

WOMEX 17 – TRADE FAIR



On behalf of WOMEX and ICP Group S.A.:

Piranha Arts AG
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Germany

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Manual and signed Letter of Acceptance of the conditions by the exhibitor

Please note: your stand booking will not be completed until we have received your signed/returned copy. Please sign where indicated at the bottom of this manual.

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1 – Rental Prices

Stand pre-built with or without shell schemes: €860 net per stand – minimum stand size: 6 sqm.

The rental price includes:

Stand pre-build with shell scheme – 6m²

- Standard shell schemes, walls towards neighbouring stands
- General lighting in exhibition hall
- 1 set of 2-lighting spots per stand, each light 300 watt
- 1 fascia/ signboard facing the gangways, with text (200cm x 50cm)
- 1 table (120cm x 60cm) and 4 chairs per stand
- 1000 Watt power supply per stand
- Black carpet
- Cleaning of booth (daily)

Stand space without shell schemes – 6m²:

- General lighting in exhibition hall
- 1 table (120cm x 60cm) and 4 chairs per stand
- 1000 Watt power supply per stand
- Carpet
- Cleaning of booth (daily)

The organiser reserves the right to alter the present regulations with immediate effect in case orders from the authorities or other compelling reason might make it necessary.

For technical supplies to the stand, the latest deadline for ordering is **28 September 2017. Forms received after this deadline will be processed subject to availability of materials and transport. These rates will be increased by 25% on the list price.**

You will be forwarded the technical catalogues directly by the organiser after your registration of a stand. You can also find the catalogues by using this link:

<http://www.womex.com>

VAT Charge:

If you book a stand in addition to your registration (exhibition package) at WOMEX you do not need to pay VAT, if:

- your company is based in the EU and you have a valid VAT ID number or
- your company is based outside the EU and can provide proof of tax residence and entrepreneurship.

However,

- if you are a Polish company with a valid VAT ID number **you do not have to pay VAT** on the exhibition package.
- If you are a German company with a valid VAT ID number you have to pay **German VAT** on the exhibition package.
- If you are an EU company without a valid VAT ID number, you have to pay **local (Polish) VAT** on the exhibition package.
- If you are a company based outside the EU and cannot provide proof of tax residence and entrepreneurship, you have to pay **local (Polish) VAT** on the exhibition package.

For more information, please head here:

http://www.womex.com/take_part/register/vat

2 – Exhibition Manual

The exhibitor shall be bound to comply with the regulations issued by the organiser, the exhibition architect, the fire authorities, the health authorities, any other public authority and in other respects to comply with the rules and regulations from the venue.

In order to obtain all necessary information concerning furnishing, electrical and utility service, shipping and customs – please contact the venue by using the contact details listed at the end of this document.

No exhibitor may obstruct or allow his/her goods, decorative materials, furniture, etc. to obstruct or fill open passages and open spaces, just as there must be no construction above the height of the stand without special permission from the organiser.

The exhibitor shall be obliged to observe all time-limits fixed regarding construction, stand set-up etc.

The exhibitor shall be obliged to keep his/her stand open and suitably staffed during the official opening hours of the exhibition.

The exhibition building and the material therein must not be damaged (for example by nails, screws, etc. in doors and walls).

Posters will only be allowed on a specifically designated area. For the Shell schemes you are allowed to use tape for the posters (paper-tapes).

No inflammable decorations or exposed flames may be used at any time. All decoration material of paper and inflammable fabric must be made fireproof.

The exhibitor/s are obliged to comply with the EU labour regulations.

3 – Booth Size/Height

The standard booth size is 2 metres deep, 3 metres wide and 2.48 metres high incl. signs.

Companies that want to build higher than 2.6 metres incl. signs or have other special requests must forward their proposed floor plan and booth design to the organiser. If approved – the organiser will return with further information to the exhibitor.

4 – Use of Exhibition Stands, Forbiddance of Retail Sale and Piracy

Exhibits may be on display at the rented stand only. They must be exhibited in such a manner so as not to interfere with neighbouring exhibition stands visually or because of noise, and obstruction of exhibition stands or corridors must be avoided. In cases of non-compliance, WOMEX may, at its discretion, ban exhibits that interfere or obstruct. If the exhibitor does not comply, WOMEX has the right to remove said exhibits and evict the exhibitor from the stand without any liability.

