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## Cleaning service

Messe Friedrichshafen GmbH is only the mediator for your order.

The contractor is:

Gebäudereinigung Fath

Moosstraße 14

88074 Meckenbeuren

Mobil +49 (0) 171 5310676

Fax +49 (0) 7542 3680

Email: kontakt@gebaeudereinigung-fath.de

1. The exhibitor must have a socket within the stand.
2. The exhibition halls are cleaned by the organizer. The exhibitor is responsible for his own stand area. Daily cleaning begins at 6 p.m. If the stand is not accessible because it is an enclosure which can be locked, the key should be deposited with the service partner.
3. For orders submitted after the date given in the exhibitors' service file the following surcharges will become due:
  - new orders: + 50 % of the contract price
  - Changements/additional orders: + 25 %

4. Complaints about the cleaning service can only be accepted within 30 minutes after the exhibition has started.
5. Please note the principles of the "Closed Substance Cycle Waste Management" (KrWG) as well as on the principles of the "Industrial Waste Enactment" (GewAbfV) in its latest valid version.
6. A direct debit mandate makes payment easier. If you have not authorized a direct debit mandate please use the form "direct debit mandate". Cleaning costs will be charged to the exhibitor and must be paid immediately at the stand. Please inform your stand personnel and accordingly provide sufficient means of payment. Due to administrative reasons no exceptions can be made.
7. All prices do not include VAT. The above-mentioned conditions of delivery and payment are valid for all orders. Place of jurisdiction is Tettngang and place of performance is Friedrichshafen.

Version: 25.10.2018

## Compressed air supply

Messe Friedrichshafen GmbH is the contractor and will execute your order.

Messe Friedrichshafen GmbH

Neue Messe 1

88046 Friedrichshafen

Tel. +49 (0) 7541 708-702

Email: druckluft@messe-fn.de

### Terms of delivery and payment

1. The order form for compressed air supply and the installation sketch-map should be submitted to the service partner as soon as possible but at the latest by the date given in the exhibitors' service file.
2. The quoted prices include articles on loan for delivery, assembly, faults service, dismantling and collection but do not include VAT. The invoice will be issued by the responsible service partner.
3. The order form must be submitted at the latest 14 days prior to the exhibition. If not a surcharge of 10 % will become due (with exception of the exhibitors who are admitted at short notice). In this case the Exhibition Management cannot guarantee the installation duly and within the agreed time limit.

All cancellations will entail a cancellation fee:

- Cancellations 14 days before the start of construction will be charged at 25 % of the quoted price
  - 7 days before the start of construction will be charged at 50 % of the quoted price.
  - Less than 7 days before the start of construction will be charged at 100 % of the quoted price.
4. No responsibility is accepted for the effects of malfunction or/and default of compressed air supply or for indirect damage or loss of profits. Liability for indirect (and/or secondary) damage or loss of profit are generally excluded. If negligence cannot be excluded, the liability will be limited to the amount covered by the contract.
  5. Installation material is rented to the exhibitor and remains the property of the service partner. The exhibitor is responsible for ensuring that all rented material is handed over to the service partner or is present and in working order when he starts to dismantle after the exhibition. Missing material or appliances will be charged to the exhibitor at the current rate.
  6. The above-mentioned conditions of delivery and payment are valid for all orders. Place of jurisdiction is Tettngang and place of performance is Friedrichshafen.

Version: 25.10.2018

## Electrical installations

Messe Friedrichshafen GmbH is only the mediator for your order. The contractor is the respective expert in charge for your stand (see list).

Please note: For consumption of 18 kW and more an electricity meter is mandatory. Only calibrated meters for all installations are acceptable.

### Terms of delivery and payment

1. Electrical supply and electrical installation order forms including sketch should be submitted to the organizer's office as soon as possible but by the latest at the given application closing date.
2. The quoted prices include articles on loan for delivery, assembly, fault services, dismantling and collection - VAT is not included. Invoice will be made out prior to commencement of exhibition by expert in charge (see list) and is due for payment immediately. Please check invoice immediately. Complaints about the contents and amount of invoice should be made prior to dismantling of stand to allow proper rechecking.
3. Expert in charge may add a 10 % surcharge for incomplete or late order forms (i.e. not stated requests or missing information - resulting in a belated start of work - except for exhibitors granted acceptance at short notice by Messe Friedrichshafen itself). In case of a cancellation or changes of order no sooner than two weeks prior to begin of the fair the exhibitor may have to meet all costs incurred.
4. In order to guarantee a steady electricity supply to all exhibitors we reserve the right to immediately disconnect stands from the electrical supply if consumption exceeds the ordered amount. Special electrical connections are necessary for electrical systems whose power rating exceeds the normal network. They are liable to costs.
5. Systems and appliances must meet the VDE and local EVU requirements as well Industry-association regulations such as DGUV. Contractor is not liable for damage caused by faulty wiring or appliances not personally supplied.
6. Wires, kWh-meters etc. rented from contractor remain property of contractor. The exhibitor is responsible for ensuring that all rented material and appliances are returned to the contractor or are present and in working order when dismantling begins. Missing material or appliances will be charged to the exhibitor at the current market value.
7. Connections from the main system to the stand may only be laid by the contractor who is solely authorized to open the supply manholes. Manholes have to be accessible at all times in case of an emergency.
8. Unauthorized connection of wiring or appliances to the existing installations of another stand is not permitted and entitles the contractor to immediately disconnect supply. Contractor may also charge a "main connection". The exhibition management decides however, what measures are to be taken.

