

## Definitions

**MFN:** Messe Friedrichshafen GmbH shall hereafter be referred to as "MFN".

**OSC:** Exhibitors receive an access code for the Messe Friedrichshafen Online Service Center (hereafter referred to as "OSC") upon stand allocation. Media features as well as technical and organizational orders must be executed via the OSC.

General Conditions of Participation available at: [www.messe-friedrichshafen.com/exhibiting-guidelines](http://www.messe-friedrichshafen.com/exhibiting-guidelines)

## 1 General event information

### 1.1 Opening times

The DEMO AREA as part of EUROBIKE 2018 will take place from Sunday – Wednesday, July 7 -10, 2018 at the MFN exhibition grounds in Friedrichshafen. The DEMO AREA will be open for testing opportunities from 10.00 a.m. to 5.00 p.m. (Stand preparations and customer meetings are possible from 8.30 a.m.). The right to alter the opening times due to serious reasons is reserved.

### 1.2 Set-up and dismantling times

#### 1.2.1 DEMO AREA open Air Grounds East

Set Up:

July 2 - 6, 2018                      7:00 a.m. – 20:00 p.m.

July 7, 2018                              continuously

Advanced stand set-up has to be approved by the project management and can be requested in the OSC (subject to charge).

Dismantling:

July 10, 2018                              from 6:30 p.m. continuously

July 11 - 13, 2018                      7:00 a.m. - 6:00p.m.

Early dismantling is prohibited. Please note our General Conditions of Participation.

#### 1.2.2 DEMO AREA behind and between the B-halls:

Set Up:

July 7, 2018                              4.00 p.m. – 10.00 p.m.

Advanced stand set-up is not possible.

Dismantling:

July 10, 2018                              from 5:00 p.m. – 6.30 p.m.

Early dismantling is prohibited. Please note our General Conditions of Participation.

MFN will charge a deposit of € 500.00 to DEMO AREA exhibitors based behind and between the B-halls. The deposit will be refunded, if the stand will not be set-up before July 7, 4.00 p.m. and the stand area is fully cleared by 6.30 p.m. on July 10, 2018.

**1.3** After admission, all services may be ordered via the OSC. You will receive the access code for service orders and media entries by e-mail.

**1.4** Entry to the show grounds / deposit regulation: To access the fairgrounds with a vehicle during the set-up period, a deposit needs to be paid in cash. Details will be available at: [www.eurobike-show.com/eb-en/exhibitors/timeline](http://www.eurobike-show.com/eb-en/exhibitors/timeline) (available April 2018).

**1.5** Stand parties after the closing of the trade fair must always be approved by the project management and can be registered via the OSC. The stand party fee is €100.00.

## **1.6** Stand construction requirements

A special permission for tents over 70m<sup>2</sup> and stands higher than 2,50m is required. Please consider the maximum construction height of 6m. Two-storey stands need to be applied for with a verifiable calculation (subject to charges). Construction plans must be submitted to the project management for approval at least 4 weeks before the start of the construction work.

**1.7** The ground floor is made of rare asphalt. The exhibitor shall be responsible for keeping their own exhibition area clean and must report any damage to the organizer immediately. The use of ground pegs must be approved by the project management.

**1.8** Direct selling is prohibited.

**1.9** Wifi: MFN has its own Wifi, which exhibitors and visitors can log onto. Exhibitor's own Wifi must be registered and comply with specific conditions. Registration and prerequisites can be accessed via the OSC.

**1.10** GEMA: exhibitors have to register the use of copyright music, videos or movies with the German authority GEMA. Registration forms are available at: [www.messe-friedrichshafen.com/exhibiting-guidelines](http://www.messe-friedrichshafen.com/exhibiting-guidelines).

**1.11** Catering: MFN has official exclusive contract partners for catering and beverage services – addresses can be found via the OSC. Any other company must be registered with MFN. The fee for external caterers is € 100.00/vehicle per day.

