

# REGISTRATION FORM

*Gallery*  
SHOES

INTERNATIONAL TRADE SHOW  
FOR SHOES, FASHION & ACCESSORIES

# SHOES & FASHION

March 7 – 9, 2021

AREAL BÖHLER | [GALLERY-SHOES.COM](http://GALLERY-SHOES.COM)

# LOCATION

MARCH 7 – 9, 2021  
›AREAL BÖHLER‹ HANSAALLEE 321  
DÜSSELDORF

Gallery  
SHOES

## The Trend Location as an intersection of trade fair, fashion & more.

- In the „fashion city“ Düsseldorf (Hansaallee 321, 40549 Düsseldorf)
- Just 15 minutes to Düsseldorf city centre, the main railway station and the airport
- Industrial setting featuring modern event halls currently covering approx. 16,000 sqm of hall space.
- Usable outdoor space, parking options for exhibitors and visitors
- Direct transport link to all motorways
- Access to public transport. Stop directly opposite the Areal Böhler.
- Gallery EXPRESS Shuttle – the connection to the important hotspots of Düsseldorf.

›Alte Schmiedehallen‹



›Halle am Wasserturm‹



›Glühofenhalle‹



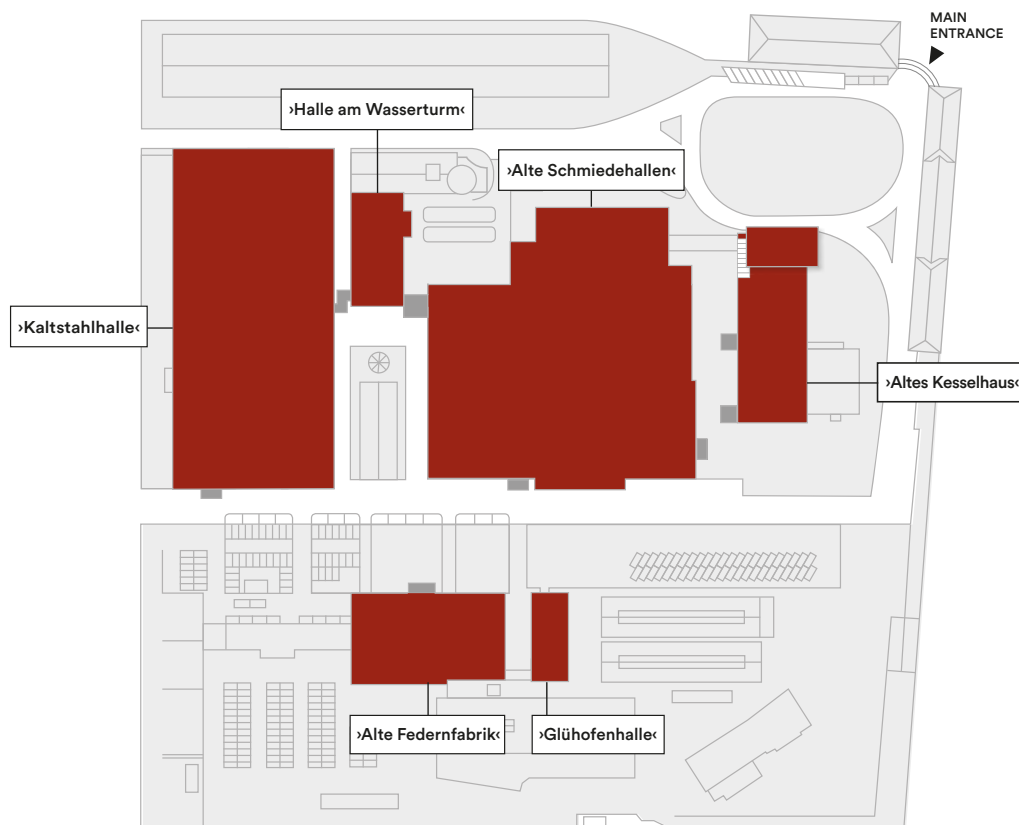
›Kaltstahlhalle‹



›Altes Kesselhaus‹



›Alte Federnfabrik‹



## Concept stand

fully furnished incl. stand area

**„Full Package“ (per sqm) 260.– €**

There are different types of concept stands for the different segments. You will receive a construction example with your stand reservation.

Standard equipment of concept stands:

- walls (height 1.60 m)
- existing flooring or carpet
- furniture
- collection racks/shelves
- lighting
- power point incl. power consumption
- cleaning of the showroom during the duration of the fair



Example; construction maybe different depending on the segment

## Individual stand construction

Stand area incl. basic lighting, maximum size: 150 sqm per brand

**Stand area (per sqm) 195.– €**

Basic lighting (per sqm) 40.– €

Disposal of mixed refuse 10.– €

Power consumption (per kWh) 0.45 €

Costs for technical installations of the stands and all other services will be charged after the fair to the exhibitor. The cost overview as well as the Technical Guidelines for self-constructed stands you will get after having received the official stand allocation and admission for your participation in Gallery **SHOES** & Fashion. The organizer reserves the right to request advance payments.

Due to different structural conditions, the height of the stand walls and the stand lighting is prescribed by the organizer according to each hall (see point 10.2.2 + 10.2.3 of the Terms and Conditions of Participation). Banners or any other fixtures hanging from the ceiling are not permitted.

The stand construction must be approved by the organizer. The transmission of the complete technical documentation is a prerequisite for the approval of the stand construction.