9. No responsibility is accepted for the effects of power failure, voltage fluctuations, damage to the system or interference caused by electro-magnetic fields or for indirect damage or loss of profits. Liability for indirect (and/or secondary) damage or loss of profit are generally excluded. If negligence cannot be excluded, the liability will be limited to the amount covered by the contract.
10. The above-mentioned conditions of delivery and payment are valid for all orders. Place of jurisdiction is Tettngang and place of performance is Friedrichshafen.

### Respective experts for electricity:

#### **Hall A1, A2, A3, Foyer/entrance west, Foyer/entrance A1, Exhibition Lake**

Elektro Brauchle & Partner GmbH  
Merkurstraße 3, 88046 Friedrichshafen  
Tel. +49 (0) 7541 708-946, +49 (0) 7541 51020  
Fax +49 (0) 7541 57776  
info@elektro-brauchle-partner.de

#### **Hall A4, A7, Foyer/entrance east**

Elektro Maier  
Dornierstraße 6, 88048 Friedrichshafen  
Tel. +49 (0) 7541 41278, Fax +49 (0) 7541 43884  
Mobil: +49 (0) 160 90534108, A. Maier  
info@elektro-maier-fn.de

#### **Hall A5, A6, Passage east**

Bäzner Elektro GmbH  
Zeppelinstraße 278, 88048 Friedrichshafen  
Tel. +49 (0) 7541 9507-0, Fax +49 (0) 7541 9507-50  
Mobil: +49 (0) 170 9984151  
baezner@baezner.de

#### **Hall B1, B2, B5, Open air grounds west + east**

Elektro Zeller GmbH  
Adelheidstraße 39, 88046 Friedrichshafen  
Tel. +49 (0) 7541 72649, Fax +49 (0) 7541 75456  
Mobil: +49 (0) 171 4245409  
andreas.zeller@elektro-zeller.de

#### **Hall B3, B4, Passage east**

Elektro Hanser GmbH  
Waggershauser Straße 14, 88045 Friedrichshafen  
Tel. +49 (0) 7541 57071, Fax +49 (0) 7541 57072  
Mobil: +49 (0) 171 3735137  
service@elektro-hanser.de

Version: 01.12.2018

## Event equipment

Messe Friedrichshafen GmbH is only the mediator for your order.

The contractor is:  
organissimo GmbH  
Hochwaldstraße 2  
88677 Markdorf  
Tel. +49 (0) 7544 9592-0  
Fax +49 (0) 7544 9592-49  
Email: info@organissimo.de

Version: 25.10.2018

## Exhibition insurance

In conjunction with HDI Gerling (risk taker) and Frey (insurance broker) submits an exhibition insurance policy to you for your goods on the basis of the General Terms and Conditions for Exhibition Insurance Policies 2008 as well as all further special arrangements specified in your application<sup>1</sup>).

Please send your application at the latest 4 weeks prior to the insurance broker Walter Frey Assekuranzmakler GmbH. You will receive the cover note and the demand for payment afterwards.

Further information:  
Walter Frey Assekuranzmakler GmbH  
Contact person: Jeannine Kattau  
Olgastraße 4  
88045 Friedrichshafen  
Tel. +49 (0) 7541 3007-28  
Fax. +49 (0) 7541 3007-77  
Email: Jeannine.kattau@vm-frey.de

Version: 25.10.2018

## Express service DHL

Messe Friedrichshafen GmbH is only the mediator for your order.

The contractor is:  
DHL Trade Fairs & Event GmbH  
Welsersstraße 10d  
51149 Köln  
Email: dhl.fn@dhl.com

Contact before exhibition:  
Tel.: +49 (0) 69 9767-14110  
Fax: +49 (0) 69 8767-14130

Availability on site:  
Foyer west at Messe Friedrichshafen  
88046 Friedrichshafen  
Tel.: +49 (0) 7541 708-123

We operate exclusively in accordance with the Allgemeine Deutsche Spediteurbedingungen 2017 - ADSp 2017 - (German Freight Forwarders' General Terms and Conditions 2017) and - if they do not apply for performing logistics services - with the Logistic-AGB (General Terms and Conditions of Logistics-Services Providers), as of March 2006. Note: In clause 23 the ADSp 2017 deviates from the statutory liability limitation in section 431 German Commercial Code (HGB) by limiting the liability for multimodal transportation with the involvement of sea carriage and an unknown damage location to 2 SDR/kg and, for the rest, the customary liability limitation of 8,33 SDR/kg additionally to Euro 1,25 million per damage claim and EUR 2,5 million per damage event, but not less than 2 SDR/kg. In case of transport, storage or other handling of objects of art, the latest version of the Standard Terms and Conditions Art ("GBT Art") shall apply.

Version: 25.10.2018

## Floor coverings, carpets

Messe Friedrichshafen GmbH is only the mediator for your order.

