

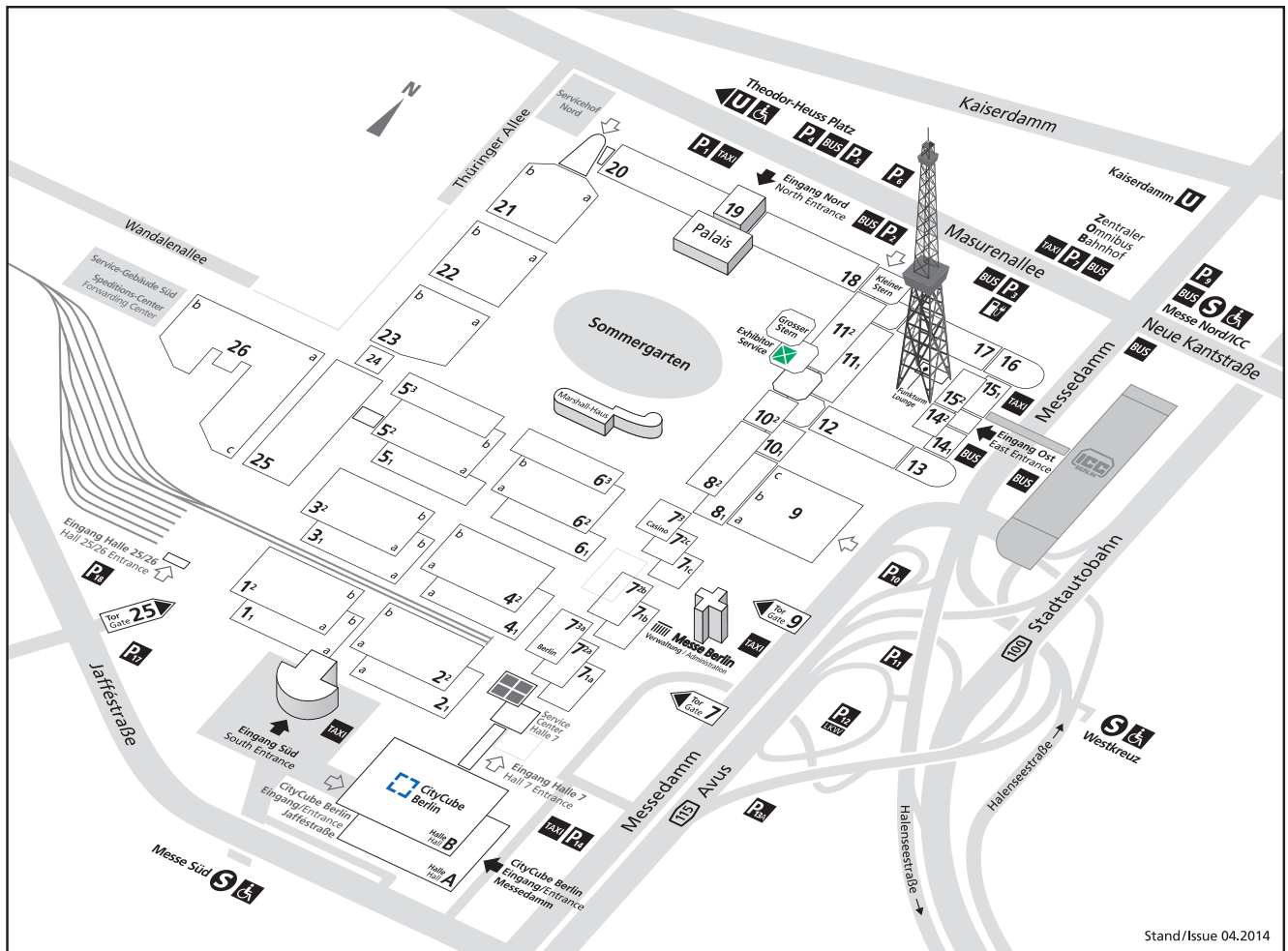
# STAND REGISTRATION

Gay & Lesbian Travel Segment, Hall 3.1



4 – 8 March 2015 · **itb-berlin.com**



## Geländeplan Exhibition grounds



Stand/Issue 04.2014

-  Haupteingänge / Main entrances
-  Bedarfseingänge / Reserve entrances

## Contents

page

1. Stand offers in the Gay & Lesbian Travel Segment.....	5
2. List of Branches.....	6
3. Stand registration form I (Exhibitors / Branches).....	7
4. Stand registration form II (Stand rental costs).....	9
5. Stand registration form III (Stand personnel) .....	11
6. Stand registration form IV (Co-exhibitors).....	13
7. ITB Promotion Package.....	15
8. Data protection regulations.....	17
9. Exhibition Terms and Conditions.....	18
10. General Terms of Business for Trade Fairs and Exhibitions organized by Messe Berlin.....	19



## Important Information!

### Event duration

4 – 8 March 2015

