

Special Conditions of Participation

1. Event and Organizer

Berlin Travel Festival will be held at ARENA BERLIN. The exhibitor contract will be concluded with Messe Berlin GmbH. Messe Berlin GmbH is the organizer in the legal sense. The general terms and conditions of Messe Berlin GmbH shall apply.

I LOVE TRAVEL GmbH shall be responsible for the design and content of the Berlin Travel Festival and shall represent Messe Berlin GmbH in matters relating to the exhibitor contract.

2. Dates and Times

- a. Duration of Berlin Travel Festival 2020:
Friday, 6 March–Sunday, 8 March 2020
- b. Daily opening hours:
6 March 2020, 12–7pm
7–8 March 2020, 10am–7pm
For exhibitors:
6 March 2020, 8 a.m.–7:30 p.m.
7 March 2020, 9 a.m.–7:30 p.m.
8 March 2020, 9:30 a.m.–10 p.m.
- c. Deadline for application:
15 November, 2019
- d. Deadline for submission of building plans:
15 January, 2020
- e. Commencement of construction:
4 March 2020
- f. Conclusion of construction:
6 March 2020, 10 a.m.
- g. Commencement of dismantling:
after 7:00 p.m. on Sunday, 8 March 2020
- h. Conclusion of dismantling:
8 March 2020: 7 p.m.–10 p.m.
9 March 2020: 8 a.m.–8 p.m.

3. Application

Contrary to § 1.1 of the General Terms of Business for Trade Fairs and Exhibitions applicants can fill in the official online stand application and send it to Messe Berlin GmbH's representing company (as defined in § 1 of the Special Conditions of Participation) by clicking on the send button.

Receipt of the application form does not imply any subsequent entitlement to participate in the exhibition. Applications received after the registration deadline will only be considered if there are remaining spaces available.

4. Contract

Contrary to § 1.2 of the General Terms of Business for Trade Fairs and Exhibitions organized by Messe Berlin GmbH, the main sections of the contract are:

- a. the Application Form (online),
- b. the Special Conditions of Participation,
- c. the Technical Guidelines of Arena Berlin Betriebs GmbH,
- d. the General Terms of Business for Trade Fairs and Exhibitions organized by Messe Berlin GmbH.

The Technical Guidelines of Arena Berlin Betriebs GmbH and General Terms of Business for Trade Fairs and Exhibitions organized by Messe Berlin GmbH can be downloaded from <http://berlintravelfestival.com/exhibitor-downloads> or can be requested from sales@berlintravelfestival.com.

In addition to § 1.3 of the General Terms of Business for Trade Fairs and Exhibitions organized by Messe Berlin GmbH, the exhibitor also recognizes as binding the Special Conditions of Participation, the Technical Guidelines of Arena Berlin Betriebs GmbH and the General Terms of Business for Trade Fairs and Exhibitions organized by Messe Berlin GmbH by clicking on the send button marked 'Submit'.

5. Stand Rental

The minimum stand size is 8 sqm (special conditions for the Nest Area, see 5.3). The rental includes: heating, hall lighting, hall supervision, cleaning of

gangways, as well as electricity and water consumption. In accordance with the agreements reached with the Confederation of German Trade Fair and Exhibition Industries (AUMA) an additional amount of 0.60 Euro per sqm of exhibition area will be charged. www.auma.de/en

Compulsory surcharge for communication package services (see point 6).

Regular Communication Package: 290 Euro,
Premium Communication Package (Upgrade): 580 Euro.

Maximum 1 co-exhibitor listing may be registered per 8 sqm as from 16 sqm and above.

5.1 Floor Space Only

Floor space options are only available when renting 16 sqm and above. The raw space is sold in multiples of 4 sqm only!

Floor Space	165 Euro/sqm
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5.2 Complete Stands Packages

It is mandatory to choose a complete stand package when renting 8 sqm.

8 sqm Standard Stand	1.760 Euro
16 sqm Medium Stand	3.520 Euro
32 sqm Large Stand	7.040 Euro

5.3 Nest Area

The nest area is solely for small companies and start-ups that were founded within the last five years, and are built around sustainability, social responsibility, or smart, impactful solutions.

2 sqm Micro Stand	400 Euro
4 sqm Small Stand	800 Euro

No communication service is delivered except a website listing and area listing. There are no co-exhibitors allowed.

All of the prices mentioned here are subject to German value-added tax (VAT).

6. Cancellation

Contrary to § 8.1 of the General Terms of Business for Trade Fairs and Exhibitions organized by Messe Berlin GmbH, the following cancellation rules apply: If exhibitors withdraw after the official application deadline, 15 November 2019, a charge equivalent to 50% of the stand rental is due; for cancellations after 1 January 2020, the full stand rental is due.

7. Terms of payment

The period of payment of the stand rental cost is specified in the down payment invoice (100% of the stand rental) and on the final invoice. Please quote invoice number and customer number. All payments should be made to one of the accounts indicated on the invoice.

If the exhibitor wants to be exempted from the VAT payment, it should submit the VAT information (step TBD of the online application) contained in the Stand registration together with the stand application, and additionally a Business Certificate in English for companies outside the EU. If the exhibitor submits the documents after the invoice has been set, and the invoice must be adjusted, Messe Berlin charges a EUR 50.00 invoice cancellation fee, which must be paid together with the invoice.

The above mentioned invoice cancellation fee in the amount of EUR 50.00 is also to be paid by the exhibitor, in case of any change in the billing drawee at the request of the exhibitor, upon receipt of the invoice.