Example; construction maybe different depending on the segment



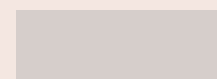
**Row stand**  
1 side open



**Corner stand**  
2 side open



**Head stand**  
3 side open



**Island stand**  
4 side open

## Double booking discount

If you participate in the Gallery **FASHION** & Shoes (January 30th - February 1st, 2021) **AND** Gallery **SHOES** & Fashion (March 7th - March 9th, 2021) we grant you a discount of 5 % for Gallery **SHOES** & Fashion. The basis for calculation is the sum of both stand areas and a price of 195.00 €/sqm.

## Marketing and Service Fee

**500.– €**

**The fee includes the following benefits:**

- Marketing and press of Igedo Company
- general security (individual stand security can be booked by security partner of IGEDO Company)
- entry into the Brandbox, website, Gallery Trade Show Magazin
- Wifi

The Marketing and Service Charge has to be paid after invoicing.

**Igedo Company**  
Sales Department  
Emanuel-Leutze-Str. 8  
40547 Düsseldorf/ Germany

Tel.: +49 211 4396-01  
Fax: +49 211 4396-345  
E-Mail: shoes@igedo.com  
www.gallery-shoes.com

## Exhibitor

Company

Address

Postcode

Town

Country

Telephone\*

Fax\*

E-Mail\*

Internet

Value added tax no.

Owner

gender

Managing Director

gender

## Contact person

Name

gender

Telephone\*

E-Mail\*

Fax\*

## Third party

authorized signatory for all legally binding actions for the exhibitor.

To be completed only if different from company address above.

Company

Contact Person

gender

Address

Postcode

Town

Country

Telephone\*

E-Mail\*

Fax\*

## Invoicing

Invoices will be issued by Igedo Company only electronically only via e-mail as PDF attachment. For VAT regulatory reasons invoices will always be issued to the exhibitor mentioned in the registration forms. Invoicing by mail is only possible on written request.

Please send the electronic invoice to the following e-mail address:

E-Mail



Alternative address for Invoices

Company

Address

Postcode

Town

Country

\*) Permissin for use of promotional purposes can be deny at any time.

## Exhibitor

_____ Company		_____ Postcode	_____ Town
_____ Address		_____ Country	

## Concept stand (fully furnished incl. stand area)

**„Full Package“ (per sqm) 260.– €**

Marketing and Service Charge 500.– €

\_\_\_\_\_  
Requested size of concept stand

The stands are equipped. Details please see on the price list. Own decoration has to be specifically permitted.

- Row stand
- Eckstand
- Head stand
- Island stand

## Individual stand construction (Stand area incl. basic lighting)

**Stand area (per sqm) 195.– €**

basic lighting (per sqm) 40.– €  
 Disposal of mixed refuse 10.– €  
 Power consumption (per kWh) 0.45 €  
 Marketing and Service Charge 500.– €

\_\_\_\_\_  
Requested size of stand

\_\_\_\_\_  
Width (in meter)      \_\_\_\_\_  
Depth (in meter)

- Row stand
- Eckstand
- Head stand
- Island stand

**Important: Detailed stand construction specifications can be found in the Terms and Conditions of Participation as well as in the technical guidelines. The stand construction must be approved by the organizer. The transmission of the complete technical documentation is a prerequisite for the approval of the stand**

**construction. Due to different structural conditions, the height of the stand walls and the stand lighting is prescribed by the organizer according to each hall. Banners or any other fixtures hanging from the ceiling are not permitted.**

## Binding registration

We kindly ask you to preserve the overall appearance. Please reduce any kind of self-promotion, such as posters, roll-up etc., to a minimum. We reserve the right to remove any advertising made by yourself. Thank you for your understanding.

During the trade show the organiser will take photographs and produce film to use this footage for PR and documentation purposes in connection with this event in both analogue and digital format.

With this binding registration we recognize the Terms and Conditions of Participation and the Price List of Gallery SHOES and Fashion and the technical guidelines.

\_\_\_\_\_  
Name of the undersigned (in capital letters)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Place

\_\_\_\_\_  
Legally binding signature & company stamp

## Exhibitor/Contact Brandbox

Company	Address
Postcode	Town
Country	E-Mail
Telephone	Internet

## Range of Products

### SHOES

Women Men Kids

- |                       |                       |                       |                             |
|-----------------------|-----------------------|-----------------------|-----------------------------|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Shoes                       |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Sport/Outdoor               |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Sneaker                     |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Rubber Boots                |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Special Sizes               |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Wellness, Home, Orthopedics |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Shoe Accessories            |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Trade Press                 |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Vegan                       |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Fairtrade                   |

### ACCESSOIRES

Women Men Kids

- |                       |                       |                       |                     |
|-----------------------|-----------------------|-----------------------|---------------------|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Bags                |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Small leather goods |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Gloves              |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Belts               |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Scarves/Foulards    |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Hosiery             |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Ties                |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Hats                |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Caps                |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Jewellery           |

### FASHION

Women Men Kids

- |                       |                       |                       |                          |
|-----------------------|-----------------------|-----------------------|--------------------------|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Coats                    |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Jackets                  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Suits/Coordinates        |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Cocktail/Evening fashion |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Bridal fashion           |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Dresses                  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Skirts                   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Blazers                  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Men's jackets            |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Trousers                 |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Blouses/Shirts           |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Knitwear                 |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Jeans fashion            |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Casual                   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Supersize                |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Leatherwear              |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Furs                     |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Sustainable fashion      |

## Average retail price

### SHOES

Women \_\_\_\_\_

Men \_\_\_\_\_

Kids \_\_\_\_\_

Comfort \_\_\_\_\_

### ACCESSOIRES

Bags \_\_\_\_\_

Belts \_\_\_\_\_

Scarves \_\_\_\_\_

Socks \_\_\_\_\_

Small Leather Goods \_\_\_\_\_

### FASHION

Women \_\_\_\_\_

Men \_\_\_\_\_

Kids \_\_\_\_\_

Minimum order quantity per article

Minimum order quantity per article

Minimum order quantity per article

## Position in the market/Competitors

\_\_\_\_\_

\_\_\_\_\_

## Declaration of consent

We hereby declare our agreement that the information contained in this form will be published in the Brandbox, the online catalogue of Gallery SHOES & Fashion.