### Registration deadline hall 3.1

25 November 2014

### Opening hours

Daily 10:00 am – 6:00 pm

(Exhibitors: 8:30 am – 7:00 pm)

### Set-up

25 February – 3 March 2015

7:00 am – 10:00 pm

### Dismantling

8 March 2015 after 6:00 pm

until 12 March 2015

(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](http://www.itb-berlin.com/Contact)



## 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
- nearly 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

---

## Your contact

**Rika Jean-Francois**

Tel.: +49/30/3038-2157

Email: [jeanfrancois@messe-berlin.de](mailto:jeanfrancois@messe-berlin.de)

**Juliane Gaebler**

Tel.: +49/30/3038-2126

Email: [gaebler@messe-berlin.de](mailto:gaebler@messe-berlin.de)

# 1. STAND OFFERS IN THE GAY & LESBIAN TRAVEL SEGMENT DURING ITB BERLIN

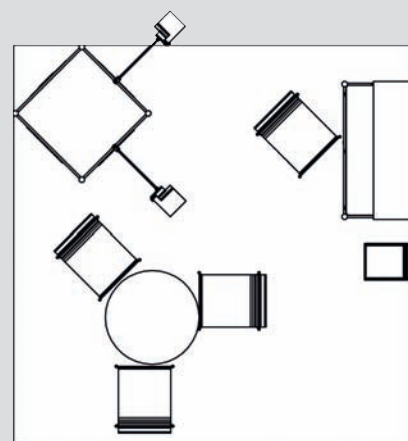
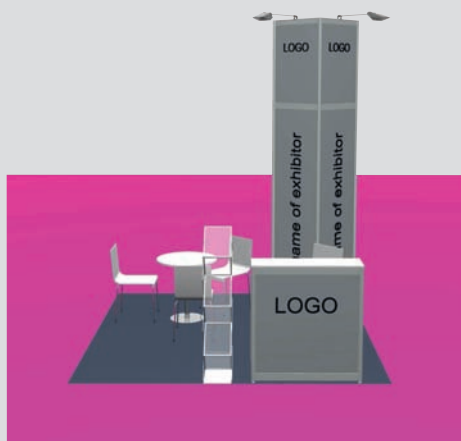
## Stand sample:

