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Karlsruher Messe- und Kongress GmbH  
Team RATL  
Postfach 1208  
76002 Karlsruhe

## Registration Exhibitor

### Contract address

Company

Contact person for trade fair organisation (first and last name)

Street / P.O. Box

Telephone number

Post code, City

Mobile phone number

Country

E-mail

General E-mail & website

**Optional:** Different contact person for marketing activities:

First and last name: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Accounting (in case of different billing address than stated above)

Company

Contact person for invoice receipt (first and last name)

Street / P.O. Box

E-mail

Post code, City

Country

VAT ID number (obligatory entry for EU countries/  
non-EU countries need to enclose certificate of entrepreneurial status)

Please note: All stand-related invoices will be e-mailed to you at the above address.


As an exception, you may apply to receive your invoice by post. Please tick the following box:


Yes




### Association membership (discounts)

As a member of one of the following associations, you will receive the discount on the stand rental prices shown on page 2. Discounts cannot be combined. If you belong to more than one association, the highest rated discount applies.

VDBUM (25%) 

bvse (10%) 

VDMA (10%)   
Abfall- und Recyclingtechnik




### Exhibition focus

Please select the exhibition focus that applies to your participation:





 (both focal areas equally)

1

Legend:



## Stand space in the outdoor exhibition area

→ We order the following stand space in accordance with the conditions of participation:

Minimum size of stand space: 50 m<sup>2</sup>

Stand space	Front x depth
_____ m <sup>2</sup>	_____ m x _____ m



Services incl. stand construction packages for the outdoor exhibition area can be found on page 7.

→ We select for our stand space in the outdoor exhibition area:

### “Demonstration” presentation format



The commissioning of machines, systems and attachments as part of live demonstrations at your own stand is mandatory for this form of presentation.

### “Static” presentation format



The presentation format is intended for exhibitors who do not carry out live demonstrations on their stand and present exhibits statically.

	50 – 200 m <sup>2</sup>	201 – 500 m <sup>2</sup>	From 500 m <sup>2</sup>	From 50 m <sup>2</sup>
<b>-5 €</b> Loyalty* 1.3. – 31.3.2024	<input type="checkbox"/> € 55.00/m <sup>2</sup>	<input type="checkbox"/> € 50.00/m <sup>2</sup>	<input type="checkbox"/> € 45.00/m <sup>2</sup>	<input type="checkbox"/> € 60.00/m <sup>2</sup>
<b>-5%</b> Early bird** 1.3. – 8.10.2024	<input type="checkbox"/> € 57.00/m <sup>2</sup>	<input type="checkbox"/> € 52.00/m <sup>2</sup>	<input type="checkbox"/> € 48.00/m <sup>2</sup>	<input type="checkbox"/> € 62.00/m <sup>2</sup>
<b>1 year to go</b> Regular From 9.10.2024	<input type="checkbox"/> € 60.00/m <sup>2</sup>	<input type="checkbox"/> € 55.00/m <sup>2</sup>	<input type="checkbox"/> € 50.00/m <sup>2</sup>	<input type="checkbox"/> € 65.00/m <sup>2</sup>

### → Specifics for live demonstrations at the stand

#### Free material

Messe Karlsruhe provides exhibitors with demonstration stand with **materials** such as construction waste, concrete parts, old wood, cuttings, mixed scrap or old tyres **free of charge** and in **limited quantities**. The supply and disposal of materials within the defined quantity limits is free of charge. Further information, including ordering options, can be found in the Online Service Centre (OSC for short) or is available on request.

#### Restoration of the ground/surface conditions

The requirements for restoring the surface and/or ground structure depend on the base layer and soil condition of the respective stand space in the outdoor exhibition area and the specific demonstration application to be carried out. The individual demonstration design must be registered with Messe Karlsruhe using the so-called "Technical question sheet". The reconstruction variant to be used will be issued to the exhibitor as a condition of the stand construction permit. All reconstruction variants can be found in the Special Conditions of Participation. During the dismantling period, the stand space will be inspected by Messe Karlsruhe and/or its authorised representatives in consultation with the exhibitor.



Services incl. stand construction packages for the indoor exhibition area can be found on page 8.

## Stand space in the indoor exhibition area

→ We order the following stand space in accordance with the conditions of participation:

Minimum size of stand space: 9 m<sup>2</sup>

Stand space	Front x depth		Row stand 1 open side	Corner stand 2 open sides	End/island stand 3 / 4 open sides
_____ m <sup>2</sup>	_____ m x _____ m	<b>-5 €</b>	<input type="checkbox"/> € 130.00 €/m <sup>2</sup>	<input type="checkbox"/> € 135.00 €/m <sup>2</sup>	<input type="checkbox"/> € 140.00 €/m <sup>2</sup>
			<input type="checkbox"/> € 133.00 €/m <sup>2</sup>	<input type="checkbox"/> € 138.00 €/m <sup>2</sup>	<input type="checkbox"/> € 143.00 €/m <sup>2</sup>
		<b>1 year to go</b>	<input type="checkbox"/> € 135.00 €/m <sup>2</sup>	<input type="checkbox"/> € 140.00 €/m <sup>2</sup>	<input type="checkbox"/> € 145.00 €/m <sup>2</sup>

## Additional stand services

	Service fee <sup>(1)</sup>	AUMA fee <sup>(2)</sup>	Marketing package <sup>(3)</sup>
Outdoor exhibition area	€ 12.50/m <sup>2</sup>	€ 0.60/m <sup>2</sup>	€ 750.00
Indoor exhibition area	€ 9.00/m <sup>2</sup>	€ 0.60/m <sup>2</sup>	€ 750.00

- (1) Disposal handling in line with point 13.03 of the IDFA guidelines. Outdoor exhibition area: Infrastructure and energy costs / Indoor exhibition area: Gen. hall ancillary costs, energy costs  
 (2) Fee of the Association of the German Trade Fair Industry (AUMA)  
 (3) For a description of services, see page 3 under "Marketing package"

→ We would prefer the following placement (e.g. not next to, in the vicinity of, analogue to the previous event):

\_\_\_\_\_

\* The loyalty price only applies to exhibitors of RATL 2023 with a submitted declaration of participation for booking between 1. and 31.3.2024.

\*\* The early bird price is available to previous exhibitors and interested companies who register to participate between 1.3. and 8.10.2024.

## Marketing package

→ The marketing package with a compulsory fixed fee of € 750.00 includes the following:

- **All tickets for a free visit to the trade fair for your customers**
  - ✓ One universal, digital voucher code (in the form of a registration link) per exhibitor, which can be sent to all customers equally
  - ✓ The entry fees for redeemed vouchers will not be billed.
  - ✓ Real-time insight into registered and accessing customers before and during the trade fair via the Online Service Centre (OSC)
  - ✓ Evaluation of accessed customers after the trade fair
  - ✓ Voucher cards for customer visits (with your universal voucher code printed on them) can be ordered free of charge at any time
- **Advertising material**  
 (including flyers, vehicle stickers, personalised online advertising banners with stand number for your website and social media channels)
- **Exhibitor profile in the exhibitor and product database**  
*(remains online until the publication of the new online exhibitor database for the following trade fair)*  
 The digital exhibitor and product database offers you the opportunity to maintain your personal exhibitor profile and thus digitally represent your company and your trade fair highlights. Use the complete editing of your profile.  
 This includes:
  - ✓ 8 products that can be selected free of charge (details on pages 4 and 5)
  - ✓ Unlimited number of product descriptions including photos and videos
  - ✓ Addition of contact persons
  - ✓ Company profile



Please indicate the letter for alphabetical sorting in the exhibitor and product directory:

## Showcase your brand

→ Upgrade your trade fair appearance for an even more successful participation!

Professionally staged **demonstration formats** (demonstration building sites and special theme areas) are the setting for giving a wide audience impressive access to the added value of selected machine technologies from your company.  
 In combination with your stand space, you can benefit from additional appeal through well-positioned **product placements** and/or **sponsoring** customised to your participation goals.

### Demonstration formats Demonstration building sites and special theme areas



The **focus topics** of the individual demo formats may vary. Participation is **only possible upon realisation of the respective demo format**. You will receive further information at a later date. Booking possible from 01.10.2024.

We are interested in participating in the following demo formats:

<p>Special theme area wood &amp; biomass</p> 	<p>ATTACHMENTS ARENA</p> 	<p>Demonstration building site e-mobility in compact construction, gardening and landscaping</p> 	<p>VDBUM demonstration building site(s)</p> 
Focus topic: minerals		Focus topics tbd: conduit / rail / special heavy construction	

We are interested in participating in a demo format with the following topic focus:

### Product placements and sponsoring

→ Booking product placements

- Exhibit at the **main entrance: € 2,800.00**
- Exhibit in the **Events Hall: € 1,750.00**
- Exhibit on the **transition to the outdoor exhibition area: € 3,800.00**



**First-Come-First-Serve**  
 Product placements are **limited** and will be allocated according to receipt of registration.

→ Sponsoring / further advertising services

- Interest in a **customised sponsorship package**
- Interest in advertising (banners, content) in the **visitor newsletter**
- Booking of logo integration on the **Print@Home ticket for visitors: € 400.00**

# List of products

Present your **product portfolio with a total of up to eight free entries** that you can select. These will be published **digitally** in the **exhibitor and product database** (short: EPDB) on the trade fair website [www.ratl-messe.com/exhibitors](http://www.ratl-messe.com/exhibitors). In case you select more than 8 product entries, you will be charged **€ 50 for each additional entry** after the show.

## Product categories RATL 2025

### 1 | Construction machines, equipment & tools

- 1.1 Excavators, material handlers
- 1.2 (Wheel-) Loaders
- 1.3 Rollers
- 1.4 Suction excavators
- 1.5 Road graders
- 1.6 Compressors
- 1.7 Dust binders
- 1.8 Hydraulic tools
- 1.9 Diamond tools
- 1.10 Other construction tools
- 1.11 Tyres
- 1.12 Concrete mixing systems
- 1.13 Accessories, spare and wear parts for construction machinery/equipment

### 2 | Construction vehicles / lifting and material handling equipment

- 2.1 Vehicle construction
- 2.2 Dumper trucks
- 2.3 Vehicle bodies, trailers
- 2.4 Skip/roll-off tipper or container
- 2.5 Road sweepers
- 2.6 Aerial working platforms
- 2.7 Forklifts
- 2.8 (Mobile) cranes
- 2.9 Vacuum equipment
- 2.10 Other lifting technology  
Specify: \_\_\_\_\_

### 3 | Attachments

- 3.1 Compactors
- 3.2 Levelling tools
- 3.3 Bucket separators
- 3.4 Bucket screener

- 3.5 Bucket crushers
- 3.6 Other buckets
- 3.7 Concrete cutters
- 3.8 Hydraulic breakers
- 3.9 Shears
- 3.10 Pulveriser
- 3.11 Sorting / demolition grapples
- 3.12 Drum cutters
- 3.13 Excavator magnets
- 3.14 Tiltrotators
- 3.15 Quick coupler systems
- 3.16 Adapters for quick coupler systems
- 3.17 Attachments for special heavy construction
- 3.18 Other attachments  
Specify: \_\_\_\_\_

### 4 | Auxiliary products / services (construction site / waste management facility)

- 4.1 Lighting
- 4.2 Fences, barriers and other safety equipment/systems
- 4.3 Containers, construction site or office trailers
- 4.4 Hall construction (mobile/stationary)
- 4.5 Storage and transport containers
- 4.6 Weighing technology (mobile/stationary)
- 4.7 Power supply
- 4.8 Noise and sound protection
- 4.9 Fire protection systems
- 4.10 Safety at work (work clothing, breathing apparatus, etc.)
- 4.11 Security and warning systems, access management
- 4.12 Mobile fuelling systems

### 5 | Testing, measuring and control technology

- 5.1 Devices/software for inspection, detection, analysis, documentation and evaluation
- 5.2 Construction machines control systems
- 5.3 Automatisations
- 5.4 Telematics, fleet management
- 5.5 Surveying systems (equipment, tools)
- 5.6 Laser technology

