

**Exhibitor:**

Name/Company – (first letter for entry in the exhibitor's catalogue)		
Name/Company		
Street		
State	Postcode	Town/City
Managing Director		
Telephone		
Fax		
Contact partner		
Contact partner's direct dial	Mobile	
Email address		
Internet address		

The Messe Erfurt GmbH hereby confirm receipt of your registration.

Registration number: \_\_\_\_\_

Registration date: \_\_\_\_\_

Stamp/signature: \_\_\_\_\_

**Different invoice address:**

Company: \_\_\_\_\_

Street: \_\_\_\_\_

Postcode Town/City: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Co-exhibitor:**
 No  Yes Number: \_\_\_\_\_

 Classification in the exhibitor list under letter: \_\_\_\_\_  
 (if not completed, then the first letter of company name)

**Requested size of stand:**

 \_\_\_\_\_ m x \_\_\_\_\_ m = \_\_\_\_\_ m<sup>2</sup> (width x depth)

**Stand rental:**

- Inline stand 159,00 €/m<sup>2</sup>
- Corner stand 159,00 €/m<sup>2</sup>
- Peninsula stand 159,00 €/m<sup>2</sup>
- Block stand 159,00 €/m<sup>2</sup>

The stand rental only includes the stand area without additional benefits.

**Auxiliary costs (compulsory):**

AUMA contribution:	0,60 €/m <sup>2</sup>
Waste disposal fee:	19,00 €
Advertising fee:	75,00 €

**Equipment**

We agree to equipping our stand with at least 2.5 m high stand partition walls as well as panels and carpet.

- We use our own stand construction.
- We do not use our own stand construction. (Order via exhibitor's handbook.)

 The exhibitor's handbook (stand construction, electrical connections, furniture, etc.) will be sent to all exhibitors following receipt of registration and is also available at [www.rapidtech.de](http://www.rapidtech.de).

**Exhibition goods:** (Text for catalogue entry, maximum 132 characters)


**Product directory:** We are represented in the following categories  
 (if not completed the organiser shall decide; for categories see page 2)

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We would like to register for Rapid.Tech 2012. We expressly acknowledge the enclosed "FAMA (Fachverband Messen und Ausstellungen e.V.) General Trade Fair and Exhibition Conditions" - and the "Messe Erfurt GmbH Exhibition Conditions" for this event.

<b>Place:</b> _____	<b>Date:</b> _____	<b>Company stamp, Signature:</b> _____
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Legally binding signature

All prices are plus statutory VAT.

Main exhibitor:

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Co-exhibitor:

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Name/Company – (first letter for entry in the exhibitor's catalogue)

--

Name/Company

--

Street

--

State

Postcode

Town/City

--

Managing Director

--

Telephone

--

Fax

--

Contact partner

--

Contact partner's direct dial

Mobile

--

Email address

--

Internet address

--

Classification in the exhibitor list under

letter: \_\_\_\_\_

(if not completed, then the first letter of company name)

### Co-exhibitor fee:

The main exhibitor is invoiced €100.00 plus statutory for each co-exhibitor, incl. catalogue entry.

**Exhibition goods:** (Text for catalogue entry, maximum 132 characters)


**Product directory:** We are represented in the following categories  
(if not completed the organiser shall decide; for categories see page 2)

--	--	--	--

We would like to register for Rapid.Tech 2012. We expressly acknowledge the enclosed "FAMA (Fachverband Messen und Ausstellungen e.V.) General Trade Fair and Exhibition Conditions" - and the "Messe Erfurt GmbH Exhibition Conditions" for this event.

**Place:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Company stamp, Signature:** \_\_\_\_\_  
Legally binding signature

### Key: Categories for product directory

1. Research, development, training
2. Software
3. Machinery, plants, tools, accessories
4. Tool and mould makers (generative processes)
5. Materials
6. Devices for measuring, controlling, regulating and testing
7. Services
8. Professional literature
9. Associations, institutions
10. Other

# Messe Erfurt GmbH Special Exhibition Conditions

## **I. Location – Duration – Opening hours**

Rapid.Tech takes place from 08<sup>th</sup> to the 09<sup>th</sup> May 2012 at Messe Erfurt.

