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Karlsruher Messe- und Kongress GmbH
Team NEW HOUSING
P.O. Box 1208
76002 Karlsruhe

NEW HOUSING
TINY HOUSE
FESTIVAL
27 - 29 June 25
Karlsruhe Trade Fair Centre

Exhibitor registration

I Contract address

Company, legal form

Contact person Name

Street/PO Box

Telephone number with direct dialing

ZIP code, city

Mobile phone number (contact person for exhibition stand)

Country

E-mail address contact person

Company e-mail address

Website

VAT ID – mandatory entry for EU countries / For countries outside the EU, an entrepreneur certificate must be enclosed.

II Accounting (different billing address – if not identical to the above address)

Company, legal form

Contact person Name

Street/PO Box

Telephone number with direct dialing

ZIP code, city

E-mail address for receiving invoices

Country

Please note: All stand-related invoices will be sent to you by e-mail to the above e-mail address.

III Floor space/complete stand

We order the following stand space in accordance with the conditions of participation:

6 m² Stand construction Basic Light 1,105 € *

Floor space, including:

- Octanorm system construction walls (depending on stand form), construction height 250 cm
- Carpet tiles
- Power connection 230V / 3kW incl. power consumption

12 m² Stand construction basic package 2,410 € *

Floor space, including:

- Octanorm system construction walls (depending on stand form), construction height 250 cm
- REWIND carpeting, latex-free, 100% recyclable, entire stand area
- Panel signs: 2 m x 0.30 m incl. lettering / logo (1 sign per open stand side)
- Circumferential double support
- Lighting: 1 LED spotlight, 30 W per 3 m² (illumination corresponds to 150 watts)
- 1 electrical connection 3 KW, incl. flat-rate power consumption, incl. 3-way socket for stand lighting

12 m² Stand construction basis Eco 2,266 € *

Floor space, including:

- Octanorm system construction walls (depending on stand form), construction height 250 cm
- Panel signs: 2 m x 0.30 m incl. - lettering / logo (1 sign per open stand side)
- Circumferential double support
- Lighting: 1 LED spotlight, 30 W per 3 m² (illumination corresponds to 150 watts)
- 1 electrical connection 3 KW, incl. flat-rate power consumption, incl. 3-way socket for stand lighting

We bring our own stand construction and therefore do not need any back walls.

For special area sizes please mail to:
ramona.jonait@messe-karlsruhe.de

* All prices include marketing fee € 199.00 (entry in the exhibitor directory, internet entry), fee for general hall ancillary costs € 2.80 per m² (waste disposal + hall energy) & AUMA fee € 0.60 per m²

** Participants of the Tiny House Association e.V. receive a one-off discount of 250 € on the stand rental upon presentation of membership.



IV Exhibition space for houses

- Parking space with 60 m² 2,443 € *
- Parking space with 90 m² 3,205 € *
- Parking space with 120 m² 4,147 € *

We require the following power connection:

- 3 kW (Connection + consumption) 195 €
- 9 kW / 16A (Connection, distributor + consumption) 459 €
- 20 kW / 32A (Connection, distributor + consumption) 620 €
- 40 kW / 63A (Connection, distributor + consumption) 921 €

Quantity: _____

Additional services such as carpet or water connections can be ordered via the Online Service Center (OSC).

Parking permits:

A deposit regulation applies during set-up and dismantling. During the festival (Friday – Sunday) only vehicles with a parking permit may park on the site. Exhibitor passes do not entitle the holder to park on the site!

| | |
|---|---------|
| _____ pcs. Permanent parking permit P1/visitor parking space (max. 2.10 m height) | 17.64 € |
| _____ pcs. Permanent parking permit indoor area hall 1 up to 5.50 m length (max. 2.8 T) | 47.91 € |
| _____ pcs. Permanent parking permit indoor area hall 1 up to 9 m length (max. 12 T) | 60.51 € |

The visitor parking lot P1 can also be used for parking on a daily basis. The ticket for this must be purchased on site. Other parking permit variants (e.g. for trailers) can be booked via the Online Service Center (OSC).

Clubs/Association: Please complete the co-exhibitor application form (page 4). The corresponding participation fees apply.

Co-exhibitors:

Co-exhibitors / additionally represented companies are on our stand. Please fill in the co-exhibitor application form (page 4).

V Stand construction/stand services

Further services can be ordered via the Online Service Center (OSC).

Stand construction and service:
service@messe-karlsruhe.de

messe
— karlsruhe

For questions about delivery and logistics, please contact Kühne & Nagel directly.

Contact details can be found at:
www.new-housing.de/en/exhibitor

VI EXHIBITION GOODS according to the product group index

1. manufacturers

- tiny houses (on wheels)
- modular / small houses
- container

3. services

- consulting / planning
- financing
- insurances
- transport / logistics

5. other

- club/ ssociation
- educational institutions

2. accessories

- furniture / interior design
- technology / smart home
- (building) materials

4. vacations

- accommodation
- campsites
- portals

All prices are subject to the VAT applicable in the year of the event. The General Participation Guidelines for Trade Fairs and Exhibitions of IDFA Members, the Special Conditions of Participation, the Technical Guidelines and the House Rules available at new-housing.de [Exhibiting] are hereby recognized as legally binding in all parts. Any deviating agreements must be made in writing. The place of fulfillment and jurisdiction is Karlsruhe.

- I have read the information on data protection in accordance with Art. 13 GDPR at www.messe-karlsruhe.de/ds-gaus.

V Marketing upgrades

- Basic amount (marketing fee)** 199.00 €
already included in the package prices
- Entry in the list of exhibitors
 - Announcement of participation via social media (if material is provided)
 - 20 free tickets for free admission to the trade fair (from the 21st ticket redeemed, €7.50 will be charged per ticket)

surcharge:

- COMPACT (analog or digital)** 199.00 €
Small and compact. A lot behind it.
limited to 10 x
- Benefits of the basic amount
 - 10 additional free trade fair tickets
 - logo placement (+ stand number) on the digital stele at the forum OR flyer display
- DELUXE** 329.00 €
That certain something more – Take advantage of the extended presence and benefit from the digital reach of NEW HOUSING prospects.
limited to 9 x
- Benefits of the basic amount
 - 20 additional free trade fair tickets
 - Top of the List placement in the list of exhibitors
 - Advertising space on the digital stele at the forum*
 - newsletter articles (e.g. product presentation or announcement of participation)
- PREMIUM** 449.00 €
More is more – not only more presentation space, but also direct interaction with the visitors.
limited to 15 x
- Benefits of the basic amount
 - 30 additional free trade fair tickets
 - Logo placement on the program page on the NEW HOUSING website
 - Advertising space on the digital stele at the forum*
 - presentation slot as part of the Festival Forum

NEW HOUSING
TINY HOUSE FESTIVAL
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Services are **limited** and will be allocated in the order in which registrations are received.

Individually bookable services

In addition to the marketing contribution, but independent of marketing upgrade packages (COMPACT, DELUXE, PREMIUM)

- XS** 290.00 €
limited to 10 x
Flyer display
- Use the flyer display to place your company in a prominent position and generate attention!
 - Positioning of the flyers is the sole responsibility of the project team
- S** 350.00 €
limited to 5 x
Advertising placement on digital stele
- Show yourself and be present for the visitors and interested parties of the small housing forms!
- *for the display PowerPoint as PDF file or video sequences as .MP4 (max. length 10 sec.) in format W x H: 1080 x 1920 pixels (portrait format)
- M** 450.00 €
Workshop
- Share your knowledge in a workshop, because your topic is enriching for the industry.
 - max. 2 hours, capacity for max. 25 participants
 - Seminar room on the conference level, materials by arrangement, technology (projector) available
 - Advertisement and ticket sales via NEW HOUSING ticket store & website
- L** 500.00 €
limited to 5 x
Presentation at the Festival Forum
- Use the platform created for this purpose in our forum for your (product) presentation or experience report.
 - max. 30 minutes speaking time + 15 minutes for questions/exchange
 - incl. technical support and moderation,
 - Advertisement via NEW HOUSING website & social media

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3

Place, Date

Company stamp, legally binding signature

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Karlsruher Messe- und Kongress GmbH
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Attachment Co-exhibitor registration

► **Co-exhibitors // Registration fee incl. marketing fee: € 250.00
(entry in the official trade fair medium, Internet entry)**

info

Co-exhibiting: Represented at the stand with staff and products

Represented companies: Represented with products at the stand

| | |
|------------------------|---|
| Company, legal form | Contact person Name |
| Street/P.O. Box | Telephone number with direct dialing |
| ZIP code, city | Mobile phone number (contact person for exhibition stand) |
| Country | E-mail address contact person |
| Company e-mail address | Website |

VAT ID - mandatory entry for EU countries/For countries outside the EU, an entrepreneur certificate must be enclosed.