### 6 | Services

- 6.1 Financing, leasing, insurance
- 6.2 Maintenance and service
- 6.3 Rental services
- 6.4 Construction companies
- 6.5 Waste management facilities
- 6.6 Transport services
- 6.7 (Environmental) analytics / testing laboratories
- 6.8 Certification

### 7 | Associations / media / education

- 7.1 Trade publishers, databases
- 7.2 Media technology
- 7.3 Associations, organisations
- 7.4 Vocational training

# List of products

## Product categories TiefbauLIVE

### 8 | Systems and machinery with focus on road and (traffic) path construction

- 8.1 Road pavers
  - 8.2 Feeders
  - 8.3 Road milling machines, cold milling machines
  - 8.4 Tarmac recyclers
  - 8.5 Vibratory plates, rammers
  - 8.6 Compaction machines
  - 8.7 Testing technology soil compaction / tarmac
  - 8.8 (Pavement) laying machines / systems
  - 8.9 Measuring and control systems for road construction / rehabilitation
  - 8.10 Road maintenance
  - 8.11 Other construction equipment / tools for road and path construction
- Specify: \_\_\_\_\_

### 9 | Systems and machinery with focus on conduit construction

- 9.1 Conduit renewal, new conduit construction
  - 9.2 Cable laying machines / cable drawing systems
  - 9.3 Separator systems
  - 9.4 Drainage systems
  - 9.5 Pipeline construction
  - 9.6 Pumps, pumping stations
  - 9.7 Filters, strainers, coverages
  - 9.8 Other construction equipment / tools for conduit construction
- Specify: \_\_\_\_\_

### 11 | Systems and machinery for gardening and landscaping

- 11.1 Machines and equipment for planting work
  - 11.2 Equipment for landscape maintenance
  - 11.3 Watering systems
  - 11.4 Other special equipment for gardening and landscaping
- Specify: \_\_\_\_\_

### 10 | Systems and machinery with focus on special heavy construction

- 10.1 Drilling equipment and systems
- 10.2 Soil displacement systems
- 10.3 Pumps for dewatering excavation pits
- 10.4 Excavation support

## Product categories RecyclingAKTIV

### 12 | Recycling systems (by machine systems)

- 12.1 Shredders
- 12.2 Shears (mobile/stationary)
- 12.3 Chopper
- 12.4 Granulators
- 12.5 Crushers
- 12.6 Cable strippers
- 12.7 Pulverisers / grinders
- 12.8 Other shredding systems
- 12.9 Magnet sorting / non-ferrous and ferrous metal separators

- 12.10 Sorting facilities (mobile/stationary)
- 12.11 Other sorting systems
- 12.12 Screens
- 12.13 Screening plants
- 12.14 Other screening systems
- 12.15 Presses
- 12.16 Bunkers and conveyors
- 12.17 Stockpile conveyors
- 12.18 Plant construction
- 12.19 Accessories, spare and wear parts for recycling technology systems / equipment

### 13 | Recycling of secondary raw materials (by material flows)

- 13.1 Building material
- 13.2 Metals, scrap
- 13.3 Waste wood
- 13.4 Biomass
- 13.5 Waste paper
- 13.6 Used tyres
- 13.7 Electronic waste
- 13.8 Vehicles
- 13.9 Plastics



Please tell us your product group that you miss in the product overview shown here. We will subsequently check whether there are duplicate entries from other exhibitors and if your desired product group will be included in the trade fair nomenclature. Please note, no guarantee of inclusion is given!

Desired product: \_\_\_\_\_

All prices are subject to the VAT applicable in the year of the event. The General Exhibiting Guidelines for Trade Fairs and Exhibitions of IDFA Members, the Special Terms and Conditions for Participation, the General Terms and Conditions for Services (hereinafter: GTC S OSR), the Technical Guidelines of RATL 2025 and the House Rules, which are available at [www.ratl-messe.com](http://www.ratl-messe.com), are hereby acknowledged as legally binding in their entirety. Any deviating agreements must be made in writing. The place of performance and jurisdiction is Karlsruhe.

I have read the information on data protection in accordance with Art. 13 DSGVO at [www.messe-karlsruhe.de/en/data-protection](http://www.messe-karlsruhe.de/en/data-protection).

# Order of services / stand construction packages

➔ Please select as applicable:

- We bring our **own** stand construction.  We would like a **stand construction consultation**.

➔ We hereby order the following stand services as an exhibitor in the outdoor / indoor exhibition area:

## Outdoor stand construction packages

Service description of the individual packages on page 7.

- Pagoda Basic Package** | € 1,000.00  
 **Pagoda Comfort Package** | € 1,900.00

We book the following individual services as "Add-On" for the Pagoda stand construction package:

- LED spotlight (60 watts)** | € 43.50  
 **Oil heater (15-25 kW)** | € 395.00  
 **Back wall banner** | € 360.00

We are interested in:

- Event Container in the outdoor exhibition area**



The stand construction packages for the indoor exhibition area at the conditions listed here are only available for stands measuring up to 30 m<sup>2</sup> in size. Stand construction for larger stand sizes is subject to individual agreement.

## Indoor stand construction packages

Service description of the individual packages on page 8.

- Basic Package** | € 99.00/m<sup>2</sup>  
 **Comfort Package** | € 127.00/m<sup>2</sup>  
 **Matrix Basic** | € 168.00/m<sup>2</sup>  
 **Matrix Comfort** | € 201.00/m<sup>2</sup>

**Carpet:**

Please select your carpet colour

- Red** (713 red)  **Black** (913 jet black)  
 **Green** (625 spring green)  **Purple** (503 violet)  
 **Light grey** (949 frost grey)  **Blue** (851 pacific blue)  
 **Dark grey** (923 charcoal)

(special colours available on request)

**Panel lettering:**

When choosing a Basic or Comfort Package, please send your logo or lettering stating **RATL 2025** and the exhibitor's name to [service@messe-karlsruhe.de](mailto:service@messe-karlsruhe.de).

➔ Order of electrical connections

We order a power outlet:

	Indoor area	Outdoor area
3 kW	<input type="checkbox"/> € 195.00	<input type="checkbox"/> € 260.00
9 kW	<input type="checkbox"/> € 200.00*	<input type="checkbox"/> € 250.00*
20 kW	<input type="checkbox"/> € 235.00*	<input type="checkbox"/> € 285.00*
40 kW	<input type="checkbox"/> € 282.00*	<input type="checkbox"/> € 332.00*

\*plus electric power consumption (lump-sum)

- We order **grounding/equipotential bonding** | € 65.00

We order a power distributor in addition to the power outlet:

(Prices for indoor / outdoor exhibition area)

	Distributor prices:
9 kW	<input type="checkbox"/> € 155.00
20 kW	<input type="checkbox"/> € 220.00
40 kW	<input type="checkbox"/> € 341.00



All **conductive stand structures** (e.g. truss systems, scaffolding, containers, etc.) with **electrical consumers** must be provided with an **grounding/equipotential bonding system**.

➔ Order of water connection

We order a water connection:

- Water connection **1/2"** incl. tap/end valve, sink connection, waste water connection | € 630.00
- Water connection **3/4"** incl. tap/end valve, sink connection, waste water connection | € 630.00

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- I have read the information on data protection in accordance with Art. 13 DSGVO at [www.messe-karlsruhe.de/en/data-protection](http://www.messe-karlsruhe.de/en/data-protection).

Company

Place, date

Company stamp, legally binding signature

## Outdoor stand construction service

Professional appearance with all-round service

### Pagoda Basic package

- Pagoda tent (5 x 5 m) with an extra window sheet
- Wood flooring – rent incl. set-up and dismantling
- Tent insurance
- Fire extinguishers
- Power connection with 230 V / 3 kW incl. electric power consumption (lump-sum)
- Planning and organisation with set-up and dismantling

→ Fixed price: € 1,000.00



Sample photo

### Pagoda Comfort Package

Services as in the Pagoda Basic Package with additional:

- 2 x flag mast 7 – 8 m incl. anchorage
- Sideboard
- Brochure stand "Simona"
- High table white
- 2 x bar stools "Swing" black

→ Fixed price: € 1,900.00



Sample photo



Stand construction packages with so-called **Event Containers** (container solutions) will be offered at a later date. These can then be ordered in the Online Service Centre (OSC for short).

# Indoor stand construction service

Professional appearance with all-round service

## Basic Package (available from 9 m<sup>2</sup> to 30 m<sup>2</sup>)

- Material: Octanorm, matt silver, construction height 2.5 m
- Plastic coated back and side walls: white (colours can be added for an additional charge)
- REWIND carpet, free of latex, 100% recyclable, entire stand space, choice of colours: red (713 red), blue (851 pacific blue), green (625 spring green), light grey (949 frost grey), dark grey (923 charcoal), purple (503 violet) and black (913 jet black), special colours available on request
- As of 15 m<sup>2</sup>: cabin 2 m x 1 m with lockable door
- Cover panels: 2 m x 0.3 m incl. lettering / logo (1 panel per each open stand side)
- Duo ceiling supports along open stand sides
- Lighting: 1 LED spotlight, 30 W per 3 m<sup>2</sup> (illumination corresponds 150 W)
- 1 power connection 3 kW, incl. power consumption (lump-sum), incl. triple socket for stand lighting
- Planning and organisation with set-up and dismantling

➔ Fixed price: € 99.00/m<sup>2</sup>



## Comfort Package (available from 9 m<sup>2</sup> to 30 m<sup>2</sup>)

Services as in the Basic Package with additional:

- Daily stand cleaning
- 1 coat rail (only in conjunction with the cabin)
- 4 chairs (81 x 40 x 45 cm), frame: chromium, seating area: leather light grey
- 1 bar stool "Swing" (height 80 cm) black
- 1 steel tube table rectangular (72 x 115 x 75 cm), frame: chromium, worktop white
- 1 counter "Comfort" (115 x 105 x 55 cm) white
- 1 brochure shelf (95 x 30 cm), fixed mounted, white

➔ Fixed price: € 127.00/m<sup>2</sup>



## Matrix Basic (available from 15 m<sup>2</sup> to 30 m<sup>2</sup>)

- Material: BeMatrix, matt silver, construction height 2.5 m
- Plastic plates (back and side walls): white, 3 mm
- REWIND carpet, free of latex, 100% recyclable, entire stand space, choice of colours: red (713 red), blue (851 pacific blue), green (625 spring green), light grey (949 frost grey), dark grey (923 charcoal), purple (503 violet) and black (913 jet black), special colours available on request
- Cabin 2 m x 1 m with lockable door
- Lighting: 1 LED display spotlight, 35 W per 3 m<sup>2</sup> (illumination corresponds 150 W)
- 1 power connection 3 kW, incl. power consumption (lump-sum), incl. triple socket for stand lighting
- Daily stand cleaning
- Planning and organisation with set-up and dismantling
- **Optional:** digital print on fabric walls incl. mounting and demounting on the entire surface
- **Optional:** digital print on plastic plates incl. mounting and demounting on the entire surface

➔ Fixed price: € 168.00/m<sup>2</sup>

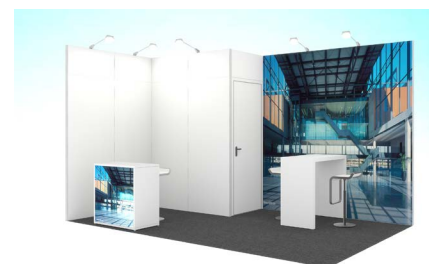


## Matrix Comfort (available from 15 m<sup>2</sup> to 30 m<sup>2</sup>)

Services as in the Matrix Basic package with additional:

- 1 coat rack
- 1 counter with fabric (100 x 100 x 45 cm), illuminated, coated wood, white, incl. digital print (4 colours)
- 3 bar stools "lem" (74-87 x 37 x 42 cm, seating height 66-79 cm), frame: chromium, seating area: wood white
- 1 high desk (110 x 120 x 60 cm) white

➔ Fixed price: € 201.00/m<sup>2</sup>



The **stand construction packages for the indoor exhibition area** at the conditions listed here are **only available for stands measuring up to 30 m<sup>2</sup> in size**. For individual stand construction on larger stand areas, please contact the Exhibitor Service.



