

TATTOO & ART SHOW



Messe
Offenburg-
Ortenau

June 29th + 30th 2024
MESSE OFFENBURG
SERVICE GUIDE

CONTACT PERSON

We are happy to advise you!

Ann-Katrin Hirt

FON +49 781 9226 227

hirt@messe-offenburg.de

TATTOO & ART SHOW

JUNE 29TH + 30TH | MESSE OFFENBURG

GUIDELINE

In order to organize your trade show participation, please find the technical order forms and guidelines attached.

Order deadline is May 24th 2024

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Important dates

Construction dates Friday, June 28th 2024 from 3:00 p.m. to 8:00 p.m. and
Saturday, June 29th 2024 from 8:00 a.m. to 10:30 a.m.

Opening hours Saturday, June 29th 2024 from 11:00 a.m. to 10:00 p.m. and
Sunday, June 30th 2024 from 11:00 a.m. to 7:00 p.m.

Dismantling Sunday, June 30th 2024 from 7:00 p.m. to 10:00 p.m.

Checkliste

- Have you already linked the Tattoo & Art Show on your website?
- Have you already marked the Tattoo & Art Show in your diary?
- Have you already made a Facebook entry?
- Have you already made a Instagram entry?

We offer various services for your corporate communications.

Order deadline is May 24th 2024

done	Form		Page
<input type="checkbox"/>	A	Free advertising material / communication package	4
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**We are happy to support you in your marketing activities,
because your successful trade fair appearance is our motivation.
Service is our strength!**

All advertising measures subject to availability.

Company / Organisation _____

Adress _____

Zip code, city, country _____

Contact person _____

Telephone _____

E-Mail _____

TATTOO & ART SHOW

JUNE 29TH + 30TH | MESSE OFFENBURG
 Registration until May 24th by mail to
tattoo-and-art@messe-offenburg.de

Customer No. _____

Hall No. _____ Stand No _____

A FREE ADVERTISING MEDIA / COMMUNICATION PACKAGE

Your contact person: Jessica Sendel · FON +49 781 9226-239 · Mail: sendel@messe-offenburg.de

The organiser provides each exhibitor with a communication package with the following services:

- Basic advertising material package with 10x flyers 2x Posters A2 and 5x Posters A3
 Additional deliveries will be made free of charge by arrangement (see below)
- Entry in the online directory
- Link to company website in online directory

No price reduction can be granted for partial services.

Basic advertising package

A.1

We additionally order the following number of pieces:

Visitor flyer, DIN lang _____ pieces

Poster DIN A2 _____ pieces

Poster DIN A3 _____ pieces



Exhibitor list online and linking

A.2

The communication package includes the entry in the alphabetical exhibitor list (online) and the link to the company website.

Place, Date _____ Legally binding signature _____

Company / Organisation _____
Adress _____
Zip code, city, country _____
Contact person _____
Telephone _____
E-Mail _____



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Registration until May 24th by mail to
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Customer No. _____

Hall No. _____ Stand No _____

B INVITATION CODES

Your contact person: Jessica Sendel · Mail: tickets@messe-offenburg.de

B.1 Online-Codes

We provide you with codes with which you can invite your customers and partners to visit the trade fair. The customer has one-time free admission when they hand in the ticket.

After the event, you will receive an invoice for the redeemed tickets and codes - each ticket will be invoiced to you at EUR 7.50 (VAT included).

Please send us _____ codes

Place, Date _____ Legally binding signature _____

Company / Organisation _____

Adress _____

Zip code, city, country _____

Contact person _____

Telephone _____

E-Mail _____

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Customer No. _____

Hall No. _____ Stand No _____

C PRESENTATION POSSIBILITIES

Your contact person: Jessica Sendel · FON +49 781 9226-239 · Mail: sendel@messe-offenburg.de

During the event, you as an exhibitor have the opportunity to present your company through various advertising options. We hereby order: (please tick)



C.1 Advertising opportunities in the halls (valid for the entire duration of the event, subject to availability)

Pos.	Article	Unit price EUR plus VAT
116052	<input type="checkbox"/> Company logo on the hall overviews (approx. 20 x 30 mm) Insertion by Messe Offenburg-Ortenau	75,00 / piece
116053	<input type="checkbox"/> Floor sticker (50 x 50 cm, incl. production, minimum purchase 5 pieces, maximum purchase 10 pieces) Requested quantity: _____	45,00 / piece
106052 A	<input type="checkbox"/> Set up your own roll-up	250,00 / piece
500141	<input type="checkbox"/> Logo and reference to the stand on the screen in the foyer	75,00 / piece
500147	<input type="checkbox"/> Flyer display	200,00
500143	<input type="checkbox"/> Display of giveaways (in consultation with Messe Offenburg-Ortenau GmbH)	300,00

Place, Date _____ Legally binding signature _____

Company / Organisation _____

Adress _____

Zip code, city, country _____

Contact person _____

Telephone _____

E-Mail _____

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JUNE 29TH + 30TH | MESSE OFFENBURG
 Registration until May 24th by mail to
tattoo-and-art@messe-offenburg.de

Customer No. _____

Hall No. _____ Stand No _____

D INTERNET ADVERTISING

Your contact person: Jessica Sendel · FON +49 781 9226-239 · Mail: sendel@messe-offenburg.de

D.1 You will receive the following digital advertising material free of charge for your visitor advertising

- The web banners of the Tattoo & Art Show 2024**
 Advertise your stand at the Tattoo & Art Show on your website and in your newsletter.

