

## General Terms and Conditions of the Exhibition

Updated January 2017

### 1. Terms of registration

To apply for participation at the exhibition, the official registration form has to be sent to the organizer of the event. This form has to be completely filled out and signed with legally binding effect. By submitting the signed exhibition form the exhibitor accepts the general terms of the exhibition.

### 2. Rent of exhibition space

The exhibitor receives a confirmation of receipt after sending his registration. The final confirmation of registration and distribution of the exhibition space will be done by the organizer middle of September 2017. Due to limited space at the venue, a stand cannot be guaranteed. A participation in earlier years does not guarantee a stand in the current year. The allocation of the booth is based on the temporally order of the incoming registration. For assigning exhibiting rights to a third party, a written authorisation from the organizer is necessary.

### 3. Booth layout

The organizer has defined the conditions of booth layout and design in co-operation with the project partner top Messebau GmbH. The exhibitor has to bear all costs of additional fittings and equipment, which have to be arranged with top Messebau GmbH.

#### The following terms and conditions have to be noticed

- All booth construction plans have to be send (by e-mail) until the end of September 2017 to top Messebau GmbH
- **The specified schedule for assembly and disassembly has to be followed strictly**

### 4. Exhibition goods

All exhibition goods have to be listed in the registration form or have to be announced to the organizer by September 15th, 2017. Admissions for exhibits given at previous events do not automatically guarantee admission for this event. The organizer is authorized to cancel the admission, if it has been given wrong data or information.

### 5. Liability and insurance

The organizer cannot be held liable for any damages, losses, etc. of the exhibitor's own or rented goods or injuries of persons caused during the exhibition, assembly and disassembly of the booth or during transportation to or from the exhibition ground. Not even if these damages or losses are not caused by the exhibitor or their assistants. Therefore, it is recommended to take out insurance for the insurable risks such as fire, theft, water and weather damages, damages, etc., including the risk of transportation of exhibition goods. The exhibitor shall be liable for any damage done to the building and/or the furniture (for example adhesive residues). It is not allowed to drill or nail into walls, ceilings or floors.

## **6. Liquidation of contract**

Registered companies, which have received a written confirmation, can withdraw from the contract free of charge until September 30th, 2017. After this date, the exhibitor owes 35% of the total rent, independent from a proof of loss from the organizer. After October 10th, 2017, the exhibitor owes the total amount of the rent, independent from a proof of loss from the organizer.

## **7. Terms of payment**

The exhibitor is obligated to pay the total amount of the rent within 14 days after date of invoice. The organizer is authorised to refuse admittance to the exhibition, if the total amount has not or only partly been paid within the deadline. With delay of payment, interest on arrears with a value of 2% over the respective base rate of the Federal Bank of Germany will be charged.