The contractor is:  
expoCarpets & more, Horst Balschukat e. K.  
Bahnhofstraße 16  
88046 Friedrichshafen  
Tel.: +49 (0) 7854 9873499  
Fax: +49 (0) 7854 9873503  
Email: info@expocarpets-more.de

### Terms of delivery and payment

1. After your order you will receive our invoice which is also deemed to be the confirmation.

2. The invoice is immediately due but at the latest 8 days before the desired service date. If the advance payment was not made your order will not be executed.
3. Orders which are made during construction period have to be paid immediately on site.
4. There are only limited articles and colours available for orders during construction period.
5. A surcharge of € 45.00 (net) per order will be due for logistical efforts if the order was made two or one days before exhibition begin.

Version: 25.10.2018

## Freight forwarding

Messe Friedrichshafen GmbH is only the mediator for your order.

The contractor is:

Schenker Deutschland AG

Neue Messe 3, 88046 Friedrichshafen

Tel. +49 (0) 7541 708-730, Fax +49 (0) 7541 708-991

Email: fairs.friedrichshafen@dbschenker.com.

Contract and price agreements to be negotiated between contractor and exhibitor: fairs.friedrichshafen@dbschenker.com

We acknowledge the conditions of the forwarding agency overleaf. We operate exclusively in accordance with the Allgemeine Deutsche Spediteurbedingungen 2017 - ADSp 2017 - (German Freight Forwarders' General Terms and Conditions 2017) and – if they do not apply for performing logistics services - with the Logistic-AGB (General Terms and Conditions of Logistics-Services Providers), as of March 2006.

Note: In clause 23 the ADSp 2017 deviates from the statutory liability limitation in section 431 German Commercial Code (HGB) by limiting the liability for multimodal transportation with the involvement of sea carriage and an unknown damage location to 2 SDR/kg and, for the rest, the customary liability limitation of 8.33 SDR/kg additionally to Euro 1.25 million per damage claim and EUR 2.5 million per damage event, but not less than 2 SDR/kg. In addition the Fair and Exhibition Conditions are applicable. The "Bundesfachgruppe Schwertransporte und Kranarbeiten (AGB-BSK)" terms and conditions are the basis for heavyload orders.

### Terms of delivery and payment conditions

#### Special conditions

- a) The current "Allgemeine Deutsche Spediteur" (ADSp) conditions are applicable for all orders to the exhibition freight forwarder. Information about haulage charges for exhibitions and fairs are available on request at the listed exhibition freight agency. German law applies, place of jurisdiction is Friedrichshafen. Please note: the exhibition freight forwarding agency only accepts liability within the boundaries of the ADSp for crane and forklift truck orders. A transportation and assembly insurance is therefore strongly recommended. The exhibitor is liable for any damage and/or subsequent damage which results from incorrect weight indication (single weight).
- b) In urgent cases, the exhibition freight forwarder can use his own judgement to follow order instructions to protect the interests of the exhibitor if there is no representative present at the stand. This is also the case with the use of cranes and fork lift trucks. In exceptional cases, if the action was taken in the interest of the exhibits, the charges must be paid in accordance with the freight forwarder even though the work was not confirmed and signed for.
- c) The liability of the exhibition freight forwarder ends with the delivery of the exhibition goods at the exhibitors stand even if the exhibitor or his representative is not present. Return transport begins with the collection of the relative goods from the stand but only if the transportation documents have already been handed into the freight forwarders office. A time overlap through the freight forwarder is only possible by special instruction and against payment.
- d) Invoices are to be paid in full, in cash, within five days of receipt. Due to administrative reasons, no exceptions can be made. The exhibition freight forwarder is authorised to collect payment

during the event (or at least a deposit) for all expenses and charges.

#### Explanation

1. Only legitimate empty packaging can be so called and so charged. The packaging must be tied and bundled, easy to move and ready to be collected at the stand. The charge is solely for empty packaging. We do not accept any liability for any items remaining therein.
2. All empty packaging to be stored during the exhibition must be labelled with the company name, hall and stand number so as to ensure correct return to the stand.
3. The use of forklift trucks and cranes is only permitted through the official freight forwarder. In special cases permission may also be required from the Messe Friedrichshafen.
4. Should you require use for several days please order by fax.
5. Shipments must arrive or be at our disposal at the Messe Friedrichshafen in good time before the exhibition begins. Please note the deadlines issued by the exhibition management in the technical information circular.
6. Loading reports as well as all other correspondence should be addressed to:

**Schenker Deutschland AG**

**Neue Messe 3**

**88046 Friedrichshafen**

**Tel. +49 (0) 7541 708-730**

**Fax: +49 (0) 7541 708-991**

7. All shipments must be carriage-free Friedrichshafen. As well as the usual declaration according to the German goods tariff please add the following:

**details of goods**

**hall number**

**stand number**

Stickers are available on request.

#### HGV transport

Drivers of heavy goods vehicles must be advised to contact the exhibition office.

#### Air freight

Goods for air freight should be sent to our airport offices at Frankfurt. Separate notification should be sent. All goods must be clearly labelled as exhibits with details of the hall and stand number.

#### Customs

In order to enable smooth and prompt customs clearance of the exhibits we require invoices (in German) in triplicate. For boats and/or other large exhibits we also require a prospectus. The prices must be carriage-free German border. We can arrange for the customs declaration if required which would be invoiced in accordance with the exhibition freight forwarding agency's tariff.