General logos and web banners can be found online at
www.tattoo-and-art.de > **Aussteller** > **Downloads**

- The following sizes are available
- Wide Sky (160 x 600 Pixel)
 - Small Square (75 x 75 Pixel)
 - Full Banner (468 x 60 Pixel)

Please link the web banner with the following URL: www.tattoo-and-art.de
 This takes the customer directly to the website

D.2 Chargeable Internet advertising on the Messe Offenburg-Ortenau website

Pos.	Article	Unit price EUR plus VAT
116055	<input type="checkbox"/> Your web banner 6 months on the homepage of the website (format: 300x600 px)	500,00
116055A	<input type="checkbox"/> Your web banner 6 months on a subpage of the Tattoo & Art Show (Format: 300x600 px)	380,00

If you are interested in booking for a longer period, please contact us and we will be happy to make you an offer.

All advertising spaces are subject to availability.
The exhibition company reserves the right of domiciliary rights.



TATTOO & ART SHOW
 Erneut steht die Messe unter dem Motto „Vita in arte animata“: Leben mit der ewigen Kunst. Nach dem Hallenwechsel in die Baden-Arena hat sich die Messe weiter zu einem Mekka der Tattooszene etabliert. Über 150 selektierte internationale Tätowierer heißen die Besucher am 28. + 29. Mai 2022 willkommen, um ihnen die neuesten Trends der Tattooszene aufzufächeln.



Place, Date _____ Legally binding signature _____

Company / Organisation _____

Adress _____

Zip code, city, country _____

Contact person _____

Telephone _____

E-Mail _____



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 Registration until May 24th by mail to
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Hall No. _____ Stand No _____

D INTERNET ADVERTISING

Your contact person: Jessica Sendel · FON +49 781 9226-239 · Mail: sendel@messe-offenburg.de

D.3 Newsletter

Would you like to be highlighted in one of our newsletters?

Pos.	Article	Unit price EUR plus VAT
116060	<input type="checkbox"/> Logo incl. link to company website	50,00
116061	<input type="checkbox"/> Logo incl. 300 characters text + linking	100,00

D.4 Online exhibitor list

Pos.	Article	Unit price EUR plus VAT
116054	<input type="checkbox"/> Logo of the company in the online exhibitor directory incl. linking	65,00



Place, Date

Legally binding signature

Checklist - Good trade fair preparation is everything!

- Do you have everything you need for your stand equipment?
Please note the registration deadline until May 24th 2024. After that we will charge a surcharge of 25 EUR per order.
- Have you already reserved your parking spaces and ordered your exhibitor passes?

Contact person

Ann-Katrin Hirt

FON +49 781 9226 227

hirt@messe-offenburg.de

We offer various services for your trade fair presentation.

Order deadline is May 24th, 2024

done	Form		page
<input type="checkbox"/>	E	Rental furniture	10
<input type="checkbox"/>	F	Exhibitor badges	11
<input type="checkbox"/>	G	Car and mobil home parking	12
<input type="checkbox"/>	H	Catering	13
<input type="checkbox"/>	I	General and organizational information	14
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Dismantling Sunday, June 30th 2024 from 7:00 p.m. to 10:00 p.m.

Company / Organisation _____
 Address _____
 Zip code, city, country _____
 Contact person _____
 Telephone _____
 E-Mail _____

Customer No. _____

Hall No. _____ Stand No _____

E RENTAL FURNITURE

Your contact person: Ann-Katrin Hirt · FON +49 781 9226-227 · Mail: hirt@messe-offenburg.de

We hereby order, subject to acceptance of the attached terms and conditions, the following furniture.

	Pos.	Quantity	Article	Unit price plus VAT
Furniture	107018	_____	MTS wooden table with beech edge B175xD65xH73	7,00
	107008	_____	MSM plastic chair	4,00
Brochure stand	107062	_____	PS-05 Trio with 3 shelves, H144 x W53 x D30 cm	48,00
	102033	_____	ZB-13 rod light 200 watt for wall mounting	42,00
Lighting	102029	_____	HQI light (for illumination of the stand, grid panels required, incl. mounting / dismantling)	42,00
	105013	_____	Grid screen H30	18,00/lfm
Stand construction	105005	_____	Aperture support aluminum H30 - required for more than 5 linear meters of regulation as well as for corner & head stand	15,00
	104006	_____	Lettering: black / white Aperture text: _____	65,00
Stand labeling	107090	_____	Company logo color or black/white Please send logo in EPS format to molnar@messe-offenburg.de	95,00

Other furniture on request.

Delivery as far as available, model change possible. Short-term orders, e.g. during assembly, will be collected directly (either in the exhibition or accounting office). Without payment there will be no delivery/set-up.

Place, Date _____ Legally binding signature _____

By signing, you accept the attached conditions, which you can read under I.

TATTOO & ART SHOW

JUNE 29TH + 30TH | MESSE OFFENBURG

Registration until May 24th by mail to

tattoo-and-art@messe-offenburg.de

After the order deadline we charge a surcharge of 25 EUR

Company / Organisation

Address

Zip code, city, country

Contact person

Telephone

E-Mail

Customer No.

