

# Special Conditions of Participation for VERTICAL PRO 2023



## 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**, Technical Guidelines, General Regulations, Data Protection Guidelines and further important conditions and documents are available at: [www.messe-friedrichshafen.com/exhibiting-guidelines](http://www.messe-friedrichshafen.com/exhibiting-guidelines)

## General event information

### 1. Opening times

The international trade fair VERTICAL PRO will take place from November 24th to November 25th, 2023, at the MFN exhibition grounds in Friedrichshafen. The exhibition is open on Friday from 9 a.m. to 6 p.m. and from 9 a.m. to 5 p.m. on Saturday. The right to alter the opening times due to serious reasons is reserved. Changes will be announced in good time. Access for exhibitors: 1 hour before start and 1 hour after end of the exhibition. Please note that the foyer will be opened daily for visitors 30 minutes before the official start of the fair (from 8:30 a.m.).

### 2. Set-up and dismantling times

#### 2.1 Set-up:

November 22, 2023: 7:00 a.m. – 8:00 p.m.

November 23, 2023: from 7:00 a.m. continuously

Advanced stand set-up must be approved by the project management and can be applied for via the OSC (subject to charge).

#### 2.2 Dismantling

November 25, 2023: from 5:00 p.m. (access for vehicles once permission is given)

November 26, 2023: 7:00 a.m. - 8:00 p.m.

November 27, 2023: 7:00 a.m. - 4:00 p.m.

Early dismantling is not permitted. Before the start of the dismantling period, the exhibitor is not permitted to remove exhibits from the stand and/or to start dismantling the stand. In case of disregard, MFN reserves the right to claim damages (please note the MFN General Conditions of Participation).

### 3. Registration and admission

Registration (participation and stand order placement) for the VERTICAL PRO 2023 is made by using the online application form which must be filled out completely. This registration is an offer of contract, which requires acceptance by MFN. Submission of the registration form shall not constitute a claim for acceptance.

The confirmation of MFN with disclosure of the allocated stand (stand confirmation) and the accompanying participation invoice shall be considered as admission to the exhibition. 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.**

### 4. Participation fee / Exhibitor passes / Co-Exhibitors

#### 4.1 Option 1: Booking stand space only (€/m<sup>2</sup> 99)

The participation fee includes the provision of the exhibition space, a certain number of exhibitor passes, waste disposal up to 80l per day ( please see general terms and conditions), electricity consumption up to 3 kW (the electricity connection has to be ordered via the OSC for a fee).

#### Option 2: Booking complete stand package (€/m<sup>2</sup> 237)

The complete stand package includes the provision of the exhibition space, stand walls (height 2.80m, white or black painted chipboard), black carpet, lighting, electricity connection and consumption up to 3 kW, waste disposal up to 80l per day, Media package, certain number of exhibitor passes (depending on stand size), W-LAN and stand construction and dismantling.

#### Option 3: Booking Start-Up Package (€/m<sup>2</sup> 28)

The Start-Up Package includes the provision of the exhibition space in the START-UP AREA in hall B5, stand walls (height 2.50m, OSB walls), counter and bar stools, electricity connection and consumption up to 3 kW, waste disposal up to 80l per day, Media package, certain number of exhibitor passes (depending on stand size), W-LAN and stand set-up and dismantling.

The offer is only valid for start-ups that are not older than 5 years (please submit a copy of the business registration or comparable proof with your application) and whose innovative product thematically fits VERTICAL PRO.

All booking options also include the provision of the exhibition's own information systems, exhibitor support by the project management, target-group-specific marketing of the event, hall security, cleaning of the halls and free advertising materials for exhibitors' own visitor advertising. Should a two-story stand be approved, 50% of the participation fee will be charged for the space of the upper structure.

**4.2** The amount of exhibitor passes that are included in the participation fee is based on the booth size: stands up to 16 sqm will receive 4 exhibitor passes, 17 – 49 sqm stand space to 8 exhibitor passes and stands exceeding 50 sqm will receive 12 exhibitor passes. Additional exhibitor passes can be ordered via the OSC (subject to charge).

**4.3** The co-exhibitor fee is € 210.00/co-exhibiting company plus media entry fee. Definition of co-exhibitor: see General Conditions of Participation. Co-exhibitors shall receive 3 exhibitor passes free of charge.

### 5. Terms of payment

The participation fee shall be due and payable without any deduction 4 weeks after receipt of the invoice, however no later than September 1st, 2023. Invoices issued after September 1st, 2023, are due immediately. This also applies to all further invoices issued by MFN. The payment terms on MFN's invoices are decisive, please note the bank details.

### 6. 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 resell the stand,, a cancellation fee of 25 % of the participation fee will be charged. Details for stand cancellations can be found here: [www.messe-friedrichshafen.com/exhibiting-guidelines](http://www.messe-friedrichshafen.com/exhibiting-guidelines).

### **7. Approval of stand construction and stand technology**

The regular stand height is 3.00 m. Stands which wholly or partially exceed this height must be submitted with a plan to the project management for approval at least 4 weeks before the start of the construction work. Please consider the maximum construction height of 6.00 m. The maximum height for ceiling suspensions (lighting, audio-visual equipment, no banners) is 7.50 m upper edge of the truss. Two-storey stands (space subject to charge) need to be applied for with a verifiable calculation (subject to charges). A fee of € 250.00 will be charged for the examination of the structural analysis. Further details can be found in the MFN Technical Guidelines ([www.messe-friedrichshafen.com/exhibiting-guidelines](http://www.messe-friedrichshafen.com/exhibiting-guidelines)).

### **8. Sales Regulations**

Direct Sales is not permitted.

### **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.

### **10. Use of operations equipment**

For logistical 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.

### **11. 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.

### **12. Use of Music / GEMA**

Exhibitors must 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).

### **13. Floor Covering**

The hall floor is made of row asphalt. Color defects are possible (re-coloring not possible). The use of floor covering is recommended.

### **14. Stand parties**

Stand parties after the close of the trade fair must always be approved by the project management and can be registered via the OSC. MFN reserves the right to charge a fee for additional required security and cleaning.

### **15. Catering**

MFN has official exclusive contract partners for catering and beverage services – addresses can be found via the OSC. The daily fee for external caterers is €100.00 per vehicle.

### **16. Additional services**

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

- The AUMA fee of € 0.60/sqm to be paid by the exhibitor will be invoiced by MFN for the AUMA and passed on (see General Conditions of Participation).
- Media entry fee for exhibitors and co-exhibitors (already included in the complete stand package and Start-Up package): For the mandatory entry a fee of € 200.00 will be charged, additional entries are subject to charge. The entry needs to be edited prior to the show by the exhibitor in the OSC by October 11th, 2023, by the latest.

All a.m. services and additional services can be ordered via the OSC after admission. You will receive the access code for service orders and media entries by e-mail with the admission documents.

### **17. Pricing / Reverse-Charge-Procedure**

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

### **18. Reservations, force majeure, cancellation, and other changes to the event**

Unforeseen events, in particular cases of force majeure (for example natural disasters, war, terror, failure, or massive disruptions in traffic and/or communication links, as well as special epidemic risks when contagious diseases occur) which make it impossible or irresponsible to hold the event as planned, entitle MFN to postpone, shorten and extend an event, to completely cancel its opening and to close an already started event temporarily, finally, in individual parts or in total. (More details: [www.messe-friedrichshafen.com/exhibiting-guidelines](http://www.messe-friedrichshafen.com/exhibiting-guidelines)).

### **19. Legal notices**

Serious violations 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 to cases of advertising in contravention and in case of advertising for political or ideological purposes.

The German version of the contract is binding.

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