



**CMS**

Cleaning.  
Management.  
Services.

[www.cms-berlin.com](http://www.cms-berlin.com)

# **CMS Berlin 2013**

International Trade Fair and Congress

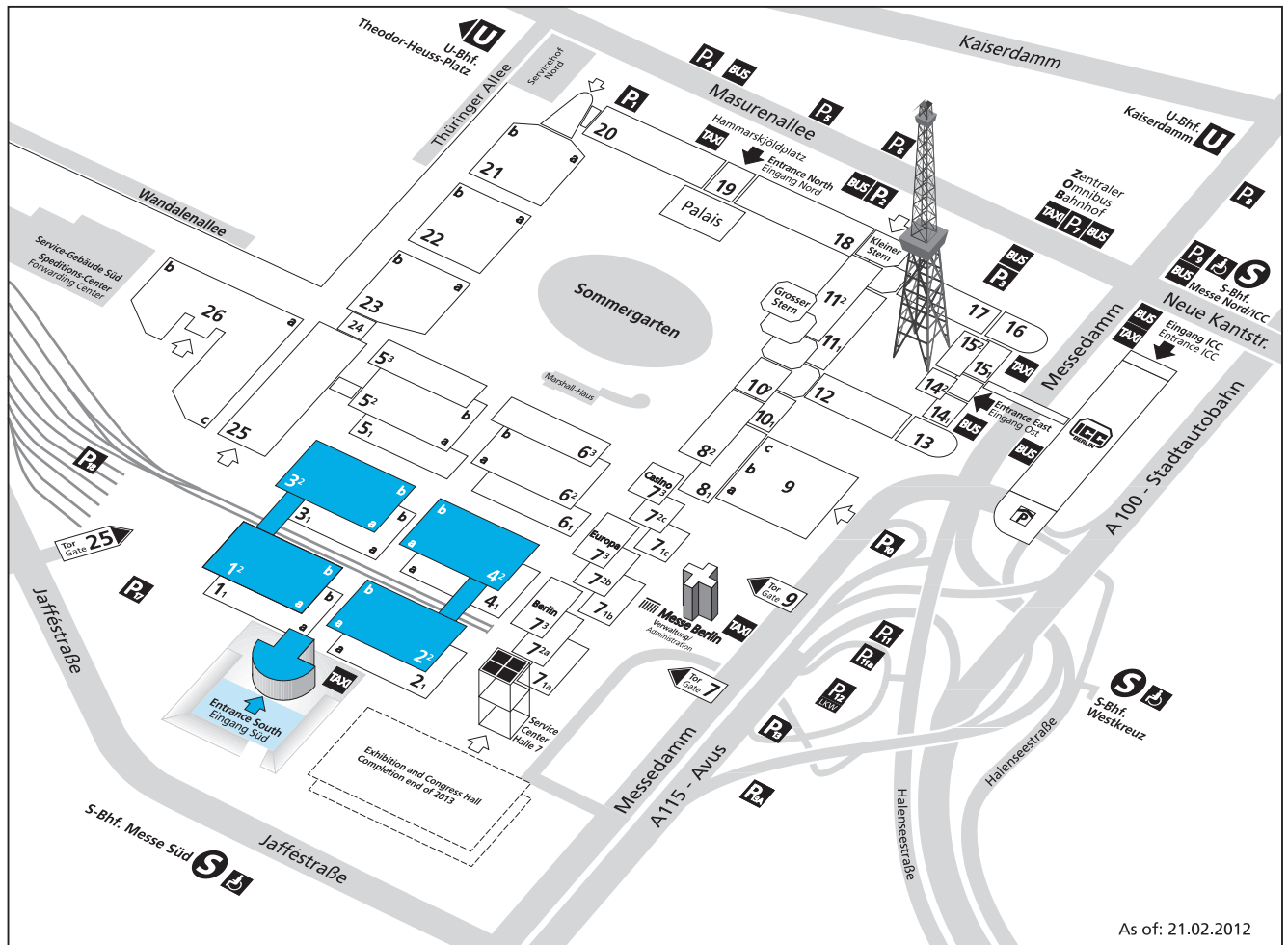
**Berlin, September 24–27, 2013**

# **Application Form**

## Exhibition grounds

### CMS 2013 - Cleaning. Management. Services. International Trade Fair and Congress

24 - 27 September 2013



- Exhibition
- Outdoor area

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## Important Dates

**Duration of exhibition**  
September 24 – 27, 2013

**Start of hall planning process**  
February, 2013

**Halls**  
1.2, 2.2, 3.2, 4.2, Outdoor area, entrance south

**Opening hours**  
General public  
September 24 – 27, 2013, 10 a.m. to 5 p.m.

Exhibitors  
September 24 – 27, 2013, 9 a.m. to 6 p.m.

**Commencement of stand construction**  
September 19, 2013

**End of stand construction**  
September 23, 2013

**Stand dismantling**  
until September 30, 2013

Construction and dismantling work may take place from  
7 a.m. to 10 p.m. (longer hours by application only)  
For questions concerning stand installation, details and  
organisation, please contact  
Technical event coordination  
Tel. +49 (0) 30/30 38-28 24 to 29  
Fax +49 (0) 30/30 38-28 98

We reserve the right to make alterations to this schedule.  
Please note any subsequent information as may apply.

Issue: March, 2012

**[www.cms-berlin.com](http://www.cms-berlin.com)**



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24 – 27 Sept, 2013

Messe Berlin GmbH  
Messedamm 22  
14055 Berlin  
Tel.  
+49 (0)-30/30 38-20 35  
+49 (0)-30/30 38-21 12  
Fax  
+49 (0)-30/30 38-22 27  
E-Mail  
cms@messe-berlin.com

## Application: Main Exhibitor

① \_\_\_\_\_  
Name of exhibitor

② \_\_\_\_\_  
Street

③ \_\_\_\_\_ ④ \_\_\_\_\_ ⑤ \_\_\_\_\_  
Postal code Town Country

⑥ \_\_\_\_\_  
Web address E-Mail

⑦ \_\_\_\_\_ ⑧ \_\_\_\_\_  
Telephone Fax

Ms.  
 Mr. \_\_\_\_\_  
Person to contact E-Mail of contact person

⑨ \_\_\_\_\_  
Direct dialing Mobile phone

\_\_\_\_\_  
Managing Director

The exhibitor is  Manufacturer  Provider  Agent  Manual trades

⑩ **Product group index**

Please use codes from list of products (page 17-19)!

\_\_\_\_\_

⑩ Our entry in the index of exhibitors should be under the following letter:

**Important:** The basic dates of the exhibitor (point ① - ⑩) will be automatically published in the print-catalogue and CMS Virtual Market Place.

