

## Information to the exhibition

### Exhibition area

In the conference building an area of ca. 300 m<sup>2</sup> is planned in the foyer for the exhibition, which allows stands between 6 and 12 m<sup>2</sup>. We will try to consider your desires.

### Rental equipment, room

More equipment to rent (e.g. furniture, electricity, multiple plug socket, extension cord) can be organized by us. Please indicate it to us on the registration form, if you need something.

The exhibition room is on the second floor, there we have historical parquet floor. Damages to this are to be repaired at the expense of the causer. All materials brought in by you or your representative must at least consist of flame-retardant material (according to DIN 4102 or at least Class C according to EN 13501-1) (see General Terms and Conditions of the HCC).

### Participation fees staff

We charge € 319 per person for stand supervisors. This includes catering, all conference documents and participation in the lectures, workshops and discussions. Please note the number and names of the people who will represent your company at the stand on the registration form.

### Conference-Dinner

On Friday, June 2nd, 2023 we have planned a conference dinner. You are cordially invited to make interesting contacts in a relaxed atmosphere. If you are interested, please register on the registration form. The price is approx. 40 € net per person, everyone pays for their own drinks.

### Assembly and dismantling of the exhibition stands

It is possible to start setting up the day before the event. Set-up time on June 1, 2023 is from 4 p.m. to 7 p.m. If you would like to deliver before this time, please contact us by May 15th. Setup must be completed by 8:30 a.m. on the first day of the conference. The dismantling of the stands must be completed by 6 p.m. on the last day of the event.

### The address for deliveries is:

Hannover Congress Centrum (HCC)  
Bonatzsaal  
Theodor-Heuss-Platz 1-3  
D-30175 Hannover  
Germany

+49 511 8113-0  
www.hcc.de

### BUILD AIR 02.06.2023

Please do not have packages delivered before June 1st, 2023. Delivery from one pallet is possible. The size of the pallet should not exceed the euro size. A lift (0.90 m wide, 1.85 m deep, 1.95 m high, 1000 kg) is available, as is a lift truck, but the historic parquet floor in the exhibition hall may not be used with it. The pallets must be picked up again by June 5th, 2023 at the latest.

### Prices

All prices in the entire explanations, specified above, are net prices plus the VAT, which is valid at the time of the rendering of invoice.

We hope that all organizational problems are clarified. If you have further questions, please phone us +49 5044 975-22 (Margareta Hollmann) or send an email to [hollmann@e-u-z.de](mailto:hollmann@e-u-z.de).

## **Terms and Conditions for the exhibition of the International BUILDAIR Symposiums**

### **Confirmation of Registration**

The registration is conducted in writing via the registration form, which is filled in, legally signed and sent to the organizer. Sending the registration form does not constitute an entitlement to exhibit. With the registration, the exhibitor shall acknowledge the conditions of contract as stated in the Terms and Conditions. The exhibitor is liable for violations of gross and slight negligence or intent. The exhibitor shall familiarize all members of staff and auxiliary persons employed by the exhibitor during the exhibition with the Terms and Conditions and will ensure their abidance.

### **Space Rate / Stand System /Mounting and Demounting**

The space rate includes the agreed floor space. Stand furniture can be leased, the costs has to pay the exhibitor. They are not part of the contract. The times for mounting and demounting the stand and the final space allocation shall be announced to the exhibitor in due time.

### **Payment Date**

The space rate shall be paid as stated in the registration confirmation. Expenses for ancillary services are payable within 10 days upon invoice receipt. Discounts shall not be granted.

### **Co-exhibitors**

Co-exhibitors are all companies that exhibit under their own company name alongside the applicant and at the space leased by the applicant. Co-exhibitors shall register in writing independently of the main exhibitor. Allowing a co-exhibitor to use the lease space without prior approval of the organizer entitles the organizer to terminate the contract with the exhibitor without previous notice and to seek compensation for damage. The main exhibitor and co-exhibitors sharing a space shall commission and authorize a joint exhibition representative who shall be the contact responsible. A registration fee of €175 shall be charged per co-exhibitor permitted. Co-exhibitors are included in the list of exhibitors. The exhibitor shall be liable for the financial and any other obligations of the co-exhibitors resulting from the terms of contract.

### **Insurance and Liability**

The insurance of all objects brought to the exhibition is incumbent upon the exhibitor. The organizer shall not be liable for the objects exhibited. The exhibitor shall be liable for any damages to the exhibition building, access roads to it and its facilities that are caused by the exhibitor or by any person authorized by the exhibitor without the organizer having to furnish proof of the exhibitor's fault. Damages shall be reported to the organizer immediately.

### **Withdrawal**

Once the registration has been confirmed, the exhibitor on principle shall not withdraw. If the exhibitor does not participate in the exhibition the entire space rate shall be due unless the organizer is able to let the space to somebody else. In this case, the exhibitor shall only pay 25% of the space rate, but at least a minimum of €200 plus VAT as compensation for the administrative expense incurred. If the exhibitor is unable to participate due to circumstances for which neither the exhibitor nor the organizer are responsible (force majeure) the exhibitor shall pay half of the space rate.

### **Provisos**

In the case of cogent reasons, for which the organizer is not responsible, or in the event of force majeure, the organizer is entitled to cancel the exhibition, to set its venue and time, to change its duration or – if the space conditions, police orders or other serious circumstances require it – to relocate the space leased by the exhibitor, and change and / or restrict its dimensions. Any changes in the venue or time of the exhibition or any other changes upon being communicated to the exhibitor shall become an integral part of the lease contract. In the event of the exhibition being cancelled for reasons for which the organizer is not at fault, the organizer is entitled to ask the exhibitor for a contribution of up to 25% of the space rate. If the exhibitor has ordered any additional premium services, they can also be invoiced to the exhibitor. If the organizer is at fault for the cancellation of the exhibition, the organizer is not liable for any compensation. If the organizer is forced to shorten the ongoing exhibition in the event of force majeure or for any other reasons for which the organizer is not responsible, the exhibitor is not entitled to complete or partial repayment of the space rate or a waiver of the prorated space rate.

### **Householder's Rights**

For the duration of the event and during the time of mounting and demounting all persons present on the premises are subject to the householder's right of the organizer. The instructions of the personnel shall be followed. Violations of the Terms and Conditions entitle the organizer to close the stand at the expense of the exhibitor without previous notice and compensation if the violations are not discontinued as requested.

### **Place of Jurisdiction**

The courts of Hannover shall have exclusive jurisdiction.

