

14th IFSSH
11th IFSHT
TRIENNIAL
CONGRESS
2019
COMBINED FSSH CONGRESS

Berlin



Berlin
Germany
17-21 June 2019

Building Bridges – Together Hand in Hand



14th IFSSH & 11th IFSHT Triennial Congress

MARKETING BROCHURE INDUSTRY



INTERCONGRESS

<http://ifssh-ifsht2019.com/>



CONTENTS

GENERAL CONGRESS INFORMATION & CONTACT	3
MAIN TOPICS	5
OVERVIEW CONGRESS AREA	6
PROCEDURE OF APPLICATION	7
PARTNERSHIP LEVELS	7
PARTNERSHIP RECOGNITION AND ADVANTAGES	8
EXHIBITION	10
LUNCHTIME WORKSHOPS	13
ADVERTISING	14
ELECTRONIC NEWSLETTER	15
SPECIAL E-MAILING TO CONGRESS PARTICIPANTS	15
DISPLAY OF COMPANY LOGO IN EXHIBITOR LIST ON CONGRESS WEBSITE	15
CONGRESS APP	16
DIGITAL PRESENTATION OF PRODUCT INFORMATION	16
BAG INSERT	17
PENS AND NOTEPADS	17
PENS FOR REGISTRATION COUNTER	17
DISPLAY OF BROCHURES NEAR THE REGISTRATION COUNTER	18
ELIPSE DISPLAY	18
FLAGS	18
COFFEE BREAKS	18
BOOKING FORMS	19
GENERAL TERMS AND CONDITIONS OF INTERCONGRESS GMBH	23



GENERAL CONGRESS INFORMATION & CONTACT

Congress: 14th IFSSH & 11th IFSHT Triennial Congress

Date: 17 – 21 June 2019

Venue: CityCube Berlin
Messedamm 26
14055 Berlin, Germany

Exhibition area: Hall B



INVITATION

The **14th IFSSH & 11th IFSHT Triennial Congress** offers a large range of exhibition possibilities, workshops, advertisements and other marketing services. It is therefore the ideal platform to present your company and products to the **outstanding faculty** and **thousands of participants from all over the world**.

- The congress combines the international, European and German national congresses for hand surgeons and therapists in one event. No national (DGH) and no European congress (FESSH) in 2019!
- Extraordinary cooperation between six international associations
- One event to meet surgeons and therapists from all over the world
- 2,500 - 3,000 international participants expected
- Top-class international faculty and scientific programme
- Four days full of networking possibilities
- State-of-the-art congress center recently opened in 2014
- Vibrant city of Berlin – most reasonably priced European metropolis
- Attractive summer date

In this brochure, you will find detailed information about the various opportunities available for your company to be represented at the **14th IFSSH & 11th IFSHT Triennial Congress**: Different levels of partnerships (with specific advantages), industrial exhibition in one large exhibition hall, lunchtime workshops, advertisements in the preliminary programme and the final programme, branding and much more.

Your support for the 14th IFSSH & 11th IFSHT Triennial Congress is highly appreciated. Thank you!



CONGRESS PRESIDENTS & SCIENTIFIC CHAIRS

Prof. Jörg van Schonhoven
Natascha Weihs
Prof. Max Haerle
Prof. Andreas Eisenschenk



YOUR CONTACT FOR PARTNERSHIP, EXHIBITION AND MARKETING

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INTERCONGRESS



MAIN TOPICS

- **Congenital Deformities**
- **Microsurgery**
- **Dupuytren's Disease**
- **Rheumatoid Arthritis**
- **Nerve Surgery**
- **Wrist Surgery**
- **Arthroscopic Surgery**
- **Osteoarthritis**
- **Fractures and Dislocations**
- **Elbow and Forearm**
- **Tetraplegic and Spastic Deformities**
- **Infections**
- **Innovations**
- **Experimental**
- **Tumor**
- **Tendon**
- **Burn**
- **Avascular Necrosis**
- **Scar and Aesthetics**
- **Diagnostics**
- **Pain**
- **Musicians Hand**
- **Handsurgery in the Austere Environment**
- **Hand Dysfunction in Psychiatric Disorders**

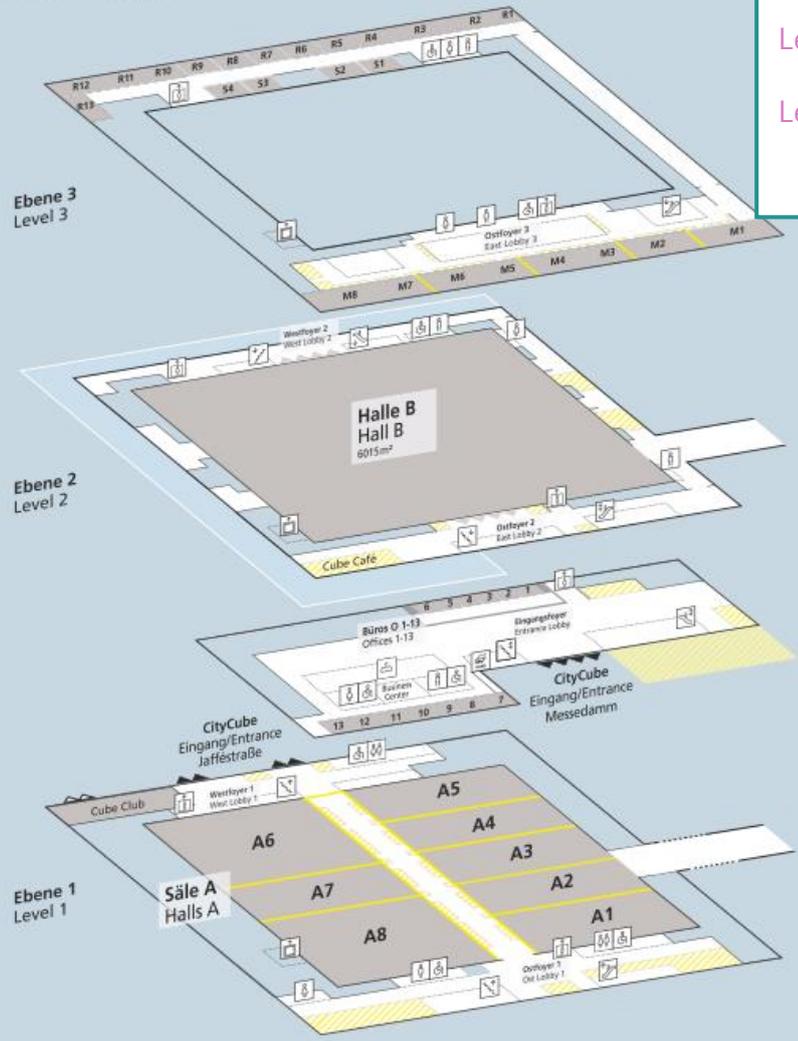


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OVERVIEW CONGRESS AREA

CityCube Berlin



Level 2, Hall B:
Exhibition area
Level 1, Rooms A1-A8:
Lecture rooms
Level 3: Lecture rooms

**Maximale Reihenbestuhlung
Maximum Theatre-style
CityCube Berlin**

Säle	A1	A2	A3	A4
Halls	439 Pax	439 Pax	476 Pax	357 Pax
	A5	A6	A7	A8
	439 Pax	636 Pax	476 Pax	376 Pax
Halle B Hall B	5000 Pax			
Meeting Rooms	M1	M2	M3	M4
Meeting Rooms	137 Pax	88 Pax	45 Pax	88 Pax
	M5	M6	M7	M8
	45 Pax	88 Pax	45 Pax	132 Pax
R/S Räume R/S Rooms	14-65 Pax			
Büros O Offices C	5-13 7-24m²			

Legende/Legend

Veranstaltungsfleichen Event area	Rolltreppe Escalator	Treppe Stairway
Flexible Trennwand Flexible partition wall	Behindertentoilette Disabled toilet	Toiletten Toilets
Zusätzliche Mietfläche Additional rental space	Aufzug Elevator	Lastenaufzug Freight elevator
Nicht nutzbare Flächen Not usable areas	Geldautomat ATM	Garderobe Cloakroom

Standby of: 2016-10-21





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PROCEDURE OF APPLICATION

All companies that are interested in participating in the 14th IFSSH & 11th IFSHT Triennial Congress are invited to book exhibition spaces and marketing services. Marketing services are not obligatory to book, but are the ideal solution to increase the visibility of your company and products.