Invoicing to co-exhibitors requested (by default, the invoice is issued to the main exhibitor)

Information on electronic invoicing by e-mail:

Please note: All stand-related invoices will be sent to you by e-mail to the above address. If the invoice recipient is different, please let us know the e-mail address for sending the invoice here: _____

► **Represented companies // Registration fee: 120.00 €**

Exhibition goods:

| | |
|-----------------|---------|
| Company | _____ |
| Street/P.O. Box | _____ |
| ZIP code, city | Country |
| _____ | _____ |
| E-mail | Website |
| _____ | _____ |

► **Main exhibitor is company:**

All prices are subject to the VAT applicable in the year of the event. The General Participation Guidelines for Trade Fairs and Exhibitions of IDFA Members, the Special Conditions of Participation, the Technical Guidelines and the House Rules available at new-housing.de [Exhibiting] are hereby recognized as legally binding in all parts. Any deviating agreements must be made in writing. The place of fulfillment and jurisdiction is Karlsruhe.

I have read the information on data protection in accordance with Art. 13 GDPR at www.messe-karlsruhe.de/ds-gaus.

Place, Date

Company stamp, legally binding signature

4

for events organized by

Karlsruher Messe- und Kongress GmbH
P.O. Box 12 08
76002 Karlsruhe
Tel: +49 721 3720 0
Fax: +49 721 3720 2116
E-mail: info@messe-karlsruhe.de
messe-karlsruhe.de

1. Event

NEW HOUSING – Tiny House Festival 2025

Organizer

Karlsruher Messe- und Kongress GmbH (Messe Karlsruhe)
P.O. Box 12 08, 76002 Karlsruhe

2. Date and venue

Friday, 27.06.2025, 10 a.m. – 06 p.m.

Saturday, 28.06.2025, 10 a.m. – 06 p.m.

Sunday, 29.06.2025, 10 a.m. – 06 p.m.

Messe Karlsruhe

3. Set-up and dismantling times

Set-up:

Wednesday, 25.06.2025, from noon – 08 p.m.

Thursday, 26.06.2025, 08 a.m. – 05 p.m.

Please note: all exhibition houses must be on site by 12 noon on Thursday, 26.06.2025 at the latest in order to be able to provide both maneuvering and logistical support. Setting up and decorating the stand is of course still possible after this time.

For early delivery requests, please contact ramona.jonait@messe-karlsruhe.de.

Dismantling:

Sunday, 29.06.2025, 07 p.m. – 10 p.m.

(Please note that the exit for houses is only possible approx. 1 hour after the trade fair closes).

Monday, 30.06.2025, 08 a.m. – 06 p.m.

Intermediate parking of the houses on the exhibition grounds after the end of the event is not possible. Please take care of the removal. A fee of 750€/day will be charged for longer parking periods.

4. Registration/Admission

4.1 Registration is made either by returning the legally binding signed registration form or via the online space booking store. When returning the signed registration form, exhibitors must make a copy for their own records. Provided that all admission requirements have been met, exhibitors will receive written confirmation of admission from the trade fair/exhibition management.

4.2 If registration is made via online space booking by registering or logging into the online space booking store or via an individual link provided by the trade fair ("one click order"), exhibitors will automatically receive a confirmation of registration by e-mail. A few days later, exhibitors will receive an admission letter from the project team. Only with this approval do exhibitors have a legally binding document.

a) The presentation of services in the online space booking store "Exhibitor Registration NEW HOUSING 2025" does not constitute an offer, but merely an invitation to submit offers.

b) By clicking on the "Complete registration" button, exhibitors submit a binding offer to order the services they have selected themselves from Messe Karlsruhe (application). Before submitting the application, exhibitors can change and view the data at any time. However, the application can only be submitted and transmitted if the exhibitors have read and accepted the General Participation Guidelines for Trade Fairs and Exhibitions of IDFA Members, the Special Conditions of Participation, the Technical Guidelines, the House Rules, the Privacy Policy and the General Terms and Conditions for OSA Services by clicking on the button "I have read and accept them" and have thereby included them in their application.

4.3 If only a confirmation of receipt is sent, this does not constitute acceptance of the application. The contract is only concluded when the

application is expressly accepted by the exhibitor receiving an admission or is otherwise expressly accepted in text form (e.g. by order confirmation)/by e-mail.

4.4 The contract is concluded between the exhibitor and Messe Karlsruhe. Karlsruhe Trade Fair Center.

4.5 The trade fair / exhibition management shall endeavor to comply with the wishes of the exhibitor in the choice of stand design, but reserves the right – in consultation with the exhibitor - to make changes to the planning.

5. Withdrawal / Cancellation

(1) Once admission has been granted, withdrawal from the contract by the exhibitor is not possible outside the statutory provisions and the following regulations. If exhibitors cancel their participation after this time or declare their withdrawal or termination of the contract, they must pay the participation fee for the entire stand space booked and the ancillary costs incurred by the organizer up to this time.

(2) To avert danger and for technical or safety-related reasons, the trade fair/exhibition management relevant reasons, the trade fair/exhibition management may refuse or prohibit an exhibit or demonstration planned by the exhibitor, even at short notice. The discretionary decision in this respect of the trade fair/exhibition management is binding. In this case, withdrawal by the exhibitor is excluded, and the exhibitor is responsible for redesigning or repurposing its stand space in consultation with the trade fair/exhibition management. Non-admitted goods may be removed by Karlsruher Messe- und Kongress GmbH at the exhibitor's expense without further warning.

(3) The following cancellation fees apply to services **in the hall area** cancellation fees:

a) In the event of receipt of the declaration of rescission or cancellation **from 4 weeks to eight days** before the official start of construction, **50% of the agreed net prices** for stand construction/services shall be payable. net prices for stand construction/services.

b) Upon receipt of the notice of withdrawal or cancellation **from seven days** before the official start of stand construction, **100 % of the agreed net prices** for stand construction/services.

(4) The following cancellation fees apply to services **in the outdoor area** cancellation fees:

a) In the event of receipt of the declaration of rescission or cancellation **from 4 weeks to 15 days** before the official start of stand construction, **50% of the agreed net prices** for stand construction/services.

b) Upon receipt of the notice of withdrawal or cancellation **from 14 days** before the official start of stand construction, **100 % of the agreed net prices** for stand construction/services.

(5) Individualized services, such as customized walls, graphics, etc., shall be excluded from cancellation.

(6) Exhibitors have the right to prove that Messe Karlsruhe has not incurred any damage in the amount of the costs specified in items 5 (1) to (5).

(7) Karlsruhe Trade Fair Center shall not be obliged to accept a contractual a replacement participant proposed by the exhibitor.

6. Admission requirements

Exhibitors may be manufacturers or companies authorized by a manufacturing plant to exhibit its products. All exhibits must be precisely designated on the registration form and correspond to the product ranges listed in the product group index. Items other than those registered and authorized may not be exhibited. The trade fair/exhibition management shall decide on admission. The trade fair/exhibition management must be notified in text form of any changes made after approval has already been granted. The trade fair/exhibition management is also entitled to revoke admission if the requirements for admission are not or no longer fulfilled. If the exhibitor deviates from the information in the application without the approval of the trade fair/exhibition management in text form, the trade fair/exhibition management may also exclude the exhibitor from participation in the trade fair at short notice, without observing any deadlines. Claims for damages by the exhibitor against the organizer cannot be derived from this.

7. Participation fees

Stand space prices for stand spaces with stand construction (6 m² or 12 m², see No. 8 Stand Construction Service) or parking spaces for houses (60 m²,

90 m² or 120 m²) from € 2,443, € 3,205 to € 4,147.

These prices are net space prices (for houses without stand construction or side and partition walls). Additional services can be ordered via the Online Service Center (OSC).

The registration fee including marketing flat rate is € 199.00 + VAT. The fee for general ancillary hall costs (waste disposal + hall energy) is € 2.80 per m² + VAT.

