

## Registration

**Please note the new structure  
of setting up times!**  
(see terms of participation point 5)

## 1 to 3 February 2019

Please return to:  
MESSE BREMEN & ÖVB-Arena  
M3B GmbH  
Findorffstraße 101  
28215 Bremen  
Email: info@classicmotorshow.de  
FAX: +49 (0) 421 3505 566

\_\_\_\_\_  
Company

\_\_\_\_\_  
Contact person

\_\_\_\_\_  
Street / P.O. box

\_\_\_\_\_  
Post code / city

\_\_\_\_\_  
Country

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
FAX

\_\_\_\_\_  
Email

\_\_\_\_\_  
Website

\_\_\_\_\_  
Int. VAT identification no. (required for European exhibitors from  
outside Germany)

**Invoice address (if different from mailing address):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Stand No. previous year:** \_\_\_\_\_

<b>Autojumble</b> (3 x 3 m = 1 unit / Hall 1, 3, 7 or 8)	Frontage [m]	Depth [m]	Area [m <sup>2</sup> ]	Price [€]
Row stand (1 side open) <b>85 €/unit</b>				
Wall or corner stand (2 sides open) <b>93 €/unit</b>				
Head stand (3 sides open) <b>97 €/unit</b>				
Block stand (4 sides open) <b>100 €/unit</b>				

<b>Ambience</b> (3 x 3 m = 1 unit / Foyer hall 4, 5 or 6)	Frontage [m]	Depth [m]	Area [m <sup>2</sup> ]	Price [€]
Row stand (1 side open) <b>110 €/unit</b>				
Wall or corner stand (2 sides open) <b>120 €/unit</b>				
Head stand (3 sides open) <b>125 €/unit</b>				

Products, services offered: \_\_\_\_\_

\_\_\_\_\_

The stand fee includes the AUMA-contribution of 0.60 €/m<sup>2</sup> plus the number of exhibitor passes for the given stand area (s. Special Terms of Participation). Please note that the stand fee does **not include partition walls, carpet, electricity or equipment of any other kind**. Please order these from our Service Handbook, which you will receive after stand confirmation.

**Electrical installation, parking space, tables and chairs can be ordered on the next page if required.**

We do **not** require electrical installation

**Obligatory entry in list of exhibitors**

**€ 20**

The fee of € 20.00 is obligatory for each main exhibitor and includes the entry in the exhibition magazine and on our website.

entry **with logo** (optional)

plus **€ 40**

Place, date

Stamp, signature

All prices stated are net prices plus the statutory VAT at its current rate. The Special Terms of Participation of MESSE BREMEN for the event BREMEN CLASSIC MOTORSHOW (dated 5/2018), the General Participation Directives of the IDFA members (dated 11/2009) and the Technical Directives of MESSE BREMEN (dated 3/2018) are supplementary and of lower priority to this registration in the order as listed.

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FAX: +49 (0) 421 3505 566

\_\_\_\_\_  
Company

\_\_\_\_\_  
Contact person



### Technical orders

#### Electrical installation

Item No.	Quantity	Description	Price per unit
D101		Alternating current connection incl. socket and consumption 230 V up to 3 kW	€ 95.00

Please order three-phase current connection separately from our Service Handbook, which you will get after the stand confirmation.

#### Parking space

Item No.	Quantity	Description	Price per unit
Z101		Cars/pick-up trucks up to 5.50 m 	€ 21.01
Z102		Cars/pick-up trucks over 5.50 m up to 10.00 m or with trailer 	€ 41.18
D132		Alternating current parking space up to 3 kW incl. consumption	€ 84.03

Please order truck parking separately from our Service Handbook, which you will get after the stand confirmation.

#### Tables / upholstered chairs

Item No.	Quantity	Description	Price per unit
B201		Table approx. 170 cm x 65 cm	€ 8.40
B214		Table approx. 120 cm x 45 cm	€ 8.40
B202		Upholstered chair	€ 5.05

#### Co-exhibitor

Autojumble € 60.00

Ambience € 60.00

\_\_\_\_\_  
Company

\_\_\_\_\_  
Contact person

\_\_\_\_\_  
Street/P.O. box

\_\_\_\_\_  
Post code, city

\_\_\_\_\_  
Country

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
FAX

\_\_\_\_\_  
Website

\_\_\_\_\_  
Email

\_\_\_\_\_  
Int. VAT identification No. (required for European exhibitors from outside Germany)

It is necessary to name / register all co-exhibitors. The fee will be charged to the main exhibitor. It includes the obligatory entry in the catalogue and one exhibitor pass.

**Non-registered co-exhibitors will be charged to the main exhibitor with a fee of € 150.00.**

All prices stated are net prices plus the statutory VAT at its current rate.

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
Stamp, signature

## SPECIAL TERMS OF PARTICIPATION

### 1) Terms of participation

The General Participation Directives of the IDFA members (a partnership of German fair and exhibition cities, as of: 11/2009) and also the technical directives of MESSE BREMEN (as of: 03/2018) are valid, yet supplementary to and of lower priority than these Special Terms of Participation. The regulations contained in these Special Terms of Participation have priority over the regulations in the General Participation Directives of IDFA if and in so far as they are in contradiction to these. The same applies to the Technical Directives if and in so far as they are in contradiction to the above named directives.

### 2) Organiser / venue

MESSE BREMEN & ÖVB-Arena  
M3B GmbH  
Findorffstraße 101, D-28215 Bremen  
Tel.: +49 (0) 421/3505-525  
Fax: +49 (0) 421/3505-566  
E-Mail: info@classicmotorshow.de  
www.classicmotorshow.de

### 3) Opening hours

#### 1 to 3 February 2019

**Visitors:** from 09:00 to 18:00 hrs

**Exhibitors:** from 8:00 to 19:00 hrs

Outside of these hours, exhibitors are not allowed to be in the exhibition or market areas of the event.

### 4) Registration

#### Registration deadline: 1 November 2018

For registration, please use the application forms supplied by MESSE BREMEN. By submitting the application form, the exhibitor applies to MESSE BREMEN for participation in the event and rental of a corresponding stand area. The exhibitor declares himself in agreement with changes regarding the location of the stand within the exhibition. Exhibitors can request specific stand locations in their application. However this does not give them any right to special locations. Applications limited by reservations shall not be considered. The application forms must be filled in properly and in clearly legible writing. The exhibitor shall bear the consequences of incorrect applications. Upon submitting the application form, the exhibitor acknowledges the current versions of the Special Terms of Participation, the Technical Guidelines and the General Participation Directives of the IDFA for the event.

### 5) Setting up

**Wednesday 30.1.2019 from 8:00 to 20:00 hrs**

**Thursday 31.1.2019 from 8:00 to 20:00 hrs**

**Setting up on Wednesday 30.1.2019 free of charge is only possible with prior permission of MESSE BREMEN. We will charge an unannounced premature setting up with € 150.00 per exhibitor.**

**(Exception: Hall 8. Setting up is only possible here on Thursday 31.1.2019)**

Exceptions are possible after special agreement with the event organiser. Setting up must be completed at the latest on **31 January 2019 at 20:00 hrs**. At this point in time, the stands must be clean, with all packaging material disposed of. If an exhibitor has not begun to set up his stand on 31.1.2019 by 14:00 hrs, the organiser is permitted to dispose otherwise of the stand without releasing the exhibitor from the obligation to pay the stand rental fees. The costs ensuing from this for the fair/exhibition management shall be borne by the hirer.

### 6) Dismantling hours

Sunday 3 February 2019: 19:00 to 22:00 hrs

Monday 4 February 2019: 08:00 to 14:00 hrs

### 7) Nomenclature

Permitted are exhibits of classic vehicles built up to 1989.

**(Up to 1999 only with prior permission of the organiser.**

**The organiser reserves the right to remove vehicles that do not comply with this rule from the exhibition space before the trade fair opens).** Restored and unrestored cars, motorcycles, mopeds, trucks, buses, tractors, engines; reproductions; old and new spare parts; tools and workshop equipment, accessories, bodywork and interior trims; engines, chassis and electrics; technical and vehicle-related services; care products and cleaning material; oils and lubricants; literature; toys and models, decorative items and vehicle-related art; clothing and accessories.

### 8) Admission

A participation contract only comes into being after written confirmation – including by email or fax - by MESSE BREMEN. Admission shall only be granted to companies, associations, clubs, interest groups and institutions that correspond to the general theme and nomenclature of the event (see point 7 above). Members of criminal and/or prohibited groups shall not be admitted to the event. MESSE BREMEN shall decide on admission to the event and on stand location at its discretion. **The admittance of other companies to the rented stand is only possible in the case of registered co-exhibitors\* and with the prior consent of MESSE BREMEN. Co-exhibitors\* must be named with their full address on the registration form.** (\*A "co-exhibitor" is an exhibitor who is present with the consent of the organizer on the main exhibitor's stand with its own merchandise and personnel.) The registration of commercial co-exhibitors within the scope of club stands or (media) cooperation activities are only permitted with the prior written approval of the organiser. The main exhibitor will be charged the following fees: sales exhibition/clubs € 170.00 plus VAT, autojumble / ambience € 60.00 plus VAT. If a co-exhibitor is not registered prior to the start of the event, the main exhibitor will be charged a fee of € 500.00 (sales exhibition/clubs) and € 150.00 (autojumble/ ambience) plus VAT per co-exhibitor. Exhibitors do not have a legal claim to admission.