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Tel. +49 721 3720 5096 Fax +49 721 3720 99 5096

Karlsruher Messe- und Kongress GmbH  
Team RATL  
Postfach 1208  
76002 Karlsruhe

## Registration of co-exhibitor/ represented companies/brands

### Co-exhibitor registration fee € 750.00

(Registration fee incl. one exhibitor pass and Customer Care Package)

Company

Street/P.O. Box

Post code, City

Country

General e-mail & website

VAT ID number (obligatory entry for EU countries/ non-EU countries need to enclose certificate of entrepreneurial status)

Contact person

Telephone number

E-mail

Invoicing to main exhibitor

Invoicing to co-exhibitor



**Co-exhibitor(s):** Represented on the stand with personnel and products.

**Represented companies/brands:** Presented at the stand of the main exhibitor with products without their personnel. These are not product brands, but in particular in the case of dealers, the companies represented by them – in terms of “dealer brands”.

As the **CO-EXHIBITOR**, please indicate the letter for alphabetical sorting in the exhibitor and product directory:

**8 product entries** are **free of charge**. Each additional entry is charged at € 50. For this purpose, use the **product categories** on page 4 and 5 and enter the corresponding numbers here.

Our **exhibition goods** according to product categories:

--	--	--	--	--	--	--	--



If **invoicing** is made to the **co-exhibitor**, the **co-exhibitor's signature** is required. Otherwise, invoicing to the main exhibitor is assumed.

### Information on sending invoices by e-mail:

Please note: All stand-related invoices will be e-mailed to you at the above address. (If invoiced to the main exhibitor, to their address; if invoiced to the co-exhibitor, to their address.) If the invoice recipient differs, please inform us here of the e-mail address for sending the invoice:

Would you like to receive invoices by post?  Yes

Unless you provide us with a different postal address, we will send invoices to the address specified in your contract. (If invoiced to the main exhibitor, to their address; if invoiced to the co-exhibitor, to their address.) If the postal address of the invoice recipient differs, please inform us here of the address for sending the invoice:

### Represented companies/brands

Please name your represented companies/brands below as a listing:



**For free!**

### I am represented as a co-exhibitor at the following main exhibitor.

Company:

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I have read the information on data protection in accordance with Art. 13 DSGVO at [www.messe-karlsruhe.de/en/data-protection](http://www.messe-karlsruhe.de/en/data-protection).

Place, date

Company stamp, legally binding signature

## Special Terms and Conditions for Participation

### in events organised by

Karlsruher Messe- und Kongress GmbH  
Postfach 12 08  
76002 Karlsruhe  
Germany  
tel +49 721 3720 0  
fax +49 721 3720 2116  
info@messe-karlsruhe.de  
[www.messe-karlsruhe.de/en](http://www.messe-karlsruhe.de/en)

### 1. Event

RecyclingAKTIV & TiefbauLIVE (RATL)

### 2. Organiser

Karlsruher Messe- und Kongress GmbH (Messe Karlsruhe)  
Postfach 12 08, 76002 Karlsruhe, Germany

### 3. Date(s) and venue

Thursday and Friday, 9 – 10 October 2025, 9 am – 5 pm  
Saturday, 11 October 2025, 9 am – 4 pm

### 4. Assembly and dismantling periods

Exhibitors will be informed of the period and times for assembly and dismantling no later than May 2025 upon receipt of the stand confirmation.

### 5. Registration and admission

5.1 The Exhibitor registers either by returning the legally-binding signed registration form or via the online stand registration system. If registering by returning the signed registration form, the Exhibitor shall create a copy for their own records.

Insofar as all conditions for admission have been fulfilled, the Exhibitor will receive written confirmation of acceptance from the trade fair/exhibition management.

5.2 If the Exhibitor registers via the online stand registration system, they will automatically receive confirmation by e-mail. The Exhibitor will receive their admission permit from the trade fair/exhibition management a few days later. The Exhibitor does not have a legally binding document until they receive this admission permit.

a) The presentation of services in the "RATL 2025" online stand registration system does not constitute an offer, but merely an invitation to submit offers.  
b) By clicking the "Complete registration" button, the Exhibitor submits a binding offer to order the services of Messe Karlsruhe that they have selected (application). Before sending the application, the Exhibitor can change and view the data at any time. However, the application can only be submitted and sent if the Exhibitor has clicked the button "I have read and accept the General Exhibiting Guidelines for Trade Fairs and Exhibitions of IDFA Members, the General Terms and Conditions, the Special Conditions of Participation, the Technical Guidelines of RATL 2025, the House Rules, the Privacy Policy and the General Terms and Conditions for Services OSR." This confirms that these terms and conditions have been accepted by the Exhibitor and thus included in their application.

5.3 If only a confirmation of receipt is sent, this shall not constitute acceptance of the application. The contract shall not be concluded until the application has been expressly accepted via the Exhibitor receiving a confirmation of admission or other express written notification (e.g. by order confirmation)/via e-mail.

5.4 The contract is concluded between the Exhibitor and Messe Karlsruhe.

5.5 The trade fair/exhibition management will endeavour to comply with the Exhibitor's wishes in the choice of stand form but reserves the right – in consultation with the Exhibitor – to make changes due to planning constraints.

### 6. Withdrawal / cancellation

6.1 Once admission has been granted, withdrawal from the contract by the Exhibitor shall not be possible outside the statutory provisions and the following regulations. If the Exhibitor cancels their participation after this time or declares their withdrawal from or termination of the contract, they must pay the participation fee for the entire booked stand area and the ancillary costs incurred by the Organiser up to this time.

6.2 To avert danger and/or for technical or safety-related reasons, the trade fair/exhibition management may prohibit or not permit an exhibit or demonstration planned by the Exhibitor, even at short notice. The discretionary decision of the trade fair/exhibition management here is binding. In this case, the Exhibitor is not permitted to withdraw from the contract and is responsible for redesigning or repurposing their stand space in consultation with the trade fair/exhibition management. Unauthorised goods may be removed by Messe Karlsruhe at the Exhibitor's expense without further warning.

6.3 The following cancellation fees apply to services **in the indoor exhibition area**:

- a) If notice of withdrawal or cancellation is received between four weeks and **eight days before the official start of assembly, 50% of the agreed net price** for stand construction/services shall be payable.
- b) If notice of withdrawal or cancellation is received **up to seven days before the official start of assembly, 100% of the agreed net price** for stand construction/services shall be payable.

6.4 The following cancellation fees apply to services **in the outdoor exhibition area**:

- a) If notice of withdrawal or cancellation is received between four weeks and **15 days before the official start of assembly, 50% of the agreed net price** for stand construction/services shall be payable.
- b) If notice of withdrawal or cancellation is received **up to 14 days before the official start of assembly, 100% of the agreed net price** for stand construction/services shall be payable.

6.5 Customised services, such as cut partitions, images, etc., are excluded from cancellation.

6.6 The Exhibitor has the right to prove that Messe Karlsruhe has not incurred damages amounting to the costs detailed in sections 6.1 to 6.5.

6.7 Messe Karlsruhe is not obliged to agree to a transfer of the contract to a substitute participant suggested by the Exhibitor.

### 7. Admission requirements

Participation in the trade fair as an Exhibitor is open to manufacturers and companies that are authorised by a manufacturer to exhibit the manufacturer's products.

All exhibits must be described precisely in the registration and correspond to the exhibition topics as per the product group directory. Only items that have been registered and admitted may be exhibited. The trade fair/exhibition management shall make decisions regarding admission. The trade fair/exhibition management must be notified in text form and approve any changes made by the Exhibitor after admission has already been granted. The trade fair/exhibition management also reserves the right to revoke admission if the prerequisites for admission are not or no longer met. If the Exhibitor deviates from the information provided in the application without the written approval of the trade fair/exhibition management, the trade fair/exhibition management may exclude the Exhibitor from participating in the trade fair, even at short notice and without observing any deadlines. No claims for damages may be made by the Exhibitor against the Organiser in this case.

### 8. Prices of participation

The prices of participation listed below are net prices subject to VAT. The loyalty price is available only to exhibitors who participated in RATL 2023 and who submitted a declaration of their intent to participate for booking between 1. and 31.3.2024. The early bird price is available to previous exhibitors and interested companies who register to participate between 1.3. and 8.10.2024.

8.1 Outdoor exhibition space, "demonstration" presentation format

	50-200 m <sup>2</sup>	201-500 m <sup>2</sup>	From 501 m <sup>2</sup>
<b>Loyalty</b> 1.3. – 31.3.2024	€ 55.00/m <sup>2</sup>	€ 50.00/m <sup>2</sup>	€ 45.00/m <sup>2</sup>
<b>Early bird</b> 1.3. – 8.10.2024	€ 57.00/m <sup>2</sup>	€ 52.00/m <sup>2</sup>	€ 48.00/m <sup>2</sup>
<b>Regular</b> From 9.10.2024	€ 60.00/m <sup>2</sup>	€ 55.00/m <sup>2</sup>	€ 50.00/m <sup>2</sup>

The trade fair/exhibition management reserves the right to verify that exhibitors who selected the "demonstration" presentation format actually perform their demonstration during the period of the trade fair. If exhibitors who booked the "demonstration" presentation format under the corresponding price model do not operate any machinery / plants / equipment / vehicles, Messe Karlsruhe reserves the right to subsequently bill the difference to the square metre price for the "static" presentation format for the booked stand space.

8.2 Outdoor exhibition space, "static" presentation format

	From 50 m <sup>2</sup>
<b>Loyalty</b> 1.3. – 31.3.2024	€ 60.00/m <sup>2</sup>
<b>Early bird</b> 1.3. – 8.10.2024	€ 62.00/m <sup>2</sup>
<b>Regular</b> From 9.10.2024	€ 65.00/m <sup>2</sup>

8.3 Indoor stand space

	Row stand	Corner stand	End/island stand
<b>Loyalty</b> 1.3. – 31.3.2024	€ 130.00/m <sup>2</sup>	€ 135.00/m <sup>2</sup>	€ 140.00/m <sup>2</sup>
<b>Early bird</b> 1.3. – 8.10.2024	€ 133.00/m <sup>2</sup>	€ 138.00/m <sup>2</sup>	€ 143.00/m <sup>2</sup>
<b>Regular</b> From 9.10.2024	€ 135.00/m <sup>2</sup>	€ 140.00/m <sup>2</sup>	€ 145.00/m <sup>2</sup>

8.4 Additional stand services

The marketing package amounts to € 750.00. The service fee for exhibitors in the outdoor exhibition area is € 12.50/m<sup>2</sup> and covers the costs for infrastructure and energy, as well as disposal handling in line with section 13.03 of the IDFA guidelines. The service fee for exhibitors in the indoor exhibition area is € 9.00/m<sup>2</sup> and covers the general ancillary and energy costs in the hall, as well as disposal handling in line with section 13.03 of the IDFA guidelines.

9. Stand construction service

Please note: If the Exhibitor orders a stand construction package, they cannot claim offset or reimbursement for any stand construction material that is not required. The packages can only be ordered through registration on the registration form or an individual offer. After registration, stand construction can only be ordered via the Online Service Center (OSC).

9.1 Stand construction packages for the indoor exhibition area

Stand construction packages for the indoor exhibition area can only be booked for stands measuring up to 30 m<sup>2</sup> in size. Stand construction for larger stand sizes is subject to individual consultation with the trade fair/exhibition management.

Basic Package:.....	€ 99.00/m <sup>2</sup>
Comfort Package: .....	€ 127.00/m <sup>2</sup>
Matrix Basic: .....	€ 168.00/m <sup>2</sup>
Matrix Comfort:.....	€ 201.00/m <sup>2</sup>

9.2 Stand construction packages for the outdoor exhibition area

Pagoda Basic Package:.....	€ 1,000.00
Pagoda Comfort Package:.....	€ 1,900.00

Add-on services for the two pagoda outdoor stand construction packages:

LED spotlight (60 watt): .....	€ 43.50 each
Oil heater (15-25 kW): .....	€ 395.00 each
Back wall banner:.....	€ 360.00 each

9.3 Electrical connections

Power outlet	Indoor area	Outdoor area	Power distributor
3 kW	€ 195.00	€ 260.00	-
9 kW	€ 200.00	€ 250.00	€ 155.00
20 kW	€ 235.00	€ 285.00	€ 220.00
40 kW	€ 282.00	€ 332.00	€ 341.00

Add-on services for electrical connections:

Grounding/equipotential bonding: .....	€ 65.00 each
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10. Co-exhibitors/additionally represented companies

Inclusion of a co-exhibitor/additionally represented company/brand requires prior written indication on the registration, specifying complete address details including contacts (see page 9 or the online stand registration system). A registration fee incl. exhibitor pass, and the marketing package of € 750.00 plus VAT, is payable for each co-exhibitor. If the invoice is issued to the co-exhibitor, the co-exhibitor must sign on page 9. Otherwise, it shall be assumed that the invoice will be issued to the main exhibitor. Additionally represented companies/brands are not subject to the registration fee.