### Visitors opening hours:

Tuesday, 08<sup>th</sup> May 2012 10.00 am – 5.00 pm  
Wednesday, 09<sup>th</sup> May 2012 9.00 am – 3.30 pm

Exhibitors opening hours: 1 hour before and/or after visitor opening hours.

## **II. Basis of contract**

The basis of contract for participation in Rapid.Tech are the Messe Erfurt GmbH Special Exhibition Conditions, the FAMA General Trade Fair and Exhibition Conditions, the Messe Erfurt GmbH Rules and Regulations, organisational (e.g. exhibitor information), technical (e.g. service – exhibitor handbook) and any other conditions which apply to the exhibitor before the start of the event.

## **III. Eligibility and admission**

Only companies who suit the theme of the event with special consideration to the product range directory shall be admitted as exhibitors. Receiving an application form does not form the basis for a later right to admission, which can be denied without stating any reasons, without resulting in any claims for compensation being able to be exercised. Messe Erfurt GmbH decides on admissions. In the case of admission written confirmation is issued. This admission only applies to the exhibitor named within. The allocation of places and the measuring of stands happens according to aspects of the exhibition's theme and the available space, if possible giving consideration to exhibitor's special requirements. The date of receipt of the formal registration is not authoritative here. If Messe Erfurt GmbH wants to carry out any changes to already allocated stand areas (e.g. structural modifications, fitting of installations etc.), it shall inform the affected exhibitor of this in good time. Reallocation of a place can occur for compulsory practical reasons. In this case a place shall be allocated which is as closely equivalent as possible. The exhibitor is entitled to withdraw their registration within a week of being notified about the new place. Claims of compensation are excluded on both sides.

## **IV. Conclusion of contract**

The stand area is ordered by sending in the completed "registration" form. The lease contract between the exhibitor and Messe Erfurt GmbH comes into effect with the dispatch of the stand confirmation by Messe Erfurt GmbH. The floor space is leased by the exhibitor without additions and superstructures. Messe Erfurt GmbH is entitled to reject any not fully completed registrations. Exclusion of competition may not be asked for nor agreed.

## **V. Stand rentals + auxiliary costs**

### **A. Stand rental in the exhibition halls**

Inline stand (1 side open)	159.00 €/m <sup>2</sup>
Corner stand (2 sides open)	159.00 €/m <sup>2</sup>
Peninsula stand (3 sides open)	159.00 €/m <sup>2</sup>
Block stand (4 sides open)	159.00 €/m <sup>2</sup>

The minimum stand area is 9 m<sup>2</sup>.

The type of stand depends on the hall planning. There is no claim to a particular type of stand in the exhibition hall.

The stand rental includes:

- Rental use of stand space during assembly, running and dismantling time.
- General surveillance of exhibition halls, general lighting of exhibition halls, general cleaning of passageways.

### **B. Rental price for stand partition walls (including mounting and dismantling) and carpet**

- €31.00 per running metre of stand partition wall. (Standard height 2.50m –OCTANORM system)
- €65.00 per door, lockable
- €26.00 per running metre front truss bar
- €6.00 je m<sup>2</sup> carpet tiles

The exhibitor is liable for any damages caused by you and/or your personnel to leased stand structures, leased furnishings or

any other leased goods according to the valid rental conditions (see exhibitor handbook).

### **C. Rental prices for rental stand systems**

Package A: 33.00 €/m<sup>2</sup>

(consisting of: rear and side walls, front truss bar, sign with text, carpet tiles)

- Package B: from 61.50 €/m<sup>2</sup>

(consisting of: rear and side walls, front truss bar, sign with text, carpet tiles, projector & cable, storage space with door, 1 furniture package, 1 kW power connection)

### **D. AUMA - contributions**

€ 0.60 is levied for each m<sup>2</sup> of stand area in the hall for the Association of the German Trade Fair Industry as an AUMA contribution and is passed onto AUMA.