### Turnkey-Stand 9sqm

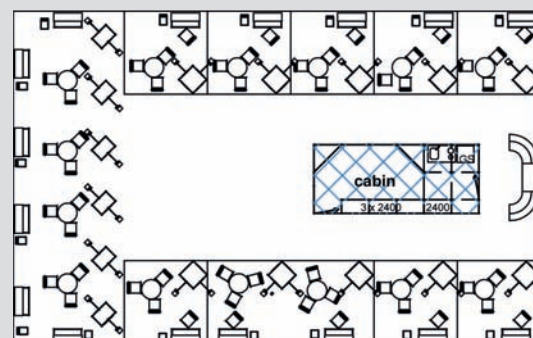
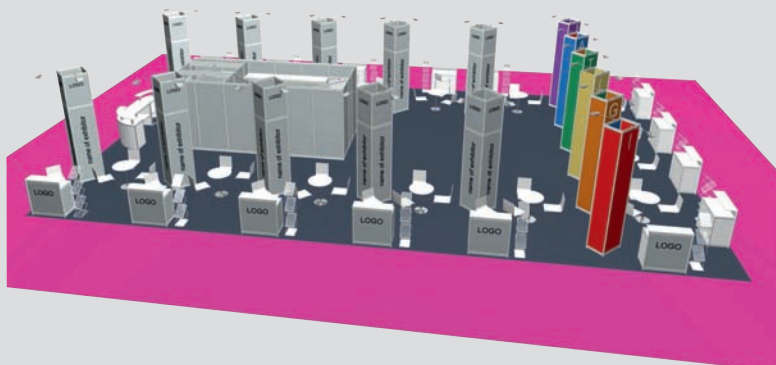
(18sqm turnkey stands are also available  
/ see page 9)

#### basic equipment

- 1 counter
- carpet
- 1 barstool
- 1 table
- 3 chairs
- 1 shared storage place
- 1 pavillon-shared bar counter
- 1 brochure display stand
- 1 WLAN access
- 4 standard column logos
- 1 counter logo
- waste bin
- basic electricity connection
- daily cleaning



## Sample of the "Pink Pavilion"



The above pictures show a stand construction by the way of example. Changes might be possible according to the actual circumstances.

## ADDITIONAL EQUIPMENT

We will supply you with further equipment like furniture, audio-visual equipment, graphic work and any other service regarding your fair presentation on request. Please contact directly:

tel +4930 30 67 20 - 13

fax +4930 30 67 20 - 19

MB Capital Services GmbH

Thüringer Allee 12a

14052 Berlin

Germany

 **Capital Services**

## 2. List of Branches ITB Berlin

4 – 8 March 2015

<b>1.0 Tourism Organizations / Associations</b>	<b>4.0 Travel agencies</b>	<b>8.0 Information and consulting</b>
1.1 Spas and health institutions	<b>5.0 Transport companies / Carriers</b>	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
	5.4 River cruises	8.5 Trade associations / Organizations
<b>2.0 Accommodation</b>	5.5 Limousine services	8.6 Insurances
2.1 Holiday apartments / villas	5.6 Airlines	8.7 Science and research
2.2 Golf hotels	5.7 Car rental companies	
2.3 Hotel representatives	5.8 Railway companies	<b>9.0 Media and Publishing</b>
2.4 Hotels / hotel chains	5.9 Shipping / ferry lines	9.1 Trade magazines
2.5 Youth hostels	5.10 Yacht charter	9.2 Journalists
2.6 Health resorts		9.3 Editorial offices
2.7 Rural holidays	<b>6.0 Business Travel / MICE</b>	9.4 TV / Radio stations
2.8 Resorts	6.1 Destination Management Companies	
2.9 Wellness / spa hotels	6.2 Event agencies	<b>10.0 Others</b>
2.10 Conference and congress hotels	6.3 Corporate cards	10.1 Cabaret-Dinner-Variety shows
	6.4 Business Travel Agencies	10.2 Casinos
<b>3.0 Tour operators</b>	6.5 Professional Conference Organisers	10.3 Service provider & organizations
3.1 Adventure and bicycle tours / sport holidays	6.6 Exhibition centers / Conference & meeting venue	10.4 Amusement parks
3.2 Barrierfree travel	6.7 Fair organizers	10.5 Catering and F&B
3.3 Educational and study tours	6.8 Travel Management Company	10.6 Non-profit organizations
3.4 Expeditions		10.7 Interior furnishings, equipment and material providers
3.5 Family holidays	<b>7.0 Travel Technology</b>	10.8 Museums
3.6 Long distance trips	7.1 Content management solutions	10.9 Musicals / Music festivals
3.7 Gay & lesbian travel	7.2 CRM systems	10.10 Technical equipment, appliances, systems
3.8 Health travel	7.3 Distribution technologies	10.11 Theatre / Opera houses
3.9 Golf holidays	7.4 e-Commerce	10.12 Tourist attractions
3.10 Group tours	7.5 e-Marketing	10.13 Sales promotion and advertising
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 Eco and responsible tourism	7.13 Telecommunication	
3.19 Outgoing and outbound agencies	7.14 Web analytics / IT consulting / Web design	
3.20 Package tour operators		
3.21 Safari holidays		
3.22 Senior travel		
3.23 Language holidays		
3.24 City trips		
3.25 City sightseeing tours / walks		
3.26 Wellness offers / trips		
3.27 Winter sports		

