

Conditions of Participation

InnoTrans 2012 - International Trade Fair for Transport Technology

Innovative Components - Vehicles – Systems

Berlin, 18 - 21 September 2012

1. Organiser

InnoTrans 2012 the International Trade Fair for Transport Technology (innovative components, vehicles and systems) focuses on railway systems and technology. **InnoTrans 2012** is organised by Messe Berlin GmbH and held on the Berlin exhibition grounds. During the weekend after the trade fair the outdoor exhibits will be open to the general public.

2. Dates

Closing date for registration
15.02.2012

Duration of event

18 - 21 September 2012 - Trade fair
22 - 23 September 2012 - Public days

Opening hours - trade fair

9 a.m. - 6 p.m. Visitors
8 a.m. - 7 p.m. Exhibitors

Opening hours - public days (outdoor displays only)

10 a.m. - 6 p.m. Visitors
9 a.m. - 7 p.m. Exhibitors

Construction and dismantling dates

Commencement of construction
12 September 2012 / 8 a.m.

End of construction
17 September 2012 / 3 p.m.
(stand construction)
17 September 2012 / 6 p.m.
(decoration)

Commencement of dismantling
21 September 2012 / 8 p.m.

End of dismantling
25 September 2012 / 6 p.m.

Attention

Limited access times to halls connecting directly to railway tracks (1.2 b, 2.2b, 3.2a, 4.2a, and track display area)

Prior to InnoTrans, rail movements will take place to move track exhibits to their final positions, where they will remain during the open days for the public. From **15 to 24 September 2012**, vehicles will not be able to access those hall sides connecting directly to railway tracks. We therefore request that any delivery and collection of large and heavy exhibits take place before or after these dates.

3. Eligibility to participate

Only companies and organisations involved in activities directly related to the listed product groups of **InnoTrans 2012** are eligible to participate. Decisions regarding participation will be made by Messe Berlin GmbH.

4. Exhibition charges

Hall space rental per 1 sqm costs	
Row	230.00 EURO
Corner	250.00 EURO
Peninsula	260.00 EURO
Island	270.00 EURO
Outdoor exhibition space	170.00 EURO
Track - running m	170.00 EURO

The row stand rate applies to all stand types occupying 150 sqm or more.

Each sqm or part thereof will be charged in full.

A charge of **115.00 EURO** for each sqm of the actual **built-over area** will apply to two-storey stands.

Minimum stand size is 12 sqm.

If more space is subsequently required and ordered, the additional amount is payable immediately. The rental includes the general hall supervision and cleaning of the aisles as well as an energy fee (heating, hall lighting, electricity and water consumption). The participation fee for each co-exhibitor is **621.00 EURO**. There will be an additional charge of **0.60 EURO** per sqm of display space in accordance with an agreement with the Exhibition and Trade Fair Committee of German Industry (AUMA).

5. Terms of Payment

The stand rental fee, as stated in the confirmation of approval / stand rental invoice, should be remitted to the account indicated on the invoice. The due date as stated on the confirmation / stand rental invoice must be adhered to. Please quote customer, invoice numbers and „**InnoTrans 2012**“ when making payments. If the full rental fee has not been paid by the above-mentioned due date at the latest, the organiser is entitled to dispose of the space as he wishes. The lessee is liable for any loss of rental revenue thus incurred. The conditions of Item No. 8 of the „General Terms of Business for Trade Fairs and Exhibitions organised by Messe Berlin“ will apply in cases of withdrawal or cancellation. Ancillary costs will be invoiced separately. These amounts are payable on receipt of the invoice.

6. Media-Package services

Messe Berlin GmbH has compiled a so-called promotion package of marketing tools, to enable exhibitors to derive the maximum benefit from the trade fair and to give an added boost to their commercial impact. The promotion package fee is mandatory for all exhibitors **1050.00 EURO**. The listed promotional services for co-exhibitors are covered by the co-exhibitor fee. Messe Berlin will invoice the exhibitor (the company renting

the stand) for both the Media Package fee and the co-exhibitor fee.

The Media Package includes entries in the print catalogues along with a participation in the Virtual Market Place (see sections 6.1 - 6.2). Co-exhibitors can order the full range of Media Package services, independently from the main exhibitor, for **429.00 EURO**. The contract for entries in the print catalogues is solely between the exhibitor and the catalogue publisher (a Messe Berlin contractual partner). All claims are to be resolved exclusively between the exhibitor and the catalogue publisher.

The costs for any extended and/or supplemental entries in color, with logo, more than five product groups, etc. will be charged to the exhibitor.

