

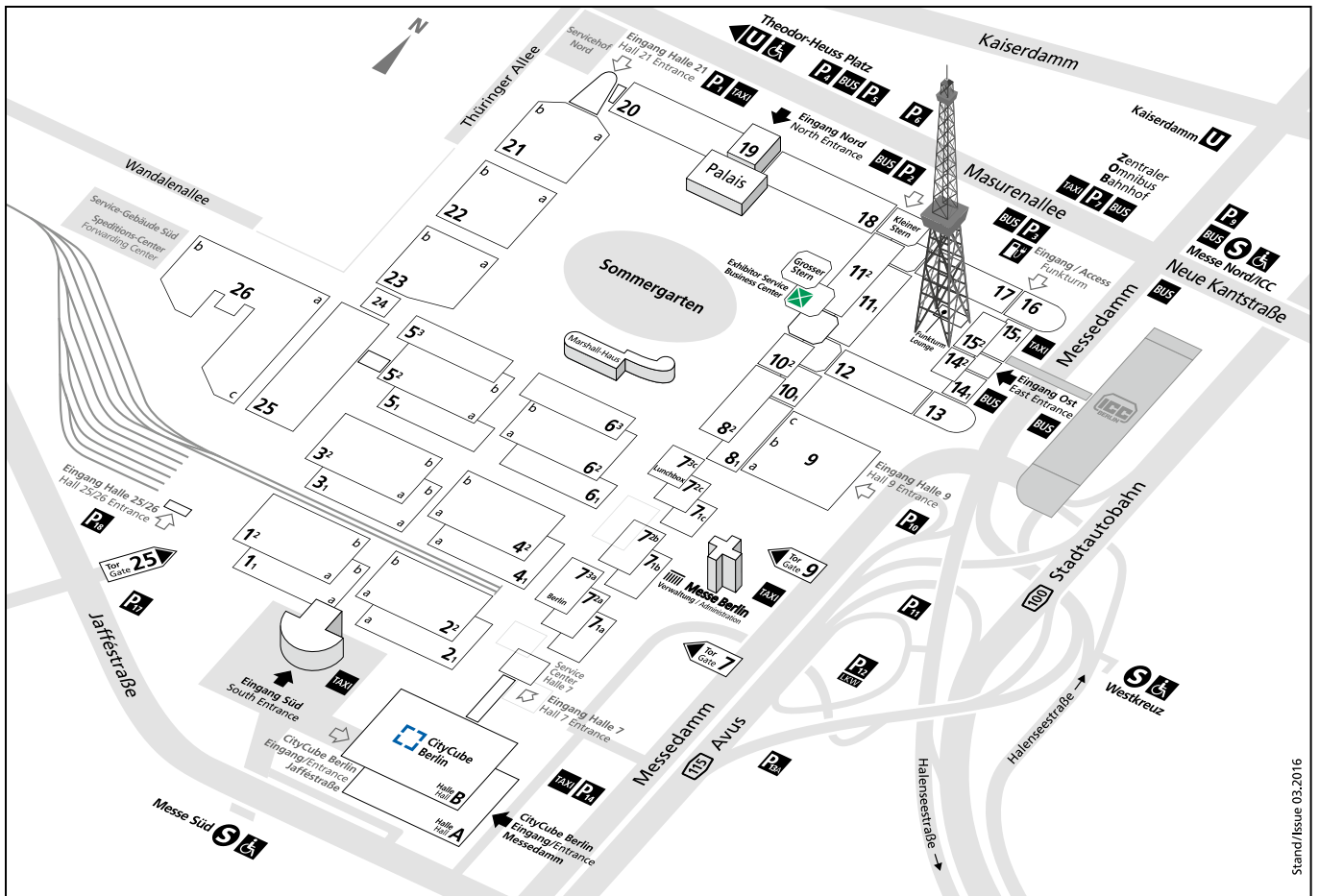
STAND REGISTRATION

Travel Technology / eTravel World



7 – 11 March 2018 · itb-berlin.com



Geländeplan Exhibition grounds



Stand/Issue 03.2016

-  Haupteingänge / Main entrances
-  Bedarfseingänge / Reserve entrances

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Important Information!

Event duration

7 – 11 March 2018

Registration deadline

1 September 2017

Opening hours

Daily 10:00 am – 6:00 pm

(Exhibitors: 8:30 am – 7:00 pm)

The halls 5.1, 5.3, 6.1, 7.1c, 8.1, 9 and 10.1 are closed on Sunday, 11 March 2018.

Set-up

Constructive stand construction:

28 February 2018, 7:00 am – 10:00 pm

until 6 March 2018, 7:00 am – 10:00 am

Decorative stand construction:

6 March 2018, 10:00 am – 10:00 pm

Dismantling

11 March 2018 after 6:00 pm

until 15 March 2018

(daily 7:00 am – 10:00 pm)

For further questions or assistance please contact Messe Berlin GmbH or the Representation of Messe Berlin GmbH located in your country.

Detailed information can be obtained at the ITB Berlin website under www.itb-berlin.com/contact

1. Your Contact

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We are very happy that you are interested in ITB Berlin!

As an exhibitor you will benefit from:

- the tremendous mass appeal of the leading trade show of the worldwide travel industry
- 50 years of expertise in successful trade show organization
- a top-class B2B platform for Leisure, MICE and Business Travel
- cutting-edge knowledge in up-and-coming tourism topics at the ITB Berlin Congress
- 365-day presence in the virtual exhibitor index – the Virtual Market Place®
- a professional, versatile conference location for your events
- effective, attention-grabbing marketing and sponsoring opportunities, and finally
- the city of Berlin – one of the most exciting and lively metropolises in the world.

Your ITB Team

2 Stand packages Travel Technology / eTravel World

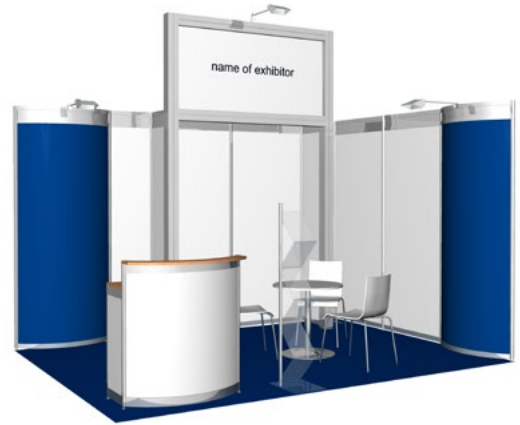
ITB Berlin 2018, 7 – 11 March

Stand package Model eTW V1 (385.00 EUR/sqm)

9-15 sqm

Model eTW V1 contains in the basic equipment:

- Floor covering (blue or another standard color)
- Wall elements (white); pillars of half-round shape (blue)
- Facia with facia lettering
- Lighting elements: 3 spotlights
- Information counter with barstool
- 1 Table with 3 chairs
- 1 brochure rack
- 1 basic electrical installation (3kW)
- 1 wastebasket

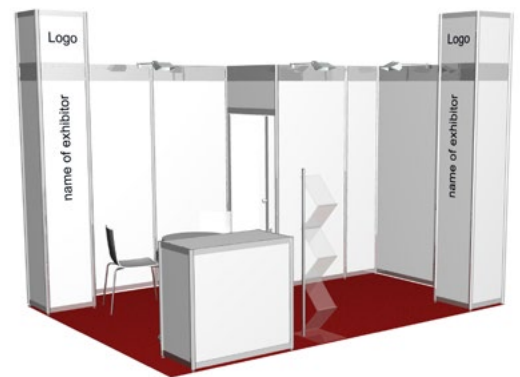


Stand package Model eTW V2 (400.00 EUR/sqm)