#### Return transport

Instructions for return transport should be submitted in good time but not later than 3 days before the close of the exhibition. Order forms are available from us. Details on the dispatch order forms are essential for the handling of transportation and the issuing of accompanying documents. The entire clearance papers or any other documentation must be automatically enclosed so as to avoid any delays or difficulties with customs, tax laws or similar in returning the goods. Enclosures have to be mentioned within forwarding contract (this condition applies naturally for delivery too).

## Furniture rental

Messe Friedrichshafen GmbH is only the mediator for your order.

The contractor is:

Hummel Möbelverleih GmbH  
Taxetstraße 3, 85599 Parsdorf bei München  
Tel.: +49 (0) 89 9010879  
Fax: +49 (0) 89 901087999  
Email: info@hummel-mietmoebel.de

Availability one day before exhibition begins:  
Foyer west at Messe Friedrichshafen  
88046 Friedrichshafen  
Tel.: +49 (0) 7541 708-810

Please find all details: <https://hummel-mietmoebel.de/contact/rental-conditions/>

Version: 25.10.2018

## Parking space

Messe Friedrichshafen GmbH is the contractor for your order.

Messe Friedrichshafen GmbH  
Neue Messe 1, 88046 Friedrichshafen  
Tel. +49 (0) 7541 708-0

1. Please submit your application for a car parking space not later than four weeks before the beginning of the exhibition.
2. The reservation is valid for the whole period of the exhibition, not during the construction and dismantling period. Parking permits must be clearly visible on the vehicles.
3. You will receive an invoice for the parking permit.
4. For further information about parking spaces for car trailers, vans and trucks outside the exhibition grounds please ask at the exit gates or see on our website.
5. It is not allowed to stay overnight on the exhibition grounds.
6. Incurring fees parking spaces are available for motorhomes or caravans including tractor in a limited scale in the mobile home parking area (P Ost/East 2). Are these exhibition nearby places fully booked, you can resort to the public mobile home parking spaces. Information can be found on our website or from the tourist information office in Friedrichshafen. A reservation is not possible. The fees have to be paid locally.

7. In the case of roof avalanche danger the inner courtyard will be closed to traffic. There is no entitlement for an alternative parking space in the immediate vicinity. Expenses won't be reimbursed.
8. To ensure that traffic flows smoothly during the construction and dismantling periods and during the exhibition, the rules intended to regulate and direct traffic must be strictly observed. German Road Traffic Regulations - StVO - apply throughout the exhibition grounds and on the parking areas belonging to the exhibition grounds. The maximum permitted speed on the exhibition grounds is 10 kph.
9. Illegally parked vehicles, semi-trailers, containers, receptacles and empty packaging of all kinds will be removed at the expense and risk of the owner.
10. During the construction and dismantling periods only delivery vehicles are allowed to enter the exhibition grounds - against a deposit. These vehicles are to be unloaded as soon as possible and to be removed from the exhibition grounds. Cars are to be parked on the allocated parking areas. Messe Friedrichshafen reserves the right to make alterations. Further deliveries during the event can be made against deposit.
11. Place of jurisdiction is Tettngang, place of performance is Friedrichshafen.

Version: 25.10.2018

## Partition walls, carpets

Messe Friedrichshafen GmbH is only the mediator for your order.

The contractor is:

mlg – Messe- und Ladenbaugesellschaft mbH  
Dr.-Ernst-Zimmermann-Allee 10, 85757 Karlsfeld/München  
Tel. +49 (0) 8131 66998-0, Fax +49 (0) 8131 66998-10  
Email: info@mlg-messebau.de

1. Please note that a sketch map is needed.
2. Rental prices are valid throughout the whole exhibition and include construction and dismantling. A 3 % insurance fee for stand parts and VAT will be added to all offered prices. Construction and execution after payment only.

3. Main power supply is to be ordered separately and is not included in the rental price.
4. 20 % late order surcharge for orders handed in 14 days prior to the exhibition. 50 % late order surcharge for orders handed in 5 days before the beginning of the exhibition. Invoicing will be done directly by the service partner and has to be paid at the latest 4 weeks prior to the exhibition begin.
5. Late orders on site and during construction time have to be paid immediately.
6. The above-mentioned conditions of delivery and payment are valid for all orders. Terms and conditions: <http://mlg-messebau.com/gtc.html>

Version: 25.10.2018

## Personnel placement

Messe Friedrichshafen GmbH is only the mediator for your order.

The contractor is:

MY v.i.p. service GmbH & Co. KG

Neue Messe 3, 88046 Friedrichshafen

Tel. +49 (0) 7541 708-853 or -852, Fax: +49 (0) 7541 708-337

Email: info@my-vip-service.de

### Terms of delivery and payment

1. My v.i.p. service GmbH & Co. KG supplies service personnel according to the requested qualification, requirements and languages. Set cards can be supplied on demand.

2. The invoice will be issued only by the service partner and is payable without discount within 7 days of the date of invoice.
3. The order is binding as soon as the order confirmation has been received.
4. In case of a cancellation, the service partner is entitled to charge
  - 25 % of the contract price if a cancellation occurs 10 days before start of contract
  - 50 % if cancelled 5 days before start of contract
  - 80 % if cancelled 3 days before start of contract.
5. Please make sure to order suitable personnel 14 days prior to requested due date of your order.