8. stand construction service

6 m² stand construction Basic Light 1.105 €

12 m² stand construction basic package 2.410 €

12 m² stand construction Basic Eco 2.266 €

Please note: When ordering packages, stand construction material that is not required cannot be invoiced or refunded. All package services can also be ordered individually via the Online Service Center (OSC). The packages can only be ordered by registering on the registration form. Once registration has been completed, stand construction can only be ordered via the Online Service Center (OSC).

9. Stand allocation

Due to high demand for exhibition venues, an additional hall to the Atrium of the Karlsruhe Trade Fair Center. The Tiny Giants Area is also available for houses on stands. Desired locations can be specified when registering. The final allocation of spaces will be made by the project team.

10. Force majeure, reservations of performance

10.1 Force majeure is an external event having a massive impact on the contractual relationship that is unforeseeable according to human insight and experience and cannot be prevented or rendered harmless by economically acceptable means, even with the utmost care that can reasonably be expected under the circumstances. In the event of "force majeure", Messe Karlsruhe is entitled to postpone, shorten, extend or restrict the event in whole or in part and to close it temporarily or permanently. In such a case, exhibitors shall not be entitled to claim damages from Messe Karlsruhe. Services already rendered may be invoiced to Karlsruhe Trade Fair Center, provided that these costs have already been covered by corresponding income or can be claimed and enforced against the exhibitors in accordance with the statutory provisions and contractual agreements. The total or partial impossibility of Messe Karlsruhe to provide the contractually owed services due to events that, insofar as they could have been foreseen, lie outside the sphere of influence of the parties, in particular

- a) the interruption or not merely minor restriction of an adequate supply of electricity, gas, water or internet, provided that this is not only of a short-term duration,
- b) with regard to the occurrence and further development of pandemics in accordance with the Infection Protection Act (IfSG).
- c) due to official/governmental orders or decrees.

10.2 In the event of postponement of the event or for any other reason by up to one year, the contractual relationship between the parties shall remain unchanged unless the exhibitors or Messe Karlsruhe declare in text form to the other contracting party within 14 days of notification of the postponement that adherence to the contract is unreasonable. The reasons for unreasonableness must be explained in full. The standard of assessment is based on Section 313 (1) BGB. If the other contracting party does not subsequently object in text form within seven days, the reasons for unreasonableness shall be deemed to have been accepted.

11. Co-exhibitor/additionally represented company

The inclusion of a co-exhibitor/an additionally represented company must be notified in writing with the application, stating the full address including contact person (see form on page 3 of the application). The co-exhibitor must pay a registration fee incl. marketing fee of € 250 plus VAT. For the additionally represented company there is a registration fee of € 120.

12. Floor space

The minimum size of a stand area is 6 m². Smaller areas will only be rented after consultation with the trade fair/exhibition management and if such areas are available during the planning phase. Existing pillars located in the stand area are part of the exhibition stand. The final settlement of stand space prices is based on the measurements taken

by the trade fair/exhibition management. Each square meter or part thereof shall be charged in full, and the stand area shall always be calculated as a rectangle without taking into account fixtures, minor deviations and the like.

13. Stand construction approval

Provided that the Technical Guidelines are complied with in the design and construction of the stand, drawings and building specifications must be submitted for approval for single-storey stand constructions in the halls with a height of more than 3.5 meters.

14. Design and equipment

The stand area must be structurally separated from neighboring stands. If exhibitors do not have their own stand construction system or rent it from Messe Karlsruhe, stand partition walls (rear and side walls) are mandatory (applies to stand areas without a building). Stand partition walls are not included in the stand space rental fee, with the exception of stand construction packages. Stand partition walls are available via the Online Service Center (OSC). If exhibitors do not order stand partition walls, but their own stand space is surrounded by the stand partition walls of the neighboring stand or by existing stand partition walls, these stand partition walls will be invoiced at the conditions stated in the Online Service Center (OSC). Approx. 5 cm must be deducted from the width of the allocated stands unless clear dimensions are expressly requested due to standard stand construction.

For safety reasons, the stand partition walls can be secured by supporting walls during the basic stand construction. These may only be removed by Karlsruhe Trade Fair's contracting company if the stability of the partition walls has been professionally ensured by Karlsruhe Trade Fair's contracting company. Exhibitors shall be liable for any damage that may occur if the stability of the stand partition walls is not restored after the stand has been dismantled. Drawings and sketches of the intended stand construction must be submitted. The erection of own tents, pavilions or canopies on the open-air site is subject to approval and will be made dependent on the prior submission of a sketched plan. Decorative material used by the exhibitor must be flame-retardant and otherwise comply with police regulations. Exhibitors shall be liable for any damage to the walls and floors or alterations to the rented stand space caused by themselves, their own staff or authorized representatives. Any costs incurred as a result will be invoiced separately. The trade fair/exhibition management must be notified of the design companies commissioned, unless they are design companies of the exhibitor's own company. If necessary, local companies are to be considered. The interior design of the halls may not be altered by the exhibitors. Pillars, wall projections, fire extinguishers, partition walls, distribution boxes and other technical equipment are part of the allocated stand space. Terraces and stairs for exhibition halls must be fitted with railings from a height of 20 cm and secured against falling. The trade fair/exhibition management is entitled to close stands that do not meet these requirements on site at short notice for safety reasons.

15. Set-up and dismantling

Exhibitors will receive the access data for the Online Service Center (OSC), the details of which must be strictly observed, in good time with the stand confirmation.

The stands of companies that are not occupied 12 hours before the start of the event or for which there is no indication of a later arrival will be equipped with rear and side walls at the exhibitor's expense on behalf of the trade fair/exhibition management and decorated, designed or otherwise assigned in the interests of a representative overall image. In this case, the stand rental fee must be paid in full. Messe Karlsruhe shall not be liable under any circumstances for damage caused by a late order or failure to place an order on the part of the exhibitor (incorrect mandatory entry in the list of exhibitors, incomplete power lines during set-up, etc.). In the event of dismantling before the end of the exhibition on the last day of the fair, the trade fair / exhibition management is entitled to charge a contractual penalty of € 500 plus VAT.

16. Complaints about stand construction services

Complaints must be reported by the exhibitor immediately (without undue delay) on site at the Service Center of Messe Karlsruhe.

17. Exhibitor passes

Exhibitor passes are available in the OSC under Pass Management for digital distribution to employees. For stands in the halls: up to 10 m² 2 passes; for every additional 10 m² 1 pass free of charge, but not more than 5 passes. If necessary, additional passes will be issued for a fee. The relevant information in the Online Service Center (OSC) must be observed.

18. List of exhibitors

The list of exhibitors will be published on the event website approximately 2 months before the festival. The participating exhibitors will be shown with their logo and a link to their company website. Exhibitors may also be mentioned in social media channels. The prerequisite is that the application is submitted on time. Further fee-based entries are possible. The relevant forms in the Online Service Center (OSC) must be observed.

Exhibitors are responsible for the copyright permissibility of the use of the texts and images submitted/uploaded by them in the print and/or online version of the exhibitor directory/catalog/magazine. The exhibitor is solely responsible for obtaining the copyright consent of a copyright holder required for the reproduction of the images and texts in the exhibitor directories/catalogs/magazines. Should the organizer be exposed to claims by third parties, in particular copyright holders or their representatives, due to the infringement of copyrights resulting from the use of the images and texts submitted/uploaded by the exhibitor, the exhibitor shall be liable for the damage incurred by the organizer as a result and shall indemnify the organizer against such claims by third parties. Any license or exploitation fees or copyright fees (e.g. to VG Bild Kunst or the artists or authors of the submitted/uploaded texts) arising from the reproduction of texts and images in the exhibitor directories/catalogues/magazines shall be borne by the exhibitors.

19. Animals

Animals are not permitted at the event. This ban does not apply to guide or assistance dogs that are medically necessary. Proof of this must be presented on request.

20. Sales/Distribution

The sale/distribution of goods and services is only permitted insofar as these are listed in the admission and the sale/distribution takes place on the rented stand space. Exhibitors must comply with the statutory provisions, in particular the law on price labeling. The exhibitor is solely responsible for obtaining and complying with the necessary official permits (such as trade and health permits). Any violations shall entitle Messe Karlsruhe to close the stand immediately after prior warning and to exclude the exhibitor from participation in the event and any subsequent events. This shall not affect the exhibitor's liability for the full participation fee; the exhibitor shall not be entitled to claim damages in this respect.