Min. stand space 15 sqm

Model eTW V2 contains in the basic equipment:

- Floor covering (red or another standard color)
- wall elements (white)
- 2 display columns at the entrance of the stand incl. lettering
- Lockable cabin (1.5 sqm), not burglar-proof
- Lighting elements: 1 spotlight per 4 sqm.
- Information counter with barstool
- 1 Table with 3 chairs (>25 sqm = 2 tables each with 3 chairs)
- 1 brochure rack (>25 sqm = 2 brochure racks)
- 1 basic electrical installation (3kW)
- 1 wastebasket

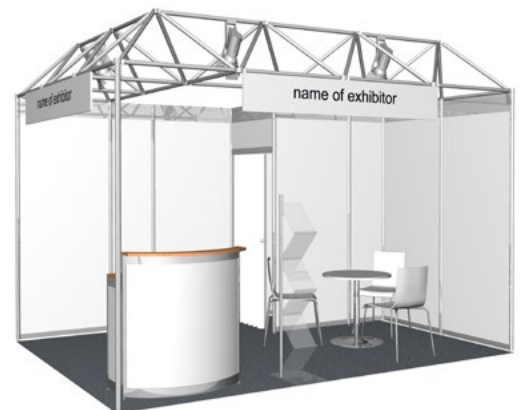


Stand package Model eTW V3 (410.00 EUR/sqm)

Min. stand space 15 sqm

Model eTW V3 contains in the basic equipment:

- Floor covering (grey or another standard color)
- wall elements (white) with ceiling crosspieces (aluminum)
- Lockable cabin (1.5 sqm), not burglar-proof
- Lighting elements: 1 spotlight per 4 sqm.
- 2 display towers at the entrance of the stand incl. lettering
- Information counter with barstool
- 1 Table with 3 chairs (>25 sqm = 2 tables each with 3 chairs)
- 1 brochure rack (>25 sqm = 2 brochure racks)
- 1 basic electrical installation (3kW)
- 1 wastebasket



The described stand packages include the daily cleaning of the stand and 4 passes for stands of 20 sqm or less, one for each additional 10 sqm or fraction thereof.

Telecommunication equipment like internet connection, telephone and security can be ordered through the Exhibitor Service: ausstellerservice@messe-berlin.de, Phone: +49 30/3038-1400

Additional furniture can be ordered with MB Capital Services: info@mb-capital-services.de
Phone: +49 30 3067 2053.

2 Stand packages Travel Technology / eTravel World

ITB Berlin 2018, 7 – 11 March

Counter at the eTravel World (sponsoring package) eTW V4 (4,100.00 EUR, fixed rate)

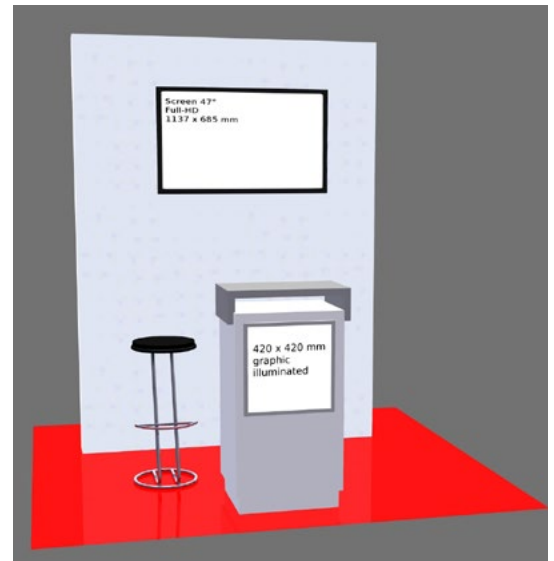
1 Information Counter with barstool

1 Multiple Socket

1 Presentation slot at the eTravel World (max. 30 min)

Logo on the counter and in the programme flyer

Logo and link on the website of ITB Berlin



The sponsoring package eTW V4 includes the daily cleaning of the stand and 2 free passes for exhibitors.

3. List of Branches ITB Berlin

7 – 11 March 2018

- | | | |
|--|---|--|
| 1.0 Tourism Organizations / Associations | 4.0 Travel agencies | 8.0 Information and consulting |
| 1.1 Spas and health institutions | 5.0 Transport companies / Carriers | 8.1 Education and training |
| 1.2 Organizations | 5.1 Coach companies | 8.2 Colleges / Universities |
| 1.3 Tourism Representatives / Tourism Boards | 5.2 Charter operators / Aviation services | 8.3 Investment & consulting |
| 1.4 Associations | 5.3 Airports | 8.4 Press / PR-agencies |
| 2.0 Accommodation | 5.4 River cruises | 8.5 Trade associations / Organizations |
| 2.1 Holiday apartments / villas | 5.5 Limousine services | 8.6 Insurances |
| 2.2 Golf hotels | 5.6 Airlines | 8.7 Science and research |
| 2.3 Hotel representatives | 5.7 Car rental companies | 9.0 Media and Publishing |
| 2.4 Hotels / hotel chains | 5.8 Railway companies | 9.1 Trade magazines |
| 2.5 Youth hostels | 5.9 Shipping / ferry lines | 9.2 Journalists |
| 2.6 Health resorts | 5.10 Yacht charter | 9.3 Editorial offices |
| 2.7 Rural holidays | 6.0 Business Travel / MICE | 9.4 TV / Radio stations |
| 2.8 Resorts | 6.1 Destination Management Companies | 10.0 Others |
| 2.9 Wellness / spa hotels | 6.2 Event agencies | 10.1 Cabaret-Dinner-Variety shows |
| 2.10 Conference and congress hotels | 6.3 Corporate cards | 10.2 Casinos |
| 3.0 Tour operators | 6.4 Business Travel Agencies | 10.3 Service provider & organizations |
| 3.1 Adventure and bicycle tours / sport holidays | 6.5 Professional Conference Organisers | 10.4 Amusement parks |
| 3.2 Barrierfree travel | 6.6 Exhibition centers / Conference & meeting venue | 10.5 Non-profit organizations |
| 3.3 Educational and study tours | 6.7 Fair organizers | 10.6 Museums |
| 3.4 Expeditions | 6.8 Travel Management Company | 10.7 Musicals / Music festivals |
| 3.5 Family holidays | 7.0 Travel Technology | 10.8 Theatre / Opera houses |
| 3.6 Long distance trips | 7.1 Content management solutions | 10.9 Tourist attractions |
| 3.7 Gay & lesbian travel | 7.2 CRM systems | |
| 3.8 Health travel | 7.3 Distribution technologies | |
| 3.9 Golf holidays | 7.4 e-Commerce | |
| 3.10 Group tours | 7.5 e-Marketing | |
| 3.11 Incentive holidays | 7.6 Photo, video and film production | |
| 3.12 Incoming agencies | 7.7 Front / Back office systems | |
| 3.13 Young travel 18-35 | 7.8 Mobile Technologies / Geo-Systems | |
| 3.14 Travel for children and teenagers | 7.9 Online payment systems | |
| 3.15 Cruises | 7.10 Reservation and booking technologies, search engines | |
| 3.16 Culture trips | 7.11 Social media solutions | |
| 3.17 Last-minute tours | 7.12 Tariff data management / consolidators | |
| 3.18 Medical Tourism | 7.13 Telecommunication | |
| 3.19 Eco and responsible tourism | 7.14 Web analytics / IT consulting / Web design | |
| 3.20 Outgoing and outbound agencies | | |
| 3.21 Package tour operators | | |
| 3.22 Safari holidays | | |
| 3.23 Senior travel | | |
| 3.24 Language holidays | | |
| 3.25 City trips | | |
| 3.26 City sightseeing tours / walks | | |
| 3.27 Wellness offers / trips | | |
| 3.28 Winter sports | | |

