

**\*Please note that the Operations team for IH Munich are English speaking. All forms completed for the Operations team must be completed in English. If you have any difficulty in doing this, please contact the Organisers and we will find an alternative solution.**

# SPACE ONLY STAND REGULATIONS & INFORMATION

Space Only means **no walls, no carpet and no electricity**, just a marked-out area on the floor.

All Space Only exhibitors are responsible for their own stand design and construction, and for ensuring that they, or their contractor, has received a written 'Permission to Build' before arriving onsite.

Please complete the **Contractor Nomination Form** as soon as possible, or by **Friday 19 June** to tell us who is building the stand (this needs to be completed even if you are self-build e.g. building your own stand).

All work must be carried out in conformity with the Organisers Site Rules, Stand Build regulations as per the below, and in line with the **MOC Technical Regulations** as set out here and by the venue.

In addition, the G-Guide is a Guide to Global Standards of Health and Safety at Exhibitions and is available in English, German and other languages. Please visit: <https://www.wtm.com/>

Below is a list of your responsibilities to ensure that the build of your stand at the event is carried out safely.

- Make arrangements for managing your project i.e., building your stand. You do need to ensure that someone is named as responsible for ensuring all the required Health and Safety roles are fulfilled.
- Appoint a Designer and Contractor. These roles are often the same company or person and can be an external company or someone you appoint within your company. If you appoint an external company to build your stand, make sure they are aware of their own Health and Safety responsibilities.
- Ensure the organisers are provided with:
  - Stand Plans, to scale and with dimensions
  - Method Statement detailing how the stand will be built
  - Risk Assessment for the Build and Dismantling of the stand

We supply templates to assist you if required – please request these from: [standapproval@montgomerygoup.com](mailto:standapproval@montgomerygoup.com)

The Contractor (the person/ company building the stand) whether an external company or someone within your company is responsible for:

- Planning, managing, and monitoring the construction phase (build-up & breakdown) and the way the construction work is carried out, ensuring it is safe to construct and remove within an event environment and that it has little or no impact on the neighboring constructions or contractors.
- Ensure work is carried out without risks to Health & Safety.
- Ensuring the Organisers Site Rules adhered to.
- Restrict access to the stand site if required by the work being carried out at the time.
- Liaise onsite with Event Operations team.

Make sure your contractor checks the location and orientation of your stand in relation to an up to date floorplan, and that they build within the given parameters. The thickness of walls must be calculated inside the outer dimensions of the stand. The Organisers will not be liable for any costs incurred to rectify mistakes or make adjustments onsite. Below are some considerations when planning your stand.

- How many walls will be required? An exhibitor's Contract to Exhibit will indicate 'one', 'two', 'three' or 'four' open sides. Three open sides indicate the need for one back wall, two open sides indicates the need for two walls etc.

- **Space Only exhibitors may not make use of walls provided by neighbouring stands that are built from the Organisers Shell Scheme.**
- What are the other requirements or issues that need to be taken into consideration e.g. store area, reception desk, and kitchen or sink requirements, disposal of waste from sampling etc.
- If services such as water and waste are being used, exhibitors should consider the use of a platform to avoid unsightly pipes and connections (which could also cause a trip hazard) from the service ducts.
- What floor covering should you have? If you have a kitchen area, carpet is not a suitable floor covering – the floor here should be washable.
- How much lighting do you need? Use spotlights to highlight particular products or graphics.
- You may supply your own electrical fittings, provided that all pre-wiring is carried out before you arrive onsite. Whoever has done the wiring then needs to sign a certificate to the effect that the work has been done by qualified personnel and in accordance with all rules and regulations governing electrical installations. This certificate needs to be handed to the electrical contractor before power to the stand is made live.
- When appointing a contractor, exhibitors should obtain guarantees that the stand will be finished and all litter and stand construction materials removed from the exhibition halls by **1800hrs on Tuesday 15 September** . After this time should be interior dressing only.

## Build Regulations

These regulations must be read in conjunction with the **Health & Safety General Regulations**.