\_\_\_\_\_

Invoicing address (if different to ①)

\_\_\_\_\_

Street

\_\_\_\_\_

Postal code Town Country

\_\_\_\_\_

Telephone Fax

Ms.  
 Mr. \_\_\_\_\_  
Person to contact

If an agency will organize your participation in CMS please let us know the address for sending them the information.

We agree that the email address, telephone and fax number may be passed on to other companies in the Messe Berlin group, to their official partner companies in this country and abroad, and to foreign representatives, for the purposes stated in the data protection regulations (see enclosure), and we may revoke this approval at any time. It may not be passed on to any other third parties.

→  We agree  We do not agree (Please mark)

By signing this application we accept the Data Protection, the Conditions of Participation and the General Terms and Conditions for Messe Berlin Trade Fairs and Exhibitions. Place of performance and court of jurisdiction: Berlin, Germany.

By accepting the conditions of participation exhibitors agree to present only those products and services which do not infringe the commercial property rights of third parties (patents, trade marks, registered designs, utility models) and/or the copyrights of third parties.

\_\_\_\_\_ Place and date  
\_\_\_\_\_ Stamp and legally binding signature

**Will be completed by  
Messe Berlin.**

KA-Nr.	
DEBI-Nr.	
Auftr.-Nr.	
<b>Halle</b>	<b>Stand-Nr.</b>
RE	m <sup>2</sup>
EK	m <sup>2</sup>
KO	m <sup>2</sup>
BL	m <sup>2</sup>
FG	m <sup>2</sup>
EW	m <sup>2</sup>
Eingangsbestätigung	
Zulassungsbestätigung	



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24 – 27 Sept, 2013

Messe Berlin GmbH  
Messedamm 22  
14055 Berlin  
Tel.  
+49 (0)-30/30 38-20 35  
+49 (0)-30/30 38-21 12  
Fax  
+49 (0)-30/30 38-22 27  
E-Mail  
cms@messe-berlin.com

## Application: Stand Space

Name of exhibitor \_\_\_\_\_

We hereby request the following stand area in accordance with the conditions of participation (minimum 12 sqm)

- |  |   |
|--|---|
| <input type="checkbox"/> <b>Row stand, 1 side open</b><br>Early bird offer <b>159.– EUR/sqm</b><br>Regular price <b>164.– EUR/sqm</b>            | <input type="checkbox"/> <b>Corner stand, 2 sides open</b><br>Early bird offer <b>175.– EUR/sqm</b><br>Regular price <b>180.– EUR/sqm</b> |
| <input type="checkbox"/> <b>Peninsula stand, 3 sides open</b><br>Early bird offer <b>191.– EUR/sqm</b><br>Regular price <b>198.– EUR/sqm</b>     | <input type="checkbox"/> <b>Island stand, 4 sides open</b><br>Early bird offer <b>208.– EUR/sqm</b><br>Regular price <b>218.– EUR/sqm</b> |
| <input type="checkbox"/> <b>Special show: Grounds Maintenance</b><br>Early bird offer <b>110.– EUR/sqm</b><br>Regular price <b>114.– EUR/sqm</b> | <input type="checkbox"/> <b>Outdoor exhibition space</b><br>Early bird offer <b>83.– EUR/sqm</b><br>Regular price <b>86.– EUR/sqm</b>     |
- We intend to erect a two-storied structure on ordered stand area:  
**Additional charge for the upper structure: 81.– EUR/sqm**

<b>Required stand space</b>	<b>Frontage</b>	<b>Depth</b>	<b>Total</b>
_____	_____ m	X _____ m	= _____ m <sup>2</sup>

For stands 300 sqm and over the row stand price applies for all stand types (not valid for the early bird offer!).

- 2 Power consumption
- 3 Water consumption
- 4 Exhibitor passes (Up to 20 m<sup>2</sup> of rental space 3 passes and for every additional 10 m<sup>2</sup> 1 additional pass.)
- 5 Association of German Trade Fair Industry (AUMA) fee 0.60 EUR/m<sup>2</sup>
- 6 **Media-Package** (contents and prices are outlined on page 15)
  - a) Main exhibitor: The charge is depending on the size of the stand
  - b) Co-exhibitor: 90.– EUR  
(Messe Berlin will invoice the main exhibitor for the media package of the co-exhibitor)

The cost of participation includes electricity and water consumption on the stand, hall lighting, hall supervision and cleaning of the aisles. Electrical- and water installation and standard partition walls will be charged.

### If requested

#### Standconstruction

In accordance with our required stand area we order a complete stand construction.

Complete stand construction:

- |                                   |                               |
|-----------------------------------|-------------------------------|
| <input type="checkbox"/> Standard | <b>114.– EUR/sqm plus tax</b> |
| <input type="checkbox"/> Classic  | <b>123.– EUR/sqm plus tax</b> |
| <input type="checkbox"/> Special  | <b>129.– EUR/sqm plus tax</b> |

Please complete order form „Application: Complete Stand Construction“ on page 11.

**All prices are to be understood plus 19 % VAT**

We agree that the email address, telephone and fax number may be passed on to other companies in the Messe Berlin group, to their official partner companies in this country and abroad, and to foreign representatives, for the purposes stated in the data protection regulations (see enclosure), and we may revoke this approval at any time. It may not be passed on to any other third parties.

→  We agree       We do not agree      **(Please mark)**

By signing this application we accept the Data Protection, the Conditions of Participation and the General Terms and Conditions for Messe Berlin Trade Fairs and Exhibitions. Place of performance and court of jurisdiction: Berlin, Germany.

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Place and date \_\_\_\_\_

Stamp and legally binding signature \_\_\_\_\_

## Application: Co-Exhibitor

If necessary, please use a copy of this form.

■ \_\_\_\_\_  
**Name of main exhibitor**

We herewith apply for the following firms to be admitted as co-exhibitors sharing our stand with their own exhibits and staff.

The media-package for each co-exhibitor is obligatory. The amount of **90.– Euro plus tax** will be charged to the main exhibitor's account.

**The scale of benefits of the media-package is outlined on page 15.**

① \_\_\_\_\_  
**Name of co-exhibitor**

② \_\_\_\_\_  
**Street**

③ \_\_\_\_\_ ④ \_\_\_\_\_ ⑤ \_\_\_\_\_  
**Postal code                      Town    Country**

■ \_\_\_\_\_ ⑥ \_\_\_\_\_  
**Web address    E-Mail**

⑦ \_\_\_\_\_ ⑧ \_\_\_\_\_  
**Telephone    Fax**

Ms.  
 ■  Mr. \_\_\_\_\_ ■ \_\_\_\_\_  
**Person to contact    E-Mail of contact person**

■ \_\_\_\_\_ ■ \_\_\_\_\_  
**Direct dialing    Mobile phone**

⑨ **Product group index**

Please use codes from list of products (page 17-19)!

\_\_\_\_\_

⑩ **Our entry in the index of exhibitors should be under the following letter:**

**Important:** The basic dates of the exhibitor (point ① - ⑩) will be **automatically published** in the print-catalogue and CMS Virtual Market Place.

