

APPLICATION FORM

Company:
Street (no P.O. box):
Postal code/City:
Country:
Company owner or managing director: (full name)
Website:
Invoice address: (if different from address above)
VAT no.:

Responsible employee: (full name)
Position/Function:
Company telephone no.:
Extension:
Mobile phone:
Email:
Booth no. previous year: (if available)

Manufacturer/Representative/Importer

It is absolutely necessary for representatives/importers to state the manufacturer/postal code/city/country.

Exhibited Products	We are manufacturer	We are a representative/importer	Company/Brand	Postal code/City	Country
1.					
2.					
3.					
4.					
5.					

If space is not sufficient, please add a separate sheet.

Co-exhibitor Please fill out separate application form for co-exhibitors.
 Fee for co-exhibitors: € 240.00, media package € 549.00.

DEMO AREA Please fill out separate application form for DEMO AREA.

Requested stand dimensions	Width (m)	Depth (m)	= area (m²)
Size of booth			
Terrace stand (1 open side)	Corner stand (2 open sides)	Two corner stand (3 open sides)	Island stand (4 open sides)
Participation fee (same price for all 4 stand types)	Hall €/m² 154.00		Open-air area €/m² 95.00

Participation fee contains only the blank floor space, no walls etc.

Walls higher than 3 m need separate admission from the show management, please see point 1.6 of the Special Conditions of Participation.

Notes

Please note the **Special Conditions of Participation** in the annex – they are an integral part of this contract. The following conditions are also part of this contract: General Conditions of Participation, Technical Guidelines, General Regulations.

All of the above mentioned documents can be found under www.messe-friedrichshafen.com/exhibiting-guide-lines. Upon request by the exhibitor, these conditions will be sent as hard copy.

All prices given are net prices. | Place of jurisdiction is Tettang.

Deadlines

- ➔ **Closing date for registration:** Dec 3, 2018
- ➔ **Closing date for technical orders via Online Service Center:** July 24, 2019

Additional costs

AUMA-fee:	€/m² 0.60
Media package:	€ 549.00
Waste disposal:	€/m² 1.50

* please see Special Conditions of Participation

For additional costs, dates and terms of payment please refer to Special Conditions of Participation.

Data protection: Please note that personal data are stored, processed and used (inclusive of transfer to service providers, newsletter) for the purpose of contract performance.

With my signature, I confirm the binding registration for EUROBIKE 2019 and the applicability of the mentioned conditions [Special Conditions of Participation, General Conditions of Participation, Technical Guidelines, General Regulations].

Place:

Date:

**Company stamp/
Signature:**

Special Conditions of Participation

for EUROBIKE 2019



Definitions

MFN: Messe Friedrichshafen GmbH shall hereafter be referred to as „MFN“.

OSC: Upon admission, exhibitors receive an access code for the Messe Friedrichshafen Online Service Center (hereafter referred to as „OSC“). Media entries as well as technical and organizational orders must be executed via the OSC.

General Conditions of Participation:

General Conditions are available here: www.messe-friedrichshafen.com/exhibiting-guidelines.

1 General event information

1.1 Opening times

The International Bicycle Trade Exhibition EUROBIKE will take place from Wednesday, September 4 to Saturday, September 7, 2019 at the exhibition grounds in Friedrichshafen. The trade show is open Wednesday through Saturday from 9:00 a.m. to 6:00 p.m. The right to alter the opening times due to serious reasons is reserved. Changes will be announced in good time. Access for exhibitors: 1 hour before the start of the show.

Please note: the foyers (East and West) will be opened for visitors 30 minutes before the official opening, at 8:30 a.m.

1.2 Set-up and dismantling times

1.2.1 Set-up

August 28 – September 2, 2019 7:00 a.m. – 8:00 p.m.

September 3, 2019 7:00 a.m. continuously

Advanced stand set-up has to be approved by the project management and can be requested in the OSC (subject to charge).

1.2.2 Dismantling

September 7, 2019 from 6:00 p.m. continuously

September 8 - 9, 2019 7:00 a.m. - 8:00 p.m.

September 10, 2019 7:00 a.m. - 4:00 p.m.

Early dismantling is prohibited. Please note our General Conditions of Participation.

1.3 After admission all services have to be ordered via the OSC. You will receive the access code for service orders and media entries via email.

1.4 Deposit regulations: To access the exhibition grounds with a vehicle during the set-up period, a deposit needs to be paid in cash. Details will be available at: www.eurobike-show.com/eb-en/exhibitors/timeline.

1.5 Stand parties must always be approved by the project management and can be registered via the OSC. The stand party fee is €100.00. MFN reserves the right to charge a fee in case additional security or cleaning services will be required.

1.6 Approval for stand building / technical installations

The regular stand height is 3m. Stands which wholly or partially exceed this height must be submitted with a plan to the project management for approval at least 4 weeks before the start of the construction work. Please consider the maximum construction height of 6m. The maximum height for ceiling suspensions (lighting, audio-visual equipment, no banners) is 7.5m upper edge truss. Two-storey stands (space subject to charge) need to be applied for with a verifiable calculation. For the examination of the verifiable calculation a fee of €250.00 will be applied.