### 3. Stand registration ITB Berlin Gay & Lesbian Travel Segment

Fax +4930/3038-2330 or -2119

 Messe Berlin

Registration deadline: 25 November 2015



4 – 8 March 2015

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: ☐ English ☐ German

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 6.  
Please indicate **one branch only**, there is a charge for multiple listings.

1. Select...

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

Date of the down payment invoice: ☐ 2014 ☐ 2015 (Please checkmark!)

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

#### ■ Invoice address

Department

Street

Postal Code

City

Country

Tel.

Email



Your VAT ID No.



Registered company address is outside the European Union.

We do not have a VAT ID No. and enclose a registration certificate from our tax authority.

#### ■ Mailing address for invoice

Street

Postal Code

City

Country

Please leave blank

Auftr.-Nr.	
P.	J/N
Halle	Stand-Nr.
RE	m²
EK	m²
KO	m²
BL	m²
Eingangs- bestätigung	
Zulassungs- bestätigung	

I.

## 4. Choice of stand space

### Gay & Lesbian Travel Segment

Fax +4930/3038-2330 or -2119

Registration deadline: 25 November 2014



■ Exhibitor Name

### Stand rental costs

(see Exhibition Terms and Conditions for ITB Berlin, paragraph 4)

**Minimum size for stand space only: 9 sq. m**

**Space rental package:** The space rental package includes the services in accordance with the Exhibition Terms and Conditions for ITB Berlin (points 4., 9. and 15.).

Please mark:

<input type="checkbox"/>	Option 1 (all-inclusive)	Costs in Euro	Compulsory surcharge (see below)
<input type="checkbox"/>	Prefixed stand (description see page 5) (incl. booth construction) 9 sqm + 1 WLAN access + Softdrinks/Coffee/Tea for exhibitors and their guests + access to the café area + up to 2 codes for exhibitor entrance passes	2,740.00	AUMA-fee: 0.60 Euro per sqm; Promotion Package: 205.00 Euro + 19 % VAT
<input type="checkbox"/>	Option 2 (all-inclusive)		
<input type="checkbox"/>	Prefixed stand (incl. booth construction) 18 sqm + 2 WLAN access + Softdrinks/Coffee/Tea for exhibitors and their guests + access to the café area + up to 3 codes for exhibitor entrance passes	5,480.00	AUMA-fee: 0.60 Euro per sqm; Promotion Package: 205.00 Euro + 19 % VAT
<input type="checkbox"/>	Option 3 (for IGLTA members only / all-inclusive)		
<input type="checkbox"/>	IGLTA member booth sharing/prefixed stand Counter position within the "IGLTA stand" area (7sqm) + WLAN access + Softdrinks/Coffee/Tea for exhibitors and their guests + access to the café area for conducting business meetings + up to 2 codes for exhibitor entrance passes	2,350.00	AUMA-fee: 0.60 Euro per sqm; Promotion Package: 205.00 Euro + 19 % VAT
<input type="checkbox"/>	Option 4 (for IGLTA members only)		
<input type="checkbox"/>	IGLTA member Brochure Distribution (ACR) + Collateral distribution from IGLTA stand + 500 pieces of collateral per registration + On-site logo display + Collateral management by ITB or IGLTA staff	550.00	+ 19 % VAT

#### Mandatory surcharges

- Promotion Package ☐ 205.00 EURO  
and/or Additional Companies Represented (ACR)  
The Promotion Package Services are explained on page 15.
- Association of German Trade Fair Industry (AUMA) fee: 0.60 EURO per sqm net
- All prices indicated are subject to German value-added tax (VAT).