### **E. Waste fee**

A flat waste fee of €19.00 is levied per exhibition stand for waste disposal. The flat waste fee is settled with the stand rental. Each exhibitor receives 3 different coloured rubbish bags each with 120 litres capacity on the first day of assembly (see waste disposal form in the exhibitor's handbook). Larger amounts of waste and special waste are to be registered via the form in the exhibitor's handbook. All prices are in addition to the stand rental for the stand area and statutory value added tax.

### **F. Late technology orders**

For each order for technical services which is received after 05<sup>th</sup> April 2012 a 10% surcharge will be levied on the price stated in the exhibitor handbook. Additional orders on site must be settled immediately in cash. All prices are plus statutory value added tax.

## **VI. Co-exhibitors**

The exhibitor is charged €100.00 (including entry into catalogue) plus statutory value added tax for each co-exhibitor on the stand area registered to them. A co-exhibitor is anyone who appears on a main exhibitor's stand with their own personnel and own offer.

## **VII. Payment conditions**

Service charges are due for payment by the 05<sup>th</sup> April 2012. The invoice number should be quoted with all payments. A legal claim to the agreed stand area only exists after payment in full. Invoices dated after the 05<sup>th</sup> April 2012 are due for payment immediately.

## **VIII. Deposit**

Messe Erfurt GmbH holds a lien on the supplied trade fair/exhibition stands for all non-fulfilled obligations and any costs resulting from this. Messe Erfurt GmbH is not liable for accidental damages and loss of the pledged property and can sell these on privately after written notification.

## **IX. Order forms**

Each exhibitor receives the exhibitor handbook (EHB) in good time before the start of the exhibition. The necessary order forms for individual design are included in the EHB with details of prices and supply conditions. By sending in the order forms the exhibitor places the order and commits to meeting any arising costs. The technical guidelines, the Law on Public Assembly Venues (VStättV) and assembly conditions listed in the EHB are an integral part of the contract.

## **X. Advertising fee: Catalogue/Internet**

The catalogue and webpage contain an alphabetical company directory as well as a product directory. The entries include company details, short general sector details, hall and stand number as well as an internet hyperlink. For this an advertising fee of €75.00 is levied plus statutory value added tax.

The entry is compulsory and is invoiced with the stand rental. Additions and text expansions are possible at an extra charge.

## **XI. Identity cards**

Access to the halls during assembly and dismantling as well as during the event is only possible with separate identity cards. Parking on the exhibition grounds is only permitted with an exhibitor's parking permit. All identity cards and permits can be ordered through the exhibitor's handbook and collected against

## Messe Erfurt GmbH Special Exhibition Conditions

payment on the assembly day and/or exhibition event at Messe Erfurt GmbH.

Additional exhibitor's identity card	
excl. catering fee	€ 15.00
incl. catering fee	€ 65,00
Car parking permit	€ 16.50
Car and trailer parking permit	€ 24.00
Small van parking permit	€ 24.00
Lorry parking permit	€ 36.00
Prices are including statutory value added tax.	

### **XII. Assembly**

Monday, 07 <sup>th</sup> May 2012	8.00am to 10.00pm
Tuesday, 08 <sup>th</sup> May 2012	8.00am to 10.00am

Exhibition stands which have not started setting up the day before the start of the exhibition by 4.00pm will be decorated at the cost of the exhibitor if nothing else has been made available. No claims for compensation can be made by the exhibitor. It is not possible to bring forward the assembly date. In terms of traffic regulations during assembly times temporary passes will be issued against a deposit of 50.00 Euros. This deposit will be reimbursed if the vehicle has left the access area of the halls within 2 hours and the driver has reported to the service entrance.

