

## Special conditions for participation

### 1. Title, dates & costs

**1.1 Title:** Rapid.Tech 3D  
**Date:** 05 – 07 May 2020  
**Organizer:** Messe Erfurt GmbH,  
Gothaer Straße 34, 99094 Erfurt, Germany  
**Place:** Messe Erfurt

### Opening hours

**Exhibitors:** Tue – Wed: 8 am – 6.30 pm  
Thu: 8 am – 4.30 pm  
**Visitors:** Tue – Wed: 9 am – 5.30 pm  
Thu: 9 am – 4.30 pm

**Registration deadline:** 15 March 2020

**Construction:** Sun, 03 May 2020, 2 pm – 9 pm  
Mon, 04 May 2020, 8 am – 9 pm  
Tue, 05 May 2020, 7 am – 8.30 am

Exhibition stands which have not begun construction by 7am on the first day of the exhibition will be dressed at the cost of the exhibitor if no other arrangements have been made. Claims for compensation made by the exhibitor will not be accepted.

**Deconstruction:** Thu, 07 May 2020, 4.30 pm – 10 pm  
Fri, 08 May 2020, 8 am – 2 pm

Deconstruction can begin following the end of the exhibition. Deconstruction or partial clearing of the stand before this time is not permitted and can result in a contractual penalty of at least 50% of the stand rental fee. Stands which have not been dismantled and exhibition products which have not been collected by the end of the deconstruction period will be removed from the exhibition area at the cost and risk of the exhibitor and put into storage, for which a further charge will be made.

### 1.2 Extended construction times

For exhibitors with their own stand construction there is, in exceptional cases and only with prior approval of Messe Erfurt, the opportunity to start construction already on Saturday, 02 May 2020 from 9 am till 9 pm. A request must be submitted in writing to Messe Erfurt. The costs for an additional construction day are € 350.00 per exhibitor.

### 1.3 Stand rental

The net stand rental fees are to be found on the exhibitor registration form. The minimum stand area is 12 sqm.

The stand rental fee includes:

- The rental of the stand area during construction and deconstruction periods and during the exhibition itself.
- General security patrols of the exhibition halls, general lighting of the exhibition halls, general cleaning of the hall (no booth cleaning), medical service.

### 1.4 Trade association contribution

To preserve the interests and concerns of the industry sectors exhibiting at trade fairs and exhibitions and those of the event organisers, as well as to ensure quality assurance for the trade fair location of Germany, a professional association fee is being charged to the exhibitors to support the work of the professional associations affiliated to the German trade fair business. The professional association fee is levied by and for the AUMA (Association of the German Trade Fair Industry), charged by the event organiser and paid directly to the AUMA. The trade association contribution amounts to € 0.60 per sqm of stand space.

### 1.5 Co-exhibitors

A co-exhibitor is defined as another company or organisation with their own staff and offerings present at the main exhibitor's stand. Co-exhibitors have to be registered on the appropriate form. The fee will be charged per co-exhibitor. The fee and the included services are to be found on the registration form.

### 1.6 Waste disposal fee

A fee of €40.00 plus VAT will be charged per exhibitor for waste disposal. The fee will be invoiced with the stand rental. Large amounts of waste and special waste should be registered in advance.

### 1.7 Marketing fee / exhibitor catalogue (print & online)

The catalogue and website contain an alphabetical list of companies and a list of products. The entries include the company name, a short, description of the company, general branch information according to the current nomenclature (branch categories), hall and stand number and a link to the company website. Furthermore, every exhibitor and co-exhibitor receives a personalized eCode to invite customers and partners (day tickets). There are no further costs for the exhibitor for actually converted invitations.

For the named services Messe Erfurt charges a marketing fee of €335.00 plus VAT. The fee is mandatory and will be invoiced with the stand rental. An additional fee becomes due for addendums or additions to the text in the printed catalogue.

### 2. Formation of the contract and approval

Stand areas are booked by submitting the completed exhibitor registration form. The rental contract between the exhibitor and Messe Erfurt GmbH is created when Messe Erfurt GmbH issues the confirmation of the stand. Messe Erfurt GmbH is entitled to refuse any incomplete applications. The exclusion of competing exhibitors may not be requested nor confirmed.

Approval will be given exclusively to companies associated with the theme of the exhibition, with particular focus on the list of areas of business. Messe Erfurt GmbH is responsible for approving applications. If an application is approved, this will be confirmed in writing.

The allocation of spaces and the dimensions of the stand area will be carried out with consideration of the theme of the exhibition and the space available. Relocation of the space may occur in the event of compelling reasons.

### 3. Booth design

Booth partition walls and booth equipment is not included in the stand rental and have to be ordered separately. Mandatory booth equipment can be found on the exhibitor registration form. Technical facilities can be booked via the online booking system at [www.rapidtech-fabcon.com](http://www.rapidtech-fabcon.com). Following approval to attend the exhibition, the exhibitor will receive an email with their personal login details for online booking. All bookings made by the exhibitor are binding. The exhibitor is held liable for damages on all the rental objects caused by the exhibitor or the exhibitor's staff according to the valid rental terms and conditions. For all requests for technical services made after 10 May 2019, a 10% surcharge will be added to the listed price in the online booking system.

### 4. Exhibitor and parking passes

A special pass is required to enter the exhibition halls. Each exhibitor shall be issued the following passes free of charge for the required stand and operating personnel: Up to 10 sqm, 2 passes, and if needed, one other pass for each full 10 sqm of stand area in halls or every 50 sqm outdoors. If improperly used, a pass will be withdrawn without indemnification. Parking on the trade fair site is only permitted with an exhibitor parking pass. All passes can be ordered via the online booking system and can be collected from Messe Erfurt GmbH on the construction day or at the event itself. Prices are to be found in the online booking system.

### 5. Advertisement at the booth

Prior written agreement must be obtained from Messe Erfurt GmbH for the operation of loudspeakers and sound systems as well as video and photographic presentations at an exhibition stand. Permission will only be granted on the condition that the surrounding stands are not affected. Printed materials and advertising materials may only be distributed at the own stand area. It is not allowed to distribute any material in the hallways or on the trade fair site.

### 6. Booth party

Booth parties outside the visitor opening hours are allowed until two hours after closing time. In any case prior written agreement must be obtained from Messe Erfurt GmbH. Booth parties have to be registered at least four weeks before the event by the project team. Any additional costs for security or cleaning will be charged to the exhibitor.

**The special conditions for participation only apply in combination with the Technical Guidelines for Fairs and Exhibitions of Messe Erfurt GmbH and the General Terms and Conditions for Exhibitions of the FAMA Fachverband Messen und Ausstellungen e.V. (Special Association for Fairs and Exhibitions). Both can be found at the event website.**