11. Sponsoring and product placement

Exhibitors can advertise their business, products or promotional messages on the exhibition grounds of the Karlsruhe Trade Fair Centre away from their own stand through sponsoring or product placement.

- Sponsoring is individually tailored to the needs of the Exhibitor. It is possible, for example, to distribute advertising material like flyers or posters on the exhibition grounds of the Karlsruhe Trade Fair Centre, or to place the company logo on dedicated advertising areas. The price is based on the individual composition of services.
- Exhibitors who book a product placement can place their exhibit (e.g. machine / system / equipment / vehicle) at a location on the exhibition grounds of the Karlsruhe Trade Fair Centre specified by the trade fair/exhibition management. The prices for product placement are as follows:

- Exhibit at the main entrance: € 2,800.00 plus VAT
- Exhibit in the Events Hall: € 1,750.00 plus VAT
- Exhibit on the transition to the outdoor exhibition area: € 3,800.00 plus VAT

12. Force majeure, performance reservations

12.1 Force majeure is an external event which has a very serious impact on the contractual relationship. It is unforeseeable based on human judgement and experience, and cannot be prevented or rendered harmless by economically viable means, even when the greatest reasonable degree of care has been taken. In the event of force majeure, Messe Karlsruhe shall be entitled to postpone, shorten, lengthen or restrict the event in whole or in part, or temporarily or permanently close the event. In such a case, the Exhibitor shall have no claim for compensation against Messe Karlsruhe. Services already provided can be settled against Messe Karlsruhe, provided that these costs have already been covered by corresponding income or can be asserted and enforced against the Exhibitor in accordance with legal regulations and contractual agreements. A partial or complete impossibility to deliver the contractually agreed services by Messe Karlsruhe shall also be deemed equivalent to a case of force majeure, including for reasons that, insofar as they would have been foreseeable, are outside the parties' influence, in particular the following:

- The interruption or significant restriction of an adequate supply of electricity, gas, water or internet, insofar as this is not only of a short duration
- The occurrence and further development of pandemics according to the German Infection Protection Act (*Infektionsschutzgesetz*, IfSG)
- As a result of official/governmental orders or regulations

12.2 In the case of the event being postponed for any other reason by up to one year, the contractual relationship between the parties shall remain unchanged unless the Exhibitor or Messe Karlsruhe declares in text form to the other party, within 14 days of notification of the postponement, that adherence to the contract is unreasonable. The grounds for this being considered unreasonable must be explained in full. The evaluation standard is based on Section 313 (1) of the German Civil Code (*Bürgerliches Gesetzbuch*, BGB). If the other contracting party does not subsequently object in text form within seven days, the explanation of the circumstances which make this unreasonable shall be deemed to have been accepted.

### 13. Two-level stands

Two-level stands are subject not only to the stand rental but also to another 50% for the upper level.

### 14. Stand space

The minimum stand space is 50 m<sup>2</sup> in the outdoor exhibition area and 9 m<sup>2</sup> in the indoor exhibition area. Smaller stand spaces can only be leased if this has been arranged with the trade fair/exhibition management and if the layout planning allows for such space. Any structural columns, plinths, technical facilities and similar items that are located within the stand space shall form part of the stand. The final rental invoice shall be based on the dimensional survey taken by the trade fair/exhibition management. Each square metre or part thereof shall be charged in full, and the stand space shall generally be calculated as a rectangle, irrespective of installations, minor deviations, etc.

### 15. Design, fittings and furnishings of indoor stand spaces

Each stand area must have constructionally defined borders separating it from neighbouring stands. If the Exhibitor does not have their own stand construction system or if they do not rent such a system via Messe Karlsruhe, then stand separation partitions (back and side panels) shall be mandatory. Such stand separation partitions are subject to a fee which is not included in the stand rental. Stand separation partitions, floor coverings and additional services are available from the Online Service Center (OSC). If the Exhibitor does not order stand separation partitions but their stand space is surrounded by partitions of neighbouring stands or by existing partitions, the Exhibitor will be charged for those partitions according to the terms specified in the Online Service Center (OSC). Approx. 5 cm shall be deducted from the width of an allocated stand, unless the Exhibitor has specifically requested clear width on account of standard stand construction. For safety reasons, the stand separation partitions in basic stand construction can be secured by support partitions. These may only be removed by the contracting company of Messe Karlsruhe once this company has professionally secured the structural stability of the separation partitions. The Exhibitor is liable for any damage resulting from failure to ensure the continued structural stability of stand separation partitions after the dismantling of their stand. Drawings and structural descriptions must be submitted for approval for single-storey stands in the indoor exhibition area that measure over 3.5 m in height, provided that the design and construction of the stand are compliant with the Technical Guidelines. Any decoration material used by the Exhibitor shall be flame retardant and must comply with all other police regulations. The Exhibitor is liable for any damage to partitions and flooring, as well as any modifications to the rented stand space by the Exhibitor, their staff or their agents. Any costs resulting from such damage shall be billed separately. The Exhibitor shall notify the trade fair/exhibition management of any contracted design companies, unless those are companies owned by the Exhibitor. The Exhibitor shall consider using local companies if this becomes relevant. The Exhibitor may not alter the interior design of the indoor stand spaces.

### 16. Specific information for outdoor stand spaces

#### 16.1 Design

The Exhibitor must check the suitability of the stand space for operating machinery / plants / equipment / vehicles for the intended purpose in good time before starting assembly of the stand space. Demonstration areas on the stand space are subject to approval. The movement of machinery / plants / equipment / vehicles within the stand space is only

permitted within the approved demonstration area. The demonstration area must be secured against unauthorised access through suitable structural measures (e.g. barriers, warning tape, etc.). If using recycling plants or certain attachments (mills, demolition hammers, etc.), the demonstration area must be secured via special structural measures, taking into account the sufficient safety distances to the audience, in order to prevent injuries to persons outside the demonstration area. The movement of machinery / plants / equipment / vehicles beyond the boundaries of the stand (e.g. the driving of aerial working platform baskets transporting people at height across the visitor walkways) is prohibited. The machinery / plants / equipment / vehicles may only be operated and demonstrated by trained and qualified personnel who have been authorised by the Exhibitor. All persons must wear appropriate personal protective equipment (PPE) during any operation of machinery / plants / equipment / vehicles for the purposes of transporting persons. The Exhibitor must ensure that no unauthorised persons are present within the demonstration area. During the demonstration times in particular, the areas must be secured to prevent hazards. Machinery / plants / equipment / vehicles must be secured against being accessed or climbed on without authorisation or supervision.

#### 16.2. Fittings and furnishings

The provisions for stand construction approval and the checking and approval of structures requiring approval as per sections 4.7 and 4.8 of the Technical Guidelines of RATL 2025 apply, which can be viewed at [www.ratl-messe.com/documents](http://www.ratl-messe.com/documents) under "Registration documents, T&Cs and guidelines".

The following documents must be submitted in digital form and in German no later than eight weeks before the start of assembly for the purposes of checking for approval of structures in the outdoor exhibition area, as well as special constructions (e.g. free-standing walls, tall exhibits, tall decorative or artistic elements, tents, stages including any roofs and side cladding, seating stands, show and stage trucks with trailer sections or stage elements that can be driven on or allow for installations beneath them, free-standing scaffolding or advertising hoardings, LED walls, PA towers, all other accessible and/or covered stands that are free standing or form an enclosed space, such as pedestals, multi-storey pavilions and container systems, textile stand construction elements):

- a) Verified static load calculation according to German standards
- b) Structural description
- c) Stand construction drawings at a scale of 1:100 (floor plans, elevation diagrams, cross-sections), construction details on a larger scale
- d) Evacuation route plan with proof of the lengths and widths of the evacuation routes

Items a) and b) may be omitted if the Exhibitor submits an inspection log book/type test. The costs of the approval procedure and construction approval procedure will be charged to the Exhibitor/stand builder. The documents and valid inspection log books required for acceptance and approval must be held at the stand for approval prior to the start of the event. Messe Karlsruhe reserves the right in justified cases to arrange for a chargeable inspection of stability by a structural engineer.

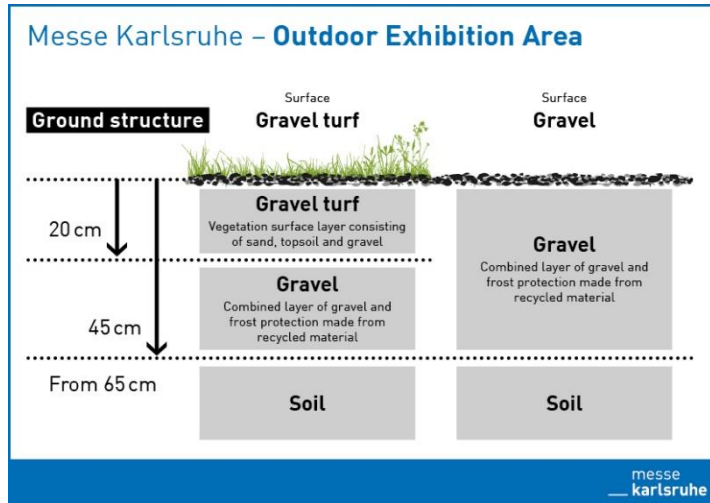
An audited verification of stability must be submitted for the erection of mobile constructions. Tents with a floor space of < 75 m<sup>2</sup> and similar structures shall always be deemed temporary structures. They are only exempt from the issuing of a model approval and official approval. Despite this, these structures must still be stable enough to meet the technical specifications and requirements for temporary structures (including as per DIN EN 13 782).

#### 16.3 Ground/surface conditions

- (1) The incline in the outdoor exhibition area varies from location to location between 1 and 4% due to structural conditions.
- (2) The outdoor exhibition area has different surface conditions. Some areas feature a surface layer of vegetation (gravel turf consisting of sand, topsoil and gravel) – hereafter referred to as "gravel turf" – and areas

featuring a combined surface layer of gravel with frost protection (recycled material) – hereafter referred to as “gravel”.  
The ground structure of the outdoor exhibition area as illustrated below is as follows:

- a) “Gravel” surface: gravel down to 65 cm below the surface, soil from 65 cm below the surface
- b) “Gravel turf” surface: gravel turf down to 20 cm below the surface, followed by 45 cm of gravel and then soil from 65 cm below the surface



All the restoration requirements as per section 16.4 apply for both types of surfaces (gravel turf and gravel) for exhibitors who intend to hold demonstrations.

#### 16.4 Restoration requirements

(1) The requirements to restore the structure of the ground are based on the surface layer and ground conditions of the respective stand space in the outdoor exhibition area, as well as the specific type of demonstration to be performed. The individual demonstration must be registered with Messe Karlsruhe via the specific technical question sheet within the period indicated therein. The Exhibitor shall be informed of the method of restoration to be used with the stand construction approval. During the dismantling period, the stand space and/or aggregated material shall be approved by Messe Karlsruhe and/or its representatives. If the restoration requirements are not fulfilled during the dismantling period and Messe Karlsruhe and/or its representatives are required to remove contaminated material and procure new material, the Exhibitor shall bear the costs that arise as a result.

