

A₁

Application for fair booth

Consists of documents A - E



WÜRZBURG

25.9.-3.10.2021

Beginning of the layout planning:
17.02.2021

Registration deadline:
02.08.2021

AFAG Messen und Ausstellungen GmbH
Project Management Mainfranken-Messe
Telefon: +49(0)9 11/9 88 33-420
Telefax: +49(0)9 11/9 88 33-429
www.mainfranken-messe.de
info@mainfranken-messe.de

Filled out by the project team:

Hall _____	Booth _____
_____ m x _____ m = _____ m ²	
Reg. no. _____	

The information marked with * will be entered into the exhibitor directories, depending on the booking!

1.

Company*	Phone*
_____	_____
_____	Fax*
_____	_____
Street*	E-mail*
_____	_____
ZIP* City*	Internet*
_____	_____
Country*	Facebook
_____	_____
Manager/ Owner	YouTube
_____	_____
Contact person	Entry in the directory of exhibitors under letter <input type="checkbox"/> A-Z
_____	_____
E-mail (personal)	E-mail (Invoice, if different from personal)
_____	_____
Mobile phone (at the booth)	Different correspondence address
_____	_____
Phone (personal)	_____
_____	_____

The following products/services will be presented:

Absolutely necessary! Many thanks!

The information is required for entry in the alphabetic list of exhibitors and the internet, among other things. We reserve the right to limit the exhibits upon approval (see § 3 of the FAMA trade fair conditions).

* _____

Different invoice address _____

Turnover tax ID no. _____

Co-exhibitors will be handed later
(please fill out Appendix C) € 395.-/each co-exhibitor

Obligatory media-entry: (If there is no choice, it will be ordered Beginner/Basic)

2.

Beginner/Basic (obligatory)

€ 215.- [01MEEIN]

- Full entry in the Online-Exhibitor-List (company name, contact data, hall and stand number, products)

or:

Standard

€ 530.- [01MESTA]

- Full entry in the Online-Exhibitor-List (company name, contact data, hall and stand number, products)
- Logo in the Online-Exhibitor-List
- Logo in the digital Hall plan of the Visitor-Guide
- 50 guest tickets

or:

Profi/Business

€ 999.- [01MEPROF]





- Full entry in the Online-Exhibitor-List (company name, contact data, hall and stand number, products)
- Logo in the Online-Exhibitor-List
- Logo im digitalen Hallenplan des Visitor-Guides
- 50 guest tickets
- ¼ page advertisement (4c) in the Visitor-Guide
- 2 roll-up displays
- 2 banners on www.mainfranken-messe.de shown in rotation, per 1,000 page impressions

Print data delivery until:

13.08.2021 sent to werbung@afag.de

3.

We apply in accordance to the terms and conditions:

Minimum depth of stand 3 m Minimum size 12 m²	Front in m		Depth in m		Area in m ²	Stand rent per m ² [STMIE] on receipt of the application
	min.	max.	min.	max.	approx.	
Row stand Minimum size 12 m ² 						€ 135.00
Corner stand Minimum size 15 m ² 						€ 159.00
End of row stand Minimum size 28 m ² 						€ 162.00
Island stand Minimum size 50 m ² 						€ 164.00
Row stand outdoor						€ 71.00 / from 100 m ² = € 57.00 [FGMIE]
Corner-/End of row-/Island stand outdoor						€ 85.00 / from 100 m ² = € 70.00

- Trade association contribution **hall** [AUMAH] €/m² **0.60**
Trade association contribution **outdoor** [AUMAF] €/m² **0.30**
- Flat charge for security and waste disposal €/m² **4.95**
- Water connection is required**
(needs to be ordered separately via service manual)

Using a fixed stand setup yes no

Dimensions front _____ m depth _____ m

Dimensions variable? yes no

If the stand or the exhibits exceed a height of 2.50 m,
please list the height: _____ x _____ m

If the stand or the exhibits exceed a height of 2.50 m,
please list the height: _____ m

The attached "general trade fair and exhibition conditions" of the FAMA (association of german trade fairs and exhibition industry), the regulations in the leaflet for exhibitors and the "special trade fair conditions" of AFAG Messen und Ausstellungen GmbH are expressly accepted with submission of this application (see appendix D).

City _____

Date _____

Company stamp and legally binding signature _____

4a

Basic equipment/stand components



<input checked="" type="checkbox"/> Partition walls for stand [01WOCW] € 25.90/running metre Octanorm, coated white	<input checked="" type="checkbox"/> Carpeting – basic € 8.10/m ² Boma fleece Paid order incl. laying and disposal <input type="checkbox"/> red [01BV3001] <input type="checkbox"/> blue [01BV5002] <input type="checkbox"/> green [01BV6024] <input type="checkbox"/> grey [01BV7037] <input type="checkbox"/> anthracite [01BV7021] <i>If there is no specific selection, there will be a grey floor carpet automatically.</i>
or: Own booth construction <input type="checkbox"/> We will use a pre-fabricated stand/stand system or an individually construction stand. In case of a prefabricated stand/stand system or individually constructed stand the exhibitor is obligated to provide the closed sides of the stand with an opaque, 2.50 m high partition wall system.	<input type="checkbox"/> Flooring outdoor area [01HKBFG] € 11.00/m ² Cassette floor (aluminum + wood) Paid order incl. laying and dismantling/without carpet
<input type="checkbox"/> Electricity: up to 3 KW (230 V/16 A) [01SAV3], incl. schuko socket, FI protection switch and flat rate power consumption for 9 days. (Please order other connection types by using form 1 in our service manual.) € 220.50	or: Own booth construction <input type="checkbox"/> We will lay our own/hired flooring or will place a separate order via the service manual.

