

# STAGE | SET | SCENERY

BERLIN • 15–17 JUNE 2021

---

## Stand application

---



# 1. Standanmeldung / Application Form

## Stage|Set|Scenery 2021

Korrespondenzsprache / Language for correspondence:

 Deutsch / German
  Englisch / English

15. – 17.06.2021

Messe Berlin GmbH  
 Messedamm 22  
 14055 Berlin  
 DEUTSCHLAND / GERMANY  
 Tel. +49 30 3038 0  
 Fax +49 30 3038 2020  
 stage-set-scenery@  
 messe-berlin.de  
 www.stage-set-scenery.de

 **Ausstellendes Unternehmen** (Vertragspartei) /  
**Exhibiting company** (contractual partner)

Rechtsform / Legal form

Jede nachträgliche Rechnungsumschreibung wird mit **80,- EUR** zzgl. USt. berechnet.  
 For each alteration of invoice an additional handling fee of **80,- EUR** plus VAT will be charged.

Straße, Hausnummer / Street, number

Postleitzahl / Postal code

Stadt / City

Land / Country

Internetseite / Website

E-Mail Unternehmen / Company email

+ ( )  
Telefon / Phone+ ( )  
Fax Fr. / Ms Hr. / Mr

Ansprechperson Vorname / Contact person first name

Ansprechperson Nachname / Last name

+ ( )  
Telefon / Phone

E-Mail Ansprechperson / Email of contact person

**Warengruppen / Product key numbers** (siehe Nomenklatur / see nomenclature)

Im alphabetischen Ausstellendenverzeichnis sind wir unter folgendem Buchstaben aufzuführen:  
 We would like to be listed in the alphabetical exhibitor directory under the following letter:

**Art des Betriebes** (Mehrfachnennungen möglich) / **Branch codes** (choose one or more) Hersteller / Manufacturer Planung, Bühnenplanung / Planner, stage planner Dienstleister / Service providers Bildungsträger / Educational providers Handel / Trade Medien, Presse / Media, Press Handwerk / Handicraft Verband, Organisation / Association, Organisation

**WICHTIG:** Die obigen Angaben des ausstellenden Unternehmens werden als Grundlage für die Nennung im Stage|Set|Scenery Virtual Market Place ohne Gewähr auf Richtigkeit und Vollständigkeit übernommen. Die Daten können Sie für die Nennung im Online-Katalog – dem Stage|Set|Scenery Virtual Market Place – überprüfen, aktualisieren und vervollständigen.

**IMPORTANT:** The above information of the exhibiting company will be used as the basis for the naming in the Stage|Set|Scenery Virtual Market Place without guarantee of correctness and completeness. You can check, update and complete the data in the online catalogue – the Stage|Set|Scenery Virtual Market Place.

Wird von der Messe  
 Berlin ausgefüllt. /  
 Will be completed by  
 Messe Berlin

**Ja, wir haben Interesse, einen Vortrag zu halten und möchten hierzu gerne nähere Informationen.**  
**Yes, we are interested in giving a lecture and would like to receive further information about it.**

 **Rechnungsanschrift** (nur bei abweichender Anschrift) /  
**Invoicing address** (if different from above)

Rechtsform / Legal form

Jede nachträgliche Rechnungsumschreibung wird mit **80,- EUR** zzgl. USt. berechnet.  
 For each alteration of invoice an additional handling fee of **80,- EUR** plus VAT will be charged.

Straße / Street

Postleitzahl / Postal code

Stadt / City

Land / Country

Datum / Date

Rechtsverbindliche Unterschrift / Legally binding signature

GP-Nr.	
Auftr.-Nr.	
Eingangs- bestätigung	
Halle	Stand-Nr.
Zulassungs- bestätigung	

## 2. Gewünschte Standfläche Choice of stand space

**15.–17.06.2021**

Messe Berlin GmbH  
 Messedamm 22  
 14055 Berlin  
 DEUTSCHLAND/GERMANY  
 Tel. +49 30 3038 0  
 Fax +49 30 3038 2020  
 stage-set-scenery@  
 messe-berlin.de  
 www.stage-set-scenery.de

■ \_\_\_\_\_  
**Ausstellendes Unternehmen (Vertragspartei) / Exhibiting company (contractual partner)**

**Wir bestellen gemäß den Teilnahmebedingungen:**  
*In accordance with exhibition terms and conditions we would like to order the following:*

Alle Preise verstehen sich zzgl. gesetzlicher USt. / All prices exclude statutory VAT.

**Basis-Paket (Positionen 1.–4. inklusive) / Basic package (items 1.–4. incl.)**

### 1. Standmiete / Stand rental

**Standfläche und -form / Stand size and shape:**

(Standmietenpreise für die Fläche / Stand rental costs for space only)

	Mid-Season-Preis / Mid-Season Price bis / until 30.06.2020	Regulärer Preis / Regular Price ab / from 01.07.2020
Reihenstand, eine Seite offen <i>Row stand, one side open</i>	└─┘ <b>183,- EUR/m<sup>2</sup></b>	└─┘ <b>190,- EUR/m<sup>2</sup></b>
Eckstand, zwei Seiten offen <i>Corner stand, two sides open</i>	└─┘ <b>198,- EUR/m<sup>2</sup></b>	└─┘ <b>202,- EUR/m<sup>2</sup></b>
Kopfstand, drei Seiten offen <i>Peninsula stand, three sides open</i>	└─┘ <b>204,- EUR/m<sup>2</sup></b>	└─┘ <b>215,- EUR/m<sup>2</sup></b>
Blockstand, vier Seiten offen <i>Island stand, four sides open</i>	└─┘ <b>214,- EUR/m<sup>2</sup></b>	└─┘ <b>225,- EUR/m<sup>2</sup></b>

**Gewünschte Fläche / Desired area:**

(Mindestgröße: 9 m<sup>2</sup> / Minimum size 9 m<sup>2</sup>)

Front / Front      Tiefe / Depth      Gesamt / Total  
 \_\_\_\_\_ m x \_\_\_\_\_ m = \_\_\_\_\_ m<sup>2</sup>

Doppelgeschossige Bauweise / Two-storey structure

\_\_\_\_\_ m<sup>2</sup> Obergeschoss zzgl. 50% Grundmiete pro m<sup>2</sup> tatsächlich bebauter Fläche /  
*Upper floor plus 50% basic rent per m<sup>2</sup> actual built-up area*

- Stromverbrauch** ist inkludiert, der Anschluss ist separat im BECO-Webshop zu bestellen.  
*Power consumption is included, the connection must be ordered separately from the BECO Webshop.*
- Wasserverbrauch** ist inkludiert, der Anschluss ist separat im BECO-Webshop zu bestellen.  
*Water consumption is included, the connection must be ordered separately from the BECO Webshop.*
- Ausstellendenausweise in folgender Anzahl / Exhibitor passes in the following numbers:**  
 bis 20 m<sup>2</sup> Standfläche vier Ausweise, für jede weiteren 10 m<sup>2</sup> ein zusätzlicher Ausweis.  
*up to 20 m<sup>2</sup> stand area four passes, one additional pass for each additional 10 m<sup>2</sup>.*

**Obligatorische Zusatzleistungen / Compulsory additional benefits:**

### 5. Media-Package / Media Package

- Hauptausstellendes Unternehmen 399,- EUR / Main exhibiting company 399,- EUR
- Pro mitausstellendes Unternehmen 399,- EUR (wird dem dem hauptausstellenden Unternehmen in Rechnung gestellt)  
*Each co-exhibiting company 399,- EUR (will be charged to the main exhibiting company)*
- Zusätzlich vertretenes Unternehmen 167,- EUR (wird dem hauptausstellenden Unternehmen in Rechnung gestellt)  
*Additionally represented company 167,- EUR (will be charged to the main exhibiting company)*

### 6. AUMA-Beitrag 0,60 EUR/m<sup>2</sup> / AUMA fee 0.60 EUR/m<sup>2</sup>

Mit dieser Standanmeldung erkennen wir die Teilnahmebedingungen Stage|Set|Scenery 2021, die Allgemeinen Geschäftsbedingungen für Messen und Ausstellungen der Messe Berlin GmbH und die Technischen Richtlinien Berlin ExpoCenter City als Vertragsbestandteil an. Erfüllungsort und Gerichtsstand: Berlin, Deutschland.

Diese sind einsehbar und abrufbar im Downloadbereich der Veranstaltungswebsite unter <https://www.stage-set-scenery.de/Zusatzseiten/Downloadcenter> oder können bei der Messe Berlin per E-Mail unter [stage-set-scenery@messe-berlin.de](mailto:stage-set-scenery@messe-berlin.de) angefordert werden.

Die Informationen gemäß EU-Datenschutzgrundverordnung (DS-GVO) für ausstellende Unternehmen sind ebenfalls einsehbar und abrufbar im Downloadbereich der Veranstaltungswebsite unter <https://www.stage-set-scenery.de/Zusatzseiten/Downloadcenter>.

- Die Informationen gemäß EU-Datenschutzgrundverordnung (DS-GVO) für ausstellende Unternehmen und die Datenschutzerklärung der Messe Berlin GmbH haben wir zur Kenntnis genommen.

