

SPECIAL TERMS OF PARTICIPATION

1) Terms of exhibiting

The General Participation Directives of the IDFA members (a partnership of German fair and exhibition cities) (dated 11/2009) and also the Technical Directives of MESSE BREMEN (dated 07/2014) are supplementary and of lower priority to these Special Terms of Participation. The regulations contained in these Special Terms of Participation have priority over the regulations in the General Participation Directives of IDFA in so far as they are in contradiction to these. The same applies to the Technical Directives in so far as they are in contradiction to the above named directives.

2) Organiser

MESSE BREMEN
WFB Wirtschaftsförderung
Bremen GmbH, Findorffstr. 101
28215 Bremen/Germany
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actuator@messe-bremen.de
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3) Venue/delivery address

MESSE BREMEN
ACTUATOR, Hall 4.1
Hollerallee – Gate D
28215 Bremen, Germany
Tel. +49 421 3505-464

4) Date of venue

25 – 27 June 2018

5) Opening hours

for visitors

25 June 2018: 9:00 to 18:00 h
26 June 2018: 9:00 to 18:00 h
27 June 2018: 9:00 to 15:00 h

for exhibitors

from one hour before until one hour after visitors' opening hours

6) Hours of assembly

24 June 2018: 10:00 to 20:00 h

7) Hours of dismantling

27 June 2018: 15:00 to 22:00 h

8) Registration deadline

11 April 2018

9) Nomenclature

Components, system approaches and applications of smart actuators and low power electromagnetic drives based on conventional (electromagnetic) and innovative working principles (new actuators), layouts and simulation tools, manufacturing technologies, measurement techniques, control concepts and circuits, driver components and control units, system integration.

10) Admission

Admission shall only be granted to companies, associations and institutions that correspond to the nomenclature of the event (see Fig. 9 above). MESSE BREMEN shall decide on admission to the event and on stand location at its discretion. The admittance of other companies, associations and institutions to the rented

stand is only possible as a registered co-exhibitor and with the prior consent of MESSE BREMEN (additional fee for each co-exhibitor EUR 200 -see Fig. 12).

11) Registration

Registration for the trade fair must be carried out using the registration forms provided by MESSE BREMEN. With the submittal of his/her registration the exhibitor expresses to MESSE BREMEN his/her serious interest in participation in the exhibition and in the renting of an appropriate exhibition space. The exhibitor declares himself/herself in agreement with any changes in relation to the positioning of the stand within the exhibition. The exhibitor can express wishes for particular positioning in his/her registration without this resulting in a claim to special positioning. Registrations with reservations are not considered to constitute a serious interest in participation and shall not be considered. Entries in the registration form are to be made in an orderly fashion and in clearly legible writing.

The exhibitor shall bear any consequences arising from a not properly filled in registration form.

All products/ services are to be described exactly on the registration form. Products other than the registered and approved products are not permitted to enter the exhibition. Further, upon submittal of registration the exhibitor recognizes these Terms of Participation, the General Participation Directives of IDFA (dated 11/2009) and the Technical Directives of MESSE BREMEN (dated 07/2014) for the event. The contract governing participation in the fair including the stand rental fee is concluded with MESSE BREMEN's written acceptance (confirmation) of admission – also by fax – in accordance with the conditions of these Special Terms of Participation, the General Participation Directives of IDFA (dated 11/2009) and the Technical Directives (dated 07/2014) under consideration of the order of priority given in the item naming these conditions.

12) Stand rental fees

Exhibition area	
Row stand	190.00 EUR/m ²
Corner stand	210.00 EUR/m ²
Head stand	230.00 EUR/m ²

Co-exhibitor fee: 200.00 EUR

Pre-fabricated stand

Package Basic	120.00 EUR/m ²
Package Promo	195.00 EUR/m ²
Package Norma	177.00 EUR/m ²
Package Syrna	205.00 EUR/m ²

The fees include a marketing lump sum as well as an adequate number of exhibitors' passes (see 22).

Furthermore, a rented exhibition area < 12 m² includes one lunch ticket per day, for exhibition areas ≥ 12 m² two lunch tickets per day are included.

Refreshments during the coffee breaks as well as the participation in the welcome reception are included for free for all members of the stand personnel.

The administration rate according to the regulations of the Association of the German Trade Fair Industry (AUMA) of 0.60 EUR/m² floor area (plus VAT) is not included and will be charged separately.

13) Special services

Special services such as water, three-phase current supply and telecommunication units etc. must be ordered on separate technical order forms. The exhibitor will be charged separately for each special service. Water supply and drainage can only be installed according to technical possibilities.

Special service must be ordered by **11 April 2018**. MESSE BREMEN reserves the right to employ subcontractors. Technical order forms will be sent after receipt of the binding registration. They are part of the application and contract.

MESSE BREMEN will arrange general supervision and security of the halls and fair grounds. Security and cleaning of individual exhibition stands must be arranged by the exhibitor. Contracting firms are available for stand guards and cleaning.

14) Participation in the conference

Exhibitors' representatives need a separate registration to participate in the conference (proceedings (USB stick) and lunch included). One representative of each exhibition stand is entitled to participate in the conference at a reduced fee of 425 EUR plus VAT (at present 19 %). Refreshments during the conference breaks and participation in the social gathering are free of charge for all exhibitors' representatives.

