

Exhibition terms and conditions Stage|Set|Scenery

18 - 20 June 2019

1 Event / Organiser

The trade show and conference Stage|Set|Scenery are organised by Messe Berlin in co-operation with the German Theatre Technical Society, (Deutsche Theater-technische Gesellschaft e.V., DTHG), on the exhibition grounds of Messe Berlin GmbH.

2 Dates

Duration of event

18 – 20 June 2019

Registration deadline

31 January 2019

Opening hours for visitors

CET 10:00 – 18:00 h Tue + Wed
CET 10:00 – 17:00 h Thu

Opening hours for exhibitors

CET 09:00 – 19:00 h Tue + Wed
CET 09:00 – 18:00 h Thu

Set-up

15 – 17 June 2019
CET 07:00 – 22:00 h

Dismantling

21 – 22 June 2019
CET 07:00 – 22:00 h

We reserve the right to make alterations to this schedule. Please note any subsequent updates.

If earlier stand set-up is necessary (before 15 June 2019), application must be made to the Technical Event Co-ordination. Earlier set-up is just possible if the stand size is >50 m² and is subject to charge. A fee of 2.00 EUR for each square meter and for each day is charged for an early stand set-up. After having sent the appropriate form authorization is granted if the respective hall is available.

Every exhibitor is obliged to correctly equip and furnish the stand and to staff it with personnel for the duration of the exhibition. Stands may not be dismantled on Thursday, June 20, 2019 before 17:00 h. If the exhibitor fails to comply with this regulation, the organizer is entitled to impose a penalty of 5,000 EUR per day.

3 Participation conditions

Only companies and organizations involved in activities related to the trade show theme with regard to the nomenclature are legible for participation. Messe Berlin determines the approval or refusal of applications.

Delivery of registration form(s) alone does not entitle the applicant to participation. The organizer reserves the right to refuse applications without further explanation. Claims for compensation based on application refusal will not be considered.

Space allocation and stand sizes are determined in accordance with the trade show theme and the given spatial resources. However, the wishes of exhibitors will be taken into consideration as much as possible. The date on which formal application is received is not a decisive factor in this context.

Changes in floor allocation without the explicit consent of the event management are not permitted.

Exhibitors are personally required to inform themselves on the location, dimensions, and possible imperfections of their allocated stand. Should the event management decide to make any changes in an area that has already been allocated (e.g., construction changes, installations), the exhibitors affected will receive timely notification.

The event management reserves the right to make changes in floor allocation to comply with unforeseen circumstances. Should this be the case, affected exhibitors will be allocated a comparable space to the greatest extent possible. Exhibitors have the right to cancel their registration within one week of reallocation notification. Neither party shall have the right to compensation should this occur.

4 Exhibition costs

Hall space rental per 1 m² costs (prices include electricity and water utilisation, hall lightning, heating, cleaning, and security):

**until 30 June 2018
(= Mid-Season Price):**

**Row stand: 180.– EUR/m²
Corner stand: 197.– EUR/m²
Peninsula stand: 209.– EUR/m²
Island stand: 219.– EUR/m²**

Regular:

**Row stand: 187.– EUR/m²
Corner stand: 201.– EUR/m²
Peninsula stand: 214.– EUR/m²
Island stand: 224.– EUR/m²**

For two-storey stands, the basic fee for the actual floor area of the stand shall be increased by 50%.

Media Package (compulsory surcharge)

Main exhibitors 399.– EUR
Co-exhibitors 399.– EUR
Additionally represented companies 167.– EUR
(invoiced to main exhibitor).

In accordance with agreements with the Exhibition and Trade Fair Committee of the Association of German Trade Fair Industry (AUMA), an additional 0.60 EUR/m² will be charged.

Stands must be minimum 9 m².

All prices exclude statutory VAT.

4.1 Withdrawal from contract

The terms in Section 8 of the general terms and conditions for Messe Berlin trade fairs and exhibitions apply after successful registration. The same applies for order cancellations of Stage|Set|Scenery complete stands.

5 Terms of payment

The period of payment is specified in the stand rental invoice/application approval.

Please make reference to the invoice number and the customer number.

If additional space is subsequently requested and allocated, the additional fees are to be paid immediately.

In case of late or incomplete payments, the event management reserves the right to reallocate the rented space as it sees fit. Exhibitors are liable for rent payments even if their stand is reallocated to another exhibitor or used for other purposes and the rent cannot be retrieved from the new holder. Should the space be reallocated and rented to a third party, the original renter remains liable for 25% of the rental price agreed upon as compensation.

Incidental expenses are invoiced separately. The amount due is to be paid immediately upon receipt of invoice. For more details please refer to the General Terms of Business for Trade Fairs and Exhibitions organised by Messe Berlin GmbH.