*With this stand registration, we accept the Conditions of Participation Stage|Set|Scenery 2021, the General Terms and Conditions for Fairs and Exhibitions of Messe Berlin GmbH and the Technical Guidelines Berlin ExpoCenter City as an integral part of the contract. Place of performance and jurisdiction: Berlin, Germany.*

*They can be viewed and downloaded from the download area of the event website at <https://www.stage-set-scenery.de/en/ExtraPages/DownloadCenter> or can be requested from Messe Berlin at [stage-set-scenery@messe-berlin.de](mailto:stage-set-scenery@messe-berlin.de).*

*The information according to the EU Data Protection Regulation (DS-GVO) for exhibitors can also be viewed and retrieved in the download area of the event website under <https://www.stage-set-scenery.de/en/ExtraPages/DownloadCenter>.*

- We have taken note of the information for exhibitors in accordance with the EU Basic Data Protection Regulation (DS-GVO) and the data protection declaration of Messe Berlin GmbH.*

**15. – 17.06.2021**

Messe Berlin GmbH  
Messedamm 22  
14055 Berlin  
DEUTSCHLAND / GERMANY

Tel. +49 30 3038 0  
Fax +49 30 3038 2020  
[stage-set-scenery@messe-berlin.de](mailto:stage-set-scenery@messe-berlin.de)  
[www.stage-set-scenery.de](http://www.stage-set-scenery.de)

\_\_\_\_\_  
Datum / Date

\_\_\_\_\_  
Rechtsverbindliche Unterschrift / Legally binding signature

### 3. Consent under data protection law

#### Consent to passing on personal data to partner companies for advertising and marketing purposes

**15. – 17.06.2021**

Messe Berlin GmbH  
Messedamm 22  
14055 Berlin  
DEUTSCHLAND/GERMANY  
Tel. +49 30 3038 0  
Fax +49 30 3038 2020  
stage-set-scenery@  
messe-berlin.de  
www.stage-set-scenery.de

---

**Exhibiting company (contractual partner)**

Our partner companies will be pleased to support you with your company's trade fair presence. For data-protection reasons, your consent is required for passing on your contact data to our partners. Your consent is voluntary and revocable at any time. Please also heed the information in the enclosed **data protection information for exhibitors**.

I agree that Messe Berlin GmbH may transfer my contact details, i.e. my name, telephone number, e-mail address, fax number and the address of the company registered by me in the stand registration form, to third parties for the purpose of optimising and supporting my company's appearance at the trade fair, so that they can provide me with additional services such as logistics and marketing services for the preparation and implementation of my trade fair participation. The currently known recipients are Agility Logistics GmbH, Schenker Deutschland GmbH, Scholz Direct GmbH and MM-Musik-Media-Verlag GmbH & Co. KG. Due to the changing or expanding service offerings, other service providers may be added. Our partner companies process your data exclusively within the EU. I can revoke this consent at any time with effect for the future. An email message to [datenschutz@messe-berlin.de](mailto:datenschutz@messe-berlin.de) shall be sufficient.

---

Place and date

---

Legally binding signature

**15. – 17.06.2021**

Messe Berlin GmbH  
 Messedamm 22  
 14055 Berlin  
 DEUTSCHLAND / GERMANY  
 Tel. +49 30 3038 0  
 Fax +49 30 3038 2020  
 stage-set-scenery@  
 messe-berlin.de  
 www.stage-set-scenery.de

## 4. VAT form

Usually goods and services performed in Germany by a business entity are subject to value-added-tax (VAT). If certain conditions are met however, we do not have to charge German VAT to our customers. To enable Messe Berlin GmbH and its subsidiaries to issue invoices without German VAT, please complete the following form.

■ _____ Exhibiting Company (recipient of services)	_____ Legal form	
_____ Street, number		
_____ Post Code	_____ City	_____ Country
_____ Phone	_____ Email	

Please use our firm details from the stand registration (recipient of services)

Please mark the appropriate box with an "X"

**Business, resident in the European Union**  
 The company qualifies as an entrepreneur in terms of VAT and is established in the EU (sect. 2 German VAT Act, article 9 EC VAT Directive)

**Business, resident outside the European Union**  
 The company is established outside the European Union. The Company is registered with the tax office under the name and address mentioned above.

**The Company is registered with the tax office under the name and address mentioned above. For any services rendered to us by Messe Berlin GmbH and its subsidiaries the following VAT Identification Number shall be used:**

**For any services rendered by Messe Berlin GmbH and its subsidiaries, please refer to our enclosed tax residency certificate (business certificate, commercial register extract) and the informal English translation.**

Please note that Messe Berlin GmbH and its subsidiaries reserve the right to refuse the confirmation provided by the customer, if these documents are not considered as being sufficient to confirm the tax residency of the customer.

\_\_\_\_\_  
**Valid VAT Identification Number**

Please note that we will verify the VAT ID mentioned via VIES (VAT Information Exchange System) which is provided by European Authorities. If there is a mismatch between your information and the database the VAT ID will be regarded as being invalid.

We confirm that all services which are ordered and rendered under this agreement will be used for business purposes. The VAT Identification Number/confirmation of tax residency shall be used by Messe Berlin GmbH and its subsidiaries for any services requested under this agreement. We will inform Messe Berlin GmbH or its subsidiaries about any changes in that respect immediately.

This declaration of consent can be withdrawn at any time in written form, which is to be addressed to Messe Berlin GmbH, Abt. Bilanzierung & Steuern, 14055 Berlin, GERMANY. We are aware that if we are not a registered company or the documentation provided is insufficient (non verification of the enterprise), Messe Berlin GmbH and its subsidiaries will be obliged under the German VAT Law to charge German VAT, in addition to the agreed net amount.

\_\_\_\_\_  
 Place and date

\_\_\_\_\_  
 Stamp and legally binding signature

## 5. Mitausstellende Unternehmen Co-exhibiting companies

Meldeschluss für mitausstellende Unternehmen: 31.03.2021

Closing date for co-exhibiting companies: 31.03.2021

15. – 17.06.2021

Messe Berlin GmbH  
 Messedamm 22  
 14055 Berlin  
 DEUTSCHLAND/GERMANY  
 Tel. +49 30 3038 0  
 Fax +49 30 3038 2020  
 stage-set-scenery@  
 messe-berlin.de  
 www.stage-set-scenery.de

■ **Hauptausstellendes Unternehmen / Main exhibiting company**

Wir beantragen hiermit die Aufnahme des nachstehend aufgeführten Unternehmens, das mit eigenem Ausstellungs-gut und eigenem Personal als mitausstellendes Unternehmen auf unserem Stand ausstellen möchte. Pro mitausstellendem Unternehmen wird ein obligatorischer Betrag in Höhe von **399,- EUR zzgl. USt.** für das Media-Package erhoben. Der Betrag wird dem hauptausstellendem Unternehmen in Rechnung gestellt.

*We hereby apply for the admission of the company listed below, which would like to exhibit at our stand with its own exhibits and personnel as co-exhibitors. For each co-exhibiting company an obligatory amount of **399,- EUR plus VAT** will be charged for the Media Package. The amount will be charged to the main exhibiting company.*

■ **Mitausstellendes Unternehmen / Co-exhibiting company**

\_\_\_\_\_  
 Straße, Hausnummer / Street, number

\_\_\_\_\_  
 Postleitzahl / Postal code      Stadt / City      Land / Country

\_\_\_\_\_  
 Internetseite / Website      E-Mail Unternehmen / Company email

+ \_\_\_\_\_ ( \_\_\_\_\_ ) \_\_\_\_\_      + \_\_\_\_\_ ( \_\_\_\_\_ ) \_\_\_\_\_  
 Telefon / Phone      Fax

\_\_\_\_\_  
 Fr. / Ms      Hr. / Mr

\_\_\_\_\_  
 Ansprechperson Vorname / Contact person first name      Ansprechperson Nachname / Contact person last name

\_\_\_\_\_  
 E-Mail Ansprechperson / E-mail contact person

**Warengruppen / Product key numbers** (siehe Nomenklatur / see nomenclature)  
 \_\_\_\_\_

**Im alphabetischen Ausstellendenverzeichnis sind wir unter folgendem Buchstaben aufzuführen:**  
**We would like to be listed in the alphabetical exhibitor directory under the following letter:**

- Art des Betriebes** (Mehrfachnennungen möglich) / **Branch codes** (choose one or more)
- |  |  |
|--|--|
| <input type="checkbox"/> Hersteller / Manufacturer         | <input type="checkbox"/> Planung, Bühnenplanung / Planner, stage planner   |
| <input type="checkbox"/> Dienstleister / Service providers | <input type="checkbox"/> Bildungsträger / Educational providers            |
| <input type="checkbox"/> Handel / Trade                    | <input type="checkbox"/> Medien, Presse / Media, Press                     |
| <input type="checkbox"/> Handwerk / Handicraft             | <input type="checkbox"/> Verband, Organisation / Association, Organisation |

**WICHTIG:** Die obigen Angaben des mitausstellenden Unternehmens werden als Grundlage für die Nennung im Stage|Set|Scenery Virtual Market Place ohne Gewähr auf Richtigkeit und Vollständigkeit übernommen. Die Daten können Sie für die Nennung im Online-Katalog – dem Stage|Set|Scenery Virtual Market Place – überprüfen, aktualisieren und vervollständigen.