All prices exclude VAT.

or: 

4b




Complete Booth constructions

<input type="checkbox"/> 1.  <p>Incl. electricity connection worth about € 210.00. No separate order necessary!</p>	<p>Basic [01STPBA]: € 99.20/m²</p> <ul style="list-style-type: none"> Trade fair booth with modern design, incl. setup and dismantling (wall construction matte white/see illustration) Storage area (lockable) in your booth area 2 x 1 m: <input type="checkbox"/> yes <input type="checkbox"/> no Carpeting (BOMA fleece) including installation – please check your desired color: <input type="checkbox"/> signal red <input type="checkbox"/> azure <input type="checkbox"/> green <input type="checkbox"/> grey <input type="checkbox"/> anthracite Seating: 70 cm Ø table with 4 designer chairs– please check your desired color: <input type="checkbox"/> silver <input type="checkbox"/> black <input type="checkbox"/> blue Mero counter (lockable) top: matte white-circular, frame: chrome 4 silver shelves please select – see illustration booth construction package Comfort <input type="checkbox"/> straight <input type="checkbox"/> slanted (for brochures) <u>or</u> <ul style="list-style-type: none"> <input type="checkbox"/> 1 brochure stand with 3 levels, DIN A4 pages (see illustration) Booth fascia in matte white 1 electrical connection 230 V/16 A with grounded outlet, 3 KW including power consumption 1 spotlight for each 5 m² of booth space, at least 3 spotlights Fascia inscription (please list company abbreviation and address):
<input type="checkbox"/> 2.  <p>Incl. electricity connection worth about € 210.00. No separate order necessary!</p>	<p>Comfort [01STPKO]: € 124.60/m²</p> <ul style="list-style-type: none"> Meroform trade fair construction system, incl. setup and dismantling (wall construction matte white) Lockable cubicle, 1 x 2 m with door: <input type="checkbox"/> yes <input type="checkbox"/> no Carpeting, Fair Rips–new from the factory, including cover sheeting and disposal: <input type="checkbox"/> signal red <input type="checkbox"/> azure <input type="checkbox"/> green <input type="checkbox"/> grey <input type="checkbox"/> anthracite Seating: 70 cm Ø table with 4 designer chairs <ul style="list-style-type: none"> <input type="checkbox"/> silver <input type="checkbox"/> black <input type="checkbox"/> blue <u>or</u> <input type="checkbox"/> 1 standing table white with 2 bar stools Z shape black Counter with Beech top, semi-circular, 80 cm wide, 100 cm high, and lockable door 4 shelves chromium (see picture) <input type="checkbox"/> straight <input type="checkbox"/> slanted 1 brochure stand, 25 cm wide, total height 140 cm with 3 levels, DIN A4, portrait format Quadro-support as a booth fascia for trapezoidal board and spotlights Graphics board, curved, 85 x 150 cm with company abbreviation and company Headquarters Decorativ plant 1 electrical connection 230 V/16 A with grounded outlet, 3 KW including power consumption 1 spotlight for each 5 m² of booth space, at least 3 spotlights Fascia inscription (please list company abbreviation and address):

or: 

4c

Special participations – maximum attention at a small price

<input type="checkbox"/> 1.  <p>Incl. electricity connection worth about € 210.00. No separate order necessary!</p>	<p>Artisan booth [01SPKHW]: € 93.30/m²</p> <ul style="list-style-type: none"> Uniform frame structure with 9 m² (3 m x 3 m) Stand boundary walls, wallpapered in white Carpet Lighting 1 electrical connection 230 V/16 A with grounded outlet, 3 KW including power consumption Fascia inscription (please list company abbreviation and address):
<input type="checkbox"/> 2.  <p>Incl. electricity connection worth about € 210.00. No separate order necessary!</p>	<p>Umbrella-booth [01SPSCHI]: € 61.50/m²</p> <ul style="list-style-type: none"> Uniform stand construction with 5 m² (2.50 m x 2 m) Sloping booth boundary Carpet Lighting 1 electrical connection 230 V/16 A with grounded outlet, 3 KW including power consumption <p>– Only available while stocks last –</p>
<input type="checkbox"/> 3.  <p>Incl. electricity connection worth about € 210.00. No separate order necessary!</p>	<p>Market booth [01SPMARKT]: € 50.90/m²</p> <ul style="list-style-type: none"> Market booth with approx. 6 m² Carpet 1 electrical connection 230 V/16 A with grounded outlet, 3 KW including power consumption <p>– Only available while stocks last –</p>

All prices exclude VAT

Stand area will be billed additionally!

City

Date

Company stamp and legally binding signature

Please send this application to:

AFAG

Messen und Ausstellungen GmbH
Project Management
„Mainfranken-Messe“
Messezentrum 1
90471 Nürnberg, Germany

More information concerning your participation

In the following you have the possibility to give us more details concerning your preferred stand positioning. Thank you for your understanding that we cannot always accommodate every request.

Stand positioning:

- We were happy with our stand positioning in 2019 and would like to reserve this again (if possible).
- We were happy with our stand positioning in 2019, but we would like to request a larger/smaller stand area (please underline applicable). _____ m x _____ m = _____ m²
- We were not happy with our stand positioning in 2019 and would like to get an alternative proposal (please enter comments and preferences below).
- We did not have a stand in 2019.

Positioning preferences:

- We would like to be positioned in the environments of the following companies:

- We would not like to be positioned in the environments of:

- We are planning a joint stand with the following companies:

Other comments and preferences:

Further marketing activities you will find
in the Online-Service-Center.

5a

1. Advertisements in the Visitor-Guide:



Special pages with bleed (4c):

- Inside front cover
(W 105 mm x H 180 mm + 3 mm)
[01MEV2]: € 950.00
- Outside back
(W 105 mm x H 180 mm + 3 mm)
[01MEV4]: € 1,000.00

Advertisements (4c):

- 1/1 page
(W 105 mm x H 180 mm) 4c
[01MEV11] € 850.00



Advertisements (4c):

- 1/2 page
(W 98 mm x H 80 mm) 4c
[01MEV12Q] € 580.00



Advertisements (4c):

- 1/4 page
(W 46 mm x H 80 mm) 4c
[01MEV14] € 410.00

2. Logo entry:

- Included in the media-entry Standard or Profi/Business
- Bookable with Annex A1, point 2 media-entry – Standard or Profi/Business

Order until: 30.07.2021
Print data delivery until: 13.08.2021 sent to werbung@afag.de

5b

Guest cards:

Invite your customers to your booth and save up to 40%.

