

GASTRO TAGE WEST



The trade meeting for professionals

Application

6 steps to your trade fair success!

Step 1 - Your company listed in the index of exhibitors

Step 2 - The size and shape of your stand

Step 3 - We will gladly build your exhibition stand / special participations

Step 4 - Enhance your trade fair success

Step 5 - Inform your potential customers about your commodity groups

Step 6 - You are presenting yourself together with other companies? No problem!



14th-16th October 2018 · Exhibition Center Essen

Please send this application to:

AFAG
Messen und Ausstellungen GmbH
Project Management "GastroTageWest"
Messezentrum 1
90471 Nürnberg
GERMANY

(If folded, will fit into a long envelope in accordance with the German DIN Standard)

More information concerning your participation

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

Stand positioning:

- We were happy with our stand positioning in 2016 and would like to reserve this again (if possible).
- We were happy with our stand positioning in 2016, but we would like to request a larger/smaller stand area (please underline applicable). _____ m x _____ m = _____ m²
- We were not happy with our stand positioning in 2016 and would like to get an alternative proposal (please enter comments and preferences below).
- We did not have a stand in 2016.

Positioning preferences:

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

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

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

Other comments and preferences:

A₁

Application for a trade fair stand

The application consists of the following documents A - F



Trade Fair Gastronomy, Hotel & Catering
14th-16th oct 2018 · Messe Essen

AFAG Messen und Ausstellungen GmbH
Project Management GastroTageWest 2018
Telefon: +49(0)911/ 98833-530
Fax: +49(0)911/ 98833-539
Internet: www.gastrotage-west.de
Email: info@gastrotage-west.de

Will be completed by the exhibitor management:

Hall _____ Stand _____
_____ m x _____ m = _____ m²

Reg. no. _____

**Beginning of the layout planning:
November 2017**

The information marked with * will be entered into the exhibitor directory as listed here!

1.

Company* _____ Phone* _____
 _____ Fax* _____
 Street/P.O. Box* _____ Email* _____
 _____ Internet* _____
 Zip Code* _____ City* _____ Entry in the index of exhibitors under letter A-Z
 Manager/owner _____ Email (Invoice, if different from personal) _____
Contact person _____ Different correspondence address _____
 Email (personal) _____
 Mobile (at the stand) _____
 Phone (personal) _____ Different invoicing address _____

The following products will be presented:

Absolutely necessary!

We reserve the right to limit the exhibits upon approval (see section 3 of the general trade fair conditions of the FAMA).





Sales tax identification number (EU), VAT number

Co-exhibitor will be handed later.
 (Please fill out appendix D.) € 395.00

Represented company will be handed later.
 (Please fill out appendix D) € 0.00

2.

We hereby apply as per conditions of participation:

Minimum depth of stand 3 m	Front in m		Depth in m		Area in m ²	Stand rent per m ² on receipt of the application
	min.	max.	min.	max.	approx.	
Row stand Minimum size 9 m ² 						€ 98.00
Corner stand Minimum size 15 m ² 						€ 113.00
End of row stand Minimum size 28 m ² 						€ 118.00
Island stand Minimum size 50 m ² 						€ 123.00

Obligatory media fee € 220.00
 (Details see section 8.1 of the "special trade fair conditions")

Security & waste disposal levy €/m² 3.95

AUMA fee €/m² 0.60

Water connection is required
 (Purchase order takes place separately via the service manual)

Screen line dimensions _____ x _____ in m

Using a fixed stand setup yes no

Dimensions front _____ m depth _____ m

Dimensions variable? yes no

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

All prices exclude VAT.

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




City _____

Date _____





Company stamp and authorized signature _____

3a

Offer for a complete exhibition stand

<p>1. </p>	<p>Basic:</p> <ul style="list-style-type: none"> • Electricity supply 230 V/16 A incl. power consumption and 1 spotlight each 4 m² • Octanorm wall system/height 250 cm, panels white/supports + frames silver • Head panel, white/30 cm, on the open sides • Stand lettering with LOGO • Carpet, Fair-Rips, incl. laying and disposal <p>Colour selection: <input type="checkbox"/> grey <input type="checkbox"/> anthracite <input type="checkbox"/> red <input type="checkbox"/> blue <input type="checkbox"/> green</p>
<p>2. </p>	<p>Comfort:</p> <ul style="list-style-type: none"> • Electricity supply 230 V/16 A incl. power consumption and 1 spotlight each 4 m² • Octanorm wall system/height 250 cm, panels white/supports + frames silver • Head panel, white/30 cm, on the open sides • Stand lettering with LOGO • Grid ceiling strip facing the corridor • Cabin (1 x 1 m) with lockable door • Conference set – 1 table with 4 chairs • Information counter <p>Carpet, Fair-Rips, incl. laying and disposal</p> <p>Colour selection: <input type="checkbox"/> grey <input type="checkbox"/> anthracite <input type="checkbox"/> red <input type="checkbox"/> blue <input type="checkbox"/> green</p>
<p>3. </p>	<p>Exclusive:</p> <ul style="list-style-type: none"> • Electricity supply 230 V/16 A incl. power consumption and 1 spotlight each 4 m² • Octanorm wall system/height 250 cm, panels white/supports + frames silver • Head panel, white/30 cm, on the open sides • Stand lettering with LOGO • Aluminium truss system F34/C 29 x 29 cm • Cabin (1 x 1 m) with lockable door • Bar table set – 1 bar table with 4 bar stools • Information counter <p>Carpet, Fair-Rips, incl. laying and disposal</p> <p>Colour selection: <input type="checkbox"/> grey <input type="checkbox"/> anthracite <input type="checkbox"/> red <input type="checkbox"/> blue <input type="checkbox"/> green</p>

Complete stand price/order

Minimum depth of stand 3 m	Front in m		Depth in m		Area in m ² approx.
	min.	max.	min.	max.	
Row stand Minimum size 9 m ² 					
Corner stand Minimum size 15 m ² 					
End of row stand Minimum size 28 m ² 					
Island stand Minimum size 50 m ² 					

We order:

- Basic € 55.00/m²
- Comfort € 85.00/m²
- Exclusive € 135.00/m²

Stand area is charged extra!

or: !