### **XIII. Dismantling**

Wednesday, 09 <sup>th</sup> May 2012	3.30pm to 10.00pm
Thursday, 10 <sup>th</sup> May 2012	8.00am to midday

The dismantling of stands can start after the end of the exhibition. It is not permitted to start dismantling the stand or clearing away before this and this could incur a fine of at least 50% of the stand rental. Stands which are not dismantled or exhibition goods which are not taken away will be removed from the exhibition area at the end of the set dismantling period at the cost and risk of the exhibitor and stored subject to a charge. The contract company's stand areas and leased objects must be returned in good condition. Messe Erfurt GmbH must be informed immediately about any damages to structure, technical equipment and property. The exhibitor is liable for these.

### **XIV. Stand structure / Stand design**

Each exhibition stand may only be roofed over to a maximum of 1/3 of the total stand area. Each exhibitor is obligated to construct their stand with stand partition walls, screens and carpet. Messe Erfurt GmbH takes care of the assembly and dismantling of rented system stands. The rented system stand, including fittings as well as stand partition walls may not have anything stuck to, nailed to or painted on them or be damaged in any other way. During the term of lease any damages incurred are at the expense of the exhibitor and will be invoiced. If no rented system stand is used, the fixing of a front screen on all open sides of the stand area should be provided. The front screen may be omitted if the required stand quality is guaranteed in another way. If the exhibitor uses their own stand structure or their own stand partition walls, they must submit a drawing of the stand structure to Messe Erfurt GmbH 4 weeks before the start of the event. Messe Erfurt GmbH decides based on the drawing whether the exhibitor must order additional stand partition walls to maintain the overall image. The standard height of the stand partition walls is 2.50 m. Exhibition stands whose height exceeds 2.50 m require the approval of Messe Erfurt GmbH. Columns as well as installations and fire protection systems which might be found in the stand area are integral parts of the allocated stand area and must be accessible at all times. Floor coverings in the exhibition stands may only be fixed with double sided tape (fermoflex or tesafix 4964).

### **XV. Facilities**

Installation and fire protection facilities must be accessible at all times. All materials used for the design must correspond to technical and in particular fire protection guidelines. (DIN 4102 BI, highly flammable + BGVC 1). Messe Erfurt GmbH must be informed immediately about any damages to structure, technical equipment and property. The exhibitor is liable for these.

### **XVI. Dispensing systems / catering**

For the provision and operation of dispensing systems and the guarantee of hygiene, regulations are defined in Article 5 of the EC regulation (EC) 852/2004 on food hygiene as well as those of the German Food and Consumer Goods Act. Exhibitors and/or exhibition participants with catering and/or unpackaged food must have a separate hand washbasin with warm and cold running water at their disposal. The giving out of taste samples for payment or free of charge requires Messe Erfurt GmbH's special consent.

### **XVII. Insurance**

Messe Erfurt GmbH is not liable for damages of loss of stand structures and exhibited goods. Insurance can be taken out with insurance companies listed in the EHB.

### **XVIII. Performances, acoustic advertising**

Operating loudspeakers and music systems as well as video and slide show presentations requires the advance written consent of Messe Erfurt GmbH. Approval is only granted on the condition that surrounding exhibition stands are not affected. With breaches of this regulation the exhibition company will remove the loud speakers and music systems and keep them until the end of the exhibition subject to a charge.

### **XIX. GEMA – fees**

To publicly play music subject to copyright by CD or other sound storage mediums as well as to replay music performances from radio or television programmes approval by GEMA is required. This is to be registered at:  
GEMA – Dresden District Office  
Zittauer Straße 31, 01099 Dresden  
Telephone: +49 (0) 3 51/81 84 60

### **XX. Suspension points**

The exhibitor is forbidden from using their own suspension points in the exhibition halls. Exhibitors who would like to suspend something over their exhibition stand from the hall ceilings (e.g. flags, banners, lighting trusses), must complete the "Suspension points" form in the exhibitor handbook and send it to Messe Erfurt GmbH.

### **XXI. Unloading of vehicles**

The exhibitor's appointed haulage contractor is responsible for the unloading process from all types of vehicles.

### **XXII. Draws**

Tomboles, competitions, advertising lottery campaigns, quizzes, prize games etc. may not be conducted either for payment or for charity.