### 9) Stand rental fees

#### Sales exhibition up to 100 m<sup>2</sup>:

Row stand 42.00 €/m<sup>2</sup>

Corner stand 46.00 €/m<sup>2</sup>

Head stand 48.00 €/m<sup>2</sup>

Prices include 0.60 €/m<sup>2</sup> AUMA contribution

#### Sales exhibition 100 m<sup>2</sup> and above:

Corner stand 40.00 €/m<sup>2</sup>

Head stand 42.00 €/m<sup>2</sup>

Block stand 44.00 €/m<sup>2</sup>

Prices include 0.60 €/m<sup>2</sup> AUMA contribution

#### Autojumble:

Per unit (3x3 m=9 m<sup>2</sup>):

Row stand € 85.00

Corner/wall stand € 93.00

Head stand € 97.00

Block stand € 100.00

Prices include 0.60 €/m<sup>2</sup> AUMA contribution

### Ambience:

Per unit (3x3 m=9 m<sup>2</sup>):

Row stand € 110.00

Corner/wall stand € 120.00

Head stand € 125.00

Block stand € 129.00

Prices include 0.60 €/m<sup>2</sup> AUMA contribution

### Young Classics:

Per stand space:

€ 150.00 plus VAT for private persons

€ 300.00 plus VAT for commercial traders

### Clubs:

Classic car clubs/private collectors/museums will get a free stand space on the invitation of the organiser. A registration is not a binding approval for a stand space. The decision on stand allocation is made after the closing date for registration. Then the club / private collector will receive a letter of acceptance or refusal from the organiser. Products sold, advertised or offered at the stand must be directly related to the club, e.g. club t-shirts, club stickers etc, and should not fulfill any commercial purpose. The sale of food and beverages is not permitted. In case of contravention, a contract penalty of € 500.00 plus VAT per exhibiting club will be charged. MESSE BREMEN fits the club stands in Hall 2 with carpeting free of charge.

### Private vehicle mart:

Parking space in MESSE BREMEN indoor car park € 94.00 plus € 6.00

AUMA contribution = € 100.00 including VAT.

Depending on availability, registrations for the private vehicle mart can also be submitted after 1 November 2018.

### 10) Special services

Special services such as electrical power connections, partition walls, carpeting etc. must be ordered on the order forms provided for this purpose. The exhibitor will be charged separately for these special services. Water supply and drainage can only be installed according to technical possibilities. Special services must be ordered by **13 December 2018**. MESSE BREMEN reserves the right to employ subcontractors. The technical order forms will be sent after written admission by MESSE BREMEN. Orders are part of the application and the contract. MESSE BREMEN will arrange general supervision and security of the halls and fair grounds. The exhibitor is responsible for security, stand cleaning and insurance of his stand and exhibits. Contracting companies are available for stand security and cleaning.

### 11) Terms of payment

Invoicing will take place after acceptance in the form of sending the confirmation of participation. The invoiced amounts are payable to MESSE BREMEN within the deadline stated on the invoice and without deductions.

Exhibitors cannot occupy stand spaces until they have settled their invoices.

EU exhibitors from outside Germany are obliged to present a valid VAT ID No. to be exempt from German VAT.

Exhibitors from outside the EU must submit a valid company certificate for this.

**Invoice corrections:** Please state the correct invoice address as well as any necessary order numbers. If you state an incorrect invoice address, we charge an administration fee of € 10.00 net for renewed invoicing.

## SPECIAL TERMS OF PARTICIPATION

### 12) Cancellation & non-participation on the part of the exhibitor

Following the written acceptance by MESSE BREMEN, the exhibitor is committed to pay the full rental to the organiser even if he withdraws from the contract (cancels) or does not participate in the event for any other reason. In the event of cancellation of the concluded contract more than 6 weeks before the start of the event, 50% of the rental fee shall be payable, or in the event of cancellation within 6 weeks of the start of the event, 100% of the rental fee is payable. Requests for cancellation must be submitted in writing. Cancellation shall only have legal effect if the organiser also declares his consent in writing. It is not permitted to partially or fully clear out or dismantle the exhibition stand before the end of the event (operation obligation). In case of contravention, a penalty amounting to 50% of the stand rental fee, or at least € 1,000.00 will be charged.

If the seller withdraws or sells vehicles that have been inspected by the committee and approved/confirmed for the "Young Classics" display before the start of the event, a contractual penalty of € 1,500.00 will be charged.

### 13) Safety regulations

The fuel tank of exhibited vehicles must be to a large extent empty, that of exhibited motorcycles completely empty. It must not be possible for unauthorised persons to open the tank filler cap. The vehicle battery/batteries must be disconnected and the vehicle keys kept in readiness at the stand. Any unexpected fuel leaks must be cleaned up immediately using an appropriate binding agent or dry cloths. Binding agents or cloths must then be removed from the halls immediately and correctly disposed of. In special cases, and only by arrangement with MESSE BREMEN, used binding agents or cloths can be stored temporarily outside of the halls on the premises until correct disposal. At least one 6 kg powder fire extinguisher suitable for Class A, B and C fires must be kept in readiness per stand. Anyone acting in violation of this will be required to leave the hall. The exhibitor shall be liable for any resulting damages or accidents. MESSE BREMEN can limit or prohibit the display of vehicles at its discretion.

The maximum driving speed within the fair grounds is 5 km/h, and vehicles are only permitted for loading and unloading. The German road traffic regulations apply. Delivery vehicles must unload goods and then depart quickly. During the opening hours of the fair, any kind of traffic on the fair grounds is prohibited. Fire extinguishers, emergency exits and warning and information signs must be directly accessible and clearly visible. All aisles must be kept clear for possible rescue operations.

### 14) Cleaning/disposal

Exhibitors are obliged to use underlays for greasy/oily exhibits (oil boards are available free of charge at the exhibition office). Any kind of soiling of the hall floors and the fair grounds is prohibited. All resulting cleaning costs shall be paid by the exhibitor. All exhibitors are obliged to collect their waste in separate bins according to recycling rules, and to dispose of it at their own cost.

### 15) Set-up/decoration

In the interests of an overall representative impression of the fair, the exhibitor is bound in the design of his stand by the approval and instructions of

MESSE BREMEN. If exhibitors assemble their own stand, they must ensure an orderly appearance (also on the rear of the stand). Written approval by MESSE BREMEN is required for stands exceeding the normal height of 2.50 m. The stand rental fee does not include partition walls, carpet etc. They must be ordered and paid for separately. **In Halls 4, 5 and 6, exhibitors are obliged to carpet their stands.**

### 16) Advertising

The rented stand has space for advertising up to a height of 2.50 m. Banners and company signs must not extend beyond the stand dimensions. Advertising signs must only face toward the front of the stand (no advertising on the rear of the stand).

The distribution or fixation of advertising materials outside the boundary of the rented stand area is prohibited on the entire exhibition grounds.

### 17) Regulations for selling

Sales to exhibition visitors are basically permitted. Objects that are offered for sale must be sold at the final consumer price. Exhibitors must refrain from unfair competition against competitors and local companies. Anyone wanting to offer refreshments on a temporary commercial basis requires the permission of MESSE BREMEN as well as a license, which the exhibitor must apply for at the City Administration. When selling goods and services, the exhibitor must display prices to final consumers as end prices according to the regulations of the German Price Quotation Directive (PAngV).

### 18) Exhibitor passes

#### Sales exhibition:

2 passes for stands up to 30 m<sup>2</sup>, 1 pass for each further 20 m<sup>2</sup>, up to a max. of 5 passes per stand.

#### Autojumble/ambience:

2 passes for the first unit, one pass for each further unit, up to a max. of 4 passes per stand.

#### Club presentations:

6 passes per stand (main exhibitor), max. 2 passes per co-exhibiting club.

Additional exhibitor passes can be ordered at a price of € 20.00 including VAT.

#### Vehicle mart:

1 pass per registered vehicle, up to a max. of 2 passes.

Exhibitors that are already registered for the sales exhibition, autojumble, ambience, Young Classics or club presentation do not receive any additional exhibitor passes for the vehicle mart.

**Any exhibitor passes not required may not be passed on or sold to third parties on site. Infringements of this rule will be penalised.**

### 19) List of exhibitors

MESSE BREMEN shall publish an official, alphabetical list of exhibitors. Entries in the list shall include the company name, a short description of products offered and the hall and stand numbers.

Entry in the list is obligatory and subject to a charge. Additional services can be ordered from the organiser against payment.

### 20) Image copyrights

M3B GmbH / MESSE BREMEN reserves the right to make visual and audio recordings of the event and/or to hire third parties to do so, and to utilise the recorded material. M3B GmbH /

MESSE BREMEN retain full rights to use of the images, even if individual persons are recognisable in them. The exhibitor consents to the photographs and recordings made during the BREMEN CLASSIC MOTORSHOW 2019 in Bremen of him or his employees or otherwise involved persons being utilized free of charge by M3B GmbH in unaltered or altered form for own press and marketing purposes (also commercial purposes). This applies without any geographical or temporal restriction of use, and also includes consent to passing on such recordings to third parties for non-commercial use. The exhibitor undertakes to inform his employees, hostesses and all people involved of this circumstance.