**IMPORTANT:** The above information of the co-exhibiting company will be used as the basis for the naming in the Stage|Set|Scenery Virtual Market Place without guarantee of correctness and completeness. You can check, update and complete the data in the online catalogue – the Stage|Set|Scenery Virtual Market Place.

Bitte unterrichten Sie Ihre mitausstellenden Unternehmen über die Teilnahmebedingungen der Stage|Set|Scenery, die Allgemeinen Geschäftsbedingungen für Messen und Ausstellungen der Messe Berlin GmbH, die Technischen Richtlinien Berlin ExpoCenter City sowie über die Informationen gemäß EU-Datenschutzgrundverordnung (DS-GVO) für ausstellende Unternehmen sowie auf deren Verfügbarkeit im Downloadbereich der Veranstaltungswebsite und weisen sie auf die Datenschutzerklärung der Messe Berlin auf der Website unter [www.messe-berlin.de](http://www.messe-berlin.de) hin. Sofern Sie bevollmächtigt sind, geben Sie bitte die Einwilligungserklärung im Namen der mitausstellenden Unternehmen wie folgt ab:

- Ich bin damit einverstanden, dass die Messe Berlin GmbH zur Optimierung und Unterstützung des Messeauftritts meines Unternehmens meine Kontaktdaten, d.h. meinen Namen, meine Telefonnummer, meine E-Mail-Adresse, meine Faxnummer und die Anschrift des von mir in der Standanmeldung angemeldeten Unternehmens an Dritte zu dem Zweck übermittelt, dass diese mir für die Vorbereitung und Durchführung meiner Messebeteiligung Zusatzleistungen wie z.B. Logistikdienstleistungen und Marketingdienstleistungen im eigenen Namen anbieten. Bei den derzeit bekannten Empfängern handelt es sich um die Agility Logistics GmbH, Schenker Deutschland GmbH, Scholz Direct GmbH und MM-Musik-Media-Verlag GmbH & Co. KG. Aufgrund der Veränderung oder Erweiterung des Serviceangebots können andere Dienstleistungsunternehmen hinzukommen. Unsere Partnerunternehmen verarbeiten Ihre Daten ausschließlich innerhalb der EU. Diese Einwilligung kann ich jederzeit mit Wirkung für die Zukunft widerrufen. Hierzu reicht eine E-Mail-Nachricht an [datenschutz@messe-berlin.de](mailto:datenschutz@messe-berlin.de).

*Please inform your co-exhibiting companies about the Stage|Set|Scenery Conditions of Participation, the General Terms and Conditions for Trade Fairs and Exhibitions of Messe Berlin GmbH, the Technical Guidelines Berlin ExpoCenter City and the information in accordance with the EU Basic Data Protection Regulation (DS-GVO) for exhibitors as well as their availability in the download area of the event website and draw their attention to the data protection declaration of Messe Berlin on the website at [www.messe-berlin.de](http://www.messe-berlin.de). If you are authorised, please submit the declaration of consent on behalf of the co-exhibiting companies as follows:*

- I agree that Messe Berlin GmbH may transfer my contact details, i.e. my name, telephone number, e-mail address, fax number and the address of the company registered by me in the stand registration form, to third parties for the purpose of optimising and supporting my company's appearance at the trade fair, so that they can provide me with additional services such as logistics and marketing services for the preparation and implementation of my trade fair participation. The currently known recipients are Agility Logistics GmbH, Schenker Deutschland GmbH, Scholz Direct GmbH and MM-Musik-Media-Verlag GmbH & Co. KG. Due to the changing or expanding service offerings, other service providers may be added. Our partner companies process your data exclusively within the EU. I can revoke this consent at any time with effect for the future. An email message to [datenschutz@messe-berlin.de](mailto:datenschutz@messe-berlin.de) shall be sufficient.*

**15. – 17.06.2021**

Messe Berlin GmbH  
Messedamm 22  
14055 Berlin  
DEUTSCHLAND/GERMANY

Tel. +49 30 3038 0  
Fax +49 30 3038 2020  
[stage-set-scenery@messe-berlin.de](mailto:stage-set-scenery@messe-berlin.de)  
[www.stage-set-scenery.de](http://www.stage-set-scenery.de)

---

Datum/Date

---

Rechtsverbindliche Unterschrift des hauptausstellenden Unternehmens  
*Legally binding signature of the main exhibiting company*



## 6. Zusätzlich vertretene Unternehmen *Additionally represented companies*

Meldeschluss für zusätzlich vertretene Unternehmen: 31.03.2021

Closing date for additionally represented companies: 31.03.2021

15. – 17.06.2021

Messe Berlin GmbH  
 Messedamm 22  
 14055 Berlin  
 DEUTSCHLAND/GERMANY  
 Tel. +49 30 3038 0  
 Fax +49 30 3038 2020  
 stage-set-scenery@  
 messe-berlin.de  
 www.stage-set-scenery.de

■ \_\_\_\_\_

**Hauptausstellendes Unternehmen / Main exhibiting company**

Wir beantragen hiermit die Aufnahme des nachstehend aufgeführten Unternehmens, das mit eigenem Ausstellungs-gut, aber ohne eigenes Personal, als zusätzlich vertretenes Unternehmen auf unserem Stand ausstellen möchte. Pro zusätzlich vertretenem Unternehmen wird ein obligatorischer Betrag in Höhe von **167,- EUR zzgl. USt.** für das Media-Package erhoben. Der Betrag wird dem hauptausstellendem Unternehmen in Rechnung gestellt.

*We hereby apply for the admission of the company listed below, which would like to exhibit at our stand with its own exhibits, but without own personnel, as additionally represented company. For each additionally represented company an obligatory amount of 167.- EUR plus VAT will be charged for the Media Package. The amount will be charged to the main exhibiting company.*

■ \_\_\_\_\_

**Zusätzlich vertretenes Unternehmen / Additionally represented company**

\_\_\_\_\_  
 Straße, Hausnummer / Street, number

\_\_\_\_\_  
 Postleitzahl / Postal code      Stadt / City      Land / Country

\_\_\_\_\_  
 Internetseite / Website      E-Mail Unternehmen / Company email

+ \_\_\_\_\_ ( \_\_\_\_\_ )      + \_\_\_\_\_ ( \_\_\_\_\_ )  
 Telefon / Phone      Fax

Fr. / Ms      \_\_\_\_\_  
 Hr. / Mr      \_\_\_\_\_

\_\_\_\_\_  
 Ansprechperson Vorname / Contact person first name      Ansprechperson Nachname / Contact person last name

\_\_\_\_\_  
 E-Mail Ansprechperson / E-mail contact person

**Warengruppen / Product key numbers** (siehe Nomenklatur / see nomenclature)

\_\_\_\_\_

**Im alphabetischen Ausstellendenverzeichnis sind wir unter folgendem Buchstaben aufzuführen:**   
**We would like to be listed in the alphabetical exhibitor directory under the following letter:**

**Art des Betriebes** (Mehrfachnennungen möglich) / **Branch codes** (choose one or more)

- |  |  |
|--|--|
| <input type="checkbox"/> Hersteller / Manufacturer         | <input type="checkbox"/> Planung, Bühnenplanung / Planner, stage planner   |
| <input type="checkbox"/> Dienstleister / Service providers | <input type="checkbox"/> Bildungsträger / Educational providers            |
| <input type="checkbox"/> Handel / Trade                    | <input type="checkbox"/> Medien, Presse / Media, Press                     |
| <input type="checkbox"/> Handwerk / Handicraft             | <input type="checkbox"/> Verband, Organisation / Association, Organisation |

**WICHTIG:** Die obigen Angaben des zusätzlich vertretenen Unternehmens werden als Grundlage für die Nennung im Stage|Set|Scenery Virtual Market Place ohne Gewähr auf Richtigkeit und Vollständigkeit übernommen. Die Daten können Sie für die Nennung im Online-Katalog – dem Stage|Set|Scenery Virtual Market Place – überprüfen, aktualisieren und vervollständigen.

**IMPORTANT:** The above information of the additional represented company will be used as the basis for the naming in the Stage|Set|Scenery Virtual Market Place without guarantee of correctness and completeness. You can check, update and complete the data in the online catalogue – the Stage|Set|Scenery Virtual Market Place.

Bitte unterrichten Sie Ihre zusätzlich vertretenen Unternehmen über die Teilnahmebedingungen der Stage|Set|Scenery, die Allgemeinen Geschäftsbedingungen für Messen und Ausstellungen der Messe Berlin GmbH, die Technischen Richtlinien Berlin ExpoCenter City sowie über die Informationen gemäß EU-Datenschutzgrundverordnung (DS-GVO) für ausstellende Unternehmen sowie auf deren Verfügbarkeit im Downloadbereich der Veranstaltungswebsite und weisen sie auf die Datenschutzerklärung der Messe Berlin auf der Website unter [www.messe-berlin.de](http://www.messe-berlin.de) hin. Sofern Sie bevollmächtigt sind, geben Sie bitte die Einwilligungserklärung im Namen der zusätzlich vertretenen Unternehmen wie folgt ab:

- Ich bin damit einverstanden, dass die Messe Berlin GmbH zur Optimierung und Unterstützung des Messeauftritts meines Unternehmens meine Kontaktdaten, d.h. meinen Namen, meine Telefonnummer, meine E-Mail-Adresse, meine Faxnummer und die Anschrift des von mir in der Standanmeldung angemeldeten Unternehmens an Dritte zu dem Zweck übermittelt, dass diese mir für die Vorbereitung und Durchführung meiner Messebeteiligung Zusatzleistungen wie z.B. Logistikdienstleistungen und Marketingdienstleistungen im eigenen Namen anbieten. Bei den derzeit bekannten Empfängern handelt es sich um die Agility Logistics GmbH, Schenker Deutschland GmbH, Scholz Direct GmbH und MM-Musik-Media-Verlag GmbH & Co. KG. Aufgrund der Veränderung oder Erweiterung des Serviceangebots können andere Dienstleistungsunternehmen hinzukommen. Unsere Partnerunternehmen verarbeiten Ihre Daten ausschließlich innerhalb der EU. Diese Einwilligung kann ich jederzeit mit Wirkung für die Zukunft widerrufen. Hierzu reicht eine E-Mail-Nachricht an [datenschutz@messe-berlin.de](mailto:datenschutz@messe-berlin.de).