21. Photography

The trade fair/exhibition management is entitled to have authorized personnel make drawings, film recordings and photographs of trade fair stands and exhibited items (cf. House Rules §6). Exhibitors waive all objections arising from rights of ownership and use. Persons other than those commissioned by the trade fair/exhibition management require the express written permission of the trade fair/exhibition management to take photographs of any kind.

22. AUMA fee

The AUMA fee for the Association of the German Trade Fair Industry (AUMA) is € 0.60 net per m² (also for the outdoor area). The fee will be invoiced together with the stand rental. AUMA safeguards the diverse interests of German industry in the field of exhibitions and trade fairs.

23. Technical facilities

Applications for electricity, water, compressed air, telephone, etc. can only be considered if orders are received on time via the Online Service Center (OSC). Sufficient general lighting is provided. However, exhibitors may have additional electrical cables installed at their own expense. The nearest connection point to the stand in question will be used as the basis for calculating these cables. Only contractors approved by the trade fair/exhibition management may be entrusted with the installation of supply lines. Electricity, water and gas consumption within the stand area shall be charged to the exhibitor. The trade fair/exhibition management accepts no liability for damage resulting from technical faults caused by power fluctuations, power failures or force majeure, or if the power supply is

interrupted by order of the fire department, police or municipal utilities.

The provisions of the Technical Guidelines (<https://www.messe-karlsruhe.de/data/downloads/vertragsunterlagen-und-richtlinien/technische-richtlinien-fuer-messen-und-ausstellungen-messe.pdf>) must be observed.

24. Terms of payment

The rent for the stand space (stand rent) and all other fees are net prices, to which VAT is added at the applicable statutory rate and must be paid. If no valid VAT ID is provided for companies from the EU that are not based in Germany, Messe Karlsruhe is obliged to charge the invoice amount including statutory VAT. Exhibitors will receive an invoice for the stand space in electronic form with/after stand confirmation; for ancillary costs and stand construction packages, invoicing depends on the order date. All invoices are due for payment upon receipt. If the recipient does not meet his payment obligation within 30 days of receipt of the invoice, he shall be in default even without a reminder. In the event of default, the trade fair / exhibition management shall be entitled to charge interest on arrears at the statutory rate. In the event of persistent default despite reminders, the trade fair / exhibition management reserves the right to terminate the contractual relationship with immediate effect. Please note that an express service surcharge of 25% will be levied for orders placed two weeks or more before the start of the event due to the additional logistical and technical effort involved.

25. Advertising

Active advertising outside the rented stand is not permitted.

This does not apply to the advertising services offered by Messe Karlsruhe. The trade fair / exhibition management reserves the right to take appropriate immediate action in the event of infringements. In this case, it may extraordinarily terminate contracts already concluded with the exhibitor for subsequent events for good cause, because essential conditions for the fulfillment of the contract are no longer met. Flyer displays on site must be registered and approved by the trade fair/exhibition management. Unannounced flyer displays will be charged with a penalty fee of 500 €.

26. Prevention of accidents

Exhibitors are obliged to install protective devices on the exhibited machines, apparatus, equipment and other exhibits that comply with the accident prevention regulations of the employers' liability insurance association. Exhibitors shall be liable for all personal injury or damage to property caused during or by the operation of exhibited machines, apparatus, equipment and similar. Fire extinguishers and signs referring to them may not be removed from their location, hung up or blocked, and emergency exits may not be blocked or obstructed by exhibition stands or exhibits. Terraces and stairs for exhibition buildings must be fitted with railings from a height of 20 cm and secured against falling. The trade fair/exhibition management is entitled to block stands that do not meet these requirements on site at short notice for security reasons. See also Item 13 Design and Equipment. The requirements of the Technical Guidelines (<https://www.messe-karlsruhe.de/data/downloads/vertragsunterlagen-und-richtlinien/technische-richtlinien-fuer-messen-und-ausstellungen-messe.pdf>) must be observed.

27. Cleaning

Cleaning of the generally accessible event site and the exhibition halls is carried out by the trade fair/exhibition management. Exhibitors are obliged to clean the stand areas they have rented. Appropriate collection islands for waste separation have been set up and made known to exhibitors - at the latest on site. Packaging material and the like may not be stored in the halls.

28. Insurance and security

Exhibitors shall be liable for all personal injury or damage to property caused by the event. As stipulated in the participation guidelines of the IDFA (Interessengemeinschaft Deutscher Fachmessen und Ausstellungsstädte), which become part of the contract between the organizer and the exhibitor, the trade fair/exhibition management assumes no liability for fire damage, burglary and theft, water damage and weather damage. The trade fair/exhibition management therefore strongly recommends taking out exhibition insurance.

The trade fair/exhibition management has concluded a special agreement with an insurance company for the duration of the exhibition. Exhibitors are advised to conclude this agreement in view of the special benefits. If exhibitors

require special, chargeable stand security, this will be carried out exclusively by companies commissioned by the trade fair/exhibition management in accordance with the applicable conditions.

The relevant forms can be found in the Online Service Center (OSC).

29. GEMA

Exhibitors must contact GEMA in the following cases: when using live music, music from tape, record, cassette, CD or DVD, for screenings of sound films or videos with music or if exhibitors belong to an AV or TV medium. GEMA, 11506 Berlin, telephone 030 58858999.

30. Privacy policy

As part of the fulfillment of the contract, the personal data required to process the registration will be processed. In this context, they may also be passed on to third parties (service partners) if this is necessary to fulfill the contract. The processing is carried out in accordance with Art. 6 para. 1 lit. b) GDPR. Furthermore, exhibitor data is used in the legitimate interest for direct advertising in accordance with Art. 6 para. 1 lit. f) GDPR. Further information can be found at: www.messe-karlsruhe.de/ds-gaus

31. Domiciliary rights

The trade fair/exhibition management exercises domiciliary rights on the event grounds and in the event halls. The instructions of the trade fair/exhibition management, its employees and stewards must be followed.

32. Acceptance of the exhibition conditions and domiciliary rights

By registering to participate in the event, exhibitors recognize these "Special Conditions of Participation", the "General Participation Guidelines for Trade Fairs and Exhibitions of IDFA Members" and the "House Rules" as binding for themselves and their representatives. In the event of non compliance, the trade fair/exhibition management shall be entitled to rectify the disturbances at the expense of the exhibitor concerned and to close the stand without compensation.

If the provisions of these "Special Conditions of Participation" differ from the corresponding provisions of the "General Participation Guidelines for Trade Fairs and Exhibitions of IDFA Members", the provisions of the "Special Conditions of Participation" shall always take precedence.

33. Statute of limitations

All contractual and pre-contractual claims of the exhibitor against the trade fair/exhibition management shall lapse within six months. The limitation period begins on the working day following the end of the event.

The place of fulfillment and jurisdiction is Karlsruhe. German law shall apply.

34. Severability clause

The possible invalidity of individual conditions above shall not affect the validity of the remaining "Special Conditions of Participation" and the entire contract. In the event that one of the aforementioned conditions is invalid, the condition that comes closest to its economic meaning and purpose shall be deemed to have been agreed in its place.

General Exhibiting Guidelines for Trade Fairs and Exhibitions of IDFA Members*



In the event of any non-conformity, the following regulations shall apply in the undermentioned order (if available):

- A. Individual binding agreements of the organizer
- B. Special Exhibiting Conditions of the organizer
- C. General Exhibiting Guidelines

1. Participants

- 1.1 The participants in trade fairs and exhibitions shall be divided into exhibitors, co-exhibitors and additionally represented companies. They shall hereinafter be called "participants" for short.
- 1.2 The admission of one or more co-exhibitors shall only be possible in exceptional cases and shall entitle the organizer to charge a special fee.
In all cases, however, the admitted exhibitor shall be liable for ensuring that the co-exhibitor(s) complies (comply) with the obligations upon the exhibitor.
- 1.3 Exhibitors, co-exhibitors and additionally represented companies
An **exhibitor** shall be regarded as anyone who hires an exhibition stand for the duration of a trade fair or exhibition and takes part in this event with their own personnel and their own products or services.
A **co-exhibitor** shall be regarded as anyone who takes part in a trade fair or an exhibition on the stand of an exhibitor with their own personnel and their own products or services. Co-exhibitors shall also include members of a group of companies and subsidiaries.
In the case of an exhibitor who is actually a manufacturer, an **additionally represented company** shall be regarded as every other firm whose goods or services are offered by the exhibitor.
If an exhibitor, who is a sales company, presents both products from a manufacturer and additional goods and services from other firms, these firms shall be regarded as **additionally represented companies**.
- 1.4 The admission of the exhibitor shall not lead to a contract between the co-exhibitors or additionally represented companies registered by the exhibitor and the organizer.
The inclusion of co-exhibitors shall normally be subject to a licence and a charge. The inclusion of additionally represented companies shall be subject to a licence; a charge shall only be paid for these companies if this is stipulated in the Special Exhibiting Conditions. The charge shall be paid by the exhibitor; it may also be subsequently invoiced by the organizer.
A written application for the inclusion of a co-exhibitor shall be sent to the organizer showing the full address and the names of contact persons.