(2) The Exhibitor must ensure the following, depending on the surface conditions of the corresponding stand space (gravel, gravel turf or both) and trench depth (up to max. 1.20 m, with penetration of up to three material layers):

- a) Formation of separate piles of aggregated materials, according to surface layer and excavated materials, next to the excavated earth point within the stand space
- b) Storage of the aggregated materials in such a way that it remains possible to reinstall the surface layer and excavated material
- c) Prevention of mixing or contamination of the different material groups, including the materials provided free of charge by Messe Karlsruhe for demonstration purposes

Messe Karlsruhe and/or its representatives are responsible for the professional reinstallation of the various material groups, the compaction and the re-establishment of the subgrade after the dismantling period. The Exhibitor is only responsible for refilling excavated material down to 20 cm from the surface during the dismantling period.

(3) If the Exhibitor uses material provided free of charge by Messe Karlsruhe for demonstration purposes during their demonstrations, this material shall be disposed of free of charge by Messe Karlsruhe.

#### 16.5 Firefighting resources

Each stand in the outdoor exhibition area must have at least one fire extinguisher, which has been checked by a qualified professional, during

the assembly and dismantling periods, as well as during the trade fair. The location of the fire extinguisher must be indicated at the stand by means of pictograms (ISO 7010, symbol F01). The Exhibitor is responsible for procuring and attaching the pictograms. The trade fair/exhibition management may require the Exhibitor to provide additional extinguishing/binding resources in justified cases.

#### 16.6 Vehicles

Machinery / plants / equipment / vehicles that are operated for demonstration purposes at the stand space or during the demonstration formats are subject to the following provisions, which deviate from those detailed in section 4.13 (2, 3 and 4) of the Technical Guidelines of RATL 2025, which can be viewed at [www.ratl-messe.com/documents](http://www.ratl-messe.com/documents) under “Registration documents, T&Cs and guidelines”:

- a) For machinery / plants / equipment / vehicles with combustion engines, the content of the fuel tank does not have to be reduced to the minimum required for entering and exiting the exhibition area.
- b) For machinery / plants / equipment / vehicles with alternative drive systems, e.g. electric or hybrid drive, the traction batteries do not have to be separated from the drive via a safety clamp switch (main switch), and the charge level of the vehicle battery does not have to be reduced to the minimum, uncritical level required for entering and exiting the exhibition area, as well as for the demonstration.

The other provisions of section 4.10 of the Technical Guidelines of RATL 2025 remain unaffected. If special safety measures are required for these exhibits, these shall be imposed on the Exhibitor during the course of the stand approval by Messe Karlsruhe.

#### 17. Assembly and dismantling

The Exhibitor shall receive the access details for the Online Service Center (OSC) in good time and undertakes to note the content of the same. If a company’s stand is still unoccupied 12 hours prior to the beginning of the event or if there is no indication that the Exhibitor will arrive at a later stage, then their space shall be given side and back panels at the expense of the Exhibitor upon instruction of the trade fair/exhibition management, and the entire stand, whether in the outdoor or indoor exhibition area, shall be either decorated with a view to creating a good overall impression or given to other participants. In such a case, stand rental shall be payable in full. Messe Karlsruhe shall under no circumstances be held liable for damage caused by the Exhibitor’s delay in submitting orders (e.g. incomplete electric power lines during assembly). If the Exhibitor dismantles their stand before the end of the trade fair, the trade fair/exhibition management shall be entitled to charge a contractual penalty of € 500.00 + VAT.

#### 18. Complaints regarding stand construction services

Complaints must be registered immediately (without undue delay) by the applicant on site to the trade fair/exhibition management.

#### 19. Exhibitor passes

Exhibitor passes are available for digital distribution to trade fair personnel in the Online Service Center (OSC) under “Badges and tickets for exhibitors”.

- a) Indoor exhibition area: two passes for stands measuring up to 9 m<sup>2</sup>. One additional pass will be provided for each additional 9 m<sup>2</sup> or part thereof.
- b) Outdoor exhibition area: three passes for stands measuring up to 500 m<sup>2</sup>. One additional pass will be provided for each additional 100 m<sup>2</sup> or part thereof.

c) Co-exhibitors: permitted co-exhibitors in the indoor and/or outdoor exhibition area will be provided with one exhibitor pass.

Further passes can be issued at a charge. Please observe the corresponding information in the Online Service Center (OSC).

#### 20. Marketing package for exhibitors (main and co-exhibitors)

The Organiser will provide each exhibitor with the following marketing services in the form of a “marketing package”. The main exhibitor must purchase the marketing package at the flat-rate fee of € 750.00 plus VAT. The marketing package for co-exhibitors is included in the co-exhibitor fee of € 750.00 plus VAT. The main exhibitor will be billed for

this together with the stand rental and additional services. No discounts shall be granted if services are used in part. The marketing package consists of the following elements:

- All tickets for free entry to the trade fair for customers in the form of a universal, digital voucher code/registration link. The entry fees for redeemed vouchers will not be billed.
- Advertising material (including flyers, vehicle stickers, personalised online ad banners with stand number for the Exhibitor's website and social media channels)
- Management of the exhibitor profile in the online exhibitor and product database (EPDB, remains available online at [www.ratl-messe.com/exhibitors](http://www.ratl-messe.com/exhibitors) until the new online exhibitor product database for the next event is published)
- Ability to edit the company profile and product descriptions, for example. Eight free product entries included. These must be selected on pages 4 and 5 of the registration documents. If more than eight product entries are selected, each additional product entry will be billed to the Exhibitor at a cost of € 50.00 plus VAT.

**21. Entries in the exhibitor and product database, accessible at [www.ratl-messe.com/exhibitors](http://www.ratl-messe.com/exhibitors)**

The Exhibitor is responsible for ensuring that the text and image material submitted or uploaded for use in the print or online version of the exhibitor and product database is compliant with copyright law. The Exhibitor is also responsible for obtaining the necessary permissions from copyright holders for the use of text and image material in the exhibitor and product databases. Should the Organiser consider itself exposed to copyright claims from copyright holders or their representatives resulting from the use of submitted/uploaded image and text material, the Exhibitor shall be liable for damages incurred by the Organiser as a result, and shall indemnify the Organiser from the claims of this third party, compensate them for all costs related to legal defence, and compensate them for any further damage incurred as a result of the claim. Rights as defined by this provision also include those whose exercise has been transferred to copyright collectives. The Exhibitor shall bear any license, usage or copyright fees incurred as a result of the use of text and image material in the exhibitor and product directories (such as those payable to the VG Bild Kunst or the artists or authors who created the submitted/uploaded material).

**22. Animals**

Animals are not permitted at the event. Guide or assistance dogs are permitted where required for medical reasons. Proof of the need for such a guide or assistance dog must be presented upon request. Special exceptions apply to animal-related events.

**23. Sale/distribution**

The sale/distribution of goods and services is only permitted when specifically stated in the admission permit and only when such sales/distribution activities are performed in the rented stand area. The Exhibitor must comply with the legal requirements, particularly those pertaining to price labelling. Procurement of and compliance with necessary official permits (such as those from the relevant trade and health authorities) is solely the responsibility of the Exhibitor. Contraventions entitle Messe Karlsruhe, after prior warning, to close the stand immediately and to exclude the Exhibitor from participation in the event and possibly any subsequent events. The Exhibitor remains liable for the full price of participation and shall have no claim for damages in this respect.

**24. Photography**

The trade fair/exhibition management is entitled to authorise staff to make drawings, video recordings and photographs of trade fair stands and exhibits, and to use the resulting material for its advertising purposes (see House Rules, section 6). The Exhibitor shall waive all objections arising from their rights of ownership and rights of use. Other persons aside from those contracted to do so by the trade fair/exhibition management require express written permission from the trade fair/exhibition management for recordings of any kind.

**25. AUMA fee**

Net fees of € 0.60 plus VAT per square metre of indoor space and outdoor space are levied for the Association of the German Trade Fair Industry (AUMA). This amount shall be invoiced along with the stand rental. AUMA upholds the manifold interests of German industry in matters of exhibitions and trade fairs.

**26. Technical facilities**

Requests for electricity, water, compressed air, etc. can only be met if orders are received on time via the Online Service Center (OSC). A sufficient level of general illumination will be available. However, the Exhibitor can ask for additional power supply lines to be installed at their own expense. Charges for such lines shall be based on the nearest connection point to the relevant stand. The installation of supply lines may only be entrusted to contractors licensed for this purpose by the trade fair/exhibition management. The use of electricity, water and gas within the stand space shall be at the Exhibitor's expense. The trade fair/exhibition management accepts no liability for damage due to technical faults resulting from supply fluctuations, power cuts or force majeure, or due to power disruptions effected upon the orders of the fire brigade, police or public utilities. The specifications of the Technical Guidelines of RATL 2025 can be viewed at [www.ratl-messe.com/documents](http://www.ratl-messe.com/documents) under "Registration documents, T&Cs and guidelines" and must be observed.

**27. Terms of payment**

Rent for stand space (stand rental) and all other charges are net prices and exclusive of German VAT, which is payable at the relevant statutory rate, specified in addition to each price. If no valid VAT ID is provided by companies from the EU with places of business outside Germany, then Messe Karlsruhe is obligated to add the statutory VAT to the invoice sum. The Exhibitor shall receive an invoice for the stand space following confirmation of the stand; invoicing for services and stand construction packages shall depend on the order date. All invoices are payable upon receipt. If an invoice is not settled by the Exhibitor within 30 days of receipt, then the Exhibitor shall be considered as being in arrears irrespective of a reminder. If the Exhibitor is in arrears, then the trade fair/exhibition management shall be entitled to charge default interest at the statutory rate. In the event of continuing arrears despite a reminder, the trade fair/exhibition management reserves the right to cancel the contractual relationship with immediate effect on the grounds of a compelling reason. All orders received less than two weeks before the start of the event will be subject to an express service surcharge of 25%.

**28. Advertising**

Active advertising outside the rented stand is not permitted. This does not apply to on-site advertising services and sponsoring offered by Messe Karlsruhe. In the event of contraventions, the trade fair/exhibition management reserves the right to take immediate action. It may also cancel existing contracts agreed with the Exhibitor for subsequent events on the grounds that essential requirements for contractual fulfilment are no longer met.

**29. Safety obligations/occupational safety/accident prevention**

Operations and conditions on the exhibition grounds of the Karlsruhe Trade Fair Centre, including in the outdoor exhibition area, are identical or similar to those that occur on a construction site throughout the assembly and dismantling periods, as well as during the trade fair, and are therefore potentially hazardous. The legal provisions for safety and accident prevention on construction sites must be observed. The Exhibitor is responsible for operational safety and compliance with occupational safety and accident prevention regulations at their stand space. All machinery / plants / equipment / vehicles operated during the trade fair at the Exhibitor's stand space or in topical demonstration formats must have a CE declaration of conformity that the Exhibitor can present and/or verify upon request. Machinery / plants / equipment / vehicles must comply with the currently valid legal requirements. Any dust emissions caused by the operation of machinery / plants / equipment / vehicles must be minimised. Any requirements for reducing dust emissions shall be announced with the stand construction approval.

The Exhibitor must ensure that the machinery / plants / equipment / vehicles exhibited, as well as any other exhibits, have safety devices that comply with the accident prevention regulations of the relevant trade association. The Exhibitor is liable for any personal injury or property damage arising from the operation of the exhibited machinery / plants / equipment / vehicles, etc. Fire extinguishers and their signs shall not be removed or covered, and emergency exits shall not be covered or concealed by exhibition stands or exhibits. The specifications of the Technical Guidelines of RATL 2025 as per section 4.1 can be viewed at [www.ratl-messe.com/documents](http://www.ratl-messe.com/documents) under "Registration documents, T&Cs and guidelines" and must be observed.

### 30. Cleaning

The cleaning of the generally accessible outdoor exhibition area and halls shall be conducted by the trade fair/exhibition management. The Exhibitor is responsible for cleaning the stand space they have rented.

### 31. Insurance and security

The Exhibitor shall be liable for any personal injury and property damage caused by their company. As detailed in the participation regulations of IDFA (the Interest Group of German Trade Fairs and Exhibition Cities), which become part of the contract between the Organiser and the Exhibitor, the trade fair/exhibition management accepts no liability for damage caused by fire, burglary, theft, burst pipes or weather conditions. The trade fair/exhibition management therefore urgently recommends the conclusion of an exhibition risk insurance policy. The trade fair/exhibition management has concluded a special agreement with an insurance company for the duration of the exhibition. In view of the special reduced rates that are available, it is recommended that exhibitors join this agreement. Should the Exhibitor wish to obtain special chargeable stand security, then this shall be conducted exclusively by companies commissioned for this purpose by the trade fair/exhibition management on the terms which are applicable at the time. The relevant forms can be found in the Online Service Center (OSC).