3b

Basic equipment/stand components

<p><input type="checkbox"/> Partition walls for stand € 19.00/running metre Octanorm, coated white Chargeable order incl. installation and dismantling</p>	<p><input type="checkbox"/> Flooring € 7.90/m² Carpet, BOMA-Vlies Chargeable order incl. laying and disposal <input type="checkbox"/> grey <input type="checkbox"/> anthracite <input type="checkbox"/> red <input type="checkbox"/> blue <input type="checkbox"/> green <i>If no colour is selected, the carpet will be layed at the expense of the exhibitor in the colour grey.</i></p>
<p>or:</p> <p><input type="checkbox"/> We will use a pre-fabricated stand/stand system or an individually construction stand. In case of a prefabricated stand/stand system or individually constructed stand the exhibitor is obligated to provide the closed sides of the stand with an opaque, 2.50 m high partition wall system.</p>	<p>or:</p> <p><input type="checkbox"/> We will lay our own/hired flooring or will place a separate order via the service manual.</p>

All prices exclude VAT.

City

Date

Company stamp and authorized signature

Special participations – maximum attention at a low price

1. “Die Rösterei” (The Roastery):

Community presentation of special roasteries and all facets of the trend revenue source, coffee.

- We order a fully equipped exhibition stand, including stand rental at the fixed price of € 145.00/m².
 Included in the price are: carpeted floor chocolate, 1-m counter, 1 bar stool, 1 shelf unit, stand inscription with company name, central washing-up facility

or:

- We order a stand area, without structure, at a price of € 90.00/m².
 Included in the price are: carpeted floor, central washing-up facility.

Desired stand size:

Front in metres: _____ m Depth in metres: _____ m Square metres: _____ m²

2. “GastroNovum”:

Community presentation of start-ups and innovative products.

- We order a fully equipped exhibition stand, including stand rental at the fixed price of € 145.00/m².
 Included in the price are: white stand design, carpeted floor light blue, 1-m branded counter with company logo (counter top 96x96 cm), 1 bar stool, 1 shelf unit, stand inscription with company name, central washing-up facility

or:

- We order a stand area, without structure, at a price of € 90.00/m².
 Included in the price are: carpeted floor, central washing-up facility.

Desired stand size:

Front in metres: _____ m Depth in metres: _____ m Square metres: _____ m²

3. “LiquidArea”:

Community presentation of beverage companies.

- We order a fully equipped exhibition stand, including stand rental at the fixed price of € 145.00/m².
 Included in the price are: white stand design, carpeted floor turquoise, 1-m counter, 1 bar stool, 1 shelf unit, stand inscription with company name, central washing-up facility

or:

- We order a stand area, without structure, at a price of € 90.00/m².
 Included in the price are: carpeted floor, central washing-up facility.

Desired stand size:

Front in metres: _____ m Depth in metres: _____ m Square metres: _____ m²

For all types of participation, the media fixed charge of € 220.00, the AUMA subscription of € 0.60/m² and the security & waste disposal levy of € 3.95/m² are not included.

All prices exclude VAT.

City

Date

Company stamp and authorized signature

Company: _____

Contact person: _____

Phone: _____ Email: _____

4

Marketing order

1. Advertisements in the fair-guide:

Special pages with bleed:

- | | |
|--|------------|
| <input type="checkbox"/> Inside front cover (W 115 mm x H 210 mm + 3 mm bleed) | € 980.00 |
| <input type="checkbox"/> Inside back cover (W 115 mm x H 210 mm + 3 mm bleed) | € 1,050.00 |
| <input type="checkbox"/> Outside back (W 115 mm x H 210 mm + 3 mm bleed) | € 1,300.00 |

Advertisements:

- | | |
|--|----------|
| <input type="checkbox"/> 1/1 full page (W 90 mm x H 180 mm) | € 850.00 |
| <input type="checkbox"/> 1/2 page vertical (W 90 mm x H 90 mm) | € 580.00 |
| <input type="checkbox"/> 1/4 page horizontal (W 90 mm x H 45 mm) | € 490.00 |

2. Logo package:

- | | |
|---|----------|
| <input type="checkbox"/> Your company logo 5 times in focus | € 199.00 |
|---|----------|

Index of exhibitors: fair-guide + online

Commodity group index: fair-guide + online

Hall plan: fair-guide

3. Guest tickets:

You will receive 10 guest tickets free of charge for every booked m²!

- | |
|--|
| <input type="checkbox"/> As e-ticket codes to the following email address: _____ |
| <input type="checkbox"/> As print tickets (printing and service charge € 10.00) |

Additional guest ticket packages:

- | | |
|---|----------|
| <input type="checkbox"/> 50 guest tickets as e ticket codes (to the following email address) | € 150.00 |
| <input type="checkbox"/> 100 guest tickets as e ticket codes (to the following email address) | € 250.00 |
| <input type="checkbox"/> 50 guest tickets as print tickets | € 160.00 |
| <input type="checkbox"/> 100 guest tickets as print tickets | € 260.00 |

All prices exclude VAT.