Name of the undersigned (in capital letters)	
Place	
Date	
Legally binding signature & company stamp	

Please copy this page according to the number of your brands.

## Exhibitor

Company

---

We show following collection:

Brand

---

Country of origin

---

Website

---

## Range of Products

### SHOES

Women Men Kids

- |                          |                          |                          |                             |
|--------------------------|--------------------------|--------------------------|-----------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Shoes                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sport/Outdoor               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sneaker                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Rubber Boots                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Special Sizes               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Wellness, Home, Orthopedics |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Shoe Accessories            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Trade Press                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Vegan                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fairtrade                   |

### ACCESSOIRES

Women Men Kids

- |                          |                          |                          |                     |
|--------------------------|--------------------------|--------------------------|---------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Bags                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Small leather goods |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Gloves              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Belts               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scarves/Foulards    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hosiery             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ties                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hats                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Caps                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Jewellery           |

### FASHION

Women Men Kids

- |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Coats                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Jackets                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Suits/Coordinates        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Cocktail/Evening fashion |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Bridal fashion           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Dresses                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Skirts                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Blazers                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Men's jackets            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Trousers                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Blouses/Shirts           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Knitwear                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Jeans fashion            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Casual                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Supersize                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Leatherwear              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Furs                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sustainable fashion      |

## Position in the market/Competitors

---



---



---

# TERMS AND CONDITIONS OF PARTICIPATION

## Contents

1. General – show/event dates
2. Registration – acceptance of the Terms and Conditions of Participation
3. Participation charges
4. Conclusion of contract – admission
5. Non-participation
6. Allocation of the stand space
7. Terms and conditions of payment – interest on overdue payment – insolvency
8. Protection of industrial property
9. Sub-exhibitors
10. Construction and design of the stands – direct sales – advertising
11. Waste disposal / stand cleaning
12. Compulsory presence
13. Musical and audio-visual reproduction – events
14. Domestic authority – remedial measures
15. Delivery and return transport
16. Limitation of liability
17. Liability of the exhibitor – liability insurance – execution by substitution
18. Assignment – offsetting – right of withholding
19. Forfeiture – statute-barring
20. Verbal subsidiary agreements – interpretation of the contract
21. Company data – data protection
22. Place of delivery and jurisdiction
23. Applicable law
24. Special remarks / recommendations / provisos

## 1. General – show/event date

- 1.1 Organizer:  
The IGEDO is organizer of the following show/event:
- 1.2 **Name of the event:**  
Gallery SHOES & Fashion
- 1.3 **Venue:**  
Areal Böhrer  
Hansaallee 321  
40549 Düsseldorf
- 1.4 **Date/opening hours:**
  - 1.4.1 Gallery SHOES & Fashion  
March 7 – March 9 2021  

Opening hours:	Sunday	09.30 am – 06.00 pm
	Monday	09.30 am – 06.00 pm
	Tuesday	09.30 am – 05.00 pm
  - 1.4.2 Showroom Concept  
March 5 – March 9 2021  

Opening hours:	Friday-Monday	09.30 am – 06.00 pm
	Tuesday	09.30 am – 05.00 pm

## 2. Registration – acceptance of the Terms and Conditions of Participation

- 2.1 Registration must be made by the closing date using the special registration forms; these must be returned fully completed, bearing the company stamp of the exhibitor and a legally binding signature. Exhibitors shall be liable for any costs to the IGEDO caused by registration forms that are filled in unprecisely and / or incompletely.
- 2.2 If the registration is signed by a third party (e.g. commercial agent), this third party shall be liable towards the IGEDO jointly and severally with the exhibitor for all obligations resulting from the registration and the participation in the show / event.
- 2.3 The stating of conditions and reservations in the registration is inadmissible and will be ignored. Special space requests – which will be taken into consideration if possible – shall not constitute a condition for participation. In particular, the stand allocation from one or more previous shows / events shall not create any entitlement of the exhibitor to be granted a specific stand position.
- 2.4 Registration is binding until the space allocation phase ends – i.e. including the announcement of the IGEDO's decision on approval towards the exhibitor immediately afterwards; we refer to point 4 of the Terms and Conditions of Participation.
- 2.5 By sending the binding registration to the IGEDO the exhibitor recognises the Terms and Conditions of Participation, valid price lists as well as the Technical Guidelines, if applicable. The documents are forwarded to the exhibitor by the IGEDO in a folder specific to this trade show / event – the registration documents – or are made available in electronic form by way of a PDF file.

- 2.6 Additional orders can be placed using special order forms provided by the IGEDO in a printed format or electronically by way of a PDF file.

