

Conditions of participation

InnoTrans 2018 - International trade fair for transport technology

Innovative Components – Vehicles – Systems

- 1 Organiser
- 2 Dates
- 3 Eligibility to participate
- 4 Exhibition charges
- 5 Terms of Payment
- 6 Media Package services
- 7 Exhibitor Passes
- 8 Berlin ExpoCenter online (BECO)
- 9 Technical Guidelines
- 10 Construction Supervisory and Fire Safety Regulations
- 11 Regulations for the Maintenance of Order
- 12 Construction Work
- 13 Official Permits
- 14 Performing Rights (GEMA fees)
- 15 Federal Data Protection Law (BDSG)
- 16 General Terms of Business
- 17 Price Information

1 Organiser

InnoTrans 2018 the international trade fair for transport technology (innovative components, vehicles and systems) focuses on railway systems and technology. **InnoTrans 2018** is organised by Messe Berlin GmbH and held on the Berlin exhibition grounds. During the weekend after the trade fair the outdoor exhibits will be open to the general public.

2 Dates

Closing date for registration
18.09.2017

Duration of event

18 - 21 September 2018 - Trade fair
22 - 23 September 2018 - Public days

Opening hours - Trade fair

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

Opening hours - Public days (Outdoor Display)

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

Construction and dismantling dates

Commencement of construction

12 September 2018 / 8 a.m.

End of construction

17 September 2018 / 3 p.m.
(stand construction)

17 September 2018 / 6 p.m.
(decoration)

Commencement of dismantling

21 September 2018 / 8 p.m.

on the tracks and Outdoor Display

24 September 2018 / 8 a.m.

End of dismantling

25 September 2018 / 6 p.m.

Attention

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

Prior to InnoTrans, rail movements will take place to move track exhibits to their final positions, where they will remain during the open days for the public. From **15 – 25 September 2018**, vehicles will not be able to access those hall sides connecting directly to railway tracks. We therefore request that any delivery and collection of large and heavy exhibits takes place before or after these dates.

3 Eligibility to participate

Only companies and organisations involved in activities directly related to the listed product groups of **InnoTrans 2018** are eligible to participate. Decisions regarding participation will be made by Messe Berlin GmbH.

4 Exhibition charges

Exhibition space rental per 1 m² costs

Row	EURO 260.00
Corner	EURO 280.00
Peninsula	EURO 290.00
Island	EURO 300.00
Outdoor exhibition space	EURO 195.00
Track - running m	EURO 195.00

For individual stands 200 sqm and over the row stand price applies for all stand types (except for stands in halls with direct connection to the tracks: 1.2, 2.2, 3.2 and 4.2).

Each sqm or part thereof will be charged, in full.

A charge of **EURO 130.00** for each sqm of the actual **built-over area** will apply to two-storey stands.

Minimum stand size is 12 sqm.

If more space is subsequently required and ordered, the additional amount is payable immediately. The rental includes the general hall supervision and cleaning of the aisles as well as an energy fee (heating, hall lighting, electricity and water consumption). The participation fee for each co-exhibitor is **EURO 651.00**. There will be an additional charge of **EURO 0.60** per sqm of display space in accordance with an agreement with the Association of the German Trade Fair Industry (AUMA).

5 Terms of Payment

The stand rental fee, as stated in the confirmation of approval / stand rental invoice, should be remitted to the account indicated on the invoice. The due date as stated on the confirmation / stand rental invoice must be adhered to. Please quote customer, invoice numbers and "**InnoTrans 2018**" when making payments. If the full rental fee has not been paid by the above-mentioned due date at the latest, the organiser is entitled to dispose of the space as he wishes. The lessee is liable for any loss of rental revenue thus incurred. The conditions of Item No. 8 of the "General Terms of Business for Trade Fairs and Exhibitions organised by Messe Berlin GmbH" will apply in case of withdrawal or cancellation. Ancillary costs will be invoiced separately. These amounts are payable on receipt of the invoice.

6 Media Package services

Messe Berlin GmbH offers its exhibitors a package of selected marketing tools to make their participation more effective and to give them an added commercial impact. The Media Package fee of **EURO 1125.00** is mandatory for all exhibitors. The listed Media Package services for co-exhibitors are covered by the co-exhibitor fee. Messe Berlin GmbH will invoice the exhibitor (hirer of the stand) for the exhibitors' flat rate contribution and for the co-exhibitor fees. The media package includes the media presentation of the exhibitor under the InnoTrans (see point 6.1 - 6.3). It includes free provision of InnoTrans Report as well as offering the placement of advertising on special terms in this medium. Furthermore, it offers the possibility of presenting your products as a novelty or world premiere (in particular newsreport). In addition, job offers can be booked at the job fair of the Virtual Market Place®.

Co-exhibitors have the option of ordering the entire range of services supplied with the Media Package, independently of the main exhibitor, at a cost of **EURO 474.00** (upgrade). The agreement governing the entries in the printed catalogue is concluded exclusively between the exhibitor and the producer of the catalogue (contractual partner of Messe Berlin GmbH). Any claims that may be made shall be solely in relation to the exhibitor and the producer of the catalogue. Any expanded and supplementary entries in colour, with a logo and more than five product groups, shall be at the expense of the exhibitor. The Media Package comprises the following services:

6.1 Print catalogue

Exhibitors

- Basic entry in the alphabetical directory of exhibitors, including company name, address, telephone and fax numbers, email and internet addresses, hall and stand numbers.
- Entry in the alphabetical arranged short list of exhibitors, including company name, hall and stand numbers.
- Entry in the short list of exhibitors, by country, including company name, hall and stand numbers.
- Five basic entries in the directory of product groups, including company name, hall and stand numbers.
- Entry in the overview of halls, including abbreviated country name, company name, hall and stand numbers.