For information concerning booth construction please see page 5.

All services will be available at the end of October 2014 at the webshop of ITB Berlin - Berlin ExpoCenter online (BECO) - at <https://beco.messe-berlin.de/en/>

**4 – 8 March 2015**

Messe Berlin GmbH  
 Messedamm 22  
 14055 Berlin  
 Germany

Tel. +4930/3038-0  
 Fax +4930/3038-2113/-2119  
[www.itb-berlin.com](http://www.itb-berlin.com)  
[itb@messe-berlin.de](mailto:itb@messe-berlin.de)





## 5. Stand personnel Gay & Lesbian Travel Segment

Fax +4930/3038-2330 or -2119



Messe Berlin

Registration deadline: 25 November 2014



4 – 8 March 2015

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

**NEW: IMPORTANT  
INFORMATION**

ITB Berlin 2015 ends on Sunday, 8 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 Sunday, 8 March 2015. 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.



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.

3.9.2014

Place and Date

Stamp and legally binding signature





## 6. Co-exhibitors

### Gay & Lesbian Travel Segment

Fax +4930/3038-2330 or -2119



Messe Berlin

Registration deadline for co-exhibitors  
15 December 2014



4 – 8 March 2015

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).

1. \_\_\_\_\_  
Company Name  
\_\_\_\_\_  
Street  
\_\_\_\_\_  
Postal Code, City, Country  
\_\_\_\_\_  
Email  
\_\_\_\_\_  
Contact Person ☐ Ms. ☐ Mr.

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.

1. Select... \_\_\_\_\_  
Branch-No. \_\_\_\_\_ Booth-No. \_\_\_\_\_  
☐ Co-exhibitor  
☐ Additional Company Represented

2. \_\_\_\_\_  
Company Name  
\_\_\_\_\_  
Street  
\_\_\_\_\_  
Postal Code, City, Country  
\_\_\_\_\_  
Email  
\_\_\_\_\_  
Contact Person ☐ Ms. ☐ Mr.

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.

1. Select... \_\_\_\_\_  
Branch-No. \_\_\_\_\_ Booth-No. \_\_\_\_\_  
☐ Co-exhibitor  
☐ Additional Company Represented

3. \_\_\_\_\_  
Company Name  
\_\_\_\_\_  
Street  
\_\_\_\_\_  
Postal Code, City, Country  
\_\_\_\_\_  
Email  
\_\_\_\_\_  
Contact Person ☐ Ms. ☐ Mr.

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.

1. Select... \_\_\_\_\_  
Branch-No. \_\_\_\_\_ Booth-No. \_\_\_\_\_  
☐ Co-exhibitor  
☐ Additional Company Represented

(You may copy this form if necessary.)

Please indicate only one branch!

Please send data changes to Messe Berlin GmbH,  
ITB Berlin, Messedamm 22, 14055 Berlin, Germany.



## 7. ITB Berlin Promotion Package Services Gay & Lesbian Travel Segment

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.