We are delighted to offer individual marketing services to allow you to adapt the options to suit your needs and budget.

This marketing manual includes detailed information about all marketing services available for the congress.

Some marketing services are only available in a restricted number. For these services the date of receipt of the booking form is important, as the services will be distributed on a first-come, first-serve basis. For the allocation of the exhibition spaces and workshop rooms, partners will be served first, then all companies without a partner level on a first-come, first-serve basis. Within a partner level, the company with the highest investment will be served first.

Becoming a partner makes your participation at the 14th IFSSH & 11th IFSHT Triennial Congress truly special! All partners receive valuable advantages and will be promoted with their partner level and company logo to the 14th IFSSH & 11th IFSHT Triennial Congress Board and all congress participants – your customers. Further details can be found in this manual.

PARTNERSHIP LEVELS

The following partnership levels can be achieved by booking a marketing package:

- | | |
|-------------------|-----------------------|
| • Diamond | already booked |
| • Platinum | already booked |
| • Gold | EUR 50,000.00 |
| • Silver | EUR 25,000.00 |
| • Bronze | EUR 15,000.00 |

For suggestions of packages see next pages. The benefits can also be arranged individually. Please get in touch with us. To reach one of the above listed partner levels the mentioned amount has to be reached.

PLEASE NOTE
Currency & VAT: All prices are quoted and payable in EURO, plus 19% VAT for Germany-based companies / plus 19% VAT for companies in all other EU countries without VAT ID / without VAT for companies in all other EU countries with VAT ID (Reverse-Charge) / without VAT for companies of third countries outside the EU (Reverse charge) / plus 7,7% VAT on sponsoring activities for Swiss companies.



PARTNER RECOGNITION AND ADVANTAGES

Gold Partner (bookable as listed)

50,000.00* EUR

condition: Programme EduDay to be planned with scientific board

- 30 sqm exhibition space
- Free choice of stand location after Diamond and Platinum Partner (on a first-come, first-serve basis)
- 10 exhibitor badges for free
- Special EduPartner (Participation with Key note speakers of your company in one session during the educational day. Programme to be planned in collaboration with the scientific board. Promotion as Partner Educational Day on the congress website and in the final programme with logo and link, presence in a special area for EduPartners)
- Workshop/Symposium on Tuesday, Wednesday or Thursday, Duration 1 hour - After Diamond and Platinum Partner next in order to choose the day and room for the lunch symposium (on a first-come, first-serve basis)
- Advertisement in the final programme (inside pages, not within scientific programme pages)
- Promotion as Gold Partner in the final programme / on congress website with logo & link
- Insert in congress bags (3,000 pieces), max. size A4, 4 pages
- Display of one brochure near the registration area (300 pieces)
- 5 congress registrations for delegates for the congress and the congress party

Silver Partner (bookable as listed)

25,000.00* EUR

- 12 sqm exhibition space
- Free choice of stand location after Diamond, Platinum and Gold Partner (on a first-come, first-serve basis)
- 4 exhibitor badges for free
- Workshop/Symposium on Tuesday, Wednesday or Thursday, Duration 1 hour - After Diamond, Platinum and Gold Partner next in order to choose the day and room for the lunch symposium (on a first-come, first-serve basis)
- Promotion as Silver Partner in the final programme / on congress website with logo & link
- Insert in congress bags (3,000 pieces), max. size A4, 4 pages
- Display of one brochure near the registration area (300 pieces)



PARTNER RECOGNITION AND ADVANTAGES

Bronze Partner (bookable as listed)

15,000.00* EUR

- 12 sqm exhibition space
- Free choice of stand location after Diamond, Platinum, Gold and Silver Partner (on a first-come, first-serve basis)
- 4 exhibitor badges for free
- Advertisement in the final programme (inside pages, not within scientific programme pages)
- Promotion as Bronze Partner in the final program / on congress website with logo & link
- Insert in congress bags (3,000 pieces), max. size A4, 4 pages
- Display of one brochure near the registration area (300 pieces)

Please note that these partner rates include stand space only and do **not** include stand construction (own responsibility by company), wall separations or additional services such as stand cleaning, furniture or electricity. These have to be ordered separately, at additional cost.

*Currency & VAT: All prices are quoted and payable in EURO, plus 19% VAT for Germany-based companies / plus 19% VAT for companies in all other EU countries without VAT ID / without VAT for companies in all other EU countries with VAT ID (Reverse-Charge) / without VAT for companies of third countries outside the EU (Reverse charge) / plus 7,7% VAT on sponsoring activities for Swiss companies.

All partners and exhibitors will receive the highest recognition for their support of the 14th IFSSH & 11th IFSHT Triennial Congress in Berlin. Partners will be mentioned on the congress website under “Partners” after signing the marketing agreement. **Within a partner level, the company with the higher investment will be served first.**

BOOKING DEADLINE: 21 December 2018



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EXHIBITION

All partners and exhibitors will receive the highest recognition for their support of the 14th IFSSH & 11th IFSHT Triennial Congress in Berlin. Exhibitors will be listed on the conference website under “Industry” as soon as possible after signing the stand application and will furthermore be shown in the exhibition overview in the final programme.

The exhibition is an important addition to the scientific programme and will be held in **one large hall** on the first floor of the City Cube Berlin. All coffee and lunch breaks will take place within the exhibition and therefore the exhibition offers the perfect platform for you to contact the congress participants.

After the partner companies have chosen their exhibition spaces, the stand sites will be allocated on a first-come, first-serve basis.

SPACE ONLY

Price per sqm

Smallest possible stand space **6 sqm**

EUR 600

Additional costs for all stand types:

- 20 % additional costs for exhibitor service, general waste collection during set-up and dismantling, corridor cleaning, catering during breaks, one free exhibitor badge per **3 sqm** exhibition space to visit the lectures, mention as exhibitor in the final programme, on the internet and onsite

Extra charges for stand types:

- stand in a row (1 open side) → no extra charge
- corner stand (2 open sides) → plus 10% extra charge
- top stand (3 open sides) → plus 15% extra charge
- block stand (4 open sides) → plus 20% extra charge

Please note that this rate includes floor space only and do not include stand construction (own responsibility by company), wall separations or additional services such as stand cleaning, furniture or electricity. These have to be ordered separately, at additional cost.

BOOKING DEADLINE: 21 December 2018



EXHIBITION

EXHIBITION BOOTH

Price per sqm

EUR 750

Smallest possible stand space **6 sqm**

Option A, includes:

- stand space
- installation with white walls (height: 2.50 metres)
- power connection (3.3 kW)
- 1 bistro table, 3 chairs, 1 bar stool, 1 brochure display stand
- carpet, 1 information counter, waste bin
- Company logo and printed logo on faceplate



from 19 sqm: 2 bar stools, 1 high table in addition to list above

from 30 sqm: 3 chairs, 1 bistro table, 2 bar stools, 1 high table in addition to list above

Please be aware that a logo signage on the information counter and the side elements need to be booked separately!

Option B, includes:

- stand space
- installation with white walls (height: 2.50 metres)
- power connection (3.3 kW)
- 1 bistro table, 3 chairs, 1 bar stool, 1 brochure display stand
- carpet, 1 information counter, 1 cubicle, waste bin
- Company logo and printed logo on faceplate



from 19 sqm: 2 bar stools, 1 high table in addition to list above

from 30 sqm: 3 chairs, 1 bistro table, 2 bar stools, 1 high table in addition to list above

Please be aware that a logo signage on the information counter and the wall elements need to be booked separately



Additional costs for all stand types:

- 20 % additional costs for exhibitor service, general waste collection during set-up and dismantling, corridor cleaning, catering during breaks, one free exhibitor badge per **3sqm** exhibition space to visit the lectures, mention as exhibitor in the final programme, on the internet and onsite

Extra charges for stand types:

- stand in a row (1 open side) → no extra charge
- corner stand (2 open sides) → plus 10% extra charge
- top stand (3 open sides) → plus 15% extra charge
- block stand (4 open sides) → plus 20% extra charge

BOOKING DEADLINE: 21 December 2018



LUNCHTIME WORKSHOPS (LECTURES, VIDEO SESSIONS OR SIMILAR)

On Tuesday, Wednesday and Thursday workshops will be held in all halls and rooms during the lunch break. The workshops are offered as an opportunity for companies to hold lectures, show video sessions or organise hands-on sessions for the audience. Each workshop is held in a separate room and the duration is 1 hour plus set-up and dismantling. The marketing fee includes a brief description in the final programme and on the website (with company name, company logo, date, time, room name, title of workshop and names of speakers) and row seating in the room.

