

Important information
about your event in the

BallhausForum

INFINITY
HOTEL & CONFERENCE RESORT MUNICH

Andreas-Danzer-Weg 1-3
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DIRECTIONS & PARKING

Cars | We have 1,000 free parking spaces available. They are located behind the BallhausForum and hotel and can be reached via Anna-Wimschneider-Straße 1–3. For parking in front of the hotel entrance in the roundabout, we charge €150/day/parking spot.

Trucks | At your request, parking spots can be blocked/reserved for you on all the parking lots. We charge €150/day for every ten parking spots including a sign service.

Please send guests/participants this document on directions: [Parking and Directions](#)

ANLIEFERUNG

Deliveries for the BallhausForum can be carried out at two locations:



1) Wintergarten | The loading zone for Platzl 1+2 can be reached via a ramp. Deliveries can be made to most of the exhibition areas (Platzl1) at ground level. Further exhibition areas (Platzl 2) can be reached via an elevator into which a lift truck will fit. You must bring your own lift trucks.

Sliding doors: 1.30 m wide; 2.30 m high

Elevator: 2.10 m long; 0.90 m wide; 2 m high

Load capacity: 1.000 kg

2) Loading Dock | The auditorium loading zone is located at the back of the building (Anna-Wimschneider-Str. 1).

The heights provided here are actual door heights and do not correspond to the max. height for a vehicle passing through!

Outer loading dock door

Width: 3.90 m, Height: 3.05 m

Inner loading dock door (in the auditorium))

Width: 3.61 m, Height: 3.11 m

SHIPMENT OF PACKAGES

Please observe the following instructions when you send us packages for your event:

[Shipment instructions](#) | [Packing labels](#)

TECHNICAL DETAILS

[Technical manual](#) | [Floor plans](#)

Construction height | 2.50 meters is the maximum construction height in Platzl I + II. However, if you have a booth in the winter garden, we ask you to consult us first because the ceiling heights vary depending on the location and are sometimes under 2.30 meters.

Floor | The exhibition floor in the foyer is made of tiles. The auditorium is equipped with a classic hall floor.

Please make sure that the adhesive tapes used to lay down your own carpet can be removed without leaving any residue behind. The event organizer shall cover costs for dirt and damage to the floor which require special cleaning or repair.

In addition, the event organizer/contracted equipment firm/booth builder are responsible for ensuring that the floors of the INFINITY Hotel & Conference Resort Munich are protected and must take appropriate precautions (cover the floors, etc.).

TECHNICAL INSTRUCTIONS AND FIRE PROTECTION

[Fire Protection Guidelines](#) (Please fill out)

The event organizer shall be solely liable for damages caused to the building or inventory by either the event organizer or persons or companies which the organizer contracted.

For fire protection reasons, booth systems and booth roofing must be made of flame-retardant material (DIN 4102, B1 standard). In general, all covered/enclosed stands must be approved by the hotel. The venue's safety-related guidelines apply.

All materials must meet the minimum requirements of the Ordinance on the Construction and Operation of Places of Public Assembly Bavaria (VStättV) from 2 November 2007. The fire protection classes of the decorations, installations, and ornamentation must therefore at least meet the criteria of the B1 standard (DIN 4102 or DIN EN 13501-1).

Please have the certificates ready in case an inspection is carried out in this regard. Certificates should be made available 14 days before the beginning of the event. The operator is responsible for making the decision whether these may be used.

Preventive fire protection | Smoking, fire, and open flames are strictly prohibited in the event venue and are only allowed in outdoor areas. All technical facilities/systems must be equipped with fire extinguishers.

Traffic routes, emergency exits and emergency escape routes | All traffic routes and escape routes as well as all fire protection facilities are to be kept completely clear. Emergency exits must never be blocked by any objects and must be kept clear (minimum radius of 1.20 m).

PLANS

Please send us an exhibitor plan (with dimensions of the booths and possibly electricity requirements) up to four weeks before the event, in order to have it checked by our safety officer.

BOOTH INSPECTION

If you use your own service provider to plan technical equipment/features, please keep in mind that a corresponding booth inspection must be carried out before the construction and after the dismantling of the equipment.

ELECTRICITY

Electricity consumption of the entire BallhausForum is determined by an electricity meter. Meter readings are taken before the construction and after the dismantling of the equipment; then the electricity consumption is calculated accordingly. Depending on the setup and duration of use, the costs are between €800 and €4,000 (estimated value).

WATER CONNECTIONS

There is no possibility to hook up displays, etc. to water connections throughout the entire BallhausForum.

STANDS see [pictures of the BallhausForum](#)

South Stand (lower block)			South Stand (upper block)			Total: 1012
Block A	192 pax	Summe: 552 Pax	Block D	158 pax	Summe: 460 pax	
Block B	168 pax		Block E	144 pax		
Block C	192 pax		Block F	158 pax		

North Stand (lower block, flexible)			North Stand (upper block)			Total: 972
Block G	256 pax	Summe: 512 Pax	Block I	158 pax	Summe: 460 pax	
Block H	256 pax		Block K	144 pax		
			Block L	158 pax		

FLAGS

There are six flagpoles located to the right of the BallhausForum's entrance which you can use for the entire duration of your event.

Maximum size: 1.50 m x 5 m.

The snap hooks are attached to the long side (5 m) at a distance of one meter each.



FURNITURE

Rectangular table	180 cm * 60 cm Height: 75 cm	
Round table	Diameter: 180 cm Height: 74 cm	
BHF chair	Width: 42 cm Height (seat surface): 47 cm Height (total): 80 cm Depth: 42 cm	

<p>High-top bistro table</p>	<p>Diameter: 70 cm Height: 110 cm</p>	
<p>Counter</p>	<p>Counter total: Height: 1.20 m Width: 1.57 m</p> <p>Red countertop: Height: 35 cm Width: 1.57 m</p> <p>Front cover: Height: 81 cm Width: 1.49 m Depth: 10.5 cm</p>	
<p>Buffets</p>		

GARBAGE DISPOSAL AND DAILY CLEANING

Garbage disposal | Please dispose of garbage from your booth or have it disposed for you at a cost of €50 (incl. VAT) /booth/day. Please note that the following costs shall be charged:

- Container delivery and pickup: €95
- Disposal costs per 1,000 kg: €150

Daily cleaning of individual booths in the case of an exhibition | The hotel charges €35/for every hour or part thereof/cleaner (min. booking time: 4 hours).

BRANDING

Individual branding is possible throughout the BHF, with the exception of the exterior façade. It is necessary that branding materials can be removed without leaving any residues behind. Please send the corresponding layout planning to the event manager for approval up to four weeks before the event.

PHOTOS

Declaration of consent for sound and image materials

We look forward to hosting your event at our venue! Photos of special events are very important to us so that we can show our guests and customers our hotel and all its various possibilities. Do you have a local photographer whose (selected) images you would like to share with us? We look forward to receiving your pictures as well as your written permission to use them.

SECURITY

Please note that the INFINITY Hotel & Conference Resort Munich is a public building that can also be accessed by third parties at night. For this reason, do not leave any valuable objects in plain sight at the booth and lock up your valuables. No liability is assumed for damage and/or theft.

LIABILITY / INSURANCE

Further details can be found in the [General Terms & Conditions](#).

FURTHER FORMS AND IMPORTANT INFORMATION:

[Form for the exhibition of motor vehicles](#) | [General information about INFINITY Munich](#)
| [Trusted Events price list](#)