### 32. GEMA

The exhibitor shall contact GEMA (German Society for Musical Performing Rights and Mechanical Reproduction Rights) in the following cases: use of live music, recorded music, records, cassettes, CDs, DVDs, presentations of films with sound or videos with music, or in the event of membership of an AV or TV medium. GEMA, 11506 Berlin, Germany, phone +49 (0) 30 58858999.

### 33. Data protection

The personal data which you have provided will be processed in the context of fulfilling the contract. In this context, the data may also be passed on to third parties (service partners) insofar as this may be necessary to fulfil the contract. The processing of the data occurs according to Article 6 (1) lit b) GDPR. Moreover, your data will be used in legitimate interest for direct advertising according to Article 6 (1) lit f) GDPR. You can find further information at:

[www.messe-karlsruhe.de/privacy](http://www.messe-karlsruhe.de/privacy)

### 34. Domiciliary right

The trade fair/exhibition management exercises a domiciliary right on the outdoor and indoor exhibition areas. Instructions of the trade fair/exhibition management, its employees and stewards shall be observed.

### 35. Recognition of the terms and conditions of exhibition and the house rules

By registering for participation in the exhibition, the Exhibitor bindingly recognises these Special Terms and Conditions for Participation, the General Exhibiting Guidelines for Trade Fairs and Exhibitions of IDFA Members and the House Rules both for themselves and for their agents. In the event of a violation, the trade fair/exhibition management shall be entitled to remove the faults or disruptions at the expense of the relevant exhibitor and to close down the stand without compensation.

### 36. Statute of limitation

All contractual and pre-contractual claims of the Exhibitor towards the trade fair/exhibition management shall come under the statute of

limitation for a period of six months. This period shall start on the working day after the end of the exhibition.

### 37. Place of performance and jurisdiction

The place of performance and jurisdiction is Karlsruhe. German law applies. The terms and conditions of the Organiser apply exclusively; the terms and conditions of the Exhibitor do not apply. The German text is legally binding.

### 38. Severability

Should any of the aforementioned provisions be or become invalid, then this shall not affect the validity of the remaining Special Terms and Conditions for Participation or the entire agreement. Should one of these provisions be invalid, then the parties agree that it shall be replaced by whatever provision comes as close to it as possible in terms of its economic meaning and purpose.

# General Exhibiting Guidelines for Trade Fairs and Exhibitions of IDFA Members\*



\* The IDFA is the interest group of German trade fairs and exhibition cities. Its members are the trade fair companies in: Bremen, Dortmund, Essen, Friedrichshafen, Hamburg, Karlsruhe, Leipzig, Offenbach, Pirmasens, Saarbrücken and Stuttgart. IDFA members issue these guidelines together on a voluntary basis in the interest of ensuring fair and equal treatment for all exhibitors. Members are free to enter into agreements with exhibitors that diverge from these guidelines. Such agreements and arrangements require written confirmation from the IDFA member in question in order to take effect.

In the event of any non-conformity, the following regulations shall apply in the undermentioned order (if available):  
**A. Individual binding agreements of the organizer**  
**B. Special Exhibiting Conditions of the organizer**  
**C. General Exhibiting Guidelines**

## 01. Participants

01.01 The participants in trade fairs and exhibitions shall be divided into exhibitors, co-exhibitors and additionally represented companies. They shall hereinafter be called "participants" for short.

01.02 The admission of one or more co-exhibitors shall only be possible in exceptional cases and shall entitle the organizer to charge a special fee. In all cases, however, the admitted exhibitor shall be liable for ensuring that the co-exhibitor(s) complies (comply) with the obligations upon the exhibitor.

01.03 Exhibitors, co-exhibitors and additionally represented companies

An **exhibitor** shall be regarded as anyone who hires an exhibition stand for the duration of a trade fair or exhibition and takes part in this event with their own personnel and their own products or services.

A **co-exhibitor** shall be regarded as anyone who takes part in a trade fair or an exhibition on the stand of an exhibitor with their own personnel and their own products or services. Co-exhibitors shall also include members of a group of companies and subsidiaries.

In the case of an exhibitor who is actually a manufacturer, an **additionally represented company** shall be regarded as every other firm whose goods or services are offered by the exhibitor. If an exhibitor, who is a sales company, presents both products from a manufacturer and additional goods and services from other firms, these firms shall be regarded as **additionally represented companies**.

01.04 The admission of the exhibitor shall not lead to a contract between the co-exhibitors or additionally represented companies registered by the exhibitor and the organizer. The inclusion of co-exhibitors shall normally be subject to a licence and a charge. The inclusion of additionally represented companies shall be subject to a licence; a charge shall only be paid for these companies if this is stipulated in the Special Exhibiting Conditions. The charge shall be paid by the exhibitor; it may also be subsequently invoiced by the organizer. A written application for the inclusion of a co-exhibitor shall be sent to the organizer showing the full address and the names of contact persons.

## 02. Registration

02.01 Anyone wishing to register (participation and ordering of a stand) for a trade fair or exhibition (hereinafter called "event") shall do so using the registration form, which shall be completed in full and signed with legally binding effect. This application shall be regarded as a contract offer from the exhibitor, which requires acceptance by the organizer. Submission of the application form shall constitute no grounds for admission to the event.

02.02 By submitting the application form, the exhibitor shall hereby accept these "General Exhibiting Guidelines" and, if available, the "Special Exhibiting Conditions" applying to the particular event, the "House Rules", the "Technical Guidelines" and the regulations contained in the "service documents". This obligation shall also extend to the persons employed by the exhibitor at the event, other participants registered by the exhibitor and other agents.

02.03 The exhibitor shall be obliged to comply with relevant labour and trade legislation, environmental protection regulations, fire protection regulations, accident prevention regulations and the provisions of competition law. The exhibitor shall also personally comply with EU Regulations No. 2580/2001 and No. 881/2001, especially in regard to finance and personnel.

02.04 The exhibitor shall continuously monitor compliance with the above-mentioned regulations by the persons whom he employs at the event, his other registered participants and other agents. In the event an infringement of this obligation, the exhibitor shall intervene and/or inform the organizer about the infringements.

02.05 By submitting the application form, the exhibitor hereby agrees to his data being recorded, processed and used for the purpose of organizing the event and for purposes of advertising, market research or opinion research – in accordance with the latest version of the Data Protection Act – and to these data being passed on to third parties in connection with the above-mentioned purposes. The exhibitor shall hereby give his consent in this respect, unless he has filed an express objection. The exhibitor shall also be obliged to take part in electronic visitor recording and evaluation programmes, and shall agree to the publication of information relating to his participation via electronic media, including the Internet.

## 03. Admission

03.01 The organizer shall take a decision, if necessary in agreement with the respective committees, regarding the admission of the exhibitor and registered exhibits to the event via a written confirmation of admission. A contract shall come

about with the admission of the exhibitor (see subsection 02.01, sentence 3).

03.02 The organizer may exclude individual participants from taking part in the event for factually justified reasons, especially if the amount of space available is insufficient. The organizer may also restrict the event to certain groups of participants if this is necessary to attain the purpose of the event. The organizer shall also be entitled to impose restrictions on the registered exhibits and change the amount of registered space. Admission shall only apply to the registered exhibits, the participants mentioned in the confirmation of admission and the space stipulated therein. No items apart from those which have been registered and admitted to the event may be exhibited.

03.03 The participant shall have the actual and legal power of disposal over the registered exhibits and shall be in possession of any necessary official operating licences. Descriptions and brochures relating to the goods or services to be exhibited shall be submitted by the participant on request.

## 04. Space assignment

04.01 The organizer shall personally assign space in accordance with the subject and structure of the particular event and the actual amount of space available. If possible, the organizer shall try and accommodate requests for specific space assignments in the registration form. The order in which applications are received shall not be the sole decisive factor in assigning space.

04.02 The organizer shall admit participants to the event by issuing written confirmation of participation along with details of the stand provided (stand confirmation). Unless otherwise agreed in writing, the participation contract between the exhibitor and the organizer shall hereby be concluded with legally binding effect. If the contents of the stand confirmation differ from the contents of the exhibitor's registration form, the contract shall be concluded on the basis of the stand confirmation, unless the exhibitor objects in writing within two weeks.

## 05. Unauthorized transfer of stand space, co exhibitors, additionally represented companies

05.01 The assigned stand space may not be exchanged with another exhibitor. Partial or complete transfer of the stand space or subletting of the stand space to third parties shall also not be permitted without the approval of the organizer. In the event of an infringement of this provision, the organizer shall be entitled to terminate the contract immediately according to section 17 for good cause.

05.02 If several exhibitors want to rent a stand together, they shall name a jointly appointed authorized representative on the application form. The organizer shall negotiate solely with this authorized representative. If several exhibitors rent a stand together, every one of them shall be jointly and severally liable to the organizer.

05.03 The exhibitor may only accept co-exhibitors or additionally represented companies (cf. 01.04) with the prior approval of the organizer. Third parties shall also be regarded as co-exhibitors or additionally represented companies if they have close economic or organizational ties to the applicant. The exhibitor shall enter the names of all co-exhibitors or additionally represented companies on the application form. Co-exhibitors or additionally represented companies not named on the application form may not display exhibits on the exhibitor's stand.

## 06. Fees, payment deadlines and terms, lessor's right of lien

06.01 The participation fee amount and the payment deadlines are shown in the Special Exhibiting Conditions. The payment deadlines shall be observed. Prior and full payment of the invoice on the stipulated dates shall be a prerequisite for taking possession of the assigned stand space and for handing over the participant passes. No provision shall be made for deferral of payment in the event of any deviation from this regulation. Objections to the invoice may only be taken into account if they are sent in writing within 14 days after receipt of the invoice. When sending the invoice, the organizer shall draw the exhibitor's attention in particular to the importance of his actions.

06.02 An AUMA service fee amounting to €0.60 per square metre of stand space shall be charged for the activities of the Association of the German Trade Fair Industry (AUMA), Littenstrasse 9, 10179 Berlin. This service fee shall be listed separately on the invoice.

06.03 All invoice amounts shall be transferred in Euro without any bank charges or deductions quoting the customer number and invoice number to one of the accounts shown on the invoice. If the exhibitor fails to pay on time, the organizer shall be entitled to charge interest amounting to the interest rate which he would pay for taking out corresponding loans, but at least 8 percent above the current base interest rate, plus a fee of € 3.00 for every additional warning letter. The organizer shall

reserve the right to assert claims for statutory interest after the due date (§ 353 of the German Commercial Code), any further damage caused by default and other rights arising from these Exhibiting Conditions. The participant shall be entitled to provide the organizer with documentary evidence to the effect that the latter suffered no damage over and beyond the statutory default interest rate as a result of default in payment.

06.04 If the participant culpably fails to comply with his payment obligations on time, the organizer shall reserve the right, after granting a reasonable period of grace with consideration of the circumstances and the remaining time, to terminate the contract with immediate effect according to section 17 for good cause.

06.05 Should a participant fail to comply with his payment obligations, the organizer may exercise his right of lien, retain the exhibits and the stand fittings, and have them auctioned at the expense of the participant, each time after prior written notification, or to sell them privately if they have a stock exchange price or a market price.

## 07. Non-participation by the participant

07.01 Non-participation by the participant shall not generally release him from his contractual obligations. The participant shall be obliged, in particular, to pay the contractually due fees. The organizer shall not be obliged to accept a replacement participant nominated by the participant.

07.02 In the event of non-participation, the participation fee shall become due for payment immediately if the due date has not already been established according to subsection 06.01.

07.03 In order to ensure that the trade fair/exhibition has a unified appearance, the organizer shall be entitled to reassign the stand space not used by the participant if the latter does not take part in the event. The participant shall pay an administrative fee (see subsection 17.06) for the attempts by the organizer to hire the exhibition stand for a consideration other than through an exchange with the stand space of another participant. This provision shall also apply if the stand space is reassigned to a replacement exhibitor who is nominated by the participant and accepted by the organizer. If no interested party is found, the organizer shall be entitled to arrange the stand space at the expense of the participant. The participant shall also not be released from the obligation to pay the participation fee if the assigned stand space is hired in another way, but the total area available for the event cannot be fully hired out.

