

Terms and Conditions of Participation

World Money Fair 2020

**WORLD
MONEY
FAIR'20**
31. JAN – 2. FEB

1 ORGANIZER

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2 OPENING AND ADMISSION TIMES

Fair

Fri., 31. Jan.	10 am–06 pm
Sat., 01. Feb.	10 am–06 pm
Sun., 02. Feb.	10 am–04 pm

Technical Section (ECC 2)

Fri., 31. Jan.	10 am–06 pm
Sat., 01. Feb.	10 am–06 pm

Admission times

Exhibitors	daily from 07 am
Trade Visitors	daily from 08 am
General Public	daily from 10 am

3 APPLICATION

Application as an Exhibitor takes place using the application forms provided for the event, which must be completed, signed and submitted to World Money Fair Berlin GmbH (Organiser). By registering, the Exhibitor declares to the Organiser that it has a serious interest in participating in the event. Co-exhibitors and additionally represented companies must be indicated in the application form.

4 ADMISSION

By submitting the registration, the General Terms and Conditions of Participation are recognised as legally binding. The Organiser decides on the admission; the admission can be refused without giving reasons. There is no legal claim to admission. In the case of approval, a written confirmation shall be issued.

The allocation of spaces shall be based on availabilities and on the industry classification to be assigned by the Organiser at its own discretion, not on the order in which registrations are received. The Exhibitor's reservations, conditions and special wishes (e.g. with regard to a specific location, exclusion of competition, stand construction and stand design) shall be taken into account as far as possible, provided that the Exhibitor has notified the Organiser of these in good time beforehand. An exchange of allocated spots without the consent of the Organiser is not permitted.

Every Exhibitor is obliged to obtain information about the location and the exact dimensions of the stand allocated to it. The stand may be relocated for compelling factual reasons.

5 PARTICIPATION AGREEMENT

The participation agreement is concluded when the Organiser has notified the Exhibitor of the admission in writing. The Organiser may also subsequently, i.e. after the conclusion of the participation agreement, make changes to the allocation of space, in particular to the location, type, dimensions and overall size of the Exhibitor's exhibition space, if this is necessary for reasons of safety, public order or because further exhibitors must be admitted to the fair, or because changes to the allocation of space are necessary for more efficient utilisation of the premises and space required for the fair. Such subsequent changes may not, however, exceed the extent reasonable for the Exhibitor. If the subsequent changes result in a reduced participation fee, the difference shall be refunded to the Exhibitor. Further claims against the Organiser are excluded.

If the Exhibitor cannot use its stand space or if it is impaired in the use of his stand because it has violated statutory and official regulations or provisions of the technical guidelines, it shall nevertheless be obliged to pay the participation fee in full. Without the prior consent of the Organiser, the Exhibitor may not relocate its stand, exchange it or transfer it to third parties in whole or in part.

6 INVOICES AND TERMS OF PAYMENT

The invoice amounts in all invoices issued by the Organiser in connection with the event are to be transferred in EUR to the account stated in the invoice without any deduction, stating the invoice number and customer number and **free of charges. The payment due dates stated in these invoices are binding and must be observed.** Upon request, the Organiser shall inform the Exhibitor of the receipt of payment.

Prior and full payment of the invoice amounts is a prerequisite for occupying the exhibition space and for issuing exhibitor passes.

Services such as stand cleaning, catering, internet connection, water or compressed air connection will be invoiced directly via the Estrel.

If the Organiser has issued an invoice with German VAT to an Exhibitor whose registered office is outside the Federal Republic of Germany, and if the Organiser would have been able to issue such an invoice without German VAT had the Exhibitor provided the necessary information to the Organiser in good time, the Organiser shall be entitled to demand from the Exhibitor a processing fee of EUR 50.00 if, at the Exhibitor's request, it replaces the invoice with German VAT with an invoice without German VAT.

If the Exhibitor wishes an invoice to be changed because the name, legal form or address of the invoice recipient has changed, the Exhibitor shall pay the Organiser a processing fee of EUR 50.00 for each invoice change, unless the information contained in the original invoice concerning the name, legal form or address of the invoice recipient was incorrect and the Organiser is responsible for the incorrect information.

7 WITHDRAWAL

In case of withdrawal after 15 Nov. 2019 50% of the stand rent will be charged; in case of withdrawal after 15 Dec. 2019 the full stand rent will be charged.

The Organiser is entitled to withdraw from the agreement at any time if there is an objectively justified reason. An objective reason shall be deemed to exist in particular if the Exhibitor violates the obligations set forth in the Terms and Conditions of Participation.

8 FORCE MAJEURE, CANCELLATION OF THE EVENT

If, as a result of force majeure or for other reasons beyond the Organiser's control (e.g. power failure), the Organiser is forced to vacate one or more exhibition areas temporarily or for a longer period of time or to postpone or shorten the fair, the Exhibitor shall not be entitled to withdraw from the agreement, terminate the agreement or reduce the stand price, nor shall it be entitled to any claims whatsoever, in particular claims for damages, against the Organiser. The same applies if the Exhibitor is unable to participate in the trade fair due to force majeure.