## 3. Participation charges

- 3.1 The participation charge is payable per show / event. This charge can be found in the registration form and the current price list. The charges for additional services can be found in the corresponding order forms and / or the current price list. All charges are net prices excluding applicable VAT.
- 3.2 As a fundamental rule, the price for the stand space is calculated per square metre of space unless otherwise specified in the registration form and / or the current price list for the respective trade show/ event, and shall apply for the entire duration of the event, irrespective of the number of trade show/ event days actually present, including the set-up and dismantling periods advised by the IGEDO. Each square metre or part thereof will be charged in full, the floor space at right angles without consideration of projecting parts, pillars, supports and the like. Minor deviations from the dimensions charged are acceptable without any obligation for compensation. Any complaints concerning the size of the stand space must be notified to the IGEDO during the trade show / event to enable verification on site. Subsequent complaints cannot be processed. Additional services not included in the participation charges will be invoiced separately.
- 3.3 The marketing and service charge has to be paid while applying for the show / event. This charge is not subject to refund on case of non-participation. The IGEDO shall confirm receipt of registration to the exhibitor and send him/her the invoice for the flat-rate amount due to the exhibitor's declaration of commitment in their registration. The flat-rate marketing and service charge is payable irrespective of whether the participation contract shall take effect and its payment is the prerequisite for processing the exhibitor's registration.

## 4. Conclusion of contract – admission

- 4.1 Decisions regarding the granting and allocation of the stand space and of the stands as well as regarding the goods, services and exhibitor categories approved for exhibition shall be taken by the IGEDO after due consideration of the exhibition space available, taking event and conceptual considerations into account. The exhibitor shall not be entitled to any right of consultation. Only those exhibitors will be admitted, whose range conforms to the concept of the IGEDO. Furthermore, no legal entitlement to admission shall exist. Exhibitors who have not fulfilled their obligations with respect to the IGEDO – including those concerning a previous event – and / or have violated their obligations under the contract of participation in some other manner, may be excluded from admission.
- 4.2 Immediately after finalizing the planning phase, the IGEDO shall advise the exhibitor in good time before the start of the event in writing whether he/she will be accepted. As a rule, the exhibitor receives the placement together with acceptance if not before. Upon receipt of the admission by the exhibitor, the participation contract governing the respective trade show / event between the IGEDO and the exhibitor shall be deemed as concluded. The admission is not transferrable; the exhibitor must not sublet the stand to a third party – either in part or in full, free of charge or in return for payment – without written consent by the IGEDO.
- 4.3 The IGEDO is entitled to withdraw from the contract concluded and to demand compensation for damages, if the preconditions for the admission cease to apply at a later date, or the admission are based on false information by the exhibitor, or if the exhibitor violates the contract including these Terms and Conditions of Participation in a non-immaterial manner and / or disregards the Technical Guidelines or safety provisions such as compliance with the smoking ban etc., or fails to follow the IGEDO's instructions.
- 4.4 **Classified products:**  
A list of allowable products can be found on Form "Information about range of products". Exhibitors must indicate the intended exhibition category and list the collections and country of origin in their registration. Products and collections not named on the list of allowable items must not be exhibited or offered. Nonregistered collections may be removed by the trade fair company at the expense of the exhibitor.  
  
Exhibitors at this trade show / event may include:
  - a) Suppliers or manufacturers producing and / or distributing shoes, ready to wear or accessories (excluded is the branch sourcing and production)
  - b) Trade representatives who in the sense of § 84 of the HGB (Code of Commercial Law) work in the shoes, textile or accessories trade.



# TERMS AND CONDITIONS OF PARTICIPATION

## 5. Non-participation

- 5.1 If exhibitors do not show up at the trade show / event, they shall nevertheless pay the IGEDO for all liabilities associated with the participation contract (also see point 3 of the Terms and Conditions of Participation) as well as for any (additional) orders placed at the exhibitor's initiative and which can no longer be cancelled and / or any services already rendered as well as any other costs caused to the IGEDO – including those incurred by the IGEDO due to the exhibitor's no-show for conserving the overall appearance by required conversion expenses.
- 5.2 If exhibitors inform IGEDO in writing that they will not/do not want to take part in the trade show / event after their binding registration has been received and / or conclusion of contract/admission (also see point 4.2 of the Terms and Conditions of Participation), the IGEDO will assess, on a case-by-case basis, whether it is willing to release the exhibitor by way of exception and against payment of damages from the binding registration and / or contract of participation concluded. There is no legal obligation for the IGEDO to release the exhibitor from his/her binding registration and / or concluded contract of participation; this means the exhibitor is not entitled to be released by the IGEDO. In the event of IGEDO releasing the exhibitor the exhibitor is free to prove to the IGEDO that there was no damage caused by the cancellation or that the damage caused was substantially lower than the relevant flat-rate damages. In this case, the exhibitor shall only pay for the proven, lower damage. Exhibitors shall pay in full for any invoice items and / or services already rendered.

If a cancellation agreement is concluded the cancellation costs will be invoiced by the IGEDO after receipt of the exhibitor's cancellation notice and with respect to IGEDO's approval of cancellation as follows:

- After receipt of the binding registration at the IGEDO and before conclusion of contract/admission the exhibitor shall pay 10% of the participation fees with reference to the rented exhibition space.

- After conclusion of contract/admission the exhibitor shall pay 100% cancellation costs for the confirmed stand space depending on the agreed stand space and the time the cancellation agreement is concluded

The marketing and service charge shall be payable under all circumstances.