For exhibitors who invite customers to visit the fair at their expense and admission at a discounted price (see below) would like to settle directly with us, we offer guest cards.

Please note that admission with this card is only possible at the regular opening hours of 9am to 5pm.
Day tickets for exhibitors must be ordered via the service manual!

Here's how it works:

- Order desired amount of guest cards
- The cards are sent to you by e-mail (e-ticket codes) or by post (printed guest cards with your company name, hall and stand number).
- Your customer redeems the e-ticket code online for an e-ticket. The printed e-ticket entitles him to direct entry. In the printed guest card, he "activates" it online as a day card.

Order quantity:

- | | | |
|---|-------------------------|------|
| <input type="checkbox"/> 50 pcs. Guest cards [GKEINZEE] / [GKEINZEP] | From 50 redeemed cards | 5 % |
| <input type="checkbox"/> 100 pcs. Guest cards [GKEINZEE] / [GKEINZEP] | From 100 redeemed cards | 10 % |
| <input type="checkbox"/> 250 pcs. Guest cards [GKEINZEE] / [GKEINZEP] | From 300 redeemed cards | 20 % |
| <input type="checkbox"/> 500 pcs. Guest cards [GKEINZEE] / [GKEINZEP] | From 400 redeemed cards | 30 % |
| <input type="checkbox"/> 1,000 pcs. Guest cards [GKEINZEE] / [GKEINZEP] | From 800 redeemed cards | 40 % |
| <input type="checkbox"/> _____ pcs. Guest cards [GKEINZEE] / [GKEINZEP] | | |

Discount:

Any guest card redeemed over 1,000 pieces is free of charge for you!

- Guest cards as print tickets [GKEINZEP] by post
- Guest cards as e-ticket codes [GKEINZEE] via e-mail to: _____

Advantage of e-tickets:

Individual and cost-effective shipping of e-ticket codes is possible via e-mail or SMS.

Conditions:

The redeemed guest cards will be billed after the trade fair with €6.72 net plus statutory VAT per card (Instead of €9.50 gross for adults at the box office taking into account the above discounts).

If you have any questions, please contact + 49-911-9 88 33-7000, Fax: + 49-911-98833-7999 or kundenbetreuung@afag.de

as per Item 7 of "General Terms and Conditions
for Exhibitions of FAMA"
(subject to registration, approval and fees!)

6.

Company _____

Contact person _____

Phone _____

E-mail _____

* **Co-exhibitor** € 395.00 plus VAT [01MEMA]
(A company which is represented at the stand
of a main exhibitor with its own personnel and
products/services).



* **Represented company** € 0.00 [01MEZVU]
(A company whose products and services are
offered by the main exhibitor without the com-
pany's own personnel).

 Co-exhibitor **Represented company**

Company _____

Street/P.O. Box _____

Phone _____

E-mail _____

Products _____

Sales tax identification number (EU), VAT number _____

Contact person _____

Zip code, City _____

Fax _____

Internet _____

Entry in the index of exhibitors under letter A-Z _____
 Co-exhibitor **Represented company**

Company _____

Street/P.O. Box _____

Phone _____

E-mail _____

Products _____

Sales tax identification number (EU), VAT number _____

Contact person _____

Zip code, City _____

Fax _____

Internet _____

Entry in the index of exhibitors under letter A-Z _____
 Co-exhibitor **Represented company**

Company _____

Street/P.O. Box _____

Phone _____

E-mail _____

Products _____

Sales tax identification number (EU), VAT number _____

Contact person _____

Zip code, City _____

Fax _____

Internet _____

Entry in the index of exhibitors under letter A-Z _____

City _____

Date _____

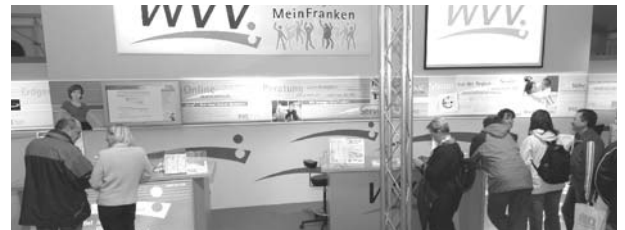
Company stamp and legally binding signature _____

Mainfranken-Messe 2021

Würzburg
25.9.-3.10.2021

Exhibiting is governed by the following special terms and conditions for exhibitions and the general terms and conditions for exhibitions of **fama**.

Further regulations are contained in the service manual for Mainfranken-Messe 2021.



1. Place – Duration – Opening Hours:

Mainfranken-Messe will be held from **Saturday, 25 September until Sunday, 3 October 2021** in Würzburg at the fair ground on the Main-Shore. It will be open daily from 9:30-18:00 hours. Visitors will be admitted (only) until 17:00 hours. The opening hours for exhibitors will be 8:30 to 19:00 hours.

2. Advertising Space:

Trade fair management would be pleased to give you an offer for advertising space inside the trade fair grounds. Please present a proposal.

3. Payment Dates:

The first half of the invoice amount is due for payment 30 days after date of invoice. The second half is due by 7 August 2021. Invoices issued after 7 August 2021 are due for payment at once. Place of fulfillment and place of jurisdiction - also for summary proceedings for court order to pay debts - is Nürnberg. Default interest and reminder charges are due with the third reminder.

4. Trade Association Contribution:

To safeguard the interests and concerns of both the industry sectors exhibiting at trade fairs and exhibitions and the organizers, as well as for the purposes of quality assurance for the trade fair location of Germany, exhibitors will be levied a trade association contribution to support the work of the German trade fair industry's trade associations. The trade association contribution is levied by and for the AUMA (Association of the German Trade Fair Industry), calculated by the organizer and paid directly to the AUMA.