City

Date

Company stamp and authorized signature

5.

Company _____ Phone _____ Email _____	Hall _____ Stand no. _____ Contact person _____ Basic entry (one line with company name, hall, stand number) under one product line in the commodity index. € 30.00 will be charged for each additional entry.
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(Details see section 8.1 of the “special trade fair conditions”!)

1 Kitchen equipment

1.1 Cooking equipment

- 1.1.1 Work benches
- 1.1.2 Baking ovens and pizza ovens
- 1.1.3 Bain-maries
- 1.1.4 Frying and grilling equipment
- 1.1.5 Combination steamers
- 1.1.6 Cook & Chill
- 1.1.7 Steam cookers
- 1.1.8 Fume extraction hood
- 1.1.9 Grease separator
- 1.1.10 Butcher's equipment and accessories
- 1.1.11 Liquid gas machinery
- 1.1.12 Deep-fryers and accessories
- 1.1.13 Automatic cookers
- 1.1.14 Gastronorm containers
- 1.1.15 Hot-air steamers
- 1.1.16 Stoves/cookers
- 1.1.17 Induction cookers and accessories
- 1.1.18 Iso transportation containers
- 1.1.19 Kitchen equipment and machinery
- 1.1.20 Microwave ovens
- 1.1.21 Smoker
- 1.1.22 Cooking utensils
- 1.1.23 Thermal bridges, warming appliances and heating plates
- 1.1.24 Grills and waffle irons
- 1.1.25 Bar equipment

1.2 Refrigeration

- 1.2.1 Refrigerators, cooling tables and deep freezers
- 1.2.2 Refrigerated display cases and counters
- 1.2.3 Saladettes
- 1.2.4 Cold and freezer rooms
- 1.2.5 Shock freezers and blast chillers
- 1.2.6 Ice cube makers
- 1.2.7 Refrigerated vehicles and trailers

1.3 Dishwasher and polishing technology

- 1.3.1 Cutlery washing and polishing machines
- 1.3.2 Dishes, glass and storage baskets
- 1.3.3 Dishwashers
- 1.3.4 Glass washing and polishing machines
- 1.3.5 Detergents
- 1.3.6 Sink units
- 1.3.7 Pot washing machines

1.4 Preparation

- 1.4.1 Cooking accessories
- 1.4.2 Knives
- 1.4.3 Pasta machines
- 1.4.4 Portioning appliances and machines
- 1.4.5 Cream whipping and blowing machines
- 1.4.6 Salad and vegetable washing machines
- 1.4.7 Peeling and cutting machines
- 1.4.8 Ice cream machines
- 1.4.9 Dough machines
- 1.4.10 Packaging and sealing systems
- 1.4.11 Scales

1.5 Buffet and beverage equipment

- 1.5.1 Buffet systems
- 1.5.2 Dispensers
- 1.5.3 Espresso machines
- 1.5.4 Flambé and serving trolleys
- 1.5.5 Beverage and bottle cooler
- 1.5.6 Drinks machines
- 1.5.7 Coffee machines
- 1.5.8 Coffee grinders
- 1.5.9 Climatic cupboards
- 1.5.10 Drink dispensing systems and batcher
- 1.5.11 Food dispensing devices
- 1.5.12 Transport equipment
- 1.5.13 Vending machines

2 Facility management

- 2.1 Waste disposal systems
- 2.2 Ventilation and extraction systems, air conditioning
- 2.3 Ironing machines and rotary ironers
- 2.4 Heating technique and energy management
- 2.5 Key issuing systems and hotel key chains
- 2.6 Insect repellent and pest control
- 2.7 Cleaning equipment
- 2.8 Locking and security systems
- 2.9 Laundry equipment and accessories
- 2.10 Washing machines and laundry dryers
- 2.11 Water treatment
- 2.12 Signposts, signs, guidance systems, parking technology



5.

3 Furnishing and equipment

3.1 Furniture, lighting, tableware

- 3.1.1 Restaurant and bar furnishings
- 3.1.2 Lighting technologies and PA systems
- 3.1.3 Beds and mattresses
- 3.1.4 Decoration materials
- 3.1.5 TV and entertainment systems
- 3.1.6 Curtains and fabrics for upholstery
- 3.1.7 Glassware and glasses
- 3.1.8 Hotel room furnishings and upholstered furniture
- 3.1.9 Interior finishings
- 3.1.10 Children's and baby's furniture, play areas and accessories
- 3.1.11 Minibar
- 3.1.12 Porcelain, dishes and cutlery
- 3.1.13 Safes
- 3.1.14 Chairs and tables
- 3.1.15 Carpeting and flooring
- 3.1.16 Disposable items (dishes, cutlery, packaging, napkins)
- 3.1.17 Reusable items (dishes, cutlery, trays)
- 3.1.18 Supplements and accessories
- 3.1.19 Play equipment and gambling machines

3.2 Outdoor gastronomy

- 3.2.1 Beer garden and terrace furniture
- 3.2.2 Awnings, sunshades and wind screen systems
- 3.2.3 Playground design
- 3.2.4 Tents and pavilions
- 3.2.5 Winter gardens and glass roofs
- 3.2.6 Terrace heating devices
- 3.2.7 Sales vehicles and trailers