### **XXIII. Place of jurisdiction and place of performance**

The place of jurisdiction and place of performance, also for bills and checks, is Erfurt. If individual conditions from the exhibition terms and conditions are invalid the remaining conditions shall remain unaffected.

### **XXIV. Other**

The Messe Erfurt GmbH Special Exhibition Terms and Conditions are a lex specialis to the FAMA General Trade Fair and Exhibition conditions and in case of doubt take precedence.

### **XXV. Organiser:**

Messe Erfurt GmbH, Gothaer Straße 34, 99094 Erfurt  
Telephone +49 361 400-0, Fax +49 361 400-11 11  
[www.messe-erfurt.de](http://www.messe-erfurt.de)

Member of FAMA Fachverband Messen und Ausstellungen e.V.

# General Terms and Conditions for Exhibitions of the FAMA Fachverband Messen und Ausstellungen e. V. (Special Association for Fairs and Exhibitions)



## 1. Application

The stand shall be booked using the application form. The applicant is bound by application for seven days after the closing date for applications given in the "Special Terms and Conditions for Exhibitions" and not longer than six weeks prior to the opening of the exhibition if authorization has not been granted in the meantime.  
If an application is received later or after the closing date for applications, the applicant shall be bound by a fortnight.

## 2. Acknowledgement

With this application, the applicant acknowledges the "General Terms and Conditions of the FAMA, Fachverband Messen und Ausstellungen e. V.", the "Special Terms and Conditions for Exhibitions", applying to the particular exhibition, and the domiciliary rights as binding upon itself and all persons employed by the exhibitor.  
All statutory, labour and trade regulations are to be observed, particularly those concerning environmental protection, fire safety, accident prevention, company identification and price labelling.

## 3. Admission

The right to admit exhibitors and individual exhibits is incumbent solely on exhibition management if necessary with the assistance of the exhibitors' advisory board or the exhibition committee. The organizer is entitled to limit the number of registered exhibits and to alter the amount of registered floor space if conceptually necessary.

The organizer may exclude individual exhibitors and supplier from the exhibition for legitimate reasons, such as lack of space. The organizer may restrict exhibition admission to particular exhibitors, supplier or visitor groups should this be required to serve the purpose of the exhibition. The exclusion of competing exhibitors may not be requested or confirmed.

The contract between the organizer and exhibitor is considered concluded upon receipt of the admission confirmation or invoice by the exhibitor. Granted admission may be cancelled if the conditions required for such admission are not or no longer fulfilled.

The exhibition management is entitled to terminate the contract immediately should the exhibitor remain in default despite two previous default notices. In such a case, 25% of the stand rent shall be charged to cover any resulting expenses.

Should justified complaints or objections be made in connection with exhibited merchandise or the business practice of a participating company, the exhibition management is entitled and authorized to act in the interest of all concerned and remedy the problem accordingly.

Moreover, the exhibition management has the right to cancel existing contracts for subsequent exhibitions due to the non-fulfilment of fundamental conditions laid down in the contract.

The exhibition of non-admitted, unregistered or used merchandise is prohibited.

## 4. Changes — Force majeure

Unforeseen events making the planned realization of the exhibition impossible and for which the organizer is not responsible entitle the latter to

a) Cancel the exhibition prior to its opening.

If cancellation takes place more than 6 weeks but not more than 3 months prior to the opening date, 25% of the stand rent will be charged to cover costs.

If cancellation takes place in the last 6 weeks prior to the opening date, the contribution towards expenses shall be raised to 50%. Furthermore, any expenses incurred at the exhibitor's request shall be paid as well. If the exhibition must be closed on account of force majeure or by an official order, stand rent and all the costs to be borne by the exhibitor are to be paid in full.

b) Postpone the date of the exhibition.

Exhibitors who can prove that the exhibition will then coincide with another exhibition for which the exhibitor already have a firm booking may be released from the contract.

c) Shorten the duration of the exhibition or break it off.

Exhibitors are not entitled to be released from the contract. Nor will any reduction in the stand rent be allowed.