### 21) Data protection

The data you provide in your fair application will only be captured in connection with the purposes relating to the fair BREMEN CLASSIC MOTORSHOW and only processed for those purposes. We only transfer the data to third-parties if prescribed by law or if you have given your consent for this, for example in cooperative events. In some cases your data will be given to businesses that perform services in our commission. We save your personal data to fulfill the contract on the basis of art. 6 para. 1 lit b of the General Data Protection Regulation. After the conclusion of our business relation you can object to the saving of your personal data at any time under [info@classicmotorshow.de](mailto:info@classicmotorshow.de) Your personal data will then be blocked for the duration of the legal obligation of storage and deleted when the binding purpose expires. Our information on data protection in accordance with art. 13, art. 14 and art. 21 of the EU General Data Protection Regulation has been attached here, you can view it under [www.m3b-bremen.de/eu-dsgvo](http://www.m3b-bremen.de/eu-dsgvo) or request it from [info@classicmotorshow.de](mailto:info@classicmotorshow.de)

### 22) Verbal agreements

Amendments and supplements to the terms must be made in writing. Verbal agreements must be confirmed in writing by MESSE BREMEN to attain validity.

Bremen, September 2018

*Based on the original German text.  
The German text shall be legally  
binding for any and all legal claims.*

## TECHNICAL GUIDELINES

### 1 About these regulations

#### 1.1 General

The aim of the Technical Regulations is to keep the halls that are intended for trade fairs and events (the event rooms) in such a condition at all times that persons or property cannot be endangered by these rooms or by the operation thereof.

Compliance with the Technical Regulations is checked by the BOA (Bauordnungsamt Bremen, the Bremen Building Regulations Authority), by the Fire Brigade and by MESSE BREMEN's Technical Management during the acceptability inspection of the events concerned.

Permission to put an exhibition stand into operation may be refused in the interests of all event participants if any defects found have not been corrected by the time the event is due to commence. The right is reserved to impose further safety requirements which might result from the acceptability inspection.

A representative of the event organiser concerned must be present at the acceptability inspections in order to appropriately pass on information about defects or necessary changes or, as the case may be, to correct such defects or make such changes. The name of this person must be announced to MESSE BREMEN's Technical Management.

Before every event, an arrangement plan (seating plan) must be submitted in good time to MESSE BREMEN's Technical Management for the purpose of examination and approval.

#### 1.2 Basic requirements

According to §§ 3 and 52 of the version dated 12th June 1990 of the Bremische Landesbauordnung (BremLBO, the Building Regulations of the State of Bremen) - in conjunction with the specimen draft version dated May 2002 for regulations concerning meeting places (VStättVO) and on the basis of the industrial regulations and inspections imposed by the BOA (Bauordnungsamt Bremen, the Bremen Building Regulations Authority) and by the Bremen Fire Brigade - the following Technical Regulations must be complied with.

Obligations arising out of other laws, regulations & other legal requirements (e.g. accident prevention regulations) must be fulfilled irrespective of the Technical Regulations.

The Technical Regulations may be altered or added to at any time by the Bremen Building Regulations Authority and by MESSE BREMEN's Technical Management.

#### 1.3 Heating and ventilation of the halls

Halls 1, 2 and 3 have warm air heating; halls 4, 4.1, 5, 6 & 7 additionally have partial air-conditioning. The systems are controlled

automatically by sensors which measure temperature, humidity, atmospheric pressure and dust content. In addition, there are convectors in the halls and foyers to assist the heating process.

#### 1.4 Hall lighting

All halls are equipped with general lighting (ceiling spotlights) and, to some extent, with fluorescent lamps or wall floodlights. The illuminance values are as follows:

Hall 1	1200 lux
Hall 2	300 lux
Hall 3	250 lux
Halls 4 - 6	310 lux
Hall 7	1200 lux

For stand illumination and for the presentation of products, the installation of spotlights is recommended.

#### 1.5 Fire safety equipment

The halls are equipped with automatic smoke detectors, which are activated by CO<sub>2</sub>, smoke and dust. Fire extinguishing equipment and fire alarm devices in the hall area must not be obstructed by stand structures or stand material. Access must be assured at all times.

### 2 Set-up & dismantling

#### 2.1 Safety areas & rescue routes

Safety areas consist of rescue routes which make it possible to exit from the halls quickly and safely in the event of an emergency. They also include fire brigade manoeuvring areas in front of the halls. These areas must be kept clear at all times during an event, and must not be obstructed by stand structures or by parked cars and lorries. Doors identified with the pictogram for "emergency exit" must likewise be kept clear at all times.

#### 2.2 Maximum permissible number of persons

The maximum numbers of persons to be permitted for the individual halls depend on the hall arrangement and must be clarified beforehand by MESSE BREMEN's Technical Management.

### 3 Unloading and loading

#### 3.1 Traffic regulations

- In the open air:

The German Road Traffic Regulations (StVO) shall apply throughout the entire grounds. The maximum speed limit is 10 km/h. The grounds provide space for short-term unloading and loading only. The driver of the motor vehicle must continuously remain in the vicinity of the vehicle. Locations for the outside broadcast vans of radio and television companies are specified by consultation and agreement with MESSE BREMEN's Technical Management.

- The hall area

It is possible to drive motor vehicles in the halls. However, this must

take place by consultation and agreement with the MESSE BREMEN hall foreman who is present on site, in order not to interfere with the stand construction process. The drivers must select the shortest approach route to the unloading and loading site. While the truck is stationary, the engine must be switched off. This also applies to the stand-by heaters of the trucks. Diesel vehicles, e.g. wheeled loaders, bobcars and industrial trucks, e.g. forklift trucks, must be fitted with soot filters, or else they must be electrically powered. Platforms for lifting persons must be electrically powered. The drivers or users of platforms for lifting persons are given introductory instruction by a hall foreman (whether loaned equipment or stacker trucks belonging to MESSE BREMEN). The drivers of industrial trucks must possess a certificate of competence.

Industrial trucks are not allowed in hall 4.1, which is on the upper floor.

Material and exhibits for the halls are brought in via the gates at the north and south sides. To avoid damage to the building, passing through the gates is permitted only if the gates are fully open. The gates must be opened only by stewards or hall personnel. The driving of vehicles through the foyers in halls 4 to 7 is permitted only along the direct route between the gates. Steering manoeuvres must be avoided, since the floor surface is particularly sensitive. Cross-traffic in the foyer is not permitted (please pay attention to the markings).

The entrances and exits for visitors, including emergency exits, must not be used for bringing goods in or taking them out.

Keeping doors open by means of wedges is prohibited.

Any instructions issued by the stewards and by the hall foreman must be obeyed.

#### 3.2 Hall entrance dimensions

The maximum sizes of the entrances are as follows:

Halls 1-2:	h=4.20 m	w=4.00 m
Hall 3:	h=2.45 m	w=4.00 m
Hall 4.1:	h=2.48 m	w=2.40 m l=4.34 m (lift)
Halls 4-6:	h=5.20 m	w=5.50 m
Hall 7:	h=4.50 m	w=4.80 m

#### 3.3 Goods lift

Materials and exhibits for hall 4.1 are brought in via a goods lift. This goods lift is approached either through hall 4.0 or through hall 2 (by consultation and agreement with MESSE BREMEN's Technical Management). The maximum entrance dimensions for the goods lift are:

h = 2.48 m, w = 2.40 m, l = 4.34 m  
The maximum load is 3,000 kg.

### 4 Delivery

In the case of delivery of the exhibi-

tion goods by a freight carrier or by the German Post Office, the address should not be stated as only "MESSE BREMEN" or similar, since this could cause delays. In the papers accompanying the delivery, it is necessary to specify the event, the exhibiting company, the hall and the stand number. Delivery of the exhibition goods before the date of commencement of stand construction is possible only by consultation and agreement with the MESSE BREMEN's Technical Management.

#### 4.1 Storage of empty packaging

There is no right of storage of empty packaging in the halls or on the open-air site. If possible, a storage space will be allocated by consultation and agreement with the Technical Management.

### 5 Exhibitors' parking space

The parking of vehicles on safety areas of the halls, and in front of entrances and exits, is not permitted during the trade fair, exhibition or other event. On the dates of construction and dismantling, vehicles may stop only for the purposes of loading and unloading. Parking space is available on the Bürgerweide (a car park near the exhibition centre) and in the multi-storey car park. We expressly wish to point out that vehicles parked on the site during the event will be towed away at the owner's expense.

#### 5.1 Caravans/mobile homes

Throughout the entire grounds, premises and the adjacent parking spaces, it is prohibited to set up caravans or mobile homes and to stay overnight in such vehicles. It is recommended to use the ADAC awarded campsite (ADAC = German Automobile Association) in the immediate vicinity:

"Camping am Stadtwaldsee"  
Hochschulring 1  
28359 Bremen, Germany  
phone: +49 (0) 421.8410748  
facsimile: +49 (0) 421.8410749

### 6 Stand construction

#### 6.1 Stand area

Stand construction may take place only on the space indicated on the construction plan. The dimensions of the stand area rented must be checked on site, since no guarantee is given by MESSE BREMEN for the correctness of dimensions or any other information. Structures must not project beyond the markings on the ground or floor. Stand construction material must be stored neither in the passageways nor on the site of the adjacent stand.