**Proposed stand designs must be uploaded to the Compulsory Space Only Health & Safety Form by Tuesday 7 July. Please [click here](#) to complete the form, all documents must be submitted in English. Please feel free to pass this link onto your nominated contractor. Please note the form allows you to start, save and complete later if you do not have all the information to start with so you do not have to start again.**

**The link will ask you to include the following information:**

- Technical drawings showing layout and elevation details with dimensions.
- Colour visual of your stand (if available).
- A risk assessment of build and breakdown (sample forms enclosed for you to upload or you can provide your own)
- A method statement of build and breakdown of your stand (sample forms enclosed for you to upload or you can provide your own)
- Welfare details as part of CDM regulations
- Health and Safety Declaration
- Better Stands as part of our Sustainability Policy

When designing your stand you must consider the following;

- All Space Only stands are responsible for building all their walls and cannot make use of neighbouring stand walls whether they are Space Only or Shell Scheme stands.
- All work must be carried out in conformity with the MOC Technical Regulations.
- The maximum height for Space Only stands is 4m from the ground. This must include the height of any platforms installed.
- All advertising and logos must be within specified height limits.
- The minimum height for Space Only stands is 2.5m.
- Double Decker stands are not allowed.
- On divided sites if your wall is above 2.5m you must decorate the back of your wall facing your neighbours stand, down to 2.4m. The partitions facing neighbouring booths must be smooth, plain, painted white or covered with white fabric, without any type of signs. You must not be able to see unfinished timber, frames of stands or electrical cabling. Please ensure this is finished to a standard you would be happy to see on the front of your stand.
- No advertising and logos will be allowed on the reverse side of dividing walls.
- Do not allow any off-site construction to begin until written approval has been received. If written approval has not been received building will not be allowed to commence onsite and last-minute approvals could involve the exhibitor in delays and / or additional costs.
- Stands must be designed in a way as to not discriminate against disabled visitors.

- All work must be carried out using non-flammable materials. Certificates of proof must be available during Build-Up, during the Show and during Breakdown.
- The design of the stand must be such that it can be erected and dismantled within the published time schedule (see [Exhibition Timetable](#)).
- The Organisers may, at the expense of the exhibitor, remove or alter anything forming part of any stand, if in their opinion it is desirable to do so in the interest of the exhibition.
- It is not compulsory for exhibitors to install floor covering to their stand space however please consider what is suitable for your stand e.g., non-slip, easy clean surfaces in food preparation areas allow flooring to be cleaned easily, and carpet can provide cushioning for those standing up exhibiting. Please note that gangway carpet will not be laid.
- Any presentation or demonstration likely to interest groups of 10 or more people must be located towards the centre of the stand and clearly shown on stand drawings.
- If any presentation or demonstration causes obstruction in the gangway and/or nuisance to any other exhibitor, we reserve the right to cancel the presentation or demonstration or restrict the frequency.
- Vehicles are not permitted without prior written approval from the [Organisers](#).
- No fixings can be made to the hall floor, or any other part of the hall structure. Any damage to the floor or structure of the building will be charged to the exhibitor.
- Exhibitors are responsible for all actions of any contractor they employ to work for them. Any damage caused will be charged back to the employing exhibitor.
- Balloons are only permissible with written approval from the [Organisers](#).
- All stand structures: signs, etc. must be confined within the area allotted and must not project into or over the gangways.
- All painting onsite must be carried out using water-based paints.
- Designs incorporating long runs of solid walling will not be approved. At least 50% of each frontage must remain open or fitted with an approved transparent material.
- Solid walling over 5m in length on a designated open side must be set back at least 0.5m from the stand perimeter.
- Doors from offices, stores or meeting rooms must **NOT** open outwards on to a gangway. Vision panel windows are compulsory for meeting rooms, offices and any place that people will be present. It is not compulsory for storage areas but are highly recommended and must be fitted to all doors built into the interior of a stand. The use of wing doors, revolving doors, security coded doors, and sliding doors cannot be used on emergency exit routes.
- Due to low ceiling heights, rigging of advertising banners or stand construction are **NOT ALLOWED** under any circumstances. If you require rigging, please contact the [Organisers](#) with your plan for authorisation.
- Exhibitors who have two stands either side of a gangway who wish to connect them in some way must contact the [Organisers](#) for permission and specification regulations before implementing any design work.
- Stand ceilings must conform with the [MOC Fire Safety Regulations](#).

## Electrical Regulations & Information

The MOC are responsible for and will carry out all electrical work on space only stands within the exhibition halls.