## 6. Allocation of the stand space

- 6.1 Within the scope of the planning, the IGEDO is entitled to accommodate individual groups of exhibitors in collective form, to deviate from the space as expressed in the registration in terms of location, size and nature of the stand, if this is necessary and reasonable for the exhibitor. The deviation shall apply as if the exhibitor does not object in writing within one week of receipt the admission.
- 6.2 Generally the IGEDO shall provide the exhibitor with a hall plan illustrating the location of the stand, i.e. the placement, at the latest together with the admission (see Section 4.2. of the Terms and Conditions of Participation). If the admission / placement deviate fundamentally from the stand / stand space requested in the registration, the deviation shall apply as approved, if the exhibitor does not object in writing within one week of receipt of the admission / placement deviating from the registration. The exhibitor must provide the IGEDO with evidence of duly objection. If he does not object, the admission / placement shall be considered as approved.
- 6.3 In the event of compelling event, planning and / or organizational reasons, the IGEDO reserves the right, even following admission / placement (see Section 4.2 of the Terms and Conditions of Participation) – within the scope of that which is necessary and reasonable, as well as, if possible, following consultation and agreement with the exhibitor – to carry out space alterations, re-allocation of space or changes to the form of the stands, to deviate from the desired stand dimensions, to relocate or to close entrances and exits to and from the show / event premises, even subsequent to letting of the stands (see Section 4. of these Terms and Conditions of Participation) and without creating any entitlement of the exhibitor to compensation for damages. In this case, the exhibitor shall be entitled to object to any such alteration to the contract of participation through written declaration within one week of receipt of the corresponding notification – and in the event of the alteration being advised during the week preceding the start of the show / event, at the latest by the day before the event, to withdraw from the contract within this one week period – if he / she can demonstrate that his / her interests have been affected to an unreasonable extent, unless the IGEDO rectifies the exhibitor's objection immediately and maintains the original placement.

## 7. Terms and conditions of payment – interest on overdue payments – insolvency

- 7.1 The fees charged to the exhibitors by the IGEDO shall be due for payment immediately without any deductions. This shall also apply if the invoice is sent to a third party for payment on the instruction of the exhibitor; the exhibitor remains the party liable and must ensure payment is effected on time. The IGEDO shall be entitled to demand advance payments, indeed for all fees it has invoiced. The punctual payment of all the exhibitor's liabilities – including existing debts – towards the

IGEDO is a basic prerequisite both for the exhibitor to occupy the stand space and for the execution of services by the commissioned subcontractors of the IGEDO.

- 7.2 Objections regarding invoices must be submitted in writing within one week (date of receipt by the IGEDO). If the letting of the stand (see Section 4.2 of these Terms and Conditions of Participation) is granted immediately prior to the show / event, objections must be received by the day preceding the show / event.
- 7.3 The IGEDO can make recourse to the landlord's lien with regard to all nonfulfilled payment obligations, i.e. can withhold goods brought in and items of stand equipment, and have these sold by public auction or by private treaty following the closure of the show / event. The IGEDO shall be entitled at any time to recover the items at its discretion without judicial process with prior warning (e-mail shall suffice). The IGEDO shall not be liable for damage and/or loss of the returnable goods except in cases of gross negligence or wilful intent. Instead of exercising the right of sale, the IGEDO can make consent to the removal of items dependent on the exhibitor handing the IGEDO a list of the items brought in, and both declaring and demonstrating which of these items are his / her sole or joint property, or, at least, have been acquired without retention of title. At the same time, the exhibitor is obliged to transfer his / her ownership or expectant rights to the items set out in the list to the IGEDO as collateral for the outstanding claims, and to assign his / her claims from property insurance and contracts of sale concerning these items to the IGEDO. Furthermore, the exhibitor is obliged to respect the collateral interests of the IGEDO when keeping the items, and only to dispose of the goods in the ordinary course of business with simultaneous assignment to the IGEDO to claim the disposal.
- 7.4 In the event of the exhibitor defaulting on his / her payment obligations with respect to the IGEDO, interest on overdue payments shall be due, at least in the statutory amount. The IGEDO shall retain the right to demonstrate higher interest damage. In such cases, the IGEDO shall be entitled to withdraw from the contract and to assert claims for compensation for damages as a result of non-fulfillment.
- 7.5 In the event of the exhibitor failing to observe the payment deadlines (also due to incomplete payment for the stand space) the IGEDO may give notice of termination with regard to the entire approved area and use it for other purposes. As for reimbursement of costs the provisions under Section 5.1 shall apply accordingly.
- 7.6 In the event of an application for the opening of insolvency proceedings concerning the assets of the exhibitor, in the event of such proceedings being opened or opening being refused due to a lack of assets, the exhibitor must notify the IGEDO of this without delay. In such cases, the IGEDO shall be entitled to serve notice of immediate termination of the contract, and to invoice services already provided that can no longer be reversed; in the event of delayed information by the exhibitor, the IGEDO shall be entitled to assert claims for compensation for damages against the exhibitor if applicable.

## 8. Protection of industrial property

- 8.1 The exhibitor may neither demand the exclusion of competitors, nor may the IGEDO agree to such.
- 8.2 The protection of inventions, designs and trademarks at shows / events is based on the statutory regulations of the Federal Republic of Germany. In principle, no special show / event protection exists. If, during the show / event, the exhibitor presents an exhibit that he wishes to have protected, the IGEDO shall make efforts to issue the exhibitor with a certificate indicating that a specific exhibit is being presented, provided the exhibitor informs the IGEDO in good time prior to the start of the show / event of his / her wish for the issuing of such a certificate.

## 9. Sub-exhibitors

The inclusion of other companies in the stand, in the form of a joint stand, or the showing of products of a company other than that described as exhibitor in the registration and admitted by the IGEDO, requires prior correct registration for the show / event and for entry in the catalogue, as well as the explicit written consent of the IGEDO.