Co-exhibitors

- Entry in the alphabetically directory of exhibitors, including company name, hall and stand numbers.
- Entry in the alphabetically arranged short list of exhibitors, including company name, hall and stand numbers.
- Entry in the short list of exhibitors, by country, including company name, hall and stand numbers.
- Entry in the overview of halls, including abbreviated country name, company name, hall and stand numbers.

6.2 Virtual Market Place®

From the moment that authorization is granted exhibitors may participate in the InnoTrans Virtual Market Place, the virtual trade fair for the transport sector, for a period of two years. However, participation ends at least twelve weeks prior to the start of the **InnoTrans 2020**. If the exhibitor fails to take advantage of the two year period, and in particular in the event of closure of the VMP prior to **InnoTrans 2020**, no rights to compensation or other claims may be made against Messe Berlin GmbH. During this period all data may be updated at any time by exhibitors or co-exhibitors.

Exhibitors

- Company profile with logo
- Company contact details
- Five basic entries in the index of product groups
- Presentation in text and pictures of up to three of the exhibitor's products
- Hyperlinks to company's own home page

Co-exhibitors

- Company profile with logo
- Company contact details

All exhibitors may make use of a free service hotline for assistance with entering data and for queries about all aspects of the Virtual Market Place:
tel. +49(0)30/3038-2180 or email:
editorial@virtualmarket.innotrans.de

6.3 InnoTrans App

Optimized for smartphones and tablets, for the duration of the event the InnoTrans app shows all the exhibitor and product details that have been entered in the InnoTrans Virtual Market Place.

Exhibitors

- Company profile with logo
- Company contact details
- Five basic entries in the index of product groups
- Presentation in text and pictures of up to three of the exhibitor's products
- Hyperlinks to company's own homepage

Co-exhibitors

- Company profile with logo
- Company contact details

7 Exhibitor Passes

Exhibitors are entitled to passes as follows:
- 3 passes for the first 20 sqm of stand space
- and 1 further pass for each additional **complete 10 sqm** (two-storied area excluded)

Additional exhibitor passes may be purchased at a cost of **EURO 70.00** (incl. VAT) each.

8 Berlin ExpoCenter online (BECO)

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

9 Technical Guidelines

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

9.1 Stand design / General appearance

Stand walls bordering visitor aisles must include transparent panels, niches, displays or the likes in order to provide an open atmosphere on the exhibition stand in tune with the event. Such stand boundary walls facing any open aisle may not exceed 30% of the stand length boundary, with each section of such wall no longer than 3 meters. Such boundary walls facing the aisle must be suitably decorated with graphics. Any stand construction which includes such stand boundary walls must be submitted for approval.

Where the **back wall of a stand** measuring over 2,50 m in height adjoins that of neighbouring exhibitor, its appearance must be a neutral white, so as not to adversely affect the appearance of the other stand. The lessee is obliged to install a white partition separating his stand and the directly adjacent stand, which is structurally stable, has no gaps, and bears no advertising of any kind. Any stand construction which includes such walls must be submitted for approval.

10 Construction Supervisory and Fire Safety Regulations

Doorways, emergency exits, fire alarms, hydrants, smoke vents, power distribution points and switchboards, telephone distribution points and ventilation inlets and outlets must be accessible at all times, and may not be built over or obstructed in any way. Open flame and lighting fixtures may not be used for cooking, heating, or operational purposes. Packaging materials, paper and other easily inflammable materials may not be left lying around or stored in the halls. Vehicles, containers of all kinds and other materials must be placed at least 5,00 m from the outside walls of the halls. The webshop "BECO" contains details of technical and construction regulations.

11 Regulations for the Maintenance of Order

The organiser is responsible for supervision of the exhibition halls and the outdoor display. Exhibitors are responsible for guarding and cleaning their own stands. Efforts will be made to meet exhibitor individual requirements for parking spaces, but no automatic rights exist to parking spaces in general or to a specific parking space. The unloading of goods from vehicles during the exhibition must be completed half an hour before the official opening time. Vehicles must leave the Berlin exhibition grounds as soon as they have completed unloading. Exhibitors and accompanying persons must vacate the halls

and grounds within one hour following the official closing time for visitors. The same applies to vehicles. Any person wishing to leave the exhibition grounds with packages must be able to prove the origin of such items to officials at the exits. Animals are not permitted on the exhibition grounds. No one is permitted to stay overnight in caravans on the exhibition grounds.

12 Construction Work

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

13 Official Permits

Exhibitors are responsible for ensuring that the necessary permits have been obtained for their own activities on the stand and on the site, and those of staff acting on their behalf, and that all the relevant conditions of trade laws and police regulations are duly observed. If in doubt, applicants are advised to contact the relevant authority, or in the case of trade law, the commercial department of the local authority, Bezirksamt Charlottenburg von Berlin - Abteilung Wirtschaft. **InnoTrans 2018** is recognised by the Senate Department of Economics, Labour and Women's Affairs. The commercial privileges set out in Part IV of the Commercial Regulations therefore apply.

14 Performing Rights (GEMA fees)

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

GEMA
Bayreuther Straße 37
10787 Berlin, Germany,
T +49 30 21245 00.

15 Federal Data Protection Law (BDSG)

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

16 General Terms of Business

These Conditions of Participation are subject of the enclosed "General Terms of Business of Messe Berlin GmbH"

17 Price Information

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