<b>Prices per main exhibitor:</b> <span style="float: right;"><b>205.00 EURO</b></span>	
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 Mobile Guide (App). This listing is included in the Promotion Package price of 205.00 EURO.	
Main exhibitor services	Co-exhibitor services
<b>ITB Mobile Guide (App)</b> <ul style="list-style-type: none"> <li>■ Basic entry (company name, country code, postcode, city, address, hall and stand number)</li> <li>■ Email address</li> <li>■ Link to company website</li> <li>■ 1 entry in the branch index and 1 entry under "Countries + Regions"</li> <li>■ Participation at the mobile Matchmaking Service</li> </ul>	<b>ITB Mobile Guide (App)</b> <ul style="list-style-type: none"> <li>■ Basic entry (company name, country code, postcode, city, address, hall and stand number)</li> <li>■ Email address</li> <li>■ 1 entry in the branch index and 1 entry under "Countries + Regions"</li> <li>■ Participation at the mobile Matchmaking Service</li> </ul>
<b>Virtual Market Place®</b> <ul style="list-style-type: none"> <li>■ Basic entry (company name, country code, postcode, city, address, hall and stand number)</li> <li>■ Email address</li> <li>■ Company profile (max. 4,000 characters)</li> <li>■ Company logo</li> <li>■ Link to company website</li> <li>■ Link to video</li> <li>■ Entry in up to 5 product categories of the branch index</li> <li>■ 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)</li> <li>■ Link to Social Media profiles (e.g. Facebook, Twitter etc.)</li> </ul>	<b>Virtual Market Place®</b> <ul style="list-style-type: none"> <li>■ Basic entry (company name, country code, postcode, city, mailing address, hall and stand number)</li> <li>■ Email address</li> <li>■ Company logo</li> <li>■ Entry in one product category of the branch index</li> </ul>
<b>ITB Exhibitor list</b> <ul style="list-style-type: none"> <li>■ Company name (max. 65 characters)</li> <li>■ Hall und stand number</li> </ul>	<b>ITB Exhibitor list</b> <ul style="list-style-type: none"> <li>■ Company name (max. 65 characters)</li> <li>■ Hall und stand number</li> </ul>

### Duration Virtual Market Place®:

The Promotion Package services are valid from **January 15th, 2015** until **January 14th, 2016**. During this period of time you can update your entry as often as you like.



ADDITIONAL SERVICES (with costs)	
<b>Virtual Market Place®</b> <ul style="list-style-type: none"> <li>■ Online Advertising</li> <li>■ Upgrade for co-exhibitors</li> <li>■ Additional product entries</li> </ul>	<b>Contact:</b> 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
<b>ITB Mobile Guide (App):</b> <ul style="list-style-type: none"> <li>■ Banner advertising and sponsoring</li> <li>■ Company logo in the exhibitor profile and in the hall plans</li> <li>■ Company profile (max. 1,000 char.)</li> <li>■ Additional entries in the branch index and under "Countries + Regions"</li> <li>■ Email and web link for co-exhibitors</li> <li>■ Presentation of up to 4 products with texts and pictures</li> </ul>	<b>Contact:</b> wohlgemuth & team gmbh Tel.: +49 (0)30 3464921-22 Email: support-de@itb-catalogue.com
<b>ITB Exhibitor list</b>	<b>Further information can be found at</b> <a href="http://www.itb-berlin.com">www.itb-berlin.com</a>

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](http://www.itb-berlin.com/sponsoring)

## 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 Mobile Guide and in the Virtual Market Place®, special stand construction services, catering, logistics, the fair newspaper 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.**



**4 – 8 March 2015**

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. Exhibition Terms and Conditions

### ITB Berlin 2015 - Gay & Lesbian Travel Segment

#### 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 2015:  
Wednesday, 4 March -  
Sunday, 8 March
- b) The following halls have different operating hours:  
5.1, 6.1, 8.1, 9, and 10.1:  
Wednesday 4 March to  
Saturday 7 March 2015
- c) Daily opening hours:  
10:00 am – 6:00 pm  
(for exhibitors: 8:30 am – 7:00 pm)
- d) Deadline for application:  
25 November 2014
- e) Deadline for submission of building plans: 15 January 2015
- f) Commencement of construction:  
25 February 2015
- g) Commencement of dismantling:  
after 6:00 pm on Sunday,  
8 March 2015
- h) Conclusion of dismantling:  
12 March 2015

#### 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

Minimum stand size 9 sqm

**Option 1:**  
9 sqm prefixed stand  
incl. booth construction (s. page 5)  
2,740.00 EURO

**Option 2:**  
18 sqm prefixed stand (2x9 sqm)  
incl. booth construction  
5,480.00 EURO

**Option 3:**  
IGLTA booth sharing /  
counter space (7 sqm)  
2,350.00 EURO

**Option 4:**  
IGLTA Prospect Distribution  
550.00 EURO (500 brochures)

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.