5. Set-Up:

Beginning of set-up/halls:	Monday, 20 Sept. 2021, 7 AM
Beginning of set-up/outdoor:	Friday, 17 Sept. 2021, 7 AM
End of set-up:	Friday, 24 Sept. 2021, 6 PM

Please consult the service manual for the definitive set-up times (changes are possible).

Management must be informed at least 6 weeks prior to the start of an exhibition about exhibits which, due to their size or weight, are not able to be transported on the wooden floors into the lightweight halls, or don't fit through the halls' doors, so that an allowance can be made even before construction of the lightweight halls. Then, an exact coordination with regards to the deadline and additional technical measures is essential. To that end, exhibits usually have to be delivered before the general start of construction.

If exhibition management is not informed by the exhibitor in a timely fashion, or the agreements made are not complied with, additional costs will be charged.

A bringing forward of the construction date is possible only by written agreement.

As part of the transport arrangements, temporary passes will be issued for a deposit fee. A hall's roof trusses and technical facilities are an integral part of the stand area and are included in the calculation.

The exhibition grounds are located in a registered flood area!

Stands whose construction has not been commenced by 12 o'clock of the day before the start of the fair will be constructed at the exhibitor's expense, unless otherwise provided. Claims for compensation cannot be asserted by the rentee.

The exhibitor undertakes to demarcate the closed sides of his stand with an opaque partition wall system. Partition walls (Octanorm white) may be ordered at the exhibitor's expense with registration or the service manual.

Partition walls that were used but not ordered (e.g. from a neighbour's stand) will be charged to the exhibitor on the aforementioned terms.

We reserve the right to impose requirements on stand design and type as well as content of the advertising claims. Acoustic and optical advertising media must in all cases be expressly approved by us. All regulations of trade law - particularly those that pertain to price labelling - **must be observed.**

6. Disassembly:

Beginning of disassembly:	Sunday, 3 October 2021, 6 PM
End of disassembly:	Tuesday, 5 October 2021, 6 PM

Please consult the service manual for the definitive disassembly times (changes are possible).

Stands that have not been disassembled and exhibition goods that have not been taken away by the "end of disassembly" deadline will be removed at the exhibitor's expense and risk and stored at the exhibitor's expense.

The stand areas and the materials rented from the contract companies are to be returned in proper condition.

Damages to the building structure, the technical facilities and the premises are to be reported to trade fair management without undue delay. The exhibitor is liable for all such damages.

In a deviation from the provision in Section 13, paragraph 1, sentence 2 of the General Exhibition Terms and Conditions of fama Fachverband Messen und Ausstellungen e.V., it is hereby stipulated that the amount of the contractual penalty to be paid by an exhibitor to the organizer in the event of the culpable and intentional removal of a stand in whole or in part (premature dismantling) prior to the end of the exhibition, shall be determined by AFAG Messen und Ausstellungen GmbH as it sees fit, whereby the exhibitor shall be at liberty to have the appropriateness of the amount of the contractual penalty reviewed by a court.

7. Identity Cards:

Each exhibitor receives identity cards for its needed stand and service personnel till 10m² 2 identity cards free of charge. For each additional full 10 m² of stand space an additional identity card, but not more than 10 identity cards. The right to free identity cards is subject to the exhibitor's compliance with his payment obligations.

In a case of proven need, additional identity cards are issued in return for payment, whereby the maximum is one half of the cards that can be claimed free of charge.

If an identity card is misused, it will be taken back without compensation being rendered.

The right to issue work identity cards during the time of set-up and disassembly is reserved.

8. Obligatory Media-entry

"Beginner/Basic"/Visitor-Guide:

8.1 Obligatory Media-entry "Beginner/Basic"

The obligatory media-entry "Beginner/Basic" in the amount of € 215,- is collected from each exhibitor. It covers the entry in the Online-Exhibitor-List, (company name, postal address, hall and stand number, products), use of the advertising means offered, and all visitor marketing measures. The data for these entries is taken from the registration. The organizer transmits to the relevant media partners the contact data of the exhibitors so that these media partners can offer trade fair related publications. This data forms the basis for providing visitors with information at the trade fair. The full amount is due even after the press deadline for the Visitor-Guide. The obligatory media-entry "Beginner/Basic" is charged in the stand fee invoice from AFAG Messen und Ausstellungen GmbH. Additional presentation options (logos, adverts, etc.) can be ordered by exhibitors; order forms A1 + B is provided for this purpose. AFAG Messen und Ausstellungen GmbH do not warrant that the entries are correct and complete.

8.2 Visitor-Guide

The Visitor Guide will be distributed free of charge to all visitors on site. (see Annex B)

9. Service Manual:

The service manual will be available at www.mainfranken-messe.de for downloading beginning in June 2021. By sending in the completed order forms, the exhibitor places orders with the responsible contract companies and agrees to pay the resulting costs. The technical guidelines, the set-up requirements, and the fire prevention and safety measures stated in the service manual, and the rules of the house, are part of the contract with AFAG Messen und Ausstellungen GmbH.

10. Flat Charge for Security and Waste Disposal:

The flat charge for security and waste disposal is shown separately on the invoice for the stand. This fee covers additional preventative security measures (exceeding the general security obligations for events) as well as the disposal of waste in a legally prescribed fashion.

The additional preventative security measures aim to avert potential external risks for exhibitors and visitors, and include the use of additional rapid response teams, selective baggage screening, the use of anti-ramming barriers and much more.

Separately from the flat rate, the respective exhibitor is also obliged, in accordance with the applicable statutory regulations (e.g. the Commercial Waste Ordinance), to avoid waste and to sort waste into recyclable materials (paper and cardboard, glass, plastics, metals, wood, textiles, organic waste). The disposal of hazardous waste and toxic substances, as well as exceptionally high quantities of waste, will be charged for in addition to the flat fee. The WASTE DISPOSAL form in the service handbook is to be completed in all cases and sent to exhibition management.

