

# **Terms and Conditions for Exhibitors at ISM 2013**

## **1 Registration**

With the registration, the exhibitor commits himself to occupying the reserved stand. Even if the stand is not occupied, the exhibitor will have to pay the entire fee. Withdrawal from participation is possible up to April 30, 2013 (see 14 Withdrawal / Cancellation).

The registration deadline is September 1, 2013.

## **2 Participation**

The exhibition management will decide about the participation of the registering exhibitors. After the exhibition management has confirmed the participation, the contract between the exhibition management and the exhibitor is legally binding.

## **3 Stand allocation**

Stands are allocated by the exhibition management. After the confirmation, the exhibitor will receive a plan of the stand with the corresponding floor plan. Stands will be allocated in the order the registrations are received.

## **4 Stand design**

The exhibitors have to design their stands in a clean and appealing fashion. The decoration material to be used must be flame resistant. Unoccupied stands will be furnished and decorated at the exhibitor's expense. Name and address must be affixed to the stand clearly visible for everybody. After the exhibition, the stands must be left in the same manner they were taken over. Damage to the floor, partitions, trim, etc. will be repaired at the expense of the exhibitor, who is responsible for the damage. Electric installations at the stand must comply with VDE regulations.

If carpeting is needed for the stand, it must be laid loosely.

## 5 Advertising

The application and distribution of advertisements outside of the exhibition stand is generally not permitted.

## 6 Stand crew

The exhibitor is responsible for having knowledgeable personnel on the stand for information and supervision during the opening hours.

## 7 Insurance

There is no general insurance coverage. The exhibitors are responsible for taking out their own insurance for their exhibits and their property for the entire duration of the exhibition.

## 8 Co-exhibitors

Prior to the exhibition, the exhibition management must be informed of any co-exhibitions by third parties. The management will then decide on granting a permit. A fee will be charged for co-exhibition.

## 9 Waste / Cleaning

The exhibitors are responsible for keeping their stand clean.

## 10 Assembly

### **Own stands**

Sunday, September 15, 2013, 12.00 noon to 6.00 p.m.

Monday, September 16, 2013, 8.00 a.m. to 5.00 p.m.

### **Rental stands**

Monday, September 16, 2013, 12.00 noon to 5.00 p.m.

## 11 Exhibition hours

Tuesday, September 17, 2013, 9.00 a.m. to 6.00 p.m.

Wednesday, September 18, 2013, 9.00 a.m. to 6.00 p.m.

Thursday, September 19, 2013, 9.00 a.m. to 5.30 p.m.

## 12 Disassembly

Thursday, September 19, 2013, 5.00 p.m. to 11.00 p.m.

Disassembly prior to this time is not possible!

Subject to alterations!

## 13 Terms of payment

For early bird registrations a deposit of 30 % is payable latest at December 31, 2012.

For all other registrations a deposit of 30 % is payable immediately upon receipt of the invoice.

For all registrations the full payment is due at April 30<sup>th</sup>, 2013 or, for later registrations, immediately upon receipt of the invoice.

Invoice and confirmation of participation will be sent out to the exhibitor after their registration. Special services will be invoiced separately.

## 14 Withdrawal / Cancellation

Cancellation or reduction of the floor space by the exhibitor is 50% refundable up to April 30, 2013. After that date the participation fee and the actually incurred costs have to be paid in full.

## 15 Liability

The organizer assumes no liability for personal injuries, material damage and/or pecuniary losses resulting from the participation in the event.

Exhibitor's liability based on contract law, torts, negligence or any other area of law towards the Organizer shall in no event exceed the contract sum and Exhibitor shall not

be liable for any indirect or consequential harms, losses or damages nor for loss of use or profit, loss of revenues, loss of product, delays in operations, anticipated profit or production. If Exhibitor has caused any damage intentionally or by wilful misconduct, Exhibitor shall be liable without limitation. The above mentioned limitation of liability only applies to the extent which is permitted by law.

## 16 Place of jurisdiction

Place of fulfillment and jurisdiction is the location of the organizer's registered office.

## 17 Catering

Catering on the stand must be arranged with the contractual partner of the organizer. Other caterers are not permitted.

## 18 Organizer

GDMB-Informationsgesellschaft mbH

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### **By order and for account of:**

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