Please note: Catering is not included in the price. Please order lunch boxes or similar via the official congress catering company. The standard technical equipment such as projector, screen and audio system (including 1 lectern microphone, 1 microphone on the moderator table) are already included!

**Congress Partners have
the first choice!!**

EUR 12,000

Cost of workshop includes:

- the basic equipment of the lecture room: room rental for the time slot of 60 minutes, table and chairs for two chair persons incl. 1 table microphone, 1 lectern for the speakers with a fixed microphone, 1 screen, 1 data projector, chairs arranged in theatre-style, technical support available in the lecture room during the session
- Display of one flyer to announce the workshop (max. format DIN A4, double side, 1 page) at the counter close to the registration area

Please note:

All expenses for travel and congress registration of speakers and chair persons participating in the workshops are at the sole expense of the sponsor.

Any additional requirements, e.g. translation, extra audio-visual equipment, extra furniture, extra decoration, extra assistance, changes in set-up of the room, catering, etc. need to be organised in advance directly via Intercongress and are at the sole expense of the sponsor. The sponsor will receive further information from Intercongress. Set-up and management are at the company's full discretion.

BOOKING DEADLINE: 21 December 2018



ADVERTISING

PRELIMINARY PROGRAMME

Circulation: **printed version:** approx. 4,000 copies and **digital version:** approx. 12,000 recipients;
from January/February until April 2019

Format: 1 page, 4-colour, format: A5 148x210mm

Prices: Inside pages (not within scientific programme pages)

EUR 2,000

Deadline: **21 December 2018**

FINAL PROGRAMME

Circulation: **printed version:** approx. 4,000 copies and **digital version:** approx. 12,000 recipients;
from April until June 2019

Format: 1 page, 4-colour, format: A5 148x210mm

Prices: Inside pages (not within scientific programme pages)

EUR 2,500

Deadline: **beginning of March 2019**

Due to regulations of the European Union of Medical Specialists (UEMS), who certify the scientific lectures, advertisements are no longer permitted on the 2nd cover page, next to the table of content and next to the scientific programme.



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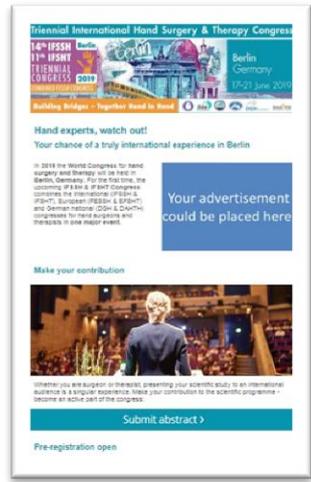
MARKETING SERVICES

ELECTRONIC NEWSLETTER

Starting in July 2018, Intercongress will regularly send out by email electronic newsletters to **approx. 7,500 recipients**. These people are interested in receiving news about the 14th IFSSH & 11th IFSHT Triennial Congress in Berlin and many of them will become congress participants later on.

With this marketing service, your banner will be placed in the newsletter, thus informing all recipients about your participation already prior to the congress. ONLY ONE banner per newsletter

Marketing fee: **EUR 600 / per Newsletter**



**SPECIAL E-MAILING TO CONGRESS PARTICIPANTS
(ONLY AVAILABLE FOR PARTNERS)**

!!Available twice!!

Prior to the congress, Intercongress will send out an emailing on your behalf in order to inform **all registered participants** about your activities during the 14th IFSSH & 11th IFSHT Triennial Congress in Berlin. You create the text and choose the date when the emailing will be sent out and Intercongress takes care of the rest. It is possible to include one attachment to the email. (limited to two companies)

Marketing fee: **EUR 4,000**

DISPLAY OF COMPANY LOGO IN EXHIBITOR LIST ON CONGRESS WEBSITE

For a small marketing fee you can display your company logo in the exhibitor list on the congress website and thus increase your visibility prior to the congress.

Marketing fee: **EUR 500**



CONGRESS APP

There will be a congress app which all congress participants can download on their mobile devices free of charge. In order to take part in the interactive sessions, everyone needs to download the app. Therefore, we are expecting a very high utilization rate. There are different possibilities for companies to raise their recognition in the app.

All partners and exhibitors will be listed with their company name, company address and booth number in the congress app.

Push notification to all app users

(short text up to 120 words)

- maximum of 4 messages per day -



Marketing fee:

EUR 300/per message

DIGITAL PRESENTATION OF PRODUCT INFORMATION

Digital presentations of product information will be shown during all breaks in the **main lecture halls**. All you need to do is send Intercongress a power point presentation / or video file (2-3 minutes max.) prior to the congress and we will ensure that it will be shown.

Marketing fee:

EUR 900 / presentation per day

(bookable for Tuesday, Wednesday, Thursday or Friday)



BAG INSERT

FLYER

One brochure (**2,500 pieces**) with company and/or product information will be placed in the congress bags, max. size A4, 4 pages.

Marketing fee per bag insert:
plus material & delivery costs

EUR 2,500

PENS AND NOTEPADS

**!!Exclusive for
one company!!**

As partner of pens and notepads, your company logo will be printed on all **4,000 notepads**. The pens and pads will be placed in the congress bags and handed out to all participants. All you need to do is send your company logo in .eps format to us.

Marketing fee for logo print on 4,000 notepads plus 4,000 own company pens:

EUR 8,000

PENS for use at the registration counter

During the congress time, there is a high demand of pens at the registration counter. Participants arrive, fill in the registration forms, buy tickets for the congress dinner, pick up their certificates etc. For most of these activities they need a pen to write and in general, they take the pen with them, ensuring continuing exposure for your company.

Approx. 500 pens will be needed

EUR 500



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DISPLAY OF BROCHURES NEAR THE REGISTRATION COUNTER

To distribute brochures outside the exhibition space, it is possible to display them in a special area near the registration counter.

Marketing fee per 500 brochures:



EUR 1,000

ELIPSE DISPLAY

It is possible to place a display, 2-sided, in the lobbies on all levels. The exact position can be defined by arrangement. Increase your visibility, promote your workshop and booth, or advertise a product. The display will be branded with your logo or design (1,000 cm width x 2,000 cm height).

Marketing fee, including production costs:

EUR 1,500

FLAGS (only bookable for partners)

Outside the City Cube Berlin, right in front of the entrance, **10 flag-poles** are available to brand the entrance with flags. Companies have the possibility to book a pole for their flag. The flag will be produced for the congress. The production costs, set-up and dismantling is already included in the marketing fee. **All you need to do is send us your logo/design as a printable pdf file. Size: 140 x 400 cm**

Marketing fee for one flag incl. flag production:



EUR 1,000

COFFEE BREAKS

During the coffee breaks, beverages and small snacks will be offered to all attendees and exhibitors. As partner of the coffee breaks, signs with your company logo will be placed on all catering stations and your support will be mentioned in the final programme and on the congress website.

Marketing fee:

EUR 2,000

Make your company visible!



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Please return application until 21 December 2018 to:
Intercongress GmbH
 Thomas Miltz, Ingeborg-Krummer-Schroth-Str. 30, 79106 Freiburg
 Germany
Phone +49 611 977 16-10 **Fax** +49 761 69699-11
thomas.miltz@intercongress.de

SPONSORING APPLICATION

Company: -----

Street: -----

Postcode, City, Country: _____
 Please, state a deviating billing address separately.

