

APPLICATION FORM FOR CO-EXHIBITORS



The trade fair for retail!
September 17 - 19, 2019
Friedrichshafen, Bodensee

with main exhibitor:
Company:
Street (no P.O. Box):
City/Zip:
Country:
Company head or director: (full name)
Internet:
VAT-ID-No.:

Main contact for the show: (full name)
Function/Position:
Telephone (central):
Tel.-direct-dial:
Mobile phone:
Email:
Invoice to: <input type="checkbox"/> Co-exhibitor (see left) <input type="checkbox"/> Main exhibitor

Manufacturer/Representative/Importer

Without complete specification of the exhibits/manufacture/city/zip/country, we regret that we will be unable to process your registration!

Exhibited Product	We are Manufacturer	We are Representative/Importer	Company, Brand	City/Zip	Country
1.	<input type="checkbox"/>	<input type="checkbox"/>			
2.	<input type="checkbox"/>	<input type="checkbox"/>			
3.	<input type="checkbox"/>	<input type="checkbox"/>			
4.	<input type="checkbox"/>	<input type="checkbox"/>			
5.	<input type="checkbox"/>	<input type="checkbox"/>			
6.	<input type="checkbox"/>	<input type="checkbox"/>			
7.	<input type="checkbox"/>	<input type="checkbox"/>			
8.	<input type="checkbox"/>	<input type="checkbox"/>			

If space is not sufficient, please add a separate sheet.

Co-exhibitors are companies that are represented on the stand of a main exhibitor with their own products and their own personnel. Companies within groups and subsidiaries count as co-exhibitors.

Participation fee per co-exhibitor

The participation fee per co-exhibitor is 300 €.

Media entry fee:

Each co-exhibitor is additionally required to submit an obligatory media entry in the catalogue, guide and internet.

The media entry fee for this is 199 €.

Deadlines:

Closing date: March 1, 2019
 Final date for installation: August 1, 2019
 Stand construction: from September 15, 2019, 7 a.m.
 Stand dismantling: from September 19, 2019, 6.30 p.m. latest until September 22, 2019, 6.00 p.m.

For additional costs, dates and terms of payment please refer to Special Conditions of Participation

Please note the Special Conditions of Participation in the Annex – they are an integral part of this contract.

The following conditions are also part of this contract:

- General Conditions of Participation
- Technical Guidelines
- General Regulations

All of the above mentioned documents can be found under <http://www.messe-friedrichshafen.com/exhibiting-guidelines>. Upon request by the exhibitor, these conditions will be sent as hard copy.

Data protection: Please note that personal data are stored, processed and used (inclusive of transfer to service providers, newsletter) for the purpose of contract performance.

With my signature, I confirm the binding registration for the trade show and the applicability of the above mentioned conditions (Special Conditions of Participation, General Conditions of Participation, Technical Guidelines, General Regulations and Data Regulations).

Place: _____ **Date:** _____

**Company stamp/
Signature:** _____

Special Conditions of Participation for OUTDOOR Friedrichshafen 2019



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 registering for a stand. 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.

1. General event information

1.1 Opening times

The OUTDOOR Friedrichshafen trade show will take place from Tuesday, September 17 to Thursday, September 19, 2019 at the exhibition grounds in Friedrichshafen. The trade show is open on Tuesday from 12 noon to 6 p.m. and from 9 a.m. to 6 p.m. on Wednesday and Thursday. 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 of the show.

1.2 Set-up and dismantling times

1.2.1 Set-up:

September 15, 2019	7:00 a.m. – 22:00 p.m.
September 16, 2019	7:00 a.m. - continuously
September 17, 2019	until 12 noon

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

1.2.2 Dismantling:

September 19, 2019	from 6:30 p.m. continuously
September 20, 2019	7:00 a.m. - 6:00 p.m.

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

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

1.4 Deposit regulations: To access the exhibition grounds with a vehicle during the set-up period, a deposit needs to be paid in cash:

Car: € 100.00

Truck: € 200.00

1.5 Stand parties must always be approved by the project management and can be registered in the OSC. The stand party fee is € 85.00. MFN reserves the right to charge a fee in case additional security or in cleaning services will be required.

1.6 Approval of stand construction / stand technology

1.6.1 Option 1: Stand space only:

The maximum stand height is 2.50 m. Stands that extend either entirely or partially above this height have to be submitted to Project Management for approval / clearance. Double-storey stands have to be registered with a valid structural analysis (subject to a charge).