The organiser has the right to remove exhibits that do not comply with exhibition product categories or that deviate from the principles of exhibition competitiveness or violate the exhibition schedule or if proven that said exhibits violate third party intellectual rights/copyrights.

The exhibitor shall indemnify and keep Piranha Arts AG as well as their local partners fully indemnified from and against all actions, claims and demands brought against these resulting (directly or indirectly) from any infringement of intellectual property rights of any third party effected by exhibitor/s.

If a court finds an exhibitor guilty of third-party intellectual rights/copyright violation, the organiser is entitled to forbid the exhibitor from participating in current or future exhibition events and the exhibitor shall have no right of compensation for any reason whatsoever.

5 – Exhibition Area

The organiser is entitled to change the allocation of stands and exhibition area, if there is a high demand for extra exhibition space or other matters.

There is a strict “**no smoking**” policy throughout the venue.

There will be poster walls in the venue where exhibitors are allowed to put up their poster/s. The exhibitors will be advised on the posters location when they arrive at the venue.

The general WOMEX rules in the exhibition area are: **NO live music in the exhibition area.** Please keep it quiet! Any musical activity perceived by the organiser as a disruption to business within the Trade Fair will be terminated.

6 – Advertising and Merchandise

Advertising may be carried out with flyers, samples and promotional material to be handed out to delegates visiting the event free of charge.

The distribution of flyers or any other advertising material is not allowed at any other point apart from an exhibitor's exhibition stand, unless special permission by the organiser has been secured.

Exhibitors must not sell any merchandise at their stands.

Unsanctioned 'offWOMEX' events and the like, and/or events seen to be competing with WOMEX may not be promoted on any of the WOMEX event sites, or online. Use of the WOMEX name or brand, or of any 'passing-off' versions of the WOMEX name and brand in connection with any unsanctioned events is not permitted. If the exhibitor does not comply, WOMEX has the right to remove any offending material and evict the exhibitor from the stand without any liability.

7 – Terms of Payment

The terms of payment are:

- Full payment of rental price upon receipt of the invoice.

No exhibitor will be allowed access to the exhibition stand if the organiser has not received the full stand rental price before the set-up time of the exhibition.

> **Please note:** your stand booking will not be completed until we have received your signed/returned copy of this manual.

8 – Cancellation

The organiser must receive notification of cancellation of exhibition space or stand in writing.

- The refund policy will be forwarded by WOMEX.
- No refunds will be made after Friday, 25 August 2017.

9 – Opening Hours

Build-up*

Monday 23 October 2017: 08:00 – 21:00 (work permit is needed)

Tuesday 24 October 2017: 08:00 – 21:00 (work permit is needed)

Wednesday 25 October 2017: 08:00 – 10:00 (work permit is needed)

Wednesday 25 October 2017: 10:00 – 14:00 (no work permit is needed)

*all standard stand build-up will be finished at 12:00 on 24 October

Registration

Wednesday, 25 October 2017: 10:00 – 18:00

Thursday, 26 October 2017: 09:00 – 18:00

Friday, 27 October 2017: 10:00 – 18:00

Saturday, 28 October 2017: 10:00 – 18:00

Trade fair

25 October 2017: 14:00 – 18:00

26 October 2017: 09:00 – 18:00

27 October 2017: 10:00 – 18:00

28 October 2017: 10:00 – 18:00

Stand take down

Saturday 28 October 2017: 18:00 – 24:00

No exhibited article may be removed from the stands until the exhibition is closed. The exhibitor shall restore the stand to its original form/condition.

For build-up and break-down periods you must order a work permit for the staff. This can be ordered by using the form which has been forwarded to you.

Registration Badges

The exhibitor passes may be picked up at the registration counter at the trade fair venue (ICC).