Phone/Fax: ----- / -----

E-Mail: -----

Contact: Mr. Ms. -----

VAT-ID: -----

Website: -----

PARTNERSHIP

- Gold Partner EUR 50,000
- Silver Partner EUR 25,000
- Bronze Partner EUR 15,000

LUNCH-WOKRSHOP/-SYMPOSIA (Please tick preferred date)

- Tuesday Wednesday Thursday EUR 12,000

ADVERTISING

- Preliminary programme:
 - EUR 2,000 (inside page, back of programme)
- Final programme:
 - EUR 2,500 (inside page, back of programme)



SPONSORING APPLICATION

Page 2/2

MARKETING

- | | |
|---|---------------------|
| <input type="checkbox"/> BANNER ELECTRONIC NEWSLETTER | EUR 600 each |
| <input type="checkbox"/> 07/18 (Highlights and Hotels) | |
| <input type="checkbox"/> 09/18 (Call for Abstracts) | |
| <input type="checkbox"/> 10/18 (Deadline: Call for Abstracts) | |
| <input type="checkbox"/> 12/18 (Preliminary Programme) | |
| <input type="checkbox"/> 01/19 (Happy New Year) | |
| <input type="checkbox"/> 02/19 (Registration) | |
|
 | |
| <input type="checkbox"/> SPECIAL E-MAILING (for partners only) | EUR 4,000 |
| <input type="checkbox"/> DISPLAY OF COMPANY LOGO IN EXHIBITOR LIST | EUR 500 |
| <input type="checkbox"/> CONGRESS APP – PUSH NOTIFICATION | EUR 300/per message |
| <input type="checkbox"/> DIGITAL PRESENTATION OF PRODUCT INFORMATION | EUR 900/per day |
| <input type="checkbox"/> TUESDAY <input type="checkbox"/> WEDNESDAY <input type="checkbox"/> THURSDAY <input type="checkbox"/> FRIDAY | |
| <input type="checkbox"/> BAG INSERT | EUR 2,500 |
| <input type="checkbox"/> PENS AND NOTEPADS | EUR 8,000 |
| <input type="checkbox"/> PENS for REGISTRATION | EUR 500 |
| <input type="checkbox"/> DISPLAY OF BROCHURES NEAR THE REGISTRATION COUNTER | EUR 1,000 |
| <input type="checkbox"/> ELIPSE DISPLAY | EUR 1,500 |
| <input type="checkbox"/> FLAG (for partners only) | EUR 1,000 |
| <input type="checkbox"/> COFFEE BREAK | EUR 2,000 |

Currency & VAT: All prices are quoted and payable in EURO, plus local VAT if demanded by the tax authorities.

Place, date

Stamp, legal signature

The general conditions of Intercongress GmbH are accepted by signature. Place of jurisdiction is Freiburg. According to German law § 33 BDSG we herewith inform you that all clients data are being stored in our database.



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 Phone +49 611 977 16-10 Fax +49 761 69699-11
thomas.miltz@intercongress.de

**STAND APPLICATION
(stand space only)**

Company: _____
 Please, list possible co-exhibitors on a separate page (with suitable billing address).

Street: _____

Postcode, City, Country: _____
 Please, state a deviating billing address separately.

Phone/Fax: _____ / _____

E-Mail: _____

Contact: Mr. Ms. _____

VAT-ID: _____

Website: _____

Requested stand size: sqm (length m x depth m) **(min. size: 6 sqm)**

Basic Fee: **EUR 600,- per sqm plus VAT**
plus 20% additional costs for exhibitor service, general waste collection during set-up and dismantling, corridor cleaning, catering during breaks, one exhibitor badge for free per 3 sqm exhibition space to visit the lectures, mention as exhibitor in the final programme, on the internet and onsite

- Extra charges:
- | | |
|---|------------------|
| <input type="checkbox"/> Stand in a row (1 open side) | No extra charge |
| <input type="checkbox"/> Corner stand (2 open sides) | 10% extra charge |
| <input type="checkbox"/> Top stand (3 open sides) | 15% extra charge |
| <input type="checkbox"/> Block stand (4 open sides) | 20% extra charge |

The prices listed above are to be understood per sqm plus VAT (for Germany-based companies only) and are valid for the whole exhibition period. Days required for set-up and dismantling are counted as exhibition days. When calculating the rental fee, space occupied by hall pillars cannot be deducted from the stand area. Every fraction of one sqm will be charged in full. Any expenses for additional requests and orders (power supply, furniture, flowers etc.) have to be paid separately by the exhibitor. 800 EUR are calculated for each co-exhibitor on the rental space. Cancellations and alterations have to be effected in writing and confirmed by Intercongress GmbH. In case of cancellation after 17 December 2018 50% of the full rental fee will be imposed. A cancellation before this date will result in a cancellation fee amounting to 25% of the full rental fee. In case an exhibition stand is cancelled after 17 April 2019 a cancellation fee amounting to 100% of the full rental fee will be charged.

 Place, date Stamp, legal signature

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 Phone +49 611 977 16-10 Fax +49 761 69699-11
thomas.miltz@intercongress.de

**STAND APPLICATION
(exhibition booth/
shell scheme)**

Company: _____
 Please, list possible co-exhibitors on a separate page (with suitable billing address).

Street: _____

Postcode, City, Country: _____
 Please, state a deviating billing address separately.

Phone/Fax: _____ / _____

E-Mail: _____

Contact: Mr. Ms. _____

VAT-ID: _____

Website: _____

Requested stand size: sqm (length m x depth m) **(min. size: 6 sqm)**

Basic Fee: **EUR 750,-** per sqm plus VAT
plus 20% additional costs for exhibitor service, general waste collection during set-up and dismantling, corridor cleaning, catering during breaks, one exhibitor badge for free per 3 sqm exhibition space to visit the lectures, mention as exhibitor in the final programme, on the internet and onsite

- Extra charges:
- Stand in a row (1 open side) No extra charge
 - Corner stand (2 open sides) 10% extra charge
 - Top stand (3 open sides) 15% extra charge
 - Block stand (4 open sides) 20% extra charge

The prices listed above are to be understood per sqm plus VAT (for Germany-based companies only) and are valid for the whole exhibition period. Days required for set-up and dismantling are counted as exhibition days. When calculating the rental fee, space occupied by hall pillars cannot be deducted from the stand area. Every fraction of one sqm will be charged in full. Any expenses for additional requests and orders (power supply, furniture, flowers etc.) have to be paid separately by the exhibitor. 800 EUR are calculated for each co-exhibitor on the rental space. Cancellations and alterations have to be effected in writing and confirmed by Intercongress GmbH. In case of cancellation after 17 December 2018, 50% of the full rental fee will be imposed. A cancellation before this date will result in a cancellation fee amounting to 25% of the full rental fee. In case an exhibition stand is cancelled after 17 April 2019 a cancellation fee amounting to 100% of the full rental fee will be charged.

 Place, date Stamp, legal signature

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General Terms and Conditions of Business for the Rental of Exhibition Space

1. Preamble

- 1.1. Contracting parties to the rental agreement shall be the Organiser and the Exhibitor. The Organiser will be published in the printed material of the event. In case Intercongress GmbH is not the Organiser of the event, the Organiser shall be represented by Intercongress GmbH, Friedrichstr. 6, 65185 Wiesbaden, Germany (hereinafter "IC") for the purposes of concluding and amending the agreement and exercising dispositive rights as well as performance under the agreement.
- 1.2. Services on the part of the Exhibitor shall be rendered exclusively on the basis of these General Terms and Conditions of Business. They shall also apply to the participation of the Exhibitor in future events arranged by the Organiser provided that the latter is represented by IC in this regard. Any Terms and Conditions of the Exhibitor which shall deviate from or conflict with these Terms and Conditions of Business shall not be accepted, not even in the event of the Organiser performing his services without further reservations.