Please place your electrical orders directly with the MOC via the Exhibitor Shop;

### **Messe München GmbH – MOC Event Center Messe München**

E: [moc.shop@messe-muenchen.de](mailto:moc.shop@messe-muenchen.de)

To order - login to your MOC Exhibitor Shop

[FAQs Exhibitor Shop](#)

Please place your orders via the Exhibitor Shop (please note you will need to create an account if you have not already done so). If you have any queries, you can contact the MOC on [moc.shop@messe-muenchen.de](mailto:moc.shop@messe-muenchen.de). Orders made post 04/09/2026 will incur a late fee surcharge. Prices for specific items can be found in the Exhibitor Shop, other prices will be provided upon application. The price for fittings covers the hire, power requirements and maintenance during the open period and removal at the close of the exhibition.

**Independent Hotel Show does not operate 24-hour power.**

**If you require 24-hour power for your stand then this should be ordered specifically.**

If you have any questions about the exact electrical requirements for your stand, please contact the electrical contractor using the details above who will be happy to advise you.

If machinery or working equipment is to be operated, please inform the electrical contractor, including the electrical requirements and ratings; this applies particularly where high fluctuating currents are involved. Electrical supplies (three- and single-phase) will be assessed on the information provided. The contractor will then be responsible for ordering the required mains from the venue. The installation of these supplies will be subject to a connection charge.

Please [click here](#) for the MOC Electrical Installation Regulations.

### Basic Guidelines for Power Usage

Listed below are examples of "typical" loadings for items plugged in to socket outlets:

- 500 watt sockets: computers, TV's, video's, spotlights to 500W, refrigerators
- 1000 watt sockets: domestic filter coffee machines, lighting up to 1000W
- 2000 watt sockets: kettles\*\*, machinery up to 2000W 15
- 3000 watt sockets: hired coffee machines, machinery 2000W to 3000W

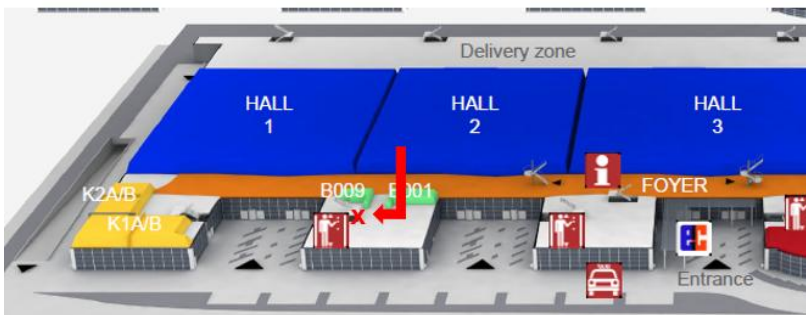
Note \*\* kettles and refrigeration / freezer requirements vary between 200 and 2000 watts. Please check with the supplier or check the reference tag or plate on the machine.

## DEADLINE DATE

**Orders must be received by Friday 5<sup>th</sup> September for early bird prices. Orders received after this deadline will have late fee a surcharge.**

## ENQUIRY DESK

During the build-up period and show open dates a service desk will be located opposite hall 2, behind B009 as indicated below. The desk will be manned from 0800-1800 hours daily.



## SUPPLY TIMETABLE

Electricity will be energised to stands as quickly as possible during the build-up period, subject to satisfactory inspection and testing of installations.

All stand electrics will be switched off 15 minutes after the show closes each day.

Any exhibitor needing electricity for the running down of machinery or refrigeration equipment etc. when the exhibition closes at 1700hrs on Thursday 17 September must order extended power with Alter Expo. If this is required onsite, please inform the Organisers' Office of their requirements no later than 1700hrs the day before, for this to be organised in time. Please note, there may be a charge for an extension of power.

## TEMPORARY POWER

If you require a temporary power supply during the build-up period, you should order this directly with the MOC Munich.

# GENERAL STAND BUILDING INFORMATION

## BETTER STANDS



### What is Better Stands?

Better Stands is a programme aiming to ensure that all core elements of exhibitor stands are reusable. Help us to reduce the environmental impact of Independent Hotel Show by committing to the Better Stands programme framework and show that your company values being part of sustainable and socially responsible events.

Did you know that one medium sized disposable stand produces around four tonnes of waste, which is almost 10x the average person's household waste per year. Designed to be used only once, they have a significant impact on the environment, in addition to increasing health and safety risks onsite.

### What's in it for me?

- A better quality, more attractive & sustainable stand
- Opportunity to promote the sustainable credentials of your brand
- Smoother, more efficient build up and breakdown periods
- Lower work hours and reduced construction costs
- Reduce or eradicate your waste bill

### What do I need to do?

To make your commitment to Better Stands and contribute to a more sustainable event:

- Familiarise yourself with the Better Stands framework found below.
- Share these guidelines with your contractor before they begin designing your stand (if you are a self-build, you will be asked to submit the 10-point checklist within your stand plan submission).
- Ensure the stand reaches at least a bronze level, meaning the stand structure and walls, platform or raised flooring, furniture, equipment, and lighting are all reused.
- Ensure that the submitted stand design clearly communicates how your contractor will meet the Better Stands guidelines.