We agree that the email address, telephone and fax number may be passed on to other companies in the Messe Berlin group, to their official partner companies in this country and abroad, and to foreign representatives, for the purposes stated in the data protection regulations (see enclosure), and we may revoke this approval at any time. It may not be passed on to any other third parties.

→  **We agree**       **We do not agree**      **(Please mark)**

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\_\_\_\_\_    \_\_\_\_\_  
**Place and date    Stamp and legally binding signature of the main exhibitor**


**24 – 27 Sept, 2013**

Messe Berlin GmbH  
 Messedamm 22  
 14055 Berlin  
 Tel.  
 +49 (0)-30/30 38-20 35  
 +49 (0)-30/30 38-21 12  
 Fax  
 +49 (0)-30/30 38-22 27  
 E-Mail  
 cms@messe-berlin.com

# Application: Complete Stand Construction

■		
Name of exhibitor		
■		
Street		
■	■	■
Postal code	Town	Country
■	■	■
Telephone	Fax	
<input type="checkbox"/> Ms. <input type="checkbox"/> Mr.		
■	■	■
Person to contact	E-Mail	
■	■	■
Telephone	Fax	

**For any information regarding complete stand construction please contact:**  
 MB Capital Services GmbH, Ms. Dr. Rauch, tel. +49(0)30/3067-2048  
 fax: +49(0)30/3067-2058, e-mail: rauch@mb-capital-services.de

Details on standard equipment of CMS complete stand are outlined on page 13

In accordance to our required stand area on page 7 we hereby order a complete stand:

Standard	_____m <sup>2</sup>	114.- EUR/sqm (plus stand rental)
Classic	_____m <sup>2</sup>	123.- EUR/m <sup>2</sup> (plus stand rental)
Special	_____m <sup>2</sup>	129.- EUR/m <sup>2</sup> (plus stand rental)

(Other colours page 14)

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→  We agree     We do not agree    (Please mark)

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Place and date	Stamp and legally binding signature

**Will be completed by Messe Berlin.**

KA-Nr.	
DEBI-Nr.	
Auftr.-Nr.	
<b>Halle</b>	<b>Stand-Nr.</b>
Standform	

## CMS 2013 complete stands

### Standard

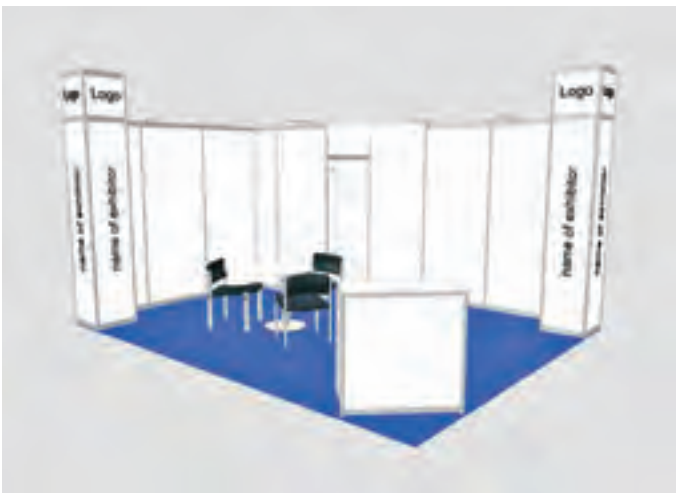


- framework Octanorm, white, height 2500 mm
- back and side walls (colors selectable)
- needed felt carpeting (colors selectable)
- grid ceiling (depending on statics)
- facing panel to the open sides of the stand, height 300 mm
- 1 spotlight per 4 sqm
- 1 built-in cabin\*, lockable, storage shelf and coat rack
- 1 basic electrical connection

equipment\*\*:

- 1 information counter 2070, white 1000 x 500 x 1000 mm
- 1 bistro table 26000, round, chrome/white
- 3 chairs 10200, chrome/anthracite

### Classic



- framework Octanorm, white, height 2500 mm
- back and side walls (colors selectable)
- 2 columns 500 x 500 mm, white, height 3000 mm
- needed felt carpeting(colors selectable)
- 4 spotlights on extended arms
- 1 built-in cabin\*, lockable, storage shelf and coat rack
- 1 basic electrical connection

equipment\*\*:

- 1 information counter 2070, white 1000 x 500 x 1000 mm
- 1 bistro table 26000, round, chrome/white
- 3 chairs 10200, chrome/anthracite

### Special (recommended off 16 sqm)



- framework Maxima 80, aluminium, height 2500 mm
- top part on cabin, white, height 1500 mm
- back and side walls (colors selectable)
- needed felt carpeting (colors selectable)
- 4 spotlights on extended arms
- 1 built-in cabin\*, lockable, storage shelf
- 1 basic electrical connection

equipment\*\*:

- 1 information counter Maxima, white 1000 x 500 x 1000 mm
- 1 bistro table 26000, round, chrome/white
- 3 chairs 10200, chrome/anthracite
- 1 coat and hat stand 30110

\* the cabin is not burglarproof

\*\* equipment as long as available; equivalent replacement



## CMS Media Package – Marketing package for CMS 2013

The CMS Media Package offers exhibitors a set of marketing tools they can use to optimize their trade show and market presence. The Media Package includes entries in the **printed catalogue** and the **CMS Virtual Market Place** - the centralized exhibitor and product search tool on the internet.

All **primary and co-exhibitors** are required to book a Media Package. To respond to individual needs and requirements, we have put together different packages that are based on the size of the exhibitor's display space. **Co-exhibitors** are represented in the printed catalogue (Exhibitor short-list A-Z) and the Virtual Market Place® (basic company entry, one entry in the product group index plus a company profile with 250 characters, incl. spaces) for a price of EUR 90.00 plus VAT.

Primary exhibitors and co-exhibitors can book a package upgrade at any time. For multiple display stands, the Media Package is invoiced at the higher package rate only once.