11. Sales:

Dispensing food and beverages for consumption on the fair grounds as well as samples for tasting must be approved by trade fair management. At most 25% of the exhibition space may be used for presenting the offer of a product or information on which this approval is based.

Sale of goods of all types, as well as dispensing food and beverages must be discontinued irrevocably at 18 hours.

12. Lotteries, Contests, etc.:

Tombolas, contests, quizzes, raffles, giveaways and the like may NOT be conducted in exchange for paying money or making a donation.

13. Insurance:

The exhibition management is not responsible for any damage or loss to stand bodywork and exhibited goods. Insurance can be arranged by the exhibitor management for the exhibited goods and third parties under favorable conditions via a framework agreement.

14. Prohibition of Smoking:

We point out that the laws of the State of Bavaria regarding a prohibition of smoking which are in force at the time of the trade fair must be observed and enforced. The Non-Smokers Protection Act applies in the gastronomic facilities within the halls and the service areas.

15. Address Transfer to the Media Partners:

AFAG Messen und Ausstellungen GmbH transmits the relevant media partners the postal address of the exhibitors for the purpose of offer of mess-specific publications. The data from the exhibitors will ONLY be sent to **our media partners and not to Expo-Guide**. The legal standard in force at the time of performance remains untouched.

16. Applicability of German Law:

This contract is subject solely to the application of the right of the Federal Republic of Germany.


Organizer:

AFAG Messen und Ausstellungen GmbH
Messezentrum 1, 90471 Nürnberg
Phone +49 (0) 9 11 / 9 88 33-0, Fax +49 (0) 9 11 / 9 88 33-500
www.afag.de, info@afag.de
Registration court: Nuremberg HRB 651
CEO: Henning und Thilo Könicke

Exhibitor Management:

AFAG Project Management
Mainfranken-Messe
Messezentrum 1, 90471 Nürnberg
Phone +49 (0) 9 11 / 9 88 33-420, Fax +49 (0) 9 11 / 9 88 33-429
www.mainfranken-messe.de, info@mainfranken-messe.de

Träger: Stadt Würzburg

 Member of Association of German Trade Fairs and Exhibition Industry

1. General

- 1.1 The following general trade fair and exhibition conditions from FAMA Fachverband Messen und Ausstellungen e. V. (hereinafter: "GTFEC") govern the legal relationship between the organiser of a trade fair/exhibition and the respective exhibitor. With its application, the exhibitor acknowledges these GTFEC, the "special trade fair and exhibition conditions" (hereinafter: "STFEC") and any applicable "house rules", which are valid for the respective trade fair/exhibition, as binding for itself and all employees working for it at the trade fair/exhibition.
- 1.2 The GTFEC may be supplemented or amended by the STFEC valid for the respective trade fair/exhibition. In the event of deviating provisions in the respective regulations, the following order of precedence shall apply:
 - The individual contractual agreement takes precedence over the STFEC;
 - the STFEC has priority over the GTFEC.
- 1.3 Any agreements deviating from the GTFEC and/or the STFEC must be made in text form to be legally effective. Any general terms and conditions of business of the exhibitor which conflict with the GTFEC and/or the STFEC shall not become part of the contract, even if they have not been expressly contradicted.
- 1.4 The organiser is entitled to demand payment for the provision of its services. The remuneration of the organiser includes all main and ancillary services provided by the organiser for the exhibitor for the execution of the event. The remuneration for the main services can be seen from the application and from the "special trade fair and exhibition conditions" and includes in particular the stand rent, planning and organisational services, the integration of the exhibitor into the advertising concept of the trade fair/exhibition, the mediation of event-related contracts with third parties, the provision of event-related services and stand construction services to be provided by the organiser. Additional costs for ancillary services provided at the request of the exhibitor, such as in particular the provision of supply systems required for the purchase of gas, water, electricity, internet or other telecommunications, additional stand construction services or the rental of furniture, are part of the organiser's remuneration. Services provided to the exhibitor by third parties in connection with the event are not part of the contractual obligations of the organiser, nor are they part of the remuneration of the organiser, even if the provision of these services was arranged by the organiser. The trade association fee shall be calculated net per square metre provided and shown separately on the total invoice for remuneration. The trade association fee is not part of the remuneration of the organiser.

2. Registration

- 2.1 Registration for participation in the event is made using the legally signed registration form. In the case of registration by using an online form, the registration is also valid without signature by sending it to the organiser.
- 2.2 Any conditions and/or reservations made by the exhibitor in the course of registration, such as the exact position of the stand or exclusivity in a product group, are inadmissible and irrelevant for the conclusion of the contract. They shall only become legally effective if they are individually confirmed in writing by the organiser before or at the time of conclusion of the contract.
- 2.3 The registration constitutes an offer by the exhibitor, to which the exhibitor is bound until 8 days after the registration deadline announced in the STFEC, at the latest until 6 weeks before the opening of the trade fair/exhibition, unless admission has been granted in the meantime. The exhibitor shall be bound for 14 days by applications received after the closing date for applications or 6 weeks before the opening of the trade fair/exhibition.

3. Admission/conclusion of contract

- 3.1 Upon receipt of the confirmation of admission or the invoice by the exhibitor, by letter, fax or electronic transmission (e.g. by e-mail), the contract between the organiser and the exhibitor is concluded (hereinafter: "contract of participation"). The organiser shall decide on the admission of the exhibitors and the individual exhibits, if necessary, with the assistance of a trade fair/exhibition advisory board or the trade fair/exhibition committee.
- 3.2 The organiser may exclude individual exhibitors from participation for objectively justified reasons, in particular if the available space is insufficient. If it is necessary to achieve the purpose of the event, it may restrict the event to certain groups of exhibitors, suppliers and visitors. Exclusion of competitors may neither be demanded nor promised.
- 3.3 Ordinary termination of the participation contract is excluded, whereby the right to extraordinary termination remains unaffected. In particular, the organiser is entitled to provide extraordinary termination of the participation contract without notice for good cause if the conditions for the exhibitor's admission subsequently cease to apply or are no longer fulfilled, and if the exhibitor is in persistent default of payment despite two reminders. An important reason is also given if the organiser determines that the execution of the trade fair/exhibition is not economically reasonable due to lack of participation. In the event of an extraordinary termination for which the exhibitor is responsible, the organiser is entitled to demand an amount equivalent to 50% of the remuneration as defined in item 1.4. as lump-sum compensation.
- 3.4 At the request of the exhibitor, its dismissal from the participation contract is possible (see item 4.). The organiser is not obliged to do so.
- 3.5 The goods or exhibits to be exhibited must comply with the nomenclature of the trade fair/exhibition. The exhibition of goods that have not been registered or approved is not permitted.