2. Quotation and conclusion of contract

- 2.1. Quotations made in prospectuses, advertisements etc. shall be subject to change without notice and without obligation, also with regard to price details. Submission of the completed stand application form shall represent an offer to contract on the part of the Exhibitor. The Exhibitor shall be bound to this offer until four weeks after the deadline of receipt stated on the application form. In case this deadline has already expired, he shall be bound to his offer for four weeks. In the case of a businessman, the contents of the stand confirmation shall be binding for the agreement, even if these differ from the contents of the application and the Exhibitor does not object to the amendment within 14 days.
- 2.2. The agreement shall also include the house rules, the product classification as well as the organizational and technical provisions of the event location which shall be forwarded to the Exhibitor prior to the event.

3. Authorization to exhibit

- 3.1. IC shall decide upon consultation with the Organiser on the authorization of an Exhibitor. A right to be authorized shall not exist.
- 3.2. The event is primarily open to manufacturing companies. Distributors and importers may not be authorized as Exhibitors unless they are able to produce evidence of having exclusive sales rights for the Federal Republic of Germany. In each case, only one stand may be rented for the same products of one manufacturer and used for the agreement. In case that the Exhibitor has not fulfilled these prerequisites, the Organiser may rescind the Agreement.
- 3.3. The Exhibitor shall only be permitted to use the stand himself. Assignment of the entire stand or the part thereof to other companies shall require the consent of the Organisers. The latter may increase the price (Clause 6). The Co-Exhibitors shall be joint and each liable for all contractual obligations.

4. Allocation of exhibition space

- 4.1. Exhibition space shall be allocated according to the order of receipt of applications. The date of receipt by IC shall be decisive.
- 4.2. Notwithstanding the stand confirmation, IC shall reserve the right to subsequently allocate a differently positioned stand to the Exhibitor, alter the area of his exhibition space, relocate or close entrances and exits to the exhibition site or to the halls, provided that, taking into consideration the interests of the Organiser, such alteration shall be fair and reasonable for the Exhibitor. Should adherence to the stand confirmation present an unreasonable degree of hardship for the Organiser, yet such alteration be unacceptable to the Exhibitor, the former may rescind the agreement.

5. Stand construction and design

- 5.1. The construction and design of the stand must comply both with the general rules on competition and regulative law and with the technical safety regulations. Visual or acoustic disturbance of adjacent areas must be avoided.
- 5.2. The stands must be manned during opening times and equipped with exhibits.
- 5.3. Only objects which correspond to the exhibition programme, have been registered and are brand-new may be exhibited. Other objects may not be exhibited unless this shall be absolutely necessary for the presentation or functioning of the permitted exhibits.
- 5.4. The sale of exhibits – including exhibition samples, software and specialist literature – to private persons outside the legal opening hours for retail shops is prohibited; moreover, the regulations regarding the quotation of prices order are to be observed.
- 5.5. The Organiser shall be entitled to remove exhibits or have them removed from the stand at the expense of the Exhibitor, should their exhibition be prohibited and the Exhibitor not immediately remove them upon the request of the Organiser. Should removal of the object not be possible or not adequate to establish an acceptable state, the Organiser may terminate the agreement with immediate effect.

6. Prices

- 6.1. The prices quoted shall apply to each square meter of stand area or part thereof plus the statutory value added tax applicable at any given time. There shall be no deductions for hall supports. The prices quoted represent all assembly days including days for set-up and dismantling.
- 6.2. Additional charges for electricity, furniture, flowers, decorations etc. shall be invoiced separately. Various surcharges for Co-Exhibitors shall apply.

7. Terms and conditions of payment

- 7.1. The stand rental fee shall be payable net, plus an appropriate advance payment towards additional charges to be determined by the Organiser and plus value added tax, upon registration and issue of an invoice by IC. Payments shall be remitted to a separate account only which shall be advised. All bank fees have to be paid by the sender.
- 7.2. In the event of default on the part of the Exhibitor, the Organiser may charge interest payable on arrears at the rate of 5 % p.a. above the basic interest rate in force at the time of default. So far as only businessmen are involved in the legal transaction, interest payable on arrears will be at 8 % p.a. above the basic interest rate in force at the time of default. Should the Organiser be in a position to substantiate that greater damages have been caused by default, a claim may be made for this amount. The Exhibitor is, however, entitled to prove that damages resulting from default have not occurred or only to a lesser degree. If the Exhibitor is a businessman, he shall be obliged to pay the interest stated in the first sentence of this subclause within two weeks of dispatch of the invoice without a reminder being necessary.

- 7.3. With respect to the marketing of those items for which he shall possess a hirer's lien, the Organiser shall be unrestricted; to the extent that statutory provisions are permissible, these shall be eliminated by this agreement.

- 7.4. The Exhibitor may only set off against amounts due to the Organiser from the rental agreement such claims and only exercise a right of retention in relation to such claims as are either undisputed or legally effective.

8. Legal consequences if the event is cancelled or rescheduled

- 8.1. Should an event be cancelled, cut short or rescheduled to a new date due to force majeure or for good reason, IC is obliged to inform the Exhibitor immediately.
- 8.2. The Exhibitor has the right to withdraw from the contract within two weeks of receiving this notification. If the Exhibitor does not exercise this right, the contract will be continued under the changed conditions conveyed.
- 8.3. If an event is cancelled or in case of rescission by the Exhibitor any payments the Exhibitor has made in advance are reimbursed provided they cannot be offset against the claim for partial services rendered. The Organiser is not liable for any damages arising from the cancellation, shortening or rescheduling of an event.

9. Premature termination of contract and restitution of benefits

- 9.1. Each contractual party is entitled to terminate the contract for good reason without notice. Good reason is present in particular, if
- the other contractual party culpably breaches the essential contractual obligations incumbent upon them and the breach is not remedied within a reasonable period of time despite a warning. A previous warning is not required if it has no purpose or the contractual party entitled to the termination is not reasonable;
 - the other contractual party culpably breaches legal provisions which are directly or indirectly significant in order to execute this contract. The contractual parties agree that sufficient suspicion of a culpable breach constitutes sufficient good reason;
 - the request for the opening of an insolvency procedure on the assets of one of the contractual parties is made;
- 9.2. Termination must be made in writing.

- 9.3. If a contractual party is responsible for termination without notice for good reason, it is obliged to make restitution for the services received from the other contractual party. It is not, however, entitled to reclaim the services it provided. If the contractual party obliged to make restitution is unable to do so due to the nature of the service(s) obtained or for any other reason, it must reimburse the market-standard value of the services received. The contractual party entitled to termination without notice retains the right to claim for further damages.

10. Damages

- Should the Organiser or IC withdraw from the contract for a reason for which the Exhibitor is responsible, the Exhibitor is obliged to pay damages.

Payment for damages is flat-rate and determined as follows:

- Should the withdrawal take place at least six months before the event is set up, 25% of the agreed exhibition fee is due.
 - Should the withdrawal take place within six months before the event is set up, 50% of the agreed exhibition fee is due.
 - Should the withdrawal take place within two months before the event is set up, 100% of the agreed exhibition fee plus extra costs exempting electricity is due.
- Should the actual damages incurred be higher, the Organiser may claim for higher damages. Should the Exhibitor prove that the damages are lower than the flat-rate amounts, he is to pay an accordingly reduced amount.

11. Limitation of liability

- 11.1. Claims for damages from positive breach of obligation, negligence in contracting and tort are excluded as long as the Organiser, his legal representative or his vicarious agents have not acted with intent or gross negligence and as long as there is no violation of essential contractual obligations. Claims for damages due to impossibility of performance and delay in the event of slight negligence are limited to the reimbursement of the foreseeable damages. Liability for such damage and bodily harm is also excluded unless the Organiser is guilty of intent or gross negligence.
- 11.2. Claims for damages brought against the Organiser due to breach of contractual or quasi-contractual obligations and in tort must be enforced through court proceedings within the exclusion period of six months. The exclusion period begins from the point of notification, this however being from the end of the event at the latest. The exclusion period does not apply for claims for damages due to deliberate breach of duty or law.

12. Final provisions

- 12.1. All declarations made in connection with this agreement must be submitted in writing.
- 12.2. Should any provision of these Terms and Conditions of Business or other agreements between the parties be or become void, this shall not affect the validity of the remaining provisions. It is agreed that instead of the invalid provision a valid condition shall be accepted which comes nearest to the intended economic purpose.
- 12.3. German Law shall apply to this agreement.
- 12.4. Should the Exhibitor be a businessman or not have any place of general jurisdiction within the Federal Republic of Germany, the place of jurisdiction shall be Freiburg, Germany. In addition, the Organiser and IC shall also be entitled to institute legal proceedings against the Exhibitor at his place of general jurisdiction or at any particular place of jurisdiction which may already exist.