<p><b>Starter Package</b>            EUR 300.00 plus VAT            For primary exhibitors with 20 m<sup>2</sup> display space</p>	<p><b>Classic Package</b>            EUR 700.00 plus VAT            For primary exhibitors with 21 m<sup>2</sup> - 100 m<sup>2</sup> display space</p>	<p><b>Premium Package</b>            EUR 1,200.00 plus VAT            For primary exhibitors with more than 100 m<sup>2</sup> display space</p>
<p><b>Printed catalogue</b></p> <ul style="list-style-type: none"> <li>- <b>Exhibitor short-list A-Z</b> (Company, country code, city, hall/stand)</li> <li>- <b>Basic company entry under A-Z</b> (Company, postal address, telephone, fax, email, homepage, hall/stand)</li> <li>- <b>1 entry in the product group index</b> (Company, country code, city, hall/stand)</li> </ul>	<p><b>Printed catalogue</b></p> <ul style="list-style-type: none"> <li>- <b>Exhibitor short-list A-Z</b> (Company, country code, city, hall/stand)</li> <li>- <b>Basic company entry under A-Z</b> (Company, postal address, telephone, fax, email, homepage, hall/stand)</li> <li>- <b>3 entries in the product group index</b> (Company, country code, city, hall/stand)</li> </ul>	<p><b>Printed catalogue</b></p> <ul style="list-style-type: none"> <li>- <b>Exhibitor short-list A-Z</b> (Company, country code, city, hall/stand)</li> <li>- <b>Basic company entry under A-Z</b> (Company, postal address, telephone, fax, email, homepage, hall/stand)</li> <li>- <b>5 entries in the product group index</b> (Company, country code, city, hall/stand)</li> </ul>
<p><b>CMS Virtual Market Place</b></p> <ul style="list-style-type: none"> <li>- <b>Basic company entry</b> (Company, postal address, telephone, fax, email, homepage, hall/stand)</li> <li>- <b>2 entries in the product group index</b></li> <li>- <b>Company profile</b> (max. 250 characters incl. spaces)</li> <li>- <b>Presentation of 2 products</b> (each 4,000 characters incl. spaces and 1 picture)</li> </ul> <p><b>Supplemental services option:</b></p> <ul style="list-style-type: none"> <li>- Banner advertising</li> <li>- Upgrade to Classic or Premium Package</li> </ul>	<p><b>CMS Virtual Market Place</b></p> <p><b>Same services as Starter Package plus:</b></p> <ul style="list-style-type: none"> <li>+ <b>Extended company profile</b> (max. 1,000 characters incl. spaces)</li> <li>+ <b>Hyperlink to videos</b> on the exhibitor's websites</li> <li>+ <b>Logo</b></li> <li>+ <b>4 additional entries in the product group index</b></li> <li>+ <b>Presentation of 4 additional products</b> (each 4,000 characters incl. spaces and 1 picture)</li> </ul> <p><b>Supplemental services option:</b></p> <ul style="list-style-type: none"> <li>- Banner advertising</li> <li>- Upgrade to Premium Package</li> </ul>	<p><b>CMS Virtual Market Place</b></p> <p><b>Same services as Classic Package plus:</b></p> <ul style="list-style-type: none"> <li>+ <b>Extended company profile</b> (max. 4,000 characters incl. spaces)</li> <li>+ <b>6 additional entries in the product group index</b></li> <li>+ <b>Presentation of 6 additional products</b> (each 4,000 characters incl. spaces and 1 picture)</li> <li>+ <b>Hyperlinks to products on company's website</b></li> <li>+ <b>Embedding of PDF files</b></li> </ul> <p><b>Supplemental services option:</b></p> <ul style="list-style-type: none"> <li>- Banner advertising</li> <li>- Further product entries</li> </ul>

Your data is published on the CMS Virtual Market Place at the latest 4 weeks prior to the exhibition. You are entitled to use the services until **21 July 2015**. Order forms for upgrading to a different package or booking supplementary services will be available for download: [www.cms-berlin.com](http://www.cms-berlin.com) > Download Center.

The data for your Virtual Market Place® stand can be sent directly to the Messe Berlin editorial team. Contact: Messe Berlin GmbH, Virtual Market Place®, Messedamm 22, 14055 Berlin, Germany.

Email: [editorial@virtualmarket.cms-berlin.de](mailto:editorial@virtualmarket.cms-berlin.de),

Tel. +49 30 3038-2180, Fax: +49 30 3038-2172

Hours: Mon. - Fri. 09:00-18:00 CET.

# CMS 2013 - Cleaning. Management. Services.

## Product Group Index

### Cleaning

#### 1 Cleaning chemicals and treatment agents

- 1.1 Surface cleaning
  - 1.1.1 Universal cleaners
  - 1.1.2 Neutral cleaners
  - 1.1.3 Alcohol-based cleaners
  - 1.1.4 Glass cleaners
  - 1.1.5 Desk cleaners
  - 1.1.6 Stainless steel cleaners
  - 1.1.7 Metal care products
  - 1.1.8 Metal polish
  - 1.1.9 Industrial cleaners
  - 1.1.10 Power cleaners
  - 1.1.11 Graffiti removers
  - 1.1.12 Graffiti protection agents
  - 1.1.13 Stain removers/spotting agents
  - 1.1.14 Furniture care products
  - 1.1.15 Antistatic agents
  - 1.1.16 Nano coatings
  - 1.1.17 Tenside-free cleaners
- 1.2 Floor cleaning chemicals
  - 1.2.1 Sweeping compounds
  - 1.2.2 Floor cleaning and care products
  - 1.2.3 Soft soap
  - 1.2.4 Soap-based cleaners
  - 1.2.5 General cleaners
  - 1.2.6 Self-glossing emulsion/coating agents
  - 1.2.7 Hot waxes
  - 1.2.8 Floor wax
  - 1.2.9 Wax cleaners
  - 1.2.10 Parquet cleaners
  - 1.2.11 Wood oils
  - 1.2.12 Wood sealants
  - 1.2.13 Automatic machine cleaners
  - 1.2.14 Defoaming agents
  - 1.2.15 Carpet cleaning granules
  - 1.2.16 Carpet shampoos
  - 1.2.17 Spray extraction cleaners
  - 1.2.18 Icing agents for gum removal
  - 1.2.19 Stone crystallizing agents
  - 1.2.20 Masonry waterproofing agents
  - 1.2.21 Solvent-based cleaners
  - 1.2.22 Solvent-based cleaners
  - 1.2.23 Antisoil impregnation for textile coverings
  - 1.2.24 Permanent coating/sealing products
- 1.3 Sanitary room cleaning
  - 1.3.1 Toilet cleaners
  - 1.3.2 Toilet cleaners
  - 1.3.3 Pipe cleaners
  - 1.3.4 Mould remover
- 1.4 Kitchen and tableware cleaning
  - 1.4.1 Hand-wash products
  - 1.4.2 Dishwashing detergents
  - 1.4.3 Kitchen cleaners
  - 1.4.4 Scouring paste
  - 1.4.5 Limescale removers
- 1.5 Textile cleaning