#### 6.2 Ground loads

The maximum ground load (working load) is 150 kN (= 15,000 kilogram weight = 15 t) per square metre, except foyers. Permissible point loading = max. 70 kN acting on an area of 10 x 10 cm.



## TECHNICAL GUIDELINES

The permissible load on the foyer floors is 5 kN/m<sup>2</sup>. In the area of direct access to the halls, a maximum ground load of 120 kN/m<sup>2</sup> is permitted.

The permissible ground load in hall 4.1 is 5 kN/m<sup>2</sup>.

### 6.3 Loading of walls & ceilings

It is not permissible to secure stand structures to parts of the hall ceilings or walls. This also applies to attachments to prevent stand structures from toppling. Stand construction material may not be leaned against outside walls and doors, because these partially consist of glass or acoustic material.

Exceptional permission for the suspension of items from ceilings should be applied for through MESSE BREMEN's Technical Management, who will then arrange for preparation of the suspension, if appropriate. The attaching of decorations or suchlike to sprinkler pipes, water pipes, ventilation pipes or other installations or objects that form part of the halls is prohibited.

### 6.4 Stand and exhibit safety

The exhibitor is responsible for the stability and safety of all stand structures and exhibits; proof of this may be required.

For the construction of stands, only approved materials may be used. Load-carrying parts must have been checked, and such checks must be certified (structural calculations). This applies especially to two-storey exhibition stands. These must in all cases be approved by the Bremen Building Regulations Authority (the BOA). Construction materials and components for the construction of stands must be non-flammable or flame resistant. DIN 4102 B1 shall apply as a basis.

Construction materials which are highly flammable or which drip when burning are not permissible. Decorative materials must be flame resistant. On request, appropriate evidence must be provided by the stand operator.

Flower arrangements with leafy or pine twigs, trees or similar may not be used.

Materials which burn explosively (such as bamboo, hay, straw or peat) are not permissible.

#### 6.4.1 Stand ceilings

Sprinkler systems are installed in hall 4.01, 4.1 and in the foyers of hall 4 to 6. In these halls, every single square metre of every stand ceiling must be open to an extent of at least 75 %, in order to allow sprinkler water to pass vertically through the ceiling. Otherwise, a stand sprinkler system must be installed for surfaces situated underneath; such cases must be coordinated with MESSE BREMEN's Technical Management.

Textile ceilings (mesh size of at least 2 x 4 mm) suitable for use with sprinklers are permitted, provided that the span does not exceed 5.00 m.

No heat source of any kind is permitted in the vicinity of the sprinkler nozzles, as these are activated at a temperature of about 68 °C, i.e. they then automatically spray water into the hall.

The exhibitor will be held liable for any damage that occurs.

Construction material for stand ceilings must be flame retardant.

#### 6.4.2 Access to technical facilities of the halls

Hand-held fire extinguishers, fire detectors, pushbutton alarms, wall-mounted hydrants, smoke flap actuators and the associated warning notices must at all times be accessible and visible. The functioning of fire protection gates and fire doors must not be restricted by installations of any kind, such as electric cables. It must also be ensured that connection points for the stand's electrical supply, as well as distribution cabinets and telephone distributors, remain accessible. Access to the safety equipment and technical facilities must be granted at any time to the persons appointed by MESSE BREMEN's Technical Management.

#### 6.4.3 Hall floors

It is not permissible to put anchors into the hall floors and foyers, or to drill holes for pegs. The same applies to other kinds of attachment, such as screws or nails. The company renting the stand is liable for any damage done. Double-sided adhesive tape can be used to secure carpeting. It must be completely removed after the stand has been dismantled. Covering the entire floor with adhesive floor covering (including self-adhesive tiles) is not permitted.

#### 6.4.4 Safety lighting

Additional safety lighting must be fitted in those stands in which the generally available safety lighting is ineffective because of the stand design. This additional safety lighting must be installed in such a way as to ensure that persons will easily find their way to the main rescue routes in the hall (refer also to VDE 0108).

If an exhibitor requires continuous voltage for battery-powered illuminated pictograms, MESSE BREMEN's Technical Management must be consulted beforehand.

#### 6.4.5 Electrical safety measures

Regulation VDE 0100, Part 410, must be adhered to as a protection against the dangers of indirect electrical contact. Excess current protection (earthing) must be provided in stand installations.

Fault-current protective devices must be installed (as of 1st January 1993). Electrical sockets up to 16 A must be protected by devices with a nominal fault current of 30 mA, and other sockets by devices with a maximum fault current of 500 mA. The conductor cores for power and lighting circuits must each have a minimum cross-sectional area of

1.5 mm<sup>2</sup> (see also VDE 0108).

#### 6.4.6 VDE and EU low-voltage regulations

All electrical equipment must conform to the VDE regulations or the EU low-voltage regulations and must display an EU-recognized safety symbol.

#### 6.4.7 Balloons

It is permissible to use balloons filled with non-flammable gas. In closed rooms or exhibition stands, the ratio relative to the volume of air in the room must be sufficiently low (otherwise there is a danger of suffocation).

#### 6.4.8 Glass

Only safety glass may be used. Edges of panes of glass must be finished or protected so as to prevent any risk of injury. Structures made completely of glass must be marked at eye level.

Plexiglas must be fitted in a metal frame (for fire safety).

#### 6.4.9 Stand heaters

The operation of mobile heating systems fuelled by gas or liquid is not permitted. Electrically powered heaters are permissible, provided that they conform to the general standards and safety regulations. Units with exposed heating wires are not permissible. The units must be installed in such a way that an adequate distance from objects is ensured. The unit must be switched off when the exhibition stand is vacated.

#### 6.4.10 Laser systems

Laser systems exhibited and those operated for demonstration purposes must fulfil the requirements of the accident prevention regulation relating to laser radiation (VBG 93). The operation of laser systems of classes 3 B or 4 must be reported to the Gewerbeaufsichtsamt Bremen (the Trade Supervisory Board of Bremen).

#### 6.4.11 Welding work

Welding work on the exhibitor's own materials is permissible only by consultation and agreement with MESSE BREMEN's Technical Management. If the parts to be welded can be moved into the open air, welding inside the hall is not permissible. In all cases, it must be ensured that no danger can occur as a result of flying sparks. A fire guard (fire safety officer) and fire extinguishers must be provided. In the case of welding work, particular attention must be paid to the regulations of GUV 26.21.

#### 6.4.12 Catering

Where roasting, grilling or deep-frying equipment is used, the regulations may require the installation of a vapour extractor if excessive odour nuisance or activation of a fire alarm can be expected to occur.

#### 6.4.13 Gas equipment

The introduction of liquefied gas - such as propane, butane or suchlike - and its installation and utiliza-

tion are prohibited (see also Section 10.2). If this rule is contravened, MESSE BREMEN's Technical Management is entitled to remove the units at the expense of the exhibitor and, if applicable, to have the stand closed for safety reasons.

If the presentation of goods on the stand is dependent upon the use of liquefied gas, the use of gas may be permissible after consultation with MESSE BREMEN's Technical Management, possibly subject to compliance with particular safety regulations and by agreement with the Bauordnungsamt Bremen (the Bremen Building Regulations Authority) and the Bremen Fire Brigade.

### 7 Sand, soil, gravel

If highly dirt-producing materials such as sand, soil or gravel are used, it must be ensured that damage to the floor and walls is avoided. If necessary, the floor must be protected by an underlay made of suitable materials (e.g. plastic sheeting). In all cases, contamination of the supply ducts must be prevented. The introduction and removal of these materials must be performed by means of suitable equipment designed such that damage to the floor cannot occur. Agricultural machinery may be used only if permission is obtained from MESSE BREMEN's Technical Management. Tracklaying vehicles are impermissible in all cases.

### 8 Animals

If animals are kept in the halls, it must be ensured that damage - especially to the floor, walls and pillars - does not occur. The pens must be set up at a sufficient distance from the walls and pillars. In the case of large animals, the floor must be protected by means of suitable materials. The event organiser or the exhibitor is responsible for keeping the animals in a manner appropriate to the type of animal concerned, and for keeping the pens (halls) clean. Animal excrement must not be allowed to pass directly onto the hall floor or into the supply ducts.

### 9 Supply of services to the stands

#### 9.1 General

The supply of services to the stands takes place via supply ducts. Depending on the position of the stand, the supply can be selected within the stand if the duct is routed within the stand. In all other cases, the supply is taken from the nearest duct. Pipes or cables routed above the ground must be covered over to prevent people from tripping over them. The work of connecting cables and pipes (for electricity and water) is done by licensed specialist companies (contractual partners of MESSE BREMEN).

#### 9.2 Supply of electricity

For the supply of electricity, a TN-C-S power network at 3x400/230 V, 50 Hz (halls 1 to 7) are available in

## TECHNICAL GUIDELINES

the halls. The fluctuation range is +6 % to -10 %.

It is expressly pointed out that an "uninterrupted" power supply is not available. In all cables feeding to the stands, the protective earth (PE) conductor and the neutral (N) cores are provided as separate conductors. In halls 1 to 7, protective earth conductors and neutral conductors must not be connected to each other (refer also to VDE 0108). Motors having a power rating of 20 kW or more may be operated only with a current limiting starting device.