4. Release from the contract

- 4.1 If, in exceptional cases, the organiser grants a release from the contract after binding registration or admission, the exhibitor shall pay 25% of the organiser's remuneration (in accordance with item 1.4.) as compensation. In the specific case, the exhibitor is expressly granted the right to prove that the organiser has suffered no or lower damages.
- 4.2 Item 4.1. does not exclude the assertion of a higher damage actually incurred by the organiser. In this respect, the organiser has the right to choose whether to claim the flat rate according to item 4.1. or the actual damage incurred.
- 4.3 The application for release from the contract can only be made in writing. It is only legally effective if the organiser also provides its consent in writing. The organiser can make the dismissal from the contract subject to the condition that the allocated stand space can be used for other purposes. The reallocation of the stand space to another exhibitor then corresponds to a release from the contract.

5. Force majeure

- 5.1 If, after conclusion of the contract, it becomes impossible for the exhibitor to participate in the trade fair/exhibition due to circumstances for which neither the organiser nor the exhibitor is responsible and which the exhibitor could neither foresee nor avert, the exhibitor shall be entitled to dismissal from the contract, whereby the provision of item 4.1. of these GTFEC shall apply accordingly.
- 5.2 The organiser is entitled to cancel the trade fair/exhibition for good cause, to postpone the trade fair/exhibition in time and/or space, or to shorten the trade fair/exhibition. An important reason is given in particular if the execution of the trade fair/exhibition becomes objectively impossible at the originally set time due to an external unforeseeable event of force majeure that cannot be averted even with the utmost care (force majeure event). An event of force majeure shall be deemed equivalent to cases in which it becomes objectively impossible to hold the trade fair/exhibition at the originally stipulated time due to an official order, decree or measure for which neither the organiser nor the exhibitor is responsible, or which is not under state or federal law.
- 5.3 In the event that the trade fair/exhibition is shortened for good cause in accordance with item 5.2., the exhibitor shall only be entitled to a pro-rata refund of the remuneration in accordance with item 1.4. if the shortening results in the loss of more than 35% of the original duration of the trade fair/exhibition.
- 5.4 In the event of cancellation of the trade fair/exhibition for good cause in accordance with item 5.2., the organiser and the exhibitor shall be released from their contractual obligations. The contract shall be rescinded, and the organiser shall be entitled to demand from the exhibitor compensation for a reasonable share of the costs incurred in preparing the event and compensation for services already rendered. The amount to be paid by the exhibitor in this respect shall be calculated on the basis of the costs already incurred by the organiser up to the time of cancellation of the event, which shall then be divided in the ratio of the stand space individually rented by the exhibitor to the total net exhibition space. The amount thus determined may not exceed 25% of the remuneration as defined in item 1.4.
- 5.5 In the event that the trade fair/exhibition is postponed in terms of location and/or time for good cause in accordance with item 5.2., the contractual relationship shall continue to exist and the exhibitor shall remain bound by it. The contract is deemed to have been concluded for the relocated trade fair/exhibition. If the exhibitor provides evidence that it is objectively impossible for it to participate on the alternative date and/or place, the exhibitor shall be entitled to be released from the contract, whereby the provision of item 4.1. of these GTFEC shall apply accordingly.
- 5.6 In the cases of items 5.3., 5.4. and 5.5., the assertion of other claims for damages is excluded for both contracting parties, unless these are based on gross negligence or intent on the part of the contracting party claimed or its vicarious agents.
- 5.7 If, as a consequence of one of the events described in item 5.2., the execution of the trade fair/exhibition is subsequently made subject to compliance with public law requirements, the restrictions associated with the implementation of these requirements do not entitle the exhibitor to reduce the remuneration of the organiser or to withdraw from the contract.

6. Stand allocation

- 6.1 The stand allocation is made by the organiser according to aspects given by the concept and the trade fair and exhibition theme, whereby the date of receipt of the application is not decisive. The stand allocation will be communicated to the exhibitor in text form, including the hall and stand number.
- 6.2 Special wishes of the exhibitor will be taken into account as far as possible when allocating the stand; however, there is no legal obligation to do so.
- 6.3 The organiser is entitled to change the registered area for conceptual reasons. In particular, the area may be changed in order to achieve the specified minimum dimensions of the stand and must otherwise take the interests of the exhibitor adequately into account.
- 6.4 Complaints by the exhibitor against the stand allocation must be made in text form within 8 days of receipt.
- 6.5 The exhibitor must expect that for technical reasons a minor restriction of the allocated stand space will be necessary. This restriction may not exceed 3% of the stand space and does not entitle the exhibitor to a reduction of the remuneration. This does not apply to stands expressly registered as finished or system stands. The organiser reserves the right to relocate the entrances and exits, the emergency exits and the passageways.
- 6.6 A relocation of the stand area after the stand allocation has been carried out and completed may only take place for compelling reasons. The organiser must allocate a stand area of equal value to the exhibitor concerned as a replacement. In this case, the exhibitor is entitled to object to the newly allocated stand area within 8 days of receipt of the notification of the relocation, in accordance with item 6.3. An exception to this is the relocation of a stand by a few metres in the same hall.
- 6.7 If, in cases covered by item 6.5., it is not possible for the organiser to allocate a stand area of as equal value as possible to the exhibitor concerned as a replacement, the exhibitor shall be entitled to withdraw from the contract. In this case, the remuneration already paid in accordance with item 1.4. must be refunded to the exhibitor, whereby the right to assert claims for damages is otherwise excluded. The withdrawal must be made in text form.
- 6.8 All other subsequent changes to the stand allocation, e.g. with regard to the type or dimensions of the stand, shall be notified by the organiser to the exhibitor concerned without delay.
- 6.9 If the organiser is entitled to use the stand space for other purposes after the stand allocation has been made in accordance with the STFEC or these GTFEC, it is at the free discretion of the organiser to decide how to carry out this utilisation in the interest of the overall appearance of the event and the interests of the other exhibitors. In particular, it may, with the consent of other exhibitors, relocate them to the unoccupied stand area or fill the stand decoratively in some other way. In this case, the exhibitor to whom the space was originally allocated shall not be entitled to a reduction of the remuneration. The costs incurred for decorating or filling the unoccupied stand shall be borne by this exhibitor.