- 1.5.1 Detergents
- 1.5.2 Laundry disinfectants
- 1.6 Disinfectants
  - 1.6.1 Disinfectant cleaners
  - 1.6.2 Surface disinfectant
- 1.7 Air improvement
  - 1.7.1 Deodorizing agents
  - 1.7.2 Fragrant cleaners
- 1.8 Pest control
  - 1.8.1 Acaricides
  - 1.8.2 Pest control products
- 1.9 Swimming pools/Wellness
  - 1.9.1 Swimming pool cleaners
  - 1.9.2 Algae removers
- 1.10 Facade protection
  - 1.10.1 External masonry waterproofing agents
  - 1.10.2 Metal facade conservation agents
  - 1.10.3 Metal facade cleaners
  - 1.10.4 External masonry cleaners
- 1.11 Other cleaning agents
  - 1.11.1 Screen cleaners
  - 1.11.2 Enzyme cleaners
  - 1.11.3 Vehicle cleaners
  - 1.11.4 Paint cleaners/Paint revivers
  - 1.11.5 Paint preservative products
  - 1.11.6 Blasting materials
  - 1.11.7 Cement smear removers

#### 2 Equipment, cleaning systems and accessories

- 2.1 System carts
  - 2.1.1 Equipment trolleys
  - 2.1.2 Mobile buckets
  - 2.1.3 Presses
  - 2.1.4 System boxes/mop boxes
- 2.2 Wiping systems
  - 2.2.1 Wet-wipe fabrics
  - 2.2.2 Wet-wipe machinery
  - 2.2.3 Dry mops
  - 2.2.4 Trapezoidal window cleaners
  - 2.2.5 Wet-wipe mops
  - 2.2.6 Sweeper mop heads
  - 2.2.7 Sweeper mops
  - 2.2.8 Dusters
  - 2.2.9 Dusting mops/dusting brushes
- 2.3 Other systems
  - 2.3.1 Telescopic rods
  - 2.3.2 Coating equipment
  - 2.3.3 Ion exchangers
  - 2.3.4 Reverse osmosis systems
  - 2.3.5 Ozone generators
  - 2.3.6 Hoses, hose connection systems
  - 2.3.7 Glass renovation system
  - 2.3.8 Dehumidifiers/condensers
- 2.4 Miscellaneous
  - 2.4.1 Filling hoses
  - 2.4.2 Edge scrubbers
  - 2.4.3 Waste water treatment plant
  - 2.4.4 Blow driers

- 2.5 Accessories
  - 2.5.1 Pipe cleaning equipment
  - 2.5.2 Cleaning rags/cleaning wool
  - 2.5.3 Microfibre cloths
  - 2.5.4 Polishing cloths
  - 2.5.5 Room care cloths
  - 2.5.6 Window leathers
  - 2.5.7 Sponges
  - 2.5.8 Steel wool
  - 2.5.9 Hand pads
  - 2.5.10 Brushes
  - 2.5.11 Toilet brushes
  - 2.5.12 Brooms
  - 2.5.13 Street sweeping equipment
  - 2.5.14 Window wipers
  - 2.5.15 Glass cleaning blades
  - 2.5.16 Window washers
  - 2.5.17 Buckets
  - 2.5.18 Computer cleaning tools
  - 2.5.19 Clean room tools
  - 2.5.20 Fillers
  - 2.5.21 Tools
  - 2.5.22 Squeegees
- 2.6 Dispensing systems
  - 2.6.1 Dispensers
  - 2.6.2 Pressure sprays
  - 2.6.3 Dispensing aids
  - 2.6.4 Spray cans

### **3 Machines and machine accessories**

- 3.1 Sweeping and scrubber-drier machines
  - 3.1.1 Sweeping machines
  - 3.1.2 Sweeper vacuum equipment
  - 3.1.3 Industrial sweeping machines
  - 3.1.4 Cleaning robots
  - 3.1.5 Roller brush machines
  - 3.1.6 Scrubber-driers with other systems
- 3.2 Single and multi-disc machines
  - 3.2.1 Products for single disc cleaning equipment
  - 3.2.2 Multi-disc machines
  - 3.2.3 High-speed machines
  - 3.2.4 Super-high-speed machines
  - 3.2.5 Low-pressure blasting systems
  - 3.2.6 Parquet grinding machines
  - 3.2.7 Polishing pads
  - 3.2.8 Stone grinding machines
- 3.3 Vacuum cleaners and carpet cleaners
  - 3.3.1 Vacuum cleaners (roller vacuum cleaners)
  - 3.3.2 Vacuum cleaners (backpack vacuum cleaners)
  - 3.3.3 Wet/dry vacuum cleaners
  - 3.3.4 Industrial vacuum cleaners
  - 3.3.5 Extractor systems
  - 3.3.6 Brush vacuum cleaners
  - 3.3.7 Carpet sweeping machines
  - 3.3.8 Carpet powder machines
  - 3.3.9 Steam vacuum cleaners
  - 3.3.10 Grinding pads
- 3.4 Pressure washers and other high pressure

- cleaners
  - 3.4.1 High-pressure cleaners (cold water)
  - 3.4.2 High-pressure cleaners (hot water)
  - 3.4.3 Extra-high-pressure cleaners
  - 3.4.4 High-pressure cleaners (stationary)
  - 3.4.5 Steam Cleaners
  - 3.4.6 High-pressure granule scattering systems
  - 3.4.7 Low-pressure granule scattering systems
- 3.5 Other machines
  - 3.5.1 Escalator cleaning machines
  - 3.5.2 Facade robots
  - 3.5.3 Blind cleaning machines
  - 3.5.4 Drive-through car wash systems
  - 3.5.5 Container and tank cleaning machines
  - 3.5.6 Mop pre-cleaners
  - 3.5.7 Edge grinding machines
  - 3.5.8 Dry ice pellet producers
  - 3.5.9 Dry ice blasting systems
  - 3.5.10 Parts washers
  - 3.5.11 UV curing systems
  - 3.5.12 Washing machines
  - 3.5.13 Tumble driers
  - 3.5.14 Car washes
- 3.6 Accessories
  - 3.6.1 Batteries
  - 3.6.2 Chargers
  - 3.6.3 Machine brushes
  - 3.6.4 Machine pads
  - 3.6.5 Automatic polishing machines
  - 3.6.6 Hoses
  - 3.6.7 Steel wool pads
  - 3.6.8 Diamond pads
  - 3.6.9 Fibre pads
  - 3.6.10 Crystallization pads
  - 3.6.11 Filter bags
  - 3.6.12 Floor jets
  - 3.6.13 Scouring vacuum equipment
  - 3.6.14 High-pressure hoses

### **4 Climbing aids and fall protection**

- 4.1 Single ladders/window cleaners' ladders
- 4.2 Rope fall protection and accessories
- 4.3 Facade lifts
- 4.4 Window safety guards
- 4.5 Window cleaning cradles
- 4.6 Scaffolding
- 4.7 Elevating work platforms
- 4.8 Ladder accessories
- 4.9 Other ladders
- 4.10 Double ladders
- 4.11 Step ladders

### **5 Washroom hygiene & waste disposal**

- 5.1 Washrooms
  - 5.1.1 Paper towels
  - 5.1.2 Hand lotion
  - 5.1.3 Hand disinfectant
  - 5.1.4 Soap dispensers