### How will we help?

- Once you have submitted your framework, our stand plan approver will send back information on what you can do reach the Bronze, Silver or Gold Better Stands rating.
- If you tell us all elements of your stand are completely reusable, congratulations! You have already reached the Better Stands Gold standard. Our Better Stands representatives will be onsite during build up and breakdown to check this.
- You will receive an email post show with a detailed report and your Better Stands rating.

## How do you define a Better Stand?

We classify all stands into 4 categories – Disposable, Bronze, Silver or Gold – depending on the particular elements that are reused or recycled.

All elements of a particular category must be shown to be reused or recycled in order to achieve that classification. If a stand does not meet all the elements in the Bronze level then it is classed as disposable.



Category	Items	Fully disposable	Better Stands		
			Bronze	Silver	Gold
Reused	1 Stand structure and walls	×	✓	✓	✓
	2 Platform or raised flooring	×	✓	✓	✓
	3 Furniture and equipment	×	✓	✓	✓
	4 Lighting	×	✓	✓	✓
	5 Fascia and overhead signage	×	×	✓	✓
	6 Rugged structure	×	×	✓	✓
	7 Ceiling	×	×	✓	✓
	8 Display facilities	×	×	✓	✓
Reused or recycled	9 Floor covering	×	×	×	✓
	10 Graphics and decorative items	×	×	×	✓

If you require any further information or guidance on the Better Stands programme, please contact [Johanna Shirley](#).

## DISPLAY / MODULAR STANDS

If you do not plan to construct a stand but utilise a “pop up” structure as a backdrop, all stand regulations still apply to your stand. You are required to submit a full stand plan submission with supporting H&S documentation by completing the **Compulsory Space Only Health & Safety Form** by **Tuesday 7 July**.

**All documents must be submitted in English.**

**Please note that pop up stands must be at least 2.5m high and if your stand is taller than this, then you must have suitable dressing for the back of this if your stand has dividing walls.**

## FLOOR COVERINGS

**No carpet is provided for Space Only sites.**

It is not compulsory for exhibitors to install floor covering to their stand space however please consider what is suitable for your stand e.g., nonslip, easy clean surfaces in food preparation areas allow flooring to be cleaned easily, and carpet can provide cushioning for those standing up exhibiting. Please note that gangway carpet will not be laid.

Whoever is responsible for laying the carpet down to the hall floor must ensure that an acceptable carpet tape is used and that all carpet and carpet tape is removed from the hall along with all other stand fitting material at the end of the exhibition. Failure to do so will result in a dilapidation charge at an hourly removal rate, to be calculated by the MOC Cleaning department at the end of breakdown.

If a large number of services (water & waste, gas, electrics, etc.) are required, the Organisers recommend the use of a platform.

## HEIGHT RESTRICTION

- The **minimum height** for walls is **2.5m**
- The **maximum height** for walls is **4m \***

- Double decker stands are not permitted

## LATE WORKING

**Work outside the timetabled hours will not be allowed.** In emergency situations e.g., unavoidable delays due to circumstance outside the contractor's control, this may be possible, but the Organisers will have to pass any charges (venue/ H&S cover etc) to the exhibitor / contractor concerned.

Depending on when any late working is requested, we cannot guarantee that a sufficient amount of required support, from the venue, Health & Safety Officer etc can be provided. We therefore require all exhibitors and contractors to ensure that Space Only stands are designed to be completed in the time available.

## MATERIALS FOR STAND FITTING & DECORATION

There are strict regulations governing the materials used in the construction and decoration of stands and in the demonstration of products.

All stands will be inspected during the build-up by the Health and Safety Officer and the Venue Fire Safety Officer. Any fittings or materials not meeting the fire regulations will need to be removed, or the stand will be closed down. You should draw attention to these requirements to any contractors working on your behalf.