### 9.3 Supply of water

A supply of water exists in the supply ducts of halls 1 and 4.0 to 7 (but not hall 2, 3 and 4.1), with various inlets and discharge points. Any other water supply sources have to be approved by MESSE BREMEN's Technical Management. When the stand is vacated, the main stop valve in the stand must be closed. The exhibitor is responsible for any water damage that occurs. For stands on the open-air site, a continuous supply of water cannot be guaranteed in the event of frost.

### 9.4 Supply of compressed air

A supply of compressed air does not exist, but it can be provided if requested from MESSE BREMEN's Technical Management.

### 9.5 Telephone & other communication connections

Telephone and other communication connections are possible, employing analog, digital or ISDN technology. Operation of the exhibitor's own terminal equipment is permissible. Requirements should be announced to MESSE BREMEN's Technical Management.

### 10 Accident prevention regulations

#### 10.1 General

The exhibitor itself is responsible for safety at the stand and for ensuring that the relevant industrial safety and accident prevention regulations are complied with. It is also liable for all injuries to persons and damage to property resulting from the construction and running of its stand or from the exhibits displayed in it.

Throughout the periods of construction and dismantling, conditions inside and outside the halls are similar to those on a building site.

The personnel working in this environment must be made aware of the particular dangers that exist. Access to the stands for the purpose of checking safety must be granted to the Gewerbeaufsichtsammt Bremen (the Trade Supervisory Board of Bremen), the Bauordnungsamt Bremen (the Bremen Building Regulations Authority), the berufsgenossenschaftliche Kommissionen (the pertinent commissions of the employers' liability insurance associations), the fire brigade, and the persons appointed

by MESSE BREMEN's Technical Management.

If safety-relevant deficiencies are found, the instructions issued by the above-mentioned bodies must be obeyed immediately.

#### 10.2 The use of industrial trucks, cranes, and platforms for lifting persons

Only authorized persons may operate such machines. The driver of an industrial truck must have a certificate of competence, and must be able to produce it upon request. The regulations of VBG 4 must be complied with. In particular, it must be noted that fork-lift trucks may be driven only with the fork lowered. Diesel-powered fork-lift trucks may be used only in conjunction with a permanently installed soot filter. Gas-powered industrial trucks are prohibited.

#### 10.3 Fire protection equipment in the exhibition stands

The exhibitor is responsible for the installation of the necessary fire protection equipment, such as fire extinguishers and sprinklers.

#### 10.4 Exhibition of motor vehicles

The fuel tank of exhibited vehicles must be to a large extent empty, that of exhibited motorcycles completely empty. It must not be possible for unauthorized persons to open the tank filler cap. (So use separate lockable fuel tank caps, for example.) Any unexpected fuel leaks must be cleaned up immediately using an appropriate binding agent or dry cloths. Binding agent or cloths must be removed from the halls immediately afterwards and correctly disposed of. In special cases, and only by arrangement with MESSE BREMEN's Technical Management, used binding agents or cloths can be stored temporarily outside of the halls on the premises until correct disposal. The vehicle battery (batteries) may be left connected if their construction type means that there is no risk of gas emissions (gel batteries). The contacts of the batteries must be safe to touch. This applies particularly in the case of a battery (batteries) that is (are) located in the engine compartment of if the engine bonnet is open. Batteries from which gas emissions are possible must be removed. For the purpose of demonstrating vehicle functions an external electricity supply can be connected using a network device.

A technical device must render it impossible to start the internal combustion engine in spite of a connected (gel) battery or external energy supply.

The vehicle keys are to be kept in readiness at the stand. They must not be handed out to members of the public.

At least one 6 kg powder fire extinguisher suitable for Class A, B and C fires must be kept in readiness per stand. Anyone acting in violation of this will be required to leave the hall. The exhibitor shall be liable

for any resulting damages or accidents. MESSE BREMEN can limit or prohibit the display of vehicles at their own discretion. In the exhibition hall(s) concerned, a fire safety watch (BSW) will be present throughout the whole duration of the event. The display of gas powered vehicles in the halls is only permitted if the compressed gas tank is empty and without pressure. The drive batteries of electric or hybrid vehicles must be disconnected from the traction network via main switch (service-disconnect). Hydrogen tanks must be pressureless.

In the foyers of halls 1 to 7, the exhibiting of vehicles with internal combustion engines is prohibited.

#### 10.5 Open fire or naked lights

The use of open fire or naked lights, the burning of packing material, waste etc. in the halls or on the open-air site is prohibited.

#### 10.6 Ethyl alcohol, mineral oils

The use of petrol, paraffin or any other flammable liquids for cooking, heating or operating machinery etc. is prohibited.

#### 10.7 Cotton waste, oily & greasy cleaning cloths

Used cotton waste as well as oily and greasy cleaning cloths must be kept in tightly closed and non-flammable containers with self-sealing lids.

#### 10.8 Celluloid, inflammable synthetic materials

Unpacked celluloid and highly inflammable synthetic goods within reach of visitors may be exhibited only under glass.

#### 10.9 Noise level

When exhibition goods that create noise are demonstrated, the noise level at the stand boundary must not exceed 60 dBA.

#### 10.10 Flammable materials

Flammable materials that are no longer needed and flammable wastes must be transported immediately to the waste containers or to the places specified for that purpose. The keeping of these materials on the stands or at other places in a hall is not permitted; this also applies to packing materials and other empty packaging. Work clothes must be kept in cupboards made of non-flammable material.

#### 10.11 Compressed gas cylinders, industrial gases

When compressed gas cylinders are being used or handled, the accident prevention regulations must be complied with. Toxic gases must not be used. Before any system involving compressed gas cylinders is put into operation, it must be checked beforehand by an expert in accordance with the technical regulations, in order to ensure that the system is in a satisfactory condition. When such systems are used, MESSE BREMEN's Technical Management must be informed in advance. Compressed-air tanks

may be operated only in accordance with the Druckbehälterverordnung (Ordinance on Pressure Vessels) and the Technische Regeln Druckgase (TRG, Technical Rules for Compressed Gases). MESSE BREMEN's Technical Management must be informed when such tanks are to be used.

#### 10.12 Beverage dispensing systems

When beverage dispensing systems are operated, the regulations of the Schankanlagenverordnung (Ordinance on Beverage Dispensers) and the relevant technical rules SK 400, 500, 501, 60 must be observed.

#### 10.13 Pyrotechnics

If pyrotechnics are used, the rules of GUV 6.15 and of GUV 26.22 must be observed. Their intended use must be announced in advance in writing to the Gewerbeaufsichtsammt Bremen (the Trade Supervisory Board of Bremen) and to MESSE BREMEN's Technical Management; the announcement must be accompanied by a list of the effects used. If machines for the production of simulated mist are to be used, MESSE BREMEN's Technical Management must be informed in advance.

#### 11 Advertising activities

Advertising activities and presentations may be carried out only on the exhibitor's own stand. They must not cause obstruction of, or interference with, neighbouring stands. The noise level caused by advertising and exhibits must not exceed 60 dB(A) at the stand boundary.

#### 12 Waste disposal, cleaning

The exhibitor is responsible for disposal of all accumulated waste, both during the event and during construction and dismantling. Waste disposal must be performed by the exhibitor or his appointed representative themselves in accordance with the Abfallbeseitigungsgesetz (the German Waste Disposal Act). The appropriate measures for the separation of recyclable materials must be carried out. Substances which could cause a health risk or contamination of water, such as oils, paints or emulsions, must not be discharged into the sewage system. For cleaning, the MESSE BREMEN's contractor is responsible.

#### 13 Handing back the exhibition area

The exhibition area must be handed back in a clean condition by the exhibitor not later than the time at which dismantling finishes. Adhesive tape and paint residues must have been completely removed. An acceptability inspection of the exhibition area is performed by MESSE BREMEN's Technical Management.

**Bremen, March 2018**

Based on the original German text. The German text shall be legally binding for any and all legal claims.



## GUIDELINES FOR CONSTRUCTIONS FROM TRUSSES

**1.**

Only truss systems that were produced in accordance with the German Institute for Construction Engineering and that carry the CE mark may be used.

**2.**

The use of truss systems demands adherence to the relevant laws, standards, guidelines and regulations. These include in particular the machinery directive 2006/42/EC, SQ P1 trusses (SQ = quality standards) issued by the igvw, the machinery provision (9.GPSGV), the directive for working materials and equipment (89/391/EEC), and the accident prevention regulation BGV C1.

**3.**

The manufacturer's instructions for use, construction, loading, maintenance, etc. must be observed.

**4.**

Evidence of loading capacity and stability must be provided in an appropriate written form or in the case of more complex structures by an expert. This evidence is to be submitted to the technical management of MESSE BREMEN on request. The stability of the structure must be ensured through the use of supporting feet and, if necessary, bearing plates and diagonal connections.

**5.**

Truss elements from different manufacturers or different systems may not be used together.

**6.**

Damaged or deformed truss elements may not be used.

**7.**

All truss elements must be connected and secured with connectors that are intended and approved for the system in question.

**8.**

Loads must be properly fastened to the trusses with approved connecting elements.

**9.**

Attached loads (e.g. lamps / lights, speakers, etc.) must be secured by suitable steel cables (safeties).

**10.**

The manufacturer's specified maximum weights (load table) must not be exceeded. No loads may be attached to diagonal braces.