*Please inform your additional represented companies about the Stage|Set|Scenery Conditions of Participation, the General Terms and Conditions for Trade Fairs and Exhibitions of Messe Berlin GmbH, the Technical Guidelines Berlin ExpoCenter City and the information in accordance with the EU Basic Data Protection Regulation (DS-GVO) for exhibitors as well as their availability in the download area of the event website and draw their attention to the data protection declaration of Messe Berlin on the website at [www.messe-berlin.de](http://www.messe-berlin.de). If you are authorised, please submit the declaration of consent on behalf of the additional represented companies as follows:*

- I agree that Messe Berlin GmbH may transfer my contact details, i.e. my name, telephone number, e-mail address, fax number and the address of the company registered by me in the stand registration form, to third parties for the purpose of optimising and supporting my company's appearance at the trade fair, so that they can provide me with additional services such as logistics and marketing services for the preparation and implementation of my trade fair participation. The currently known recipients are Agility Logistics GmbH, Schenker Deutschland GmbH, Scholz Direct GmbH and MM-Musik-Media-Verlag GmbH & Co. KG. Due to the changing or expanding service offerings, other service providers may be added. Our partner companies process your data exclusively within the EU. I can revoke this consent at any time with effect for the future. An email message to [datenschutz@messe-berlin.de](mailto:datenschutz@messe-berlin.de) shall be sufficient.*

**15. – 17.06.2021**

Messe Berlin GmbH  
Messedamm 22  
14055 Berlin  
DEUTSCHLAND/GERMANY

Tel. +49 30 3038 0  
Fax +49 30 3038 2020  
[stage-set-scenery@messe-berlin.de](mailto:stage-set-scenery@messe-berlin.de)  
[www.stage-set-scenery.de](http://www.stage-set-scenery.de)

---

Datum/Date

---

Rechtsverbindliche Unterschrift des hauptausstellenden Unternehmens  
*Legally binding signature of the main exhibiting company*

## 7. Stage|Set|Scenery Media Package

The Media Package includes the online entry on the **Virtual Market Place®**, the online catalogue. Your company data will automatically be taken from your stand registration form. You can check, update and complete your data in the Virtual Market Place®. For any questions regarding the editing of your information, please contact the editorial team.

**Deadline: May 15th, 2021**

**15.–17.06.2021**

Messe Berlin GmbH  
 Messedamm 22  
 14055 Berlin  
 DEUTSCHLAND/GERMANY

Tel. +49 30 3038 0  
 Fax +49 30 3038 2020  
 stage-set-scenery@  
 messe-berlin.de  
 www.stage-set-scenery.de

Exhibiting company and co-exhibiting companies	Additionally represented companies
<b>Online Catalogue (=Virtual Market Place®)</b> <ul style="list-style-type: none"> <li>■ Basic entry (company name, address, telephone and fax number, email and web address, hall and stand number)</li> <li>■ Company profile (max. 4,000 characters incl. spaces)</li> <li>■ Company logo</li> <li>■ Entry in the product groups of the product group directory</li> <li>■ Entry of up to 5 products in text and picture with link to homepage (max. 4,000 characters per product incl. spaces)</li> <li>■ 3 contact persons (telephone, email, photo)</li> <li>■ Entry in the Trends &amp; Novelties list</li> <li>■ Link to videos on the exhibitor's website</li> <li>■ Link to Social Media (e.g. Facebook, Twitter etc.)</li> </ul>	<b>Online Catalogue (=Virtual Market Place®)</b> <ul style="list-style-type: none"> <li>■ Basic entry (company name, address, telephone and fax number, email and web address, hall and stand number)</li> <li>■ Company profile (max. 4,000 characters incl. spaces)</li> <li>■ Company logo</li> <li>■ Entry in the product groups of the product group directory</li> <li>■ Entry of 1 product in text and picture with link to homepage (max. 4,000 characters incl. spaces)</li> <li>■ Entry in the Trends &amp; Novelties list</li> </ul>
<b>Cost</b> <ul style="list-style-type: none"> <li>■ <b>399.00 EUR</b> (excluding VAT)</li> </ul>	<b>Cost</b> <ul style="list-style-type: none"> <li>■ <b>167.00 EUR</b> (excluding VAT)</li> </ul>
After your stand registration has gone through you can request your <b>personal access code</b> from our editorial team in order to upload your data directly online on the Stage Set Scenery Virtual Market Place.	

### ADDITIONAL ENTRIES (with costs)

<b>Virtual Market Place®</b> <ul style="list-style-type: none"> <li>■ Banner advertising</li> <li>■ Additional product entries</li> <li>■ Job offers</li> </ul>
For detailed information about upgrades and additional services, please visit <a href="http://www.stage-set-scenery.com/Exhibitors">www.stage-set-scenery.com/Exhibitors</a>

### Duration of the Media Package:

All online Media Package services are valid from **February 1st, 2021** until **January 31th, 2023**. During this period of time you can update your entry as often as you like.

### Contact

Editorial Team Virtual Market Place®  
 Mon–Fri, CET 09:00–18:00 h  
 Tel.: +49 30 3038 2180  
 Fax: +49 30 3038 2172  
 Email: [editorial@virtualmarket.stage-set-scenery.de](mailto:editorial@virtualmarket.stage-set-scenery.de)

## 8. Nomenclature Stage|Set|Scenery 2021

- 1.0 Architecture and Stage Planning**
  - 1.1 Architecture
  - 1.2 Stage Planning
  - 1.3 Logistics (Concepts)
  - 1.4 Interior Fittings and Furnishings
  - 1.5 Other Architecture and Stage Planning
  
- 2.0 Stage and Event Technology**
  - 2.1 Complete Stage Elements
  - 2.2 Stages and Stage Elements
  - 2.3 Stage Sets
  - 2.4 Revolving Stages
  - 2.5 Steel Constructions
  - 2.6 Stage Machinery
  - 2.7 Drive and Control Systems
  - 2.8 Work Platforms
  - 2.9 Transport, Storage and Packing Systems
  - 2.10 Stands
  - 2.11 Portable Stages
  - 2.12 Stage Floor Coverings
  - 2.13 Trussing Systems and Rigging Accessories
  - 2.14 Motors and Motor Controls
  - 2.15 Winches and Chain Hoists
  - 2.16 Hoists
  - 2.17 Accessories for Stage and Event Technology
  - 2.18 Other Stage and Event Technology Items
  
- 3.0 Lighting and Illumination Design**
  - 3.1 Spotlights and Multifunctional Projectors
  - 3.2 Lighting Effects
  - 3.3 LED Lighting
  - 3.4 Lasers
  - 3.5 Light Control Equipment/Lighting Console
  - 3.6 Dimmers
  - 3.7 Lighting Installation
  - 3.8 Complete Lighting Systems
  - 3.9 Architectural Illumination
  - 3.10 Moving Lights
  - 3.11 Lighting and Light Design Accessories
  - 3.12 Other Lighting and Illumination Design Items
  
- 4.0 Audio, Studio, PA Equipment and Acoustics**
  - 4.1 Microphones and Accessories
  - 4.2 Mixer Consoles
  - 4.3 Audio Recording and Output Equipment
  - 4.4 Amplifiers and Output Stages
  - 4.5 Loudspeakers
  - 4.6 Public Address Systems
  - 4.7 Loudspeaker and PA Technology
  - 4.8 Electroacoustics and Electroacoustic Systems
  - 4.9 Loudspeakers and PA System Installation
  - 4.10 Measuring Equipment
  - 4.11 Headphones
  - 4.12 Portable Sound
  - 4.13 Planning and Measurement
  - 4.14 Room Acoustics Products
  - 4.15 Mobile Concert Spaces and Walls
  - 4.16 Audio, Studio, PA Equipment and Acoustics Accessories
  - 4.17 Other Audio, Studio, PA Equipment and Acoustics Items
  
- 5.0 Virtual Reality / Augmented Reality**
  - 5.1 Hardware/Software
  - 5.2 Glases
  - 5.3 Other
  
- 6.0 Drones**
  
- 7.0 Film Equipment**
  - 7.1 Motion Picture Technology
  - 7.2 Camera and Camera Technology
  - 7.3 Studio Lighting
  - 7.4 Non-Broadcast Studio Technology
  - 7.5 Hardware and Software
  - 7.6 Postproduction and Digital Editing
  - 7.7 Film Equipment Accessories
  - 7.8 Other Film Equipment Items
  