4.1 Stand registration ITB Berlin Travel Technology / eTravel World

Fax +4930/3038-2113 or -2119

Registration deadline: 1 September 2017



7 – 11 March 2018

Messe Berlin GmbH
Messedamm 22
14055 Berlin
Germany

Tel. +4930/3038-0
Fax +4930/3038-2113/-2119
www.itb-berlin.com
itb@messe-berlin.de

Point 1 - 8 for exhibitor entry

Preferred language: German English

1 Exhibitor Name

2 Street

3 Postal Code **4 City** **5 Country**

6 Country / Destination for basic entry (ONLY one entry!)

7 Internet address **8 Company Email**

9 Tel. **10 Fax**

11 Contact person Ms. Mr. **12 Personal Email**

Cell phone Tel./Fax

13 CEO Surname, First name Ms. Mr. **16 Chief Marketing/CMO Surname, First name** Ms. Mr.

14 Actual job title **17 Actual job title**

15 Email CEO **18 Email CMO**

19 Branch
Important! Please define your branch in accordance with the index on page 7.

Important: The details requested above (point 1 - 19) are mandatory!

Date of the down payment invoice: 2017 2018 (Please checkmark!)

The final invoice will be sent after the event, at the end of May.

Invoice address (recipient of services)

Department

Street

Postal Code City Country

Tel. Email

Mailing address

Street

Postal Code City Country

Please leave blank

P.		J/N
Halle		Stand-Nr.
RE		m ²
EK		m ²
KO		m ²
BL		m ²



4.2 Choice of Stand Space Travel Technology / eTravel World

Fax +4930/3038-2113 or -2119

Registration deadline: 1 September 2017



■ Exhibitor Name

Minimum stand size for (raw) space only: 20 sqm
Minimum stand size including stand package: 9 sqm

Stand package according to the description on pages 5 & 6

Please mark	Stand form	Basic costs in Euro / sqm	Surcharge	Costs including surcharge in Euro / sqm	Surcharge calculated for areas up to:
	Row stand space only (one side open)	193.00	-		-
	Corner stand space only (two sides open)	193.00	+ 17 %	225.81	100 sqm
	Peninsula stand space only (three sides open)	193.00	+ 42 %	274.06	100 sqm
	Island stand space only (4 sides open)	193.00	+ 67 %	322.31	100 sqm
	Stand package eTW V1 9-15 sqm	385.00	-	-	-
	Stand package eTW V2 min. 15 sqm	400.00	-	-	-
	Stand package eTW V3 min. 15 sqm	410.00	-	-	-
	Counter in the eTravel World (eTW V4)	4,100.00 fixed rate	-	-	-

7 – 11 March 2018

Messe Berlin GmbH
Messedamm 22
14055 Berlin
Germany

Tel. +4930/3038-0
Fax +4930/3038-2113/-2119
www.itb-berlin.com
itb@messe-berlin.de

For stands up to 100 sqm there is a surcharge for multiple open sides – please see the table above.
For stands between 101 – 400 sqm, the surcharge is calculated for a stand size of 100 sqm.
For stands which are larger than 400 sqm, there is no surcharge.

For two-storey stands the fee for the upper-storey is generally 50.00 Euro per sqm plus the AUMA fee of 0.60 Euro per sqm, so long as the stand construction documents are submitted on time (see Technical Guidelines point 4.2).

If the documents are received after 15 January 2018, the upper-storey fee is 150.00 Euro per sqm plus the AUMA fee of 0.60 Euro per sqm (please refer to Exhibition Terms and Conditions, point 4).

Stand size:

Front _____ m. x depth _____ m. = total _____ sqm two-storey structure
Upper-storey _____ sqm

For stand packages eTW V1 - V3:

Facia Lettering:

please enter the name of the company like you want to have it on the facia here:

Mandatory surcharges

– Promotion Package

Main exhibitor < 20 sqm flat rate

EUR 220.00

Main exhibitor > 20 sqm without Co-exhibitor(s)

EUR 620.00

Main exhibitor > 20 sqm with Co-exhibitor(s)

and/or Additional Companies Represented (= ACR):

EUR 740.00 (flat rate)

The Promotion Package Services are explained in point 6, ITB Berlin Promotion Package Services (see page 12).

– Association of German Trade Fair Industry (AUMA) fee: EUR 0.60 per sqm net

– All prices indicated are subject to German value-added tax (VAT)

For information concerning booth construction please see pages 5 & 6.

All services will be available at the end of October 2017 at the web shop of ITB Berlin - Berlin Expo-Center online (BECO) - at www.itb-berlin.com/webshop



4.3 Stand personnel Travel Technology / eTravel World

Fax +4930/3038-2113 or -2119

Registration deadline: 1 September 2017



7 – 11 March 2018

Messe Berlin GmbH
Messedamm 22
14055 Berlin
Germany

Tel. +4930/3038-0
Fax +4930/3038-2113/-2119
www.itb-berlin.com
itb@messe-berlin.de

■ Exhibitor Name

**IMPORTANT
INFORMATION**

ITB Berlin 2018 ends on Sunday, 11 March at 6:00 pm. Exhibitors who vacate and/or disassemble their stands before this time will be subject to a fine. Furthermore, we reserve the right to disallow any such companies from participating as exhibitors the following year.

Notwithstanding § 16.4 of the General Terms of Business for Trade Fairs and Exhibitions organised by Messe Berlin, these fees are to be levied in accordance with the following list:

up to 20 sqm	EUR 1,000.00
21 – 100 sqm	EUR 2,500.00
101 – 500 sqm	EUR 5,000.00
501 – 1,000 sqm	EUR 7,500.00
over 1,001 sqm	EUR 10,000.00

We hereby assure that our stand will be staffed by competent personnel until 6:00 pm on Saturday, 10 March 2018, 6:00 pm. The stand personnel rule is an integral part of the stand registration process and legally binding. If there is a failure to comply with this rule, the appropriate fee (above) will be due upon billing.

Contrary to point 2.a of the Exhibition Terms and Conditions, halls 5.1, 5.3, 6.1, 7.1c, 8.1, 9 and 10.1 will close at 6:00 pm Saturday evening, 10 March 2018. Stands in these halls can only be dismantled after the end of the entire fair, i.e. after 6:00 pm on Sunday, 11 March 2018.

We agree that the **email address** and **fax number** may be passed on to other companies in the Messe Berlin group, to their official partner companies in this country and abroad, and to foreign representatives, for the purposes stated in the data protection regulations (see point 8. Data protection regulations), and we may revoke this approval at any time. It may not be passed on to any other third parties.

→ We agree Email Fax (please mark)

By signing this application we accept the data protection regulations, the Conditions of Participation and the General Terms of Business for Messe Berlin Trade Fairs and Exhibitions. Place of performance and court of jurisdiction: Berlin, Germany.

Place and Date

Stamp and legally binding signature



5. Co-Exhibitors

Travel Technology / eTravel World

Fax +4930/3038-2113 or -2119

Registration deadline for co-exhibitors
15 December 2017



7 – 11 March 2018

Messe Berlin GmbH
Messedamm 22
14055 Berlin
Germany
Tel. +4930/3038-0
Fax +4930/3038-2113/-2119
www.itb-berlin.com
itb@messe-berlin.de

■ Name of Main Exhibitor _____

Hall: _____

For your attention:

Please be aware that we need the indication whether a company

- is presented at ITB Berlin personally (Co-exhibitor/CE)

or

- represented by your company (Additional Companies Represented/ACR).