6 Media Package

With the Media Package Messe Berlin GmbH offers its exhibitors a package of selected marketing tools to optimize

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their participation at the exhibition and also their presence in the market. The Media Package incorporates entries in the official printed catalogue and in the Stage|Set|Scenery Virtual Market Place. The costs of the Media Package are met by exhibitors and co-exhibitors in the form of an obligatory one-off fee for which the hirer of the stand will be issued an invoice.

7 Presentations at the international DTHG Conference

Exhibitors and co-exhibitors are offered the option of submitting a topic for a presentation at the international DTHG Conference. The deadline for submission of the title, name of speaker and an abstract will be announced ahead of time. A committee drawn up by DTHG will decide which presentations are to be included in the conference programme and will duly inform the respective exhibitors and co-exhibitors of their decision.

8 Employee and exhibitor passes

Exhibitors are entitled to the following passes: up to 20 m² of rental space – 4 passes and for every additional 10 m² – 1 pass. Exhibitors will receive passes for stand set-up and dismantling staff as required.

9 Technical guidelines

Exhibitors must comply with Messe Berlin technical guidelines including operation, fire safety, construction and other security regulations. Exhibitors must also comply with rules and regulations as specified by work health & safety laws (German Technical Plant and Equipment Act).

9.1 Stand design/

General appearance

Stand walls bordering visitor aisles must include transparent panels, niches, displays or the likes in order to provide an open atmosphere on the exhibition stand in tune with the event. Such stand boundary walls facing any open aisle may not exceed 30% of the stand length boundary, with each section of such wall no longer than 3 meters. Such boundary walls facing the aisle must be suitably decorated with graphics. Any stand construction which includes such stand boundary walls must be submitted for approval.

Where the **back wall of a stand** measuring over 2.50 m in height adjoins that of a neighboring exhibitor, its appearance must be a neutral white, so as not to adversely affect the appearance of the other stand. The lessee is obliged to install a white partition separating his stand and the directly adjacent stand, which is structurally stable, has no gaps, and bears no advertising of any kind. Any

stand construction which includes such walls must be submitted for approval.

Deadline for submissions of stand constructions is 6 weeks prior to the event.

All exhibitors are obliged to have floor cover or carpeted floor within their stand area.

10 GEMA fees

Public playing of copyrighted music from CDs or other sound storage media as well as music reproduction from radio or television programmes require the consent of the German Copyright Society (GEMA). Applications can be made to:

GEMA
Keithstraße 7
10787 Berlin
Germany
Tel. +49(0)30/212 92-0

11 Advertising and Sales

Direct sales are not permitted.

Advertising and promotion by exhibitors, sponsors and partners of any kind is only permitted within the limits of the stand rented by the exhibitor and only in relation to the exhibited articles produced or sold by the exhibitor. For additional advertising campaigns, exhibitors, sponsors and partners of any kind may contact MB Capital Services GmbH and request a quotation for the required advertising.

12 Visual and acoustic presentations

The volume of presentations during the trade show must at all times be limited so as to avoid disturbing neighboring exhibitors. Specifically, sounds emitting from a stand may not exceed an average sound level (Leg) of 70 dB (A) at the stand boundaries.

In order to avoid visual and acoustic disturbance of other exhibitors, we recommend that stand neighbours coordinate their presentations accordingly. This applies to all events, meetings and presentations – including the use of audio or video devices. Messe Berlin is entitled to prohibit presentations at any time if the exhibitor fails to comply with this regulation.

Special events (e.g. receptions) to be held on the stands require registration; this also applies to events exceeding the daily opening hours.

13 Construction and fire safety regulations

All emergency exits, stairwells, fire alarms, water hydrants, smoke vents, electrical connections, fuse boxes, telephone switchboards, and the ventilation system must be kept clear.

Open fires for cooking, heating, or operation purposes are not permitted. Packing materials, papers, and other combustibles may not be discarded on the hall floor. Vehicles, containers and storage bins may not be parked/located within 5 meters of the hall walls. For further details regarding technical and construction regulations please refer to the Exhibitor Service Manual.

14 Data protection regulations

We collect, use and process your personal data as the basis for, and for implementing and processing your contractual arrangements with Messe Berlin GmbH, and for market research purposes. This data includes the company name and the name of the contact person, the street and building number, post code and town, the country, telephone and fax number and email address. These details ensure your participation in the trade fair.

To enable us to meet our contractual obligations we pass on some of your data to subsidiaries of Messe Berlin and to partner firms, which we have appointed to process the personal data. These basic services include, for example, accounting, stand construction, the basic entry in the catalogue and in the Virtual Market Place®.

Provided that you have given us your consent we also pass your data on to other companies in our group and to official partner companies, to enable them to offer you their own additional services, for example special entries in the catalogue and in the Virtual Market Place®, special stand construction services, catering, logistics etc., as well as to the official international representatives of Messe Berlin GmbH and its partner companies abroad.