

## **General conditions for the participation in the trade show of the 58th Bühnentechnische Tagung (BTT) 2016**

Date: June 15<sup>th</sup> and 16<sup>th</sup> 2014

Location: Messe Bremen, Findorffstraße 101, 28215 Bremen, Germany

Organizer: DTHG Service GmbH, Kaiserstraße 22, 53113 Bonn,

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[gmbh@dthg.de](mailto:gmbh@dthg.de)

### 1. Reservation:

Reservations have to be done in written form (online, by e-mail, by fax or by letter post).

They are without obligation until they have been confirmed by the DTHG office.

Per company only one (1) booth can be reserved.

### 2. Application:

2.1 The application has to be done by filling out the official application form which has to be sent to the DTHG office (address see ahead). Per company only one (1) booth can be booked.

2.2 Closing date is April 30<sup>th</sup> 2016.

Early birds having booked their booth and paid the booking fee until January 31<sup>st</sup> 2016 get an early bird discount of 5%.

After receipt of payment (see payment conditions, 6.) the booking is definite. If the payment does not arrive in time, the booth may be given to other interested parties. If there are more reservations/applications than booths, the spaces might be redistributed in agreement with the exhibitors. There is no legal claim for a special booth number.

### 3. Permission:

3.1 The permission for participation in the trade show is given by the organizer. A permission can be refused without reasons to be mentioned.

3.2 The permission will be given in written form. A transfer of the rights and obligations to other parties is not allowed without permission by the organizer.

3.3 The integration of a co-exhibitor requires the permission of the organizer who can fix a co-exhibitor fee.

### 4. Booth spaces:

4.1 The available booth spaces are marked in the floor plan.

4.2 If still available the preferred booth spaces are allocated. If they are already allocated to other companies, alternatives will be proposed.

#### 4.3 Size and equipment of the booths:

The size of the booth spaces is 3 x 2,5 m (width x depth). The separations consist of side elements with a height of 2,18 m.

Inline booths (one side open) have got a back wall and two sloped side walls, corner booths (two sides open) have got a back wall and one sloped side wall (exact measures see technical drawing [www.btt2016.de](http://www.btt2016.de)).

The equipment contains 1 table and 2 chairs and electricity. WLAN access is provided on request.

The suspension of light panels / company signs / logos is possible, but should not leave any residues.

Due to the limited size of the booths it is not possible to present bigger exhibits. There will be a special presentation floor for those objects. Spaces there (1x1 m) can be rented (200 € net/space).

#### 5. Fees:

All prices mentioned are in EUR net plus 19% VAT.

##### 5.1

Exhibitors (booth fee):

DTHG member companies: 2.950,00 €

other companies: 3.800,00 €

education institutions (limited capacity): 1.550,00 €

cooperating associations (limited capacity): 800,00 €

The fee contains the booth fee with equipment (see 4.3), two exhibitor tickets (including catering: coffee, softdrinks, rolls, lunch, cake) as well as two free tickets for the DTHG night on June 15<sup>th</sup> 2016.

5.2 The early bird discount (payment until January 31<sup>th</sup> 2016) means a reduction of 5% of the booth fee.

##### 5.3 Presentation spaces for exhibits

One presentation space (1x1 m) can be given to every exhibitor. Variances may be possible on request. Rental fee per presentation space: 200,00 €.

5.4. Presentation of an advert banner (1,10 m width x max. 6 m height) apart from the booth

Production by DTHG Service GmbH according to a draft: 400,00 €

##### 5.5. Additional exhibitor tickets

Two exhibitor tickets are included in the booth fee.

Additional exhibitor ticket: 32 €.

##### 5.6. DTHG-Night

Two free tickets for the DTHG Night (June 15<sup>th</sup> 2016, 6.30 p.m., foyer Messe Bremen) are included in the booth fee.

Further tickets can be ordered to the regular prices:

ticket for DTHG members (max. two tickets per exhibitor): 33,61 € (40,00 € gross)

ticket for non-members: 46,22 € (55,00 € gross)

## 6. Payment conditions:

6.1 The confirmation of the booth reservation with declaration of the booth number as well as the invoice for the fee will be sent to the exhibitor. The payment – without reduction – has to be paid within 30 days to the bank account below (5.2). For making use of the early bird discount the payment must be received by DTHG Service GmbH until January 31<sup>st</sup> 2016.

6.2 Please transfer the payment to the bank account of DTHG Service GmbH:

account holder: DTHG Service GmbH  
bank: Raiffeisenbank Denzlingen-Sexau eG  
bank no. 680 621 05  
account no. 6319904  
IBAN DE 32 6806 2105 0006 3199 04  
SWIFT address: GENODE61DEN.

Please specify your transaction as follows:

„BTT 2016 booth fee, booth no. XXX (please insert the no.!)“

6.3 Payments from foreign countries have to be transferred without costs for the recipient.

6.4 If the total fee has not arrived in time, the booth is free for disposal again. DTHG Service GmbH is allowed but not obliged to dispose of the space. If the booth can be reallocated, DTHG Service GmbH can charge 10% of the original fee for refund of expenses. If the spaces cannot be reallocated, fees are due as mentioned at 6.5.

6.5 If the exhibitor withdraws his application, he is obliged to pay the following fees:

-- withdrawal after March 15 <sup>th</sup> 2016:	50 %
-- withdrawal after April 15 <sup>th</sup> 2016:	75 %
-- withdrawal after May 15 <sup>th</sup> 2016:	100 %

## 7. Important notes:

7.1 For construction/dismantling the following periods of time are offered:

Construction: June 14<sup>th</sup> 2016, 2 p.m. to 8 p.m.

Dismantling: June 16<sup>th</sup> 2016, 6 to 8 p.m.

7.2 Lorries and other vehicles can only stop for unloading and loading at the fair hall and have to be driven away immediately afterwards. Car parking lots are available in front of the fair hall (at the owner's expense).

7.3 The catering will be done by the local catering service. Catering for two persons is included in the booth fee (see 5.1). For every further person, a fee of 32 € net will be due (see 5.5). Please specify the number of persons you take part with in BTT on your application form.

7.4 Waste Containers / final cleaning:

The booths have to be left broom-clean. Hazardous waste is not allowed to be disposed of in the provided containers. It has to be removed by the exhibitors themselves.

7.5 Entrance control and overnight guarding is provided by the organizer.

7.6 The delivery of exhibition materials etc. is outside the mentioned times for construction and dismantling is only possible upon consultation. Parcels etc. that are sent to Messe Bremen have to be sent without costs for the organizer or Messe Bremen. Parcels have to be marked with the title of the event, its date and the booth number.

#### 8. Liability:

The participant is liable for all personal damage and material damage connected with construction, equipment, use and dismantling of his booth. An indemnity insurance with an appropriate amount guaranteed has to be concluded.

Neither the Messe Bremen nor DTHG Service GmbH are responsible for lost or theft of property of the exhibitor, his representative, his employees, his guests or visitors. The exhibitor has to conclude an indemnity insurance including his booth and everything in it.

An additional insurance against loss and damage of the exhibits during the trade show and during transport is recommended, too.

#### 9. Place of jurisdiction:

The place of jurisdiction for all participants is Bonn.