3.3 Bathroom, fitness, wellness

- 3.3.1 Bathroom accessories
- 3.3.2 Bathroom furniture
- 3.3.3 Fitness and massage equipment
- 3.3.4 Hair and hand dryers
- 3.3.5 Sanitary equipment and accessories
- 3.3.6 Swimming pools, saunas, solariums, whirlpools and spas
- 3.3.7 Soap and paper towel dispensers
- 3.3.8 Wellness products
- 3.3.9 Toilet article

3.4 Laundry

- 3.4.1 Professional clothing
- 3.4.2 Bed feathers, down, blankets and pillows
- 3.4.3 Bed linen
- 3.4.4 Towels
- 3.4.5 Table linen

4 Food and beverages

4.1 Food

- 4.1.1 Bakery products and confiserie
- 4.1.2 Organic products
- 4.1.3 Convenience food products
- 4.1.4 Desserts, ice cream and sweets
- 4.1.5 Delicatessen
- 4.1.6 Finger food
- 4.1.7 Fish and seafood
- 4.1.8 Meat and sausages
- 4.1.9 Breakfast products
- 4.1.10 Vegetables, herbs, salads, dressings and dips
- 4.1.11 Herbs and spices
- 4.1.12 Potato products
- 4.1.13 Dairy products
- 4.1.14 Pasta

- 4.1.15 Fruits
- 4.1.16 Oils and fats
- 4.1.17 Sauces and soups
- 4.1.18 Frozen foods
- 4.1.19 Snacks and nibbles
- 4.1.20 Cash & Carry Markets

4.2 Beverages

- 4.2.1 Soft drinks
- 4.2.2 Beer and beer mixed drinks
- 4.2.3 Fruit juices, nectars and smoothies
- 4.2.4 Coffee
- 4.2.5 Cocoa and drinking chocolate
- 4.2.6 Mineral, healing and table water
- 4.2.7 Mixed drinks, cocktails and energy drinks
- 4.2.8 Sparkling wine and champagne
- 4.2.9 Spirits
- 4.2.10 Tea
- 4.2.11 Wine
- 4.2.12 Beverage wholesale

5 Services and organisation

5.1 Information, communication and process technology

- 5.1.1 Cashless payment systems
- 5.1.2 Data and information systems
- 5.1.3 Internet and multimedia
- 5.1.4 POS systems
- 5.1.5 Conference and seminar technology
- 5.1.6 Control and accounting systems
- 5.1.7 Quality management systems
- 5.1.8 Cash registers
- 5.1.9 Reservation and booking systems
- 5.1.10 Telecommunication systems
- 5.1.11 ERP systems
- 5.1.12 Waiter's wallets and accessories

5.2 Sales promotion

- 5.2.1 Outdoor advertising
- 5.2.2 Lettering and display systems, advertising stands
- 5.2.3 Hotel brochures
- 5.2.4 Menus and drinks lists
- 5.2.5 Advertising material

5.3 Services

- 5.3.1 Further education
- 5.3.2 Energy consulting
- 5.3.3 Financial services and insurances
- 5.3.4 Property and kitchen planning
- 5.3.5 Cleaning and hygiene service
- 5.3.6 Management and marketing consultancy
- 5.3.7 Laundry service and laundry hire service
- 5.3.8 Personnel agencies and temporary employment
- 5.3.9 Logistics services
- 5.3.10 Vehicle fleet management

5.4 Associations, organisations, media, publishing

D

Application as co-exhibitor and represented companies

In accordance with section 7 of "general trade fair and exhibition conditions" of the FAMA (association of german trade fairs and exhibition industry)

6.

Company _____

Contact person _____

Phone _____

Email _____



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

* **Represented company** € 0.00
(A company whose products and services are offered by the main exhibitor without the company's own personnel).

Co-exhibitor **Represented company**

Company _____

Contact person _____

Street/P.O. Box _____

Zip code, City _____

Phone _____

Fax _____

Email _____

Internet _____

Products _____

Entry in the index of exhibitors under letter A-Z

Sales tax identification number (EU), VAT number _____

Product group
(See form C)

Co-exhibitor **Represented company**

Company _____

Contact person _____

Street/P.O. Box _____

Zip code, City _____

Phone _____

Fax _____

Email _____

Internet _____

Products _____

Entry in the index of exhibitors under letter A-Z

Sales tax identification number (EU), VAT number _____

Product group
(See form C)

Co-exhibitor **Represented company**

Company _____

Contact person _____

Street/P.O. Box _____

Zip code, City _____

Phone _____

Fax _____

Email _____

Internet _____

Products _____

Entry in the index of exhibitors under letter A-Z

Sales tax identification number (EU), VAT number _____

Product group
(See form C)

City _____

Date _____

Company stamp and authorized signature _____

GastroTageWest 2018

Exhibition Center Essen
14th- 16th October 2018

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

Further regulations are contained in the service manual for GastroTageWest 2018.



1. Venue, duration, opening hours:

The GastroTageWest will be held on **Sunday 14th October till Tuesday 16th October 2018** in the Essen Exhibition Center. It will be open every day from 10 am to 6 pm, entrance for guests till 5 pm. Admission for exhibitors from 8.30 am to 7 pm.

2. Advertising panels:

We are happy to offer you an advertising panel inside the trade fair if required. A plan is to be submitted.

3. Terms of payment:

The first half of the invoiced amount is due 30 days after the invoice date, the second half by 10th August 2018. After 10th August 2018 issued invoices are immediately due for payment. Place of payment and place of jurisdiction – also for the collection procedure – is Nuremberg.

4. AUMA:

An additional charge of € 0.60 per hall m² is levied as a contribution to the Exhibition and Trade Fair Committee of the German Industry (AUMA).

