

Berlin Travel Festival ◇ 1 – 3 DECEMBER 2023

SPECIAL CONDITIONS

1. Event and organizer

The Berlin Travel Festival is organized by Messe Berlin GmbH at the Berlin exhibition center. The participation contract is concluded between Messe Berlin GmbH and the exhibitor. Messe Berlin is the organizer. The Messe Berlin General Terms and Conditions apply in addition to these Special Conditions of Participation.

I LOVE TRAVEL GmbH is responsible for the planning and execution of the Berlin Travel Festival and represents Messe Berlin GmbH in all matters relating to the participation contract.

2. Dates

Duration of the Berlin Travel Festival

Friday, December 1 – Sunday, December 3, 2023

Registration deadline: September 30, 2023

Submission of construction plans: October 15, 2023

Daily opening times for visitors: December 1–3, 2023, 10 a.m. - 6 p.m.

Daily opening times for exhibitors: December 1–3, 2023, 9 a.m. - 6 p.m

Set-Up:

November 29, 2023, 8 a.m. - 6 p.m.

November 30, 2023, 8 a.m. - 6 p.m

Dismantling:

December 3, 2023, 6 p.m. - 10 p.m.

December 4, 2023, 8 a.m. - 6 p.m

3. Registration

Registration can be done via a registration form or online registration, both available on the official Berlin Travel Festival website: <https://berlintravelfestival.com/en/register-as-a-brand/>

Completing the registration form or online registration does not justify any subsequent admission to the event. Registrations received after the registration deadline can only be considered if there are still places available.

4. Contract

Deviating from §1.2 of the General Terms and Conditions for Trade Fairs and Exhibitions of Messe Berlin GmbH, the following documents are specified as the subject matter of the contract:

- the registration form or the online registration the special conditions of participation,
- the technical guidelines of Messe BERLIN GmbH,
- the General Terms and Conditions for Trade Fairs.

The Technical Guidelines of Messe Berlin GmbH and the General Terms and Conditions for Trade Fairs and Exhibitions of Messe Berlin GmbH can be downloaded from the download area:

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<https://berlintravelfestival.com/download-area/> or can be queried at the following email address:
sales@berlintravelfestival.com

In addition to §1.3. of the General Terms and Conditions for Trade Fairs and Exhibitions of Messe Berlin GmbH, the exhibitor acknowledges these Conditions of Participation, the Technical Guidelines of Messe Berlin GmbH and the General Terms and Conditions for Trade Fairs and Exhibitions of Messe Berlin GmbH by signing the registration form.

5. Rental Rates

5.1 Booth Space

The minimum size for renting a stand area without the obligatory complete stand package is 8 square meters and more. The stand area can be booked in multiples of 2 square meters. The price for a raw stand space is 100 EUR/sqm.

5.2 Stand packages including stand set-up

Stand packages can be booked in sizes of 8, 16 and 32 sqm.

8 sqm standard stand 1,160 EUR

16 sqm medium stand 2,320 EUR

32 sqm large booth 4,640 EUR

The area rental includes: heating, hall lighting, hall supervision, cleaning of corridors as well as general electricity and water consumption.

The following mandatory additional costs apply to each exhibitor:

5.2.1 A fee of 0.60 EUR per square meter of exhibition space is charged in accordance with the agreements of the German Industry Exhibition and Trade Fair Committee (AUMA), <https://www.auma.de/de>.

5.2.2 Messe Berlin charges a service fee of EUR 1.90 per square meter of exhibition space.

5.2.3 There are also additional costs for the services of the communication package (see point 13).

Co-exhibitors are permitted and only need to book a communication package.

5.3 Nest Area

The Nest segment can only be booked by small companies and start-ups that were founded within the last five years and offer sustainability, social responsibility or smart, effective solution concepts as a business model.

Nest stand: 580 EUR

We offer Nest exhibitors a price-reduced basic communication package for 100 EUR. Co-exhibitors are not permitted in the Nest Area.

6. Withdrawal

Withdrawal and non-participation Clause 8 of the General Terms and Conditions for Trade Fairs and Exhibitions of Messe Berlin GmbH applies.

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7. Terms of Payment

Messe Berlin GmbH's claims are due after receipt of the advance payment invoices or the final invoice in accordance with the provisions specified in the invoices terms of payment and to be transferred to a Messe Berlin GmbH account specified on the invoice.

You are asked to provide the invoice number and customer number.