**11.**

Standing on trusses is only permitted in compliance with the permissible load. Climbing on trusses with transverse sections less than 30cm is not allowed. It is mandatory to wear approved personal protective equipment (PPE).

**12.**

Trusses which in case of faults can carry hazardous contact voltages should be protected by a common protective equipotential bonding.

**13.**

The following information must be permanently attached to the trusses so that it is easily visible:

1. Manufacturer,
2. Construction date (MM / YY),
3. Type,
4. ID No.,
5. Weight



# General Exhibiting Guidelines for Trade Fairs and Exhibitions of IDFA Members \*

Bremen  
Dortmund  
Essen  
Friedrichshafen  
Hamburg



Karlsruhe  
Leipzig  
Offenbach  
Saarbrücken  
Stuttgart

**IDFA**

In the event of any non-conformity, the following regulations shall apply in the undermentioned order (if available):

- A. Individual binding agreements of the organizer
- B. Special Exhibiting Conditions of the organizer
- C. General Exhibiting Guidelines

## 1. Participants

- 1.1 The participants in trade fairs and exhibitions shall be divided into exhibitors, co-exhibitors and additionally represented companies. They shall hereinafter be called "participants" for short.
- 1.2 The admission of one or more co-exhibitors shall only be possible in exceptional cases and shall entitle the organizer to charge a special fee.  
In all cases, however, the admitted exhibitor shall be liable for ensuring that the co-exhibitor(s) complies (comply) with the obligations upon the exhibitor.
- 1.3 Exhibitors, co-exhibitors and additionally represented companies  
An **exhibitor** shall be regarded as anyone who hires an exhibition stand for the duration of a trade fair or exhibition and takes part in this event with their own personnel and their own products or services.  
A **co-exhibitor** shall be regarded as anyone who takes part in a trade fair or an exhibition on the stand of an exhibitor with their own personnel and their own products or services. Co-exhibitors shall also include members of a group of companies and subsidiaries.  
In the case of an exhibitor who is actually a manufacturer, an **additionally represented company** shall be regarded as every other firm whose goods or services are offered by the exhibitor.  
If an exhibitor, who is a sales company, presents both products from a manufacturer and additional goods and services from other firms, these firms shall be regarded as **additionally represented companies**.
- 1.4 The admission of the exhibitor shall not lead to a contract between the co-exhibitors or additionally represented companies registered by the exhibitor and the organizer.  
The inclusion of co-exhibitors shall normally be subject to a licence and a charge. The inclusion of additionally represented companies shall be subject to a licence; a charge shall only be paid for these companies if this is stipulated in the Special Exhibiting Conditions. The charge shall be paid by the exhibitor; it may also be subsequently invoiced by the organizer.  
A written application for the inclusion of a co-exhibitor shall be sent to the organizer showing the full address and the names of contact persons.

## 2. Registration

- 2.1 Anyone wishing to register (participation and ordering of a stand) for a trade fair or exhibition (hereinafter called "event") shall do so using the registration form, which shall be completed in full and signed with legally binding effect. This application shall be regarded as a contract offer from the exhibitor, which requires acceptance by the organizer. Submission of the application form shall constitute no grounds for admission to the event.
- 2.2 By submitting the application form, the exhibitor shall hereby accept these "General Exhibiting Guidelines" and, if available, the "Special Exhibiting Conditions" applying to the particular event, the "House Rules", the "Technical Guidelines" and the regulations contained in the "service documents". This obligation shall also extend to the persons employed by the exhibitor at the event, other participants registered by the exhibitor and other agents.
- 2.3 The exhibitor shall be obliged to comply with relevant labour and trade legislation, environmental protection regulations, fire protection regulations, accident prevention regulations and the provisions of competition law. The exhibitor shall also personally comply with EU Regulations No. 2580/2001 and No. 881/2001, especially in regard to finance and personnel.
- 2.4 The exhibitor shall continuously monitor compliance with the above-mentioned regulations by the persons whom he employs at the event, his other registered participants and other agents. In the event an infringement of this obligation, the exhibitor shall intervene and/or inform the organizer about the infringements.
- 2.5 By registering, the exhibitor agrees for **registrant-related data** to be recorded, processed and used for the purposes of event processing, as well as advertising or market-/opinion research and the associated required agreements under observation of the Data Protection Act and other data protection regulations (in their respective valid version), and to potentially be transmitted to third parties in connection therewith. The exhibitor also agrees to participate in electronic visitor acquisition programs and analysis programs, and agrees for information pertaining to his/her participation to be distributed via electronic media including the internet. **The regulations of the German Data Protection Act BDSG apply, particularly §§ 27 through 32 BDSG.**

## 3. Admission

- 3.1 The organizer shall take a decision, if necessary in agreement with the respective committees, regarding the admission of the exhibitor and registered exhibits to the event via a written confirmation of admission. A contract shall come about with the admission of the exhibitor (see subsection 2.1, sentence 3).
- 3.2 The organizer may exclude individual participants from taking part in the event for factually justified reasons, especially if the amount of space available is insufficient. The organizer may also restrict the event to certain groups of participants if this is necessary to attain the purpose of the event. The organizer shall also be entitled to impose restrictions on the registered exhibits and change the amount of registered space. Admission shall only apply to the registered exhibits, the participants mentioned in the confirmation of admission and the space stipulated therein. No items apart from those which have been registered and admitted to the event may be exhibited.
- 3.3 The participant shall have the actual and legal power of disposal over the registered exhibits and shall be in possession of any necessary official operating licences. Descriptions and brochures relating to the goods or services to be exhibited shall be submitted by the participant on request.

## 4. Space assignment

- 4.1 The organizer shall personally assign space in accordance with the subject and structure of the particular event and the actual amount of space available. If possible, the organizer shall try and accommodate requests for specific space assignments in the registration form. The order in which applications are received shall not be the sole decisive factor in assigning space.
- 4.2 The organizer shall admit participants to the event by issuing written confirmation of participation along with details of the stand provided (stand confirmation). Unless otherwise agreed in writing, the participation contract between the exhibitor and the organizer shall hereby be concluded with legally binding effect. If the contents of the stand confirmation differ from the contents of the exhibitor's registration form, the contract shall be concluded on the basis of the stand confirmation, unless the exhibitor objects in writing within two weeks.

## 5. Unauthorized transfer of stand space, co-exhibitors, additionally represented companies

- 5.1 The assigned stand space may not be exchanged with another exhibitor. Partial or complete transfer of the stand space or subletting of the stand space to third parties shall also not be permitted without the approval of the organizer. In the event of an infringement of this provision, the organizer shall be entitled to terminate the contract immediately according to section 17 for good cause.
- 5.2 If several exhibitors want to rent a stand together, they shall name a jointly appointed authorized representative on the application form. The organizer shall negotiate solely with this authorized representative. If several exhibitors rent a stand together, every one of them shall be jointly and severally liable to the organizer.
- 5.3 The exhibitor may only accept co-exhibitors or additionally represented companies (cf. 1.4) with the prior approval of the organizer. Third parties shall also be regarded as co-exhibitors or additionally represented companies if they have close economic or organizational ties to the applicant. The exhibitor shall enter the names of all co-exhibitors or additionally represented companies on the application form. Co-exhibitors or additionally represented companies not named on the application form may not display exhibits on the exhibitor's stand.

## 6. Fees, payment deadlines and terms, lessor's right of lien

- 6.1 The participation fee amount and the payment deadlines are shown in the Special Exhibiting Conditions. The payment deadlines shall be observed. Prior and full payment of the invoice on the stipulated dates shall be a prerequisite for taking possession of the assigned stand space and for handing over the participant passes. No provision shall be made for deferral of payment in the event of any deviation from this regulation. Objections to the invoice may only be taken into account if they are sent in writing within 14 days after receipt of the invoice. When sending the invoice, the organizer shall draw the exhibitor's attention in particular to the importance of his actions.
- 6.2 An AUMA service fee amounting to €0.60 per square metre of stand space shall be charged for the activities of the Association of the German Trade Fair Industry (AUMA), Littenstrasse 9, 10179 Berlin. This service fee shall be listed separately on the invoice.
- 6.3 All invoice amounts shall be transferred in Euro without any bank charges or deductions quoting the customer number and invoice number to one of the accounts shown on the invoice. If the exhibitor fails to pay on time, the organizer shall be entitled to charge interest amounting to the interest rate which he would pay for taking out corresponding loans, but at least 8 percent above the current base interest rate, plus a fee of €3.00 for every additional warning letter. The organizer shall reserve the right to assert claims for statutory interest after the due date (§ 353 of the German Commercial Code), any further damage caused by default and other rights arising from these Exhibiting Conditions. The participant shall be entitled to provide the organizer with documentary evidence to the effect that the latter suffered no damage over and beyond the statutory default interest rate as a result of default in payment.
- 6.4 If the participant culpably fails to comply with his payment obligations on time, the organizer shall reserve the right, after granting a reasonable period of grace with consideration of the circumstances and the remaining time, to terminate the contract with immediate effect according to section 17 for good cause.
- 6.5 Should a participant fail to comply with his payment obligations, the organizer may exercise his right of lien, retain the exhibits and the stand fittings, and have them auctioned at the expense of the participant, each time after prior written notification, or to sell them privately if they have a stock exchange price or a market price.