In all cases, the organizer shall make decisions of such serious nature in cooperation with the appointed committees or exhibitors or advisory boards and give notice as early as possible. Claims for damages are barred for both parties in all cases.

## 5. Withdrawal

Should the organizer exceptionally permit the withdrawal from the contract after the confirmation of the exhibitor's application or admission, 25% of the rent shall be charged as well as any expenses incurred by the exhibitor out of existing orders upon the request of the exhibitor. In this case, the exhibitor has the right to prove that no or little damage has been caused to the organizer.

Application for rescission of the contract must be made in writing. It shall be deemed to be legally binding only if the organizer also gives its consent in writing.

The exhibition management may make such rescission depend on a subsequent rental to another exhibitor. Rental to a new exhibitor corresponds to a release from the contract for the original exhibitor, but the latter shall pay any difference between the actual and the original rent, plus any contributions payable pursuant to paragraph 1.

If the stand cannot be rented to any other exhibitor, the exhibition management is entitled to move another exhibitor to the unoccupied stand or to fill the stand in some other manner. The original holder is not

entitled to claim any reduction in the stand rent. Any costs incurred for decoration or filling the unoccupied stand shall be borne by the original holder.

## 6. Stand Assignment

Stands shall be assigned by the exhibition management on the basis of the concept and theme of the exhibition. The date of receipt of the application is irrelevant. Special requests shall be taken into consideration where possible.

The exhibitor shall be notified in writing of the location of the stand. As a rule, notification hereof is given in connection with the admission confirmation and hall and stand number. Complaints must be made in writing within 8 days of receipt of notification.

The exhibitor is obliged to accept a minimal reduction in assigned floor space, where this is required for technical reasons. The reduction may be a maximum of 10 cm in width and length respectively and does not constitute reasons for rent reduction. This does not apply for prefabricated stands or system stands that have been expressly registered as such.

A stand may only be relocated for mandatory reasons. The exhibition management is obliged to offer the respective exhibitor an equivalent stand floor space. The exhibitor is entitled to cancel the contract without mutual indemnification within two days after notification. The withdrawal shall be made in writing. The above provision does not apply to stands that are moved a few metres in the same hall.

The exhibition management reserves the right to alter the location of entrances, exits, emergency exits and passages where this considered necessary.

The exhibition management is obliged to notify exhibitors in writing of any alterations referring to the location, size or type of stand.

## 7. Subletting, co-exhibitors, assignment of a stand to a third party, sale on behalf of third parties

The exhibitor is not authorized to sublease or relinquish, in whole or in part, the assigned stand to a third party. Moreover, the exhibitor is not entitled to exchange the assigned stand or accept orders on behalf of other companies without the consent of the exhibition management.

Authorized co-exhibitors are obliged to pay a fee. Unauthorized subleasing or transfer of the stand to a third party shall result in a surcharge of 50% of the stand rent to be paid by the exhibitor, where the exhibition management has not requested the subtenant to vacate the stand.

Order books have to contain the addresses of both supplier and stand tenant, except the exhibitor is using its own order books. The order form has to show which exhibitor and purchasing company concluded the purchase order.

## 8. Joint and several liability

If several exhibitors rent a stand together, each of them is jointly and severally liable.

In the application, they shall name an authorized representative and the exhibition management need only negotiate with the latter.

Notices to the authorized representative named in the application shall be deemed to be notices to the exhibitor or exhibitors (in the case of joint stands).

## 9. Rental fees and expenses

The rental fees for stands and surcharges for corner, head and block stands are shown in the "Special Terms and Conditions for Exhibitions". The exhibitor shall be informed in advance, if so requested, of the costs of supply systems to be installed at its request and of other subsidiary services, e. g. gas, water, electric power supplies.

The exhibitor's AUMA (German association for fairs and exhibitions) contribution is calculated net per rented square metre and shown separately on the invoice.

