

# Conditions of Participation

## InnoTrans 2024 – International Trade Fair for Transport Technology

### Innovative Components – Vehicles – Systems

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#### 1 Organiser

InnoTrans 2024 the international trade fair for transport technology (innovative components, vehicles and systems) focuses on railway systems and technology.

InnoTrans 2024 is organised by Messe Berlin GmbH and held on the Berlin exhibition grounds.

#### 2 Dates

**Closing date for registration**  
06.01.2023

**Duration of event**  
24 - 27 September 2024 - Trade fair

**Opening hours - Trade fair**  
9 a.m. - 6 p.m. Visitors  
8 a.m. - 7 p.m. Exhibitors

**Construction and dismantling dates**

**Commencement of construction**  
18 September 2024 / 0 a.m.

**End of construction**  
23 September 2024 / 3 p.m.  
(stand construction)  
23 September 2024 / 6 p.m.  
(decoration)

**Commencement of dismantling**  
27 September 2024 / 6 p.m.

**End of dismantling**  
02 October 2024 / 6 p.m.

#### Attention

**Limited access times to halls connecting directly to railway tracks (1.2b, 2.2b, 3.2a, 4.2a, hub27 and track display area)**

Prior to InnoTrans, rail movements will take place to move track exhibits to their final positions. From **20 – 30 September 2024**,

vehicles will not be able to access those hall sides connecting directly to railway tracks. We therefore request that any delivery and collection of large and heavy exhibits takes place before or after these dates.

#### 3 Eligibility to participate

Only companies and organisations involved in activities directly related to the listed product groups of InnoTrans 2024 are eligible to participate. Decisions regarding participation will be made by Messe Berlin GmbH.

#### 4 Exhibition charges

Exhibition space rental per 1 m <sup>2</sup> costs	
<b>Row</b>	<b>EURO 270.00</b>
<b>Corner</b>	<b>EURO 290.00</b>
<b>Peninsula</b>	<b>EURO 305.00</b>
<b>Island</b>	<b>EURO 315.00</b>
<b>Outdoor exhibition space</b>	<b>EURO 220.00</b>
<b>Track - running m</b>	<b>EURO 220.00</b>

For individual stands 200 sqm and over the row stand price applies for all stand types (**except for stands in halls with direct connection to the tracks: 1.2, 2.2, 3.2 4.2 and hub27**).

Each sqm or part thereof will be charged in full.

For two-storey structures the sum of EURO 145.00 will be charged for each 1 m<sup>2</sup> of actual constructed surface area if the complete stand construction documents have been submitted within the prescribed deadline (see Messe Berlin Technical Guidelines 4.2). A delay in submitting the documents after 6 August 2024 will result in a charge of **EURO 270.00** per square metre for the upper storey.

**Minimum stand size is 12 sqm.**

If more space is subsequently required and ordered, the additional amount is payable immediately. The rental includes the general hall supervision and cleaning of the aisles as well as an energy fee (heating, hall lighting, electricity and water consumption). The participation fee for each co-exhibitor is **EURO 681.00**. There will be an additional charge of **EURO 0.60** per sqm of display space in accordance with an agreement with the Association of the German Trade Fair Industry (AUMA).

#### 5 Terms of Payment

The stand rental fee, as stated in the confirmation of approval/stand rental invoice, should be remitted to the account

indicated on the invoice. The due date as stated on the confirmation/stand rental invoice must be adhered to. Please quote "InnoTrans 2024", customer and invoice numbers when making payments. If the full rental fee has not been paid by the above-mentioned due date at the latest, the organiser is entitled to dispose of the space as he wishes. The lessee is liable for any loss of rental revenue thus incurred. The conditions of item no. 8 of the "General Terms of Business for Trade Fairs and Exhibitions organised by Messe Berlin GmbH" will apply in case of withdrawal or cancellation. Ancillary costs will be invoiced separately. These amounts are payable on receipt of the invoice.

#### 6 Media Package services

Messe Berlin GmbH offers its exhibitors a package of selected marketing tools to make their participation more effective and to give them an added commercial impact. The Media Package fee of **EURO 1200.00** is mandatory for all exhibitors. The listed Media Package services for co-exhibitors are covered by the co-exhibitor fee. Messe Berlin GmbH will invoice the exhibitor (hirer of the stand) for the exhibitors' flat rate contribution and for the co-exhibitor fees. The media package includes the media presentation of the exhibitor under the InnoTrans (see point 6.1 - 6.2). It includes free provision of InnoTrans Report as well as offering the placement of advertising on special terms in this medium. Furthermore, it offers the possibility of presenting your products as a novelty or world premiere (in particular newsreport). In addition, job offers can be booked at InnoTrans PLUS.

Co-exhibitors have the option of ordering the entire range of services supplied with the Media Package, independently of the main exhibitor, at a cost of **EURO 519.00** (upgrade). The Media Package comprises the following services:

##### 6.1 InnoTrans PLUS

From the moment that authorization is granted exhibitors may participate at InnoTrans PLUS, the virtual trade fair for the transport sector, for a period of two years. Participation will, however, terminate at the latest with the import of the data of InnoTrans 2026. If the exhibitor fails to take advantage of the two year period, and in particular in the event of closure of the VMP prior to InnoTrans 2026, no rights to compensation or other claims may be made against Messe Berlin GmbH. During this period all data may be updated at any time by exhibitors or co-exhibitors.

