

WOMEX 2018 – EXHIBITION



On behalf of WOMEX and Nordesía:

Piranha Arts AG
Kreuzbergstraße 30
10965 Berlin
Germany

herein known as the organiser.

Exhibition Manual and signed Letter of Acceptance by the exhibitor

Please note: Your stand booking will not be completed until we have received your signed Letter of Acceptance (point 5, page 12). Thank you!

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1. Exhibition Package

1.1 Standard stand-booking

One standard stand unit is 860€ net. plus VAT/ Local consumer tax (IGIC), if applicable. For more information see: 1.6 VAT / Local Consumer Tax information (IGIC)

The dimensions for each stand are 6m² (3m wide, 2m deep), height is 2.32m. There are no smaller stand units available!

Each standard stand-booking includes:

- Shell schemes (Octanorm), walls towards neighbouring stands
- General lighting in exhibition hall
- 1 set of 3-lighting spots per stand, each light 100 watts
- 1 fascia/ signboard facing the gangways, with text (200cm x 35cm)
- 1 table (130cm x 70 cm)
- 4 chairs
- 3300 watt power supply per stand
- 2 sockets per stand
- Grey carpet
- Floor cleaning (once each day, after trade fair closing hours)
- Build-up and dismantling service

1.2 Customize your stand

If you would like to **remove some / all walls** or have special company name wishes for the signboard (no additional fee), please fill out the following stand info sheet: <https://goo.gl/forms/VVxgLLhozbiE6pND2>

Companies that want to build higher than 2.32 metres or have other special requests must forward their proposed floor plan and booth design to production@womex.com

Additional Furniture, Equipment & Printing Services

Additional furniture, equipment or printing services for your stand can be ordered from the stand building company. Please see the separate catalogue “Additional information, furniture & equipment for exhibitors” for prices and conditions. The catalogue will be forwarded to you after booking and paying for your stand or can be downloaded here: https://www.womex.com/take_part/bookastand

Please fill out the ordering form by deadline **September 24, 2018!**

Forms received after this deadline will be processed subject to availability of materials and transport. All rates within the “Additional Furniture and Equipment Catalogue” will be increased by 30%!

Hostess/Attendant

In case of hiring a hostess or attendant, the exhibitor has to pay a full registration for all persons hired.

1.3 WiFi

> Please note: WiFi is subject to capacity!

WiFi is available in the trade fair halls, although heavy usage may affect the stability.

The organisers cannot guarantee a stable WiFi and assume no liability for the connection. In case you need a reliable connection for around the clock streaming services and so on, we strongly suggest to book extra cable internet, which is not included in the standard stand package.

Please see “Additional information, furniture & equipment for exhibitors” catalogue for details and pricing! https://www.womex.com/take_part/bookastand

1.4 Terms of Payment and Business

For all persons attending WOMEX 18 the terms of payment and business apply. Main exhibitors are held responsible for their co-exhibitors and must make sure co-exhibitors adhere to the terms of this exhibition manual and to the WOMEX 18 terms of payment and business.

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 trade fair.
- You can find all terms of payment and business here: <https://www.womex.com/terms>

> Please note: *Your stand booking will not be completed until we have received your signed copy of this manual. Signature required at bottom of this document, point 5.*

1.5 Cancellation

> Please note: No refunds will be made after Friday, 17 August 2018

- The organiser must receive notification of cancellation of exhibition stand or space in writing.
- 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 more details on the refund policy, please read our WOMEX 18 terms of payment and business carefully: <https://www.womex.com/terms>

1.6 VAT / Local Consumer Tax information (IGIC)

> **Please note: You are also advised to contact your tax consultant if in doubt**

The Canary Islands are not part of the Community territory for the purposes of EU VAT (Article 6 of VAT Directive). VAT does not exist in the Canary Islands, but there is a local consumer tax known as the **IGIC** (Impuesto General Indirecto de Canarias - Canaries General Indirect Tax);

in specific circumstances German VAT at 19% has to be paid.

1.6.1. IGIC / VAT Regulation for trade fair stand booking

If you book a trade fair stand at WOMEX 18, you *do not need* to pay an IGIC or VAT charge on your exhibition package if...:

- your company is based in the EU (*but neither Germany nor the Canary Islands*) and you have a valid VAT ID number or
- you are based outside the EU or the Canary Islands.

However,

- if you are based in the Canary Islands, you have to pay **7% IGIC** on the exhibition package.
- if you are based in Germany, you have to pay **19% German VAT** on the exhibition package.
- if you are an EU company without a valid VAT ID number, you have to pay **19% German VAT** on the exhibition package.

1.6.2. IGIC Charge on delegate registration fees

IGIC has to be charged on *all* delegate registration fees for WOMEX 18, regardless of where the taxable person is based. It is also exempt from the reverse charge procedure for EU companies with a valid VAT ID number.

The applicable IGIC rate is a reduced rate of **3%** on your WOMEX 18 delegate registration fee.