## 10. Construction and design of the stands – direct sales – advertising

- 10.1 General heating, cooling and lighting of the halls will be arranged by IGEDO. The costs for the installation of water and electrical connections on the individual stands as well as the costs of consumption and all other services, will be invoiced separately to exhibitors of own structures. IGEDO shall levy appropriate advance payments. Installations within the stand must only be carried out by authorised specialist companies who must be notified to IGEDO in advance. All installations must be carried out exclusively by IGEDO. IGEDO is entitled but not obliged to check the installations.

# TERMS AND CONDITIONS OF PARTICIPATION

The exhibitors and the companies appointed by them are liable for damage caused by self-contributed services. Connections and devices that are not approved, do not comply with the relevant regulations or whose consumption is higher than registered, can be removed at the expense of the exhibitor. The stand owner is liable for all damage caused by uncontrolled withdrawal of energy. IGEDO shall be liable for losses and damage, resulting from faults to the energy supply, solely as per Section 6 AVBEit (Regulation on General Terms and Conditions for the Supply of Electricity to Tariff Customers), Section 18 NAV (Regulation on General Terms and Conditions for the Mains Connection and its Use for Low Voltage Electricity Supply) and Section 6 AVBWasserV (Regulation on General Terms and Conditions for the Supply of Water).

- 10.2 The exhibitor shall not be entitled to hammer nails into floors, walls, ceilings, etc. to install screws and or to connect any other installation and equipment or devices firmly with the building. The application of paint, wallpaper or adhesives to the walls and columns of the halls is not permitted. The hall components and technical facilities may not be subjected to any strain from stand constructions or exhibits.
- 10.3 As a matter of principle, sales to private consumers (direct sales) are prohibited unless the IGEDO has installed specific areas for this at the trade show/event. § 64 of the German Industrial Code ("Gewerbeordnung") shall be complied with. Exhibitors have to verify the buyers' authorisation. Goods may only be sold to persons entitled to buy and exclusively for commercial purposes. It is also prohibited to disclose any prices to persons other than buyers from the industry.
- 10.4 The distribution of printed matter and the use of advertising means are only admissible on the exhibitor's stand space. Outside this area advertising shall be prohibited. Any visible and eye-catching price labelling as well as attaching notes to the outside walls of the stand, in showcases, at visible points of the stand or otherwise in the aisle are not permitted. Note that the display and/or distribution of advertising material outside the stand area is prohibited.
- 10.5 **Concept stand construction**

Full Package: Construction, lighting and design of the stands is specified by the IGEDO. Exhibitors receive a stand description with their stand reservation. Any individual stand area design requires prior consent by the IGEDO. The IGEDO reserves the right to remove any non-approved elements. The use of open fire and light or inflammable materials is prohibited.
- 10.6 **Individual stand construction**
  - 10.6.1 Given the structural circumstances, IGEDO lays down guidelines for the set-up and stand design that contain binding requirements. They are notified to the exhibitors in the Technical Guidelines, and compliance with them is mandatory. The relevant statutory provisions and administrative regulations are binding on exhibitors and their contractors.
  - 10.6.2 The height of the stand walls – especially those to the immediate neighbouring stands – must be precisely 1.60m (max 0.1m floor covering additionally) – including all superstructures and design mediums. Only the rear walls of stands located directly at the outside area of the hall must be 2.50m high.
  - 10.6.3 IGEDO will built the crossbeams and the basic lighting for all individual stand constructions generally at 5m lower edge. Additional lighting can be ordered individually on request and subject on approval.
  - 10.6.4 Suspended banners as well as other advertising mediums on the ceiling are not allowed.

## 11. Waste disposal, stand cleaning

Exhibitors and their contractors are required to dispose of their waste/residual materials on their own responsibility during the set-up and dismantling phase. IGEDO shall ensure cleaning of the „Areal Böhler“, of the halls and aisles. Responsibility for cleaning the concept stands lies with IGEDO. Exhibitors with their own stand construction have the possibility of ordering cleaning for the duration of the trade fair through the service partner located in the „Areal Böhler“.

## 12. Compulsory presence

- 12.1 The exhibitor is obliged to adhere to the setting-up and dismantling times published by the IGEDO.
- 12.2 For the entire duration of the show / event, the exhibitor must equip the stand with the goods registered and with suitable personnel during event hours.
- 12.3 Exhibitors are not allowed to start packing up exhibits and / or to dismantle their trade show stands before the end of the trade show / event.

## 13. Musical and audio-visual reproduction – events

- 13.1 Events and videos at the stand require IGEDO's prior consent. Exhibitors shall be solely liable for ensuring that all types of performances, such as musical reproductions, comply with the copyright and other relevant regulations (such as the permission of the "Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte – GEMA").
- 13.2 Own music is not allowed on the stand.