Please fill in this document completely and send it to itb-coexhibitor@messe-berlin.com

You can also send the required information about your co-exhibitors or additional companies represented digital, e.g. in form of an Excel file.

To be able to guarantee all services of ITB Berlin, please send us the co-exhibitor information including the name and the email address of the contact person of the co-exhibitor until 15 December 2017.

1.

Company Name _____

Branch-No. _____

Booth-No. _____

Street _____

Postal Code, City, Country _____

Email _____

Contact Person Ms. Mr.

Co-exhibitor

Additional Company Represented

We agree that the email address may be passed on to other companies in the Messe Berlin group, to their official partner companies in this country and abroad, and to foreign representatives, for the purposes stated in the data protection regulations (see point 8. Data protection regulations), and we may revoke this approval at any time. It may not be passed on to any other third parties.

→ We agree Email (please mark)

By signing this application we accept the data protection regulations, the Conditions of Participation and the General Terms of Business for Messe Berlin Trade Fairs and Exhibitions. Place of performance and court of jurisdiction: Berlin, Germany.

2.

Company Name _____

Branch-No. _____

Booth-No. _____

Street _____

Postal Code, City, Country _____

Email _____

Contact Person Ms. Mr.

Co-exhibitor

Additional Company Represented

We agree that the email address may be passed on to other companies in the Messe Berlin group, to their official partner companies in this country and abroad, and to foreign representatives, for the purposes stated in the data protection regulations (see point 8. Data protection regulations), and we may revoke this approval at any time. It may not be passed on to any other third parties.

→ We agree Email (please mark)

By signing this application we accept the data protection regulations, the Conditions of Participation and the General Terms of Business for Messe Berlin Trade Fairs and Exhibitions. Place of performance and court of jurisdiction: Berlin, Germany.

3.

Company Name _____

Branch-No. _____

Booth-No. _____

Street _____

Postal Code, City, Country _____

Email _____

Contact Person Ms. Mr.

Co-exhibitor

Additional Company Represented

We agree that the email address may be passed on to other companies in the Messe Berlin group, to their official partner companies in this country and abroad, and to foreign representatives, for the purposes stated in the data protection regulations (see point 8. Data protection regulations), and we may revoke this approval at any time. It may not be passed on to any other third parties.

→ We agree Email (please mark)

By signing this application we accept the data protection regulations, the Conditions of Participation and the General Terms of Business for Messe Berlin Trade Fairs and Exhibitions. Place of performance and court of jurisdiction: Berlin, Germany.

Please indicate only one branch number!

IV.

6. ITB Berlin Promotion Package Services Travel Technology / eTravel World



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

Promotional Package fees are charged as a mandatory one-off fee that is invoiced to the main-exhibitor as part of the stand rental charges.

Exhibitors < 20 sqm

Prices per main exhibitor: **220.00 Euro**

After the main exhibitor has registered, up to 10 co-exhibitors, street and email address, as well as hall and stand numbers will automatically be listed on the ITB Berlin Virtual Market Place and in the ITB App. This listing is included in the Promotion Package price of 220.00 Euro.

Prices do not include the required value-added tax (VAT).

Exhibitors > 20 sqm

Prices:

- **Main exhibitor without co-exhibitor(s):** **620.00 Euro**
- **Main exhibitor with co-exhibitor(s) and/or Additional Companies Represented (=ACR):** **740.00 Euro**

After the main exhibitor has registered, co-exhibitor addresses, email, hall and stand numbers will automatically be listed on the ITB Berlin Virtual Market Place and in the ITB App. This listing is included in the Promotion Package price of EUR 740.00.

Additional Companies Represented (=ACR) will be listed with a basic entry (address, email address, hall, stand) on the ITB Berlin Virtual Market Place.

Prices do not include the required value-added tax (VAT).

Main exhibitor services	Co-exhibitor services
Virtual Market Place® <ul style="list-style-type: none"> ■ Basic entry (company name, country code, postcode, city, address, hall and stand number) ■ Email address ■ Company profile (max. 4,000 characters) ■ Company logo ■ Link to company website ■ Link to video ■ Entry in up to 5 product categories of the branch index ■ Presentation of up to 4 products with texts and pictures plus link to offers on company's website (max. 4,000 characters and 1 picture per offer) ■ Link to Social Media profiles (e.g. Facebook, Twitter etc.) 	Virtual Market Place® <ul style="list-style-type: none"> ■ Basic entry (company name, country code, postcode, city, mailing address, hall and stand number) ■ Email address ■ Company logo ■ Entry in one product category of the branch index
ITB Quickfinder <ul style="list-style-type: none"> ■ Company name (max. 65 characters) ■ Hall und stand number 	ITB Quickfinder <ul style="list-style-type: none"> ■ Company name (max. 65 characters) ■ Hall und stand number
ITB App <p>By entering your profile in the ITB Virtual Market Place your company information will also be integrated in the official ITB App. The ITB App supports ITB visitors and exhibitors to manage their visit at ITB Berlin most effectively – at the trade show or in advance.</p> <p>It contains all relevant information such as the complete list of exhibitors, the ITB Convention and event program as well as an interactive exhibition plan. The app is available in German and English, for iOS and Android devices. The app is free of charge.</p>	

Duration Virtual Market Place®:

The Promotion Package services are valid from **15 January 2018** until **14 January 2019**. During this period of time you can update your entry as often as you like.



ADDITIONAL SERVICES (with costs)	
<p>Virtual Market Place®</p> <ul style="list-style-type: none"> ■ Online Advertising ■ Upgrade for co-exhibitors ■ Additional product entries <p>Changes and adjustments of your exhibitor entry can be updated here: www.itb-berlin.com/exhibitorsearch These changes and adjustments are <u>solely</u> related to your entry in the Virtual Market Place®.</p>	<p>Contact:</p> <p>Editorial Team Virtual Market Place® Mo.-Fr., CET 09:00-18:00 h Tel.: +49 (0)30/3038-2180 Fax: +49 (0)30/3038-2172 Email: editorial@virtualmarket.itb-berlin.de</p>
<p>ITB Quickfinder</p> <ul style="list-style-type: none"> ■ Advertising ■ Logo and banner advertising ■ Highlighting exhibitor name 	<p>Contact:</p> <p>Cleverdis ITB Berlin News Team Tel.: +33 (0)442 774609 E-Mail: jeanfrancois.pieri@itb-berlin-news.com</p>
<p>ITB App</p> <p>Additional Options bookable. Further information will be available in September 2017 on www.itb-berlin.com/sponsoring</p>	<p>Contact:</p> <p>ITB Team Deborah Rothe Tel.: +49 (0)30 3038 2144 Email: rothe@messe-berlin.de</p>

ITB Berlin offers a great variety of marketing options in order to support its exhibitors in reaching their target groups the best possible way. Use all marketing possibilities at your disposal and achieve the most satisfactory and efficient outcome for your trade show participation.

You can find further information on marketing possibilities at: www.itb-berlin.com/sponsoring

7. Exhibition Terms and Conditions ITB Berlin 2018

Travel Technology / eTravel World

1. Event and Organizer

ITB Berlin is organized by Messe Berlin GmbH, on the Berlin ExpoCenter City and at CityCube Berlin

2. Dates and Times

- a) Duration of ITB Berlin 2018: Wednesday, 7 March - Sunday, 11 March
- b) The following halls have different operating hours: 5.1, 5.3, 6.1, 7.1c, 8.1, 9 und 10.1: Wednesday 7 March to Saturday 10 March 2018
- c) Daily opening hours: 10:00 am – 6:00 pm (for exhibitors: 8:30 am – 7:00 pm)
- d) Deadline for application: 1 September 2017
- e) Deadline for submission of building plans: 15 January 2018
- f) Commencement of construction: 28 February 2018
- g) Commencement of dismantling: after 6:00 pm on Sunday, 11 March 2018
- h) Conclusion of dismantling: 15 March 2018

3. Application

Applications can only be made with the official stand application forms. Applicants are requested to fill in the forms carefully, preferably typed. Receipt of the application form does not imply any subsequent entitlement to participate in the exhibition.