2. Registration

- 2.1 Anyone wishing to register (participation and ordering of a stand) for a trade fair or exhibition (hereinafter called "event") shall do so using the registration form, which shall be completed in full and signed with legally binding effect. This application shall be regarded as a contract offer from the exhibitor, which requires acceptance by the organizer. Submission of the application form shall constitute no grounds for admission to the event.
- 2.2 By submitting the application form, the exhibitor shall hereby accept these "General Exhibiting Guidelines" and, if available, the "Special Exhibiting Conditions" applying to the particular event, the "House Rules", the "Technical Guidelines" and the regulations contained in the "service documents". This obligation shall also extend to the persons employed by the exhibitor at the event, other participants registered by the exhibitor and other agents.
- 2.3 The exhibitor shall be obliged to comply with relevant labour and trade legislation, environmental protection regulations, fire protection regulations, accident prevention regulations and the provisions of competition law. The exhibitor shall also personally comply with EU Regulations No. 2580/2001 and No. 881/2001, especially in regard to finance and personnel.
- 2.4 The exhibitor shall continuously monitor compliance with the above-mentioned regulations by the persons whom he employs at the event, his other registered participants and other agents. In the event an infringement of this obligation, the exhibitor shall intervene and/or inform the organizer about the infringements.
- 2.5 By submitting the application form, the exhibitor hereby agrees to his data being recorded, processed and used for the purpose of organizing the event and for purposes of advertising, market research or opinion research – in accordance with the latest version of the Data Protection Act – and to these data being passed on to third parties in connection with the above-mentioned purposes. The exhibitor shall hereby give his consent in this respect, unless he has filed an express objection. The exhibitor shall also be obliged to take part in electronic visitor recording and evaluation programmes, and shall agree to the publication of information relating to his participation via electronic media, including the Internet.

3. Admission

- 3.1 The organizer shall take a decision, if necessary in agreement with the respective committees, regarding the admission of the exhibitor and registered exhibits to the event via a written confirmation of admission. A contract shall come about with the admission of the exhibitor (see subsection 2.1, sentence 3).
- 3.2 The organizer may exclude individual participants from taking part in the event for factually justified reasons, especially if the amount of space available is insufficient. The organizer may also restrict the event to certain groups of participants if this is necessary to attain the purpose of the event. The organizer shall also be entitled to impose restrictions on the registered exhibits and change the amount of registered space. Admission shall only apply to the registered exhibits, the participants mentioned in the confirmation of admission and the space stipulated therein. No items apart from those which have been registered and admitted to the event may be exhibited.
- 3.3 The participant shall have the actual and legal power of disposal over the registered exhibits and shall be in possession of any necessary official operating licences. Descriptions and brochures relating to the goods or services to be exhibited shall be submitted by the participant on request.

4. Space assignment

- 4.1 The organizer shall personally assign space in accordance with the subject and structure of the particular event and the actual amount of space available. If possible, the organizer shall try and accommodate requests for specific space assignments in the registration form. The order in which applications are received shall not be the sole decisive factor in assigning space.
- 4.2 The organizer shall admit participants to the event by issuing written confirmation of participation along with details of the stand provided (stand confirmation). Unless otherwise agreed in writing, the participation contract between the exhibitor and the organizer shall hereby be concluded with legally binding effect. If the contents of the stand confirmation differ from the contents of the exhibitor's registration form, the contract shall be concluded on the basis of the stand confirmation, unless the exhibitor objects in writing within two weeks.

5. Unauthorized transfer of stand space, co exhibitors, additionally represented companies

- 5.1 The assigned stand space may not be exchanged with another exhibitor. Partial or complete transfer of the stand space or subletting of the stand space to third parties shall also not be permitted without the approval of the organizer. In the event of an infringement of this provision, the organizer shall be entitled to terminate the contract immediately according to section 17 for good cause.
- 5.2 If several exhibitors want to rent a stand together, they shall name a jointly appointed authorized representative on the application form. The organizer shall negotiate solely with this authorized representative. If several exhibitors rent a stand together, every one of them shall be jointly and severally liable to the organizer.
- 5.3 The exhibitor may only accept co-exhibitors or additionally represented companies (cf. 1.4) with the prior approval of the organizer. Third parties shall also be regarded as co-exhibitors or additionally represented companies if they have close economic or organizational ties to the applicant. The exhibitor shall enter the names of all co-exhibitors or additionally represented companies on the application form. Co-exhibitors or additionally represented companies not named on the application form may not display exhibits on the exhibitor's stand.

6. Fees, payment deadlines and terms, lessor's right of lien

- 6.1 The participation fee amount and the payment deadlines are shown in the Special Exhibiting Conditions. The payment deadlines shall be observed. Prior and full payment of the invoice on the stipulated dates shall be a prerequisite for taking possession of the assigned stand space and for handing over the participant passes. No provision shall be made for deferral of payment in the event of any deviation from this regulation. Objections to the invoice may only be taken into account if they are sent in writing within 14 days after receipt of the invoice. When sending the invoice, the organizer shall draw the exhibitor's attention in particular to the importance of his actions.
- 6.2 An AUMA service fee amounting to €0.60 per square metre of stand space shall be charged for the activities of the Association of the German Trade Fair Industry (AUMA), Littenstrasse 9, 10179 Berlin. This service fee shall be listed separately on the invoice.
- 6.3 All invoice amounts shall be transferred in Euro without any bank charges or deductions quoting the customer number and invoice number to one of the accounts shown on the invoice. If the exhibitor fails to pay on time, the organizer shall be entitled to charge interest amounting to the interest rate which he would pay for taking out corresponding loans, but at least 8 percent above the current base interest rate, plus a fee of €3.00 for every additional warning letter. The organizer shall reserve the right to assert claims for statutory interest after the due date (§ 353 of the German Commercial Code), any further damage caused by default and other rights arising from these Exhibiting Conditions. The participant shall be entitled to provide the organizer with documentary evidence to the effect that the latter suffered no damage over and beyond the statutory default interest rate as a result of default in payment.
- 6.4 If the participant culpably fails to comply with his payment obligations on time, the organizer shall reserve the right, after granting a reasonable period of grace with consideration of the circumstances and the remaining time, to terminate the contract with immediate effect according to section 17 for good cause.
- 6.5 Should a participant fail to comply with his payment obligations, the organizer may exercise his right of lien, retain the exhibits and the stand fittings, and have them auctioned at the expense of the participant, each time after prior written notification, or to sell them privately if they have a stock exchange price or a market price.

7. Non-participation by the participant

- 7.1 Non-participation by the participant shall not generally release him from his contractual obligations. The participant shall be obliged, in particular, to pay the contractually due fees. The organizer shall not be obliged to accept a replacement participant nominated by the participant.
- 7.2 In the event of non-participation, the participation fee shall become due for payment immediately if the due date has not already been established according to subsection 6.1.
- 7.3 In order to ensure that the trade fair/exhibition has a unified appearance, the organizer shall be entitled to reassign the stand space not used by the participant if the latter does not take part in the event. The participant shall pay an administrative fee (see subsection 17.6) for the attempts by the organizer to hire the exhibition stand for a consideration other than through an exchange with the stand space of another participant. This provision shall also apply if the stand space is reassigned to a replacement exhibitor who is nominated by the participant and accepted by the organizer. If no interested party is found, the organizer shall be entitled to arrange the stand space at the expense of the participant.
The participant shall also not be released from the obligation to pay the participation fee if the assigned stand space is hired in another way, but the total area available for the event cannot be fully hired out.
- 7.4 In the event of non-participation by a co-exhibitor, the participant shall still be obliged to pay the full registration fee (see subsection 1.4).