Version: 25.10.2018

## Rental stand

Messe Friedrichshafen GmbH is only the mediator for your order.

The contractor is:

mlg – Messe- und Ladenbaugesellschaft mbH

Dr.-Ernst-Zimmermann-Allee 10

85757 Karlsfeld/München

Tel. +49 (0) 8131 66998-0

Fax +49 (0) 8131 66998-10

Email: info@mlg-messebau.de

Please note: You can order rentable furniture and rentable lightning installation by company mlg GmbH only together with a rental stand or system partition walls by company mlg GmbH.

Discount on stands:

31 sqm and more: 10 %

51 sqm and more: 20 %

Surcharge on stands

up to 11 sqm: 20 %

1. Please note that a sketch map is needed.
2. Rental prices per sqm are valid throughout the whole exhibition and include construction and dismantling. A 3 % insurance fee for stand parts and VAT will be added to all offered prices. Construction and execution after payment only.
3. Main power supply is to be ordered separately and is not included in the rental price.
4. 20 % late order surcharge for orders handed in 14 days prior to the exhibition. 50 % late order surcharge for orders handed in 5 days before the beginning of the exhibition. Invoicing will be done directly by the service partner and has to be paid at the latest 4 weeks prior to the exhibition.
5. Late orders on site and during construction time have to be paid immediately.
6. Terms and conditions: <http://mlg-messebau.com/gtc.html>

Version: 25.10.2018

## Stand guarding

Messe Friedrichshafen GmbH is only the mediator for your order.

The contractor is:

MY v.i.p. service GmbH & Co. KG

Neue Messe 3

88046 Friedrichshafen

Tel. +49 (0) 7541 708-853 or -852

Fax: +49 (0) 7541 708-337

Email: info@my-vip-service.de

### Following rules are applicable:

In order to provide full guarantee of security on your stand it is mandatory to order number of personal according to size and design/structure of stand. This requirement is crucial for the acceptance of liability by MY v.i.p. service GmbH & Co. KG. During the event exhibition site is being protected against unauthorized entry and against outside intrusion. General supervision of halls and open air grounds during the construction and dismantling time a night patrol is being provided by Messe Friedrichshafen GmbH.

Security services for stands must be ordered via official contractor appointed by Messe Friedrichshafen GmbH. Minimum duty time are 6 hours/person. Please make sure that stand handover to security (and vice versa) takes place with stand personal present. Stated prices are net prices. Messe Friedrichshafen is authorized to carry out necessary steps of supervision and security measures. Services rendered will be invoiced by the official contractor appointed by Messe Friedrichshafen.

### General

1. Security services may be provided by official contractor, only. Not authorized security personal is subject to being expelled from the premises by official contractor.
2. Security services will be provided by uniformed security guards.
3. Employees of the security company are obliged to enter all occurrences into a security service record. All incidences are to be reported to the customer by security management.

4. Since all items and objects are listed during handover of stand everything recorded will be reviewed at the end of the exhibition when stand is handed back. The process of handing over/returning a guarded stand shall only proceed in the presence of authorized persons.

## Limitation of liability

1. Security company is obliged to place a contract with an insurance company for third party insurance in accordance with § 6 of the ordinance applying to security service companies. The liability falls under the liability policy for security service companies in Germany. The customer is entitled to demand evidence that such an insurance has been taken out.
2. The extent of liability shall be restricted to the following amounts \*)
  - I) personal injury 1.000.000,00 €
  - II) damage to property 250.000,00 €
  - III) for loss of guarded items 15.000,00 €
  - IV) for pecuniary loss 12.500,00 €
  - V) for the loss of keys 100.000,00 €
3. The sum insured is limited to the legal minimum amount of liability insurance applicable to security companies.  
\*) Liability coverage may be increased upon payment of a surcharge.
4. As opposed to conditions 1. – 3. security company shall be liable without limit for damage claims of any kind, irrespective of the legal grounds, in the event of damages resulting from deliberate or grossly negligent actions on the part of the company, its legally appointed representatives, or senior employees.

## Liability claims

1. Employees of the security company are obliged to enter all occurrences into a security service record. All incidences are to be reported to the customer by security management. These records shall contain all items and objects to be covered by the liability insurance of the security company in the event of loss, risk or damage. The signatures put under these records are legally binding and apply to all details included in the provision of security services. The security company shall assume liability to a maximum total of 15,000.00 Euros for objects either damaged or lost in the course of verifiable security services. This applies expressly only to such objects as have been entered into the security service records. Any damages to, or losses of, such items or objects must be claimed immediately once they are handed over in the presence of security management. All liability shall be forfeit in case of a belated statement or communication of a claim. The security company does not assume liability for any items or objects that have not been listed in the records. Security management must be informed if the customer refuses to put his signature under the hand-over minutes when he returns the stand. The absence or loss of a guarded items or objects is the only reason acceptable for refusal.

Should the signature be refused without a statement of reason, or by stating any other reason(s), the security company excludes liability for the entire security service period. After termination of the trade fair/ event the security service records shall be handed over to Messe Friedrichshafen.

Customers wishing to provide evidence of the security services rendered are entitled to ask for the release of these records at any reasonable time.