5. Assembly:

Start of assembly: Friday, 12th October 2018, 7 am
End of assembly: Saturday, 13th October 2018, 4 pm
The final deadlines can be found in the service manual (changes are possible)

The assembly time can only be brought forward with written agreement. For reasons of traffic management time-limited passes are issued on receipt of a deposit.

Columns, wall projections and technical equipment are part of the stand space and are taken into account in the bill.

If stand assembly has not been started by 1 pm on the day before the start of the trade fair, the stand will be assembled at the expense of the exhibitor, unless otherwise ordered. Claims for damages cannot be asserted by the hirer.

High-quality exhibition-wall-systems can be ordered by use of the service manual and will be charged accordingly. The hall floors, the hall construction, columns and fixtures must not be painted or decorated. The piping and fire-protection equipment must be accessible at all times. All materials used must be flame resistant.

Any exceeding of the installation height of 300 cm must be reported to the exhibitor management independently of regulatory requirements and be approved by them in advance. The stand limits must in no way be exceeded. Each hall stand must be fully fitted out with a uniform flooring. If no ready-made or system stands with fascia boards are available, it is recommended that a fascia board is attached.

The stand configuration and type and content of advertising are subject to restrictions. Sound and optical advertising media, in each case, must be applied for and authorized. All legal trade regulations – **especially price marking** - must be observed.

6. Dismantling:

Start of dismantling: Tuesday, 16th October 2018, 6 pm
End of dismantling: Wednesday, 17th October 2018, 6 pm
The final deadlines can be found in the service manual (changes are possible)

Stands which have not been dismantled or exhibited articles which have not been taken away after the specified end of the dismantling period, will be removed at the exhibitor's risk and cost and stored with costs.

The stands and material hired by the contracted companies are to be returned undamaged.

Damage to the fabric of the building, the technical equipment and the premises is to be reported immediately to the exhibitor management. The exhibitor is liable for this.

7. Passes:

Each exhibitor will receive exhibitor passes for the stand staff as well as for the service personnel in proportion to the stand size. The number of exhibitor passes provided will be 2 passes for stands up to a size of 10 m² and, if necessary, 1 additional pass free-of-charge for every additional full 10 m² of stand area in the hall and for each 50 m² of stand area on the open air exhibition ground, however, not more than 10 passes as a maximum. If it can be sufficiently substantiated that additional passes are required, up to half of the number of cost free passes received can be provided against payment of a fee. In case of misuse the pass will be withdrawn without compensation. For the time of stand setup and dismantling the right to issue work passes is reserved.

8. Media fee/trade fair publications:

8.1 Media fee

A media fee of € 220.00 will be included on the invoice together with the stand rental fee. The media fee (registration before press deadline) includes the following:

- Inclusion of the company address in the alphabetical index of exhibitors (max. of three lines, company name, street and house number, ZIP code, city, country)
- One basic entry (one line with company name, hall, and stand number) under one of the product groups in the commodity index. For each additional entry will be charged € 30.00.

Inclusion of the data (depending on the procedure used) is based on either alternates or accumulations for the following:

- The official trade fair publication (e.g., catalogue, magazine, etc.)
- The online catalogue on the Internet
- The electronic visitor information system

8.2 Trade fair publications

To the extent that an official catalogue or other publication is provided for the trade fair or a database of the exhibitors is uploaded to the Internet, the following rules will apply:

- The entries will be made based on the information provided by the exhibitor in the registration documents. The exhibitor is exclusively responsible for the correctness of the information that he provides. The AFAG will accept no responsibility whatsoever for this. The same applies to additional orders placed with the publisher by the exhibitor.
- The AFAG expressly points out that, with the exception of the publisher named by the AFAG, no third parties whatsoever, and also no other publishers are commissioned or will be commissioned with the preparation of trade fair publications and exhibitor directories – in particular after the trade fair has been held. If such offers should be received by the exhibitors, these are initiated by third parties which have no relationship to the AFAG whatsoever.

The event organizer will transmit the contact data of the exhibitors to the relevant media partners for the purpose of offering announcements pertaining to the trade fair. (Trade fair special pages/collectives, text and picture.)

9. Service manual:

Order forms with information on prices and supply conditions for all necessary technical services are sent with the service manual. With the sending in of the order form the exhibitor gives the order to the responsible contract companies and becomes liable for the accruing costs. The technical guidelines, assembly regulations, fire-prevention measures/fire safety regulations and house rules given in the manual are integral parts of the contract.

10. Waste disposal & separation:

Legal requirements impose an obligation to avoid waste, to separate any waste materials for recycling and to make arrangements for proper waste disposal. Please note that any waste arising during stand erection and dismantling is not included in the safety and disposal levy and will be invoiced to the originator. The safety and disposal levy is shown as a separate item in the stand rental invoice and includes paper, cardboard, plastic sheet and film and non-recyclables.

The use of disposable plates, cups etc. and non-returnable bottles and cans is not permitted. Food and drinks must be distributed in returnable containers. The "WASTE DISPOSAL" form is to be completed in all cases and to be handed in to the exhibition management.

11. Selling:

The distribution of samples, food and beverages for consumption on the premises must be approved by the exhibitor management and has to be quit irrevocably at 6 pm.

12. Draws, etc.:

Tomboles, competitions, quizzes, raffles, the giving of promotional free gifts, among other things, must not be carried for money or donations.

13. Insurance:

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

14. Smoking prohibition:


We point out that, at the time of the event, because of the legal situation in force in the state of Bavaria, a ban on smoking must be observed and implemented. The no-smoking legislation also applies in the catering establishments in the halls and service areas.

