

10. Exhibition terms and conditions

Stage|Set|Scenery 2021

1. Event/Organiser

The international trade show Stage|Set|Scenery is organised by Messe Berlin in cooperation with the German Theatre Technical Society (Deutsche Theatertechnische Gesellschaft e.V., DTHG) on the exhibition grounds (Berlin ExpoCenter City) of Messe Berlin GmbH.

2. Dates

Duration of event

15–17 June 2021

Registration deadline

31 January 2021

Opening hours for visitors

CET 10:00–18:00 h (Tue + Wed)

CET 10:00–17:00 h (Thu)

Opening hours for exhibitors

CET 09:00–19:00 h (Tue + Wed)

CET 09:00–18:00 h (Thu)

Set-up

13–14 June 2021

CET 07:00–22:00 h

Dismantling

18–19 June 2021

CET 07:00–22:00 h

We reserve the right to make alterations to this schedule. Please note any subsequent updates.

If earlier stand set-up is necessary (before 13 June 2021), application must be made to the Technical Event Co-ordination. Earlier set-up is just possible if the stand size is >50 m² and is subject to charge. A fee of **7.50 EUR** for each square metre and for each day is charged for an early stand setup.

After having sent the appropriate form authorisation is granted if the respective hall is available.

Every exhibiting company is obliged to correctly equip and furnish the stand and to staff it with personnel for the duration of the trade show.

Stands may not be dismantled on Thursday, June 18, 2021 before 17:00 h. If the exhibitor fails to comply with this regulation, the organizer is entitled to impose a penalty of 5,000.– EUR per day.

3. Participation conditions

Only companies and organisations involved in activities related to the trade show theme with regard to the nomenclature are legible for participation. Messe Berlin determines the approval or refusal of applications. Delivery of registration form(s) alone does not entitle the applicant to participation.

The organiser reserves the right to refuse applications without further explanation. Claims for compensation based on application refusal will not be considered.

Space allocation and stand sizes are determined in accordance with the trade show theme and the given spatial resources. However, the wishes of exhibitors will be taken into consideration as much as possible. The date on which formal application is received is not a decisive factor in this context.

Changes in floor allocation without the explicit consent of the event management are not permitted.

Exhibiting companies are personally required to inform themselves on the location, dimensions, and possible imperfections of their allocated stand.

Should the event management decide to make any changes in an area that has already been allocated (e.g., construction changes, installations), the exhibitors affected will receive timely notification.

The event management reserves the right to make changes in floor allocation to comply with unforeseen circumstances. Should this be the case, affected exhibitors will be allocated a comparable space to the greatest extent possible. Exhibiting companies have the right to cancel their registration within one week of reallocation notification. Neither party shall have the right to compensation should this occur.

4. Exhibition costs

Hall space rental per 1 m² costs (prices include electricity and water utilisation, hall lightning, heating, cleaning, and security):

Until 30 June 2020 Mid-Season Price:

Row stand: 183.– EUR/m²

Corner stand: 198.– EUR/m²

Peninsula stand: 204.– EUR/m²

Island stand: 214.– EUR/m²

From 01.07.2020 Regular Price:

Row stand: 190.– EUR/m²

Corner stand: 202.– EUR/m²

Peninsula stand: 215.– EUR/m²

Island stand: 225.– EUR/m²

For two-storey stands, the basic fee for the actual floor area of the stand shall be increased by 50%.

Media Package (compulsory surcharge)

Main exhibiting company 399.– EUR

Co-exhibiting company 399.– EUR

Additionally represented companies 167.– EUR (invoiced to main exhibitor).

In accordance with agreements with the Exhibition and Trade Fair Committee of the Association of German Trade Fair Industry (AUMA), an additional 0.60 EUR/m² will be charged.

Stands must be minimum 9 m².

All prices exclude statutory VAT.

4.1. Withdrawal from contract

The terms in Section 8 of the General Terms and Conditions for Messe Berlin Trade Fairs and Exhibitions apply after successful registration. The same applies for order cancellations of Stage|Set|Scenery complete stands.

5. Terms of payment

The period of payment is specified in the stand rental invoice/application approval.

Please make reference to the invoice number and the customer number.

If additional space is subsequently requested and allocated, the additional fees are to be paid immediately.

In case of late or incomplete payments, the event management reserves the right to reallocate the rented space as it sees fit.

Exhibiting companies are liable for rent payments even if their stand is reallocated to another exhibitor or used for other purposes and the rent cannot be retrieved from the new holder.

Should the space be reallocated and rented to a third party, the original renter remains liable for 25% of the rental price agreed upon as compensation. Incidental expenses are invoiced separately. The amount due is to be paid immediately upon receipt of invoice. For more details please refer to the General Terms of Business for Trade Fairs and Exhibitions organised by Messe Berlin GmbH.