Hall No. Stand No

F EXHIBITOR BADGES

Your contact person: Ann-Katrin Hirt · FON +49 781 9226-227 · Mail: hirt@messe-offenburg.de

For the duration of the exhibition, each exhibitor will receive free exhibitor passes according to the size of his stand according to the following calculation:

Each artist will receive a badge.

Depending on the booth size, free helpers are scheduled as follows:

Single stand: 1 helper

Double stand: 2 helpers

Triple stand: 3 helpers

Notice:

Passes will only be issued if the stand rental fee has been paid. They will be issued on site at the information desk in the Baden-Arena.

Additional orders:

Pos.	pieces		Unit price EUR plus VAT
111002		Exhibitor pass with charge	16,80

For your attention:

Please carry your ID card with you, as security and control personnel are entitled to demand that you show your ID card upon entering the exhibition grounds.

The inclusion of co-exhibitors does not increase the number of free exhibitor passes.

In the event of misuse, the exhibitor pass will be confiscated and the pass holder made liable to recourse.

Place, Date

Legally binding signature

By signing, you accept the attached conditions, which you can read under I.

Company / Organisation _____

Address _____

Zip code, city, country _____

Contact person _____

Telephone _____

E-Mail _____

TATTOO & ART SHOW

JUNE 29TH + 30TH | MESSE OFFENBURG
Registration until May 24th by mail to
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After the order deadline we charge a
surcharge of 25 EUR

Customer No. _____

Hall No. _____ Stand No _____

G CAR AND CAMPER PARKING

Your contact person: Ann-Katrin Hirt · FON +49 781 9226-227 · Mail: hirt@messe-offenburg.de

G.1 We order long-term parking for the following vehicles:

Only a limited number of exhibitor parking spaces are available within the exhibition grounds. In this context, we would like to point out that parking space orders must be received no later than six weeks before the start of the exhibition. Parking in the immediate vicinity of the exhibition hall cannot be guaranteed. The following parking spaces are included in the stand rental fees:
 Single stand - 1 parking ticket
 Double stand - 2 parking tickets
 Triple stand - 3 parking tickets


We need more pitches / indoor area

Pos.	pieces		Unit price EUR plus VAT
112001	_____	Passenger car (max. 5 m x 2.5 m)	4,20

G.2 We order camper parking spaces for a fee

Messe Offenburg-Ortenau GmbH has a very limited number of parking spaces for camper on P5. Please note that these are transit sites: no supply and disposal facilities are available. Please bring your own cable drum, power connections are available.

Pos.	pieces		Unit price EUR plus VAT
112006	_____	Caravan / camper / tent with electricity	10,92

-  There is a disability of the applicant which makes a reserved parking space in the immediate vicinity of the exhibition hall makes it necessary. (Please provide a copy of the disabled person's identification card).

Requested parking vignettes may be picked up at the exhibit office beginning at the start of set-up. Parking vignettes that have not been picked up by 10:00 a.m. on the opening day will be assigned elsewhere!

After the start of the trade fair, it is not possible to enter or leave the exhibition grounds between 11:00 and 20:00!

Please note:

- The parking vignette is only valid if it is clearly visible in the vehicle. It is not transferable.
- The vignette entitles the holder to park in the exhibitor parking area indicated on the vignette.
- All vehicle occupants must present valid exhibitor passes or admission tickets when entering the exhibition grounds.
- The provisions of the Road Traffic Act apply to traffic within the exhibition grounds. provisions of the Road Traffic Regulations apply to traffic within the exhibition grounds.
- Speed limit 10 km/h.
- The purchaser of the exhibitor's parking space undertakes to park the registered vehicle in the parking zone indicated. At the same time, he/she gives permission for the vehicle to be towed away at the exhibitor's expense if it is parked on a general traffic area of the exhibition grounds.
- The use of the parking spaces is at the exhibitor's own risk, i.e. to the exclusion of any liability.

Place, Date _____ Legally binding signature _____

By signing, you accept the attached conditions, which you can read under I.

Company / Organisation

Address

Zip code, city, country

Contact person

Telephone

E-Mail

Customer No.

Hall No. Stand No

H**CATERING****Your contact person:** Ann-Katrin Hirt · FON +49 781 9226-227 · Mail: hirt@messe-offenburg.de**H1. Exhibitors evening**

On Friday, May 19, 2023, the traditional Exhibitors' Evening will be held starting at 8 p.m. Food will be provided - Drinks are on a self-pay basis.

Pos.	Quantity
_____	Number of persons participating

H2. Artist catering

Drinks and pastries will be available in a separate room - the Panorama Room. In addition, everyone who has booked the artist catering will receive a voucher each day, which they can use to purchase a meal at the stand of their choice in the food truck area in the outdoor area.

Pos.	pieces	Unit price EUR plus VAT
200207	_____	Number of person(s) for Saturday - per day and person
	_____	Number of person(s) for Sunday - per day and person

15,00

15,00

H2. Stand catering

Visit www.akzente-catering.de/de/veranstaltung for all information on stand catering.

Place, Date

Legally binding signature

By signing, you accept the attached conditions, which you can read under I.