07.04 In the event of non-participation by a co-exhibitor, the participant shall still be obliged to pay the full registration fee (see subsection 01.04).

## 08. Cancellation, relocation and change in the duration of the event

08.01 The organizer shall be entitled to cancel the event for good cause, change its date and location, change its duration or – if necessitated by space conditions, police instructions or other compelling reasons – move the stand space assigned to the participant, change its dimensions and/or limit the stand space. Any change in regard to the venue or its time or any other change shall become an integral part of the contract when the participant is notified accordingly. In this case, the participant shall be entitled to withdraw from the contract within 14 days after receipt of the notice of change. Compensation claims against the organizer shall be excluded in this case, unless the change was due to gross negligence or intent on the part of the organizer or his agents.

08.02 Cases of force majeure, which prevent the organizer from fulfilling all or some of his obligations, shall release him from the performance of this contract until such time as force majeure ceases. The organizer shall inform the exhibitor immediately, unless he is also impeded by a case of force majeure. The impossibility of a sufficient supply of auxiliary materials such as electricity, heating, etc., as well as strikes and lockouts shall be regarded as tantamount to a case of force majeure - unless they only last for a short period or were caused by the organizer. If the organizer incurs costs in these cases for the preparation of the event, the participant shall be obliged to pay these costs.

08.03 If the organizer is able to stage the event at a later date, the participant shall be notified accordingly. The participant shall be entitled to withdraw from the contract within 14 days after receipt of this notification. Compensation claims against the organizer shall be excluded in this case, unless the change of date was due to gross negligence or intent on the part of the organizer or his agents.

08.04 If the organizer is responsible for cancelling the event, the participant shall not be obliged to pay the participation fee.

08.05 If the organizer is forced to shorten an event already in progress on account of the occurrence of force majeure or for other reasons for which he is not responsible, the exhibitor shall not be entitled to claim full or partial reimbursement or waiver of the participation fee.



#### 09. Stand construction, fittings and design

09.01 All exhibition stands and other event areas shall be measured and marked by the organizer. In case of doubt, the organizer shall have the right to make a final decision (§ 315 of the German Civil Code).

09.02 The participant shall be obliged to build a trade fair stand or an exhibition stand (stand) on the rented exhibition space. The stand shall be occupied on time, but at the latest 24 hours before the start of the event. If the participant does not occupy the stand on time, the organizer may terminate the contract immediately according to section 17 for good cause.

09.03 Exhibits, stand equipment and/or other items, which were not shown on the application form or whose appearance, smell, lack of cleanliness, noise or other characteristics create an unreasonable nuisance or disturbance affecting the smooth running of the event or which otherwise turn out to be unsuitable shall be removed immediately at the request of the organizer. If these items are not removed at once, the organizer may dispose of them at the participant's expense and terminate the contract immediately according to section 17 for good cause.

09.04 In principle, every participant shall be free to design and equip their stand according to their own criteria. However, the stand design and equipment shall take account of the typical exhibiting criteria of the event and all conditions of the organizer, especially the Technical Guidelines, the Special Exhibiting Conditions and the service catalogue. The organizer shall be entitled to request the participant to submit plans and stand descriptions that are true to dimensions. The name or the company and the address or head office of the participant shall be clearly marked on a stand sign. The names of the companies commissioned to design and build the exhibition stand shall be notified to the organizer.

09.05 The stand shall be properly equipped and occupied by knowledgeable personnel at the fixed opening times throughout the duration of the event stipulated in the Special Exhibiting Conditions.

09.06 If the design and/or equipment of a stand do not comply with the relevant specifications, the organizer may request that the stand be changed or removed accordingly by the participant. The costs in this case shall be borne by the participant. If the participant fails to comply with this request straightaway, the organizer shall be entitled to change the stand at the participant's expense or terminate the contract immediately according to section 17 for good cause.

09.07 Construction of the stand shall be completed at the latest before the end of the construction times stipulated in the Special Exhibiting Conditions. The participant shall not be entitled to remove exhibits from the stand or start dismantling the stand before the beginning of the stand dismantling times stipulated in the Special Exhibiting Conditions.

09.08 Any exhibits exceeding the fixed height limits for the stands shall require the permission of the organizer. This provision shall also apply to the presentation of very heavy exhibits for which foundations or special equipment are required.

09.09 The participant shall be solely responsible for vacating the stand on time and restoring the original state of the exhibition space. All obligations of the organizer shall end after expiry of the stand dismantling period stipulated in the Special Exhibiting Conditions. The organizer shall accept no responsibility whatsoever for goods left on the trade fairgrounds, including those which were sold to a third party during the event. The organizer shall be entitled to charge a reasonable storage fee for goods which are not dismantled and taken away on time. The organizer shall also be entitled to use a suitable company to remove and store goods immediately at the participant's expense and risk.

#### 10. Advertising

10.01 The participant shall only be entitled to use any kind of advertising on his stand for his own company and solely for the goods which he produces or sells, provided they have been registered and admitted to the event.

10.02 Loudspeaker advertising, other acoustic measures and slide, film, video or computer presentations and other noisy measures shall require the written approval of the organizer. This provision shall also apply to the use of audio or visual equipment for the purpose of attaining a better advertising impact or if the demonstration of exhibits is noisy or annoying. 10.03 The organizer shall be entitled to stop unauthorized advertising without the aid of courts or the police and to personally remove it or have it removed. The costs of removing unauthorized advertising shall be borne by the participant. Licences that have already been issued may be subjected to restrictions or revoked in the interest of maintaining an orderly event if no other remedial measures are possible.

10.04 If the participant plays back mechanically reproduced music, he shall be obliged to obtain the necessary public performance licence and pay the fees in this respect.

10.05 The participant shall not be permitted to carry or drive around advertising media on the trade fairgrounds or distribute printed matter and samples outside his stand.

10.06 The participant shall be strictly forbidden to approach and interview visitors outside the stand. In the event of an infringement of this provision, the organizer shall be entitled to terminate the contract immediately according to section 17 for good cause.

10.07 Political advertising and/or political statements shall not be permitted, unless the political statement forms part of the event. In the case of political statements or political advertising which are capable of disturbing the smooth running of the event or public order, the organizer shall be entitled but not obliged to request the participant to stop showing the offending items and to remove them from his stand. If the exhibitor fails to comply with this request, the organizer shall be entitled to terminate the contract immediately according to section 17 for good cause.

#### 11. Direct selling

11.01 Direct selling shall not be permitted, unless it is expressly permitted in the event-related "Special Exhibiting Conditions". If direct selling is permitted according to the "Special Exhibiting Conditions", the items for sale shall be marked with clearly legible price tags according to the Price Quotation Ordinance.

11.02 The participant shall be responsible for obtaining and maintaining licences from the trade supervisory and public health authorities.

#### 12. Exhibitor passes

12.01 After paying the invoice amounts in full (see section 06), every exhibitor shall receive for his stand exhibitor passes entitling him to free admission to the event (see Special Exhibiting Conditions). The number of exhibitor passes shall not be increased through the inclusion of other participants. Additional exhibitor passes may be obtained on payment of a charge to the organizer (see Special Exhibiting Conditions). The exhibitor passes shall be intended for stand personnel and shall be completed in accordance with the instructions on the pass. Exhibitor passes may not be passed on to third parties.

#### 13. Security, cleaning, waste disposal

13.01 Stand security and supervision during the daily opening hours of the event shall normally be the responsibility of the participant, also during the stand construction and dismantling periods. The organizer shall only be responsible for general supervision of the halls and the trade fairgrounds outside the opening hours of the event. No services shall be provided in connection with custody, safekeeping or protection of interests of the participants. Valuable, easy-to-remove items belonging to the participant shall be placed under lock and key at night-time. The participant shall use, at his own expense, the security firm commissioned by the organizer for additional stand supervision. 13.02 The organizer shall pay the costs for general cleaning of the trade fairgrounds and the exhibition hall aisles. The participant shall be responsible for cleaning his stand/stand area. Cleaning of the stand shall be completed each day before the event starts. The participant shall use the cleaning company appointed by the organizer to clean his stand. If the participant uses his own cleaning personnel, they may only carry out their work one hour before and after the daily opening times of the particular event.

13.03 In the interest of environmental protection and environmentally-friendly trade fairs, the participant shall be obliged in principle to reduce the amount of packaging and waste; this obligation shall also include the use of brochures. If separate waste disposal systems are used, the participant shall utilize them and also pay his share of any waste disposal costs according to the "polluter principle". If the participant leaves behind rubbish or other items after vacating the stand, the organizer shall be entitled to dispose of or destroy these items at the participant's expense.

#### 14. Photography and other visual recordings

14.01 All types of commercial visual recordings, especially photography and film/video recordings, on the trade fairgrounds may only be carried out by persons who have been authorized to do so by the organizer and are in possession of a valid pass issued by the organizer. Stand photographs, which are to be taken outside the daily opening hours and require special lighting, shall be subject to the approval of the organizer. Any resulting costs shall be borne by the participant, unless they are paid by the photographer.

14.02 The organizer – and with the approval of the organizer – press journalists and television stations shall be entitled to photograph, draw and make film and video recordings of the event, the exhibition buildings/stands and the exhibited items, and to use these photographs, drawings and recordings free of charge for advertising purposes or press publications.

#### 15. Protection of industrial property rights

15.01 The participant shall be solely responsible for protecting copyright or other industrial property rights, relating to the exhibits. Six-month protection from the start of an event in accordance with the Law Relating to the Protection of Samples at Exhibitions dated 18 March 1904 (Reich Law Gazette, page 141) and the Trademark Reform Law dated 25 October 1994 (Federal Law Gazette 1, page 3082) shall only take effect if the Federal Minister of Justice has published a corresponding announcement in the Federal Law Gazette for a specific exhibition (exhibition protection).

15.02 Every participant shall be obliged to observe the industrial property rights of other participants and shall refrain from infringing these industrial property rights. If it is proved that the participant has personally infringed industrial property rights, the organizer shall be entitled to terminate the contract immediately according to section 17 for good cause.

#### 16. House authority

16.01 The participant shall comply with the organizer's house authority throughout the trade fairgrounds during the event. The participant shall follow the instructions of the organizer's employees, who shall identify themselves by means of an official pass. The length of stay on the trade fairgrounds for participants and their employees or authorized representatives shall be limited to one hour before and after the daily opening hours of the particular event. Stands of other participants may not be visited outside the daily opening times without the permission of the stand owner.

#### 17. Violations of duty by the participant, right to terminate the contract, contractual penalty

17.01 Culpable violations of the participant's duties from the contract or of the provisions of the organizer's house rules shall entitle the organizer to terminate the contract immediately for good cause if the violations are not discontinued straightaway. Good cause for terminating the contract immediately shall be deemed to exist, in particular, if the participant violates the obligations stipulated in subsections 05.01, 06.04, 09.02, 09.03, 09.06, 10.06, 10.07 and 15.02.

17.02 If the contract is terminated for good cause, the organizer shall be entitled to close down the participant's stand immediately and request the participant to dismantle the stand straightaway and vacate the stand space.

17.03 If the participant does not dismantle the stand or clear the stand area on time, the organizer shall be entitled to either personally dismantle the stand and/or clear the stand area or have this work carried out by third parties at the expense of the participant.

17.04 The participant shall be obliged to pay the due participation fee as minimum compensation for the rest of the event if the stand area cannot be hired or can only be hired for a consideration through exchange with the stand area of another exhibitor.

17.05 If a replacement participant cannot be found for the stand area of the participant whose contract has been terminated, the organizer shall be entitled to design the stand area at the expense of the participant in order to ensure a unified appearance of the event.

17.06 The participant shall pay a flat-rate net management charge amounting to 25 % of the participation fee, but at least € 400 plus the statutory value-added tax for the attempts by the organizer to rent the stand area for a consideration in a way other than through exchange.

