to:

up to 99 m <sup>2</sup> stand space	<b>EUR 300</b>
from 100 m <sup>2</sup> stand space	<b>EUR 400</b>

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 Background noise, sound effects

Demonstrations of video, music, stage shows, etc. during the event (see opening hours) must 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 focussed on the exhibition stand and may not sound off on neighboring stands or aisles. The maximum

permitted noise level for performances may not exceed **60 dB (A)** at the stand perimeter. Messe München GmbH reserves the right to limit or prohibit demonstrations of any kind 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.

## B 17 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, B or C as well as the number of the hall (1–6)) or the outdoor exhibition area (designation: F and the block number (5–13))
- 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 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 18 Restoration of exhibition areas

All exhibition areas must be handed over in their original condition by the stipulated date for completion of dismantling. The sites in the outdoor exhibition area must be graded, and areas loosened by earthworks be machine compacted. Asphalted and planted areas will be restored solely by Messe München GmbH at the expense of the respective exhibitor. On principle, exhibitors must completely remove all structures such as foundations, driven-in

piles, utility lines, etc. after the close of the trade fair. 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. Important—please note: leaking oil corrodes the tarmac. Soiled or damaged areas will be restored at the expense of the exhibitor.

## B 19 Alterations

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

Messe München GmbH also reserves the right to amend and supplement its Covid-19 prevention and hygiene protocols. Please note that there may be official or legal admission regulations during transport logistic and these will, of course, be observed at all times. Exhibitors will be informed of any changes in good time.