1.6.2 Option 2: Stand construction package (OSB and pallet stand)

The height of the rear walls is 2.40 m and the height of the side walls (to the neighbouring stand) 1.60m. No individual suspended items (lighting, audio, equipment, etc.) are permitted. The stand lighting is included in the stand construction package.

1.7 The hall floor is made of bare asphalt. Colour defects are possible (re-colouring not possible) The use of flooring is strongly recommended.

1.8 Direct selling is prohibited.

1.9 Wifi: MFN provides a 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 in the OSC.

1.10 GEMA (Society for musical performing and mechanical reproduction rights):

Exhibitors are responsible for ensuring that appropriate, timely and full registration has taken place for any usage of music subject to GEMA licensing during the event, that the appropriate fees have been paid and that no other copyright infringements have been committed. GEMA applications and further information can be accessed at www.messe-friedrichshafen.com/exhibiting-guidelines.

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

1.12 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. Standguarding can be ordered in the OSC. We recommend booking a stand security in the OSC for the entire duration of the show as well as for the set-up and dismantling period.

1.13 Use of operations equipment:

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

2. Registration / admission

Registration (participation and stand order placement) for the OUTDOOR Friedrichshafen 2019 is made by using the application form, which must be completely filled out and signed with a legally binding signature. This registration is an offer of a contract, 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. 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 Participation fee

The participation fee includes the provision of the floor space, a certain number of exhibitor passes, exhibitor service by the project management, provision of the trade shows in-house information systems, target group specific marketing of the event, hall security, cleaning of the halls and complimentary promotional material for the exhibitor's own visitors advertising. 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.

3.1.1 Option 1: Stand space only

The participation price includes the provision of the exhibition space (without stand construction), AUMA fee (0.60 €/m² will be passed on to AUMA by MFN), waste disposal up to 80 l per day, night surveillance in halls, cleaning of the halls, a specified number of exhibitor passes, wireless Internet, catering for all days (only in combination with a valid exhibitor pass).

3.1.2 Option 2: Stand construction package

The participation price includes the provision of the exhibition space incl. stand construction, AUMA fee (0.60 €/m² will be passed on to AUMA by MFN), waste disposal up to 80 l per day, night surveillance in halls, cleaning of the halls, a specified number of exhibitor passes, wireless Internet, catering for all days (only in combination with a valid exhibitor pass), stand lighting, power connection (230 V, 16 A, 3kW) as well as electricity consumption.

3.2. Exhibitor passes

The number of exhibitor passes included in the participation fee varies according to the following scheme:

9 m ² to 19 m ² :	1 pass
20 m ² to 39 m ² :	2 passes
40 m ² to 59 m ² :	3 passes
60 m ² to 79 m ² :	4 passes
80 m ² to 99m ² :	5 passes
100 m ² to 119 m ² :	6 passes
120 m ² to 139 m ² :	7 passes
140 m ² to 159 m ² :	8 passes
160 m ² to 179 m ² :	9 passes
From 180 m ² :	10 passes

Catering: On presentation of a valid exhibitor pass, you will receive refreshments (beverages + food) free of charge at designated Catering Areas during the trade show from September 17-19, 2019.

3.3 The co-exhibitor fee is €300.00 per co-exhibiting company. Co-exhibitors receive 1 exhibitor pass free of charge. Definition of co-exhibitor: General Conditions of Participation.

All quoted prices are net prices. If the statutory value added tax applies, it will be invoiced in addition. Please note, 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 July 1, 2019 at the latest. All invoices issued after July 1, 2019 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 rented to another company. Should MFN be able to sell the stand again, a cancellation fee of 25% of the participation fee will be charged.

6. Additional services

6.1 Media entry fee (obligatory media entry in all media):

For the mandatory entry a fee of €199.00 will be charged (exhibitors and co-exhibitors). The entry should be edited in advance by the exhibitor in the OSC. The deadline for the close of editing will be announced with the notification of the OSC access code.

6.2 Power consumption:

The calculation basis for power consumption is regulated under section "electrical installations" in the OSC.

6.3 The water and sewage fee is € 4.50 / day / supply point. Water installation can be ordered in 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 Violation: The German version of the contract is binding.

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