## 14. Domestic authority – remedial measures

- 14.1 During the setting-up and dismantling times, as well as during the show / event, the IGEDO shall have unrestricted owner's rights. Without going to court the IGEDO is entitled to make self-enacted directives and instructions applicable immediately at any time and can, for example, immediately remove devices that are disturbing, harmful or contrary to the interests of the show / event.
- 14.2 Areal Böhler are private premises owned by voestalpine Edelstand DEUTSCHLAND GMBH, Hansaallee 321, Gebäude 30, 40549 Düsseldorf. The latter can exercise domiciliary rights alongside the IGEDO.
- 14.3 Violations of the contract including violations of the Terms and Conditions of Participation, of the House Rules applying at the respective venue as well as of the Technical Guidelines entitle the IGEDO to take remedial action or to close the stand and order its clearance without prior recourse to the courts in serious cases or if the restoration of the conditions as per the Terms and Conditions is refused or no longer possible. The exhibitor is not entitled to assert any withdrawal, termination or compensation claims against the IGEDO as a result.
- 14.4 Areas or buildings and/or rooms or parts thereof may be closed or evacuated on the orders of the IGEDO for safety reasons. Persons in these areas must follow instructions. Exhibitors are required to inform their staff of this procedure. They are responsible for evacuating their stand.
- 14.5 Exhibits / services must be kept present by the exhibitor for the entire duration of the show / event. Goods / services not admitted to the show / event must not be displayed or offered. Non-admitted goods / services can be removed by the IGEDO at the expense of the exhibitor or prohibited. The exhibitor is not entitled to assert any withdrawal, termination or compensation claims against the or IGEDO as a result.
- 14.6 The provisions resulting from the Terms and Conditions of Participation, from the House Rules in force at the respective venue as well as from the Technical Guidelines, if applicable, shall be complied with under all circumstances. The exhibitors shall be responsible for ensuring public safety on the stand space and/or in their trade show stand. Smoking is forbidden within the event location.
- 14.7 Smoking is forbidden within the event location.

## 15. Delivery and return transport

- 15.1 The exhibitor alone shall be responsible for the delivery and return transport of the exhibits as well as furniture provided by the exhibitor. The same shall apply for any adherence to import and export regulations that may apply, for the payment of customs duties, etc.; explicit attention is drawn to the fact that customs formalities can be time-consuming and difficult. The IGEDO assumes no liability whatsoever in this respect.
- 15.2 The relevant notices and instructions given by the traffic control personnel employed by Igedo Company must be observed.
- 15.3 Vehicles are not permitted to drive on the pavements and grassed areas around the Location.
- 15.4 Deliveries take place solely through the official access. The delivery entrance must be kept free for vehicle access at all times. Vehicles must be able to move immediately. The driver's mobile phone number should be left behind the windscreen.
- 15.5 It is strictly forbidden to enter the halls with own vehicles (cars or trucks). In order to assist the loading and unloading procedure IGEDO will provide pallet transporter including driver. Waiting and delivery areas will be announced. The delivery procedure will be coordinated through IGEDO and assigned guides.
- 15.6 It is strictly forbidden to drive elevating trucks on the floor.

# TERMS AND CONDITIONS OF PARTICIPATION

## 16. Limitation of liability

- 16.1 In cases of merely negligent violation of obligations by the IGEDO or his / her vicarious agents, liability of the IGEDO shall be limited to the contractually typical, foreseeable damage.
- 16.2 Liability for damage to persons and as per the Product Liability Law shall remain unaffected. In the event of the IGEDO also letting a stand or stand components to the exhibitor in addition to the stand space, the statutory liability for material defects to the stand or the stand components shall remain unaffected but subject to the proviso that the exhibitor is obliged to notify the IGEDO of these material defects prior to the end of the show / event for the purpose of verification. Otherwise, the assertion of claims for material defects by the exhibitor shall apply as forfeited.
- 16.3 In the event of compelling reasons applying and for which the IGEDO is not responsible, such as force majeure, operational disturbances, statutory regulations, government or official directives, terrorist or criminal actions, the IGEDO shall be entitled to postpone the show / event, to shorten it, extend it, to close it in part or in full, or to cancel it. The exhibitor is not entitled to assert any withdrawal, termination or compensation claims against the IGEDO (e.g. travel and hotel costs) as a result.
- 16.4 Should it not be possible to hold the show / event at all for the above-mentioned reasons, payment of the participation invoice shall cease to apply; any payments already made shall be refunded, not, however, payment of additional services already provided.
- 16.5 **The IGEDO shall not be liable for the economic success of the show / event.**

## 17. Liability of the exhibitor – liability insurance – execution by substitution

- 17.1 All costs incurred by the exhibitor with respect to the preparation and execution of the show / event, shall be on his / her account in all cases.
- 17.2 The exhibitor shall be liable for all damage suffered by the IGEDO or third parties as a result of his / her participation in the show / event, e.g. at his / her stand or through own activities, and / or occurring in spaces or buildings of the show / event premises and / or their facilities. Co-exhibitors, as well as exhibitors and sub-exhibitors, shall be liable jointly and severally.
- 17.3 The exhibitor is advised to take out liability insurance for his / her participation in the show / event. If the exhibitor already has business liability insurance which covers the special risks of his / her exhibition and / or business operations, the exhibitor should notify his / her insurer accordingly prior to the start of the event.
- 17.4 **The exhibitor alone shall be responsible for the exhibits and any other items taken to the show / event also in the case of furniture owned by the exhibitor; the IGEDO shall assume no liability whatsoever in this respect. The exhibitor is advised to cover this material risk by taking out insurance covering the entire period of his / her show / event participation (i.e. inward transport, setting-up, duration of the show / event, taking-down and outward transport).**
- 17.5 The IGEDO is entitled but not obliged to remove and/or have removed any damage to the venue, areas thereof, in buildings or to facilities caused by the exhibitors or their performing and/or vicarious agents as well as waste left behind after the end of the trade show/event at the exhibitor's expense without setting a previous deadline and without previous recourse to courts.
- 17.6 Exhibitors shall be solely responsible for ensuring that the laws, regulations and other rules governing the event location are complied with. Exhibitors are obliged to suitably acquaint themselves with the relevant rules applying to the event location in a timely and comprehensive manner.

## 18. Assignment – offsetting – right of withholding

- 18.1 The assignment to third parties of claims of the exhibitor against the IGEDO is excluded.
- 18.2 The exhibitor is not entitled to offset against the IGEDO and / or to assert a right of withholding, unless the claim of the exhibitor against the IGEDO is undisputed or has been determined as legally binding.