General Terms and Conditions for Marketing Services and Support Services (sponsoring) for Events

1. Preamble

- 1.1. The company Intercongress GmbH organises events in its own name and on behalf of congresses and conferences etc. The Organiser will be published in the printed material of the event. In case Intercongress GmbH is not the Organiser of the event, the Organiser shall be represented by Intercongress GmbH, Friedrichstr. 6, 65185 Wiesbaden, Germany (hereinafter "IC") for the purposes of concluding and amending the agreement and exercising dispositive rights as well as performance under the agreement.
- 1.2. Sponsor services shall be rendered exclusively on the basis of these General Terms and Conditions of Business. They shall also apply for the participation of the sponsor in future events by the Organiser if it is also represented by IC in this regard. The conditions of the supporting company which deviate from these terms and conditions or which contradict them shall not be accepted, not even if the Organiser performs his services without further reservation.
- 1.3. The house rules, index of goods and the organisational and technical regulations of the event location are also part of the contract.

2. Offer and conclusion of contract

- 2.1. The Organiser is the holder of rights to the event. The sponsor is interested in granting advertising possibilities for this event. IC shall make a decision (after discussion with the Organiser where necessary) on the approval of a sponsor. There is no entitlement to approval.
- 2.2. The event is primarily open to manufacturing companies. Distributors and importers may not be authorized as Sponsors unless they are able to produce evidence of having exclusive sales rights for the Federal Republic of Germany. In case that the Client has not fulfilled these prerequisites, the Organiser may rescind the Agreement.

3. Sponsor services

- 3.1. The marketing or support service must comply with general regulations, in particular competition law and good practices. There may not be any visual irritations, acoustic irritations or traffic obstructions. The sponsor alone is legally responsible for this.
- 3.2. Cash payments
a) Should the sponsor have undertaken to pay the Organiser a one-time monetary amount plus any VAT accrued, this payment is due upon IC issuing an invoice with a deadline for payment. The payment must be made solely to the special account indicated on the invoice.
b) The Organiser is entitled to default interest on the amount due in each case in the amount of 8% over the respective basic interest rate in the event of payment default. The assertion of further damage is not hereby excluded.
c) The sponsor may only offset such claims against the claims of the Organiser from the contract and may only assert a right of retention with regard to such claims that have neither been established to be uncontested nor been confirmed by a court of law.
- 3.3. Benefits in kind
a) Should the sponsor have undertaken to provide the event with advertising, this must be delivered by the sponsor at his own expense to the place of the event unless otherwise determined. The sponsor is responsible for the timely provision of the materials promised.
b) The Organiser and IC are not obliged to take precautions against the loss or damage of goods submitted by the Client.
c) The agreed advertising fee is due for payment within the period set in the invoice.
- 3.4. Services
a) If the sponsor has undertaken to provide the visitors with food and drink, he is obliged to provide evidence of the organisation and execution thereof upon the request of IC as stipulated in the contract. IC can demand the submission of the order and order confirmation. The same applies if the sponsor has assumed travel/accommodation costs, the conference fee and, where necessary, a fee for the speakers/participants as well as costs for transport including costs for appropriate transport insurance.
b) The sponsor is responsible for the proper function, safe use and roadworthy installation of the technical equipment he provides for the event. The sponsor shall ensure the timely delivery and installation of the equipment and is responsible for their operational capability throughout the event.
- 3.5. If the sponsor has commissioned third parties with the duties entrusted to him, he is liable for the third parties carrying out the duties in compliance with the contract.
- 3.6. Both the sponsor and the Organiser will mutually and directly inform each other of all circumstances which could be important for the execution of this contract.
- 3.7. The realisation of the communicative goals pursued by the sponsor by entering into this contract has no influence on the Organiser's claim to remuneration unless it has culpably hindered or impeded their achievement through the violation of essential contractual obligations or through gross negligence.
- 3.8. The rights and obligations as well as any claims from this contract are only transferable upon prior written consent from the other Party or the respective debtor of the claims.
- ### 4. Prices
- 4.1. For marketing services, the current price list for each event applies exclusively.
- 4.2. Any costs incurred by cooperation partners are forwarded by IC in their full amount to the Client.
- ### 5. Legal consequences if the event is cancelled or rescheduled
- 5.1. Should the event not take place from the very beginning due to force majeure, no service must be rendered by any Party.
- 5.2. Should an event be cancelled, cut short or rescheduled to a new date due to force majeure or for good reason, IC is obliged to inform the sponsor immediately. The sponsor has the right to withdraw from the contract within two weeks of receiving this notification. Any payments the sponsor made in advance are reimbursed provided they cannot be offset against the claim for partial services rendered.

6. Premature termination of contract and restitution of benefits

- 6.1. Each contractual party is entitled to terminate the contract for good reason without notice. Good reason is present in particular, if
a) the other contractual party culpably breaches the essential contractual obligations incumbent upon them and the breach is not remedied within a reasonable period of time despite a warning. A previous warning is not required if it has no purpose or the contractual party entitled to the termination is not reasonable;
b) the other contractual party culpably breaches legal provisions which are directly or indirectly significant in order to execute this contract. The contractual parties agree that sufficient suspicion of a culpable breach constitutes sufficient good reason;
c) the request for the opening of an insolvency procedure on the assets of one of the contractual parties is made;
- 6.2. Moreover, the sponsor is in particular entitled to a right to terminate the contract without notice for good reason if the Organiser's essential advertising service provided for in the contract is prohibited after the decision by an arbitrating authority or a court or proves itself to be inadmissible due to legal regulations or professional law. In this case, the sponsor is however not entitled to a claim for restitution against the Organiser.
- 6.3. Termination must be made in writing.
- 6.4. If a contractual party is responsible for termination without notice for good reason, it is obliged to make restitution for the services received from the other contractual party. It is not, however, entitled to reclaim the services it provided. If the contractual party obliged to make restitution is unable to do so due to the nature of the service(s) obtained or for any other reason, it must reimburse the market-standard value of the services received. The contractual party entitled to termination without notice retains the right to claim for further damages.

7. Damages

- Should the Organiser or IC withdraw from the contract for a reason for which the sponsor is responsible, the sponsor is obliged to pay damages.
- Payment for damages is flat-rate and determined as follows:
a) For benefits in kind with advertising effect
- Should the withdrawal take place at least six months before the event is set up, 25% of the agreed fee and the value of the benefits in kind is due.
- Should the withdrawal take place within six months before the event is set up, 50% of the agreed fee and the value of the benefits in kind is due.
- Should the withdrawal take place within three months before the event is set up, 100% of the agreed fee and the value of the benefits in kind is due.
Should the actual damages incurred be higher, the Organiser may claim for higher damages. Should the sponsor prove that the damages are lower than the flat-rate amounts, he is to pay an accordingly reduced amount.
b) For special benefits in kind and services, damages are calculated according to the actual costs incurred for procuring the replacement which is to be organised, compensation and the organisational effort incurred.

8. Limitation of liability

- 8.1. Claims for damages from positive breach of obligation, negligence in contracting and tort are excluded as long as the Organiser, his legal representative or his vicarious agents have not acted with intent or gross negligence and as long as there is no violation of essential contractual obligations. Claims for damages due to impossibility of performance and delay in the event of slight negligence are limited to the reimbursement of the foreseeable damages. Liability for such damage and bodily harm is also excluded unless the Organiser is guilty of intent or gross negligence.
- 8.2. Claims for damages brought against the Organiser due to breach of contractual or quasi-contractual obligations and in tort must be enforced through court proceedings within the exclusion period of six months. The exclusion period begins from the point of notification, this however being from the end of the event at the latest. The exclusion period does not apply for claims for damages due to deliberate breach of duty or law.