8. Cancellation, relocation and change in the duration of the event

- 8.1 The organizer shall be entitled to cancel the event for good cause, change its date and location, change its duration or – if necessitated by space conditions, police instructions or other compelling reasons – move the stand space assigned to the participant, change its dimensions and/or limit the stand space. Any change in regard to the venue or its time or any other change shall become an integral part of the contract when the participant is notified accordingly.
In this case, the participant shall be entitled to withdraw from the contract within 14 days after receipt of the notice of change. Compensation claims against the organizer shall be excluded in this case, unless the change was due to gross negligence or intent on the part of the organizer or his agents.
- 8.2 Cases of force majeure, which prevent the organizer from fulfilling all or some of his obligations, shall release him from the performance of this contract until such time as force majeure ceases. The organizer shall inform the exhibitor immediately, unless he is also impeded by a case of force majeure. The impossibility of a sufficient supply of auxiliary materials such as electricity, heating, etc., as well as strikes and lockouts shall be regarded as tantamount to a case of force majeure – unless they only last for a short period or were caused by the organizer. If the organizer incurs costs in these cases for the preparation of the event, the participant shall be obliged to pay these costs.
- 8.3 If the organizer is able to stage the event at a later date, the participant shall be notified accordingly. The participant shall be entitled to withdraw from the contract within 14 days after receipt of this notification. Compensation claims against the organizer shall be excluded in this case, unless the change of date was due to gross negligence or intent on the part of the organizer or his agents.
- 8.4 If the organizer is responsible for cancelling the event, the participant shall not be obliged to pay the participation fee.
- 8.5 If the organizer is forced to shorten an event already in progress on account of the occurrence of force majeure or for other reasons for which he is not responsible, the exhibitor shall not be entitled to claim full or partial reimbursement or waiver of the participation fee.

9. Stand construction, fittings and design

- 9.1 All exhibition stands and other event areas shall be measured and marked by the organizer. In case of doubt, the organizer shall have the right to make a final decision (§ 315 of the German Civil Code).
- 9.2 The participant shall be obliged to build a trade fair stand or an exhibition stand (stand) on the rented exhibition space. The stand shall be occupied on time, but at the latest 24 hours before the start of the event. If the participant does not occupy the stand on time, the organizer may terminate the contract immediately according to section 17 for good cause.
- 9.3 Exhibits, stand equipment and/or other items, which were not shown on the application form or whose appearance, smell, lack of cleanliness, noise or other characteristics create an unreasonable nuisance or disturbance affecting the smooth running of the event or which otherwise turn out to be unsuitable shall be removed immediately at the request of the organizer.
If these items are not removed at once, the organizer may dispose of them at the participant's expense and terminate the contract immediately according to section 17 for good cause.
- 9.4 In principle, every participant shall be free to design and equip their stand according to their own criteria. However, the stand design and equipment shall take account of the typical exhibiting criteria of the event and all conditions of the organizer, especially the Technical Guidelines, the Special Exhibiting Conditions and the service catalogue. The organizer shall be entitled to request the participant to submit plans and stand descriptions that are true to dimensions. The name or the company and the address or head office of the participant shall be clearly marked on a stand sign. The names of the companies commissioned to design and build the exhibition stand shall be notified to the organizer.

* Die IDFA ist die Interessengemeinschaft Deutscher Fachmessen und Ausstellungsstädte. Mitglieder sind die Messgesellschaften in: Bremen, Dortmund, Essen, Friedrichshafen, Hamburg, Karlsruhe, Leipzig, Offenbach, Pirmasens, Saarbrücken, Stuttgart. Im Interesse einer gleichmäßigen und gerechten Behandlung der Aussteller geben die IDFA-Mitglieder in freiwilliger Zusammenarbeit diese Richtlinien heraus. Es steht den Mitgliedern frei, abweichende Vereinbarungen mit den Ausstellern zu treffen. Zu ihrer Wirksamkeit bedürfen solche Vereinbarungen und Absprachen einer schriftlichen Bestätigung durch das jeweilige IDFA-Mitglied.

- 9.5 The stand shall be properly equipped and occupied by knowledgeable personnel at the fixed opening times throughout the duration of the event stipulated in the Special Exhibiting Conditions.
- 9.6 If the design and/or equipment of a stand do not comply with the relevant specifications, the organizer may request that the stand be changed or removed accordingly by the participant. The costs in this case shall be borne by the participant. If the participant fails to comply with this request straightaway, the organizer shall be entitled to change the stand at the participant's expense or terminate the contract immediately according to section 17 for good cause.
- 9.7 Construction of the stand shall be completed at the latest before the end of the construction times stipulated in the Special Exhibiting Conditions. The participant shall not be entitled to remove exhibits from the stand or start dismantling the stand before the beginning of the stand dismantling times stipulated in the Special Exhibiting Conditions.
- 9.8 Any exhibits exceeding the fixed height limits for the stands shall require the permission of the organizer. This provision shall also apply to the presentation of very heavy exhibits for which foundations or special equipment are required.
- 9.9 The participant shall be solely responsible for vacating the stand on time and restoring the original state of the exhibition space. All obligations of the organizer shall end after expiry of the stand dismantling period stipulated in the Special Exhibiting Conditions. The organizer shall accept no responsibility whatsoever for goods left on the trade fairgrounds, including those which were sold to a third party during the event. The organizer shall be entitled to charge a reasonable storage fee for goods which are not dismantled and taken away on time. The organizer shall also be entitled to use a suitable company to remove and store goods immediately at the participant's expense and risk.

10. Advertising

- 10.1 The participant shall only be entitled to use any kind of advertising on his stand for his own company and solely for the goods which he produces or sells, provided they have been registered and admitted to the event.
- 10.2 Loudspeaker advertising, other acoustic measures and slide, film, video or computer presentations and other noisy measures shall require the written approval of the organizer. This provision shall also apply to the use of audio or visual equipment for the purpose of attaining a better advertising impact or if the demonstration of exhibits is noisy or annoying.
- 10.3 The organizer shall be entitled to stop unauthorized advertising without the aid of courts or the police and to personally remove it or have it removed. The costs of removing unauthorized advertising shall be borne by the participant. Licences that have already been issued may be subjected to restrictions or revoked in the interest of maintaining an orderly event if no other remedial measures are possible.
- 10.4 If the participant plays back mechanically reproduced music, he shall be obliged to obtain the necessary public performance licence and pay the fees in this respect.
- 10.5 The participant shall not be permitted to carry or drive around advertising media on the trade fairgrounds or distribute printed matter and samples outside his stand.
- 10.6 The participant shall be strictly forbidden to approach and interview visitors outside the stand. In the event of an infringement of this provision, the organizer shall be entitled to terminate the contract immediately according to section 17 for good cause.
- 10.7 Political advertising and/or political statements shall not be permitted, unless the political statement forms part of the event. In the case of political statements or political advertising which are capable of disturbing the smooth running of the event or public order, the organizer shall be entitled but not obliged to request the participant to stop showing the offending items and to remove them from his stand. If the exhibitor fails to comply with this request, the organizer shall be entitled to terminate the contract immediately according to section 17 for good cause.

11. Direct selling

- 11.1 Direct selling shall not be permitted, unless it is expressly permitted in the event-related "Special Exhibiting Conditions". If direct selling is permitted according to the "Special Exhibiting Conditions", the items for sale shall be marked with clearly legible price tags according to the Price Quotation Ordinance.
- 11.2 The participant shall be responsible for obtaining and maintaining licences from the trade supervisory and public health authorities.

12. Exhibitor passes

- 12.1 After paying the invoice amounts in full (see section 6), every exhibitor shall receive for his stand exhibitor passes entitling him to free admission to the event (see Special Exhibiting Conditions). The number of exhibitor passes shall not be increased through the inclusion of other participants. Additional exhibitor passes may be obtained on payment of a charge to the organizer (see Special Exhibiting Conditions). The exhibitor passes shall be intended for stand personnel and shall be completed in accordance with the instructions on the pass. Exhibitor passes may not be passed on to third parties.