For more information please see the European Commission Taxation and Customs Union website: https://ec.europa.eu/taxation_customs/business/other-taxes/turnover-taxes-canary-islands_en

For more information, please look here:
https://www.womex.com/take_part/register/vat

2. Trade Fair

2.1 Opening Hours

Set-up times (working permit needed)

Monday, 22 October 2018 | 08:00 – 21:00

Tuesday, 23 October 2018 | 08:00 – 21:00

Wednesday, 24 October 2018 | 08:00 – 10:00

No working permit needed for exhibitors*

Wednesday, 24 October 2018 | 10:00 – 14:00

** Main exhibitors and co-exhibitors need to **pick up their badge at the Check-in counter in the main entrance area** first in order to access all trade fair halls.*

General Trade Fair, Registration and Check-in times

24 October 2018 | 14:00 – 18:00

25 October 2018 | 10:00 – 18:00

26 October 2018 | 10:00 – 18:00

27 October 2018 | 10:00 – 18:00

Exhibitors only: Take-down

27 October 2018 | 18:00 – 24:00

28 October 2018 | please contact the organisers

2.2 Working Permits

For stand set-up and take-down periods that exceed general trade fair opening times all exhibitors as well as non-registered staff must fill out the working permit form: **bring a printed copy with you upon your arrival!**

Go here to get your working permit:

<https://goo.gl/forms/DyfW8amrGxkO0rHp1>

2.3 Registration Badges

The exhibitor badge and wristband need to be picked up at the registration area at the Check-in counter (main entrance of WOMEX 18 daytime venue INFECAR during official registration and check-in times.

Each badge lists the exhibitor's company name and the given name/ 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 her/his identity card
- if found in the possession of a third party, it will be confiscated

Also: it is NOT allowed to invite non-registered persons to receptions and other events happening within the WOMEX 18 daytime venue (INFECAR) during official WOMEX opening hours.

2.4 Transport of Exhibits

In order to bring exhibits onto the WOMEX 18 premises please read the following instructions, and this **shipping manual** by our official freight forwarding partner Valverde, carefully:

http://www.womex.com/2018/downloads/shipping_manual_18.pdf

We strongly recommend you to send your shipments to the warehouse of our official appointed shipping agent Valverde, as indicated in their enclosed shipping manual for WOMEX 18.

Please mark all packages clearly with the following information:

WOMEX 18

Your stand number

Your company name

Contact person

Your contact phone number during WOMEX

> **Please note:** Shipments directly to INFECAR can only take place from October 15 2018 onwards. WOMEX cannot be held responsible for missing goods or any other complications that may arise by shipping exhibits directly to INFECAR.

2.5 Rules within Trade Fair Area and Exhibition Space

- There is a strict “**no smoking**” policy throughout all trade fair areas. There will be dedicated smoking areas outside!
- **NO live music in the trade fair area.** Please keep it quiet! Any musical activity perceived by the organiser as a disruption to business within the trade fair will be terminated.
- **Waste:** During set-up/ take-down, the exhibitor must place the waste in the containers and recycle bins in the trade fair area. Each booth will be cleaned every evening after the trade fair closes. There will be **no bin bags** available during trade fair hours.
- 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. These regulations will be available for consultation

on demand from the organiser (4. *Contact Information*); further information can also be found on the INFECAR website <http://www.infecar.es/>

- Special arrangements, if any, agreed between the organiser and the exhibitor, which are not included in this exhibition manual, are only binding when confirmed in writing by the organiser and signed by both parties.
- No exhibitor may obstruct or allow her/his goods, decorative materials, furniture and so on 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.
- 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 shall be obliged to observe all time-limits fixed regarding construction, stand set-up, stand take-down, and so on.
- The exhibitor shall be obliged to keep her/his stand open and suitably staffed during the official opening hours of the trade fair.
- No exhibited article or display equipment may be removed from the stands until the official take-down period of the trade fair. The exhibitor shall restore the stand to its original form/condition.
- Exhibitors are allowed to use non-destructive tape for sticking posters on the shell schemes. For consultation, please contact Sarah Ungan (4. *Contact Information*) or ask the stand building company on site!
- The trade fair area and exhibition space and the material therein must not be damaged (by, for example, nails, screws, wrongly-used sticky tape and so on used on doors, (stand-)walls, pillars and other venue surfaces and units).
- The exhibitor shall be held responsible for any damage done to the premises, fixtures, and for any injury to persons caused by the exhibitor, her/his staff or any exhibited articles or exhibition material. The exhibitor shall not be entitled to repair any such damage herself/himself.
- The exhibitor/s are obliged to comply with the EU labour regulations.

2.6 Use of Stands, Forbiddance of Retail Sale, Piracy and Transfer of Space

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

- 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 trade fair stands visually or because of noise. Obstruction of trade fair 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 the main subject and focus of the exhibition 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.
- Exhibitors are not permitted to sub-let 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.
- Shared, umbrella, network stands: the main exhibitors will be held responsible for all co-exhibitors.
- 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 incurred to enable their participation.

2.7 Advertising and Merchandise

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

- The distribution of flyers or any other advertising material is not allowed at any other point apart from an exhibitor's trade fair 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, or provision of refund or compensation.

3. Venue

3.1 Address

Venue name: INFECAR
Address: Av. de la Feria, 1
35012 Las Palmas de Gran Canaria
Canary Islands, Spain

Web: <http://www.infecar.es/>

3.2 Catering

There will be corkage fees at the INFECAR and within trade fair areas. In case you are planning to bring your own beverages onto the premises, please contact general coordination manager Cecilia Carballido from NORDESIA Production team:
cecilia.womex18@nordesia.com

3.3 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.

3.4 Damage to Facilities

No part of any exhibits, signs, posters or displays may be nailed or attached in a harmful or destructive way to shell schemes, columns, walls or any parts of the venue (INFECAR). If an exhibitor makes any damage to the venue, the main exhibitor will be held financially responsible.

3.5 Claims

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

3.6 German Law

In the event of any dispute arising in connection with or incidental to this agreement, the parties here to 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.

3.7 Force Majeure

In case of war, terrorism, 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.

3.8 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.

4. Contact Information

Cecilia Carballido

General coordination - NORDESIA

cecilia.womex18@nordesia.com

info.womex18@nordesia.com

Sarah Ungan

Head of Production - WOMEX

sarah.ungan@piranha-arts.com

production@womex.com

5. Exhibitor's Letter of Acceptance

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

Place and Date

Stand number

Company

Signature