

Special Conditions for Participation in the trade fair FENSTERBAU FRONTALE 2022

1. Venue, duration, opening hours

Venue: Exhibition Center Nuremberg
Duration: Tue 29 March – Fri 1 April 2022

2. Sponsors

Fachverband Glas Fenster Fassade Baden-Württemberg
Landesinnungsverband des Glaserhandwerks Rheinland-Pfalz
Landesinnungsverband des Bayerischen Glaserhandwerks

3. Organizer

NürnbergMesse GmbH
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www.frontale.de
www.nuernbergmesse.de
CEOs: Dr. Roland Fleck, Peter Ottmann
Registration Number HRB 761 Nürnberg
Chairman of the Supervisory Board: Albert Füracker, MdL
Bavarian State Minister of Finance and Regional Identity

4. Contractual terms

The terms for participation in the trade fair FENSTERBAU FRONTALE 2022 are the Special and General Conditions for Participation in Fairs and Exhibitions (including Supplementary Agreement), the NürnbergMesse site regulations, the organizational (e.g. exhibitor information), technical (e.g. Online ExhibitorShop) and other conditions notified to the exhibitor before the exhibition begins. If NürnbergMesse provides additional exhibition services through a ServicePartner in response to a separate order, the general terms and conditions of sec. 5 of the Service Handbook prevail.

5. Admission/Stand space confirmation

Item 2 of the General Conditions for Participation in Fairs and Exhibitions is supplemented as follows: If the exhibitor requests a stand position other than stated in the stand space confirmation, a processing fee of EUR 350 will be charged. The exhibitor agrees to pay a processing fee of EUR 250 if the order for stand space is cancelled prior to receipt of the stand confirmation. Cancellation after receipt of the stand space confirmation (= admission) is governed by item 7 of the General Conditions for Participation in Fairs and Exhibitions.

6. Exhibitors and approved exhibition goods

Admissible as exhibitors are: manufacturers, importers, wholesalers, representatives and publishers, domestic and foreign, offering only those products and services that can be assigned to the product groups provided. All exhibition goods must be described in detail in the application. Products (copies, counterfeits, etc.) that violate the regulations for the protection of industrial property rights in Germany are not admitted.

7. Rental in exhibition halls

per m² (or part thereof) stand space

EUR 191	In-line stand	(1 side open)
EUR 223	Corner stand	(2 sides open)
EUR 234	Peninsula stand	(3 sides open)
EUR 246	Island stand	(4 sides open)

Early booking discount for complete applications received by the organizer by 31 October 2020.

The following reduced stand space rental fees:

In-line stand EUR 184/m², corner stand 215/m², peninsula stand 224/m², island stand 235/m²

In order to get the early booking discount the verification link has to be confirmed right on time before the deadline of the early booking date. Otherwise the regular stand space rental fees will be charged.

Minimum stand space is 15 m².

The type of stand allocated depends on planning; an entitlement to a certain type of stand does not exist.

Rental includes:

- Hire of the stand space during assembly, exhibition and dismantling.
- General guarding of the exhibition halls. General lighting of the exhibition halls. General cleaning of the passageways.

An administrative fee of EUR 0.60 per m² of stand space in exhibition halls will be charged and remitted to the AUMA (Association of the German Trade Fair Industry).

The waste disposal service includes the professional removal and recycling of any waste generated at the stand during assembly and dismantling as well as for the entire duration of the trade fair. The flat fee for this is EUR 3.50/m² and is charged

up to a maximum area of 500 m². The disposal of production waste accumulated during the event, entire stand elements or complete exhibition stands must be ordered separately. It is strictly forbidden to bring any waste with you, any violation will be charged to the exhibitor. We reserve the right to take further measures. Waste is disposed of in accordance with the Technical Regulations.

8. Complete rental stand

All charges of complete rental stands are calculated per m² of stand space (rounded up to nearest full m²), in addition to rental charge for stand space in exhibition halls (see item 7). All pictures are exemplary pictures. Rental includes:

- Hire of complete stand: One of the eight models of stand available can be selected on the enclosed order form "Complete rental stands".

You will find further models at www.standconfigurator.com.

The organizer is responsible for assembling and dismantling the complete rental stand.

The complete rental stand and its fittings must not be pasted over, nailed, painted or damaged in any way. The exhibitor is liable for damage done during the rental period and will be charged with the costs.

The basic type of complete rental stand can be fitted out additionally in the same system at extra cost.

Respective orders can be carried out in the Online ExhibitorShop.

9. Payment conditions

The full stand space rental will be charged to exhibitors on **confirmation of the stand space**.

Any payments are due by the date shown on the respective invoice. Invoices are payable in full. All payments are to be made in EURO without charges, quoting invoice number.