- Decorative materials should be flame retardant and accompanied by a certificate.
- **The use of materials which are easily flammable or melt, drip or give off toxic fumes when exposed to heat are not permitted.**
- **Artificial plants are highly flammable and when burning give off toxic fumes. All materials used for decorative purposes should be at least flame-retardant (in accordance with DIN 4102 or DIN EN 13501-1)—certification must be provided. If flame-retardance is to be achieved after the stand has been set up, this is only permissible for small areas with the approval of Munich Municipal Fire Department and using officially approved flameproofing agents in accordance with the instructions for use. The use of materials which are easily flammable or melt, drip or give off toxic gases when exposed to heat is not permitted.**
- Gangways must be kept clear and free from exhibits, stand dressing, furniture etc at all times during the open period of the exhibition. Offending items are liable to be removed without warning.
- No empty packing cases may be stored on, around or behind your stand, as this constitutes a fire hazard.

Please [click here](#) for full information on Fire Protection Measures at the MOC Munich.

## PERMISSION TO BUILD

**Proposed stand designs must be uploaded to the [Compulsory Space Only Health & Safety Form](#) by Tuesday 7 July. **All documents must be submitted in English.****

**Please feel free to pass this link onto your nominated contractor. Please note the form allows you to start, save and complete later if you do not have all the information to start with so you do not have to start again.**

**The link will ask you to include the following information:**

1. Technical drawings showing layout and elevation details with dimensions.
2. Colour visual of your stand (if available).
3. A risk assessment of build and breakdown. (Sample forms enclosed for you to upload or you can provide your own).
4. A method statement of build and breakdown of your stand. (Sample forms enclosed for you to upload or you can provide your own).
5. Welfare details as part of CDM regulations.
6. Health and Safety Declaration.
7. Better Stands as part of our Sustainability Policy

If a stand is considered to be 'Complex' the Local Authority requires certification by an Independent Structural Engineer. There will be a charge for this inspection and certification. If you have any questions about what constitutes a 'Complex' stand and the charge, please contact [Johanna Shirley](#).

**No construction will be permitted in the hall until permission to build has been issued.**

## PLATFORMS

Please note, all electrics, water & waste and gas is pulled from floor ducts. Where possible exhibitor services will be pulled from a duct within their stand space, however this may not always be possible and there may be a possibility that another exhibitors services are pulled from the duct on your stand. Due to this we recommend that exhibitors consider installing platforms on their stands so that pipes and wires are covered.

## RAMPS AND HANDRAILS

Please check the [G-Guide](#) for Regulations relating to the use of ramps and handrails.

## STAND CEILINGS

The halls at MOC Event Center Messe München are equipped with an automatic fire extinguishing system, the effective operation of which may not be hindered by any stand ceilings.

Irrespective of their size, stand coverings of any kind are subject to approval and must be registered in writing with the Department Events MOC of Messe München GmbH. All stand ceilings and canopies are subject to the prior written approval of Messe München GmbH's Department Events MOC.

Stand ceilings must generally be at least flame-retardant and a sprinkler system has to be installed for any single covered area exceeding 30 m<sup>2</sup>.

In such cases, one sprinkler nozzle must be installed for every 12m<sup>2</sup> or part thereof of covered space; any rooms / cabins located beneath the stand cover must be encompassed by the sprinkler system.

Given the consent of the Munich Municipal Fire Department, sprinkler systems for stand coverings larger than 30m<sup>2</sup> are not necessary if the coverings meet the following requirements:

- Metal modular or grid ceilings:  
The covering concerned is a modular or metal-grid ceiling comprising open-mesh grating, perforated sheet metal or similar. At least 70 % of the entire ceiling structure including lamp fittings, etc. must be open in accordance with the planning and installation guidelines laid down by the Association of Damage Insurers (VdS). The degree of openness of the given structure must be proven verifiably.
- Textile coverings:  
The covering is fire-resistant and its horizontal installation below sprinkler units has been approved by the Association of Damage Insurers (VdS) (wide-mesh netting or fabric with integral thread fusing). VdS' written approval should be submitted to Messe München GmbH's Department Events MOC; compliance with the VdS installation instructions is required.

[Click here](#) for further information; Notice on Sprinkler-compatible Materials.

Please [click here](#) to view the Application for Preventive Fire Protection Measures.

**If you wish to install a ceiling on your stand, please include details of this in your stand plan submission.**

## WATER & WASTE

Exhibitors requiring a water and/or waste supply on their stand should order this directly with the MOC Munich Exhibitor Shop.

If necessary, it is advisable to build a platform to cover unsightly pipes and connections, and to avoid potential trip hazards. To obtain a 'Ducting Plan' showing the location of the ducts on your stand, please contact [Johanna Shirley](#).