2. If the security company, or its insurers, refuse to accept a claim for damages, then the customer must pursue the claim through the courts within a period of 3 months, otherwise any claim shall be forfeit.

## Order processing/Conditions of payment/Cancellations

1. Stand security personal can only be ordered directly via the official contractor.
2. Services rendered will be invoiced by the official contractor. Payment of these invoices is immediately due upon receipt. Cost set-offs or retention of security fees are not permitted. Irrespective of this, the official contractor is entitled to issue invoices before or during the exhibition/event to be paid immediately in cash or by cheque. The terms of payment also can differ per order or down payments be demanded.
3. The invoice shall contain a detailed list of the security company's duty hours. Only the hours actually worked for and documented in the hand-over minutes shall be invoiced. Deviations between hours planned and actually worked are to be corrected and considered directly upon invoicing.
4. Cancellations or reductions of services already ordered must be communicated in writing to the official contractor no later than 24 hours prior to the commencement of security duty. Cancellations or reductions are subject to be charged in full to the client in the event of non-performance.

## Surcharges

1. All orders received prior to the set deadline will be charged with the regular rate per hour of service. In cases of belated arrival of orders the following surcharges ensue:
  - 14 days prior to onset of the event 25 %
  - 7 days prior to onset of the event 50 %
  - the day security service commences 100 %
2. In case your order is being received after our deadline we reserve the right to withhold a firm commitment.

## Commencement of contract

Contract for security services commences with the fixed date on contract made out to security-company and signed by customer.

## Place of jurisdiction

If not stipulated otherwise place of jurisdiction is the registered office of headquarters of the security-company.

Version: 25.10.2018

## Stand party

Messe Friedrichshafen GmbH is the contractor for your order.

Messe Friedrichshafen GmbH  
 Neue Messe 1  
 88046 Friedrichshafen  
 Tel. +49 (0) 7541 708-0

We offer you a stand party service which includes the following:

- authorization to give a stand party
- basic supervision of the hall (security services)
- hall lightning
- cleaning services (for restrooms only).

### Please note:

1. Stand parties must be registered in advance and authorized by Messe Friedrichshafen GmbH, project management.
2. Stand party begins after exhibition end until 10 p. m. at the latest.
3. Stand cleaning has to be ordered separately.

## Suspending points

Messe Friedrichshafen GmbH is only the mediator for your order. The contractor is the respective expert in charge for your stand (see list).

### Safety

1. The following specifications regarding suspending points are not allowed for safety reasons:
  - Suspension of any part of the stand construction
  - Safeguarding of stand construction parts or exhibits (stand construction parts or exhibits must be secured individually)
  - Suspending constructions with rigid connections to the hall floor.
2. Any suspended construction may only be changed by the official contractors. Load capacity of rope end connections must comply to the DIN 56921-11. Load capacity of rope end connections items with wire rope clips must not be used. With regard to the connection of all suspended objects the following safety regulations and in particular:
  - the BGV A1 (general regulations), BGV C1 (presentation and production sites for scenic performances),
  - the BGV D8 (hoist, lifting and traction equipment)
  - the assembly regulations (VstättVo)

### Technical details, important information

1. The exhibitor will be supplied with an attachment point in the required position above the stand area and within the stand edges by the Messe Friedrichshafen providing the construction prerequisites allow it. The suspending construction is only allowed within the area of the stand. The feasibility of the required attachment points from the plans submitted will be checked.
2. Suspending points from the ceiling will principally be carried out only by the official contractors.

4. Your party catering has to be booked exclusively with our trade fair caterer.
5. If additional security is necessary (decision made by Messe Friedrichshafen), it is to be ordered separately. The host of the stand party has to pay the expenses.
6. Please ensure that your party takes place only at the stand you've booked. Additional area has to be approved by Messe Friedrichshafen. Aisles and escape routes must be kept free.
7. The host of the stand party is liable for damages, fouling, etc. especially on adjacent spaces. The fees must be paid by the applicant.
8. It is the exhibitor's own responsibility to register a musical performance with GEMA (society for musical copyright enforcement). Any potential GEMA fees must be settled by the exhibitor with GEMA directly.
9. Place of jurisdiction is Tettnang, place of performance is Friedrichshafen.

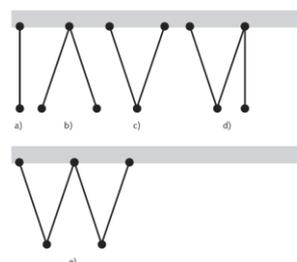
Version: 22.05.2019

3. Each designated suspending point in the hall ceiling construction can carry a maximum vertical load of 250 kg. Should the required hanging point not be directly beneath an attachment point, then a suspending point will be constructed by connecting two or three other attachment points.
  - At the end of every attachment point (interconnecting point) there is either a link or an o-ring.
  - 8 mm wire rope is to be used for suspending items.

Calculation example for constructed suspending points:

- a) rope on one hanging loop = p.f.e.sp<sup>1</sup>
- b) 2 ropes on 1 hanging loop = p.f.e.sp x 1,5
- c) 2 ropes on 2 hanging loops = p.f.e.sp x 2
- d) 3 ropes on 2 hanging loops = p.f.e.sp x 2,5
- e) 4 ropes on 3 hanging loops = p.f.e.sp x 3,5

A rope is included in the price of each hanging loop. Each further rope counts as half.