17.07 The organizer shall be entitled to request the participant to pay in every individual case a maximum contractual penalty of € 10,000, which is to be fixed by the organizer according to his fair judgement and reviewed by the competent regional court in the event of dispute, if the participant culpably violates his obligations from

- subsection 05.01: Unauthorized transfer of stand space
  - subsection 06.01: Duty to make an advance payment
  - subsection 09.02: Stand construction
  - subsection 09.03: Non-removal of annoying objects
  - subsection 09.06: Stand design/equipment
  - subsection 09.09: Vacation of stand on time
  - subsection 10.06: Unauthorized approaching/interviewing of visitors
  - subsection 10.07: Ban on political advertising
  - subsection 13.02: Failure to clean the stand
  - subsection 15.02: Infringements of industrial property rights
- If the organizer is also entitled to compensation on account of the culpable infringement of obligations by the participant, the contractual penalty shall be offset against the compensation claim.

#### 18. Liability and insurance

18.01 In the case of gross negligence, the organizer shall only be liable for the actions of his legal representatives and managers, except in the case of material contractual obligations (cardinal obligations) or in the event of loss of life, physical injury or damage to health.

18.02 In the case of slight negligence, the organizer shall only be liable for the violation of material contractual obligations or in the event of loss of life, physical injury or damage to health.

18.03 The organizer shall only be liable, irrespective of the legal reason, for foreseeable damage which can typically be expected to arise.

18.04 In so far as the organizer is liable in cases of minor negligence, his liability shall be limited to EUR 10,000.

18.05 The organizer's liability without fault for already existing defects in accordance with § 536 a (1) of the German Civil Code (e.g. stand equipment) and for any subsequent losses of the participant shall be expressly excluded.

18.06 Damage shall be reported in writing immediately to both the police and the organizer. In the event of damage, the organizer shall only pay compensation amounting to the present value on presentation of written documentary evidence relating to the purchase costs.

18.07 Compensation for damages shall be excluded if the organizer's insurance company refuses to pay for the damages due to the late submission of a damage report by the participant.

18.08 The participant shall be liable to the organizer for the damage caused by the participant himself, his employees, authorized representatives or exhibits and stand fittings. In the case of lump-sum compensation claims, the organizer shall still be entitled to prove to the participant that he suffered higher damage. The participant shall be entitled to prove that no damage occurred or that the damage was much less than that stated in the lump sum.

18.09 If the participant is an event organizer within the meaning of the Sample Assembly Ordinance (MVStättVO) and according to the latest version of the State Assembly Ordinance, he shall be responsible according to the Sample Assembly Ordinance (MVStättVO), especially section 38 (1), (2) and (4), and the relevant provisions of the particular State Assembly Ordinance. The participant shall be obliged in this case to release the organizer and his agents from any damage claims and administrative fines based on their operator liability according to section (5) of the Sample Assembly Ordinance (MVStättVO) or the relevant provisions of the particular State Assembly Ordinance. The provisions of subsection 18.01 shall not be affected.

18.10 The organizer shall bear no insured risk whatsoever in respect of the participant. The participant is expressly referred to the possibility of taking out his own insurance coverage. Every participant shall have the possibility of acquiring extensive insurance coverage on the basis of general contracts concluded by the organizer. Further details on this insurance can be found in the registration documents.

#### 19. Saving clause, statutory limitation, right of retention

19.01 If one of the clauses of these General Exhibiting Guidelines is or becomes invalid or unenforceable, the validity of the other clauses shall not be affected. The contracting parties shall be obliged in this case to agree a valid and enforceable clause which comes as close as possible to the

clause to be replaced within the meaning of the General Exhibiting Guidelines. This provision shall also apply to any loopholes in the General Exhibiting Guidelines.

19.02 The limitation period for claims against the organizer shall be one year, unless they are due to gross negligence or intent on the part of the organizer or the claims are subject to a statutory limitation period of more than three years.

19.03 The participant shall only be entitled to offset claims against the organizer if his counterclaims are legally enforceable, are undisputed or have been accepted by the organizer. This provision shall also apply to rights of retention if the participant is a registered trader, a legal person under public law or a special public asset. If the participant does not belong

to this group of persons, he shall be entitled to exercise a right of retention in so far as his counterclaim is based on the same contractual relationship.

**20. Priority**

20.01 Only the German version of the contractual conditions shall be authoritative in regard to the legal relationship between the contracting parties. The German text shall be legally binding.

**21. Place of performance, place of jurisdiction, applicable law**

21.01 The law of the Federal Republic of Germany shall apply solely to all legal relations between the organizer, his employees, agents and vicarious agents on the one hand and

the participant or his employees, agents and vicarious agents on the other hand.

21.02 For both contracting parties, the place of performance and place of jurisdiction (also for legal proceedings for dishonoured cheques or bills) shall be the domicile of the organizer, provided the participant is a registered trader, a legal person under public law or a special public asset, or if there is no general place of jurisdiction in Germany. However, the organizer shall reserve the right to take legal action at the general place of jurisdiction of the participant. The German text shall be legally binding.

## House rules Messe Karlsruhe

### 1. Scope and house regulations

1.1 These house rules apply throughout the exhibition grounds at the Messe Karlsruhe site, the halls and buildings of the Conference Centre at the Festplatz in Karlsruhe (Stadthalle, Schwarzwaldhalle, Konzerthaus and Gartenhalle), and to sectioned-off event areas at the Festplatz. In the following, these halls, buildings and open-air spaces are referred to as "places of assembly".

1.2 These places of assembly are private property and subject to the house rules of Karlsruher Messe- und Kongress GmbH (hereinafter referred to as "Messe Karlsruhe"), Festplatz 9, 76137 Karlsruhe, Germany, which enforces the house rules throughout the premises together with the respective organiser and its own representatives.

1.3 The house rules apply to all visitors, exhibitors, tenants, service providers and all other persons unless otherwise specified in an individual agreement. They do not apply to employees of Messe Karlsruhe.

1.4 Possible consequences of an infringement of these house rules:

- Immediate removal from the premises
- Exclusion from the event
- Ban on entering the premises
- Criminal prosecution
- Claim for damages

A refund of entrance fees is excluded in these cases.

1.5 Additional event-specific regulations are announced by posters or other means (Internet, entry tickets, etc.).

### 2. Right to enter and remain on the premises

2.1 The right to enter and remain on the premises shall only be granted to persons who can show either a valid entry ticket, an accreditation valid for the day of the event or other access authorisation.

2.2 Persons are only permitted to remain in the buildings for the times and purposes specified by the access authorisation. The access authorisation must be carried until the person leaves the premises and be shown to security personnel upon request.

2.3 Persons wishing to purchase an entry ticket may access the ticket office area.

2.4 Children and young people under the age of 14 must be accompanied by a parent, guardian or other responsible person. Otherwise, the provisions of the German Youth Protection Act (Jugendschutzgesetz) shall apply.

2.5 For security reasons, Messe Karlsruhe may prohibit the taking of bags and rucksacks into the premises and require bags, rucksacks and coats to be deposited in the cloakroom for the standard fee of up to € 2. If no prohibition of this type is in operation, visitors must be aware that security personnel may conduct bag and body searches and that containers, coats, jackets and capes carried by the visitor will be checked for their contents.

**Messe Karlsruhe accepts no liability for valuables, money, keys in bags, rucksacks or coats that are deposited in the cloakroom!**

2.6 Access to the premises will not be granted to persons who

- have no valid access authorisation
- are clearly under the strong influence of alcohol or drugs
- have the obvious intention of disrupting the event
- refuse to cooperate with security checks
- are carrying prohibited goods (see. 5.11) or
- have been banned from the premises.

If access has already been granted, violation of the above or other house rules of the place of assembly may result in expulsion from the premises. In these cases, a refund of entry fees is excluded.

2.7 For security reasons, Messe Karlsruhe may order the closure and evacuation of rooms, buildings, portable structures or open spaces and/or the termination of events.

In this case, the instructions of the security personnel and/or the evacuation assistants must be followed. In this case, a refund of entry fees must be claimed from the organiser within 14 days. The refund is excluded if the claim is submitted after this deadline.

### 3. General rules of conduct

3.1 Every person must behave in such a way that no other person is harmed, endangered, harassed or obstructed more than is unavoidable under the circumstances.

3.2 The instructions of supervisory and security personnel as well as official emergency services must be followed.

3.3 The facilities on the premises must be treated with care and respect.

3.4 Waste, packaging materials and empty containers must be disposed of in the receptacles provided.

3.5 Escape and rescue routes as well as safety equipment, such as fire alarms, fire extinguishing equipment and smoke detectors, must be kept clear at all times.

3.6 Objects found on the premises must be handed in at the information counter. Injuries to persons or damage to property must be reported immediately.

### 4. Vehicle traffic

4.1 The driving of vehicles on the premises requires a permit issued for this purpose.

4.2 German road traffic regulations (StVO) apply throughout the premises. Vehicles must not exceed walking speed.

4.3 Marked areas such as fire brigade access areas, escape and rescue routes, and emergency exits must be kept clear at all times without exception.

4.4 Parking is only permitted in the marked areas and is at the owners' risk. Messe Karlsruhe accepts no obligation to guard, monitor, keep safe or provide insurance coverage for vehicles parked on the premises. This also applies if a charge is levied for the use of parking spaces on the premises, if service personnel are present on the premises, and if the premises are monitored by video cameras.

### 5. Prohibitions

The following are prohibited throughout the premises unless approved by Messe Karlsruhe and the organiser:

- Smoking – incl. e-cigarettes – in all closed rooms
- Leaving luggage standing unattended. In the event of an intentional or grossly negligent violation, Messe Karlsruhe reserves the right to charge the costs for any necessary security measures taken and any consequential damage.
- Begging and harassment of people
- Blocking escape and rescue routes
- Staying on the premises overnight
- Commercial activities
- Distribution of printed and advertising materials, affixing of stickers and posters, and use of advertising media. Exhibitors are subject to a separate regulation.
- Commercial photographic, film, video, sound and television recordings and drawings, in particular of exhibition stands and exhibits
- Driving on the premises with motor vehicles, two-wheelers, inline skates, roller skates, Segways, skateboards, kickboards, scooters, electric scooters and similar means of transport. Special regulations may apply to certain areas within the framework of some events.
- Operation of aircraft (e.g. drones) within the meaning of § 1 LuftVG (German Aviation Act)
- The following items are not permitted:
  - Firearms, cutting, stabbing and thrusting weapons or other objects of any kind which, by their nature, are capable of causing injury to persons or damage to property and are intended for such purpose by their owner
  - Harmful, corrosive, highly flammable, colouring or radioactive solids, liquids or gaseous substances
  - Gas cylinders, gas spray cans and pressurised containers, with the exception of standard pocket cigarette lighters
  - Items made of fragile or splintering material
  - Fireworks, rockets, Bengal lights, smoke powder, Roman candles and other pyrotechnic articles and explosives
  - Flags, banners, sign poles and propaganda media whose content is racist, xenophobic, radical or directed against the free democratic order
  - Mechanically or electrically operated instruments which emit noise
  - Equipment for the production of photographs, film, video or sound recordings, insofar as they are used for commercial purposes
  - Animals. Guide dogs are permitted where required for medical reasons (a disabled person's identity card would be acceptable proof of this requirement). Special exceptions apply to animal-related events.

### 6. Right to one's own image

Please note that photographic, film and video recordings are regularly made on Messe Karlsruhe premises for reporting, documentation or advertising purposes, particularly at events. By entering the premises of Messe Karlsruhe, visitors, exhibitors and other persons consent to the production and publication of such photographs and recordings on which they are depicted, unless they express a contrary wish to the photographer.

### 7. Video surveillance

Messe Karlsruhe premises are subject to video surveillance in compliance with BDSG (Federal Data Protection Act) for the safety of visitors and exhibitors and enforcement of the house rules.

### 8. Volume at music events

The use of hearing protection is strongly recommended to reduce the risk of damage at music events. At events where high sound pressure levels are to be expected in the auditorium, the organiser must draw attention to the corresponding risks in the entrance area and provide visitors with ear plugs on request.

### 9. Important telephone numbers

Police: 110

Fire brigade/Ambulance 112

Control centre: 0721 (0)3720 2155