## Exhibitors

- Company profile with logo
- Company contact details
- Five basic entries in the index of product groups
- Presentation in text and pictures of up to three of the exhibitor's products
- Hyperlinks to company's own home page

## Co-exhibitors

- Company profile with logo
- Company contact details

All exhibitors may make use of a free service hotline for assistance with entering data and for queries about all aspects of InnoTrans PLUS:  
phone +49(0)30/3038-2500 or at the Service-Portal (<https://messeberlin.atlassian.net/servicedesk/customer/portal/1>).

## 6.2 InnoTrans App

Optimized for smartphones and tablets, for the duration of the event the InnoTrans app shows all the exhibitor and product details that have been entered at InnoTrans PLUS.

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## Co-exhibitors

- Company profile with logo
- Company contact details

## 7 Exhibitor Passes

Exhibitors are entitled to passes as follows:  
- 3 passes for the first 20 sqm of stand space  
- and 1 further pass for each additional **complete 10 sqm** (two-storied area excluded)

Additional exhibitor passes may be purchased at a cost of **EURO 80.00** (incl. VAT) each.

## 8 Berlin ExpoCenter online (BECO)

After receiving confirmation of approval, the exhibitors will have access to the webshop "BECO" - containing all essential order forms and information about service companies, installations, stand construction and design, insurance, parking permits, catalogue entries, PR and advertising activities - online to their disposal.

## 9 Technical Guidelines

Exhibitors must observe the "Technical Guidelines", which are contained in the webshop "BECO". They must comply with the conditions laid down in the law pertaining to technical equipment (Equipment Safety Law), to which attention is drawn in an appendix to the Technical Guidelines.

### 9.1 Stand design / general appearance

The stand sides bordering the aisles used by visitors must be designed to be permanently open in order to conform to the open character of exhibition stands at this event. The closed section along the side of an aisle must not exceed 30% of the total length and must feature a graphic design on the side facing the aisle. Official approval for such stand constructions is mandatory.

The rear walls of stands with a height of 2.50 m or more which adjoin neighbouring stands should be neutral white in order not to adversely affect the design of the neighbouring stands. Official approval for such stand constructions is mandatory. Lessees must erect a seamless, stable white partition facing directly adjacent stands, and this partition should not display any advertising statements. Messe Berlin GmbH reserves the right to reject any defective work or to alter or remove it at the exhibitor's expense.

### 9.2 Equipment and fittings during the opening hours

InnoTrans 2024 will close at 6 p.m. on Friday, 27 September 2024. Exhibitors who dismantle and/or leave their stands before this time will incur a contractual penalty. Deviating from § 16.4 of the Messe Berlin GmbH General Terms of Business for Trade Fairs and Exhibitions, the contractual penalty amounts to 25% of the stand area rental. Furthermore we reserve the right to refuse to admit the company as an exhibitor in the following year respectively draw attention to the fact that this infringement of the rules may impact on the positioning of stands at future events.

## 10 Construction Supervisory and Fire Safety Regulations

Doorways, emergency exits, fire alarms, hydrants, smoke vents, power distribution points and switchboards, telephone distribution points and ventilation inlets and outlets must be accessible at all times, and may not be built over or obstructed in

any way. Open flame and lighting fixtures may not be used for cooking, heating, or operational purposes. Packaging materials, paper and other easily inflammable materials may not be left lying around or stored in the halls. Vehicles, containers of all kinds and other materials must be placed at least 5.00 m from the outside walls of the halls. The webshop "BECO" contains details of technical and construction regulations.

## 11 Regulations for the Maintenance of Order

The organiser is responsible for supervision of the exhibition halls and the outdoor display. Exhibitors are responsible for guarding and cleaning their own stands.

Efforts will be made to meet exhibitor individual requirements for parking spaces, but no automatic rights exist to parking spaces in general or to a specific parking space. The unloading of goods from vehicles during the exhibition must be completed half an hour before the official opening time. Vehicles must leave the Berlin exhibition grounds as soon as they have completed unloading.

Exhibitors and accompanying persons must vacate the halls and grounds within one hour following the official closing time for visitors. The same applies to vehicles. Any person wishing to leave the exhibition grounds with packages must be able to prove the origin of such items to officials at the exits.

Animals are not permitted on the exhibition grounds.

No one is permitted to stay overnight in caravans on the exhibition grounds.

## 12 Construction Work

Messe Berlin GmbH would like to point out that construction work is currently taking place on the Berlin exhibition grounds. While every effort is being made to look after the interests of exhibitors and to keep any inconvenience to a minimum, there may be some restrictions around access areas. Some noise can also be expected from construction sites. We cannot accept any responsibility for claims arising in this connection.

## 13 Official Permits

Exhibitors are responsible for ensuring that necessary permits have been obtained for their own activities on the stand and on the site, and those of staff acting on their behalf, and that all the relevant conditions of trade laws and police regulations are duly observed. If in doubt, applicants are

advised to contact the relevant authority, or in the case of trade law, the commercial department of the local authority, Bezirksamt Charlottenburg von Berlin - Abteilung Wirtschaft.

**InnoTrans 2024** is recognised by the Senate Department of Economics, Labour and Women's Affairs. The commercial privileges set out in Part IV of the Commercial Regulations therefore apply.

#### **14 Performing Rights (GEMA fees)**

Authorisation must be obtained from GEMA for the public broadcasting of copyrighted music from discs or other sound systems and also for any music included in recordings of radio or TV programmes.

Applications should be addressed to:

GEMA  
Bayreuther Straße 37  
10787 Berlin, Germany,  
T +49 30 21245 00.

#### **15 General Terms of Business**

These Conditions of Participation are subject of the enclosed "General Terms of Business of Messe Berlin GmbH".

#### **16 Price Information**

The legally stipulated Value Added Tax (VAT) will be added to all prices shown unless it is explicitly stated that the amount includes VAT.