7. Transfer of the stand to third parties, sale for third parties, co-exhibitors

- 7.1 The exhibitor shall not be entitled to transfer the stand space allocated to it to third parties, either in whole or in part, free of charge or in return for payment, or to exchange it with another exhibitor without the prior express consent of the organiser in text form.
- 7.2 The inclusion of a co-exhibitor is only permitted if it has been registered by the exhibitor before the event and approved by the organiser in text form. The main exhibitor and the co-exhibitors of a stand must name a joint representative in the application. Notifications and declarations made by the organiser to the named representative are deemed to have been made and received by all co-exhibitors. In the event of the admission of co-exhibitors, all co-exhibitors are jointly and severally liable for the remuneration of the organiser.
- 7.3 The representation of additionally represented companies, which have economic goods presented on the stand of an exhibitor without their own personnel, is only permitted if this has been registered by the exhibitor prior to the event and approved by the organiser in text form. Additionally represented companies must be marked as such in the list of exhibitors.

8. Payment terms

- 8.1 Of the remuneration to be paid by the exhibitor to the organiser, 50% shall be paid within 30 days of the invoice date, the remainder up to 6 weeks before the opening, unless otherwise agreed in writing or stipulated in the "special trade fair and exhibition conditions".
- 8.2 Invoices issued later than 6 weeks before opening are payable in full immediately.
- 8.3 After the due date, the organiser is entitled to charge interest on arrears. This is based on the legal provisions of § 288 BGB. The organiser reserves the right to prove higher damages caused by delay.
- 8.4 The organiser can dispose otherwise of unpaid or incompletely paid stands within the meaning of item 6.9, after unsuccessful reminder with appropriate notice. In this case, it may refuse to hand over the stand and issue the exhibitor passes.
- 8.5 For all unfulfilled obligations and the resulting costs, the organiser is entitled to a lien on the trade fair/exhibition objects brought in. The organiser is not liable for any damage or loss of the pledged objects through no fault of its own and may sell them on the open market after giving written notice. It is assumed that all objects brought in by the exhibitor are the unrestricted property of the exhibitor.

9. Design and equipment of the stands

- 9.1 The name and address of the stand owner must be displayed on the stand in a way that is recognisable to everyone for the entire duration of the event.
- 9.2 The exhibitor is responsible for equipping the stands within the framework of the uniform construction provided by the organiser, if applicable.
- 9.3 If the exhibitor builds its own stand, it may be required to submit dimensionally accurate designs to the organiser for approval before work begins. The use of prefabricated or system stands must be expressly noted in the application. The companies commissioned with the design or construction shall be notified to the organiser.
- 9.4 Exceeding the stand limits is not permitted in any case. Exceeding the prescribed construction height requires the express permission of the organiser.
- 9.5 The organiser can demand that trade fair/exhibition stands whose construction has not been approved or which do not comply with the exhibition conditions be changed or removed. If the exhibitor does not comply with the request, the removal or alteration may be carried out by the organiser at the expense of the exhibitor. If the stand must be closed for the same reason, there is no entitlement to reimbursement of the fee.

10. Advertising

- 10.1 Advertising of any kind, in particular the distribution of advertising material and printed matter and the addressing of visitors, is only permitted within the exhibitor's own stand.
- 10.2 The operation of loudspeaker systems, music/photo presentations and AV media of any kind – also for advertising purposes – by the exhibitor requires the express permission of the organiser and must be registered in good time in advance.
- 10.3 In the interest of maintaining orderly trade fair/exhibition operations, the demonstration of machines, acoustic equipment, photographic equipment and fashions, also for advertising purposes, may be restricted or revoked even after permission has already been granted.

11. Installation

- 11.1 The exhibitor shall be obliged to complete the stand within the periods specified in the "special trade fair and exhibition conditions". If construction of the stand has not begun by 12 noon on the day before the opening, the organiser may dispose of the stand otherwise in accordance with item 6.9. Claims for damages by the exhibitor are excluded in any case.
- 11.2 Complaints about the location, type or size of the stand made by the exhibitor during construction must be notified to the organiser immediately in text form.
- 11.3 All materials used for construction must be flame resistant.

12. Operation of the stand

- 12.1 The exhibitor is obliged to occupy the stand with the registered exhibits for the entire duration of the trade fair/exhibition and to keep it manned with competent personnel.
- 12.2 Cleaning of the stands is the responsibility of the exhibitor and must be carried out daily after the end of the trade fair/exhibition. The organiser is responsible for cleaning the rest of the site, the other parts of the hall and the aisles.
- 12.3 It is the exhibitor's responsibility to operate its stand in a sustainable manner and to avoid rubbish and waste. The guidelines for the disposal concept of the organiser and for the handling of garbage and waste result from the STFEC.
- 12.4 All exhibitors are obliged to show consideration for each other, for the organiser and for the visitors during the course of the trade fair/exhibition, as well as during assembly and dismantling. The organiser is entitled to set up precise regulations in the STFEC and/or the "house rules" to ensure mutual consideration and to take appropriate measures, up to and including extraordinary termination of the participation contract, if an exhibitor persistently violates the requirement of consideration after prior warning.