13. Security, cleaning, waste disposal

- 13.1 Stand security and supervision during the daily opening hours of the event shall normally be the responsibility of the participant, also during the stand construction and dismantling periods. The organizer shall only be responsible for general supervision of the halls and the trade fairgrounds outside the opening hours of the event. No services shall be provided in connection with custody, safekeeping or protection of interests of the participants. Valuable, easy-to-remove items belonging to the participant shall be placed under lock and key at night-time. The participant shall use, at his own expense, the security firm commissioned by the organizer for additional stand supervision.
- 13.2 The organizer shall pay the costs for general cleaning of the trade fairgrounds and the exhibition hall aisles. The participant shall be responsible for cleaning his stand/stand area. Cleaning of the stand shall be completed each day before the event starts. The participant shall use the cleaning company appointed by the organizer to clean his stand. If the participant uses his own cleaning personnel, they may only carry out their work one hour before and after the daily opening times of the particular event.
- 13.3 In the interest of environmental protection and environmentally-friendly trade fairs, the participant shall be obliged in principle to reduce the amount of packaging and waste; this obligation shall also include the use of brochures. If separate waste disposal systems are used, the participant shall utilize them and also pay his share of any waste disposal costs according to the "polluter principle". If the participant leaves behind rubbish or other items after vacating the stand, the organizer shall be entitled to dispose of or destroy these items at the participant's expense.

14. Photography and other visual recordings

- 14.1 All types of commercial visual recordings, especially photography and film/video recordings, on the trade fairgrounds may only be carried out by persons who have been authorized to do so by the organizer and are in possession of a valid pass issued by the organizer. Stand photographs, which are to be taken outside the daily opening hours and require special lighting, shall be subject to the approval of the organizer. Any resulting costs shall be borne by the participant, unless they are paid by the photographer.
- 14.2 The organizer – and with the approval of the organizer – press journalists and television stations shall be entitled to photograph, draw and make film and video recordings of the event, the exhibition buildings/stands and the exhibited items, and to use these photographs, drawings and recordings free of charge for advertising purposes or press publications.

15. Protection of industrial property rights

- 15.1 The participant shall be solely responsible for protecting copyright or other industrial property rights relating to the exhibits. Six-month protection from the start of an event in accordance with the Law Relating to the Protection of Samples at Exhibitions dated 18 March 1904 (Reich Law Gazette, page 141) and the Trademark Reform Law dated 25 October 1994 (Federal Law Gazette 1, page 3082) shall only take effect if the Federal Minister of Justice has published a corresponding announcement in the Federal Law Gazette for a specific exhibition (exhibition protection).
- 15.2 Every participant shall be obliged to observe the industrial property rights of other participants and shall refrain from infringing these industrial property rights. If it is proved that the participant has personally infringed industrial property rights, the organizer shall be entitled to terminate the contract immediately according to section 17 for good cause.

16. House authority

- 16.1 The participant shall comply with the organizer's house authority throughout the trade fairgrounds during the event. The participant shall follow the instructions of the organizer's employees, who shall identify themselves by means of an official pass. The length of stay on the trade fairgrounds for participants and their employees or authorized representatives shall be limited to one hour before and after the daily opening hours of the particular event. Stands of other participants may not be visited outside the daily opening times without the permission of the stand owner.

17. Violations of duty by the participant, right to terminate the contract, contractual penalty

- 17.1 Culpable violations of the participant's duties from the contract or of the provisions of the organizer's house rules shall entitle the organizer to terminate the contract immediately for good cause if the violations are not discontinued straightaway. Good cause for terminating the contract immediately shall be deemed to exist, in particular, if the participant violates the obligations stipulated in subsections 5.1, 6.4, 9.2, 9.3, 9.6, 10.6, 10.7 and 15.2.
- 17.2 If the contract is terminated for good cause, the organizer shall be entitled to close down the participant's stand immediately and request the participant to dismantle the stand straightaway and vacate the stand space.
- 17.3 If the participant does not dismantle the stand or clear the stand area on time, the organizer shall be entitled to either personally dismantle the stand and/or clear the stand area or have this work carried out by third parties at the expense of the participant.
- 17.4 The participant shall be obliged to pay the due participation fee as minimum compensation for the rest of the event if the stand area cannot be hired or can only be hired for a consideration through exchange with the stand area of another exhibitor.
- 17.5 If a replacement participant cannot be found for the stand area of the participant whose contract has been terminated, the organizer shall be entitled to design the stand area at the expense of the participant in order to ensure a unified appearance of the event.
- 17.6 The participant shall pay a flat-rate net management charge amounting to 25% of the participation fee, but at least €400 plus the statutory value-added tax for the attempts by the organizer to rent the stand area for a consideration in a way other than through exchange.
- 17.7 The organizer shall be entitled to request the participant to pay in every individual case a maximum contractual penalty of €10,000, which is to be fixed by the organizer according to his fair judgement and reviewed by the competent regional court in the event of dispute, if the participant culpably violates his obligations from
 - subsection 5.1: Unauthorized transfer of stand space
 - subsection 6.1: Duty to make an advance payment
 - subsection 9.2: Stand construction
 - subsection 9.3: Non-removal of annoying objects
 - subsection 9.6: Stand design/equipment
 - subsection 9.9: Vacation of stand on time
 - subsection 10.6: Unauthorized approaching/interviewing of visitors
 - subsection 10.7: Ban on political advertising
 - subsection 13.2: Failure to clean the stand
 - subsection 15.2: Infringements of industrial property rights

If the organizer is also entitled to compensation on account of the culpable infringement of obligations by the participant, the contractual penalty shall be offset against the compensation claim.

18. Liability and insurance

- 18.1 In the case of gross negligence, the organizer shall only be liable for the actions of his legal representatives and managers, except in the case of material contractual obligations (cardinal obligations) or in the event of loss of life, physical injury or damage to health.
- 18.2 In the case of slight negligence, the organizer shall only be liable for the violation of material contractual obligations or in the event of loss of life, physical injury or damage to health.
- 18.3 The organizer shall only be liable, irrespective of the legal reason, for foreseeable damage which can typically be expected to arise.
- 18.4 In so far as the organizer is liable in cases of minor negligence, his liability shall be limited to EUR 10,000.
- 18.5 The organizer's liability without fault for already existing defects in accordance with § 536 a (1) of the German Civil Code (e.g. stand equipment) and for any subsequent losses of the participant shall be expressly excluded.
- 18.6 Damage shall be reported in writing immediately to both the police and the organizer. In the event of damage, the organizer shall only pay compensation amounting to the present value on presentation of written documentary evidence relating to the purchase costs.
- 18.7 Compensation for damages shall be excluded if the organizer's insurance company refuses to pay for the damages due to the late submission of a damage report by the participant.
- 18.8 The participant shall be liable to the organizer for the damage caused by the participant himself, his employees, authorized representatives or exhibits and stand fittings. In the case of lump-sum compensation claims, the organizer shall still be entitled to prove to the participant that he suffered higher damage. The participant shall be entitled to prove that no damage occurred or that the damage was much less than that stated in the lump sum.
- 18.9 If the participant is an event organizer within the meaning of the Sample Assembly Ordinance (MVStättVO) and according to the latest version of the State Assembly Ordinance, he shall be responsible according to the Sample Assembly Ordinance (MVStättVO), especially section 38 (1), (2) and (4), and the relevant provisions of the particular State Assembly Ordinance. The participant shall be obliged in this case to release the organizer and his agents from any damage claims and administrative fines based on their operator liability according to section (5) of the Sample Assembly Ordinance (MVStättVO) or the relevant provisions of the particular State Assembly Ordinance. The provisions of subsection 18.1 shall not be affected.
- 18.10 The organizer shall bear no insured risk whatsoever in respect of the participant. The participant is expressly referred to the possibility of taking out his own insurance coverage. Every participant shall have the possibility of acquiring extensive insurance coverage on the basis of general contracts concluded by the organizer. Further details on this insurance can be found in the registration documents.

19. Saving clause, statutory limitation, right of retention

- 19.1 If one of the clauses of these General Exhibiting Guidelines is or becomes invalid or unenforceable, the validity of the other clauses shall not be affected. The contracting parties shall be obliged in this case to agree a valid and enforceable clause which comes as close as possible to the clause to be replaced within the meaning of the General Exhibiting Guidelines. This provision shall also apply to any loopholes in the General Exhibiting Guidelines.
- 19.2 The limitation period for claims against the organizer shall be one year, unless they are due to gross negligence or intent on the part of the organizer or the claims are subject to a statutory limitation period of more than three years.
- 19.3 The participant shall only be entitled to offset claims against the organizer if his counterclaims are legally enforceable, are undisputed or have been accepted by the organizer. This provision shall also apply to rights of retention if the participant is a registered trader, a legal person under public law or a special public asset. If the participant does not belong to this group of persons, he shall be entitled to exercise a right of retention in so far as his counterclaim is based on the same contractual relationship.