4. The connection of the items to be suspended (light rods, spot lights etc.) to the suspension points (attachment points) is the responsibility of the exhibitor or his builders. Materials to connect the items to be suspended are not included in the price but can be rented if required.
5. The main power supply for lighting etc. should be ordered separately.

<sup>1</sup> p.f.e.sp = price for each suspending point

## Required plan documentation, time limit for orders

1. Side view and horizontal projection sketches of the stand area together with a projection of the attachment points need to be submitted for processing the application (scale 1:100 or 1:200). The total weight of the hanging construction, the distance from the suspending points to the stand edges and the height above floor level must also be included in the plans. The maximum height is confined to 6 metres. A transgression of this height is only possible with the agreement of the project management. If no height elevation of the required hanging point is included in writing, the hanging point will be installed at a height of 6 metres above floor level.
2. Applications together with the complete plans must be received at least 6 weeks before the official construction date. In the case of late applications/plans, the preparation for suspending points cannot be guaranteed. A 50 % supplement will be charged for applications received less than 10 days before the start of an exhibition.
3. Additions are contained in the "Technical Guidelines – no. 4.7.5" in the exhibitors' service file.

## Terms of delivery and payment conditions

1. The quoted prices include articles on loan for delivery, assembly, faults service, dismantling and collection but do not include VAT. Damaged material or appliances will be charged to the exhibitor. The fixed rates must not be exceeded by the contractor.

The responsible service partner will invoice the service and this invoice is payable before exhibition starts. The invoice should be checked immediately. Complaints about the contents and amount of the invoice should be made before the stand is dismantled to allow proper rechecking.

2. The order and the sketch-map should be submitted to the responsible contractor as soon as possible but at the latest by the date given in the exhibitors' service file. 50 % late-order-surcharge will be due for orders handed in 10 days before the beginning of the exhibition/event.
3. The above-mentioned conditions of delivery and payment as well as the terms for execution and safety regulations are valid for all orders. Court of jurisdiction is Tettngang and place of performance is Friedrichshafen.

## Respective experts for suspending points:

### Hall A1-A7, Foyer/entrance west + east, passage east

organissimo GmbH

Hochwaldstraße 2, 88677 Markdorf

Tel. +49 (0) 7544 9592-0, Fax +49 (0) 7544 9592-49

Email: info@organissimo.de

### Hall B1-B5

Arbeitsbühnenverleih Löffelholz, J. Löffelholz e. K.

Robert-Pirker-Straße 10, 88045 Friedrichshafen

Tel. +49 (0) 7541 75977, Fax +49 (0) 7541 34938

Email: kontakt@arbeitsbuehnen-loeffelholz.de

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## Telephone, Internet, DSL

Messe Friedrichshafen GmbH is the contractor for your order.

The following company will execute your order:

Neuschwender Informationstechnik

Altdorferstraße 16

88276 Berg

Tel. +49 (0) 7541 708-199

Fax +49 (0) 7541 708-2199

Email: vertrieb@neuschwender.de

*Please note, that it's not possible to arrange a connection with any other telephone company except the officially recognised Neuschwender Informationstechnik.*

## Terms of delivery and payment

1. The order form must be submitted at the latest 3 days prior to the exhibition. If not a surcharge of € 112.00 (net) will become due. In this case the Exhibition Management cannot guarantee the installation duly and within the agreed time limit.
2. All cancellations will entail a cancellation fee:
  - 3 weeks before the exhibition begin: € 50.00 (net)
  - 100 % of the quoted price after construction has started
3. No responsibility is accepted for the effects of obstacle and interruption of data lines. Liability for indirect (and/or secondary) damage or loss of profit are generally excluded. If negligence cannot be excluded, the liability will be limited to the amount covered by the contract.
4. The above-mentioned conditions of delivery and payment are valid for all orders. Place of jurisdiction is Tettngang and place of performance is Friedrichshafen.

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## Waste disposal

Messe Friedrichshafen GmbH is the contractor and will execute your order.

Messe Friedrichshafen GmbH  
Neue Messe 1  
88046 Friedrichshafen  
Tel. +49 (0) 7541 708-700 or -125  
E-Mail: entsorgung@messe-fn.de

### General agreement

1. According to our technical guidelines Pos. 6 – environmental protection – handling of disposal - recycling and removal - is the sole responsibility of Messe FN and/or the contractor stipulated. Based on the principles of the "Closed Substance Cycle Waste Management" (KrWG) as well as on the principles of the "Industrial Waste Enactment" (GewAbfV) in its latest valid version. Disposal of electrical appliances and batteries is not possible. The electrical and electronics device regulations (ElektroG) comes into effect. Hazardous material of all kind and waste-oil are not disposable via Messe Friedrichshafen. Waste has to be separated into paper, wood, glass, plastics, metals. Mixed waste will be charged at the maximum rate.
2. Please note: disposal of manufacturing waste during the exhibition may necessitate the use of a garbage container which has to be rented and placed accordingly. This will be taken care of as needed and upon consultation of service partner.