If the Organiser cancels the trade fair because it cannot hold the event due to force majeure or other circumstances for which the Organiser is not responsible, or because the Organiser cannot reasonably be expected to hold the trade fair, the Organiser shall not be liable for any damages or disadvantages resulting for the Exhibitor from the cancellation of the trade fair.

9 SET-UP AND DISMANTLING TIMES

Set-up:

Exhibition Halls (except Technical Section)

Wed., 29. Jan.	07 am – 10 pm (constructive assembly)
Thu., 30. Jan.	07 am – 10 pm (constructive assembly)
Thu., 30. Jan.	03 pm – 10 pm (decorative construction)

Technical Section (ECC 2)

Wed., 29. Jan.	07 am – 10 pm
Thurs., 30. Jan.	07 am – 06 pm

Night-time construction on request and subject to additional costs.

Dismantling:

All exhibition halls (except Technical section)

Sun., 02. Feb.	from 04:15 pm
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Technical section (ECC 2)

Sat., 01. Feb.	from 06:15 pm
to Sun. 02. Feb.	11 am

Rental stands in the technical section must be vacated by 08 pm on Saturday, 01. Feb.

Stand material must be collected on Monday, 03. Feb., by 08 am. Storage in the Estrel beyond this time is not possible.

10 DELIVERY, REMOVAL AND PARKING

The logistics partner **DB SCHENKERfairs** is recommended for the handling of trade fair transports and deliveries. Further information is available online on the event's website.

Deliveries by truck up to 12 t and WITHOUT trailers are made via the driveway to the parking garage of the Estrel.

Deliveries by truck from 12 t and WITH trailer are to be made via Ziegrastraße, gate 1.

Loading and unloading by truck **during the set-up and dismantling** times shall take place within an agreed time window, which must be agreed upon in advance. For this purpose, Exhibitors are to send the completed form "Logistics/vehicle registration" to **DB SCHENKERfairs**. The form is available online on the event website.

Deliveries by car via the connecting doors under the rotunda can be made at the following times:

Thu., 30. Jan.	03–08 pm
Fri., 31. Jan.	06–10 am
Sat., 01. Feb.	06–10 am
Sun., 02. Feb.	06–10 am

Access is via Ziegrastraße, gate 1, and only with exhibitor passes.

Removal by car via the connecting doors under the rotunda can take place at the following times:

Fri., 31. Jan.	06–07 pm
Sat., 01. Feb.	06–07 pm
Sun., 02. Feb.	04–05 pm

For security reasons, the connecting doors under the rotunda remain consistently closed at all other times and are monitored and guarded by security personnel.

Parking

It is not possible to park on the open-air grounds. Parking spaces are available in the Estrel underground car park (max. height: 1.80 m; no parking space for trucks or large vans) and in the alternative car park in front of the Estrel at Sonnenallee 228.

The parking lots are checked at irregular intervals by security personnel.

Please do not leave any goods or valuables unattended in your vehicle.

Loading deposit

The use of the spatially limited loading zones is limited in time. **A deposit must be paid when driving on the premises and will be refunded** when leaving the premises. If the time limit is exceeded, the deposit will be retained.

Cars up to 3.5 t:	1 hour = EUR 100
Vehicles over 3.5 to 7.5 t:	2 hours = EUR 100
Vehicles from 7.5 t:	1 hour = EUR 200

11 VALUABLES TRANSPORTATION, EXTERNAL SECURITY

Valuables transports for deliveries or pick-ups must be notified in advance in writing to the Estrel security service for coordination (e-mail: m.waltner@estrel.com).

At the end of the fair, valuables can only be transported after registration and within a specified time window. To make an appointment, please contact the Estrel security service directly (e-mail: m.waltner@estrel.com).

External security personnel must be registered in advance in writing with the security service of Estrel (e-mail: m.waltner@estrel.com). The Estrel security service must be informed of the deployment times, a copy of the weapon licences and the mobile number of the person on duty.

12 DELIVERIES

Information on deliveries via **DB SCHENKERfairs** can be found on the **DB SCHENKERfairs** forms. These are available online on the event website.

The following delivery address applies to other deliveries sent by postal and courier companies:

ESTREL Berlin
c/o World Money Fair 2020
Name of Exhibitor / Stand Number (please specify)
Sonnenallee 225
12057 Berlin

Postal and courier consignments are temporarily stored in the goods receiving area of the Estrel. Exhibitors should contact the reception desk of the Estrel Congress Center directly to receive their deliveries. Estrel reserves the right to accept shipments under certain conditions. It is recommended to register at the Estrel in time, as there may be longer waiting times before and during the event.

The Organiser shall not accept any consignments of goods, letters or other items intended for exhibitors or third parties. Exhibitors are advised not to leave any deliveries of goods or other items unsecured in the hall or outdoor area during the set-up and dismantling periods.

13 STAND CONSTRUCTION AND DESIGN

All exhibition stands must be erected in accordance with Estrel's technical guidelines. The technical guidelines are available online on the event website.