20. Priority

- 20.1 Only the German version of the contractual conditions shall be authoritative in regard to the legal relationship between the contracting parties. The German text shall be legally binding.

21. Place of performance, place of jurisdiction, applicable law

- 21.1 The law of the Federal Republic of Germany shall apply solely to all legal relations between the organizer, his employees, agents and vicarious agents on the one hand and the participant or his employees, agents and vicarious agents on the other hand.
- 21.2 For both contracting parties, the place of performance and place of jurisdiction (also for legal proceedings for dishonoured cheques or bills) shall be the domicile of the organizer, provided the participant is a registered trader, a legal person under public law or a special public asset, or if there is no general place of jurisdiction in Germany. However, the organizer shall reserve the right to take legal action at the general place of jurisdiction of the participant.

The German text shall be legally binding.

House rules Messe Karlsruhe

1. Scope and house regulations

1.1 These house rules apply throughout the exhibition grounds at the Messe Karlsruhe site, the halls and buildings of the Conference Centre at the Festplatz in Karlsruhe (Stadthalle, Schwarzwaldhalle, Konzerthaus, Gartenhalle, the Konferenzhaus and the Seminarhaus), and to sectioned-off event areas at the Festplatz. In the following, these halls, buildings and open-air spaces are referred to as "places of assembly".

1.2 These places of assembly are private property and subject to the house rules of Karlsruher Messe- und Kongress GmbH (hereinafter referred to as "Messe Karlsruhe"), Festplatz 9, 76137 Karlsruhe, Germany, which enforces the house rules throughout the premises together with the respective organiser and its own representatives.

1.3 The house rules apply to all visitors, exhibitors, tenants, service providers and all other persons unless otherwise specified in an individual agreement. They do not apply to employees of Messe Karlsruhe.

1.4 Possible consequences of an infringement of these house rules:

- Immediate removal from the premises
- Exclusion from the event
- Ban on entering the premises
- Criminal prosecution
- Claim for damages

A refund of entrance fees is excluded in these cases.

1.5 Additional event-specific regulations are announced by posters or other means (Internet, entry tickets, etc.).

2. Right to enter and remain on the premises

2.1 The right to enter and remain on the premises shall only be granted to persons who can show either a valid entry ticket, an accreditation valid for the day of the event or other access authorisation.

2.2 Persons are only permitted to remain in the buildings for the times and purposes specified by the access authorisation. The access authorisation must be carried until the person leaves the premises and be shown to security personnel upon request.

2.3 Persons wishing to purchase an entry ticket may access the ticket office area.

2.4 Children and young people under the age of 14 must be accompanied by a parent, guardian or other responsible person. Otherwise, the provisions of the German Youth Protection Act (Jugendschutzgesetz) shall apply.

2.5 For security reasons, Messe Karlsruhe may prohibit the taking of bags and rucksacks into the premises and require bags, rucksacks and coats to be deposited in the cloakroom for the standard fee of up to € 2. If no prohibition of this type is in operation, visitors must be aware that security personnel may conduct bag and body searches and that containers, coats, jackets and capes carried by the visitor will be checked for their contents.

Messe Karlsruhe accepts no liability for valuables, money, keys in bags, rucksacks or coats that are deposited in the cloakroom!

2.6 Access to the premises will not be granted to persons who

- have no valid access authorisation
- are clearly under the strong influence of alcohol or drugs
- have the obvious intention of disrupting the event
- refuse to cooperate with security checks
- are carrying prohibited goods (see. 5.11) or
- have been banned from the premises.

If access has already been granted, violation of the above or other house rules of the place of assembly may result in expulsion from the premises. In these cases, a refund of entry fees is excluded.

2.7 For security reasons, Messe Karlsruhe may order the closure and evacuation of rooms, buildings, portable structures or open spaces and/or the termination of events.

In this case, the instructions of the security personnel and/or the evacuation assistants must be followed. In this case, a refund of entry fees must be claimed from the organiser within 14 days. The refund is excluded if the claim is submitted after this deadline.

3. General rules of conduct

3.1 Every person must behave in such a way that no other person is harmed, endangered, harassed or obstructed more than is unavoidable under the circumstances.

3.2 The instructions of supervisory and security personnel as well as official emergency services must be followed.

3.3 The facilities on the premises must be treated with care and respect.

3.4 Waste, packaging materials and empty containers must be disposed of in the receptacles provided.

3.5 Escape and rescue routes as well as safety equipment, such as fire alarms, fire extinguishing equipment and smoke detectors, must be kept clear at all times.

3.6 Objects found on the premises must be handed in at the information counter. Injuries to persons or damage to property must be reported immediately.

4. Vehicle traffic

4.1 The driving of vehicles on the premises requires a permit issued for this purpose.

4.2 German road traffic regulations (StVO) apply throughout the premises. Vehicles must not exceed walking speed.

4.3 Marked areas such as fire brigade access areas, escape and rescue routes, and emergency exits must be kept clear at all times without exception.

4.4 Parking is only permitted in the marked areas and is at the owners' risk. Messe Karlsruhe accepts no obligation to guard, monitor, keep safe or provide insurance coverage for vehicles parked on the premises. This also applies if a charge is levied for the use of parking spaces on the premises, if service personnel are present on the premises, and if the premises are monitored by video cameras.

5. Prohibitions

The following are prohibited throughout the premises unless approved by Messe Karlsruhe and the organiser:

- Smoking – incl. e-cigarettes – in all closed rooms
 - Any use of cannabis products
 - Leaving luggage standing unattended. In the event of an intentional or grossly negligent violation, Messe Karlsruhe reserves the right to charge the costs for any necessary security measures taken and any consequential damage.
 - Begging and harassment of people
 - Blocking escape and rescue routes
 - Staying on the premises overnight
 - Commercial activities
 - Distribution of printed and advertising materials, affixing of stickers and posters, and use of advertising media without written authorisation from Karlsruhe Trade Fair Centre. In the event of non-compliance, Messe Karlsruhe reserves the right to claim costs for removal and cleaning as well as compensation for damages. Exhibitors are subject to a separate regulation.
 - Commercial photographic, film, video, sound and television recordings and drawings, in particular of exhibition stands and exhibits
 - Driving on the premises with motor vehicles, two-wheelers, inline skates, roller skates, Segways, skateboards, kickboards, scooters, electric scooters and similar means of transport. Special regulations may apply to certain areas within the framework of some events.
 - Operation of aircraft (e.g. drones)
 - Carrying, offering and using gas-filled balloons
 - The following items are not permitted:
 - Firearms, cutting, stabbing and thrusting weapons or other objects of any kind which, by their nature, are capable of causing injury to persons or damage to property and are intended for such purpose by their owner
 - Harmful, corrosive, highly flammable, colouring or radioactive solids, liquids or gaseous substances
 - Gas cylinders, gas spray cans and pressurised containers, with the exception of standard pocket cigarette lighters
 - Items made of fragile or splintering material
 - Fireworks, rockets, Bengal lights, smoke powder, Roman candles and other pyrotechnic articles and explosives
 - Flags, banners, sign poles and propaganda media whose content is racist, xenophobic, radical or directed against the free democratic order
 - Mechanically or electrically operated instruments which emit noise
 - Equipment for the production of photographs, film, video or sound recordings, insofar as they are used for commercial purposes
- Animals. Guide dogs or assistance dogs are permitted where required for medical reasons. Proof of this must be presented on request. Special exceptions apply to animal-related events.

6. Right to one's own image

Please note that photographic, film and video recordings are regularly made on Messe Karlsruhe premises for reporting, documentation or advertising purposes, particularly at events. By entering the premises of Messe Karlsruhe, visitors, exhibitors and other persons consent to the production and publication of such photographs and recordings on which they are depicted, unless they express a contrary wish to the photographer.

7. Video surveillance

The Karlsruhe Trade Fair Centre site is under video surveillance to exercise domiciliary rights and legitimate interests in accordance with Art. 6 para. 1 lit. f GDPR in conjunction with Section 4 para. 1 BDSG.

The legitimate interests are

- Defence against theft, burglary, vandalism, damage to property and exercising domiciliary rights.
- Protection of life, health or freedom of persons on the premises

8. Important telephone numbers

Police: 110
 Fire brigade/Ambulance 112
 Control centre Messe: 0721 3720 5222
 Control centre Festplatz: 0721 3720 2155