Each pass lists the exhibitor's company name and the given name and surname of the delegate. The pass is strictly for personal use only and:

- If lost, it will not be replaced
- If asked, the holder must also present his/her identity card
- If found in the possession of a third party, it will be confiscated

10 – Force Majeure

In case of war, mobilisation, strike, lock-out, fire, regulations of the authorities or other circumstances beyond the control of the organiser that might render it impossible or difficult to carry through the arrangement, the organiser shall be entitled to transfer, in whole or in part, the arrangement to other premises, to postpone the implementation of the arrangement to another time or to cancel the arrangement, and the organiser shall not be liable to pay compensation to the exhibitor or be bound to reimburse the stand rental paid.

11 – Bringing Exhibits onto the Premises, Transport of Exhibits

For sending your goods to WOMEX 17 please carefully read the following instructions and the **Shipping Manual** of our official freight forwarding partner *Valverde*.

We strongly recommend you to send your shipments to the warehouse of our official appointed shipping agent Valverde in Warsaw, as indicated in their enclosed shipping instructions and tariff for WOMEX 17. This will avoid any loss or delay of your shipment.

NON-EU (courier) shipments that require customs formalities in Katowice, Poland will NOT be handled or accepted by the venue ICC.

No storage will be available at ICC Katowice, Poland.

The storage address will be send in the separate document – the Shipping Manual.

ICC Katowice will only accept shipments for WOMEX 17 on the official build-up days and times as published in the shipping manual.

Please mark all packages clearly with the following information:

WOMEX 17

Your stand number

Your company name

Contact person

Your contact phone number during WOMEX

For more information, please carefully read the attached information from our official freight forwarder *Valverde*.

12 – Waste

During build-up/ breakdown, waste must be placed in the waste containers and recycle bins in the exhibition area.

13 – Transfer of Space

Exhibitors are not permitted to sublet their stand/s directly, or to lend their stand/s to, a third-party, either in part or in whole. Shared stands are permitted: if you wish to share a stand with another company please contact the organiser.

No change in stands between exhibitors may take place without the written consent of the organiser.

Exhibitors holding network, shared or umbrella stands are not allowed to sell participant shares in the stand/s to any third-party or network member for commercial benefit beyond recouping the original published and paid stand price and any

reasonable administration, production and stand decoration costs to enable their participation.

14 – Responsibility

The exhibitor shall be responsible for any damage done to the premises, fixtures or injury to persons caused by the exhibitor, his/her staff or any exhibited articles or exhibition material. The exhibitor shall not be entitled to repair any such damage himself.

15 – Claims

Any complaint shall be made forthwith and not later than the closing of the exhibition and shall be sent by registered letter to the organiser.

16 – German Law

In the event of any dispute arising in connection with or incidental to this agreement, the parties hereto shall first make an effort to settle the matter by negotiation, and the parties shall be bound to participate therein. If a settlement by negotiation cannot be achieved, all disputes shall be settled before the Court of Berlin in accordance with and governed by the German law.

17 – Special Arrangements

Special arrangements, if any, between the organiser and the exhibitor, which are not included in the agreement, are only binding when accepted in writing by the organiser.

18 – Damage to Facilities

No part of any exhibits, signs, posters or displays can be nailed or attached to columns or walls or any parts of the venue. If an exhibitor makes any damage to the venue, the exhibitor will be held financially responsible.

There will be some poster walls around the WOMEX area. For the Shell schemes, you are allowed to use paper-tape for the posters.

19 – Catering Regulations

There will be corkage fees at the venue. In case you are planning to bring your own beverages, please directly contact trade fair manager Kinga Soćko. Contact details are below.

20 – Insurance and Security

The venue and the organiser cannot guarantee the exhibitor against loss or theft of any kind. It shall be the responsibility of each exhibitor to maintain such insurances against injury to person or theft, fire damage or loss of property in such amounts as the exhibitor shall deem adequate.

21 – General Information

The agreement of the stand allocation is based on these conditions, rules and regulations. The exhibitor is also bound to comply with the technical rules stated in the information from the venue.

22 – Contact

ICP Group SA
Kinga Soćko
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ICP Group SA
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Piranha Arts AG
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Letter of Acceptance

The exhibitor confirms to have read and understood this exhibition manual.
Please sign and send to production@womex.com

Place, date

Stand number

Company

Signature