Applications received after the registration deadline will only be considered if there are remaining spaces available. In order to automate the processing of applications, the details submitted will be filed in a data storage system and may be passed on to third parties as required to fulfill the agreement.

4. Stand Rental

The minimum stand size is 20 sqm The net stand rental per sqm floor space is: **193.00 Euro** (row stand)

The rental per sqm increases by 17% if the stand is open on 2 sides = **225.81 Euro**

42% if the stand is open on 3 sides = **274.06 Euro**

67% if the stand is open on 4 sides = **322.31 Euro**.

For stands between 101 - 400 sqm, there is a surcharge for a stand size of 100 sqm For stands which are larger than 400 sqm, there is no surcharge.

Stand rental costs stand packages including stand construction Travel Technology and eTravel World:

Rental per sqm
eTW-V1 9-15 sqm

385.00 Euro (see page 5),
eTW-V2 min. 15 sqm

400.00 Euro (see page 5),
eTW-V3 min. 15 sqm

410.00 Euro (see page 5),
eTW-V4 Counter in the eTravel Lounge (sponsoring package)
fixed rated **4,100.00 Euro** (see page 6).

For two-storey stands the fee for the upper-storey is generally 50.00 Euro per sqm plus the AUMA fee of 0.60 Euro per sqm, so long as the complete stand construction documents are submitted on time (see Technical Guidelines point 4.2). **If the complete documents are received after 15 January 2018**, the upper-storey fee is 150.00 Euro per sqm plus the AUMA fee of 0.60 Euro per sqm. **Furthermore we can't guarantee the building permit for the upper-storey.**

The rental includes: heating, hall lighting, hall supervision, cleaning of gangways, as well as electricity and water consumption.

In accordance with the agreements reached with the Confederation of German Trade Fair and Exhibition Industries (AUMA) an additional amount of **0.60 Euro per sqm** of exhibition area will be charged.

Compulsory surcharge for promotion package services (page 12).
Main exhibitors < 20sqm: 220.00 Euro
Main exhibitors 620.00 Euro
Main exhibitors with co-exhibitors 740.00 Euro.

All of the prices mentioned here are subject to German value-added tax (VAT).

5. Cancellation

Contrary to § 8.1 of the General Terms of Business for Trade Fairs and Exhibitions organized by Messe Berlin GmbH, the following cancellation rules apply: If exhibitors withdraw after the official application deadline, 1 September 2017, a charge equivalent to 50% of the stand rental is due; for cancellations after 1 January 2018, the full stand rental is due.

6. Terms of payment

The period of payment is specified in the stand rental invoice. Please quote invoice number and customer number. All payments should be made to one of the accounts indicated on the invoice.

7. Regulations Governing Halls and Indoor Places

- a) **Night work ban and early stand set-up**
There is a general night work ban during the set-up and dismantling phases. The work period is from 7:00 am – 10:00 pm. If an early stand set-up time is required (before 28 February 2018), this must be applied for using the appropriate form from the web shop.

An early stand set-up is possible from a stand size of 50 sqm. A fee of 4.00 Euro per sqm and for each day is charged for an early stand set-up. After having sent the appropriate form, authorization is granted if the respective hall is available.

- b) **Construction heights and stand construction**
The maximum permitted height of any structure, including the upper edge of suspensions and fascias, for stand areas up to 50 sqm is +5.00m, and +6.00m for stand areas 50 sqm to 200 sqm in all halls (see below for exceptions). Approval may be given for higher structures in individual cases, for exhibitors renting an entire hall or in the case of rental areas bigger than 200 sqm. **Exceptions:** For exhibitors in halls 8.1, 10.1 and 11.1, there is a binding height restriction of 3.60m for all structures. A height restriction of 4.00m also applies in areas of halls 14.1 and 15.1. In halls 1.1, 2.1, 3.1 and 4.1 the construction height is restricted to 5.50m, in some cases even to 5.00m. Furthermore, the stand construction regulations of Messe Berlin GmbH are also applicable.

- c) **Minimum equipment of the stand**
The minimum equipment of the stand are floor covering as well as partition walls to your neighboring stands and rear wall. The floor covering must be laid in such a way that accidents are prevented. They may not exceed beyond the boundaries of the stand. The partition walls of a stand above +2.50m, directly bordering an adjacent stand, must have a neu-

tral, smooth white finish, which is structurally stable, has no visible gaps and bears no advertising message of any kind whatsoever. Therefore please see point 4.7.4 and 4.7.6 of our Technical Guidelines.

- d) **The direct sale of food, drinks, typical souvenir at ITB Berlin is not permitted.**
- e) **Musical and folklore performances are only permitted at ITB Berlin on Saturday and Sunday; prior consultation with neighboring exhibitors is required, and the volume of the performance must be moderate. The same rules apply to all events/performances which take place at the stand.**
- f) **Events at the stand must be registered using the appropriate form from the web shop until 31 January 2018. Events at the stand are allowed from 10:00 am – 6:00 pm. Evening events can take place from 6:00 pm – 10:00 pm after approval by the fair management.** For events taking place a handling fee will be charged e.g. for additional security personnel (compulsory) and additional services as barriers, personnel for providing sanitary fittings, cloakroom, sanitary services etc.
- g) Advertising is only permitted within the exhibitor's official stand area. Promotion teams may operate only with special permission.
- h) Handouts of a political nature may not be distributed in any form. Moreover, the design and decoration of the stands must be free from any kind of political statement.
- i) It is forbidden to attach posters and other materials or any projection on any walls or floor surfaces outside the hired stand.
- j) When possible, requests by exhibitors for parking space on the exhibition grounds will be taken into consideration if possible; rights to a parking space proper or a certain parking space do not exist. Parking spaces are to be charged.
- k) During the construction- and dismantling period, as well as during the fair, the regulations of the Traffic Guide will be applied for authorized traffic on the fairground.
- l) Exhibitors and accompanying persons are required to leave the halls not later than one hour after the fair closes. Everyone leaving the exhibition grounds with a parcel is required to show the parcel's origin to the exit guards.
- m) Animals are not allowed onto the exhibition grounds.
- n) Contrary to point 2.a of the Exhibition Terms and Conditions, Halls 5.1, 5.3, 6.1, 7.1c, 8.1, 9, and 10.1 will be closed at **6:00 pm on Saturday evening, 10 March 2018.** The constructive dismantling of the stand is only allowed to after the official opening hours of the entire fair, i.e. after 6:00 pm on Sunday.

8. Power and water connections

If power and/or water connections are needed, please order these fee-based services in the web shop.

9. Exhibitor Passes

Main exhibitors receive codes for free exhibitor passes via email as follows: 3 passes for stands of 20 sqm or less, one for each additional 10 sqm or

fraction thereof. Exhibitor with a stand package eTW V1- V3 get additional exhibitor passes as described on page 5.

Additional permanent passes for representatives (exhibitor passes) may be purchased directly at the web shop.

10. Admission for exhibitors

Exhibitor passes provide access to the exhibition grounds from 8:30 am – 7:00 pm. Trade visitor passes provide entry from 9:30 am – 6:00 pm.

11. Change of the company's legal form

The lessee is obligated to notify the lessor immediately about any change in the form of the company (e.g. merger, change of corporate form), even if the change only affects the legal form, with no transfer of assets. The obligation to provide such information also applies to links between companies and structural changes to the company's legal form (changes in holdings resulting from the inclusion or withdrawal of shareholders as well as the changes to the lessee's holdings in other companies which have or had a contractual relationship with Messe Berlin etc.)