Organizer:

AFAG Messen und Ausstellungen GmbH
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 Member of Association of German Trade Fairs and Exhibition Industry

 Member of Society for Voluntary Control of Trade Fair and Exhibition Statistics

1. General

The following provisions shall govern the legal relationship between the organiser of an exhibition and the respective exhibitor. They can be supplemented by „Special Terms and Conditions for Exhibitions“ and the “House Rules” valid for the respective exhibition. Any agreements deviating from the “General and Special Terms and Conditions for Exhibitions” shall require the written form to become legally effective.

With his application, the applicant acknowledges these “General Terms and Conditions of the FAMA, Fachverband Messen und Ausstellungen e. V.”, the “Special Terms and Conditions for Exhibitions” applying to the particular exhibition, and the “House Rules” as binding upon himself and all persons employed by him at the exhibition. Any General Terms and Conditions of the exhibitor that are conflicting with the above-mentioned conditions shall not become part of the contract, even if they are not expressly contradicted.

The organiser’s remuneration shall comprise all main and subsidiary services rendered by the organiser for the exhibitor for the purpose of holding the event and shall discharge these. The remuneration for the main services can be gathered from the application and the „Special Terms and Conditions for Exhibitions“. The exhibitor shall be informed in advance, if so requested, of the costs of supply systems to be installed at his request and of other subsidiary services, e. g. gas, water, electric power supplies. The exhibitor’s AUMA (German association for fairs and exhibitions) contribution shall be calculated net per rented square metre and shown separately on the invoice.

2. Application

The application for participation in the event shall be made using the validly signed application form. In case application is made using an on-line form, this form shall also be valid without signature by sending it to the organiser.

No conditions or reservations imposed by the exhibitor on the application form, for instance regarding the exact position of the exhibition stand or the exclusiveness within a product group, shall be permitted and these shall be considered irrelevant for the conclusion of the contract. They shall only develop legal effectiveness if they are confirmed in writing by the organiser before or at the time of contract conclusion.

The application shall constitute an offer of the exhibitor to which the exhibitor shall remain bound up to 8 days after the deadline specified in the „Special Terms and Conditions for Exhibitions“, but at the most up to 6 weeks prior to the opening date of the exhibition, unless admission has been granted in the meantime. If an application is received later or after the closing date for applications, the exhibitor shall be bound for a fortnight.

3. Admission / contract conclusion

The contract between the organiser and the exhibitor (contract of participation) shall be concluded with receipt of the confirmation of admission or the invoice at the exhibitor’s either per letter, fax or per electronic transmission. The right to admit exhibitors and individual exhibits is incumbent solely on the organiser if necessary with the assistance of an exhibition advisory board or the exhibition committee. The organiser shall be entitled to limit the number of registered exhibits and to alter the amount of registered floor space if conceptually necessary. A change to the floor space may in particular be made to reach the specified minimum dimensions of the stand and apart from that shall have to give due consideration to the exhibitor’s interests. The organiser may exclude individual exhibitors from the exhibition for legitimate reasons, such as lack of space. The organiser may restrict exhibition admission to particular exhibitor, supplier or visitor groups should this be required to serve the purpose of the exhibition. The exclusion of competing exhibitors may not be requested or confirmed.

Ordinary termination of the contract of participation shall be excluded; the right to extraordinary termination shall remain unaffected by this. The organiser shall in particular be entitled to termination of the contract of participation without notice for cause if the conditions for admission of the exhibitor subsequently cease to exist or are no longer met, as well as if despite two reminders, the exhibitor is in default of payment. In case of an extraordinary termination for which the exhibitor is responsible, he shall be obliged to pay a fee amounting to 25 % of the remuneration to cover any costs already incurred.

A release from the contract at the exhibitor’s request is possible (see paragraph 5). However, the organiser shall not be obligated to grant the request.

If any justified objections or complaints in respect of the goods offered or the exhibitor’s work approach arise, the organiser shall in the general interest be entitled and authorised to immediately take appropriate rectifying action. In such a case, the organiser can cancel existing contracts for subsequent exhibitions, because essential requirements on which these contracts are based are no longer given.

It is not permissible to exhibit second-hand goods or goods that have not been registered or approved.

4. Changes — Force majeure

Unforeseen events rendering the planned realisation of the exhibition impossible and for which the organiser is not responsible entitle the latter to

- a) Cancel the exhibition prior to its opening. If cancellation takes place more than 6 weeks but not more than 3 months prior to the opening date, 25% of the remuneration will be charged to cover costs. If cancellation takes place in the last 6 weeks prior to the opening date, the contribution towards expenses shall be raised to 50%. Furthermore, any expenses incurred at the exhibitor’s request shall be paid as well. If the exhibition must be closed on account of force majeure or by an official order, the agreed remuneration and all the costs to be borne by the exhibitor are to be paid in full.

- b) Postpone the date of the exhibition. Exhibitors who can prove that the exhibition will then coincide with another exhibition for which the exhibitors already have a firm booking may be released from the contract in accordance with paragraph 5.
- c) Shorten the duration of the exhibition. Exhibitors are not entitled to be released from the contract. Nor will any reduction of the remuneration be allowed.

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

5. Release from the contract

Should the organiser exceptionally permit a release from the contract after binding registration or admission, 25% of the remuneration shall be charged as reimbursement of costs as well as any expenses incurred out of existing orders upon the request of the exhibitor. In this case, the exhibitor is expressly granted the right to prove that no or lesser damage has been caused to the organiser.