- 8.0 Video Technology**
  - 8.1 Projection Technology and Projection Equipment
  - 8.2 Displays and Screens
  - 8.3 Video Technology Accessories
  - 8.4 Other Video Technology Items
  
- 9.0 Communications and Networks**
  - 9.1 Communications Technology
  - 9.2 Network Technology
  - 9.3 Communications Technology and Network Accessories
  - 9.4 Other Communications and Network Technology Items
  
- 10.0 Media Technology**
  - 10.1 Imaging and Communications Technology
  - 10.2 Multivision Displays
  - 10.3 Intercom Systems and Stage Manager Communications
  - 10.4 Digital Large Pictures
  - 10.5 Translation Systems for Operas
  - 10.6 Synchronous Technology
  - 10.7 Media Control/Media Server
  - 10.8 Media Technology Accessories
  - 10.9 Other Media Technology
  
- 11.0 Congress and Conference Equipment**
  - 11.1 Voting Equipment
  - 11.2 Congress Management Software
  - 11.3 Advertising and Information Systems
  - 11.4 Interpreter System
  - 11.5 Video and Presentation Equipment
  - 11.6 Other Congress and Conference Equipment Items
  
- 12.0 Museum Technology and Fittings**
  - 12.1 Conception and Scenography
  - 12.2 Exhibition Systems
  - 12.3 Showcases
  - 12.4 Partition Wall Systems and Walls
  - 12.5 Hanging Devices and Assemblies
  - 12.6 Picture Frames and Gallery Rods
  - 12.7 Visitor Guidance Systems, Digital Signage and Audio Guides
  - 12.8 Museum Management
  - 12.9 Burglar Alarms, Intrusion, Robbery and Other Alarm Systems
  - 12.10 Lighting Technology and Illumination
  - 12.11 Climate and Measuring Technology
  - 12.12 Other Museum Technology Items and Fittings
  
- 13.0 Costumes**
  - 13.1 Costume Design
  - 13.2 Costume Production and Wardrobe Management
  - 13.3 Hatters and Dressmakers
  - 13.4 Stage Shoemakers
  - 13.5 Other Costume Items
  
- 14.0 Make-up**
  - 14.1 Make-up
  - 14.2 Hairdressing

- 14.3 Masks for film and theatre production
- 14.4 Other Make-up and Mask Items

### **15.0 Decoration and Furnishings**

- 15.1 Stage Design/Set Design
- 15.2 Decoration Materials
- 15.3 Requisites and Weapons
- 15.4 Scene/Stage Painting and Stage Sculptures
- 15.5 Theatre Textiles, Films and Foils
- 15.6 Large-format Printing
- 15.7 Wheels and Castors
- 15.8 Travel Cases (Flight Cases) Cases, Suitcases etc.
- 15.9 Computerized Set Design Planning
- 15.10 Other Decoration and Furnishing Items

### **16.0 Furnishings**

- 16.1 Theatre seating
- 16.2 Cloakroom Installations
- 16.3 Make-up and Dressing Tables
- 16.4 Storage Systems
- 16.5 Other Furniture

### **17.0 Special Effects**

- 17.1 Pyrotechnics, Smoke and Fog
- 17.2 Laser, Laser System, Laser Effects
- 17.3 Water Technology, -machinery
- 17.4 Effect Control
- 17.5 Hologram Technology
- 17.6 Other Special Effects Items

### **18.0 Event Services**

- 18.1 Full-Service Provider
- 18.2 Technical Equipment Rental, Stage Set-up, Rigging
- 18.3 Technical Equipment Rental, Lighting
- 18.4 Technical Equipment Rental, Sound
- 18.5 Technical Equipment Rental, Media Technology
- 18.6 Rental Furnishings
- 18.7 Rental Tents
- 18.8 Light-construction Halls and Buildings
- 18.9 Catering and Event Catering
- 18.10 Event Management Software
- 18.11 Employment Services/ Management
- 18.12 Event Locations
- 18.13 Certification
- 18.14 Miscellaneous Event Services

### **19.0 Safety Engineering and Security Services**

- 19.1 Visitor Control Technology (Barriers) and Signs
- 19.2 Digital Signage
- 19.3 Accident Prevention and General Occupational Safety
- 19.4 Fire Protection for Buildings
- 19.5 Fire Prevention
- 19.6 Non-flammable and Fire Resistant Materials
- 19.7 Personal Safeguarding Systems
- 19.8 Visitor Safety
- 19.9 Alarm PA Systems
- 19.10 Safety Lighting
- 19.11 First Aid, Paramedical and Orderly Services
- 19.12 Safety Planning and Consultancy
- 19.13 Other Safety Items

### **20.0 General Services**

- 20.1 Ticketing and Cash desks
- 20.2 Insurance
- 20.3 Planning and Consultation
- 20.4 AV and Media Services
- 20.5 Exhibition Construction
- 20.6 Toilet Facilities
- 20.7 Logistics Companies
- 20.8 Copyright
- 20.9 Other General Services

### **21.0 Technical Building Installations and Facility Management**

- 21.1 Technical Building Installations
- 21.2 Facility Management
- 21.3 Heating, Ventilation and Air Conditioning
- 21.4 Sustainability
- 21.5 Energy Supply Systems and Emergency Power Plants
- 21.6 Energy Management
- 21.7 Other Building Installation and Facility Management Items

### **22.0 Associations, Media, Academies**

- 22.1 Training and Education
- 22.2 Trade Journals
- 22.3 Trade Associations and Organisations

### **23.0 Miscellaneous**

## 9. Information pursuant to EU General Data Protection Regulation (GDPR) for exhibitors

**15. – 17.06.2021**

Messe Berlin GmbH attaches great importance to data protection. We have set out our general principles for the protection of your personal data in the Data Protection Policy of Messe Berlin GmbH, which you can find at [www.messe-berlin.de](http://www.messe-berlin.de). Your personal data which you have provided to us during your exhibitor stand registration will only be used for the purposes set forth in this Data Privacy Statement which supplements our Data Protection Policy on our website under [www.messe-berlin.de](http://www.messe-berlin.de).

Messe Berlin GmbH  
Messedamm 22  
14055 Berlin  
DEUTSCHLAND/GERMANY  
  
Tel. +49 30 3038 0  
Fax +49 30 3038 2020  
[stage-set-scenery@messe-berlin.de](mailto:stage-set-scenery@messe-berlin.de)  
[www.stage-set-scenery.de](http://www.stage-set-scenery.de)

### We have adopted the following principles:

#### 1. Name of the Controller

Messe Berlin GmbH is the controller and service provider responsible for data storage and processing. Further details and contact options can be found in the imprint. If you have any queries, suggestions or comments relating to the topic of data protection, feel free to send an email to the Data Protection Representative of Messe Berlin GmbH.

##### 1.1 Management board

Dr. Christian Göke (Chairman), Dirk Hoffmann

##### 1.2 Address of the controller

Messe Berlin GmbH  
Messedamm 22  
14055 Berlin  
GERMANY  
[central@messe-berlin.de](mailto:central@messe-berlin.de)

##### 1.3 Address of our Data Protection Officer

Data Protection Officer  
Messe Berlin GmbH  
Messedamm 22  
14055 Berlin  
GERMANY  
[datenschutz@messe-berlin.de](mailto:datenschutz@messe-berlin.de)

#### 2. Categories of personal data

The following categories of data are collected during stand registration: name of the exhibiting company that you represent ("your company"), its address (street and house number, post code and city or town, country), your name as contact person for the company that you represent and your contact data (phone number, fax number, email address), other company data such as its legal representatives and billing information.

#### 3. Purposes of use and legal foundations

##### 3.1 Fulfilment of contract

We process your personal data for the purpose of establishing and carrying out your company's contractual relationship with Messe Berlin GmbH (legal basis: Art. 6 (1) 1st sentence lit. b GDPR).

##### 3.2 Supporting companies resident outside Germany

If you are or your company is an exhibitor with registered offices outside Germany, we may disclose the data for the purpose of optimising support to our representative in your home country which is responsible for your company and which will assist you with any queries relating to your participation in the trade fair, e.g. regarding stand construction and promoting your presence, and also provide assistance in handling visa matters and generally support you during the fair.

You can find the foreign representative responsible for your company at [www.messe-berlin.de/Unternehmen/MesseBerlin-Weltweit/index.jsp](http://www.messe-berlin.de/Unternehmen/MesseBerlin-Weltweit/index.jsp).

The contact data are transferred on the legal basis of Art. 6 (1) 1st sentence lit. f GDPR. The legitimate interest lies in the provision of the best possible support to our exhibitors taking into consideration local particularities of your place of business.