In the above cases the lessor is entitled to withdraw from the rental agreement with immediate effect. Any down payments made up to that time will be reimbursed. Any claims for damages by the lessee will be excluded, regardless of their legal basis.

12. GEMA (performing rights society) fees

Permission must be obtained from GEMA for all public presentations of copyrighted music, either on records or other sound carriers or for musical presentations involving the reproduction of radio or television broadcasts.

Applications should be sent to:

GEMA,
Bezirksdirektion Stuttgart
Herdweg 63, 70174 Stuttgart
Email: messe@gema.de
Tel: +49(0)711/2252-794
Fax: +49(0)711/21292-800
or +49(0)30-21292795

13. Terms of Business

The enclosed Regulations contained at the web shop apply to these Special Conditions of Participation as well as the General terms of Business for trade fairs and exhibitions by Messe Berlin GmbH.

14. Booth-construction

If you are interested in an offer for a rental system stand and/or an individual stand construction please contact:

MB Capital Services GmbH
Thüringer Allee 12
14052 Berlin, Germany
Tel: +4930/306720-0
Fax: +4930/306720-30
Email: info@mb-capital-services.de

15. Promotion Package Service

The Messe Berlin GmbH Promotion Package is offered to all exhibitors: It contains selected marketing tools designed to enhance exhibitors' participation in ITB and optimize their results.

The costs of the Promotion Package are borne by exhibitors and co-exhibitors via a mandatory flat-rate contribution which is billed to each organization renting a stand. The costs of the Promotion Package will be borne by exhibitors and co-exhibitors through a mandatory flat-rate contribution which will be billed to the organization renting the stand. (see page 12)

8. Data protection regulations

Messe Berlin GmbH assigns a high priority to data protection. We therefore consider the security of the personal data made available to us in your stand application to be a matter of great importance. In implementing the necessary technical and organizational measures we therefore ensure that your data is protected in accordance with statutory regulations and is only used for the defined purposes.

The following principles therefore apply:

1. We collect, use and process your personal data as the basis for, and for implementing and processing your contractual arrangements with Messe Berlin GmbH, and for market research purposes. This data includes the company name and the name of the contact person, the street and building number, post code and town, the country, telephone and fax number and email address. These details ensure your participation in the trade fair.
2. To enable us to meet our contractual obligations we pass on some of your data to subsidiaries of Messe Berlin and to partner firms, which we have appointed to process the personal data. These basic services include, for example, accounting, stand construction and the exhibitor entry.
3. **Consent with regard to consultancy, information (advertising) and marketing.**
 - 3.1. To maximize the effectiveness of your appearance at the trade fair we also pass your data on to other companies in our group and to official partner companies, to enable them to offer you their own additional services, for example special entries in the ITB App and in the Virtual Market Place®, special stand construction services, catering, logistics, the fair news-paper etc.
(If you do **not** wish to give your consent, please cross this item out. This deletion does not affect the contractual relationship as such. Your email address and fax number will only be passed on if you have also marked the appropriate box in the stand application.)
 - 3.2. The personal data may be supplied to the official foreign representatives of Messe Berlin GmbH and its partner companies abroad, provided this is done for the purposes stated in Item 3.
(If you do **not** wish to give your consent, please cross this item out. This deletion does not affect the contractual relationship as such. Your email address and fax number will only be passed on if you have also marked the appropriate box in the stand application.)
 - 3.3. We also supply your personal data to companies within the group that can offer you similar services that, we assume, will be of interest to your company.
(If you do **not** wish to give your consent, please cross this item out. This deletion does not affect the contractual relationship as such. Your email address will and fax number only be passed on if you have also marked the appropriate box in the stand application.)
 - 3.4 You may revoke this declaration of consent at any time by notifying Messe Berlin GmbH accordingly. To do so, please contact your representative at Messe Berlin.

If you have made deletions to this document please return it to us together with the stand application.

Thank you.



7 – 11 March 2018

Messe Berlin GmbH
Messedamm 22
14055 Berlin
Germany

Tel. +4930/3038-0
Fax +4930/3038-2113/-2119
www.itb-berlin.com
itb@messe-berlin.de

9. General Terms of Business for Trade Fairs and Exhibitions organised by Messe Berlin

General Regulations

1. Applications
2. Joint Exhibitors
3. Conclusion of Contract
4. Allocation of Stands
5. Exhibits
6. Payment Conditions
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8. Cancellation, Non-participation on the Part of the Exhibitor; Withdrawal from the Contract by Messe Berlin
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17. Exhibitor Service Documents
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Concluding Regulations

1 Applications

1.1 Stand Applications

Applications to participate in a trade fair or exhibition (event) must be made using the form marked "Application Form". This form should be completed carefully and should include a legally binding signature. The application is an irrevocable offer to enter into a contractual agreement with Messe Berlin GmbH (hereinafter "Messe Berlin"), to which the exhibitor is committed until the commencement of the event.

1.2 Details of the Contract

The main sections of the contract are

- a) the Application Form,
- b) the Special Conditions of Participation,
- c) the Regulations as contained in the Exhibitor Service Documents,
- d) the General Terms of Business.

Where there is conflict between these various regulations they shall apply in the order listed above.

1.3 Conclusion of the Contractual Regulations

By signing the stand application the exhibitor recognises as binding the Terms of Business and Conditions of Participation, as well as the Regulations contained in the Exhibitor Service Documents. He is responsible for ensuring that those persons employed by him during the event also comply with the terms of the contract in every respect.

2 Joint Exhibitors

If a number of exhibitors intend to hire a stand jointly, they must name one of their number in their application who will be authorised to negotiate with Messe Berlin on their behalf.

The authorised party bears the same liability for any faults or cases of negligence on the part of those whom he is authorised to represent as he does for his own faults and negligence. The participating exhibitors are liable jointly and severally to Messe Berlin.

3 Conclusion of Contract

3.1 Confirmation of Order

Messe Berlin will confirm its decision to accept an offer with a written confirmation of order (acceptance of the exhibitor and the exhibits for which application has been made).

3.2 Restrictions on the Exhibitor and Exhibits

If relevant grounds exist, and in particular if there is insufficient space, Messe Berlin may exclude individual exhibitors from participating, and may also limit the event to specific groups of exhibitors, if this becomes necessary in order to attain the objectives of the event. This also applies to exhibits.

3.3 Deviations from the Application

If Messe Berlin accepts the application for display space or for exhibits, subject to extensions, restrictions or other alterations, it is obliged to abide by this offer for a period of two weeks.

4 Allocation of Stands

4.1 Principle

In allocating the stand Messe Berlin will take into account the subject and the way in which a particular event is subdivided, as well as the space that is available. Messe Berlin will endeavour to meet specific requirements for stand locations wherever possible.

4.2 Changes to Adjoining Stands

The exhibitor should accept that changes may take place in the situation on other stands at the beginning of the event, compared with the time at which initial acceptance was granted. No claims for damages by either party can be entertained.

4.3 Exchanging Stands or Transferring them to Third Persons

The allocated stand may not be exchanged for that of another exhibitor, nor may it be transferred either partially or completely to a third person unless agreement has been reached with Messe Berlin.

5 Exhibits

5.1 Removal, Exchange

Only the agreed exhibits may be displayed. Furthermore they may only be removed subject to the approval of Messe Berlin. Exhibits may only be replaced by other items if written agreement has been obtained from Messe Berlin, and replacement must take place at least one hour before the official daily opening time, or one hour after the official closing time.