## 10. Terms of payment

a) Due date

Invoiced amounts shall be paid punctually, namely 50% within 30 days of invoiced date, the remainder by 6 weeks prior to the opening date, unless otherwise agreed in writing or otherwise specified in the "Special Terms and Conditions for Exhibitions". Invoices issued later than 6 weeks prior to the opening date shall be due immediately in full.

b) Default

Default interest shall be charged from the due date. For the year, this interest shall amount to five percentage points above the basic interest rate. For legal transactions in which the consumer is not involved, the interest rate for accounts receivable shall amount to eight percentage points above the basic interest rate. The organizer shall reserve the right for higher damages caused by default.

The exhibition management has the right to dispose of stands whose exhibitors have not heeded repeated default reminders at its own discretion. Moreover, the exhibition management may refuse to issue exhibitor passes and refuse the exhibitor the use of the stand (see Item 5).

c) Lien

The organizer holds a lessor lien for all unfulfilled obligations and resulting expenses and applies to all exhibits brought to the exhibition. The organizer is not liable for accidental damage or loss of goods covered by the lien and has the right to sell such goods upon written notification hereof. It is assumed that the exhibitor is the sole proprietor of the goods concerned.

### 11. Design and outfitting of the stand

During the exhibition the name and address of the exhibitor shall be displayed in an easily recognizable form. The exhibitor is responsible for outfitting his stand, within the scope of any instructions on the part of the organizers with respect to a standardized form of construction. The guidelines issued by the exhibition management should be adhered to ensure a unified appearance. If the exhibitor sets up its own stand, one may be required to submit measured drawings, for approval prior to commencing work. The use of pre-fabricated and module-system stands should be expressly stated in the application. The name of the firms commissioned to execute the design and construction work on the stand shall be submitted to the exhibition management. Stand boundaries may not be crossed under any circumstances. The prescribed height of the stand may not be exceeded without the expressly written consent of the exhibition management.

The exhibition management is authorized to request the removal or alteration of exhibition stands whose installation has not been approved or does not conform to exhibition requirements. Should the exhibitor fail to comply with this written request within 24 hours, the exhibition management is entitled to remove or alter the stand at the exhibitor's expense. If it is necessary to close the stand for the same reason, the exhibitor is not entitled to claim reimbursement of the stand rent.

### 12. Advertising

In any form whatsoever, particularly the distribution of printed materials and the addressing of visitors, is permitted only within the stand.

The use of loudspeaker systems, musical performances and film or slide projection any kind of - even for advertising purposes - requires express approval, and notice must be given well in advance.

Demonstrations involving machines, acoustic equipment, projection equipment and modems, even for advertising purposes, may be restricted or prohibited after permission if such demonstrations are considered a disruption of the general order of the exhibition. If the organizer operates a loudspeaker system, the exhibition management reserves to pass on announcements.

### 13. Construction

The exhibitor is obliged to complete the construction of the stand within the deadline specified in the "Special Terms and Conditions for exhibitions". If construction has not been commenced at noon the day before the opening of the exhibition, the organizer has the right to dispose of the stand at its own discretion. Moreover, the exhibitor is liable to the exhibition management for the agreed stand rental fee and any other incurred expenses. Under no circumstances the exhibitor is entitled to damage claims.

Complaints concerning the location, size or type of stand must be made in writing to the exhibition management before stand construction has commenced and no later than one day after the specified commencement date.

All materials used for construction must be fireproof.

### 14. Passes

Each exhibitor shall be issued the following passes free of charge for the required stand and operating personnel:

Up to 10 sq. metres, 2 passes, and if needed, one other pass for each full 10 sq. metres of stand area in halls or every 50 sq. metres outdoors, but not more than 10 passes in all.

If the necessity is proved, up to half the number of passes issued free of charge will be issued additionally and charged for. For the period of erection and dismantling, the exhibition management reserves the right to issue work passes. If improperly used, a pass will be withdrawn without indemnification.

### 15. Stand supervision

The exhibitor shall outfit its stand with the registered exhibits for the duration of the exhibition, and, unless the stand has been expressly rented purely for representation, the latter shall employ trained personnel.