- 5.1.5 Disinfectant dispensers
- 5.1.6 Hand driers
- 5.1.7 Toilet paper
- 5.1.8 Toilet paper dispensers
- 5.1.9 Air fresheners
- 5.2 Waste disposal
  - 5.2.1 Hygienic materials containers
  - 5.2.2 Sanitary bags
  - 5.2.3 Waste bags
  - 5.2.4 Waste containers
  - 5.2.5 Garbage collectors
  - 5.2.6 Grippers
  - 5.2.7 Waste extractors
  - 5.2.8 Waste compactors
- 5.3 Dirt-trap systems

## 6 Outdoor facilities

- 6.1 Garden vacuums/blowers
- 6.2 Lawn mowers, lawn care
- 6.3 Outdoor facility maintenance
- 6.4 Machines and equipment for outdoor facility maintenance
- 6.5 Winter service
- 6.6 Machines and equipment for winter services
- 6.7 Multifunctional vehicles
- 6.8 Miscellaneous

## 7 Safety at work/Workwear

- 7.1 Occupational clothing
- 7.2 Safety clothing
- 7.3 Safety clothing
- 7.4 Safety glasses
- 7.5 Eye-rinse bottles
- 7.6 Protective gloves
- 7.7 Skin protection cream
- 7.8 Safety shoes
- 7.9 Rope fall protection and accessories
- 7.10 Protection switches/PRCDs
- 7.11 Warning signs

## Management

### 8 Management/Software

- 8.1 Facility management systems
- 8.2 Spreadsheets
- 8.3 Commercial accounting
- 8.4 Material management
- 8.5 Wage and salary systems
- 8.6 Personnel management
- 8.7 Time recording systems
- 8.8 Quality management systems
- 8.9 Quality assurance systems
- 8.10 Contract management
- 8.11 Software for facility management
- 8.12 Software for calculating economic use of machinery

### 9 Specialist literature

- 9.1 Text books
- 9.2 Trade periodicals
- 9.3 Internet portals

## Services

### 10 Services

- 10.1 Security services
  - 10.1.1 Building security and protection
  - 10.1.2 Security services
- 10.2 Commercial Building Management
- 10.3 Facility management
- 10.4 Procurement management
- 10.5 Cleaning services
  - 10.5.1 Building cleaning
  - 10.5.2 Maintenance cleaning and care
  - 10.5.3 Carpet cleaning
  - 10.5.4 Glass/window cleaning
  - 10.5.5 General and special-purpose cleaning
  - 10.5.6 Window and facade cleaning
  - 10.5.7 Industrial cleaning and maintenance
  - 10.5.8 Transportation cleaning
  - 10.5.9 Decontamination
  - 10.5.10 Disinfection measures
  - 10.5.11 Cleaning and care of outdoor facilities
  - 10.5.12 Winter services
  - 10.5.13 Maintenance of grassed and wooded areas
- 10.6 Launderettes
- 10.7 Special services
  - 10.7.1 Caretaker services
  - 10.7.2 Control and maintenance of technical building equipment
  - 10.7.3 Parking management services
  - 10.7.4 Disinfection and pest control
  - 10.7.5 Disposal
- 10.8 Events services
  - 10.8.1 Administrative services
  - 10.8.2 Reception services
- 10.9 Miscellaneous
  - 10.9.1 Catering
  - 10.9.2 Cafeteria management
  - 10.9.3 IT services
  - 10.9.4 Postal and delivery services
  - 10.9.5 Telecommunications
  - 10.9.6 Copy and printing services
  - 10.9.7 Property accounting
  - 10.9.8 Moving services
  - 10.9.9 Special services

### 11 Institutions

- 11.1 Agencies and consultancies
- 11.2 Associations
- 11.3 Publishers
- 11.4 Fairs and congresses

# Conditions of Participation

## CMS 2013 – Cleaning. Management. Services.

### 1 Event

CMS 2013 – Cleaning. Management. Services. is an International Trade Fair and Congress, which is summed up by its motto "Cleaning. Management. Services.". The latest products and processes for today's building cleaning trade and services are displayed here.

Supporting organizations are the BIV, Federal Guild Association of Cleaning Contractors, Bonn, and the VDMA, Trade Association for Cleaning Systems, Frankfurt.

Messe Berlin GmbH is responsible for implementation and management of the event.

### 2 Dates and Times

**Duration of the event:**  
September 24 – 27, 2013

**Place:**  
Messegelände Berlin

**Halls**  
1.2, 2.2, 3.2, 4.2, Outdoor area, entrance south

**Early bird offer until:**  
October 1, 2012

**Start of hall planning process**  
February, 2013

**Opening hours general public**  
10 a.m. to 5 p.m.

**Opening hours exhibitors**  
9 a.m. to 6 p.m.

### 3 Conditions of Acceptance

The following will be accepted as exhibitors at CMS 2013: Manufacturer, service provider, traders, associations and institutions who offer a range of products according to the listed products groups of CMS 2013.

### 4 Stand Rental Charges

The net stand rental charges for 1 sqm of floor area are listed below, and include a flat rate to cover electricity and water consumption:

	Early bird offer Valid until October 1, 2012	valid from October 2, 2012
Row Stand	159.– EUR	164.– EUR
Corner Stand	175.– EUR	180.– EUR
Peninsula Stand	191.– EUR	198.– EUR
Island Stand	208.– EUR	218.– EUR
Outdoor display	83.– EUR	86.– EUR
Special show:		
Grounds Maintenance	110.– EUR	114.– EUR

For a two-storied structure on ordered stand area we charge for the upper structure 81.– EUR/sqm.

Messe Berlin only provides partition walls upon extra payment and on special request.

A surcharge of **114.– Euro per sqm** will be imposed for a standard complete stand, **123.– Euro per sqm** for a classic complete stand and **129.– Euro per sqm** for a special complete stand.

All charges are subject to statutory value added tax.

Any area measuring less than 1 sqm will be charged for in full.

In addition 0.60 Euro AUMA-Fee per sqm of display space + value added tax will be charged in accordance with an agreement with the Exhibition and Trade Committee of German Industry (AUMA).

### 5 Media-Package

By way of the Media Package Messe Berlin GmbH offers a specially selected Marketing tool, in order to enable exhibitors to optimise their individual performance.

Exhibitors as well as co-exhibitors will be charged with an obligatory fee dependent on the size of their stand. For detailed information, please see page 15.

#### 5.1

The basic catalogue entry in the official CMS fair catalogue is included in the Media-Packages.

### 6. Terms of Payment

#### Due dates

The down payment for the stand rental and ancillary costs must be paid by the due date specified in the down payment request (four weeks after admission of the exhibitor at the latest, prior to the start of the event at any rate). Payment must be made to one of the bank accounts of Messe Berlin GmbH indicated on the invoice. A final invoice will be sent after the event's end.