Dear exhibitor,

As a service company, we strive to achieve optimum cooperation in our dealings with exhibitors. For this reason, we have supplemented the order forms for services and exhibition technology with the "General and Organisational Information - Guidelines from A-Z" in order to provide you with important information as quickly as possible. We therefore ask you to read this information carefully and also to pass it on to your staff (construction and dismantling personnel as well as stand personnel).

This information, the General Exhibition Terms and Conditions and the Special Exhibition Terms and Conditions of Messe Offenburg-Ortenau GmbH, the House Rules / Safety Regulations of Messe Offenburg-Ortenau GmbH, and the Technical Guidelines form an integral part of the contract for your participation in the exhibitions. The place of performance and jurisdiction for both parties is Offenburg.



Messe
Offenburg-
Ortenau

Messe Offenburg-Ortenau GmbH
Postfach 2110, 77611 Offenburg
FON +49 781 9226-0
E-Mail: info@messe-offenburg.de
Internet: www.messe-offenburg.de

1 Waste prevention / waste separation

In principle, all exhibitors are obliged to dispose of the waste they produce themselves, both during assembly and dismantling and during the exhibition. Important: Packaging material is not waste! It must be collected by the exhibitor and taken away. Basic waste (up to 0.2 cbm) produced during the entire duration of the exhibition will be disposed of by Messe Offenburg-Ortenau GmbH. Please note that waste must be separated into recyclable materials and residual waste in order to ensure proper waste disposal. Gastronomic exhibitors can be provided with a waste disposal container if required. The waste costs incurred will then be invoiced. The exhibition management is available to answer any questions.

2 Delivery of prepared food and beverages

The serving of food and beverages for immediate consumption is subject to the following regulations § 12 of the German Restaurant and Catering Act (Gaststättengesetz). The necessary permit shall be issued by the "Citizens' Service + Social Affairs, Central Citizens' Office, Public Order" department of the City of Offenburg. Exhibitors who prepare food and offer it for sale are obliged under § 10 of the Catering Ordinance to install a special hand-washing basin with liquid soap and disposable towels within their stand area. Only glasses or deposit bottles may be used for serving drinks. The use of disposable goods (plastic cups, disposable glass bottles or cans) is prohibited! Only reusable crockery is to be used for serving food, insofar as the use of crockery is necessary.

3 Smoking ban

Smoking is prohibited in all exhibition and event halls and adjoining rooms. The smoking ban also extends to the use of electronic cigarettes "e-cigarettes".

4 Addressing visitors

Addressing visitors and demonstrating equipment may only be done from the stand in a correct and polite manner. The use of microphone systems is prohibited.

5 Security

The exhibition halls and the grounds shall be guarded during official assembly and dismantling and during the event in general. Outside security is not permitted.

1. in the event of late registrations, there shall be no entitlement to timely completion of the work ordered; in addition, surcharges shall be levied after consultation with the exhibitor.
2. invoices will be issued after the services have been rendered. This is due for payment upon receipt. Additional and re-ordered services are to be paid for at the exhibition stand.
3. stand security may only be provided by the security company commissioned by Messe Offenburg. Neither private persons nor other security companies may be employed for this task be used for this task. The security company commissioned by Messe Offenburg is entitled to expel employees of other security companies from the exhibition grounds.

6 EC cash dispenser

There is an EC cash machine at the administration building and in the foyer of the Baden-Arena.

7 Electrical installation

- 1 All materials for lighting and power installations shall be provided on a rental basis. The exhibitor shall be liable for the faultless return of the rented equipment.
2. the installation may only be carried out by our contracting company. Subsequent alterations to the installation will be charged extra at cost. In the event of unauthorised supply of electricity to other exhibitors, the connection will be disconnected. The use of electricity connections of other exhibitors is not permitted and, in case of non-compliance, will result in a subsequent electricity bill plus late registration fee and, if applicable, plus installation hours. Self-installed systems cannot be tolerated for safety reasons. In the event of a fault, the exhibitor causing the fault will be held fully liable. In the case of electrical components with protective measures brought in by the exhibitor, it must be ensured that they are adapted to the system set up by the trade fair (selectivity of the protective devices, functional efficiency).
3. if all-current sensitive fuse protection is required, this must be notified in advance.
4. no liability is accepted for power failures, voltage fluctuations and any resulting damage to the equipment. If the exhibitor connects equipment that generates harmonics and/or direct fault currents (electronic ballasts, etc.), the exhibition management must be informed in writing so that the effectiveness of the protective measures can be checked by measurement. (If this is the case, a residual-current circuit breaker for direct and alternating currents must be used).
5. systems and devices must comply with the VDE regulations and the TAB of the local power supply company. If these requirements are missing, the connection will be disconnected. In this case, no claims for compensation can be made. The operator is liable for his installation. The same regulations apply to stand installations as to construction sites. Therefore, every exhibitor should include a protective device in the form of a portable fault circuit breaker (PRCD-S) in his stand installation. Note: Portable equipment must be tested in accordance with BGVA 2; the operator/owner is responsible for this!
6. the exhibitor is obliged to switch off his connection daily before leaving his stand or premises (liability for damages in case of failure to do so). If equipment has to remain in operation overnight (cooling equipment etc.), the exhibitor must ensure that no damage can occur.
7. a fault and maintenance service will be on the exhibition site throughout the duration of the exhibition. Repairs to the supply line, not to the exhibitors' equipment, are included in the above prices. Repairs to your equipment and installations will be carried out by us upon proof.