**Please note the right of objection you have in this regard (see below "Your rights").**

##### 3.3 Contacting for information and advertising purposes by group companies

In addition, we may use your personal data for the purpose of contacting you in order to provide you with relevant information during the trade fair and inform you about opening, side and subsequent events. Subsequent events also mean other trade fairs held or carried out by Messe Berlin GmbH in Germany and abroad. For these purposes we may also disclose your data to other companies in our corporate group. The legal basis for this is Art. 6 (1) 1st sentence lit. f GDPR. The legitimate interest lies in providing optimised support to our customers before, during and after the trade fair and the promotion of the same and similar products from the trade fair portfolio of our corporate group. **Please note the right of objection you have in this regard (see below "Your rights").**

##### 3.4 Offers for fair-accompanying services by group companies

We may also use your personal data for the purpose of presenting you with offers for trade fair-related services such as stand construction services, catering, facility services and hostess services. For these purposes we may also disclose your data to other companies in our corporate group (MB Capital Services GmbH, Capital Catering GmbH, Capital Facility GmbH, CSG-Team GmbH). The legal basis for this is Art. 6 (1) 1st sentence lit. f GDPR. The legitimate interest lies in providing comprehensive support services from a single source for improving the overall image of our trade fairs and events and for the purpose of quality assurance. **Please note the right of objection you have in this regard (see below "Your rights").**

**15. – 17.06.2021**

Messe Berlin GmbH  
Messedamm 22  
14055 Berlin  
DEUTSCHLAND/GERMANY  
  
Tel. +49 30 3038 0  
Fax +49 30 3038 2020  
stage-set-scenery@  
messe-berlin.de  
www.stage-set-scenery.de

### 3.5 Transfer of personal data to third parties

In so far as you have given us your express consent, we transfer your data to the third parties named in the consent declaration for the sending of advertising information so as to provide you with additional services in conjunction with your trade fair presence. The legal basis for this is Art. 6 (1) 1st sentence lit. a GDPR. **Please note the right of objection you have in this regard (see below "Your rights").**

### 3.6 Handling the media package

#### 3.6.1 Standard services

The performance package in the contract includes a media package. To render the services therein, we pass on your data to service providers with which we have data processing contracts so that they can contact you. The additional information you yourself provide, in so far as included in the media package, will be published in the guide, online in the Virtual Market Place® and in the relevant trade fair app in order to optimise your company's trade fair participation and to increase its presence in the market. The personal data published in the Virtual Market Place® and the app can be changed and deleted at any time. The data collected separately from you are processed for the purpose of carrying out your company's contractual relationship with Messe Berlin GmbH (legal basis: Art. 6 (1) 1st sentence lit. b GDPR).

#### 3.6.2 Special services

Besides the standard services you can order special services for the online catalogue or the app.

We market these additional services ourselves or through other service providers used by us and acting on our behalf. In the latter case we enter into data processing agreements contracts. Or our service providers market their services for the print catalogue and the app in their own name. In that case, we pass your data on only if you have given your express consent. The legal basis for this is Art. 6 (1) 1st sentence lit. a GDPR. **Please note the right of objection you have in this regard (see below "Your rights").**

### 3.7 Market research

**3.7.1** We also use the data you give under Point 2 for statistical purposes. This processing is effected on the legal basis of the legitimate interest pursuant to Art. 6 (1) 1st sentence lit. f GDPR. The legitimate interest of Messe Berlin here lies in the analysis of the market it serves with the aim of continuously improving its own offer. Please note your right to object to this (see below "Your rights").

**3.7.2** We regularly invite our visitors to participate in voluntary and anonymous online surveys to continuously improve our products and services and adapt them to their needs. Thereby, we resort to the data you provide in the stand registration to contact you. The legal basis for this is Messe Berlin's legitimate interest in carrying out precise and high-quality market research (Art. 6 (1) 1st sentence lit. f GDPR). Please note your right to object to this (see below "Your rights").

**3.7.3** An external service company ("order processor") was commissioned to carry out the online surveys and will contact you on behalf of Messe Berlin. The processor will process your personal data on the basis of an order processing agreement entered into with Messe Berlin.

### 3.8 Other order processing

**3.8.1** In order to carry out specific processing activities in conjunction with your stand registration, we resort to external service providers („processors") for organizational reasons, e.g. to mail documents. Processors will process your personal data on the basis of a data processing contract with Messe Berlin GmbH.

**3.8.2** In order to provide our visitors with current information about the latest trends and developments in the event-specific industries (e.g. as catalogues and on the website), we engage external service providers who will contact you by phone to ask about your company's product innovations and place them in the various media. The legal basis for this is a legitimate interest (Art. 6 (1) 1st sentence lit. f GDPR). The data will be processed on the basis of a data processing contract.

**3.8.3** To boost the efficiency of your acquisition activities with trade visitors to our fairs, we offer you a lead tracking service, which you can book as an additional service in our online order tool. To market this service, we sometimes engage service providers (processors), who will be available to you both as a contact partner for implementing this service and for support during the event. The legal basis for this data processing is a legitimate interest (Art. 6 (1) 1st sentence lit. f GDPR) in promoting the success of our customers' trade fair presence and thereby enable the best possible support. Processors will process your personal data on the basis of a data processing contract with Messe Berlin GmbH.

### 4. Data transfer to third countries

Transfer of personal data to our representatives and companies in our corporate group located in third countries will only take place where the European Commission ("EU Commission") has decided that the third country ensures an adequate level of protection (in accordance with Art. 45 (3) GDPR) or appropriate safeguards have been provided in accordance with Art. 46 GDPR. Adequacy decisions in accordance with Art. 45 (3) GDPR have been adopted by the EU Commission for our representatives in Andorra, Argentina, Canada, New Zealand, Israel, Japan, Switzerland and Uruguay. For all other representatives and companies in the corporate group that have their registered offices in a third country there are model data protection clauses approved by the EU Commission in accordance with Art. 46 (2) lit. c GDPR in place. In the latter case we will provide copies upon request (e.g. by email).



**15. – 17.06.2021**

Messe Berlin GmbH  
Messedamm 22  
14055 Berlin  
DEUTSCHLAND / GERMANY  
Tel. +49 30 3038 0  
Fax +49 30 3038 2020  
stage-set-scenery@  
messe-berlin.de  
www.stage-set-scenery.de

**5. Your rights**

You can assert the following data subject rights: right to information, erasure, transfer and rectification of your personal data and the right to restriction of processing. If you are of the opinion that any data processing has violated data protection law, you have the right to lodge a complaint with the relevant supervisory authority.

You can withdraw your given consent to the disclosure of your personal data for promotional purposes at any time and without the need to give reasons with effect for the future. To the extent that data processing is performed on the basis of legitimate interests, you have the right to object.

**6. Storage period**

Stored personal data will be erased, once they are no longer needed for achieving the pertinent purpose of their processing. In so far as the processing is effected on the basis of your consent (Art. 6 (1) 1st sentence lit. f GDPR) or due to a legitimate interest of Messe Berlin GmbH (Art. 6 (1) 1st sentence lit. a GDPR), the data in question will no longer be processed for the purpose in question, and where appropriate, erased after receipt of your revocation or objection.

Despite this, where there are commercial- or tax-law retention requirements, the data will be erased only after the end of the statutory periods.

**7. Photography/filming at the trade fair**

The event will be photographed and filmed for a lively presentation of the trade fair. The photographers deployed are identified appropriately. The recordings will be published in various media for both press and marketing purposes. The legal basis for this is our legitimate interest (Art. 6 (1) lit. f) GDPR) in informing the public about its events and using the recordings for promotional purposes to draw attention to further events. Please note your right to object to this (see above "Your rights"). In particular cases, especially when filming groups of people, we reserve the right to continue the data processing if the editing of the recordings either entails a manifestly disproportionate effort or other mandatory reasons outweigh the interests of the data subjects in the editing thereof.

If photographers take individual photographs of you, you will be asked for a separate consent declaration and separately informed about your pertinent rights in detail once again.



# 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 m<sup>2</sup> 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 m<sup>2</sup> costs (prices include electricity and water utilisation, hall lightning, heating, cleaning, and security):

#### Until 30 June 2020 Mid-Season Price:

**Row stand: 183.– EUR/m<sup>2</sup>**

**Corner stand: 198.– EUR/m<sup>2</sup>**

**Peninsula stand: 204.– EUR/m<sup>2</sup>**

**Island stand: 214.– EUR/m<sup>2</sup>**

#### From 01.07.2020 Regular Price:

**Row stand: 190.– EUR/m<sup>2</sup>**

**Corner stand: 202.– EUR/m<sup>2</sup>**

**Peninsula stand: 215.– EUR/m<sup>2</sup>**

**Island stand: 225.– EUR/m<sup>2</sup>**

**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/m<sup>2</sup> will be charged.

Stands must be minimum 9 m<sup>2</sup>.

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 m<sup>2</sup> of rental space – four passes and for every additional 10 m<sup>2</sup> – 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](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](http://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.

# 11. General Terms of Business for Trade Fairs and Exhibitions organised by Messe Berlin GmbH

## General Regulations

1. Applications
2. Joint Exhibitors
3. Conclusion of Contract
4. Allocation of Stands
5. Exhibits
6. Payment Conditions
7. Liability, Insurance
8. Cancellation, Non-participation on the Part of the Exhibitor; Withdrawal from the Contract by Messe Berlin
9. Force Majeure
10. Workers and Exhibitors Passes
11. Photographs and Film, Video and Sound Recordings
12. Advertising
13. Official Approval, Legal Regulations, Technical Guidelines
14. Regulations for the Maintenance of Order

## Stand Construction

15. General Regulations, Deadlines
16. Stand Design

## Other Services

17. Exhibitor Service Documents
18. General Inspection, Cleaning
19. Technical Installations
20. Photography
21. Catering Services
22. Data Protection

## Concluding Regulations

### 1 Applications

#### 1.1 Stand Applications

Applications to participate in a trade fair or exhibition (event) must be made using the form marked "Application Form". This form should be completed carefully and should include a legally binding signature. The application is an irrevocable offer to enter into a contractual agreement with Messe Berlin GmbH (hereinafter "Messe Berlin"), to which the exhibitor is committed until the commencement of the event.