## Water supply

Messe Friedrichshafen GmbH is only the mediator for your order. The contractor is:  
Suttner & Michel GmbH  
Am Rohrbach 12/3  
88045 Friedrichshafen  
Tel. + 49 (0) 7541 53579, Fax +49 (0) 7541 55579,  
Email: suttner@suttner-michel.de

### Terms of delivery and payment

1. The order form for water supply, water installations and the installation sketch-map should be submitted to the responsible contractor as soon as possible but at the latest by the date given in the exhibitors' service file.
2. The quoted prices include articles on loan for delivery, assembly, faults service, dismantling and collection but do not include VAT. The responsible service partner will invoice the service and this invoice is payable before exhibition starts. The invoice should be checked immediately. Complaints about the contents and amount of the invoice should be made before the stand is dismantled to allow proper rechecking.
3. The order form must be submitted at the latest 14 days prior to the exhibition. If not a surcharge of 10 % will become due (with exception of the exhibitors who are admitted at short notice). In this case the Exhibition Management cannot guarantee the installation duly and within the agreed time limit.
4. The exhibitor is not permitted to connect to available supply points himself. In this case the exhibitor would then be liable for all damages arising, as well as for the costs incurred due to the immediate disconnection by the service partner.

### Waste disposal during construction and dismantling

1. Due to lawful regulations you are obliged and responsible for the correct removal of all waste and refuse articles that incurred during assembling and disassembling of your stand.
2. All types of rubbish/waste (also pollution by dust and paint), that accumulated prior and during stand construction, during the exhibition as well as after dismantling, that were not disposed of will be disposed of by Messe Friedrichshafen on your account including an administration fee.
3. Adhesive tapes or adhesive tape remains and/or floor coverings that cannot be removed and still remain after the given dismantling time on the hall floors, will be removed at the exhibitor's expense and invoiced accordingly.

### Waste disposal during the exhibition

1. A maximum of 80 liters (equivalent to a normal commercial refuse bag) of sorted rubbish (paper, wood, plastics, metal, residual waste) according to the regulation of our "special terms of participation" can be placed well visible in the evenings in the hall aisles.
2. For larger amounts, please get in touch with us on-site. Phone no.: +49 (0) 7541 708-125.

Place of jurisdiction is Tettngang, place of performance is Friedrichshafen.

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5. Water will be exclusively supplied by the company "Stadtwerk am See". Therefore the water works term of delivery form a legally binding part of the organisers terms of installation. The organiser is not liable for water supply failure due to acts of God or caused by circumstances exceeding the organisers control. No responsibility is taken for fluctuations in water pressure.
6. It is possible that a water supply point cannot be made available at the desired position of the hall floor as damage to the hall floor is not permitted. This means that you may have to accept a different location of the water supply point within your stand. If the nearest water supply point for the neighbouring stand is located within your stand, you have to accept this supply point and the connection piping. The same is valid for the sewer. No claims for compensation on the organizer can be made for such constructions which are necessary to properly supply an exhibition stand. The costs for concealing piping with wooden panelling are covered by the exhibitor.
7. Each water supply point is accompanied by a sewer and a water seal.
8. Installation material is rented to the exhibitor and remains the property of the service partner. The exhibitor is responsible for ensuring that all rented material is handed over to the service partner or is present and in working order when he starts to dismantle after the exhibition. Missing material or appliances will be charged to the exhibitor at the current rate.
9. The above-mentioned conditions of delivery and payment are valid for all orders. Place of jurisdiction is Tettngang and place of performance is Friedrichshafen.

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## WiFi access point

Messe Friedrichshafen GmbH is the contractor and will execute your order.

Messe Friedrichshafen GmbH  
IT department  
Neue Messe 1  
88046 Friedrichshafen  
Tel. +49 (0) 7541 708-6000  
Email: it@messe-fn.de

The customer confirms that the information they have provided is correct. In addition, the customer also agrees that Messe Friedrichshafen GmbH shall be entitled to block the connection in the event that the information is incomplete or incorrect.

Please make sure that the following technical rules are complied with. By complying with these rules, you help to ensure that the WiFi network offers sufficient bandwidth for all users while helping to avoid service disruptions.

- Please use only one access point per stand.
- WiFi transmitters in the 5 GHz band are not permitted.
- You are permitted to use channels 1, 5, 9 and 13 in the 2.4 GHz band (802.11 g/n); no other channels may be used.
- Please note that channel bonding is not permitted.
- The maximum transmission power must not exceed 80 dBm at the border of the stand.
- The access point's SSID must not be visible.
- Only WiFi transmitters are allowed to be operated.

Place of jurisdiction is Tettngang, place of performance is Friedrichshafen.

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## Working platforms

For logistical and safety reasons working platforms are only allowed from our official contractors.

Please contact exclusively:

Mateco GmbH – Niederlassung Ravensburg  
Rautbrühl 11, 88214 Ravensburg  
Tel. +49 (0) 751 7692435-0, Fax +49 (0) 751 7692435-11  
Email: ravensburg@mateco.de

Arbeitsbühnenverleih Löffelholz, J. Löffelholz e. K.  
Robert-Pirker-Straße 10, 88045 Friedrichshafen  
Tel. +49 (0) 7541 75977, Fax +49 (0) 7541 34938  
Email: kontakt@arbeitsbuehnen-loeffelholz.de

Version: 25.10.2018