8 Paramedics

The paramedics' duty rooms are located in the foyer of the Baden-Arena.

9 Company signs

The company name and the complete address of the exhibitor must be clearly and the exhibitor's complete address must be clearly visible on each stand. This information is required and checked by the licensing authority in accordance with § 70b of the GwO.

10 GEMA

As an exhibitor, you must contact GEMA in the following cases: When using live music, music from tape, soundboard, cassette or CD, when showing sound films or videos with music or if you belong to an AV or TV medium.

11 Loudspeaker systems / musical performances / films, Slide and video presentations

Acoustic and visual presentations on the stand require the express approval of the exhibition management in all cases. (cf. Technical Guidelines).

12 Empties

Empties may not be stored in the exhibition stands and aisles.

13 Suspensions / Trusses / Means of Transport / Storage

In the event of late registrations, there is no entitlement to the completion of the work ordered by you.

Surcharges will be levied for late registrations after consultation with the exhibitor.

14 Music equipment

May only be demonstrated with headphones.

15 Cleaning

General cleaning

Cleaning of the premises is the responsibility of the organiser. This does not include exhibits. See waste and rubbish disposal point no. 1.

Stand cleaning

Cleaning of the stand is the responsibility of the exhibitor. A contract company is available for stand cleaning.

1. in the event of late registrations, there is no entitlement to timely completion of the work ordered; in addition, surcharges will be levied after consultation with the exhibitor.

2. invoices will be issued after the services have been rendered.

This is due for payment upon receipt. Additional and re-ordered services are to be paid for at the exhibition stand.

16 Stand supervision

Exhibitors are obliged to occupy their stands with the registered goods for the entire duration of the exhibition and, unless the stand is expressly rented out as a representative stand, to keep it manned by expert personnel.

You are entitled to expect good success from your exhibition management.

Through effective advertising, a good standard and impeccable organisation of the exhibition, we endeavour to create the necessary conditions for this.

All the employees of the exhibiting companies working at the exhibition can contribute to the success that is important for you. Please observe the general legal regulations of the Trade Regulation Act, the Price Marking Ordinance and the Discount Act.

17 Floor coverings / carpeting

1. the rental property is provided only for the agreed purpose and for the agreed time.

2. the rental fee is charged for the duration of the exhibition.

3. the hirer shall be liable for damage to and loss of the hired goods, even if caused by third parties. The liability begins with the delivery to the stand and ends with the return or collection by the lessor, even if the hirer has already left the stand beforehand.

4. it is recommended to insure the rented material against theft for the duration of the event.

5. damaged material will be charged to the stand owner.

6. transport costs are included in the rental fee.

7. orders must be received by Messe Offenburg- Ortenau GmbH by the order deadline. For registrations received at short notice, no guarantee can be given that the order will be executed on time.

18 Rental furniture / media technology / internet

1. the rented goods shall only be made available for the agreed purpose and for the agreed period of time.

2. the rental fee shall be charged for the duration of the exhibition.

3. the hirer shall be liable for damage to and loss of the rental property, even if caused by third parties.

4. The liability begins with the delivery to the stand and ends with the return or collection by the lessor, even if the lessee has already left the stand beforehand. It is recommended to insure the rented goods against theft for the duration of the event.

5. Damaged material will be charged to the stand owner.

6. transport costs are included in the rental fee

7. orders must be received by Messe Offenburg-Ortenau GmbH by the registration deadline. For registrations received at short notice, no guarantee can be given that the order will be executed on time.

19 Tax refund (turnover tax for foreign companies)

Information, confirmation request, application forms can be found on the internet. The Value Added Tax Act for foreign companies changed on 1 January 2011. In future, companies that have their registered office abroad and are subject to VAT there will receive the participation invoices (stand rental, waste disposal flat rate, electricity, water, catalogue) for their trade fair appearance free of VAT. The prerequisite for this is that your company is registered with the (foreign) tax office. You will receive a VAT identification number from your tax office.

20 Malfunctions

In case of malfunctions of your stand installations, please inform the exhibition management by stating your address and stand number. We will arrange for the damage to be repaired as quickly as possible and charge you for the costs. Malfunctions of a general nature will be repaired free of charge.

21 Traffic and parking regulations / Parking

During the opening hours of the exhibition, all vehicle traffic within the exhibition grounds is prohibited. The parking of vehicles within the exhibition grounds is only possible on the stand area (this must be taken into account when registering, only applies to the outdoor area). Parking of vehicles of any kind in the immediate vicinity of the halls, but especially in front of the exits, is not permitted. During assembly and dismantling periods, vehicles may only stop at the aforementioned locations during unloading or loading and must be unloaded immediately. Vehicles that are not required for loading and unloading during the construction and dismantling periods must be parked in the exhibitor parking area.

The traffic regulations (StVO) apply on the exhibition grounds. By observing the traffic and parking regulations, we ask you to help ensure smooth and accident-free vehicle traffic.

Traffic regulations

Entry to and exit from the exhibition grounds during set-up, during the exhibition and during dismantling is only permitted via the specially marked exhibitor entrance (see site plan). From the start of the exhibition, motor vehicles may only enter the exhibition grounds if they have a parking permit for the indoor area, which must be clearly visible on the windscreen. The controls at the

The security staff at the exhibitor entrance are instructed not to allow vehicles to enter which do not have the parking card clearly visible in the vehicle. All vehicle occupants must be in possession of a valid admission ticket or exhibitor pass.

