

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 7/2014) 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
Großmarkt Bremen GmbH
Findorffstr. 101
28215 Bremen/Germany
service@ithec.de
www.ithec.de

In cooperation with

Faserinstitut Bremen e.V.
Am Biologischen Garten 2
28359 Bremen/Germany
www.faserinstitut.de

3) Date of exhibition

30 and 31 October 2018

4) Venue

Congress Center Bremen
Bürgerweide
28209 Bremen/Germany

5) Opening hours

For visitors:

Tuesday, 30 October 2018:
9.00 h - 18.00 h
Wednesday, 31 October 2018:
9.00 h - 17.00 h

For exhibitors:

Tuesday, 30 October 2018:
7.30 - 19.00 h
Wednesday, 31 October 2018:
8.00 - 24.00 h

6) Hours of set-up

Monday, 29 October 2018
14.00 - 20.00 h
Tuesday, 30 October 2018
7.30 - 9.00 h

7) Hours of dismantling

Wednesday, 31 October 2018
18.00 - 22.00 h

8) Registration deadline

22 August 2018

9) Nomenclature

Materials, semi-finished textiles, services, technologies and processes dedicated to thermoplastic lightweight constructions for applications in the aerospace, automotive, offshore and wind energy sectors.

Raw materials, textile & fibre technology, manufacturing technology, manufacturing equipment, composites structures, process and structure simulation, process control, materials testing, semi-finished parts, service providers, research & development, quality control.

10) Conditions of 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 (fee for co-exhibitor 250 € - see Fig. 12). Direct sales to visitors on the occasion of the exhibition are likewise only permitted with the prior written consent of MESSE BREMEN.

11) Registration and completion of contract

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 7/2016) 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 7/2016) under consideration of the order of priority given in the item naming these conditions.

12) Stand rental fees

Row stand	220 €/ m ²
Corner stand	240 €/ m ²
Head stand	260 €/ m ²

Minimum: 6 m²

Co-exhibitor fee: 250 €

For two-storey exhibition stands the space under roof will be calculated with 25% of the price per m² floor space.

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

13) Special services

Special services, such as electrical power supplies and telecommunications etc. must be ordered on separate technical order forms. The exhibitor will be charged separately for the special services.

Water supply and drainage can only be installed according to technical possibilities.

Special services must be ordered by **22 August 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 and exhibited articles must be arranged by the exhibitor. Contracting companies are available for stand guarding and cleaning.

14) Terms of 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 registration 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.

15) Cancellation and non-participation on the part of the exhibitor and lump sum damage claims

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.

16) Safety instructions

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.

17) Cleaning / Waste disposal

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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.

18) Set-up / Decoration

On behalf of an overall representative impression of the exhibition, the exhibitor is bound by the rules and regulations of MESSE BREMEN.

MESSE BREMEN must be consulted if stands exceed the normal height of 2.50 meters.

MESSE BREMEN does not supply partition walls and carpet for stand separation. These have to be ordered and paid separately.

Stand set-up must be completed by 30 October 2018 at 9.00h.

At this time, the stands must be clean and all packaging material removed. Should the exhibitor not have begun to set up his stand by 30 October 2018 at 8.00h the stand is at the disposal of the organizer and may be passed to other applicants. The obligation of paying the stand fee remains notwithstanding.

18a) Set-up and dismantling in the Congress Center Bremen

Please note that within the range of the Congress Center Bremen, the following specified loads for wheels and tires must not be exceeded: Wheel load 1.5 kN (150 kg), sum 5 kN (500 kg).

Spring-fitted wheels or air-fitted tires must be used, steel wheels or tires are prohibited. Forklifts need to be reloaded accordingly.

19) Dismantling

Stand dismantling and removal of all exhibition goods brought to the exhibition by the exhibitor must be concluded on Wednesday, 31 October 2018 at 22.00h.

20) Advertising

The rented stand has space for advertising up to a maximum height of 2.50 m. Banners and company signs must not extend beyond stand dimensions.

21) Regulations for selling

Sales transactions are permitted. All sales transactions on the exhibition ground must be in accordance with the general laws and the principles of responsible business dealings. With regard to the distribution/sales of alcoholic

beverages, the requirements of the German Statue for the Protection of Young Persons have to be complied with. During consumer events the exhibitor undertakes to refrain from all unfair competition against other exhibitors and local businesses.

For all exhibits prices are to be clearly marked including VAT and other hidden costs. In addition, with such pricing information also the quantity of goods or services to which the price pertains and the quality are to be indicated (cf. German Ordinance on Pricing Information dated 14 March 1985, German Federal Gazette I page 580).

22) Exhibitor passes/ Conference tickets

The exhibitor will receive the following exhibitor passes free of charge, valid from the first to the last day of the exhibition:

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

Additional exhibitors' passes may be ordered and will be charged at 15 € apiece.

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

One personalised conference ticket per stand is included, two tickets are available if stand size is 12 m² or more.

23) Copyright of photos or 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 ITHEC 2018 and future ITHEC 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 service@ithec.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, January 2018