If the exhibitor wishes to be exempt from the deduction of sales tax, he must submit the VAT information contained in the registration documents together with the stand registration. Companies outside the EU also require a business certificate in English.

8. Regulations

- a. There is a general ban on night construction during the set-up and dismantling phase. The working phase is from 8 a.m. to 6 p.m.
- b. Earlier stand set-up (before November 29, 2023) must be applied for. Early stand set-up is only granted for stands larger than 32 square meters and is only permitted on one day, November 28, 2023. 4.00 EUR per square meter per day will be charged for early set-up. As the corresponding space is available, approval will be granted after the form is received by the management of the Berlin Travel Festival.
- c. The maximum height of the stand structure, including the upper edge, such as suspended components and inscriptions, is 2.20 m for ready-made stand systems and for individual stand construction 4 m in the exhibition hall. Approval for higher structures can be granted in individual cases after thorough examination. The stand construction guidelines of the Berlin Travel Festival and the Technical Guidelines of Messe Berlin GmbH also apply.
- d. The minimum equipment of a stand must include partition walls for neighboring stands and a rear wall. The floor covering (if any) is to be laid in an accident-proof manner and must not protrude beyond the stand boundary. The partitions are neutral, seamless, smooth white and without advertising directly on the stand border to the neighboring stand. The technical guidelines must be observed accordingly.
- e. The sale of food and drinks is not permitted at the Berlin Travel Festival. For the provision of food and drinks (including refreshments) at the exhibition stands, the exhibitor must comply with the statutory provisions, in particular the Restaurant Act and the Veterinary and Food Inspection Office. The Berlin Public Order Office / Commercial Affairs is responsible for applications for a restaurant permit (permit) with regard to serving alcohol at the stand. Website:
<https://service.berlin.de/dienstleistung/327483/standort/326059/>
- f. Music performances and any kind of events at the stand with sound reinforcement (with the exception of soundless conference solutions) are generally prohibited at the Berlin Travel Festival.
- g. All events at the stand are subject to registration and approval and must be registered with the Berlin Travel Festival team by November 15, 2023. Approval and release of the event will be included in the official festival program of the Berlin Travel Festival after verification and approval by the management. Events at the stand are only permitted during the official opening hours of the Berlin Travel Festival.

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- h. Product advertising outside of the rented stand is strictly prohibited. Running promotions or promotion teams are not permitted on the exhibition grounds.
- i. The display, postering and lending of political information material etc. is prohibited. Any political statement must be avoided in the stand design and decoration.
- j. Placing posters and stickers on the walls and floor outside of the rented stand or projecting anything onto them is prohibited.
- k. Exhibitors and accompanying persons have to leave the halls within 60 minutes of the end of the daily opening hours for visitors. People who want to leave the exhibition with packages must prove their origin at the exit control.
- l. There is no parking on the exhibition grounds. Driving on the exhibition grounds during the set-up and dismantling phase is only possible after booking an entry window via the trade fair:
<https://www.ax4.com/ax4/?ID=401635>
- m. During the set-up and dismantling phase, the maximum stay with the vehicle on the site is 1 hour. Driving on-site is not permitted during the trade fair.
- n. Companion pets are allowed on the exhibition grounds. They must be kept on a leash.

9. Electricity and water connection

Electricity and water connections can be ordered for a fee in the Beco Shop at Messe Berlin.

10. Exhibitor passes

Main exhibitors receive free exhibitor passes according to the following rules: Up to 8 square meters of stand space 2 tickets, for each additional 4 square meters of stand space 1 ticket with a maximum of 6 tickets per main exhibitor. Each co-exhibitor receives 2 exhibitor passes.

It is not permitted to pass on the personalized exhibitor passes to allow other people to enter. If the exhibitor passes are lost or forgotten, there will be no replacement.

11. Admission for exhibitors and trade visitors

The admission times for exhibitors and trade visitors with valid ID, apply as described under point 2.

12. Terms and Conditions

The subject of these Conditions of Participation are also the regulations contained in the production guide, the attached General Terms and Conditions for trade fairs and exhibitions and the Technical Guidelines of Messe Berlin.

13. Services of the Communication Package

The communication package is offered to all exhibitors. It includes selected marketing tools to optimize trade fair participation and market presence. Exhibitors and co-exhibitors will be charged the costs for the communication package in the form of an obligatory flat-rate fee and charged to the company renting the stand (see §5).

Costs for a basic communication package: 180 EUR

Costs for a Nest communication package: 100 EUR