#### 1.2 Details of the Contract

The main sections of the contract are

- a) the Application Form,
- b) the Special Conditions of Participation,
- c) the Regulations as contained in the Exhibitor Service Documents,
- d) the General Terms of Business.

Where there is conflict between these various regulations they shall apply in the order listed above.

### 1.3 Conclusion of the Contractual Regulations

By signing the stand application the exhibitor recognises as binding the Terms of Business and Conditions of Participation, as well as the Regulations contained in the Exhibitor Service Documents. He is responsible for ensuring that those persons employed by him during the event also comply with the terms of the contract in every respect.

### 2 Joint Exhibitors

If a number of exhibitors intend to hire a stand jointly, they must name one of their number in their application who will be authorised to negotiate with Messe Berlin on their behalf.

The authorised party bears the same liability for any faults or cases of negligence on the part of those whom he is authorised to represent as he does for his own faults and negligence. The participating exhibitors are liable jointly and severally to Messe Berlin.

### 3 Conclusion of Contract

#### 3.1 Confirmation of Order

Messe Berlin will confirm its decision to accept an offer with a written confirmation of order (acceptance of the exhibitor and the exhibits for which application has been made).

#### 3.2 Restrictions on the Exhibitor and Exhibits

If relevant grounds exist, and in particular if there is insufficient space, Messe Berlin may exclude individual exhibitors from participating, and may also limit the event to specific groups of exhibitors, if this becomes necessary in order to attain the objectives of the event. This also applies to exhibits.

#### 3.3 Deviations from the Application

If Messe Berlin accepts the application for display space or for exhibits, subject to extensions, restrictions or other alterations, it is obliged to abide by this offer for a period of two weeks.

### 4 Allocation of Stands

#### 4.1 Principle

In allocating the stand Messe Berlin will take into account the subject and the way in which a particular event is subdivided, as well as the space that is available. Messe Berlin will endeavour to meet specific requirements for stand locations wherever possible.

### 4.2 Changes to Adjoining Stands

The exhibitor should accept that changes may take place in the situation on other stands at the beginning of the event, compared with the time at which initial acceptance was granted. No claims for damages by either party can be entertained.

### 4.3 Exchanging Stands or Transferring them to Third Persons

The allocated stand may not be exchanged for that of another exhibitor, nor may it be transferred either partially or completely to a third person unless agreement has been reached with Messe Berlin.

### 5 Exhibits

#### 5.1 Removal, Exchange

Only the agreed exhibits may be displayed. Furthermore they may only be removed subject to the approval of Messe Berlin. Exhibits may only be replaced by other items if written agreement has been obtained from Messe Berlin, and replacement must take place at least one hour before the official daily opening time, or one hour after the official closing time.

#### 5.2 Exclusions

Messe Berlin is entitled to demand that exhibits should be removed if these were not included in the stand hire contract, or if they subsequently prove to cause annoyance or danger, or are incompatible with the objectives of the event. In the event of non-compliance, Messe Berlin is entitled to have recourse to law in removing the exhibits at the exhibitor's expense.

#### 5.3 Direct Sales

Unless expressly permitted, no items may be sold directly. If such approval is given the exhibits must be marked with clearly legible price tickets. It is the exhibitor's responsibility to obtain the necessary approval from the trading and health authorities, and to observe these regulations. The Exhibitor Service Documents contain further details.

#### 5.4 Protection of Copyrights and Patents

It is the responsibility of the exhibitor to ensure that copyrights and other industrial patents exist for his exhibits. A six month period of protection from the beginning of an exhibition for the protection of the inventions, samples and trademarks will only become effective if the Federal Minister of Justice has published the relevant announcement in the Bundesgesetzblatt (Federal Law Gazette).

## 6 Payment Conditions

### 6.1 Date when Payment becomes Due

The stand rental, as per Confirmation of Order, is to be paid onto one of the accounts listed on the invoice. These payments must be made within the time period stated in the specific trade fair conditions of participation and be annotated with the invoice and customer number. The amounts are due for payment at the time the invoice is issued. A final invoice will be sent after the event.

**6.2 Transfer of Claims, Offsetting Claims**  
Claims against Messe Berlin are not transferable. Claims may only be offset in the case of uncontested counter-claims or counter-claims which have been ruled valid.

### 6.3 Objections

Objections to invoices will only be considered if submitted to Messe Berlin in writing within 14 days following issue of the invoice.

### 6.4 Hirer's Rights of Lien

In order to secure any claims it may have, Messe Berlin shall be entitled to exercise its rights of lien as hirer, and to sell the items thus withheld as it wishes, following notification in writing. Messe Berlin is only liable for any damage to the items held in lien if such damage was caused maliciously or by gross negligence.

## 7 Liability, Insurance

**7.1** Messe Berlin assumes full liability for all damages resulting from intention or gross negligence on the part of Messe Berlin, its legal representatives or managing staff.

**7.2** Messe Berlin is fundamentally liable for damages caused due to gross negligence on the part of assistants employed by Messe Berlin. This liability is limited to damages that are generally associated with this type of contract.

**7.3** Messe Berlin is fundamentally liable for every breach of contract with regard to major contractual obligations. Major contractual obligations are defined as those that are vital to achieving the objectives of the contract (cardinal obligations). For breaches of cardinal obligations, provided they do not fall under Section 7.1, liability is limited to damages that are generally associated with this type of contract.

**7.4** The limits of liability according to Paragraphs 1 through 3 do not apply to liability for insufficient warranted quality, liability according to German product liability laws, and liability for loss of life, limb, or health.

**7.5** Messe Berlin is not liable for pre-existing deficiencies associated with rented space and equipment (guarantee liability), regardless of fault.

**7.6** The exhibitor is liable in accordance with legal regulations. It is recommended that exhibitors carry sufficient insurance. For further details, see the Exhibitor Service Documents.

## 8 Cancellation, Non-participation on the Part of the Exhibitor; Withdrawal from the Contract by Messe Berlin

### 8.1 Cancellation, Non-participation on the Part of the Exhibitor

The full stand rental charge shall still be payable if the exhibitor cancels or fails to take part in the event without notification of cancellation. If the exhibitor cancels and another lessee can be found for the stand, Messe Berlin retains the right to demand 25% of the invoiced stand rental charge from the original lessee to cover costs. The full stand rental must be paid when Messe Berlin rents the agreed upon stand space, although the overall area is reduced as a result of the cancellation/non-participation. The lessee retains the right to submit evidence to prove that no such costs were incurred by Messe Berlin, or that they were lower than stated. The right to assert additional claims remains unaffected.

### 8.2 Withdrawal by Messe Berlin

Messe Berlin is entitled to withdraw under the following circumstances:

- a) if the rental charge is not received in full at the latest by the date stated in the invoice for participation costs and if the exhibitor does not pay before the expiry of any extension period that may be granted;
- b) if the stand is not occupied in time, i.e. if it is not obviously occupied within 24 hours before the official opening;
- c) if the exhibitor infringes domiciliary rights, and does not refrain from such actions even after being advised to do so;
- d) if the registered exhibitor, as a private or corporate entity, no longer conforms to the requirements for granting acceptance, or if Messe Berlin subsequently becomes aware of any reasons which, they had been known before, would have excluded that person from participation. This applies in particular when bankrupt-

cy or insolvency proceedings have been instituted, or if the exhibitor becomes insolvent. In such circumstances exhibitors are required to inform Messe Berlin immediately.

In that cases, referred to above, Messe Berlin is entitled to claim damages. No. 8.1 may be applied accordingly.

## 9 Force Majeure

### 9.1 Cancellation of the Event

If Messe Berlin is prevented from holding the event for reasons outside its own control or that of the exhibitor, all claims to the stand rental become void. However, Messe Berlin may still invoice the exhibitor for work carried out in the latter's instructions, to cover any expenses already incurred, if the exhibitor is unable to furnish evidence that the results of this work are of no interest to him.

### 9.2 Rescheduling of the Event

If Messe Berlin is in a position to hold the event at a later date it must notify exhibitors immediately. Exhibitors are entitled to cancel their participation in the event if it is rescheduled, provided such cancellation is given within one week following receipt of this notification. In such cases claims for payment of stand rental no longer apply.

### 9.3 For Events that have Already Commenced

If Messe Berlin is obliged to shorten or cancel an event that has already begun, as a result of force majeure, exhibitors are not entitled to assert claims for repayment or for exemption from the stand rental charge.

## 10 Workers and Exhibitors Passes

### 10.1 Workers' Passes

Exhibitors will be supplied free of charge with passes for themselves and for any auxiliary staff employed during construction and dismantling. These will only be valid during construction and dismantling periods, and do not entitle the holders to enter the Exhibition Grounds during the event itself.

### 10.2 Exhibitors' Passes

Exhibitors will receive a limited number of special passes valid for the duration of the exhibition or fair, for use by themselves and their employees, and entitling them to admission free of charge. Additional details can be found in the conditions of participation.



