

Information on designing and use of stands

1. Company name

The full address of the exhibitor (and if applicable, the branch office responsible for the participation) must be clearly displayed in adequately sized letters on all stands (company name, full address, including city, street, house number).

2. Pricing

(Only valid if in accordance with the General Conditions of Participation the direct sale is permitted.)

In accordance with the Regulation on Pricing which came into force on 14 March 1985, the persons offering goods for sale to the ultimate private consumer are responsible for displaying the price (including value added tax). The price labels on the goods must be displayed in an unambiguous way and should be clearly legible from a distance. When using price lists for goods which are only displayed as models or depicted in brochures, such lists should be displayed open to view, thereby eliminating any need to enquire about details of the sales price. This regulation does not apply if the supplier of goods makes it clear that he only wishes to sell items to the trade for use in a professional or commercial capacity.

If sales, even individually, are made to private sector end-users, the obligation to display prices applies in full. Exhibitors will be monitored to ensure that they observe this regulation.

In order to avoid action being taken against exhibitors, they are requested to strictly observe this regulation.

3. Order books

If the exhibitor is using order books from suppliers, the supplier's full address must be printed or stamped on each form, along with that of the exhibiting firm.

4. Addressing visitors

Visitors should only be addressed from within the confines of the stand, and in a correct and polite form, even if such persons are only seeking information.

5. Advertising statements (only valid if direct sale is permitted)

All statements about the goods on display, especially concerning their materials, performance, price and ancillary costs must be accurate and comprehensive.

6. Delivery dates

Delivery dates should only be agreed upon if they can actually be met. If delivery is delayed for some pressing reason, the customer must be notified immediately.

7. Items manufactured to order

The greatest care should be taken in recording the details for items which are to be manufactured to order, in particular with regard to colour, design and dimensions. Care should be taken to ensure that the client is not burdened by the risks of manufacturing defects and with the cost of eliminating such defects.

8. Claims

Claims and complaints must be dealt with correctly within a suitable period of time. If disputes occur it is advisable to call in the services of the exhibition management – the organisers. Failure to observe these regulations, even after suitable warnings have been given, may result in enforced closure of the stand, and the exhibitor may be prohibited from attending other exhibitions.

9. Complaints by exhibitors

Complaints by exhibitors must be reported or notified in writing to the organiser or the exhibition management during the exhibition.

10. GEMA-(Performing Rights Society) -Fees

Approval must be obtained from the GEMA (Performing Rights Society) for any public performance of copyrighted music by

sound media (e.g. phonograph records, CDs, magnetic tapes, music cassettes), picture/sound media (e.g. video recorders), for instrumental performances or musical presentations as part of radio or television broadcasts or the screening of films. Applications should be made prior to the start of the exhibition to the following address:

GEMA

Bezirksdirektion Berlin
Keithstrasse 7
D-10787 Berlin
Telephone: +49(0)30/2 12 92-0
Telefax: +49(0)30/2 12 92-5 88

11. Sale of drugs, advertising of remedies

A. Special information referring to the dispensing of drugs:

If exhibitors are planning to sell or dispense drugs (see § 2, Arzneimittelgesetz 1976 (Drugs Law) for a definition of what constitutes drugs under this law) e.g. free of charge, exhibitors are required to notify the Landesamt für Arbeitsschutz, Gesundheitsschutz und technische Sicherheit Berlin (LAGetSi) – Fachgruppe Pharmaziewesen, (Postal address: Turmstrasse 21 D-10559 Berlin).

No specific form is required for this notification. (The obligation to notify the authorities is laid down in § 67 paragraph 1 of the Arzneimittelgesetz.)

B. Special information regarding advertising of remedies:

Advertising that contains references to health is subject to the law on advertising for remedies. Information in this respect is also available from the same address:

Landesamt für Arbeitsschutz, Gesundheitsschutz und technische Sicherheit Berlin (LAGetSi), Fachgruppe Pharmaziewesen,
Telephone: +49(0)30/90 254-5000
Telefax: +49(0)30/90 254-5301

12. Copyrights, protected trade marks or patents

The exhibition company expects exhibitors to observe the legal copyrights, patents or protected trade marks of other exhibitors. If the regulations of the exhibition company are not observed, it reserves the right to take action and to refuse admission to future events. This regulation does not imply any obligation on the part of the exhibition company in cases of infringement of protected copyrights, trade marks or patents. Under no circumstances may claims be made against the exhibition company.

13. Lotteries and tombolas

Lotteries and tombolas organised in connection with trade fairs or exhibitions are public events and, if a monetary stake is involved, require official approval in accordance with the lottery regulations. Applications should be made to the following office:

Landeseinwohneramt Berlin
Referat Verschiedene Ordnungsaufgaben
– II B 122 –
Friedrichstraße 219
D-10958 Berlin
Telephone: +49(0)30/9 02 69 20 92

14. Cleaning

Messe Berlin will arrange for display areas to be swept before handing them over. If exhibitors do not leave their display areas clean and tidy after the event, Messe Berlin will arrange cleaning at the exhibitor's expense.

Any adhesive strips or nails left over after carpets have been removed must be taken up, or this will be done at the exhibitor's expense.