6. Media-Package

With the Media Package Messe Berlin GmbH offers its exhibitors a package of selected marketing tools to optimise their participation at the trade show and also their presence in the market.

The Media Package incorporates entries in the Stage|Set|Scenery Virtual Market Place. The costs of the Media Package are met by main exhibiting companies and co-exhibiting companies in the form of an obligatory one-off fee for which the hirer of the stand will be issued an invoice.

7. Employee and exhibitor passes

Exhibitors are entitled to the following passes: up to 20 m² of rental space – four passes and for every additional 10 m² – one pass. Exhibitors will receive passes for stand set-up and dismantling staff as required.

8. Technical guidelines

Exhibitors must comply with Messe Berlin technical guidelines including operation, fire safety, construction and other security regulations. Exhibitors must also comply with rules and regulations as specified by work health & safety laws (German Technical Plant and Equipment Act).

8.1 Stand design / General appearance

Minimum equipment: Each stand area at the Stage|Set|Scenery must be equipped with a floor covering / carpet.

Stand walls bordering visitor aisles must include transparent panels, niches, displays or the likes in order to provide an open atmosphere on the exhibition stand in tune with the event.

Such stand boundary walls facing any open aisle may not exceed 30% of the stand length boundary, with each section of such wall no longer than three metres. Such boundary walls facing the aisle must be suitably decorated with graphics. Any stand construction which includes such stand boundary walls must be submitted for approval.

Where the back wall of a stand measuring over 2.50 m in height adjoins that of a neighboring exhibitor, its appearance must be a neutral white, so as not to adversely affect the appearance of the other stand. The lessee is obliged to install a white partition separating his stand and the directly adjacent stand, which is structurally stable, has no gaps, and bears no advertising of any kind. Any stand construction which includes such walls must be submitted for approval. Deadline for submissions of stand constructions is six weeks prior to the event.

9. GEMA fees

Public playing of copyrighted music from CDs or other sound storage media as well as music reproduction from radio or television programmes require the consent of the German Copyright Society (GEMA).

Registrations must be made by the exhibitor at GEMA's Key Account Management Messe.

GEMA
Keithstr. 7
10787 Berlin
Phone +49 30 212 92 0
messe@gema.de

Further information on registering music uses at trade fairs with GEMA can be found at: https://www.gema.de/fileadmin/user_upload/Musiknutzer/Tarife/Tarife_AD/tarif_wr_mes.pdf

10. Advertising and Sales

Advertising and promotion by exhibitors, sponsors and partners of any kind is only permitted within the limits of the stand rented by the exhibitor and only in relation to the exhibited articles produced or sold by the exhibitor.

For additional advertising campaigns, exhibitors, sponsors and partners of any kind may contact MB Capital Services GmbH and request a quotation for the required advertising..

Direct sales are not permitted.

11. Serving food and beverages

For the administration of food and beverages (including tasting samples) at the exhibition stands, the exhibitor must comply with the statutory regulations, in particular the German Restaurant Act and the Veterinary and Food Inspection Office.

The Berlin Charlottenburg-Wilmersdorf Ordnungsamt is responsible for applications for permission to serve alcohol at the stand.

Berlin Charlottenburg-Wilmersdorf
Ordnungsamt
Hohenzollerndamm 174–177,
10713 Berlin.

12. Visual and acoustic presentations

The volume of presentations during the trade show must at all times be limited so as to avoid disturbing neighboring exhibiting companies.

Specifically, sounds emitting from a stand may not exceed an average sound level (Leg) of 70 dbA (A) at the stand boundaries.

In order to avoid visual and acoustic disturbance of other exhibitors, we recommend that stand neighbours coordinate their presentations accordingly. This applies to all events, meetings and presentations – including the use of audio or video devices.

Messe Berlin is entitled to prohibit presentations at any time if the exhibiting company fails to comply with this regulation.

Special events (e.g. receptions) to be held on the stands require registration; this also applies to events exceeding the daily opening hours.

13. High frequency, radio installations

The operation of radio frequency, radio equipment and other transmitters for news purposes is subject to registration or approval by the Bundesnetzagentur für Elektrizität, Gas, Telekommunikation, Post und Eisenbahnen, Außenstelle Berlin, Seidelstraße 49, 13405 Berlin, www.bundesnetzagentur.de.

The preferential use of the event-related transmission technology of Messe Berlin are listed in the Technical Guideline of Messe Berlin GmbH under item 5.11.

14. Construction and fire safety regulations

All emergency exits, stairwells, fire alarms, water hydrants, smoke vents, electrical connections, fuse boxes, telephone switchboards, and the ventilation system must be kept clear.

Open fires for cooking, heating, or operation purposes are not permitted. Packing materials, papers, and other combustibles may not be discarded on the hall floor.

Vehicles, containers and storage bins may not be parked/located within five metres of the hall walls.

Detailed technical and structural regulations can be found in the BECO Webshop.