If the exhibitor enters a different invoice address on the application form, he authorizes the stated person/company to receive the invoice and other payment requests. This does not exempt the exhibitor from his obligation to pay.

For subsequent changes to the invoice for which the exhibitor is responsible, NürnbergMesse may charge a processing fee of EUR 50.

An entitlement to occupy the allocated stand space exists only after payment of invoices in full. The exhibitor is to provide proof of payment.

The exhibitor agrees to transmission of invoices by the organizer via e-mail (electronic billing). If the exhibitor does not wish to use electronic billing, he or she can object in writing or in text form.

10. Insurance

Exhibitors are obliged to make their own adequate insurance arrangements. Insurance for exhibitors (transport and duration of event) is advisable and can be arranged through a collective insurance contract taken out by the organizer.

11. Assembly and dismantling, passes

Assembly: The assembly times will be published in due time, 5 months before the fair at the latest.

Exhibition stands for which assembly has not commenced by 15:00 on Monday, 28 March 2022, will be decorated by the organizer, if they cannot be otherwise disposed of. Costs incurred will be charged to the exhibitor.

Dismantling: The dismantling times will be published in due time, 5 months before the fair at the latest.

Access to the halls during assembly and dismantling times is only permitted on display of special passes, assembly and dismantling passes are not valid during the exhibition.

12. Stand design

Concerning stand design and equipment please note and comply with the Technical Regulations (Info 4) and the Important information for FENSTERBAU FRONTALE (Info 1) which are published at www.frontale.de/en.

The most important regulations are stated below:

- Transparency is the most important aspect of stand design. This means the visitors view must not be obstructed in any way.
- The view on all stands must be at least 50% unobstructed on all open sides and any superstructures in this area have to be transparent on all open sides.
- The minimum height of the stand construction on all closed stand sides is 2.50 m.
- All stand partitions, advertising carriers or other design elements that are adjacent to neighboring stands and that are visible above a height of 2.50 m must fulfil the following requirements: white, clean, no signs of damage, no texts or graphics, clear of installation material.

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(Continued)