## 7. Non-participation by the participant

- 7.1 Non-participation by the participant shall not generally release him from his contractual obligations. The participant shall be obliged, in particular, to pay the contractually due fees. The organizer shall not be obliged to accept a replacement participant nominated by the participant.
- 7.2 In the event of non-participation, the participation fee shall become due for payment immediately if the due date has not already been established according to subsection 6.1.
- 7.3 In order to ensure that the trade fair/exhibition has a unified appearance, the organizer shall be entitled to reassign the stand space not used by the participant if the latter does not take part in the event. The participant shall pay an administrative fee (see subsection 17.6) for the attempts by the organizer to hire the exhibition stand for a consideration other than through an exchange with the stand space of another participant. This provision shall also apply if the stand space is reassigned to a replacement exhibitor who is nominated by the participant and accepted by the organizer. If no interested party is found, the organizer shall be entitled to arrange the stand space at the expense of the participant.  
The participant shall also not be released from the obligation to pay the participation fee if the assigned stand space is hired in another way, but the total area available for the event cannot be fully hired out.
- 7.4 In the event of non-participation by a co-exhibitor, the participant shall still be obliged to pay the full registration fee (see subsection 1.4).

## 8. Cancellation, relocation and change in the duration of the event

- 8.1 The organizer shall be entitled to cancel the event for good cause, change its date and location, change its duration or – if necessitated by space conditions, police instructions or other compelling reasons – move the stand space assigned to the participant, change its dimensions and/or limit the stand space. Any change in regard to the venue or its time or any other change shall become an integral part of the contract when the participant is notified accordingly.  
In this case, the participant shall be entitled to withdraw from the contract within 14 days after receipt of the notice of change. Compensation claims against the organizer shall be excluded in this case, unless the change was due to gross negligence or intent on the part of the organizer or his agents.
- 8.2 Cases of force majeure, which prevent the organizer from fulfilling all or some of his obligations, shall release him from the performance of this contract until such time as force majeure ceases. The organizer shall inform the exhibitor immediately, unless he is also impeded by a case of force majeure. The impossibility of a sufficient supply of auxiliary materials such as electricity, heating, etc., as well as strikes and lockouts shall be regarded as tantamount to a case of force majeure - unless they only last for a short period or were caused by the organizer. If the organizer incurs costs in these cases for the preparation of the event, the participant shall be obliged to pay these costs.
- 8.3 If the organizer is able to stage the event at a later date, the participant shall be notified accordingly. The participant shall be entitled to withdraw from the contract within 14 days after receipt of this notification. Compensation claims against the organizer shall be excluded in this case, unless the change of date was due to gross negligence or intent on the part of the organizer or his agents.
- 8.4 If the organizer is responsible for cancelling the event, the participant shall not be obliged to pay the participation fee.
- 8.5 If the organizer is forced to shorten an event already in progress on account of the occurrence of force majeure or for other reasons for which he is not responsible, the exhibitor shall not be entitled to claim full or partial reimbursement or waiver of the participation fee.

## 9. Stand construction, fittings and design

- 9.1 All exhibition stands and other event areas shall be measured and marked by the organizer. In case of doubt, the organizer shall have the right to make a final decision (§ 315 of the German Civil Code).
- 9.2 The participant shall be obliged to build a trade fair stand or an exhibition stand (stand) on the rented exhibition space. The stand shall be occupied on time, but at the latest 24 hours before the start of the event. If the participant does not occupy the stand on time, the organizer may terminate the contract immediately according to section 17 for good cause.
- 9.3 Exhibits, stand equipment and/or other items, which were not shown on the application form or whose appearance, smell, lack of cleanliness, noise or other characteristics create an unreasonable nuisance or disturbance affecting the smooth running of the event or which otherwise turn out to be unsuitable shall be removed immediately at the request of the organizer.  
If these items are not removed at once, the organizer may dispose of them at the participant's expense and terminate the contract immediately according to section 17 for good cause.
- 9.4 In principle, every participant shall be free to design and equip their stand according to their own criteria. However, the stand design and equipment shall take account of the typical exhibiting criteria of the event and all conditions of the organizer, especially the Technical Guidelines, the Special Exhibiting Conditions and the service catalogue. The organizer shall be entitled to request the participant to submit plans and stand descriptions that are true to dimensions. The name of the company and the address or head office of the participant shall be clearly marked on a stand sign. The names of the companies commissioned to design and build the exhibition stand shall be notified to the organizer.
- 9.5 The stand shall be properly equipped and occupied by knowledgeable personnel at the fixed opening times throughout the duration of the event stipulated in the Special Exhibiting Conditions.

\* The IDFA is the community of interests of German trade fair and exhibition cities. Its members are the trade fair companies in: Bremen, Dortmund, Essen, Friedrichshafen, Hamburg, Karlsruhe, Leipzig, Offenbach, Saarbrücken and Stuttgart. In the interest of equal and fair treatment of exhibitors, members of the IDFA publish these guidelines on the basis of voluntary cooperation. The members are entitled to conclude different agreements with exhibitors. In order to become valid, these agreements and arrangements shall require the written approval of the individual IDFA member.

- 9.6 If the design and/or equipment of a stand do not comply with the relevant specifications, the organizer may request that the stand be changed or removed accordingly by the participant. The costs in this case shall be borne by the participant. If the participant fails to comply with this request straightaway, the organizer shall be entitled to change the stand at the participant's expense or terminate the contract immediately according to section 17 for good cause.
- 9.7 Construction of the stand shall be completed at the latest before the end of the construction times stipulated in the Special Exhibiting Conditions. The participant shall not be entitled to remove exhibits from the stand or start dismantling the stand before the beginning of the stand dismantling times stipulated in the Special Exhibiting Conditions.
- 9.8 Any exhibits exceeding the fixed height limits for the stands shall require the permission of the organizer. This provision shall also apply to the presentation of very heavy exhibits for which foundations or special equipment are required.
- 9.9 The participant shall be solely responsible for vacating the stand on time and restoring the original state of the exhibition space. All obligations of the organizer shall end after expiry of the stand dismantling period stipulated in the Special Exhibiting Conditions. The organizer shall accept no responsibility whatsoever for goods left on the trade fairgrounds, including those which were sold to a third party during the event. The organizer shall be entitled to charge a reasonable storage fee for goods which are not dismantled and taken away on time. The organizer shall also be entitled to use a suitable company to remove and store goods immediately at the participant's expense and risk.

## 10. Advertising

- 10.1 The participant shall only be entitled to use any kind of advertising on his stand for his own company and solely for the goods which he produces or sells, provided they have been registered and admitted to the event.
- 10.2 Loudspeaker advertising, other acoustic measures and slide, film, video or computer presentations and other noisy measures shall require the written approval of the organizer. This provision shall also apply to the use of audio or visual equipment for the purpose of attaining a better advertising impact or if the demonstration of exhibits is noisy or annoying.
- 10.3 The organizer shall be entitled to stop unauthorized advertising without the aid of courts or the police and to personally remove it or have it removed. The costs of removing unauthorized advertising shall be borne by the participant. Licences that have already been issued may be subjected to restrictions or revoked in the interest of maintaining an orderly event if no other remedial measures are possible.
- 10.4 If the participant plays back mechanically reproduced music, he shall be obliged to obtain the necessary public performance licence and pay the fees in this respect.
- 10.5 The participant shall not be permitted to carry or drive around advertising media on the trade fairgrounds or distribute printed matter and samples outside his stand.
- 10.6 The participant shall be strictly forbidden to approach and interview visitors outside the stand. In the event of an infringement of this provision, the organizer shall be entitled to terminate the contract immediately according to section 17 for good cause.
- 10.7 Political advertising and/or political statements shall not be permitted, unless the political statement forms part of the event. In the case of political statements or political advertising which are capable of disturbing the smooth running of the event or public order, the organizer shall be entitled but not obliged to request the participant to stop showing the offending items and to remove them from his stand. If the exhibitor fails to comply with this request, the organizer shall be entitled to terminate the contract immediately according to section 17 for good cause.

## 11. Direct selling

- 11.1 Direct selling shall not be permitted, unless it is expressly permitted in the event-related "Special Exhibiting Conditions". If direct selling is permitted according to the "Special Exhibiting Conditions", the items for sale shall be marked with clearly legible price tags according to the Price Quotation Ordinance.
- 11.2 The participant shall be responsible for obtaining and maintaining licences from the trade supervisory and public health authorities.

## 12. Exhibitor passes

- 12.1 After paying the invoice amounts in full (see section 6), every exhibitor shall receive for his stand exhibitor passes entitling him to free admission to the event (see Special Exhibiting Conditions). The number of exhibitor passes shall not be increased through the inclusion of other participants. Additional exhibitor passes may be obtained on payment of a charge to the organizer (see Special Exhibiting Conditions). The exhibitor passes shall be intended for stand personnel and shall be completed in accordance with the instructions on the pass. Exhibitor passes may not be passed on to third parties.