22 Insurance

The exhibition management is not liable for damage of any kind, such as fire, theft, mains water and weather damage. The exhibitor is liable for any personal injury or damage to property caused by his operation. Furthermore, he shall bear the entire risk for his exhibition stand and the exhibits.

23 Water installation

If, in exceptional cases, the exhibition management as well as the fire brigade in Offenburg grant the exhibitor permission to use propane gas, the complete gas installation may only be put into operation after prior acceptance by the exhibition installer.

1. all installation work for water connections shall be carried out by the responsible exhibition installer at the exhibitor's expense. Exhibitors are free to have their own sinks, appliances and fittings installed, provided that they comply with the relevant regulations.

Unauthorised connection of stand installations to the pipe network or use of a plumber not approved by the exhibition management is prohibited. Any damage incurred in this connection shall be borne by the exhibitor.

2. sanitary installations are only possible to a limited extent in the outdoor area and in some hall sections. Please consult the exhibition management prior to registration. Charges will be made on the basis of the actual material and time required, including consultation.

3. The exhibition management accepts no liability for any pressure fluctuations or interruptions to the water supply.

4. no liability is assumed for the assembly and dismantling of the sanitary installation by the exhibitor or an authorised representative. Existing water pressure 6 bar.

5. the stand owner / order exhibitor undertakes to use the water connection only for his own needs. The supply of water to other exhibitors leads to a breach of contract and will result in the immediate blocking of the connection.
6. work on the stands will be carried out in accordance with this application and your sketch. The costs will be calculated according to the price list. In addition to the connection, an assembly hour will be charged in advance. Additional or reduced costs will be charged or credited after the fair. Additional costs incurred due to inaccurate or incorrect information will be charged to the applicant.
7. the material remains the property of the installation company.

24 Video surveillance

The grounds of Messe Offenburg are under video surveillance in some areas. The video data will be collected exclusively for internal purposes of Messe Offenburg.

25 Filming and photography

During set-up and dismantling as well as during the event, film and photo recordings are made, which may be used for promotional purposes by the organiser.

26 Payment for all orders:

The invoice amount is due and invoiced when the order is placed. In the case of foreign cheque payments, please ensure that the cheque is from a German bank and that the place of issue is Offenburg, otherwise the invoice will be increased by 15.00 EUR bank charges.

All prices plus statutory value added tax.

27 Place of performance and jurisdiction for both parties is Offenburg.

For orders received after the deadline, we charge a handling fee of 25.00 EUR.

28 Cancellations

Cancellations up to 8 weeks before the event shall be free of charge for the customer.

Cancellations after delivery to the exhibition stand will be charged at 100%. Work that has not yet been fully processed may be charged on a pro rata basis; there is no legal entitlement to this.

- Subject to change without notice. -
The publisher

No liability can be accepted for the correctness and any editorial and technical errors.

The following guidelines are a summary of essential data that are not essential data which are not covered by the "General and Special Exhibition Terms and Conditions", to which we again expressly refer.

1 Stand construction

The stand construction height in the halls is 2.50 metres. In individual cases, the exhibition management may grant exceptions. Timely coordination with the Technical Department prior to the start of stand construction is absolutely necessary. Depending on the layout and positioning of the exhibition stands, special attention must be paid to the height of the hall entrance doors during set-up. This may be approx. 2.10 m with a clear width of 2.15 m.

Exhibitors who wish to exhibit larger, non-demountable stand structures or exhibits may have to take this into account and inform the exhibition management in advance.

Wall material: The rented exhibition walls may not be painted, nailed or otherwise damaged. The storage of empties in the hall aisles is not permitted.

- 1.1 Hall walls, roof support pillars, trusses of the roof construction may not be loaded by the stand construction.
- 1.2 Suspensions of stand ceilings, exhibits, advertising signs, etc. from the hall ceiling, the trusses, the roof structure can be ordered.
- 1.3 The floor covering in the halls consists of asphalt or special concrete. In order to avoid possible soiling of the floor covering such as carpeting, tiles, runners, etc., we urgently recommend covering the floor with corrugated cardboard or another material before covering it. The floor must not be painted or glued. When planning your stand design, please ensure that the floor may not be drilled into.
- 1.4 Exhibitors may not open the water and electricity tapping shafts.
- 1.5 The exhibitor must expect slight deviations in the stand dimensions. These result from the wall thicknesses of the partition walls and can be up to approx. 5 cm in front and depth.
The use of a system stand should therefore be brought to the attention of the trade fair / exhibition management in good time before the walls are erected.
- 1.6 Pillars, wall projections, fire extinguishing equipment, partition walls, distribution boxes and other technical equipment are part of the allocated stand areas. fire extinguishers may not be built on (see 3.5).
- 1.7 Waste water may only be discharged into the specially installed and marked drainage basins (not into the street or square drainage system and not into the hand-washing basins of the toilet and sanitary facilities).

1.A Occupation of aisle areas

The construction or occupation of aisle areas with stand construction elements, goods or other items is not permitted except with the express written approval of the Exhibition Management.

