

Terms and Conditions: TUM Student Club Fair

1. Purpose of the TUM Student Club Fair

The TUM Student Club Fair provides a platform for TUM Student Clubs to showcase their activities to all TUM students and TUM employees while also enhancing their visibility within TUM. The TUM Student Clubs can engage with interested students and network with other student initiatives. Student Representation, TUM departments, and TUM partners who support student engagement can also present their offers on-site.

2. Venue and time

The venue is the Magistrale Maschinenwesen (MW) on Campus Garching (Boltzmannstraße 15, 85748 Garching). Set-up is possible from 8:30 a.m. to 10:00 a.m. on the event day. The TUM Student Club Fair is open from 10:00 a.m. to 5:00 p.m. Please note that dismantling will commence at 17:00 and conclude at 18:00.

3. Registration and costs

By registering, exhibitors accept these conditions of participation as binding. Registration does not constitute a binding commitment to a stand at the TUM Student Club Fair. The number of exhibitors is limited. Exhibitors will receive a confirmation of participation or rejection from the TUM Center for Study and Teaching / Communications (TUM CST). Only the confirmation by email constitutes a binding registration. The event is free of charge.

4. Booth set-up and design

The TUM CST is responsible for booth allocation. Each stand will be assigned with a sign bearing the name of the TUM Student Club, TUM department, or TUM partner. The basic equipment ordered in the registration form (table, chairs, pinboard) will be handed over assembled. If exhibitors bring their own equipment, they are responsible for setting it up at the assigned location. Exhibitors are responsible for their own stand design. It is the exhibitor's responsibility to ensure that the following conditions are met:

- a) The stand boundaries are observed.
- b) Aisles, emergency exits, access to fire extinguishers, etc., are kept clear.
- c) Any danger to visitors and other persons is excluded.
- d) The stand is always operated by at least one person during market hours.

The exhibitor is responsible for complying with fire safety regulations (see point 6) as the Magistrale forms part of the escape and rescue routes from the adjacent buildings and lecture halls.

5. Food and drink

The free distribution or sale of snacks and beverages (for consumption on-site) is generally permitted and is the exhibitor's responsibility. Please note that the sale of alcohol is not allowed. The use of disposable plastic tableware must be avoided at all costs. There is a general ban on barbecues. Please be aware that equipment for heating or keeping snacks or drinks warm must be placed on a non-flammable surface (e.g., ceramic tile, glass plate, metal).

6. Fire protection/access by the fire brigade/transport

Please be advised that the use of electricity, gas, and open fires is prohibited, in addition to the current ban on barbecues. Furthermore, individual and multi-story exhibition stand constructions made of wood, MDF, OSB, etc., as well as upholstered landscapes, wood, and carpet coverings, are not permitted. All modular (pop-up) exhibition stands, exhibits, and fabrics must be certified as at least flame-retardant (B1 in accordance with DIN 4102 or at least class C s3, d2 in accordance with DIN EN 13501).

Please ensure that escape routes and fire department access routes are kept clear at all times during the set-up and dismantling periods and during the TUM Student Club Fair. Delivery vehicles must be parked in the official parking lots of the Garching Campus.

All vehicles used for the delivery of exhibition materials within the Magistrale MW must comply with the regulations of TUM Real Estate Management (see Annex). Only ground-protecting casters/wheels may be used.

7. Clean-up and waste disposal

Please be advised that exhibitors are requested to dismantle their stand as they received it. Basic cleaning of tables and chairs, etc., is to be done by the exhibitors themselves, if necessary. The exhibitors must dispose of waste in accordance with the general waste separation regulations.

8. Liability

Each exhibitor is responsible for ensuring the security of their own materials, exhibits, and personal belongings. The organizer cannot be held liable for any damage or loss that may occur during the event, during set-up and dismantling times, or during transport to and from the event. Please be aware that the [general provisions on accident insurance](#) apply.

9. TUM Campus Code of Conduct

The [TUM Campus Code of Conduct](#) and the [Terms of Use](#) of TUM property apply.

10. Cancellation

Confirmed exhibitors may cancel their participation within 14 days before the start of the event by sending a written notification to studentclubs@tum.de. Considering the limited space available as well as the purpose of the fair to provide a platform for as many clubs as possible, we ask you to cancel only in urgent cases.

11. Postponement/cancellation of the event

The TUM Student Club Fair may be cancelled at short notice for compelling reasons.

12. Data protection

The data and information collected in the registration form will only be used for the purpose of organizing the TUM Student Club Fair. No data will be given to third parties. All data will be deleted after the purpose has been fulfilled, unless there is an explicit consent for further use. The legal basis is Art. 6 par. 1 letter a) GDPR. You may revoke your consent at any time with effect for the future. This does not affect the lawfulness of the data processing carried out on the basis of the consent until revocation. To do so, please contact studentclubs@tum.de. Your data will be deleted immediately..

Available equipment (illustration exemplary):



Table
L 140 cm x B 70 cm



Chair



Pinboard
or **movable board**
H 145 cm x B 119 cm

Guidelines for the Use of Transport Vehicles in the 5509 Maschinenwesen Magistrale

The natural stone floor in the Maschinenwesen Magistrale has significant damages in some areas. In order to contain the progression of damages and ensure the safe use of the Maschinenwesen building's Magistrale, the following guidelines must be strictly followed:

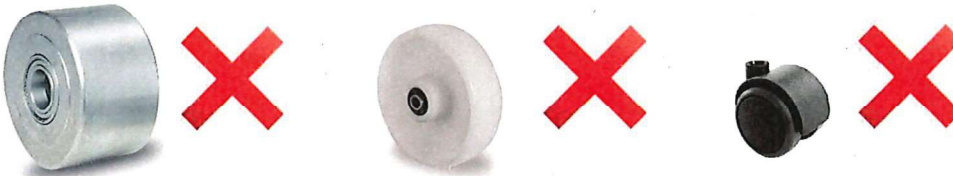


Effective immediately, only transport vehicles equipped with wheels made of floor-friendly and shock-absorbing materials such as **solid rubber** or **air-filled tires** are allowed for any kind of transportation, especially for the movement of goods and merchandise.

The following are still permitted:



Transport vehicles with wheels made of steel, hard plastics, or other "hard" materials **are strictly prohibited**. Additionally, damaged wheels of any material composition are also not permitted..



Attention!

When using any kind of pallet trucks, it is mandatory to handle the loads **with care** while lowering them!

In the event of a violation or non-compliance, TUM reserves the right to hold the responsible party liable for any resulting damages.

Deliveries to the Maschinenwesen Magistrale are **exclusively** allowed through the designated entrances as indicated on the site plan.

Thank you for adhering to the guidelines and exercising general caution to preserve the inventory!

