

Special Trade Fair and Exhibition Conditions of the Messe und Congress Centrum Halle Münsterland GmbH - Technical Guidelines

1. General Points

This event is based on the general terms and conditions of business and of participation of the VDEI-Service GmbH for the iaf 2017, the 27th International Exhibition for Permanent-Way Technology at Messe und Congress Centrum Halle Münsterland. As far as in the Special Trade Fair and Exhibition Conditions were made other arrangements, the conditions applies, of whom the exhibitor has taken note expressly.

The event is registered under the name of the **iaf 2017; 27th International Exhibition for Permanent-Way Technology.**

2. Organiser

VDEI – Service GmbH
Dirksenstraße 51
10178 Berlin
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2.1 Event Location / Delivery Address

Messe und Congress Centrum
Halle Münsterland GmbH
iaf 2017
Albersloher Weg 32
48155 Münster

Please find the detailed information for delivery in the service manual for exhibitors.

Contact: Messe & Congress Service (support for exhibitors)

Phone: +49 (0) 251 / 66 00 351

Fax: +49 (0) 251 / 66 00 352

Please take note of the delivery and collection regulations for trade fair's forwarding agent(see order forms F 1.0 - F 4.0 in the service manual for exhibitors).

If you order individual deliveries, these deliveries can only take place starting the first day of set-up. Clearly note the receipt also indicating the location (hall/ outdoor area and booth number) on the address label.

The organiser as well as the Messe und Congress Centrum Halle Münsterland GmbH are not responsible for deliveries and collections of exhibitor material. Collections cannot take place before the beginning of the dismantling. The exhibitor or an authorised individual needs to receive deliveries personally. The personnel of Messe und Congress Centrum Halle Münsterland GmbH is not allowed to accept any deliveries.

3. Length of Exhibition – Opening Hours

The exhibition will run from 30th May - 01st June 2017.

Visitor opening hours:

Tuesday, 30th May 2017: 09:00am – 6:00pm

Wednesday, 31st May 2017: 09:00am – 6:00pm

Thursday, 01st June 2017: 09:00am – 6:00pm

4. Payment and Delivery Conditions for Ordered Services

Please find the order deadlines for services and service personnel on the individual order forms. The exhibitors will receive order confirmations for service orders received by the Messe und Congress Centrum Halle Münsterland GmbH.

The booth surveillance, ceiling suspensions, cleaning and equipping of booths with electricity and water supplies may only be carried out by service providers specifically contracted by the Messe und Congress Centrum Halle Münsterland GmbH. You can find the appropriate forms in the service manual for exhibitors.

4.1 Maturity

The invoicing for all services will take place 8 weeks before the beginning of the exhibition. It is issued by the Messe und Congress Centrum

Halle Münsterland GmbH or directly by the instructed service provider. Payment of commissioned services is payable in full (100% of the invoice amount) 14 days after the date of invoicing with no deductions. Punctual payment of commissioned services is required for the services as well as the rented property to be delivered.

Ordered services have to be paid in full amount, if the Messe und Congress Centrum Halle Münsterland GmbH has not received any cancellations, in writing form until 10th March 2017. Cancellations received before 10th March 2017 will be invoiced with 50% of the estimated total amount.

On site orders (as far as they can be fulfilled) can only be accepted in written form and with the signature of an authorized person. In this case, the invoice amount is to be paid in cash plus a price premium when the order is commissioned.

4.2 Default in Payment

If the exhibitor is default in payment, in spite of two reminders, the Messe und Congress Centrum Halle Münsterland GmbH is entitled to rescind the contract. Also in this case the exhibitor is obliged to pay a cancellation fee in the amount of 100 % of the original commission amount.

Payments have to be made to the account of the Messe und Congress Centrum Halle Münsterland GmbH.

4.3 Delivery

For in the order form specified measures, shapes and colours the lessor reserves the right of appropriate deviations. The delivery of all orders without a precise date will take place in time, that the rented property will be available at the beginning of the event. The lessee is obliged to treat the rented property with care. The rented property has to be placed ready for collection immediately after the end of the event, unless the dismantling of the rented property by lessor is included in the scope of the service provision. The rented property will be picked up as quickly as possible after the event is over.

4.4 Liability and Compensation of Damage

The lessee is liable for damages and losses incurred in connection with the rented property. The liability begins upon delivery and ends upon collection. Liability of the lessee ends at the latest 48 hours after the end of the event unless an alternative collection date was agreed upon, or the rented property was not placed ready for collection. This will also apply, should the booth be unmanned. For lost or damaged rented property the lessee is obliged to bear the costs of replacement repairs. The lessee is obliged to inform the lessor of damaged or lost rented property without delay.

4.5 Complaints

Upon receipt of the rented property the lessee is obliged to assure himself of the proper condition as well as completeness. Complaints regarding commissioned rented property and service provisions must be stated immediately after delivery or on the first day of exhibition at 08:00 am at the latest. In the case of a justified complaint the lessor is entitled to deliver an equivalent replacement. In the case of force majeure the lessor reserves the right to deliver equivalent or qualitatively better replacement property for the same price. The lessee is entitled to withdraw in the case of a justified complaint if the lessor is unable to provide any equivalent replacement or improvement.

5. Insurance

Personal and rented equipment is not insured. It is recommended to insure personal property for the duration of the event including development and dismantling periods.

6. Booth Constructions

Great value is placed on proper booth design, which should fit into the exhibitions overall appearance. If the technical guidelines for the realization of your booth have been followed, no special permission is needed for a single-story booth building without roofing inside the exhibition halls, a sketch is sufficient.