15) Terms for payment

a) All prices are net prices. The legal value added tax (VAT), 19% at present, will be charged upon billing and stated separately by MESSE BREMEN in the invoices.

b) Exhibitors from a foreign EU country are obligated to present a valid VAT No. to reach an exempt from German VAT. Exhibitors from a third country have to present a valid VAT registration certificate for this purpose.

c) Invoicing shall be carried out after conclusion of the particular contract after dispatch of registra-

tion confirmation by MESSE BREMEN. The invoice sums are to be paid within the time(s) stated in the invoice, in full amount and without deductions as a cashless payment to MESSE BREMEN.

16) Cancellation & non-participation on the part of the exhibitor

After a contract on participation in the exhibition has come into being through delivery of the confirmation of registration the exhibitor has to pay the full rental fee to MESSE BREMEN even if he/she withdraws from (cancels) the contract or does not take part in the exhibition for other reasons. If the withdrawal (cancellation) from the effected contract occurs more than two months prior to the start of the event the exhibitor shall pay to MESSE BREMEN 50% of the agreed rental fee; if the withdrawal (cancellation) occurs within two months prior to the start of the event 100% of the agreed rental fee shall be paid to MESSE BREMEN. The rental fees/ compensations named above (summed up below under "Fees") shall be reduced to the extent to which MESSE BREMEN succeeds in finding a replacement for the withdrawing exhibitor and under consideration of any additional costs arising in relation to renewed rental of the stand. The parties are permitted to substantiate a lower or higher fee. Further, a lump sum fee shall not be charged in so far as the withdrawal (cancellation) from the contract is effected by the exhibitor for a reason for which MESSE BREMEN is responsible.

17) Security regulations

Driving on the exhibition ground is only permitted for loading and unloading. The maximum speed is 5 km/h. The StVO shall apply.

During the opening hours of the exhibition any kind of traffic on the fairground is prohibited.

Fire extinguishers, emergency exits as well as warning and information signs have to be directly accessible and clearly visible. All aisles must be kept free for possible rescue operations.

18) Cleaning / Waste disposal

The exhibitors are bound to use underlays for greasy/oily exhibits. Any kind of soiling of the floor or the fairground is prohibited.

All resulting cleaning costs have to be paid by the exhibitor.

The exhibitors are bound to collect and dispose of the waste in the garbage bags that are offered by the contracting company.

19) Assembly / Decoration

In order to achieve a homogeneous appearance of the exhibition, the exhibitor is bound by the

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rules and regulations of MESSE BREMEN.

MESSE BREMEN has to be consulted if stands exceed the normal height of 2.50 m.

MESSE BREMEN does not supply partition walls for separation of stand areas. They have to be ordered and paid separately.

Assembly has to be completed by **12 June 2016 at 20:00 h.** At this time, the stands must be clean and all packaging material has to be removed.

In case the exhibitor has not started assembling by **14:00 h on 12 June 2016** the stand is at the disposal of MESSE BREMEN and may be passed on to other applicants. This fact does not affect the requirement of payment.

20) Stand dismantling

The dismantling and removal of all exhibition goods brought to the exhibition by the exhibitor must be concluded by **15 June 2016 at 24:00 h.**

21) Advertising

The rented stand area can be used for advertising purposes up to a maximum height of 2.50 m.

Banners and company signs may not extend beyond stand dimensions. Special agreements must be confirmed by WFB GmbH in written form.

22) Exhibitors' passes

The exhibitor will receive the following exhibitors' passes free of charge, valid from the first day of assembly to the last day of dismantling:

for stands from	no. of passes
6 m ²	2
8 m ²	3
12 m ²	4
20 m ²	5

Exhibitor passes do not authorize the stand personnel to participate in the conference free of charge.

Additional exhibitors' passes may be ordered and will be charged at EUR 15.00 apiece.

23) Copyright of Photographs & Films

During the event MESSE BREMEN and, with his agreement press and television teams, will take photos and video clips showing the event activities, participants, trade show visitors, exhibition stands, and exhibits.

The material may be used free of charge for publication purposes in media and in public relation material related to events edited by the organiser in consideration of the Law on Copyright and Neighbouring Rights in Arts.

The exhibitor confirms that MESSE BREMEN is entitled to freely dispose of photos and

videos provided by the exhibitor, that this material is clear of any third-party-rights and that the persons shown within do agree to a publication without any compensation. This is also valid in case of use in advertising.

The exhibitor will indemnify and hold MESSE BREMEN free and harmless from any claims of third parties resulting from the use of the provided material.

24) Personal data protection

All data given will be kept confidential. MESSE BREMEN hereby notifies that contact details given here will be stored and used for the organisation of ACTUATOR events only. Providing the data is optional in general, but mandatory for the acceptance of the registration. Personal data will not be passed to third parties. After the expiry of the retention period the personal data will be deleted. At any time, exhibitors may contradict the storage and further use of their data by the organiser for future activities. Parties who want to do so are kindly asked to send an email to actuator@messe-bremen.de.

25) Verbal agreements

The organizer retains the right to modify or supplement the conditions; such alterations need to be made in written form. Verbal agreements must be confirmed in writing by MESSE BREMEN before they can be considered as valid.

Based on the original German text. The German text shall be legally binding for any and all legal claims.

Bremen, April 2017