Application for release from the contract must be made in writing. It shall be deemed to be legally binding only if the organiser also gives his consent in writing. The organiser may make such release dependent on whether the allocated floor space can subsequently be put to other uses. Re-allocation of the floor space to another exhibitor then corresponds to a release from the contract for the original exhibitor, but the latter shall have to pay the difference between the effective remuneration and the remuneration actually achieved, plus any fees payable pursuant to paragraph 1.

If the floor space cannot be put to other uses, the organiser shall in the interest of the overall appearance of the event be entitled to move another exhibitor to the unoccupied stand or to fill the stand in some other manner. In this case, the released exhibitor shall not be entitled to claim any reduction in remuneration. Any costs incurred for decoration or for filling the unoccupied stand shall be borne by the released exhibitor.

6. Stand assignment

Stands shall be assigned by the organiser on the basis of aspects arising from the concept and theme of the exhibition. The date of receipt of the application shall be irrelevant. Special requests shall be taken into consideration where possible, but there is no legal obligation to do so. The exhibitor shall be notified in writing of the location of the stand. As a rule, notification hereof is given in connection with the admission confirmation and hall and stand number. Complaints must be made in writing within 8 days of receipt of notification of the stand assignment. The exhibitor shall be obliged to accept a minimal reduction in assigned floor space, where this is required for technical reasons. The reduction may be a maximum of 10 cm in width and length respectively and does not entitle to a reduction of the remuneration. This does not apply for prefabricated stands or system stands that have been expressly registered as such. A stand may only be relocated for compelling reasons. The organiser shall be obliged to offer the respective exhibitor an as far as possible equivalent stand/floor space. In this case, the exhibitor shall be entitled to cancel the contract without mutual indemnification within two days after notification. The withdrawal shall be made in writing. The above provision does not apply to stands that are moved a few metres in the same hall. The organiser reserves the right to alter the location of entrances, exits, emergency exits and passages. The organiser shall be obliged to immediately notify exhibitors in writing of any alterations referring to the location, size or type of stand.

7. Assignment of the stand to a third party, sale on behalf of third parties, co-exhibitors

The exhibitor shall not be entitled to leave the stand assigned to him to third parties in whole or in part free or in return for payment or to swap it with another exhibitor without the organiser’s written approval. The exhibitor shall act in his own name vis-à-vis visitors and shall not be entitled to accept orders on behalf of other companies.

Admission of a co-exhibitor shall only be permitted if this has been approved by the organiser in writing. The co-exhibitors shall have to designate a joint representative in their application. Any notices and explanations of the organiser to the designated representative shall be deemed to have been given to and received by all co-exhibitors. In case of the admission of co-exhibitors, all co-exhibitors shall be jointly and severally liable for the organiser’s remuneration.

When orders from visitors are accepted, the order confirmation must contain the full contact details of the suppliers and of the exhibitor.

8. Terms of payment

50% of the remuneration to be paid to the organiser shall be paid within 30 days of invoice date, the remainder by 6 weeks prior to the opening date, unless otherwise agreed in writing or otherwise specified in the “Special Terms and Conditions for Exhibitions“. Invoices issued later than 6 weeks prior to the opening date shall be due immediately in full. After the due date, the organiser shall be entitled to charge default interest. This interest shall be based on the legal provisions of § 288 BGB (German Civil Code) and currently amounts to nine percentage points above the basic interest rate per year. The organiser reserves the right to provide evidence of higher damages caused by default. Following futile reminders, the organiser may at his own discretion and subsequent to corresponding notice dispose otherwise of stands that are not

paid in full. In this case, he may refuse the exhibitor the use of the stand and the issue of exhibitor passes.

The organiser holds a lessor lien in the exhibits brought to the exhibition for all unfulfilled obligations and resulting expenses. The organiser shall not be liable for accidental damage or loss of the pawned goods and has the right to sell such goods in the open market upon written notification thereof. It is assumed that the exhibitor is the sole proprietor of the goods brought to the exhibition.

9. Design and outfitting of the stands

For the entire duration of the exhibition, the name and address of the exhibitor shall be displayed at the stand in an easily recognizable form. The exhibitor shall be responsible for outfitting his stand within the scope of any instructions on the part of the organiser with regard to a standardised form of construction. The guidelines issued by the organiser must be heeded to ensure a good overall appearance. If the exhibitor sets up his own stand, he may be requested to submit to the organiser true-to-size drawings for approval prior to commencing work. The use of pre-fabricated and system stands shall be expressly stated in the application. The name of the firms commissioned to execute the design and construction work shall be submitted to the organiser. Stand boundaries may not be exceeded under any circumstances. Exceeding the prescribed installation height requires the express approval of the organiser. The organiser is authorized to request the removal or alteration of exhibition stands, the installation of which has not been approved or does not conform to exhibition requirements. Should the exhibitor fail to comply with this written request within 24 hours, the organiser shall be entitled to remove or alter the stand at the exhibitor's expense. If it is necessary to close the stand for the same reason, the exhibitor shall not be entitled to claim reimbursement of the remuneration.

10. Advertising

Advertising in any form whatsoever, particularly the distribution of printed advertising material and the addressing of visitors are permitted only within the stand. The use of loudspeaker systems, musical performances or film or slide projection and any kind of audio-visual media - even for advertising purposes - requires express approval by the organiser, and notice must be given well in advance. Demonstrations involving machines, acoustic equipment, projection equipment and modems, even for advertising purposes, may be restricted or prohibited even after permission has been granted if such demonstrations are considered a disruption of the general order of the exhibition. If the organiser operates a loudspeaker system, he reserves the right to make announcements.