2 Stand dismantling

- 2.1 After dismantling, the original condition of the exhibition space must be restored. The exhibitor shall be liable for any damage to ceilings, walls, flooring and installation equipment. Adhesive strips must be removed.
- 2.2 **Damage to the hall, its installations and outdoor facilities by exhibitors or their agents must be reported to the exhibition management in any case. Exhibitors who wish to excavate in the outdoor area**
Exhibitors who wish to carry out excavations (including for masts) in the outdoor area must obtain the prior approval of the exhibition management. They shall be fully liable for damage and its consequences in the event of damage to pipelines and cables. Any material applied to the outdoor area must be removed completely and the original condition of the site restored.
Stands that have not been dismantled or exhibits that have not been removed will be removed and stored at the exhibitor's expense and risk after the date set for the completion of dismantling (see exhibitor circular).

3 Fire protection measures and fire safety regulations

- 3.1 The Offenburg Fire Brigade, with reference to all fire safety regulations, provides excerpts of the most important fire prevention measures for exhibitors. Exhibitors are therefore advised to contact the Offenburg Fire Brigade, Am Kestendamm 4, 77652 Offenburg, in good time in all cases of doubt concerning fire safety. PHONE +49 (0)781 - 91934-0

- 3.2 **Fire protection.** Smoking is generally prohibited in the halls! The use of open fires in the halls is prohibited! The use of electric heaters, gas fires, other open fires, etc. is prohibited as well as the setting up of vehicles in the halls require the special approval of the exhibition management. Permission can only be granted if the following is observed:
 1. companies demonstrating electrically operated equipment must:
 - a. comply with the VDE regulations and ensure that
 - b. the counters are anchored to the floor,
 - c. skilled personnel are employed to operate the equipment, and
 - d. the equipment is secured against access by children.
 2. companies exhibiting vehicles in the exhibition halls or requiring them for demonstration purposes or as decoration must comply with the following requirements:
 - a. The tank capacity must not exceed 5 litres
 - b. Vehicles that are not under supervision must be locked. The key must be kept within easy reach.
 3. exemptions for the use of open fire can only be granted if the TRF (Technical Regulation on Liquefied Petroleum Gas) is observed. The following basic requirements apply:
 - a. fireproof fume cupboard above the appliance
 - b. Storage of a maximum of two gas cylinders up to 11 kg each in a separate storage room
 - c. If more than two gas cylinders of 11 kg each are stored, a room must be provided outside the hall (minimum distance from the hall 1 m). The storage room must be closed, ventilated on three sides and provided with a door opening to the outside. The roof must protect against solar radiation.
- 3.3 Trade supervisory and regulatory authorities, police and fire brigade, as well as representatives of the exhibition management are entitled to give instructions within the framework of the safety regulations. Their representatives must be granted access to the safety equipment and technical facilities at all times.
- 3.4 **Exits, corridors, emergency exits.** The full width of all exits and walkways that have been scheduled in the halls must be kept free. The exits must be kept unobstructed during the event; they may not be covered or otherwise made unrecognisable. Information stands or tables may not be set up at entrances, exits or stairwells. Hand-held fire extinguishers are located at the hall entrance and exit doors and at specially marked places, which may be used in case of emergency (outbreak of fire). In case of emergency, please contact the exhibition management immediately, **Fon +49 (0)781 9226-214 and sound the fire alarm.**
- 3.5 **Fire extinguishers, wall hydrants, fire alarms.** The fire extinguishers, wall hydrants and push-button fire alarms present in the halls must not be obstructed or otherwise made inaccessible under any circumstances. The pressure hoses of the hydrants may not be used for refilling purposes (containers, basins, etc.).
- 3.6 **Stand design.** Stand design shall be such that no angles are created which are difficult to control. Stand ceilings must be such that the sprinkler systems in the halls are not rendered ineffective.
- 3.7 **Flammable liquids and flammable gases** may not be operated or stored in the stands. Before being put into operation, each liquid gas system shall be inspected and approved by an expert (specialist with appropriate professional training and experience as well as sufficient knowledge of liquid gas systems) in accordance with the guidelines for the use of liquid gas (3rd edition 1978) issued by the German Federation of Employers' Liability Insurance Associations (Hauptverband der gewerblichen Berufsgenossenschaften). A certificate of acceptance must be kept available on the stand. The prescribed leaflet on the operation of the system shall be displayed in a conspicuous place.
- 3.8 **Decorations.** All materials used for decoration purposes must at least comply with building material class B 1 - flame retardant - according to DIN 4102 Part 1. The property "flame-retardant" can only be achieved subsequently for some of these materials by treating them with a flame retardant. The flame retardants used must be officially approved. Confirmation of flame retardancy or of impregnation carried out in accordance with regulations must be kept available at the stands for inspection at all times. Cut trees and plants may only be used in green condition for decorative purposes. If it is found during the duration of the fair that trees and plants dry out and thus become more easily inflammable, they must be removed. Trees must be free of branches up to about 50 cm above the ground.

Peat must always be kept damp (danger of ignition by smoke). Larger quantities of styrofoam or other plastics that produce a lot of soot in the event of a fire may only be used with the approval of the fire department.