The Media-Package consists of the following services:

6.1 Print catalogue

Exhibitors

- An entry in the alphabetically arranged short list of exhibitors, including company name, hall and stand numbers
- A company profile in the alphabetical exhibitors' directory (1/1 A4 page, B&W)
- A basic entry in the alphabetical exhibitors' directory, including company name, address, telephone and fax number, e-mail and internet address, hall and stand numbers
- Five basic entries in the product category directory, including company name, hall and stand numbers

Co-exhibitors

- An entry in the alphabetically arranged short list of exhibitors, including company name, hall and stand numbers

6.2 Virtual Market Place

Exhibitors may take part in the InnoTrans **Virtual Market Place**, the online trade fair for the transport sector, for a period of two years from the moment that authorisation is granted. However, participation ends at least eight weeks before the start of **InnoTrans 2014**. If exhibitors fail to take advantage of the two-year period, especially when the Virtual Market Place is closed in the run-up to **InnoTrans 2014**, no rights to compensation or to make other claims against Messe Berlin can be enforced. Exhibitors and / or co-exhibitors may update their details at any time within this period.

Exhibitors

- Company profile with picture
- Company contact information
- five basic entries in the product group classification
- Visual / text presentation of up to ten of the exhibitor's products / services
- Hyperlinks to the corporate website

Co-exhibitors

- Company profile with picture
- Company contact information

Assistance with regard to the entry of data and queries about any aspect of the Virtual Market Place is available to all exhibitors from the free **Service Hotline**, tel. +49.30.3038.2180 or e-mail to: editorial@virtualmarket.innotrans.de

7. Workers' and Exhibitors' Passes

Exhibitors are entitled to passes as follows

- 3 passes for the first 20 sqm of stand space
- and 1 further pass for each additional **complete 10 sqm** (two-storied area excluded).

Additional exhibitors passes may be purchased at a cost of **50,00 EURO** (incl. VAT) each.

8. Exhibitor Service Manual

After receiving confirmation of approval, the exhibitors will have an Exhibitor Service Manual - containing all essential order forms and information about service companies, installations, stand construction and design, insurance, parking permits, catalogue entries, PR and advertising activities - online to their disposal.

9. Technical Guidelines

Exhibitors must observe the „Technical Guidelines“, which are contained in the „Exhibitors' Service 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

Doorways, emergency 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 5m from the outside walls of the halls. The „Exhibitors' Service Folder“ contains details of technical and construction regulations.

11. Regulations for the Maintenance of Order

The organiser is responsible for supervision of the exhibition halls and the outside displays. Exhibitors are responsible for guarding and cleaning their own stands. Efforts will be made to meet exhibitors' individual requirements for parking spaces, but no automatic rights exist to parking spaces in general or to a specific parking space. The unloading of goods from vehicles during the exhibition must be completed half an hour before the official opening time. Vehicles must leave the Berlin Exhibition Grounds as soon as they have completed unloading. Exhibitors and accompanying persons must vacate the halls and grounds within one hour following the official closing time for visitors. The same applies to vehicles. Any person wishing to leave the exhibition ground with packages must be able to prove the origin of such items to officials at the exits. Animals are not permitted on the Exhibition Grounds. No one is permitted to stay overnight in caravans on the exhibition grounds.

12. Construction Work

Messe Berlin GmbH would like to point out that construction work is currently taking place on the Berlin Exhibition Grounds. While every effort is being made to look after the interests of exhibitors and to keep any inconvenience to a minimum, there may be some restrictions around access areas. Some noise can also be expected from construction sites. We cannot accept any responsibility for claims arising in this connection.

13. Official Permits

Exhibitors are responsible for ensuring that the necessary permits have been obtained for their own activities on the stand and on the site, and those of staff acting on their behalf, and that all the relevant conditions of trade laws and police regulations are duly observed. If in doubt, applicants are advised to contact the relevant authority, or in the case of trade law, the commercial department of the local authority, Bezirksamt Charlottenburg von Berlin - -Abteilung Wirtschaft. **InnoTrans 2012** is recognised by the Senate Department of Economics, Labour and Women's Affairs. The commercial privileges set out in Part IV of the Commercial Regulations therefore apply.

14. Performing Rights (GEMA fees)

Authorisation must be obtained from GEMA for the public broadcasting of copyrighted music from discs or other sound systems and also for any music included in recordings of radio or TV programmes. Applications should be addressed to:

GEMA
Keithstrasse 7
10787 Berlin, Germany,
Tel. +49-(0)30-212 92-0.

15. Sales and Acceptance of Orders

Orders involving the obligation to supply goods or services may be taken at the fair and are not subject to any additional charges.

16. Federal Data Protection Law (BDSG)

Personal data about anyone with whom we conduct business will be stored and processed in accordance with §§ 28 / 29 BDSG under the terms of the contractual arrangement.

17. General Terms of Business

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

18 Price information

The legally stipulated Value Added Tax (VAT) will be added to all prices shown unless it is explicitly stated that the amount includes VAT.