For all other booths, mobile booths, special structures and constructions a permission is needed. Assembly plans (floor plan and display) may be submitted for permission at the VDEI-Service GmbH, on time.

The booth shall fit to the total exhibition. The design of the back and the side view to the neighbouring booths shall be neutral (preferred colour: white) and without any print or other brand advertising.

This applies particularly to two-stories booths next to one-storied booths, respectively for suspensions above the booths. Variation to this is only possible with written agreement form of the neighbouring booth.

VDEI-Service GmbH reserves the right to forbid a (development) set-up of an inappropriate or insufficient designed booth.

All ceiling suspensions, in addition to the use of suspension points, must be ordered at the Messe und Congress Centrum Halle Münsterland GmbH. The corresponding form can be found in the service manual for exhibitors, see C 3.0.

7. Set-up and Dismantling

Please find the timetable for set-up and dismantling within the general terms and conditions of participations issued by the VDEI-Service GmbH for iaf.

The set-up and dismantling has to be carried out and completed within the stated time limit. No booth is allowed to be cleared before the exhibition has ended. The exhibition space must be returned in its original condition. Driving is generally not permitted in the exhibition halls. Special permissions can only be made with the written acceptance of Messe und Congress Centrum Halle Münsterland GmbH.

8. Waste Disposal

Environmentally friendly disposal for the performance of exhibitions, for exhibitors and organiser, is regulated by according legal regulations. The environmentally friendly disposal has become mission of future-oriented and economic meaning for all participants.

At the booths or nearby it is not allowed to store boxes, packaging materials or similar. Easily flammable waste material (wood shavings, waste woods, sawdust, etc.) has to be removed daily. If there is a larger accumulation it is necessary to remove the waste several times a day.

Please refer to the forms in the service manual for exhibitors when making arrangements for waste disposal.

9. Accident Prevention

The exhibitor is obliged to fit the exhibited equipment with safety guards which comply with the accident prevention regulations of the trade association.

For every personnel- or material damage which is caused through machinery, devices, facilities, etc. which are exhibited from the exhibitor company the exhibitor has to assume responsibility.

Furthermore, we would like to refer to the current equipment safety law.

10. Fire Prevention

Fire extinguishers, wall hydrants and signs may neither be blocked nor covered and emergency exits may neither be obstructed nor be blocked by exhibition booths or exhibits themselves.

Flammable materials, regardless of their nature, may neither be stored nor held in the exhibition booth. The storage of all types of packaging materials within or behind the booths is not permitted for reasons of fire precaution (see also the fire safety code of practice).

11. Responsibility

Fire prevention on the exhibition area is the responsibility of the local fire prevention engineer. It is highly recommended that exhibitors contact the exhibition management punctually in the case of any fire prevention-related queries.

All booths must be constructed in such a way as to ensure that no corners are produced which prove difficult to control. Adjoining rooms may not be closed off by doors and must be constructed opposite an aisle with an adjacent escape route. Enclosed rooms, or those which are only accessible via another room or corridor constructed separately from the generally accessible exhibition rooms and are not provided with any other exit or emergency exit are not permitted.

Flammable decorations and objects such as, e.g., waxed leaves, celluloid objects and similar may not be used. All flammable and plastic materials used for purposes of decoration must be flame retardant and should be impregnated in accordance with DIN 4102.

The property "flame retardant" can be reached afterwards only for a part of these substances through handling with a flame retardant. The used flame retardants have to be officially approved. The confirmation about the flame retardancy, or rather about the properly accomplished impregnation has to be held ready for inspections at any time at the booths.

If there are doubts upon the effectiveness of the impregnation, especially when the flame retardancy has been performed a long time ago, the decision will be made with a sample of flammability on a small piece of trial.

Trees and plants cut down for decoration purposes may only be used when green. If it is established that trees and plants dry out during the exhibition and thus become more flammable, they must either be removed or flame-proofed in accordance with municipal fire authority regulations. Trees must be freed of branches up to approx. 50 cm above the ground. Peat must always be kept damp (danger of inflammation by smoke), and coverings and hangings must be arranged in such a way that ash, cigarette ends or matches cannot be caught in these.

12. Gastronomy / Catering

The catering within the exhibition halls may only be carried out by the Catering of Messe und Congress Centrum Halle Münsterland GmbH. Please find the relevant forms and information for booth catering and for individual gastronomic offers in the service manual for exhibitors. If certified companies are commissioned for the catering at the outdoor area, it is necessary to announce this in written form and to coordinate the delivery entry. It is not permitted to drive at the outdoor area during the opening hours of the exhibition. The delivery of the catering can only be carried out at the parking areas.

13. Legal Regulations

The exhibitor is responsible for respecting and complying all legal and official requirements and authorities. This also applies in connection with the commercial law to combat unfair competition as well as the store closing law. The exhibitor may be obliged to provide information in reference to the fulfilment of all legal requirements.

14. Amendments

Amendments to these Special Trade Fair and Exhibition Conditions require a mutual written confirmation in order to be considered legally valid.

15. Concluding Clauses

Should one or several clauses within these Participation Conditions prove to be partially or wholly ineffective, the validity of the remaining clauses shall not be affected. The invalid clause must be replaced by a valid clause which corresponds with the aim of the original regulation.

16. Place of Jurisdiction

The place of performance and place of jurisdiction for both parts shall be Münster (Westphalia, Germany).

The German federal law shall prevail, even in case of business transactions with foreign customers. The German text shall be binding.