11. Construction

The exhibitor shall be obliged to complete construction of the stand within the deadlines specified in the "Special Terms and Conditions for exhibitions". If construction has not been commenced at noon the day before the opening of the exhibition, the organiser has the right to dispose of the stand at his own discretion. The exhibitor shall be liable to the organiser for the agreed remuneration and in addition for any other expenses incurred. Under no circumstances shall the exhibitor be entitled to claims for damages. Complaints concerning the location, size or type of stand must be made in writing to the organiser before stand construction commences and no later than one day after the specified date of construction commencement. All materials used for construction must be flame resistant.

12. Stand operation

The exhibitor shall be obliged to outfit his stand with the registered exhibits for the duration of the exhibition, and, unless the stand has been expressly rented purely for representation purposes, the stand must be kept staffed by trained personnel at all times. The exhibitor shall be responsible for cleaning his stand and shall perform this work daily after the exhibition is closed. The organiser shall be responsible for cleaning the other parts of the premises, other parts of the halls and passages. The exhibitor shall be required to avoid and separate waste according to recyclable materials. Additional costs for sewage and refuse disposal shall be charged according to the "polluter-pays-principle".

All exhibitors shall be required to show due consideration vis-à-vis the organiser and the visitors during the course of the exhibition and during construction and dismantling of the former. The organiser shall be entitled to stipulate exact regulations in the „Special Terms and Conditions for exhibitions“ and the „House Rules“ to ensure mutual consideration is shown and to take adequate action to the point of extraordinary termination of the contract of participation, if – after prior written warning - an exhibitor persistently keeps on contravening against the instruction to show due consideration.

13. Dismantling

No stand may be vacated, in whole or part, prior to the closing of the exhibition. Exhibitors violating this provision shall be charged with a fine of 50% of the net remuneration. Further damage claims shall remain unaffected by this.

Exhibits may not be removed after termination of the exhibition if the exhibition management has asserted its lessor lien. The removal of exhibits despite notification shall be considered a violation of the lessor lien.

The exhibitor shall be liable for any damage to the floor, walls and materials made available to the exhibitor. The exhibition floor space used by the exhibitor shall be left in its original condition not later than the deadline specified to completely vacate this area. Any mounted materials, foundations, excavated areas and resulting damage are to be completely removed and/or repaired.

Otherwise the organiser shall be entitled to have this work carried out at the expense of the exhibitor.

Exhibition stands that are not dismantled by the specified deadline or exhibits left behind shall be removed at the expense of the exhibitor and shall be stored at the exhibition forwarding agent with no liability for loss or damage.

14. Utilities

General illumination shall be provided at the organiser's expense. If the exhibitor desires any connections, this shall be stated in the application. Installation and consumption shall be at the exhibitor's expense. In the case of ring cables, costs shall be shared on a pro rata basis.

All installation work up to the stand outlet may only be performed by firms approved by the organiser. These firms shall be commissioned to perform such work through the organiser's procurement and with his approval, and they shall present their statements for installation and consumption directly to the exhibitors in compliance with the price guidelines issued by the organiser.

Terminals and equipment that do not comply with the relevant regulations - in particular VDE regulations and regulations of the local public utilities - or the consumption of which is higher than reported, may be removed from the exhibition premises by the organiser at the exhibitor's expense or put out of order. The exhibitor shall be liable for any damage caused by the use of unregistered connections, or by installations that have not been executed by the installation firms approved by the organiser. The organiser shall not be liable for interruptions or fluctuations that may occur in the power, water, gas and air pressure supplies.

15. Security

The grounds and the halls shall be generally guarded by the organiser without liability for losses or damage. The exhibitor himself shall be responsible for supervising and guarding his stand, also during construction and dismantling periods. Special guards may be employed only with the organiser's consent.

16. Liability

The organiser, his employees and assistants shall not be liable for any damage resulting from slightly negligent violations of duty. This shall not apply to damage resulting from injury of life, body or health or violation of guarantees and shall also not apply to claims according to the Product Liability Act. In addition, the liability for the violation of duties, the performance of which facilitates the due performance of the contract in the first place and on the observance of which the exhibitor may regularly rely on (cardinal duty), shall remain unaffected. In the cases covered by this paragraph, the organiser shall be liable in accordance with the statutory provisions.

In case of violation of a cardinal duty, the organiser's liability shall be limited to the typically foreseeable damage with the exclusion of any liability for consequential damage.

17. Insurance

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

18. Photographs, drawings, films

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

19. Domiciliary rights

The organiser exercises the sole domiciliary rights on the exhibition premises for the duration of the event and can decree „House Rules“. Exhibitors and their employees may enter the premises and the halls only one hour prior to the opening of the exhibition. They have to leave the exhibition halls and premises at the latest one hour after closing time. It is prohibited to remain on the premises overnight.

20. Statute of limitations

Exhibitors' claims against the organiser shall become time-barred within a period of one year, starting with the end of the month during which the last day of the exhibition was held.

Any claims of the exhibitors against the organiser shall have to be asserted in writing within a cut-off period of six months, starting with the end of the month during which the last day of the exhibition was held.

The regulations of the above two paragraphs shall not apply if the organiser, his employees or assistants can be charged with wilful intent or grossly negligent behaviour, or if the organiser's liability is based on the statutory provisions in accordance with paragraph 16.

21. Place of Performance and Court of Jurisdiction

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

Reprints of this publication or any parts thereof are not permitted.

As at June 2015