5.2 Exclusions

Messe Berlin is entitled to demand that exhibits should be removed if these were not included in the stand hire contract, or if they subsequently prove to cause annoyance or danger, or are incompatible with the objectives of the event. In the event of non-compliance, Messe Berlin is entitled to have recourse to law in removing the exhibits at the exhibitor's expense.

5.3 Direct Sales

Unless expressly permitted, no items may be sold directly. If such approval is given the exhibits must be marked with clearly legible price tickets. It is the exhibitor's responsibility to obtain the necessary approval from the trading and health authorities, and to observe these regulations. The Exhibitor Service Documents contain further details.

5.4 Protection of Copyrights and Patents

It is the responsibility of the exhibitor to ensure that copyrights and other industrial patents exist for his exhibits. A six month period of protection from the beginning of an exhibition for the protection of the inventions, samples and trademarks will only become effective if the Federal Minister of Justice has published the relevant announcement in the Bundesgesetzblatt (Federal Law Gazette).

6 Payment Conditions

6.1 Date when Payment becomes Due

The stand rental, as per Confirmation of Order, is to be paid onto one of the accounts listed on the invoice. These payments must be made within the time period stated in the specific trade fair conditions of participation and be annotated with the invoice and customer number. The amounts are due for payment at the time the invoice is issued. A final invoice will be sent after the event.

6.2 Transfer of Claims, Offsetting Claims
Claims against Messe Berlin are not transferable. Claims may only be offset in the case of uncontested counter-claims or counter-claims which have been ruled valid.

6.3 Objections

Objections to invoices will only be considered if submitted to Messe Berlin in writing within 14 days following issue of the invoice.

6.4 Hirer's Rights of Lien

In order to secure any claims it may have, Messe Berlin shall be entitled to exercise its rights of lien as hirer, and to sell the items thus withheld as it wishes, following notification in writing. Messe Berlin is only liable for any damage to the items held in lien if such damage was caused maliciously or by gross negligence.

7 Liability, Insurance

7.1 Messe Berlin assumes full liability for all damages resulting from intention or gross negligence on the part of Messe Berlin, its legal representatives or managing staff.

7.2 Messe Berlin is fundamentally liable for damages caused due to gross negligence on the part of assistants employed by Messe Berlin. This liability is limited to damages that are generally associated with this type of contract.

7.3 Messe Berlin is fundamentally liable for every breach of contract with regard to major contractual obligations. Major contractual obligations are defined as those that are vital to achieving the objectives of the contract (cardinal obligations). For breaches of cardinal obligations, provided they do not fall under Section 7.1, liability is limited to damages that are generally associated with this type of contract.

7.4 The limits of liability according to Paragraphs 1 through 3 do not apply to liability for insufficient warranted quality, liability according to German product liability laws, and liability for loss of life, limb, or health.

7.5 Messe Berlin is not liable for pre-existing deficiencies associated with rented space and equipment (guarantee liability), regardless of fault.

7.6 The exhibitor is liable in accordance with legal regulations. It is recommended that exhibitors carry sufficient insurance. For further details, see the Exhibitor Service Documents.

8 Cancellation, Non-participation on the Part of the Exhibitor; Withdrawal from the Contract by Messe Berlin

8.1 Cancellation, Non-participation on the Part of the Exhibitor

The full stand rental charge shall still be payable if the exhibitor cancels or fails to take part in the event without notification of cancellation. If the exhibitor cancels and another lessee can be found for the stand, Messe Berlin retains the right to demand 25% of the invoiced stand rental charge from the original lessee to cover costs. The full stand rental must be paid when Messe Berlin rents the agreed upon stand space, although the overall area is reduced as a result of the cancellation/non-participation. The lessee retains the right to submit evidence to prove that no such costs were incurred by Messe Berlin, or that they were lower than stated. The right to assert additional claims remains unaffected.

8.2 Withdrawal by Messe Berlin

Messe Berlin is entitled to withdraw under the following circumstances:

- a) if the rental charge is not received in full at the latest by the date stated in the invoice for participation costs and if the exhibitor does not pay before the expiry of any extension period that may be granted;
- b) if the stand is not occupied in time, i.e. if it is not obviously occupied within 24 hours before the official opening;
- c) if the exhibitor infringes domiciliary rights, and does not refrain from such actions even after being advised to do so;
- d) if the registered exhibitor, as a private or corporate entity, no longer conforms to the requirements for granting acceptance, or if Messe Berlin subsequently becomes aware of any reasons which, they had been known before, would have excluded that person from participation. This applies in particular when bankrupt-

cy or insolvency proceedings have been instituted, or if the exhibitor becomes insolvent. In such circumstances exhibitors are required to inform Messe Berlin immediately.

In that cases, referred to above, Messe Berlin is entitled to claim damages. No. 8.1 may be applied accordingly.

9 Force Majeure

9.1 Cancellation of the Event

If Messe Berlin is prevented from holding the event for reasons outside its own control or that of the exhibitor, all claims to the stand rental become void. However, Messe Berlin may still invoice the exhibitor for work carried out in the latter's instructions, to cover any expenses already incurred, if the exhibitor is unable to furnish evidence that the results of this work are of no interest to him.

9.2 Rescheduling of the Event

If Messe Berlin is in a position to hold the event at a later date it must notify exhibitors immediately. Exhibitors are entitled to cancel their participation in the event if it is rescheduled, provided such cancellation is given within one week following receipt of this notification. In such cases claims for payment of stand rental no longer apply.

9.3 For Events that have Already Commenced

If Messe Berlin is obliged to shorten or cancel an event that has already begun, as a result of force majeure, exhibitors are not entitled to assert claims for repayment or for exemption from the stand rental charge.

10 Workers and Exhibitors Passes

10.1 Workers' Passes

Exhibitors will be supplied free of charge with passes for themselves and for any auxiliary staff employed during construction and dismantling. These will only be valid during construction and dismantling periods, and do not entitle the holders to enter the Exhibition Grounds during the event itself.

10.2 Exhibitors' Passes

Exhibitors will receive a limited number of special passes valid for the duration of the exhibition or fair, for use by themselves and their employees, and entitling them to admission free of charge. Additional details can be found in the conditions of participation.

10.3 Regulations Applying to Both Types of Passes

Passes are issued in the holder's name, or must be filled in correctly by the holder. They are not transferable and are only valid in conjunction with an official ID document. In cases of misuse the passes will be withdrawn without compensation. In the case of joint participation by a number of exhibitors, only the authorised exhibitor will receive the required passes. Additional passes are available, for which a charge will be made.

11 Photographs and Film, Video and Sound Recordings

Messe Berlin is entitled to take photographs, make drawings, or to make films or video recordings of events taking place at the fair, of structures and stands, or of exhibits, and to use these for advertising purposes or for publication in the media. No objections for whatever reason by exhibitors will be entertained. This also applies to photographs or recordings made directly by the press or television with the approval of Messe Berlin.

12 Advertising

12.1 Scope

Advertising of all kinds is permitted but only within the stand hired by the exhibitor, on behalf of the exhibitor's own company, and only for exhibits manufactured or distributed by the exhibiting firm.

12.2 Approval

Advertising by means of loudspeakers, the display of slides or films, or the inclusion of performances or shows require the written approval of Messe Berlin. Written approval must also be obtained for the use of other equipment and installations intended to enhance the impact of advertising either optically or acoustically. Advertising of a political nature is strictly prohibited.

13 Official Approval, Legal Regulations, Technical Guidelines

In all cases it is the responsibility of the exhibitor to obtain official approval. Exhibitors are responsible for ensuring the compliance with GEMA (performing rights) regulations, as well as with regulations pertaining to trading and industrial law, police regulations, health regulations and other legal requirements. This also applies in particular to the "Law on technical equipment" (Gerätesicherheitsgesetz). Moreover, exhibitors must observe the "Technical Guidelines" as specified in the Exhibitor Service Documents, in particular with regard to

the regulations contained therein relating to stand construction and design, and the extensive safety regulations also specified in this folder.

