

# Special Conditions of Participation for VERTICAL PRO 2021



## Definitions

**MFN** Messe Friedrichshafen GmbH shall hereafter be referred to as „MFN“.

**OSC** Upon admission, exhibitors receive an access code for the Messe Friedrichshafen Online Service Center (hereafter referred to as „OSC“). Media entries as well as technical and organizational orders must be executed via the OSC.

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

## 1. General event information

### 1.1 Opening times

The International Trade Exhibition VERTICAL PRO will take place from Friday, November 19 to Saturday, November 20, 2021 at the exhibition grounds of MFN. The trade show is open Friday and Saturday from 9:00 a.m. to 6:00 p.m. 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 the start of the show.

Please note: the foyer will be opened for visitors 30 minutes before the official opening, at 8:30 a.m.

### 1.2 Set-up and dismantling times

#### 1.2.1 Set-up:

November 17, 2021: 7:00 a.m. – 8:00 p.m.

November 18, 2021: from 7:00 a.m. continuously

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

#### 1.2.2 Dismantling

November 20, 2021: from 6:00 p.m. (access for vehicles once permission is given)

November 21, 2021: 7:00 a.m. – 8:00 p.m.

November 22, 2021: 7:00 a.m. – 4:00 p.m.

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

**1.3** After admission all services must be ordered via the OSC. You will receive the access code for service orders and media entries via email.

### 1.4 Approval for stand building / technical installations

The regular stand height is 3m. 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 6m. The maximum height for ceiling suspensions (lighting, audio-visual equipment, no banners) is 7.5m upper edge truss. Two-storey stands (space subject to charge) need to be applied for with a verifiable calculation. For the examination of the verifiable calculation a fee of €250.00 will be applied.

**1.5** Stand parties must always be approved by the project management and can be registered via the OSC (free of charge). MFN reserves the right to charge a fee in case additional security or cleaning services will be required.

**1.6** The hall floor is made of bare asphalt. Color defects are possible (re-coloring not possible). The use of flooring is recommended.

**1.7** Direct selling is prohibited.

### 1.8 Wifi

MFN provides free Wifi, which exhibitors and visitors can log into. An exhibitor's own Wifi must be registered and comply with specific conditions. Registration and prerequisites can be accessed the OSC.

### 1.9 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)

### 1.10 Catering

MFN has official exclusive contract partners for catering and beverage services. Their contact details can be found in the OSC. All other catering companies must be registered and approved by MFN before the show. The daily fee for external caterers is €100.00 per vehicle.

### 1.11 Stand Guarding / Liability

The organizer 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. MFN will provide a general hall guard in the times from November 18, 6 p.m. until November 19, 8 a.m. and November 19, 6 p.m. until November 20, 8 a.m. To be on the safe side, MFN recommends booking a stand security via the OSC for the entire duration of the show as well as for the set-up and dismantling period.

### 1.12 Use of operations equipment

For logistic and safety reasons the use of cranes, forklifts and lifting platforms/hydra ladders is exclusively limited to the official contract partners of MFN. These services can be ordered in the OSC.

## 2. Registration / admission

Registration (participation and stand order placement) for VERTICAL PRO 2021 is made by using the online application form, which must be filled out completely. This registration is a contract offer which requires acceptance by MFN. Submission of the application form shall not constitute a claim for acceptance.

The written confirmation of MFN with disclosure of the allocated stand (stand confirmation) and the accompanying invoice for participation shall be considered as admission to the show. The organizer endeavors to satisfy the wishes of the exhibitors regarding stand location and stand size. Stand allocation is made based on the details provided by the exhibitor upon registration. Deviations from these wishes due to planning reasons must be taken into account. If the content of the stand confirmation differs from the content of the exhibitor's application, the contract shall take effect in accordance with the stand confirmation, unless the exhibitor objects in writing within two weeks.

### **3. Participation fee / exhibitor passes**

**3.1** The participation fee includes the provision of the floor space, the AUMA fee (see General Conditions of Participation), waste disposal up to 80 liters per day, power consumption up to 3 kW (an electrical connection has to be ordered in the OSC, subject to charge) a certain number of exhibitor passes (see 3.2), exhibitor service by the project management, provision of the trade shows in-house information systems, target group specific marketing of the event, and cleaning of the halls.

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

**3.2** The amount of exhibitor passes that are included in the participation fee is based on the booth size: stands up to 16 m<sup>2</sup> will receive 4 exhibitor passes, 17 – 49m<sup>2</sup> stand space amounts to 8 exhibitor passes and if the space exceeds 50m<sup>2</sup> you will receive 12 exhibitor passes. Additional exhibitor passes can be bought via the OSC at a later point.

**3.3** The co-exhibitor fee is €199.00 per co-exhibiting company. Definition of co-exhibitor: see General Conditions of Participation. Co-exhibitors will receive three exhibitor passes free of charge.

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

### **4. Terms of payment**

The participation fee is payable 4 weeks after receipt of invoice; however by September 4, 2021 at the latest. All invoices issued after September 4, 2021 are payable immediately. Please note the payment due dates and information on bank details listed on MFN invoices.

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

If the exhibitor cancels the participation once admission has been granted, the exhibitor is obliged to pay a cancellation fee. The full participation fee will be charged if the stand cannot be sold to any other company. Should MFN be able to sell the stand again, a cancellation fee of 25 % of the participation fee will be charged. Details for stand cancellations can be found here: [www.messe-friedrichshafen.com/exhibiting-guidelines](http://www.messe-friedrichshafen.com/exhibiting-guidelines)

### **6. Additional services**

**6.1** In addition to the participation fee, the acceptance of the following service is obligatory: Media entry fee (obligatory media entry in all media): For the mandatory entry a fee of €200.00 will be charged, additional entries are subject to charge. The entry needs to be edited in advance to the show by the exhibitor in the OSC. The deadline for media entries will be September 29, 2021.

**6.2** An electrical connection has to be ordered in the OSC (subject to charge). The power consumption up to 3 kW is included. The calculation basis for power consumption over 3 kW is regulated under section "electrical installations" in the OSC.

**6.3** The water and sewage fee is €5.00/ day/ supply point and can be ordered via the OSC.

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

### **7. Legal notices**

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

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

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