9. Final provisions

- 9.1. Declarations which have been made with reference to this contract must be made in writing and are only applicable if they have been confirmed in writing by IC or the Organiser.
- 9.2. Should a provision of these Terms and Conditions or of the other agreements between the Parties be or become ineffective, the effectiveness of the other provisions remain unaffected. In place of the ineffective provision, an effective condition is deemed as agreed which comes closest to the intended economic purpose.
- 9.3. German Law shall apply to this agreement.
- 9.4. Should the Client be a businessman or not have any place of general jurisdiction within the Federal Republic of Germany, the place of jurisdiction shall be Freiburg, Germany. In addition, the Organiser and IC shall also be entitled to institute legal proceedings against the Client at his place of general jurisdiction or at any particular place of jurisdiction which may already exist.

General Terms and Conditions of Business for Advertisements

1. Preamble

- 1.1. Intercongress GmbH (hereinafter "IC") arranges for the contracting party (hereinafter "Client") the possibility to advertise in printed matter and/or on websites of a congress organiser in terms of buttons, banners, hyperlinks, etc. to be published on the internet. Contracting parties to the agreement shall be the Organiser of the congress (hereinafter "Organiser") and the Client. The Organiser will be published in the printed material of the event. In case IC is not the Organiser of the event, the Organiser shall be represented by Intercongress GmbH, Friedrichstr. 6, 65185 Wiesbaden, Germany for the purposes of concluding and amending the agreement and exercising dispositive rights as well as performance under the agreement.
- 1.2. Services on the part of IC shall be rendered exclusively on the basis of these General Terms and Conditions of Business for Advertisements on websites and in printed material. Any terms and conditions of the Client which shall deviate from or conflict with these Terms and Conditions of Business shall not be accepted.

2. Quotation and conclusion of contract

Advertising orders must be submitted in writing or electronic format. Oral agreements are not legally binding.

3. Authorization of advertisement

Due to content, origin or technical format, IC shall reserve the right to decline advertising orders according to standardised, factually justified principles. A right to be authorized shall not exist.

4. Design of advertisement

The advertisement must comply both with the general rules on competition and morality. The Client carries the legal accountability.

5. Prices

- 5.1. For the advertisement order, the current price list for each event applies exclusively.
- 5.2. Possibly arising expenses of production partners will be passed on in full amount to the Client by IC.

6. Terms and conditions of payment

- 6.1. The fees shall be payable net plus value added tax upon registration and issue of an invoice by IC. Payments shall be remitted to a separate account only, which shall be advised separately. All bank fees have to be paid by the sender.
- 6.2. In the event of default on the part of the Client, the Organiser may charge interest payable on arrears at the rate of 5 % p.a. above the basic interest rate in force at the time of default. So far as only businessmen are involved in the legal transaction, interest payable on arrears will be at 8 % p.a. above the basic interest rate in force at the time of default. If IC is in the position to prove a higher damage caused by delay, it may claim these. The Client is, however, entitled to prove that no or a minor damage has been caused by the delay. If the Client is a businessman, he shall be obliged to pay the interest stated in the first sentence of this sub-clause within two weeks of dispatch of the invoice without a reminder being necessary.
- 6.3. The Client may only set off against amounts due to IC according to the advertisement contract such claims and only exercise a right of retention in relation to such claims as are either undisputed or legally effective.

7. Default and limitation of liability

- 7.1. In case of force majeure or other reasons beyond the control of IC (e.g. blackout/disruption of the communications network, computer breakdown of a third party, breakdown of the AdServer not longer than 24 hours) IC assumes no liability for the publication of the advertisement.
- 7.2. If - due to reasons beyond the control of IC - the event cannot take place or must be cut short, there is no claim for reimbursement or the compensation of other (economic) loss.
- 7.3. Claims for damages from positive breach of obligation, negligence in contracting and tort are excluded as long as the Organiser, his legal representative or his vicarious agents have not acted with intent or gross negligence and as long as there is no violation of essential contractual obligations. Claims for damages due to impossibility of performance and delay in the event of slight negligence are limited to the reimbursement of the foreseeable damages. Liability for such damage and bodily harm is also excluded unless the Organiser is guilty of intent or gross negligence.
- 7.4. Claims for damages brought against the Organiser due to breach of contractual or quasi-contractual obligations and in tort must be enforced through court proceedings within the exclusion period of six months. The exclusion period begins from the point of notification, this however being from the end of the event at the latest. The exclusion period does not apply for claims for damages due to deliberate breach of duty or law.

8. Premature termination of contract and restitution of benefits

- 8.1. Each contractual party is entitled to terminate the contract for good reason without notice. Good reason is present in particular, if
 - a) the other contractual party culpably breaches the essential contractual obligations incumbent upon them and the breach is not remedied within a reasonable period of time despite a warning. A previous warning is not required if it has no purpose or the contractual party entitled to the termination is not reasonable;
 - b) the other contractual party culpably breaches legal provisions which are directly or indirectly significant in order to execute this contract. The contractual parties agree that sufficient suspicion of a culpable breach constitutes sufficient good reason;
 - c) the request for the opening of an insolvency procedure on the assets of one of the contractual parties is made.
- 8.2. Termination must be made in writing.
- 8.3. If a contractual party is responsible for termination without notice for good reason, it is obliged to make restitution for the services received from the other contractual party. It is not, however, entitled to reclaim the services it provided. If the contractual party obliged to make restitution is unable to do so due to the nature of the service(s) obtained or for any other reason, it must reimburse the market-standard value of the services received. The contractual party entitled to termination without notice retains the right to claim for further damages.

9. Composition of damages

- 9.1. Should the Client rescind the agreement without due justification or should IC rescind the agreement for reasons to be found in the person of the Client, IC may calculate a lump sum for damages incurred as a result of the rescission and invoice the Client accordingly. The lump sum shall amount to
 - 100 % of the total fee according to the available current price list in case of rescission within two months prior to the publication of the advertisement,
 - 50 % of the total fee according to the available current price list in case of rescission within six months prior to the publication of the advertisement,
 - 25 % of the total fee according to the available current price list in case of rescission at any previous date.
- 9.2. Should the damages actually incurred be greater, IC may claim for the greater amount. Should the Client prove that the damages are less than the lump sums, a correspondingly reduced amount shall be payable.
- 9.3. In case of contributions in kind/countertrades the actually arising costs for procuring a replacement will be used as calculation basis.

10. Final provisions

- 10.1. All declarations made in connection with this agreement must be submitted in writing or electronic written format and will be in force when confirmed in writing by IC or the Client.
- 10.2. Should any provision of these Terms and Conditions of Business or other agreements between the parties be or become void, this shall not affect the validity of the remaining provisions. It is agreed that instead of the invalid provision a valid condition shall be accepted which comes nearest to the intended economic purpose.
- 10.3. German Law shall apply to all contracts between IC and the Client.
- 10.4. Should the Client be a businessman or not have any place of general jurisdiction within the Federal Republic of Germany, the place of jurisdiction shall be Freiburg, Germany. IC and the Organiser represented by IC shall also be entitled to institute legal proceedings against third parties at their place of general jurisdiction or at any particular place of jurisdiction which may already exist.

General Terms and Conditions of Business for Accompanying Functions (Workshops)

1. Preamble

- 1.1. Contracting parties to the rental agreement shall be the Organiser of the congress (hereinafter "Organiser") and the Organiser of the accompanying function (hereinafter "Client"). The Organiser will be published in the printed material of the event. In case Intercongress GmbH is not the Organiser of the event, the Organiser shall be represented by Intercongress GmbH, Friedrichstr. 6, 65185 Wiesbaden, Germany (hereinafter "IC") for the purposes of concluding and amending the agreement and exercising dispositive rights as well as performance under the agreement.
- 1.2. Services on the part of the Client shall be rendered exclusively on the basis of these General Terms and Conditions of Business. They shall also apply to the participation of the Client in future events arranged by the Organiser provided that the latter is represented by IC in this regard. Any Terms and Conditions of the Client which shall deviate from or conflict with these Terms and Conditions of Business shall not be accepted, not even in the event of the Organiser performing his services without further reservations.