## 13. Security, cleaning, waste disposal

- 13.1 Stand security and supervision during the daily opening hours of the event shall normally be the responsibility of the participant, also during the stand construction and dismantling periods. The organizer shall only be responsible for general supervision of the halls and the trade fairgrounds outside the opening hours of the event. No services shall be provided in connection with custody, safekeeping or protection of interests of the participants. Valuable, easy-to-remove items belonging to the participant shall be placed under lock and key at night-time. The participant shall use, at his own expense, the security firm commissioned by the organizer for additional stand supervision.
- 13.2 The organizer shall pay the costs for general cleaning of the trade fairgrounds and the exhibition hall aisles. The participant shall be responsible for cleaning his stand/stand area. Cleaning of the stand shall be completed each day before the event starts. The participant shall use the cleaning company appointed by the organizer to clean his stand. If the participant uses his own cleaning personnel, they may only carry out their work one hour before and after the daily opening times of the particular event.
- 13.3 In the interest of environmental protection and environmentally-friendly trade fairs, the participant shall be obliged in principle to reduce the amount of packaging and waste; this obligation shall also include the use of brochures. If separate waste disposal systems are used, the participant shall utilize them and also pay his share of any waste disposal costs according to the "polluter principle". If the participant leaves behind rubbish or other items after vacating the stand, the organizer shall be entitled to dispose of or destroy these items at the participant's expense.

## 14. Photography and other visual recordings

- 14.1 All types of commercial visual recordings, especially photography and film/video recordings, on the trade fairgrounds may only be carried out by persons who have been authorized to do so by the organizer and are in possession of a valid pass issued by the organizer. Stand photographs, which are to be taken outside the daily opening hours and require special lighting, shall be subject to the approval of the organizer. Any resulting costs shall be borne by the participant, unless they are paid by the photographer.
- 14.2 The organizer – and with the approval of the organizer – press journalists and television stations shall be entitled to photograph, draw and make film and video recordings of the event, the exhibition buildings/stands and the exhibited items, and to use these photographs, drawings and recordings free of charge for advertising purposes or press publications.

## 15. Protection of industrial property rights

- 15.1 The participant shall be solely responsible for protecting copyright or other industrial property rights, relating to the exhibits. Six-month protection from the start of an event in accordance with the Law Relating to the Protection of Samples at Exhibitions dated 18 March 1904 (Reich Law Gazette, page 141) and the Trademark Reform Law dated 25 October 1994 (Federal Law Gazette 1, page 3082) shall only take effect if the Federal Minister of Justice has published a corresponding announcement in the Federal Law Gazette for a specific exhibition (exhibition protection).
- 15.2 Every participant shall be obliged to observe the industrial property rights of other participants and shall refrain from infringing these industrial property rights. If it is proved that the participant has personally infringed industrial property rights, the organizer shall be entitled to terminate the contract immediately according to section 17 for good cause.

## 16. House authority

- 16.1 The participant shall comply with the organizer's house authority throughout the trade fairgrounds during the event. The participant shall follow the instructions of the organizer's employees, who shall identify themselves by means of an official pass. The length of stay on the trade fairgrounds for participants and their employees or authorized representatives shall be limited to one hour before and after the daily opening hours of the particular event. Stands of other participants may not be visited outside the daily opening times without the permission of the stand owner.

## 17. Violations of duty by the participant, right to terminate the contract, contractual penalty

- 17.1 Culpable violations of the participant's duties from the contract or of the provisions of the organizer's house rules shall entitle the organizer to terminate the contract immediately for good cause if the violations are not discontinued straightaway. Good cause for terminating the contract immediately shall be deemed to exist, in particular, if the participant violates the obligations stipulated in subsections 5.1, 6.4, 9.2, 9.3, 9.6, 10.6, 10.7 and 15.2.
- 17.2 If the contract is terminated for good cause, the organizer shall be entitled to close down the participant's stand immediately and request the participant to dismantle the stand straightaway and vacate the stand space.
- 17.3 If the participant does not dismantle the stand or clear the stand area on time, the organizer shall be entitled to either personally dismantle the stand and/or clear the stand area or have this work carried out by third parties at the expense of the participant.
- 17.4 The participant shall be obliged to pay the due participation fee as minimum compensation for the rest of the event if the stand area cannot be hired or can only be hired for a consideration through exchange with the stand area of another exhibitor.
- 17.5 If a replacement participant cannot be found for the stand area of the participant whose contract has been terminated, the organizer shall be entitled to design the stand area at the expense of the participant in order to ensure a unified appearance of the event.
- 17.6 The participant shall pay a flat-rate net management charge amounting to 25% of the participation fee, but at least €400 plus the statutory value-added tax for the attempts by the organizer to rent the stand area for a consideration in a way other than through exchange.
- 17.7 The organizer shall be entitled to request the participant to pay in every individual case a maximum contractual penalty of €10,000, which is to be fixed by the organizer according to his fair judgement and reviewed by the competent regional court in the event of dispute, if the participant culpably violates his obligations from
- subsection 5.1: Unauthorized transfer of stand space
  - subsection 6.1: Duty to make an advance payment
  - subsection 9.2: Stand construction
  - subsection 9.3: Non-removal of annoying objects
  - subsection 9.6: Stand design/equipment
  - subsection 9.9: Vacation of stand on time
  - subsection 10.6: Unauthorized approaching/interviewing of visitors
  - subsection 10.7: Ban on political advertising
  - subsection 13.2: Failure to clean the stand
  - subsection 15.2: Infringements of industrial property rights

If the organizer is also entitled to compensation on account of the culpable infringement of obligations by the participant, the contractual penalty shall be offset against the compensation claim.

## 18. Liability and insurance

- 18.1 In the case of gross negligence, the organizer shall only be liable for the actions of his legal representatives and managers, except in the case of material contractual obligations (cardinal obligations) or in the event of loss of life, physical injury or damage to health.
- 18.2 In the case of slight negligence, the organizer shall only be liable for the violation of material contractual obligations or in the event of loss of life, physical injury or damage to health.
- 18.3 The organizer shall only be liable, irrespective of the legal reason, for foreseeable damage which can typically be expected to arise.
- 18.4 In so far as the organizer is liable in cases of minor negligence, his liability shall be limited to EUR 10,000.
- 18.5 The organizer's liability without fault for already existing defects in accordance with § 536 a (1) of the German Civil Code (e.g. stand equipment) and for any subsequent losses of the participant shall be expressly excluded.
- 18.6 Damage shall be reported in writing immediately to both the police and the organizer. In the event of damage, the organizer shall only pay compensation amounting to the present value on presentation of written documentary evidence relating to the purchase costs.
- 18.7 Compensation for damages shall be excluded if the organizer's insurance company refuses to pay for the damages due to the late submission of a damage report by the participant.
- 18.8 The participant shall be liable to the organizer for the damage caused by the participant himself, his employees, authorized representatives or exhibits and stand fittings. In the case of lump-sum compensation claims, the organizer shall still be entitled to prove to the participant that he suffered higher damage. The participant shall be entitled to prove that no damage occurred or that the damage was much less than that stated in the lump sum.
- 18.9 If the participant is an event organizer within the meaning of the Sample Assembly Ordinance (MVStättVO) and according to the latest version of the State Assembly Ordinance, he shall be responsible according to the Sample Assembly Ordinance (MVStättVO), especially section 38 (1), (2) and (4), and the relevant provisions of the particular State Assembly Ordinance. The participant shall be obliged in this case to release the organizer and his agents from any damage claims and administrative fines based on their operator liability according to section (5) of the Sample Assembly Ordinance (MVStättVO) or the relevant provisions of the particular State Assembly Ordinance. The provisions of subsection 18.1 shall not be affected.
- 18.10 The organizer shall bear no insured risk whatsoever in respect of the participant. The participant is expressly referred to the possibility of taking out his own insurance coverage. Every participant shall have the possibility of acquiring extensive insurance coverage on the basis of general contracts concluded by the organizer. Further details on this insurance can be found in the registration documents.

## 19. Saving clause, statutory limitation, right of retention

- 19.1 If one of the clauses of these General Exhibiting Guidelines is or becomes invalid or unenforceable, the validity of the other clauses shall not be affected. The contracting parties shall be obliged in this case to agree a valid and enforceable clause which comes as close as possible to the clause to be replaced within the meaning of the General Exhibiting Guidelines. This provision shall also apply to any loopholes in the General Exhibiting Guidelines.
- 19.2 The limitation period for claims against the organizer shall be one year, unless they are due to gross negligence or intent on the part of the organizer or the claims are subject to a statutory limitation period of more than three years.
- 19.3 The participant shall only be entitled to offset claims against the organizer if his counterclaims are legally enforceable, are undisputed or have been accepted by the organizer. This provision shall also apply to rights of retention if the participant is a registered trader, a legal person under public law or a special public asset. If the participant does not belong to this group of persons, he shall be entitled to exercise a right of retention in so far as his counterclaim is based on the same contractual relationship.

## 20. Priority

- 20.1 Only the German version of the contractual conditions shall be authoritative in regard to the legal relationship between the contracting parties. The German text shall be legally binding.

## 21. Place of performance, place of jurisdiction, applicable law

- 21.1 The law of the Federal Republic of Germany shall apply solely to all legal relations between the organizer, his employees, agents and vicarious agents on the one hand and the participant or his employees, agents and vicarious agents on the other hand.
- 21.2 For both contracting parties, the place of performance and place of jurisdiction (also for legal proceedings for dishonoured cheques or bills) shall be the domicile of the organizer, provided the participant is a registered trader, a legal person under public law or a special public asset, or if there is no general place of jurisdiction in Germany. However, the organizer shall reserve the right to take legal action at the general place of jurisdiction of the participant.