14 Regulations for the Maintenance of Order

14.1 Domiciliary Rights

During the event exhibitors are subject to the domiciliary rights of Messe Berlin, which apply throughout the exhibition grounds. Exhibitors must comply with instructions given by employees of Messe Berlin, who will prove their identity by means of an appropriate identification document.

14.2 Parking Spaces

Efforts will be made to meet exhibitor specific requirements regarding parking on the exhibition grounds. However no automatic rights exist to a parking space.

14.3 Access to the Exhibition Grounds

Vehicles which do not have the correct authorisation or a document entitling them to park within the exhibition grounds will not be allowed access to the grounds during the event. Regulations pertaining to the delivery of goods and other items are covered by the conditions of participation.

14.4 Leaving the Grounds

Exhibitors and accompanying persons must leave the halls within one hour following the official closing time each day, and all vehicles must leave the grounds by this time. Any persons wishing to leave the exhibition with packages must furnish proof that they are entitled to do so to the security staff at the exits.

14.5 Miscellaneous

No animals are permitted on the exhibition grounds. Water required for use in connection with foodstuffs or for the cleaning of utensils coming into immediate contact with foodstuffs may only be obtained from taps supplying hygienic water. Water for such purposes may not be obtained from toilet facilities.

14.6 Environmental Protection

Exhibitors are required to make every effort to protect the environment. In this respect they should also observe the Environmental Guidelines of Messe Berlin which are enclosed with the Exhibitor Service Documents.

15 General Regulations, Deadlines

15.1 Deadlines

The construction and dismantling periods will be specified in the Special Conditions of Participation.

15.2 Construction, Services for Exhibitors

The Exhibitor Service Documents contain a list of services available from MB Capital Services GmbH, a division of Messe Berlin, regarding planning, construction and design of standard and individual stands.

15.3 Dismantling

a) Clearance Passes

A clearance pass must be shown before exhibits can be removed at the end of the exhibition or trade fair. Such passes will only be issued and made available to the stand occupant if the stand rental invoice has been paid in full.

b) Dismantling Period

Stands may not be cleared before the end of the event. Dismantling must be completed by the end of the allotted dismantling period. On expiry of this period Messe Berlin is entitled to undertake dismantling, removal of exhibits and their storage at the exhibitor's expense, or to order such arrangements to be made at the exhibitors' expense. Messe Berlin will only be liable for losses or damage to exhibits when such losses or damages are due to deliberate action or gross negligence. Messe Berlin is entitled to impose liens to cover any expenses thus incurred (No. 6 Item 4).

16 Stand Design

16.1 Authorisation Certificate

Exhibitors with ground-level, single-story stands without roofs are not required to submit plans for approval, providing the stand is in compliance with all other technical guidelines. Any other type of stand, mobile stand, or special constructions require approval. Construction plans (floor plan and front view) must be submitted in duplicate to Messe Berlin for approval. Complete details can be found in the Exhibitor Service Documents.

16.2 General Appearance

The exhibition stand must comply with the overall plan for the exhibition. Messe Berlin reserves the right to prohibit construction of unsuitable or inadequately designed stands.

16.3 Stand Equipment and Fittings during the Hours that the Event is Open

The stand must be correctly equipped and furnished, and staffed by competent personnel throughout the duration of the fair or exhibition, between the stipulated opening times.

16.4 Penalty Clause

If the exhibitor fails to comply with the regulations as stated above (No. 16, Item 2, 3), Messe Berlin is entitled to impose a penalty of Euro 500.00 per day if its instructions and warnings are not heeded.

17 Exhibitor Service Documents

The Exhibitor Service Documents contain information about the following: Technical guidelines, technical equipment standards in the halls, installations, stand constructions, design and furnishing, as well as about other services at trade fairs provided by MB Capital Services GmbH, insurance, PR work, the catalogue, room reservations and other services. The Exhibitor Service Documents also contain the necessary forms.

18 General inspection of the halls, surveillance, cleaning

- a) Messe Berlin carries out regular inspection of the halls, in particular for the purposes of fire prevention (e.g. keeping emergency exits clear). This does not include surveillance of individual stands. Exhibitors themselves are in charge of and responsible for the surveillance of individual stands. Messe Berlin draws attention to the fact that access may also be granted to the halls outside the hours of the event, due to other events that may be taking place (such as exhibitor evenings), or cleaning work. Moveable objects should be locked up overnight. Exhibitors may order security services from Messe Berlin. The deployment of such security services requires the prior written approval of Messe Berlin. Exhibitors are advised to take out suitable insurance cover.
- b) Messe Berlin will provide general cleaning on the grounds and in the aisles. Exhibitors are responsible for cleaning their own stands. Such cleaning work must be completed each day prior to the opening of the event.
- c) If the exhibitors do not employ their own personnel, stand cleaning and security must be arranged through the relevant company appointed by Messe Berlin.

- d) The exhibitor or his appointed stand constructor is responsible for disposing of any waste materials resulting from its work. In this respect the rules laid down in the environmental guidelines in the Exhibitor Service Documents must be observed.

19 Technical Installations

Regular supplies of electricity, water, gas and telephone services, along with other services in the halls, will be provided by companies authorised by Messe Berlin. Further details are contained in the conditions of participation.

20 Photography

The taking of photographs, films or videos on behalf of exhibitors during the daily opening hours of the event may only be carried out by photographers, film or video production companies thus authorised by Messe Berlin and in possession of the appropriate pass. Such authorisation also applies prior to and after the daily opening hours of the event. No other photographers or production companies will be permitted access to the Exhibition Grounds. Information on this matter can be obtained from the MB Capital Services GmbH.

21 Catering Services

Catering services are provided exclusively by Capital Catering GmbH, Messedamm 22, 14055 Berlin, Germany Telephone +49(0)30 / 3038-3914.

22 Data Protection

We collect, use and process your personal data for the purposes of substantiating, fulfilling and processing your contract with Messe Berlin GmbH as well as for market research. In order to fulfil our contractual obligations, it is necessary to forward some of your information to Messe Berlin subsidiaries and partner companies that process this data on our behalf.

If you have authorised us to do so, we share your information with our affiliated enterprises and official partner companies to enable them to offer you their own supplementary services or other similar services. This information is also made available to official Messe Berlin GmbH foreign representatives and partner companies located outside of Germany.

Your information is used in accordance with legal stipulations and only for the defined purposes.

Any declaration of consent you have provided to Messe Berlin GmbH can be withdrawn at any time.

23 Concluding Regulations

23.1 Changes and Amendments in Writing
Any changes to the contents of this agreement (No. 1 Item 2), and ancillary agreements, are only legally binding if they have been confirmed in writing by Messe Berlin.

23.2 German Law

The mutual rights and obligations deriving from this contractual arrangement and resulting from this contract are subject to the law of the Federal Republic of Germany.

23.3 Place of Performance and Venue

Place of fulfillment is Berlin-Charlottenburg. If the defendant is a businessman or a legal entity in the public domain, or if the defendant has no general place of jurisdiction within Germany, the place of jurisdiction is Berlin-Charlottenburg or the defendant's own place of jurisdiction.

23.4 Statute of Limitations

Claims by exhibitors against Messe Berlin expire after 6 months if not precluded by cogent legal regulations.

23.5 Redemptory Clause

If any individual provisions in these general terms of business become void, this shall not affect the validity of the other regulations. The void provision should be altered in such a way as to fulfil the intended purpose.