The exhibition management is responsible for keeping the exhibition premises, halls and passages clean. The exhibitors are responsible for cleaning the stands and shall perform this work daily after the exhibition is closed.

The exhibitor is requested to avoid and to separate the waste. Additional costs for sewage and refuse disposal are charged to the cause.

### 16. Dismantling

No stand may be vacated, in whole or part, prior to the closing of the exhibition. Exhibitors violating this provision shall be charged with a fine of 50% of the stand rent.

Exhibits may not be removed after the termination of the exhibition, if the exhibition management has asserted its lien right. Notification hereof shall be given to the representatives of the stand proprietor present at the stand during the exhibition. The removal of exhibits despite notification shall be considered as a violation of the lien. The exhibitor is liable for any damage to the floor, walls and materials leased or lent to the exhibitor by the exhibition management.

The exhibition floor space used by the exhibitor shall be left in its original condition not later than the deadline specified to completely vacate this area. Any mounted materials, foundations, excavated areas and resulting damage are to be completely removed and/or repaired. Otherwise the exhibition management is entitled to have this work carried out at the expense of the exhibitor. Further damage claims remain unaffected.

Exhibition stands which are not dismantled until the specified deadline or left exhibits are removed at the expense of the exhibitor. The exhibits are stored with non-warranty of the organizer at the exhibition forwarding remover.

### 17. Utilities

General illumination shall be provided at the organizer's expense. If connections are desired, this shall be stated in the application. Installation and consumption shall be at the exhibitor's expense.

In the case of ring cables, costs shall be shared on a pro rata basis. All installation work up to the stand outlet may be performed only by firms approved by the exhibition management. These firms will be commissioned to perform such work through the exhibition management and with its approval, and they shall present their statements for installation and consumption directly to the exhibitors in compliance with the price guidelines issued by the exhibition management.

Terminals and equipment that do not comply with the relevant regulations - in particular VDE regulations - or whose consumption is higher than reported, may be removed from the exhibition premises at the exhibitor's expense or put out of order.

The stand tenant shall be liable for all damage caused by the use of unregistered terminals, or by installations that have not been executed by the approved installation firms.

The exhibition management is not liable for interruptions or fluctuations that may occur in the power, water, gas and air pressure supplies.

### 18. Security

The grounds and the halls shall be generally guarded by the organizers without liability for losses or damage.

The exhibitor is solely responsible for supervising and guarding its stand, also during construction and dismantling periods. Special guards may be employed only with the consent of the exhibition management.

### 19. Liability

The organiser shall be liable in accordance with legal requirements. In the event of ordinary negligence, the organiser shall only be liable if essential contractual obligations (cardinal obligations) have been breached and only for damages which are typical to the contract and foreseeable. In addition, liability for damage caused by ordinary negligence shall be excluded.

Liability for personal injury and liability in accordance with the German Product Liability Act remains unaffected.

### 20. Insurance

Exhibitors are strongly advised to insure their exhibits accordingly and acquire liability insurance at their own expense.

### 21. Photographs, Drawings, Films

Professional photographs, drawings and films may only be made on the exhibition grounds by authorized companies or individuals.

### 22. Domiciliary rights

The exhibition management is the legal occupant of the exhibition premises. It may issue rules of the house.

Exhibitors and their employees may enter the premises and the halls only one hour prior to the opening of the exhibition.

They have to leave the halls and premises of the exhibition at the latest one hour after closing time.

It is prohibited to remain on the premises overnight.

### 23. Clause of forfeit

Exhibitors' claims against the organizers that have not been submitted in writing at the latest within 2 weeks after termination of the exhibition are forfeited.

### 24. Amendments

Agreements that deviate from the "General and Special Terms and Conditions for Exhibitions" are only effective when confirmed in writing.

### 25. Place of performance and court of jurisdiction

The place of performance and the court of jurisdiction are at the domicile of the organizer, even in cases where claims are pressed by way of summons, unless otherwise provided in the "Special Terms and Conditions for Exhibitions".