8. Regulations Governing Halls and Indoor Places

- a. There is a general night work ban during the set-up and dismantling phases. The work period

is from 8 am–8 pm. For exceptions kindly refer to § 2h. If an early stand set-up time is re-quired (before 4 March 2020), this must be applied for using the appropriate form from the exhibitor online portal. An early stand set-up is possible from a stand size of 32 sqm and only allowed for 1 day (3 March 2020). A fee of 4.00 Euro per sqm is charged for an early stand set-up. After having sent the appropriate form, authorization is granted by Berlin Travel Festival management.

- b. The maximum permitted height of any structure, including the upper edge of suspensions and fascias, for stand areas within the Complete stands area is 2,20m and within the Raw space area is 4m in the exhibition hall. Approval may be given for higher structures in individual cases. Furthermore, the stand construction regulations of the Berlin Travel Festival are also applicable. Kindly refer to Berlin Travel Festival's Technical Guidelines.

- c. The minimum equipment of the stand are partition walls to your neighboring stands and rear wall. The floor covering (if any) must be laid in such a way that accidents are prevented. They may not exceed beyond the boundaries of the stand. The partition walls of a stand directly bordering an adjacent stand, must have a neutral, smooth white finish, which is structurally stable, has no visible gaps and bears no advertising message of any kind whatsoever. Therefore please our Technical Guidelines.

- d. Direct sales of food, drinks at Berlin Travel Festival is not permitted. For the provision of food and drink (including tasting) at the exhibition stands, the exhibitor must strictly comply with the legal requirements, in particular the law on restaurants and the veterinary and food supervisory authority. For the serving of alcohol at stands, the exhibitor is responsible for applying for a restaurant permit (permission at Ordnungsamt Treptow-Köpenick / Gewerbeangelegenheiten / website: <https://service.berlin.de/dienstleistung/327483/standort/326059/en/>).

- e. Music performances as well as all kind of events with technical audio support at exhibition stands (excepting silent conference solutions) are generally not permitted at Berlin Travel Festival.

- f. For Events at the stand the application must be submitted until 15 January 2020 by using the appropriate form from the online service portal. The confirmation and publication in Berlin Travel Festival's official Festival Program is subject to approval by the management. Events at the stand are only allowed during Berlin Travel Festival's official opening hours. For events taking place a handling fee will be charged e.g. for additional security personnel (compulsory) and additional services as barriers, personnel for providing sanitary fittings, cloakroom, sanitary services etc.
- g. Advertising is only permitted within the exhibitor's official stand area. Promotion teams are generally not allowed.
- h. Handouts of a political nature may not be distributed in any form. Moreover, the design and decoration of the stands must be free from any kind of political statement.

- i. It is forbidden to attach posters and other materials or any projection on any walls or floor surfaces outside the hired stand.
- j. Parking spaces do not exist on the exhibition grounds. During the construction- and dismantling period the entry with vehicles is permitted for 1 hour. An accordant deposit payment is required.
- k. Exhibitors are required to leave the halls not later than 30 min after the fair closes. Everyone leaving the exhibition grounds with a parcel is required to show the parcels origin to the exit guards.

- l. Accompanying pets are allowed onto the exhibition grounds. All pets must be kept on leashes.

9. Power and water connections

If power connections are needed, please order these fee-based services in the online service portal. Water connections within the stand areas are not provided.

10. Exhibitor Passes

Exhibitors receive two badges free for stands up to 8 sqm and one for each additional 4 sqm after that, with a maximum 6 per main exhibitor. Each Co-Exhibitor gets two badges. Additional exhibitor passes may be purchased, at 25 Euro each. It is not permitted to use the pass to give another person access to the exhibition ground. Lost, forgotten passes will not be replaced.

11. Admission regulations

Kindly refer to § 2 for admission times for exhibitors and trade visitors with valid passes. Consumer tickets provide entry as following:
6 March, 12–7pm
7–8 March, 10am–7pm

12. Change of the company's legal form

The lessee is obligated to notify the lessor immediately about any change in the form of the company (e.g. merger, change of corporate form), even if the change only affects the legal form, with no transfer of assets. The obligation to provide such information also applies to links between companies and structural changes to the company's legal form (changes in holdings resulting from the inclusion or withdrawal of shareholders as well as the changes to the lessee's holdings in other companies which have or had a contractual relationship with Messe Berlin etc.) In the above cases the lessor is entitled to withdraw from the rental agreement with immediate effect. Any down payments made up to that time will be reimbursed. Any claims for damages by the lessee will be excluded, regardless of their legal basis.

13. GEMA performing rights society fees

Permission must be obtained from GEMA for all public presentations of copyrighted music, either on records or other sound carriers or for musical presentations involving the reproduction of radio or television broadcasts. Applications should be sent to:

GEMA, Bezirksdirektion Stuttgart,
Herdweg 63, 70174 Stuttgart
Email: messe@gema.de
Tel: +49(0)711/2252-794
Fax: +49(0)711/21292-800
or +49(0)30-21292795

14. Radio frequency and radio plant

Operation of high frequency, radio equipment and other transmitters for intended purposes needs to be submitted for approval by the Federal Network Agency for Electricity, Gas, Telecommunication, Post and Railway.

Berlin office: Seidelstraße 49, 13405 Berlin
www.bundesnetzagentur.de

15. Terms of Business

The enclosed Regulations contained at the online service portal apply to these Special Conditions of Participation as well as the General terms of Business for trade fairs and exhibitions by Messe Berlin GmbH.

16. Communication Package Service

The Communication Package Service is offered to all exhibitors except Nest participants: It contains selected marketing tools designed to enhance exhibitors' participation in Berlin Travel Festival and optimize their results. The costs of the Communication Packages are borne by exhibitors and Co-Exhibitors via a mandatory fee which is billed to each organization renting a stand (see point 5).