#### Objections

Objections to invoices can only be considered if they are lodged with Messe Berlin GmbH in writing within 14 days of the date of invoice.

### 7 Workers' and exhibitors' passes

Exhibitors are entitled to exhibitors' passes in the following quantities:

Display area up to 20 sqm: **3 passes each**

For each additional 10 sqm of display space: **1 pass each**

Additional exhibitors' passes may be purchased.

# Conditions of Participation

## CMS 2013 – Cleaning. Management. Services.

### 8 Exhibitors' Services/ Communications Services

Exhibitors will receive the folder for the Exhibitors' Services providing all essential information and forms regarding service companies, installations, stand construction and design, insurance, parking permits etc. A general supervision of the exhibition halls and the outside displays is organized by Messe Berlin GmbH. Exhibitors are responsible for guarding and cleaning their own stands.

The Communications Services, which are sent separately, contains all the necessary forms for PR and advertising

### 9 Exhibition Protection

Temporary protection of designs and trademarks is provided during CMS 2013 on the basis of § 15 Geschmacksmustergesetz (Registered Design Law), § 6a Gebrauchsmustergesetz and § 35 Markengesetz.

#### 9.1 Exclusion of exhibitors due to infringement of property rights

The CMS provides a high quality marketing platform for its exhibitors who, in fair competition with one another, can present new products, systems and processes on the international cleaning market. By accepting the conditions of participation exhibitors agree to present only those products and services which do not infringe the commercial property rights of third parties (patents, trade marks, registered designs, utility models) and/or the copyrights of third parties.

Messe Berlin is entitled to exclude exhibitors from the CMS (non-admission, revocation of admission, exclusion while the event is in progress, exclusion from future events), if a materially justifiable reason for such an exclusion exists.

A materially justifiable reason is deemed to exist in particular if a ruling has been made by a German court against the exhibitor (judgment or order), prohibiting the exhibitor from exhibiting or offering for sale a product or service which that exhibitor, in contravention of the judicial ruling, intends to present at the CMS, or is actually presenting at the event. This only applies as long as the judicial ruling has not been revoked by a subsequent ruling made in the course of an appeal procedure. Messe Berlin is not required to examine the validity of the ruling.

Exclusion shall be at the sole discretion of Messe Berlin. No legal claims by third parties will be entertained for the exclusion of the exhibitor whose exclusion has been justified on account of his actions. In the event of exclusion the exhibitor concerned cannot assert any claims for reimbursement or damages against Messe Berlin. This also applies even if the judicial ruling against him is subsequently revoked.

### 10. GEMA fees

Approval must be obtained from the German Performing Rights Organization, GEMA, for any public performance of copyrighted music by means of phonograph records of other sound media, or for musical performances, reproduced in radio and television broadcasts. Application should be made to the following address:

GEMA  
Keithstr. 7  
10787 Berlin  
Telephone (030) 2 12 92-0  
Fax (030) 2 12 92-795

### 11 Noise, background noise

Musical performances on the fair ground are only allowed with special permit of Messe Berlin. Machines and video, musical or show performances are to be held this way that neither visitors nor other exhibitors are annoyed or disturbed.

### 12 Acceptance of orders, advertising and sales

Deliveries may not be made at the exhibition. Advertising material may only be distributed on behalf of exhibitors' own companies and only for products they exhibit. No advertising may be carried out on behalf of other companies, and in particular any advertising for the manufacturers' customers is prohibited. The posting or distribution of printed advertising material or samples outside the rented stand area are prohibited, and no writing is allowed on the hall walls. Direct sales are not permitted.

### 13 Technical Guidelines

Exhibitors must observe the „Technical Guidelines“, which are contained in the „Exhibitors' Service Manual“. 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.

### 14 Official Permits

Each exhibitor is responsible for ensuring that necessary permits or his own activities on the stand and on the site, and those of his support personnel have been obtained, and that all applicable provisions of commercial legislation and police regulations are duly observed. Official Permits is subject to the terms of item 13 of the "General Terms of Business for Trade Fairs and Exhibitions" of Messe Berlin.

### 15 General Terms of Business

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

## Data protection regulations

Messe Berlin GmbH assigns a high priority to data protection. We therefore consider the security of the personal data made available to us in your stand application to be a matter of great importance. In implementing the necessary technical and organizational measures we therefore ensure that your data is protected in accordance with statutory regulations and is only used for the defined purposes.

### The following principles therefore apply:

1. We collect, use and process your personal data as the basis for, and for implementing and processing your contractual arrangements with Messe Berlin GmbH, and for market research purposes. This data includes the company name and the name of the contact person, the street and building number, post code and town, the country, telephone and fax number and email address. These details ensure your participation in the trade fair.
2. To enable us to meet our contractual obligations we pass on some of your data to subsidiaries of Messe Berlin and to partner firms, which we have appointed to process the personal data. These basic services include, for example, accounting, stand construction, the basic entry in the catalogue and in the Virtual Market Place.
3. **Consent with regard to consultancy, information (advertising) and marketing.**
  - 3.1. To maximize the effectiveness of your appearance at the trade fair we also pass your data on to other companies in our group and to official partner companies, to enable them to offer you their own additional services, for example special entries in the catalogue and in the Virtual Market Place, special stand construction services, catering, logistics, the fair newspaper etc. (If you do **not** wish to give your consent, please cross this item out. This deletion does not affect the contractual relationship as such. Your email address and fax number will only be passed on if you have also marked the appropriate box in the stand application.)
  - 3.2. The personal data may be supplied to the official foreign representatives of Messe Berlin GmbH and its partner companies abroad, provided this is done for the purposes stated in Item 3. (If you do **not** wish to give your consent, please cross this item out. This deletion does not affect the contractual relationship as such. Your email address and fax number will only be passed on if you have also marked the appropriate box in the stand application.)
  - 3.3. We also supply your personal data to companies within the group that can offer you similar services that, we assume, will be of interest to your company. (If you do not wish to give your consent, please cross this item out. This deletion does **not** affect the contractual relationship as such. Your email address will and fax number only be passed on if you have also marked the appropriate box in the stand application.)
  - 3.4 You may revoke this declaration of consent at any time by notifying Messe Berlin GmbH accordingly. To do so, please contact your representative at Messe Berlin.

**If you have made deletions to this document please return it to us together with the stand application. Thank you.**

# General Terms of Business for Trade Fairs and Exhibitions organised by Messe Berlin

## General Regulations

1. Applications
2. Joint Exhibitors
3. Conclusion of the Agreement
4. Allocation of Stands
5. Exhibits
6. Terms of Payment
7. Liability, Insurance
8. Withdrawal from the Contract
9. Force Majeure
10. Workers' and Exhibitors' Passes
11. Photographs and Film, Video and Sound Recordings
12. Advertising
13. Official Approval, Legal Regulations, Technical Guidelines
14. Regulations for the Maintenance of Order

## Stand Construction

15. General Regulations, Deadlines
16. Stand Design

## Other Services

17. Exhibitor Service Documents
18. Security Cover, Cleaning
19. Technical Installations
20. Photography
21. Catering Services
22. Federal Data Protection Act (BDSG)

## Concluding Regulations

### 1 Applications

#### 1.1 Stand Applications

Applications to participate in a trade fair or exhibition (event) must be made using the form marked "Application Form". This form should be completed carefully and should include a legally binding signature. The application is an irrevocable offer to enter into a contractual agreement with Messe Berlin, to which the exhibitor is committed until the commencement of the event.