13. Dismantling

- 13.1 No stand may be completely or partially vacated before the end of the trade fair/exhibition. Exhibitors who violate this rule forfeit a contractual penalty to the organiser in the amount of half the net remuneration. Further claims for damages remain unaffected.
- 13.2 The trade fair/exhibition objects may not be removed after the trade fair/exhibition has ended if the organiser has asserted his lien. If the trade fair/exhibition objects are nevertheless removed, this shall be deemed a breach of the lien.

- 13.3 The exhibitor shall be liable for damage to the floor, walls and the material provided. The trade fair/exhibition space must be returned in the condition in which it was taken over, at the latest by the date set for completion of dismantling. Any material, foundations, excavations and damage must be properly removed. Otherwise, the organiser is entitled to have this work carried out at the expense of the exhibitor.
- 13.4 Stands not dismantled after the date set for dismantling or exhibition objects not removed will be removed by the organiser at the expense of the exhibitor and stored with the exhibition forwarding agent, excluding liability for loss and damage.

14. Connections

- 14.1 The general lighting of the event area as a whole shall be provided by the organiser.
- 14.2 If the exhibitor wishes to have supply connections for electricity, water, compressed air or gas, these must be announced at the time of registration. Installation of the connections and actual consumption shall be at the expense of the exhibitor. In the case of ring lines, the costs will be shared proportionately among the participating exhibitors.
- 14.3 All installations, in particular all installations of connections, may only be carried out by companies approved by the organiser. Unless otherwise provided for in the STFEC, these companies receive all orders through the mediation of the organiser and perform their services directly for and on account of the exhibitor.
- 14.4 Connections and equipment which do not comply with the relevant regulations, do not have the necessary tests and/or certificates or whose consumption is significantly higher than reported, can be removed or put out of operation by the organiser at the exhibitor's expense.
- 14.5 The exhibitor shall be liable for all damage caused by the use of connections that have not been registered and/or have not been made by companies approved by the organiser. The organiser shall not be liable for interruptions or fluctuations in performance of the electricity, water/wastewater, gas and compressed air supply.

15. Security

- 15.1 The general surveillance of the site and the halls in the form of access and entry controls is the responsibility of the organiser, without liability for loss or damage to stand construction material and/or exhibits.
- 15.2 The exhibitor itself is responsible for the supervision and guarding of the stand. This also applies during the construction and dismantling periods. Special guards, e.g. at night-time, are permitted with the approval of the organiser.

16. Liability

- 16.1 The exhibitor and its employees and vicarious agents are not liable for damage resulting from slightly negligent breaches of duty.
- 16.2 This does not apply to damage resulting in loss of life, physical injury or health impairment or avoidance of guarantees as well as claims under the Product Liability Act.
- 16.3 Furthermore, liability for the breach of obligations, the fulfilment of which is essential for the proper execution of the contract and on the observance of which the exhibitor may regularly rely (cardinal obligation), remains unaffected.
- 16.4 In the cases of items 16.2. and 16.3., the organiser is liable in accordance with the statutory provisions. In the event of a breach of a cardinal obligation within the meaning of item 16.3., the liability of the organiser is limited to foreseeable, typical damage, excluding liability for consequential damage.
- 16.5 Exhibitors are strongly advised to insure their trade fair/exhibition objects and their liability at their own expense.

17. Image rights and other industrial property rights

- 17.1 Commercial photography, drawing and filming within the trade fair/exhibition site is only permitted to companies and persons authorised by the organiser.
- 17.2 Any photo coverage of the trade fair/exhibition in the press, radio and digital media requires prior accreditation by the organiser.
- 17.3 The organiser is entitled to produce photographs, drawings and film recordings for the purposes of self-promotion during the event. The publication of illustrations of individual exhibits requires the prior consent of the exhibitor.
- 17.4 All advertising and press materials (logos, photographs, plans, etc.) provided by the organiser may only be used for the purpose of the exhibitor's own advertising with its participation in the trade fair/exhibition or for the purpose of reporting in the press, radio and digital media.
- 17.5 It is prohibited to show exhibits which violate the copyrights, trademark, design, patent or other industrial property rights applicable at the location of the trade fair/exhibition. In the event of a proven violation of the above provision, the organiser is entitled to terminate the contractual relationship in accordance with item 3.3. for good cause.
- 17.6 If the organiser is directly held liable by the owner of an industrial property right which is infringed by an exhibit of an exhibitor, the organiser can demand that the exhibitor indemnify the organiser against the costs of its legal defence in this regard.

18. Domiciliary rights

- 18.1 During the event, the organiser exercises the sole domiciliary rights on the trade fair/exhibition site and may issue house rules.
- 18.2 Exhibitors and their employees may only enter the grounds and halls at the times specified in the STFEC on a daily basis and must have left the halls and grounds at the latest at the corresponding times.
- 18.3 An extension and/or shortening of the times according to item 18.2. is possible in individual cases with the prior consent of the organiser. It is prohibited to spend the night on the grounds.

19. Limitation period

- 19.1 Exhibitors' claims against the organiser are subject to a limitation period of one year, beginning at the end of the month in which the last day of the trade fair/exhibition falls.
- 19.2 All claims of the exhibitors against the organiser must be asserted in text form within a preclusive period of six months, beginning at the end of the month in which the last day of the trade fair/exhibition falls.
- 19.3 The provisions of the above two paragraphs shall not apply if the organiser, its employees or vicarious agents are guilty of intentional or grossly negligent conduct or the liability of the organiser is based on the statutory provisions in accordance with item 16.4.

20. Place of performance and place of jurisdiction

- 20.1 Place of performance and jurisdiction is the domicile of the organiser, even if claims are asserted in legal dunning proceedings, unless otherwise stipulated in the STFEC.
- 20.2 The organiser shall also have the right to assert its claims in court at the exhibitor's registered office or at the place where the trade fair/exhibition is held.