## 19. Forfeiture – statute-barring

- 19.1 Claims of the exhibitor against the IGEDO from, as well as in connection with, the contract shall be forfeited if not asserted in writing at the latest one month following closure of the show / event.

19.2 Claims of the exhibitor against the IGEDO from the contract shall become statute-barring at the latest twelve months following the end of the month in which the last day of the show / event falls. Claims based on intentional violation of obligations, as well as all other claims of the exhibitor against the IGEDO, shall be subject to the statutory limitation period.

19.3 Claims of the IGEDO against the exhibitor for compensation for damages as a result of alteration or deterioration of the rented item, shall become statute-barring one year following return of the rented item to the IGEDO; in the event of return within 30 years, within one year from arising of the claims.

## 20. Verbal subsidiary agreements – interpretation of the contract

- 20.1 Amendments to the contract concluded shall only be valid if made in writing; this shall also apply for subsidiary agreements and for nullification of this clause.
- 20.2 Should a provision of the present contract be or become invalid, the validity of the other provisions shall remain unaffected. These should be interpreted in such a manner that the sense and purpose of the contract are maintained. The same shall apply in the event of loopholes in the contract. This shall also apply for the interpretation of the registration documentation, the registration, the General Terms and Conditions of Participation included in the contract, the list of classified goods and services as well as the approved exhibitor categories, the price lists, the order forms as well as, if applicable, the Technical Guidelines. The German text shall be authoritative in all cases.

## 21. Company data – data protection

- 21.1 As a trade fair organiser, IGEDO processes personal data to the extent required for the fulfilment of its contractual duties. The data are those you have made available to us for this purpose.
- 21.2 Within the company, access to your personal data is restricted to staff who need the data to fulfil our contractual and statutory duties. The data are transmitted to third parties (such as service contractors or stand construction companies). This is an essential requirement for the implementation of the contract and is based on GDPR Article 6 (1) point b. Any data that are passed on to third parties may only be used for the specified purposes.

## 22. Place of delivery and jurisdiction

- 22.1 Provided the exhibitor is a businessman / businesswoman, a legal entity under public law or a special fund under public law – unless the contract or, where relevant, the Terms and Conditions of Participation specify otherwise – the place of fulfillment for any obligations arising from and in connection with this contract shall be deemed to be Düsseldorf.
- 22.2 If the exhibitor is a businessman / businesswoman, a juristic person under public law or a public-law special fund, Düsseldorf shall apply as agreed as place of jurisdiction for all disputes arising from or in connection with the contract – as well as for cheque and bill of exchange litigation. The IGEDO shall, however, have the right to take legal action against the exhibitor at another place of jurisdiction applicable for him. If the exhibitor is not a businessman / businesswoman, a juristic person under public law or a public law special fund, Düsseldorf shall apply as agreed as place of jurisdiction in the event of the exhibitor – not having had any general place of jurisdiction in the Federal Republic of Germany at the time of conclusion of the contract, or – moving his / her legal domicile or place of habitual abode out of the Federal Republic of Germany subsequent to conclusion of the contract, or – in the event of his / her legal domicile or place of habitual abode not being known at the time of taking legal action.

## 23. Applicable law

The reciprocal rights and obligations from the contractual relation between the IGEDO and the exhibitor / co-exhibitor / sub-exhibitor, shall be governed by the laws of the Federal Republic of Germany.

# TERMS AND CONDITIONS OF PARTICIPATION

## 24. Special remarks / recommendations / provisos

- 24.1 The IGEDO shall bear responsibility for general supervision of the buildings and the open-air area during the show / event. There will be general supervision during the construction and dismantling period which begins on the first day of build-up and ends on the last breakdown day. The IGEDO is entitled to take all measures necessary for control and supervision. Exhibitors are required to arrange for supervision of their property on their own authority and at their own expense. Special supervision during the course of the trade show / event has to be approved by the IGEDO and may only be undertaken by the security company commissioned by the IGEDO.
- 24.2 Further information can be found in the registration documents generally sent to exhibitors with the letter of invitation, or personally handed over in exceptional cases.
- 24.3 In accordance with the Directive of the European Commission to simplify the procedure for charging VAT for the services rendered within the European Union, the IGEDO may deduct the VAT charged in Germany from the invoice if the exhibitor indicates a valid VAT ID number for his company in the EU and if this exhibitor has his business based outside Germany. If the exhibitor's business is based outside the European Union an official certificate of entrepreneurial status in English is required for the exhibitor's company. The VAT ID number and/or certificate of entrepreneurial status submitted by the exhibitor shall serve as a means to allocate the exhibitor's turnover-tax correctly. By submitting the VAT ID number and/or the certificate of entrepreneurial status the exhibitor assures the IGEDO of their validity and pertinence to his company. Exhibitors are obliged to inform the IGEDO of any changes without delay. If the IGEDO does not have the exhibitor's VAT ID number or the corresponding certificate of entrepreneurial status, the VAT charged in Germany will become payable and will be invoiced to the exhibitor. Exhibitors with a business based within Germany will automatically be charged with the valid VAT by the IGEDO.
- 24.4 Exhibitors must make sure that they obtain necessary visas for their participation at the show / event in good time.
- 24.5 Further information for exhibitors regarding the preparation and implementation of the show / event will be provided by the IGEDO by means of download from the IGEDO website. Any consequences arising from a failure to observe the contents of these information shall be the sole responsibility of the exhibitor and must be borne by him.