For two-storey stands the fee for the upper-story 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. **If the documents are received after 15 January 2015**, the upper-story fee is 100.00 EURO per sqm plus the AUMA fee of 0.60 EURO per sqm.

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 10).

Main exhibitors and co-exhibitors: 205.00 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, 25 November 2014, a charge equivalent to 50% of the stand rental is due; for cancellations after 1 January 2015, 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 25 February 2015), this must be applied for using the appropriate form from the web shop.

A fee of 3.00 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 +5.00 m, and +6.00 m 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 3.60 m for all structures. A height restriction of 4.00 m 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 5.50 m, in some cases even to 5.00 m.

Any part of a stand above +2.50 m, directly bordering an adjacent stand, must have a neutral, smooth white finish, without any advertising.

Furthermore, the stand construction regulations of Messe Berlin GmbH are also applicable.

##### c) The direct sale of food, drinks, typical souvenir at ITB Berlin is not permitted.

##### d) 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.**

- e) **Events at the stand must be registered** using the appropriate form from the web shop until 15 January 2015. For events taking place after the official opening hours a handling fee will be charged. According to the size of the event, the exhibitor will be charged with extra costs for additional security personnel (compulsory) and additional services, e.g. barriers, personnel for providing sanitary fittings, checkroom, sanitary services, etc. The technical department will discuss the details with you.
- Events can take place at the stand from 9:30 am – 10:00 pm.**

- f) Advertising is only permitted within the exhibitor's official stand area. Promotion teams may operate only with special permission.

- g) 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.

- h) It is forbidden to attach posters and other materials or any projection on any walls or floor surfaces outside the hired stand.

- i) 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.

- j) 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.

- k) Exhibitors and accompanying persons are required to leave the halls no 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.

- l) Animals are not allowed into the exhibition grounds

- m) **Contrary to point 2.a of the Exhibition Terms and Conditions, Halls 5.1, 6.1, 8.1, 9 and 10.1 will close at 6:00 pm Saturday evening, 7 March 2015. Stands in these halls can only be dismantled after the end of the entire fair, i.e. after 6:00 pm on Sunday, 8 March 2015.**

#### 8. Power and water connections, partition walls

All power and/or water connections or partition walls must be specifically ordered and paid for (see web shop).

#### 9. Exhibitor Passes

Main exhibitors receive codes for free exhibitor passes via email as follows: LGBT segment Option 1 and Option 3: 2 codes for exhibitor passes; Option 2: 3 codes for exhibitor passes.

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, and until 10:00 pm on event days. (Trade visitor passes provide entry from 9:30 am – 6:00 pm and until 10:00 pm on event days)

#### 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, Keithstr. 7, 10787 Berlin, Germany Phone: +4930/21292-0.

#### 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  
Phone: +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 10)



# 10. 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
7. Liability, Insurance
8. Cancellation, Non-participation on the Part of the Exhibitor; Withdrawal from the Contract by Messe Berlin
9. Force Majeure
10. Workers and Exhibitors Passes
11. Photographs and Film, Video and Sound Recordings
12. Advertising
13. Official Approval, Legal Regulations, Technical Guidelines
14. Regulations for the Maintenance of Order

## Stand Construction

15. General Regulations, Deadlines
16. Stand Design

## Other Services

17. Exhibitor Service Documents
18. General Inspection, Cleaning
19. Technical Installations
20. Photography
21. Catering Services
22. Data Protection

## 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 bankruptcy 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, Cleaning

- a) Messe Berlin will provide security cover for the halls. However, it will only be liable for damages in the case of gross negligence. Security cover for the exhibition stand itself is a matter for the exhibitors. They are advised to take out appropriate insurance cover against such risks. During the night valuable and easily removed items should be securely locked up. Private security staff to guard the stands during the night-time may only be employed subject to written agreement by Messe Berlin.
- 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.

## Notes