1.7 The hall floor is made of bare asphalt. Color defects are possible (re-coloring not possible). The use of flooring is strongly recommended.

1.8 Direct selling is prohibited.

1.9 Wifi: MFN provides free Wifi, which exhibitors and visitors can log into. An exhibitor's own Wifi must be registered and comply with specific conditions. Registration and prerequisites can be accessed the OSC.

1.10 GEMA: exhibitors have to register the use of copyright music, videos or movies with the German authority GEMA. Registration forms are available at: www.messe-friedrichshafen.com/exhibiting-guidelines.

1.11 MFN has official exclusive contract partners for catering and beverage services. Their contact details can be found in the OSC. All other catering companies have to be registered and approved by MFN before the show. The daily fee for external caterers is €100.00 per vehicle.

1.12 Guarding / Liability: The organizer does not assume any obligation to exercise proper care of exhibits, stand fittings and objects which are the property of the stand personal or the exhibitors. Stand guarding can be ordered via the OSC. We recommend booking a stand security for the entire duration of the show as well as for the set-up and dismantling period.

1.13 Use of operations equipment: For logistic and safety reasons the use of cranes, forklifts and lifting platforms/hydra ladders is exclusively limited to the official contract partners of MFN. These services can be ordered in the OSC.

2 Registration / admission

Registration (participation and stand order placement) for the EUROBIKE 2019 is made by using the application form, which must be completely filled out and signed with a legally binding signature. This registration is a contract offer which requires acceptance by MFN. Submission of the application form shall not constitute a claim for acceptance.

The written confirmation of MFN with disclosure of the allocated stand (stand confirmation) and the accompanying invoice for participation shall be considered as admission to the show. The organizer endeavors to satisfy the wishes of the exhibitors regarding stand location and stand size. Stand allocation is made based on the details provided by the exhibitor upon registration. Deviations from these wishes due to planning reasons must be taken into account.

If the content of the stand confirmation differs from the content of the exhibitor's application, the contract shall take effect in accordance with the stand confirmation, unless the exhibitor objects in writing within two weeks.

3 Participation fee / exhibitor passes

3.1 The participation fee includes the provision of the floor space, a certain number of exhibitor passes, exhibitor service by the project management, provision of the trade shows in-house information systems, target group specific marketing of the event, hall security, cleaning of the halls and complimentary promotional material for the exhibitor's own visitors advertising. The fees pertain to the entire duration of the trade show. If a two-storey stand is approved, 50 % of the participation fee will be charged for the space of the upper structure.

3.2 The co-exhibitor fee is €240.00/ co-exhibiting company. Definition of co-exhibitor: see General Conditions of Participation. Co-exhibitors will receive three exhibitor passes free of charge.

All quoted prices are net prices. If the statutory value added tax applies, it will be invoiced in addition. Please note, concerning this, the explanations of the reverse charge procedure and the VAT identification number in the General Conditions of Participation.

4 Terms of payment

The participation fee is payable 4 weeks after receipt of invoice; however by May 17th, 2019 at the latest. All invoices issued after May 17th, 2019 are payable immediately. Please note the payment due dates and information on bank details listed on MFN invoices.

5 Stand cancellation / cancellation fee

If the exhibitor cancels the participation once admission has been granted, the exhibitor is obliged to pay a cancellation fee. The full participation fee will be charged if the stand cannot be sold to any other company. Should MFN be able to sell the stand again, a cancellation fee of 25 % of the participation fee will be charged.

6 Additional services

6.1 In addition to the participation fee, the acceptance of the following services is obligatory:

- Flat rate for general waste disposal: €1.50/m² stand space (see General Conditions of Participation).
- AUMA fee (€0.60/m²) to be paid by the exhibitor will be invoiced by MFN for AUMA and passed on (see General Conditions of Participation).
- Media entry fee (obligatory media entry in all media): For the mandatory entry a fee of €549.00 will be charged (exhibitors and co-exhibitors). The entry needs to be edited in advance to the show by the exhibitor in the OSC. The deadline for media entries will be announced with the notification of the OSC access code

6.2 Power consumption: The calculation basis for power consumption is regulated under section "electrical installations" in the OSC.

6.3 The water and sewage fee is €4.50/ day/ supply point and can be ordered via the OSC.

Additional services can be ordered via the OSC. All quoted prices are net prices.

7 Legal notices

7.1 Violation of the exhibition terms and conditions gives MFN the right to close your stand immediately and to clear it off without requiring court action. This applies in particular to cases of advertising in contravention and in case of advertising for political or ideological purposes.

7.2 The German version of the contract is binding.

Place of fulfillment: Friedrichshafen, place of jurisdiction: Tettngang/Ravensburg
HRB-No. 1179 Registration Court, District Court Tettngang