- 3.9 **Spirits and mineral oils** (petrol, paraffin, etc.) must not be used for cooking, heating or operating purposes.
- 3.10 **Accumulating waste must be removed at all times.**
- 3.11 **Smoking ban.** Smoking is prohibited throughout the halls. The smoking ban also extends to the use of electronic cigarettes "e-cigarettes".
Baden-Württemberg State Non-Smoker Protection Act
§5 Smoking is not permitted in public authorities, offices and other facilities of the state and the municipalities.
(1) Smoking shall not be permitted in public authorities, offices and other and other facilities of the state and the municipalities. § 2 paragraph 2, sentence 2 shall apply accordingly. The prohibition of smoking in accordance with sentence 1 shall also apply in official vehicles. Municipalities within the meaning of sentence 1 are municipalities, municipal associations, special-purpose associations, regional associations as well as urban and rural districts.
Federal Non-Smoker Protection Act
§1 Prohibition of Smoking
(1) Smoking is prohibited in accordance with subsections 2 and 3.
1. in facilities of the Federation and of the constitutional organs of the Federal Government,
2. in means of public transport,
3. in passenger stations of public railways.

4 Installations requiring notification, acceptance and approval and installations

- 4.1 Projectors, film screenings. The setting up of image projectors of any kind for film screenings requires the approval of the exhibition management.
- 4.2 High-frequency and radio equipment, musical performances. High-frequency and radio equipment to be demonstrated in operation must be approved and authorised by the Deutsche Bundespost (FTZ). Temporary demonstration or operating licences are issued on application by the competent telecommunications office. Musical performances are subject to the obligation to conduct, even if they merely serve to accompany the offer. The exhibitor must contact the responsible GEMA district office. When demonstrating exhibits that produce noise, the noise level at the stand boundary must not exceed 60 dBA.
- 4.3 Machines, apparatus or other operating equipment must comply with official and other valid regulations. Proof of this must be kept available on the stands.

5 Duty to inform

- 5.1 Exhibitors shall inform the designers, craftsmen and other third parties commissioned by them of these conditions.

6 Official approval

- 6.1 The Exhibitor shall be responsible for ensuring that the permits required for his and his agents' activities on the stand or the premises are in place and that the applicable trade or police regulations are complied with. Any doubts must be clarified with the responsible authorities and, insofar as trade regulations are concerned, with the trade supervisory office.

Secure yourself against theft - Tips from the exhibition management

Please note the following tips for theft prevention:

Set-up

Do not leave your stand unattended after the exhibits have been delivered. The exhibition grounds are guarded at night, nevertheless you should secure all secure all handy and valuable exhibits. Lockable cabinets and display cases can be rented through our contracting company.

Event time

Staff your booth before opening time and do not leave it unmanned during lunch hours. Exhibits at risk of theft should be secured. Possibly have your entire booth additionally secured with a closing curtain in the evening.

Dismantling

Most thefts occur during the first hours of dismantling. Therefore, do not leave your stand until valuable exhibits have been secured, loaded or handed over to the shipping company. If this is not possible, we recommend that you appoint a stand guard until the start of dismantling. The exhibition management will randomly check the authorization of persons working during dismantling. Therefore, please provide your dismantling manager with a certificate stating which stand the team is to dismantle.

The project management and the technical department will be happy to advise you. Please also check your theft insurance. Report any theft to the exhibition management immediately. There you will also find out which police departments you should also contact to file a report.

We thank you for your assistance.

In their own interest, exhibiting companies and their employees are urgently requested to comply with the following provisions without fail:

1 Company name

On all stands the full address of the exhibitor must be (if applicable, also of the branch responsible for the participation) in a size that is clearly legible from the aisle.

(Company name, street, house number, town with postcode - indication of post office box is not sufficient).

2 Price labelling

All goods on offer must be individually marked with a price tag, if they are offered in series. Prices must be final prices.

3 Order books

If the exhibitor uses order books of his supplier company, the following must appear on each form in addition to the supplier's company name the full address of the exhibiting company must be printed or stamped on each form.

4 Addressing visitors

Visitors may only be addressed from and within the stand in a correct and polite manner, in order to meet the visitors' need for information in the same form. The use of microphone systems is prohibited.

5 Advertising statements

All information about the goods offered, in particular about quality, performance, quantity, price, ancillary costs, repair and replacement possibilities, must be accurate and replacement possibilities must be accurate and complete.

6 Delivery dates

Agreed delivery dates must be observed. If the delivery is delayed for important reasons, the customer must be informed immediately.

7 Custom-made products

In the case of custom-made products, the necessary details, in particular colour, design and dimensions, must be recorded with the greatest care. The risk of manufacturing defects and the costs of their rectification may not be charged to the customer.

8 Complaints

Complaints and grievances are to be settled correctly without delay, in accordance with the statutory provisions. In the event of disputes, it is recommended that the exhibition management - the organiser - be called in.

9 Plagiarism

Every exhibitor must respect the preferential property rights of other exhibitors. The exhibitor who is found to have infringed these

The exhibitor who is found to have infringed these industrial property rights undertakes to remove the items concerned from his stand (see Special Exhibition Terms and Conditions).

Exhibitors who do not comply with these regulations despite a written warning must expect closure of the stand and exclusion from further events.

Defects affecting the event itself must be reported to the exhibition management in writing while the exhibition is still in progress, so that an immediate inspection and, if necessary, rectification of the justified complaint can take place during the exhibition period.