- A solid demarcation of stand space from the neighboring stands is mandatory. In the event that no stand construction system belonging to the exhibitor or rented from a ServicePartner of NürnbergMesse is used, non-transparent stand partition walls (back and side walls) with a minimum 2.50 m height are required. It is not permitted to use roll-ups and poster displays or the stand walls of neighboring stands for stand demarcation.
 - If no rental exhibition stand is used, a fascia (0.30 m high) must be fitted on all open sides of the exhibition stand. The fascia is not required; if the necessary stand quality is ensured in some other way.
 - Stands must be provided with an adequate floor covering (e.g. carpet, parquet, PVC).
 - For all stands that exceed a building height of 3.50 m completing the checklist for stand design in the Online ExhibitorShop is mandatory.
- The exhibition organizer reserves the right to give further instructions concerning the design of stands.
- Only water-soluble adhesives may be used on the fiber board of stand partition walls, the stand partition walls may not be painted unless they have been covered with wallpaper first. After the exhibition wallpaper or other finishing material must be removed by the exhibitor, if not the stand partition walls will be cleaned at the expense of the exhibitor.
- All other stand partition walls, floors, hall walls, pillars, installations, fire-fighting equipment and other permanent hall installations must not be pasted over, nailed, painted or damaged in any way.
- The exhibitor is liable for damages and will be charged with the costs. Pillars, installations and fire-fighting equipment within the stand area are part of the allotted stand space and must be accessible at all times.
- Floor coverings in the stand space are only to be fixed with double-sided adhesive tape (following tapes are to be used: tesafix no. 4964).
- The exhibitor agrees to comply with these conditions. Non-compliance may result in claims for damages by the organizer or neighboring exhibitors affected.**
- Plans for stands bigger than 400 square meters or two-storey stands have to be submitted to and approved by the organizer.**
- 13. Exhibitor passes**
- Each exhibitor will be given free exhibitor passes according to the stand size for their exhibition stand and operation staff. 4 passes will be issued for up to 20 sqm stand space and one additional pass for each further full 10 sqm, up to a maximum of 60 passes. These tickets are valid during duration and also during assembling and dismantling time. Additional exhibitor passes can be purchased for entitled personnel at a price of EUR 23 (EUR 27.37 including VAT).
- 14. Marketing services for exhibitors (= direct exhibitors)**
- The organizer provides each exhibitor with marketing services containing the following services.
- The exhibitor is solely responsible for the information and other materials provided by him for the exhibition directories, in particular images. He shall indemnify the organizer against all claims by third parties asserted in relation to the materials sent.
- Display of exhibitor's **press releases** in the press center
 - Entry of exhibitor's company name and stand number in the **exhibition guide** (issued free to all visitors).
 - Provision of **sample letter** for visitors acquisition activities
 - **100 print vouchers** (printed with company name and stand number of exhibitor) and an unlimited number of **voucher codes** on demand free of charge. Only print vouchers and voucher codes exchanged for tickets by visitors are charged to the exhibitor at a price of EUR 10 each.
 - **Advertising material** for visitors on demand free of charge
 - **Sticker** (printed with stand number of the exhibitor) on demand free of charge
 - The organizer provides an **entry** on the exhibition website for each exhibitor. This entry is activated **for approximately one year** – including after the exhibition – and includes the following services:
 - Entry of company name, address, hidden e-mail address and logo
 - Presentation of 5 products or services with one photo, one film and one text of maximum 4,000 characters per product or service
 - Marking 5 products or services as new products
 - Company profile (maximum 4,000 characters)
 - Unrestricted assignment in the list of products
 - Link from the exhibition website to the exhibitor's website. The exhibitor connects a return link.
- Entry of company name and stand number in the online floor plans
 - Publication of up to 3 exhibitors press releases
 - Possibility of continuously updating the Internet entry
 - All-year-round support by the Internet editing team
- **Online banner** with exhibitor's stand number for the e-mail signature, companies website or social media
- **Voucher monitoring**
The exhibitor agrees to purchase the marketing services at a price of EUR 709. This will be charged together with the stand rental. No reduction in price can be granted if only parts of the services are used.
- 15. Co-exhibitors**
- Co-exhibitors are companies who appear on the exhibitor's (= direct exhibitor's) stand and present their own products with their own personnel. Their independence must also be recognizable without physical separation.
- Co-exhibitors are only admissible if they fulfill the conditions for participation in the event and the information requested on the application form for co-exhibitors has been entered in full.
- If the application of a co-exhibitor is cancelled the direct exhibitor agrees to pay a processing fee of EUR 250.
- 16. Marketing services for co-exhibitors**
- Services included as in item 14 (excluding print marketing material printed name and stand number).
- The exhibitor agrees to pay a participation fee and to purchase the marketing services for co-exhibitors. The fee of EUR 839 for each co-exhibitor is charged to the exhibitor. No reduction in price can be granted if only parts of the services are used.
- 18. Entry in the print exhibition catalog and exhibitor and product data base at www.frontale.de/en**
- Charges for the basic entry in the exhibitor and product data base at www.frontale.de/en are included in the price for the marketing services (see item 14 for direct exhibitors and item 16 for co-exhibitors).
- Information about the entries of the direct exhibitor is made by sending in the completed forms A and C of the application form for FENSTERBAU FRONTALE 2022. Information about the entries of the co-exhibitor is made by sending in the completed forms D and F of the application form for FENSTERBAU FRONTALE 2022.
- The entries stated are published in the exhibitor and product data base at www.frontale.de/en. Entries in these lists are only possible for direct and co-exhibitors.
- The exhibitor is responsible for the content of entries in the exhibitor and product data base at www.frontale.de/en and for any damages arising out of such content. He is also responsible for the legal admissibility of the text documents provided for insertion. The exhibitor and product data base at www.frontale.de/en is subject to the legal notices published by the exhibitor and product data base regarding copyrights, trademark rights, liability/guarantee, links, deep links and frames. The exhibitor and product data base at www.frontale.de/en is published by NürnbergMesse.
- NürnbergMesse and its subcontractors receive and check the entries in the exhibitor and product data base at www.frontale.de/en with the customary amount of care, but shall not be liable if misled or deceived by the customer. NürnbergMesse and its subcontractors are only liable for accidental omissions, printing errors, faulty workmanship of any kind, etc. if such defects can be proved to have been caused by intent or gross negligence. The exhibitor must assert claims against the publisher for any defects apparent by not later than two weeks after the start of the exhibition. Exhibitor claims for defects and/or damages expire by statutory limitation after a period of one year. The periods of statutory limitation are based on legal regulations.
- 18. Exhibition priority**
- An application for exhibition priority for this event has been submitted to the Federal Ministry of Justice. The priority certificate protects certain patent rights until submission of an application to a patent office in Germany or abroad.
- 19. Exhibitor claims, written form, place of fulfillment, jurisdiction**
- All exhibitor claims against the organizer must be made in writing. The statutory period of limitation begins on the last day of the exhibition. Agreements that deviate from these or supplementary terms must be in writing. German law and the German text shall prevail.
- Place of fulfillment and jurisdiction is Nürnberg. However, the organizer reserves the right to bring his claims before the court of the place at which the exhibitor has his place of business.