**1.12** Guarding / Liability: MFN does not assume any obligation to exercise proper care of exhibits, stand fittings and objects which are the property of the stand personal or the exhibitors. Stand guarding can be ordered via the OSC. MFN recommends booking a stand security in the OSC for the entire duration of the exhibition as well as for the set-up and dismantling period.

**1.13** Use of operations equipment: For logistic and safety reasons, the use of cranes, forklifts and lifting platforms/hydra ladders is exclusively limited to the official contract partners of MFN. These services can be ordered via the OSC.

## **2 Registration and admission**

Participation in the DEMO AREA is only possible in conjunction with participation at EUROBIKE. Successful approval for EUROBIKE is therefore a prerequisite for possible approval for the DEMO AREA. This does not entitle to admission. Please note: DEMO AREA stand space may not be larger than the stand space in the hall or in the open-air area.

Registration (participation and stand order placement) for the EUROBIKE DEMO AREA 2018 is made by using the registration form, which must be completely filled out and signed as legally binding. This registration is an offer of a contract, which requires acceptance by MFN. Submission of the registration form shall not constitute a claim for acceptance. The written participation of MFN with disclosure of the allocated stand (stand confirmation) and the accompanying participation invoice shall be considered as admission to the DEMO AREA. If the content of the stand confirmation differs from the content of the exhibitor's registration, the contract shall take effect in accordance with the stand confirmation, unless the exhibitor objects in writing within two weeks.

### **3 Participation fee / Exhibitor passes**

**3.1** The participation fee includes the provision of the floor space, a certain number of exhibitor passes according to the size of the stand space, exhibitor service by the project management, provision of the exhibition's in-house information systems, target group specific marketing of the show, security and cleaning of the exhibition area and complimentary promotional material for the exhibitor's own visitor advertising.

The fees pertain to the entire duration of the exhibition. If a two-storey stand is approved, 50% of the stand rental fee will be charged for the space of the upper structure.

**3.2** The co-exhibitor fee is € 200.00 /co-exhibiting company. Definition of co-exhibitor: see General Conditions of Participation.

All quoted prices are net prices. If the statutory value added tax applies, it will be invoiced in addition. Please note the explanations of the reverse charge procedure and the VAT identification number in the General Conditions of Participation.

### **4 Terms of payment**

The participation fee is payable 4 weeks after receipt of invoice; however by May 4th, 2018, at the latest. All invoices issued after May 4th, 2018, are payable immediately. Please note the payment due dates and information on bank details listed on MFN invoices.

### **5 Stand cancellation / cancellation fee**

If the exhibitor cancels the participation once admission has been granted, the exhibitor is obliged to pay a cancellation fee. The full participation fee will be charged if the stand cannot be sold to any other company. Should MFN be able to sell the stand again, a cancellation fee of 25 % of the participation fee will be charged.

### **6 Additional services**

**6.1** In addition to the participation fee, the acceptance of the following services is obligatory:

- Flat fee for general waste disposal: € 1.50/m<sup>2</sup> stand space.  
AUMA fee (€0.60/m<sup>2</sup>) to be paid by the exhibitor will be invoiced by MFN for AUMA and passed on.  
(See General Conditions of Participation)

**6.2** Power consumption: The calculation basis for power consumption is regulated under the e-form for electrical installations in the OSC.

**6.3** The water and sewage fee is € 4.50/day. Water installation can be ordered via the OSC.

Additional services can be ordered via the OSC. All quoted prices are net prices.

### **7 Legal notices**

**7.1** Violation of the exhibition terms and conditions gives MFN the right to close stands immediately and to clear them off without requiring court action. This applies in particular to cases of advertising in contravention and in case of advertising for political or ideological purposes.

**7.2** The German version of the contract is binding.

Place of fulfillment: Friedrichshafen, place of jurisdiction: Tettang/Ravensburg  
HRB-No. 1179 Registration Court, District Court Tettang