

# Conditions of Participation of ecomove 2008

## October 15–17, 2008

### 1 Event and organizers

ecomove is organized by Messe Berlin at the Berlin Exhibition Grounds.

### 2 Dates and times

#### Duration of the event

October 15–17, 2008

#### Opening hours

9 a.m.–6 p.m.

#### Deadline for applications

June 15, 2008

#### Stand construction

October 10, 2008 to

October 14, 2008

#### Stand dismantling

October 17, 2008, 7 p.m. to

October 22, 2008

We reserve the right to make slight alterations to this schedule. Please note any subsequent information as may apply.

### 3 Participation Requirements

Participation is open to producers or those commissioned by producers, unions, and service organizations active in the relevant industry listed in the index of product groups for ecomove 2008. The trade fair management makes the decision concerning the admittance of exhibitors. There is no right to participation in and of itself.

### 4 Stand rental charges

The net stand rental charge for 1 sqm of floor area is as follows:

Row stand (one side open)	EUR 110.-
Corner stand (two sides open)	EUR 116.-
Peninsula stand (three sides open)	EUR 120.-
Island stand (four sides open)	EUR 126.-

Each sqm or part thereof will be charged in full. A charge of 25% on the space rental will apply to **two-storey stands**.

#### Minimum stand size 12 sqm

The rental includes: display space, heating, hall lighting, cleaning of the aisles, hall supervision as well as electricity and water consumption.

A charge will be made for installations and partition walls.

There will be an additional charge of EUR 0.60 per sqm of display space in accordance with an agreement with the Exhibition and Trade Fair Committee of German Industry (AUMA).

**All the above rates are subject to statutory value added tax.**

### 5 Media Package

With the Media Package, Messe Berlin GmbH offers its exhibitors a selection of marketing tools designed to optimize trade show participation and promote market presence.

The booking of a Media Package is compulsory for all exhibitors. The Media Package fee is mandatory for all exhibitors: EUR 310.- by exhibitor (plus value added tax). The Media Package for co-exhibitors is free of charge. For detailed information, please see page 14.

#### 5.1 Entry in catalogue

The contract for the catalogue entry will be signed between the exhibitor and the catalogue producer. Payments and complaints will be only arranged between the catalogue producer and the exhibitor. The basic catalogue entry (company name, address, hall and stand number) is included in the Media Package flat rate. We will announce the official catalogue contractual partner as soon as possible.

### 6 Terms of payment

The services of Messe Berlin are due upon receipt of the down payment/final invoices in accordance with the terms of payment specified in the respective invoices and shall be transferred to one of the accounts of Messe Berlin indicated in the invoice. The invoice number and customer number should be quoted when making payment.

Withdrawals and possible cancellations are subject to the terms of item 8 of the „General Terms of Business for Trade Fairs and Exhibitions of Messe Berlin“.

### 7 Construction and dismantling passes

Exhibitors are entitled to exhibitors' passes as follows:

Display area up to 20 sqm 3 passes.

For each additional 10 sqm of display space 1 pass. Additional exhibitors' passes may be ordered.

### 8 Exhibitors' Service Manual/ Communications' Services Manual

Exhibitors will be sent an Exhibitors' Service Manual containing all essential information and forms regarding service companies, installations, stand construction and design, insurance, parking permits and room reservations.

The organizer is responsible for supervision of the exhibition halls and the outside displays. Exhibitors are responsible for guarding and cleaning their own stands. The Communications' Services Manual, contains all the relevant Materials and necessary forms for PR and advertising. Please accept the deadlines in the order forms.

### 9 Technical Guidelines, Equipment Safety Law

Exhibitors must observe the „Technical Guidelines“, which are contained in the Exhibitors' Services Manual. They must comply with the conditions laid down in the law pertaining to technical equipment (Equipment Safety Law), to which attention is drawn in an appendix to the Technical Guidelines.

### 10 Construction Supervisory and Fire Safety Regulations

Emergency accesses and exits, fire alarms, hydrants, smoke vents, power distribution points and switchboards, telephone distribution points and ventilation inlets and outlets must be accessible at all times, and may not be built over or obstructed in any way. Open flame and lighting fixtures may not be used for cooking, heating, or operational purposes. Packaging materials, paper and other easily inflammable materials may not be left lying around or stored in the halls. Vehicles, containers of all kinds and other materials must be placed at least 5 m from the outside walls of the halls. The Exhibitors' Services Manual contain details of technical and construction regulations.

### 11 Installations

A separate invoice will be presented for electricity connections to the stands. Installations on the stands may only be carried out by contractors authorised by Messe Berlin or the local power company, Vattenfall Europe GmbH, and all applications should be made through Messe Berlin GmbH. Electrical installations on the stands themselves may also be carried out by exhibitors' own electricians. In such cases the installations must be checked by an authorised specialist company. The appropriate application forms-containing additional conditions - for electricity, gas and water connections to the stands, will be sent to exhibitors with the Exhibitor service.

## **12 Submission of essential construction plans**

Exhibitors are required to submit the construction plans in duplicate to Messe Berlin by 15. 9. 2008. Failure to comply will result in their exclusion, or the withdrawal of previous acceptance. Construction plans must also be submitted, even if the stand is identical to that of previous exhibition.

## **13 Regulations**

Efforts will be made to meet exhibitors' parking requirements on the Exhibition Grounds, but no rights can be granted to parking spaces or to a specific parking space. The unloading of goods from vehicles during the exhibition must be completed no later than half an hour before the official daily opening time. Vehicles must leave the grounds immediately after unloading. Exhibitors and accompanying persons must leave the halls, and parked vehicles must be removed from the grounds within one hour following the daily closing time. Persons wishing to leave the exhibition with packages must furnish proof of the origin of such items to the supervisory staff at the exits. No animals may be brought onto the Exhibition Grounds. No one is permitted to stay overnight in caravans or mobile homes on the Exhibition Grounds.

## **14 Noise, background noise**

Musical performances on the fair grounds are only possible if machines and video, musical or show performances are to be held this way that neither visitors nor other exhibitors are annoyed or disturbed. Limit for machine demonstrations: 70 dB(A). Limit for video performances: 70 dB(A). The use of electronic amplifiers is not allowed.

## **15 Official Permits**

Each exhibitor is responsible for ensuring that necessary permits or his own activities on the stand and on the site, and those of his support personnel have been obtained, and that all applicable provisions of commercial legislation and police regulations are duly observed. If in doubt, applicants are advised to contact the competent authority, or in the case of commercial affairs, the Bezirksamt Charlottenburg-Wilmersdorf - Commercial Division - ecomove 2008 is being held in accordance with industrial and trade law. The commercial privileges set out in Part IV of the Commercial Regulations therefore apply.

## **16 Performing Right (GEMA fees)**

Authorization must be obtained from GEMA for the public broadcasting of copyrighted music from disc or other sound systems and also for musical presentations from the recording of radio or TV programmes. Applications should be addressed to: GEMA, Keithstraße 7, D-10787 Berlin Tel.+49-(0)30-21292-0

## **17 Acceptance of orders, advertising and sales**

No restrictions are imposed on the acceptance of orders. Deliveries may not be made at the exhibition. Advertising material may only be distributed on behalf of exhibitors' own companies and only for products they exhibit. No advertising may be carried out on behalf of other companies, and in particular any advertising for the manufacturers' customers is prohibited. The posting or distribution of printed advertising material or samples outside the rented stand area are prohibited, and no writing is allowed on the hall walls. Direct sales are not permitted.

## **18 General Terms of Business**

These Conditions of Participation are subject of the enclosed „General Terms of Business for Messe Berlin GmbH“.