On the assumption that the technical guidelines are observed in the design and construction of the stand, it is not necessary to submit drawings for approval in the case of single-storey stand constructions, provided that they are not higher than 3.5 m and have a floor area of no more than 30 m². Stand concepts that deviate from this must be submitted for approval at least 6 weeks before the official start of construction with true-to-scale stand design plans (floor plans, view drawings and sectional drawings).

The sides of the stand facing the neighbouring stands must be kept neutral, white, clean and free of installation material from a construction height of 2.50 m and above.

Suspensions from the hall ceiling are always carried out by the Estrel.

Decoration materials must be of at least category B1 according to DIN 4102 and at least class Cfl-s1 according to EN 13501-1, i.e. flame-retardant. This must be confirmed by a test certificate held ready at the stand (submission deadline for review 4 weeks before the start of assembly). If this is not the case, Estrel shall be entitled to remove the corresponding decoration or have it removed at the expense of the Exhibitor, unless the Exhibitor immediately remedies the situation.

Rental stands can be individually designed by the Exhibitor. Make sure that the stand materials are not soiled or damaged. All decorations on the walls and the stand system must be removed by the Exhibitor without leaving any residue. Costs for damaged or glued parts will be charged to the Exhibitor.

14 SERVICES AND TECHNICAL EQUIPMENT

Additional services such as stand cleaning, catering and Internet access can only be ordered via the Estrel. Exhibitors can log into the Estrel Exhibitor Online Services of the Estrel Congress Center at <https://eos.estrel.com> and then use the event code WMF_2020 to order the required services. Registration is required for the first visit to the website.

Technical equipment such as water or compressed air connections can be requested directly from the technical department of Estrel (e-mail: w.kaiser@estrel.com).

15 ADVERTISING

Advertising material may only be distributed at the Exhibitor's stand. Any distribution outside the exhibition stand requires the prior approval of the Organiser and is subject to a fee. Further information can be found on the registration forms for the event.

Offers for individual advertising options can be found in the event's advertising catalogue, which is available online on the event's website.

Illegally affixed advertising will be removed by the Organiser; the costs for this shall be borne by the Exhibitor.

16 EXHIBITOR PASSES

For the duration of the fair, Exhibitors will receive free of charge the number of exhibitor passes specified in the registration forms for themselves and the persons employed at their stand. Additionally requested exhibitor passes are subject to a fee.

Exhibitor passes are only valid for those persons in whose names they are issued. In the event of misuse, the exhibitor pass will be confiscated. The exhibiting company in whose name the pass is issued is liable for any misuse.

Exhibitor passes will only be issued after payment of the stand rental invoice.

17 SET-UP AND DISMANTLING PASSES

The personnel involved in assembly and dismantling will be issued with set-up and dismantling passes, which are issued free of charge by the Organiser. The set-up and dismantling passes are not valid during the trade fair.

18 TRADE IN GOODS AT THE FAIR

Trade with goods at the trade fair shall take place exclusively at the trade fair stands and dealer desks. Persons acting in contravention will be suspected of trafficking in illicit goods and may be ejected from the fair by the Estrel security service.

Trade in cultural artefacts such as archaeological finds is only permitted in compliance with international and national law and only if proof of legal origin is documented for each cultural artefact. Offering, exhibiting or selling objects with swastikas or similar symbols is prohibited.

The Exhibitor undertakes to carry out business conducted within the framework of the trade fair in a flawlessly correct manner, both in terms of content and form (e.g. invoicing), within the framework of the relevant laws. In particular, the Exhibitor shall not misleadingly and fraudulently offer imitations or counterfeits as genuine. If complaints regarding the goods offered or the exhibitor's working methods indicate that the above obligations have not been met, or if any unlawful acts have been committed by the Exhibitor, the Organiser shall be entitled to exclude the Exhibitor from the fair with immediate effect. Claims for damages or repayment of the stand rent against the Organiser are excluded.

19 HOUSE AND USER REGULATIONS

The house and user regulations of the Estrel must be observed by the Exhibitor. Staying overnight in the halls and open-air grounds is prohibited. The Exhibitor is obliged to show consideration for the other participants in the event, not to offend common decency and not to misuse its participation in the event for purposes other than those of the event.

The employees of the Organiser and the Estrel are entitled to enter the Exhibitor's stand at any time on behalf of the Organiser.

In addition to the Organiser, the Estrel exercises the householder's rights and is entitled to prohibit Exhibitors and visitors of the fair from entering the premises in the event of violation of the house and user regulations.

20 EXCLUSION OF LIABILITY

The Organiser accepts no liability for (consequential) damage or loss to stand material or stand goods. The Exhibitor itself is responsible for supervising and guarding the exhibition stand from the start of stand construction until it leaves the fair. The Organiser shall not be liable for damage to persons or objects as well as for loss of objects of the Exhibitor (e.g. as a result of theft), for damage as a result of the failure of technical supply facilities outside the Organiser's sphere of influence, or for other damage caused as a result of outside influence, unless it can be proven that it has violated an obligation applicable to it through gross negligence.

The Exhibitor is liable to the organizer for all damages caused to third parties by the Exhibitor's participation. This includes damage to the Estrel and its facilities.