### 10.3 Regulations Applying to Both Types of Passes

Passes are issued in the holder's name, or must be filled in correctly by the holder. They are not transferable and are only valid in conjunction with an official ID document. In cases of misuse the passes will be withdrawn without compensation. In the case of joint participation by a number of exhibitors, only the authorised exhibitor will receive the required passes. Additional passes are available, for which a charge will be made.

### 11 Photographs and Film, Video and Sound Recordings

Messe Berlin is entitled to take photographs, make drawings, or to make films or video recordings of events taking place at the fair, of structures and stands, or of exhibits, and to use these for advertising purposes or for publication in the media. No objections for whatever reason by exhibitors will be entertained. This also applies to photographs or recordings made directly by the press or television with the approval of Messe Berlin.

### 12 Advertising

#### 12.1 Scope

Advertising of all kinds is permitted but only within the stand hired by the exhibitor, on behalf of the exhibitor's own company, and only for exhibits manufactured or distributed by the exhibiting firm.

#### 12.2 Approval

Advertising by means of loudspeakers, the display of slides or films, or the inclusion of performances or shows require the written approval of Messe Berlin. Written approval must also be obtained for the use of other equipment and installations intended to enhance the impact of advertising either optically or acoustically. Advertising of a political nature is strictly prohibited.

### 13 Official Approval, Legal Regulations, Technical Guidelines

In all cases it is the responsibility of the exhibitor to obtain official approval. Exhibitors are responsible for ensuring the compliance with GEMA (performing rights) regulations, as well as with regulations pertaining to trading and industrial law, police regulations, health regulations and other legal requirements. This also applies in particular to the "Law on technical equipment" (Gerätesicherheitsgesetz). Moreover, exhibitors must observe the "Technical Guidelines" as specified in the Exhibitor Service Documents, in particular with regard to

the regulations contained therein relating to stand construction and design, and the extensive safety regulations also specified in this folder.

### 14 Regulations for the Maintenance of Order

#### 14.1 Domiciliary Rights

During the event exhibitors are subject to the domiciliary rights of Messe Berlin, which apply throughout the exhibition grounds. Exhibitors must comply with instructions given by employees of Messe Berlin, who will prove their identity by means of an appropriate identification document.

#### 14.2 Parking Spaces

Efforts will be made to meet exhibitor specific requirements regarding parking on the exhibition grounds. However no automatic rights exist to a parking space.

#### 14.3 Access to the Exhibition Grounds

Vehicles which do not have the correct authorisation or a document entitling them to park within the exhibition grounds will not be allowed access to the grounds during the event. Regulations pertaining to the delivery of goods and other items are covered by the conditions of participation.

#### 14.4 Leaving the Grounds

Exhibitors and accompanying persons must leave the halls within one hour following the official closing time each day, and all vehicles must leave the grounds by this time. Any persons wishing to leave the exhibition with packages must furnish proof that they are entitled to do so to the security staff at the exits.

#### 14.5 Miscellaneous

No animals are permitted on the exhibition grounds. Water required for use in connection with foodstuffs or for the cleaning of utensils coming into immediate contact with foodstuffs may only be obtained from taps supplying hygienic water. Water for such purposes may not be obtained from toilet facilities.

#### 14.6 Environmental Protection

Exhibitors are required to make every effort to protect the environment. In this respect they should also observe the Environmental Guidelines of Messe Berlin which are enclosed with the Exhibitor Service Documents.

### 15 General Regulations, Deadlines

#### 15.1 Deadlines

The construction and dismantling periods will be specified in the Special Conditions of Participation.

#### 15.2 Construction, Services for Exhibitors

The Exhibitor Service Documents contain a list of services available from MB Capital Services GmbH, a division of Messe Berlin, regarding planning, construction and design of standard and individual stands.

#### 15.3 Dismantling

##### a) Clearance Passes

A clearance pass must be shown before exhibits can be removed at the end of the exhibition or trade fair. Such passes will only be issued and made available to the stand occupant if the stand rental invoice has been paid in full.

##### b) Dismantling Period

Stands may not be cleared before the end of the event. Dismantling must be completed by the end of the allotted dismantling period. On expiry of this period Messe Berlin is entitled to undertake dismantling, removal of exhibits and their storage at the exhibitor's expense, or to order such arrangements to be made at the exhibitors' expense. Messe Berlin will only be liable for losses or damage to exhibits when such losses or damages are due to deliberate action or gross negligence. Messe Berlin is entitled to impose to cover any expenses thus incurred (No. 6 Item 4).

### 16 Stand Design

#### 16.1 Authorisation Certificate

Exhibitors with ground-level, single-story stands without roofs are not required to submit plans for approval, providing the stand is in compliance with all other technical guidelines. Any other type of stand, mobile stand, or special constructions require approval. Construction plans (floor plan and front view) must be submitted in duplicate to Messe Berlin for approval. Complete details can be found in the Exhibitor Service Documents.

#### 16.2 General Appearance

The exhibition stand must comply with the overall plan for the exhibition. Messe Berlin reserves the right to prohibit construction of unsuitable or inadequately designed stands.

### 16.3 Stand Equipment and Fittings during the Hours that the Event is Open

The stand must be correctly equipped and furnished, and staffed by competent personnel throughout the duration of the fair or exhibition, between the stipulated opening times.

### 16.4 Penalty Clause

If the exhibitor fails to comply with the regulations as stated above (No. 16, Item 2, 3), Messe Berlin is entitled to impose a penalty of Euro 500.00 per day if its instructions and warnings are not heeded.

## 17 Exhibitor Service Documents

The Exhibitor Service Documents contain information about the following: Technical guidelines, technical equipment standards in the halls, installations, stand constructions, design and furnishing, as well as about other services at trade fairs provided by MB Capital Services GmbH, insurance, PR work, the catalogue, room reservations and other services. The Exhibitor Service Documents also contain the necessary forms.

## 18 General inspection of the halls, surveillance, cleaning

- a) Messe Berlin carries out regular inspection of the halls, in particular for the purposes of fire prevention (e.g. keeping emergency exits clear). This does not include surveillance of individual stands. Exhibitors themselves are in charge of and responsible for the surveillance of individual stands. Messe Berlin draws attention to the fact that access may also be granted to the halls outside the hours of the event, due to other events that may be taking place (such as exhibitor evenings), or cleaning work. Moveable objects should be locked up overnight. Exhibitors may order security services from Messe Berlin. The deployment of such security services requires the prior written approval of Messe Berlin. Exhibitors are advised to take out suitable insurance cover.
- b) Messe Berlin will provide general cleaning on the grounds and in the aisles. Exhibitors are responsible for cleaning their own stands. Such cleaning work must be completed each day prior to the opening of the event.
- c) If the exhibitors do not employ their own personnel, stand cleaning and security must be arranged through the relevant company appointed by Messe Berlin.

- d) The exhibitor or his appointed stand constructor is responsible for disposing of any waste materials resulting from its work. In this respect the rules laid down in the environmental guidelines in the Exhibitor Service Documents must be observed.

## 19 Technical Installations

Regular supplies of electricity, water, gas and telephone services, along with other services in the halls, will be provided by companies authorised by Messe Berlin. Further details are contained in the conditions of participation.

## 20 Photography

The taking of photographs, films or videos on behalf of exhibitors during the daily opening hours of the event may only be carried out by photographers, film or video production companies thus authorised by Messe Berlin and in possession of the appropriate pass. Such authorisation also applies prior to and after the daily opening hours of the event. No other photographers or production companies will be permitted access to the Exhibition Grounds. Information on this matter can be obtained from the MB Capital Services GmbH.

## 21 Catering Services

Catering services are provided exclusively by Capital Catering GmbH, Messedamm 22, 14055 Berlin, Germany Telephone +49(0)30 / 3038-3914.

## 22 Data Protection

We collect, use and process your personal data for the purposes of substantiating, fulfilling and processing your contract with Messe Berlin GmbH as well as for market research. In order to fulfil our contractual obligations, it is necessary to forward some of your information to Messe Berlin subsidiaries and partner companies that process this data on our behalf.

If you have authorised us to do so, we share your information with our affiliated enterprises and official partner companies to enable them to offer you their own supplementary services or other similar services. This information is also made available to official Messe Berlin GmbH foreign representatives and partner companies located outside of Germany.

Your information is used in accordance with legal stipulations and only for the defined purposes.

Any declaration of consent you have provided to Messe Berlin GmbH can be withdrawn at any time.

## 23 Concluding Regulations

**23.1 Changes and Amendments in Writing**  
Any changes to the contents of this agreement (No. 1 Item 2), and ancillary agreements, are only legally binding if they have been confirmed in writing by Messe Berlin.

### 23.2 German Law

The mutual rights and obligations deriving from this contractual arrangement and resulting from this contract are subject to the law of the Federal Republic of Germany.

### 23.3 Place of Performance and Venue

Place of fulfillment is Berlin-Charlottenburg. If the defendant is a businessman or a legal entity in the public domain, or if the defendant has no general place of jurisdiction within Germany, the place of jurisdiction is Berlin-Charlottenburg or the defendant's own place of jurisdiction.

### 23.4 Statute of Limitations

Claims by exhibitors against Messe Berlin expire after 6 months if not precluded by cogent legal regulations.

### 23.5 Redemptory Clause

If any individual provisions in these general terms of business become void, this shall not affect the validity of the other regulations. The void provision should be altered in such a way as to fulfil the intended purpose.