2. Quotation and conclusion of contract

- 2.1. Quotations made in prospectuses, advertisements etc. shall be subject to change without notice and without obligation, also with regard to price details. Submission of the completed application form shall represent an offer to contract on the part of the Client. The Client shall be bound to this offer until four weeks after the deadline of receipt stated on the application form. In case this deadline has already expired, he shall be bound to his offer for four weeks. In the case of a businessman, the contents of the confirmation of the accompanying function shall be binding for the agreement, even if these differ from the contents of the application and the Client does not object to the amendment within 14 days.
- 2.2. The agreement shall also include the house rules, the product classification and index of goods as well as the organisational and technical provisions of the event location which shall be forwarded to the Client prior to the event.

3. Authorization to realize accompanying functions

- 3.1. IC shall decide upon consultation with the Organiser on the authorization of a Client. A right to be authorized shall not exist.
- 3.2. The event shall in the first instance be open to manufacturing companies. Distributors and importers may not be authorized as Clients unless they are able to produce evidence of having exclusive sales rights for the Federal Republic of Germany. In case that the Client has not fulfilled these prerequisites, the Organiser may rescind the agreement.
- 3.3. The Client shall only be permitted to use the room for the accompanying function himself. Assignment of the entire room or part thereof to other companies shall require the consent of the Organisers. The latter may increase the price (Clause 6). The Co-Clients shall be joint and each liable for all contractual obligations.

4. Allocation of Rooms

- 4.1. Rooms shall be allocated according to the order of receipt of applications. The date of receipt by IC shall be decisive.
- 4.2. Notwithstanding the confirmation, IC shall reserve the right to subsequently allocate a differently positioned or sized room to the Client, relocate or close entrances and exits to the convention site or to the halls, provided that, taking into consideration the interests of the Organiser, such alteration shall be fair and reasonable for the Client. Should adherence to the confirmation present an unreasonable degree of hardship for the Organiser, yet such alteration be unacceptable to the Client, the former may rescind the agreement.

5. Design of the accompanying function

- 5.1. The accompanying function must comply both with the general rules on competition and regulative law and with the technical safety regulations. Visual or acoustic disturbance of adjacent areas must be avoided.
- 5.2. Only objects which correspond to the programme of the function, have been registered and are brand-new may be exhibited. Other objects may not be exhibited unless this shall be absolutely necessary for the presentation or functioning of the permitted exhibits.
- 5.3. The Organiser or IC shall be entitled to remove exhibits or have them removed from the room at the expense of the Client, should their exhibition be prohibited and the Client not immediately remove them upon the request of the Organiser. Should removal of the object not be possible or not adequate to establish an acceptable state, the Organiser may terminate the agreement with immediate effect.

6. Prices

- 6.1. The prices quoted shall apply to one accompanying function plus the statutory value added tax applicable at any given time. The prices quoted apply to the entire duration of the accompanying function including set-up and dismantling time.
- 6.2. Additional charges for electricity, technical equipment, furniture, flowers, decorations etc. shall be invoiced separately. Various surcharges for Co-Clients shall apply.
- 6.3. Clients who have not rented an exhibition area will be charged an additional fee for the use of the advertising platform which is advertised in the prospectus of the congress.

7. Terms and conditions of payment

- 7.1. The fee for the accompanying function shall be payable net plus value added tax upon registration and issue of an invoice by IC. Payments shall be remitted to a separate account only which shall be advised. All bank fees have to be paid by the sender.
- 7.2. In the event of default on the part of the Client, IC may charge interest payable on arrears at the rate of 5 % p.a. above the basic interest rate in force at the time of default. So far as only businessmen are involved in the legal transaction, interest payable on arrears will be at 8 % p.a. above the basic interest rate in force at the time of default. Should IC be in a position to substantiate that greater damages have been caused by default, a claim may be made for this amount. The Client is, however, entitled to prove that damages resulting from default have not occurred or only to a lesser degree. If the Client is a businessman, he shall be obliged to pay the interest stated in the first sentence of this subclause within two weeks of dispatch of the invoice without a reminder being necessary.

- 7.3. With respect to the marketing of those items for which he shall possess a hirer's lien, IC shall be unrestricted; to the extent that statutory provisions are permissible, these shall be eliminated by this agreement.

- 7.4. The Client may only set off against amounts due to IC from the rental agreement such claims and only exercise a right of retention in relation to such claims as are either undisputed or legally effective.

8. Legal consequences if the event is cancelled or rescheduled

- 8.1. Should an event be cancelled, cut short or rescheduled to a new date due to force majeure or for good reason, IC is obliged to inform the Client immediately.
- 8.2. The Client has the right to withdraw from the contract within two weeks of receiving this notification. If the Client does not exercise this right, the contract will be continued under the changed conditions conveyed.
- 8.3. If an event is cancelled or in case of rescission by the Client any payments the Client has made in advance are reimbursed provided they cannot be offset against the claim for partial services rendered. The Organiser is not liable for any damages arising from the cancellation, shortening or rescheduling of an event.

9. Premature termination of contract and restitution of benefits

- 9.1. Each contractual party is entitled to terminate the contract for good reason without notice. Good reason is present in particular, if
- the other contractual party culpably breaches the essential contractual obligations incumbent upon them and the breach is not remedied within a reasonable period of time despite a warning. A previous warning is not required if it has no purpose or the contractual party entitled to the termination is not reasonable;
 - the other contractual party culpably breaches legal provisions which are directly or indirectly significant in order to execute this contract. The contractual parties agree that sufficient suspicion of a culpable breach constitutes sufficient good reason;
 - the request for the opening of an insolvency procedure on the assets of one of the contractual parties is made;
- 9.2. Termination must be made in writing.

- 9.3. If a contractual party is responsible for termination without notice for good reason, it is obliged to make restitution for the services received from the other contractual party. It is not, however, entitled to reclaim the services it provided. If the contractual party obliged to make restitution is unable to do so due to the nature of the service(s) obtained or for any other reason, it must reimburse the market-standard value of the services received. The contractual party entitled to termination without notice retains the right to claim for further damages.

10. Damages

- Should the Organiser or IC withdraw from the contract for a reason for which the Client is responsible, the Client is obliged to pay damages.

Payment for damages is flat-rate and determined as follows:

- Should the withdrawal take place at least six months before the event is set up, 25% of the agreed fee is due.
 - Should the withdrawal take place within six months before the event is set up, 50% of the agreed fee is due.
 - Should the withdrawal take place within three months before the event is set up, 100% of the agreed fee plus extra costs exempting electricity is due.
- Should the actual damages incurred be higher, the Organiser may claim for higher damages. Should the Client prove that the damages are lower than the flat-rate amounts, he is to pay an accordingly reduced amount.

11. Limitation of liability

- 11.1. Claims for damages from positive breach of obligation, negligence in contracting and tort are excluded as long as the Organiser, his legal representative or his vicarious agents have not acted with intent or gross negligence and as long as there is no violation of essential contractual obligations. Claims for damages due to impossibility of performance and delay in the event of slight negligence are limited to the reimbursement of the foreseeable damages. Liability for such damage and bodily harm is also excluded unless the Organiser is guilty of intent or gross negligence.
- 11.2. Claims for damages brought against the Organiser due to breach of contractual or quasi-contractual obligations and in tort must be enforced through court proceedings within the exclusion period of six months. The exclusion period begins from the point of notification, this however being from the end of the event at the latest. The exclusion period does not apply for claims for damages due to deliberate breach of duty or law.

12. Final provisions

- 12.1. All declarations made in connection with this agreement must be submitted in writing and will be in force when confirmed in writing by IC or the Organiser.
- 12.2. Should any provision of these Terms and Conditions of Business or other agreements between the parties be or become void, this shall not affect the validity of the remaining provisions. It is agreed that instead of the invalid provision a valid condition shall be accepted which comes nearest to the intended economic purpose.
- 12.3. German Law shall apply to this agreement.
- 12.4. Should the Client be a businessman or not have any place of general jurisdiction within the Federal Republic of Germany, the place of jurisdiction shall be Freiburg, Germany. In addition, the Organiser and IC shall also be entitled to institute legal proceedings against the Client at his place of general jurisdiction or at any particular place of jurisdiction which may already exist.