

# General Terms and Conditions of the Exhibition

Updated April 2020

## 1. Terms of registration

To apply for participation at the exhibition, the official registration form available on the event website has to be sent to the organizer of the event. This form has to be completely filled out and confirmed with legally binding effect. With sending the exhibition form the exhibitor accepts the general terms of the exhibition. In case of contravention the organizer reserves the right to exclude exhibitors from future exhibitions.

## 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 at the beginning of April in the event year. Due to limited space at the Eurogress Aachen, a stand cannot be guaranteed. A participation in earlier years does not guarantee a stand in the current year. The allocation of booths is based on the temporal order of the incoming registration. For assigning exhibiting rights to a third party, a written authorization 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 assigned booth has to be adapted to the local construction regulations in front, depth and height. The exhibitor is obligated to keep these conditions. 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 beginning of September in the event year to top Messebau GmbH
- Booths should have mostly open or transparent side panels / body parts
- Platform constructions must have lowered edges
- The standard design height is 250 cm. Depending on the booth location differing heights are possible after consultation with top Messebau GmbH
- The specified schedule for assembly and disassembly has to be followed strictly

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## 4. Exhibition goods

All exhibition goods have to be listed in the registration form or have to be announced to the organizer by March 15th in the event year. Admissions 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 based on wrong data or admission requirements.

## 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 May 31st in the event year. After this date, the exhibitor owes 35% of the total rent, independent from a proof of loss from the organizer. After August 1st in the event year, the exhibitor owes the total amount of the rent, independent from a proof of loss from the organizer.

## 7. Additional charges

Power consumption, power basic charge, cleaning, transportation, communication and waste disposal fee will be charged separately (order forms by top Messebau GmbH).

Invoices for power consumption, power basic charge, cleaning, communication and waste disposal are issued by top Messebau GmbH.

The general waste disposal fee (to be paid by every exhibitor) depends on the booth size:

Up to 10 m <sup>2</sup> :	3,00 €/m <sup>2</sup>
11 – 25 m <sup>2</sup> :	2,80 €/m <sup>2</sup>
26 – 40 m <sup>2</sup> :	2,60 €/m <sup>2</sup>
41 – 60 m <sup>2</sup> :	2,40 €/m <sup>2</sup>
61 – 80 m <sup>2</sup> :	2,20 €/m <sup>2</sup>
81 – 100 m <sup>2</sup> :	2,00 €/m <sup>2</sup>

Invoice for transportation is issued by Schenker AG.

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## 8. 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.

## 9. Registration of booth supervisors

The registration of free of charge booth supervisors included in the exhibition booking needs to be submitted until August 15th in the event year. After this date, booth supervisor registrations can only be accepted if the limit of maximum participants for the event is not reached yet. Moreover, booth supervisor registrations received after August 15th are charged with a fee of 50 € (plus VAT) due to exceeding the deadline.

The number of booth supervisors depends on the size of the booked exhibition area:

< 50 sqm = 2 booth supervisors

> 50 sqm = 3 booth supervisors

extraordinary stand area of <10 sqm = 1 booth supervisor