#### 1.2 Details of the Contract

The main sections of the contract are

- a) the Application Form,

- b) the Special Conditions of Participation,

- c) the Regulations as contained in the Exhibitor Service Documents,

- d) the General Terms of Business.

Where there is conflict between these various regulations they shall apply in the order listed above.

#### 1.3 Conclusion of the Contractual Regulations

By signing the stand application the exhibitor recognises as binding the Terms of Busi-

ness and Conditions of Participation, as well as the Regulations contained in the Exhibitor Service Documents. He is responsible for ensuring that those persons employed by him during the event also comply with the terms of the contract in every respect.

### 2 Joint Exhibitors

If a number of exhibitors intend to hire a stand jointly, they must name one of their number in their application who will be authorised to negotiate with Messe Berlin on their behalf.

The authorised party bears the same liability for any faults or cases of negligence on the part of those whom he is authorised to represent as he does for his own faults and negligence. The participating exhibitors are liable jointly and severally to Messe Berlin.

### 3 Conclusion of Contract

#### 3.1 Confirmation of Order

Messe Berlin will confirm its decision to accept an offer with a written confirmation of order (acceptance of the exhibitor and the exhibits for which application has been made).

#### 3.2 Restrictions on the Exhibitor and Exhibits

If relevant grounds exist, and in particular if there is insufficient space, Messe Berlin may exclude individual exhibitors from participating, and may also limit the event to specific groups of exhibitors, if this becomes necessary in order to attain the objectives of the event. This also applies to exhibits.

#### 3.3 Deviations from the Application

If Messe Berlin accepts the application for display space or for exhibits, subject to extensions, restrictions or other alterations, it is obliged to abide by this offer for a period of two weeks.

### 4 Allocation of Stands

#### 4.1 Principle

In allocating the stand Messe Berlin will take into account the subject and the way in which a particular event is subdivided, as well as the space that is available. Messe Berlin will endeavour to meet specific requirements for stand locations wherever possible.

#### 4.2 Changes to Adjoining Stands

The exhibitor should accept that changes may take place in the situation on other stands at the beginning of the event, com-

pared with the time at which initial acceptance was granted. No claims for damages by either party can be entertained.

#### 4.3 Exchanging Stands or Transferring them to Third Persons

The allocated stand may not be exchanged for that of another exhibitor, nor may it be transferred either partially or completely to a third person unless agreement has been reached with Messe Berlin.

### 5 Exhibits

#### 5.1 Removal, Exchange

Only the agreed exhibits may be displayed. Furthermore they may only be removed subject to the approval of Messe Berlin. Exhibits may only be replaced by other items if written agreement has been obtained from Messe Berlin, and replacement must take place at least one hour before the official daily opening time, or one hour after the official closing time.

#### 5.2 Exclusions

Messe Berlin is entitled to demand that exhibits should be removed if these were not included in the stand hire contract, or if they subsequently prove to cause annoyance or danger, or are incompatible with the objectives of the event. In the event of non-compliance, Messe Berlin is entitled to have recourse to law in removing the exhibits at the exhibitor's expense.

#### 5.3 Direct Sales

Unless expressly permitted, no items may be sold directly. If such approval is given the exhibits must be marked with clearly legible price tickets. It is the exhibitor's responsibility to obtain the necessary approval from the trading and health authorities, and to observe these regulations. The Exhibitor Service Documents contain further details.

#### 5.4 Protection of Copyrights and Patents

It is the responsibility of the exhibitor to ensure that copyrights and other industrial patents exist for his exhibits. A six month period of protection from the beginning of an exhibition for the protection of the inventions, samples and trademarks will only become effective if the Federal Minister of Justice has published the relevant announcement in the Bundesgesetzblatt (Federal Law Gazette).

## 6 Payment Conditions

### 6.1 Date when Payment becomes Due

The stand rental, as per Confirmation of Order, is to be paid onto one of the accounts listed on the invoice. These payments must be made within the time period stated in the specific trade fair conditions of participation and be annotated with the invoice and customer number. The amounts are due for payment at the time the invoice is issued. A final invoice will be sent after the event.

### 6.2 Transfer of Claims, Offsetting Claims

Claims against Messe Berlin are not transferable. Claims may only be offset in the case of uncontested counter-claims or counter-claims which have been ruled valid.

### 6.3 Objections

Objections to invoices will only be considered if submitted to Messe Berlin in writing within 14 days following issue of the invoice.

### 6.4 Hirer's Rights of Lien

In order to secure any claims it may have, Messe Berlin shall be entitled to exercise its rights of lien as hirer, and to sell the items thus withheld as it wishes, following notification in writing. Messe Berlin is only liable for any damage to the items held in lien if such damage was caused maliciously or by gross negligence.

## 7 Liability, Insurance

7.1 Messe Berlin assumes full liability for all damages resulting from intention or gross negligence on the part of Messe Berlin, its legal representatives or managing staff.

7.2 Messe Berlin is fundamentally liable for damages caused due to gross negligence on the part of assistants employed by Messe Berlin. This liability is limited to damages that are generally associated with this type of contract.

7.3 Messe Berlin is fundamentally liable for every breach of contract with regard to major contractual obligations. Major contractual obligations are defined as those that are vital to achieving the objectives of the contract (cardinal obligations). For breaches of cardinal obligations, provided they do not fall under Section 7.1, liability is limited to damages that are generally associated with this type of contract.

7.4 The limits of liability according to Paragraphs 1 through 3 do not apply to liability for insufficient warranted quality, liability according to German product liability laws, and liability for loss of life, limb, or

health.

7.5 Messe Berlin is not liable for pre-existing deficiencies associated with rented space and equipment (guarantee liability), regardless of fault.

7.6 The exhibitor is liable in accordance with legal regulations. It is recommended that exhibitors carry sufficient insurance. For further details, see the Exhibitor Service Documents.

## 8 Cancellation, Non-participation on the Part of the Exhibitor; Withdrawal from the Contract by Messe Berlin

### 8.1 Cancellation, Non-participation on the Part of the Exhibitor

The full stand rental charge shall still be payable if the exhibitor cancels or fails to take part in the event without notification of cancellation. If the exhibitor cancels and another lessee can be found for the stand, Messe Berlin retains the right to demand 25% of the invoiced stand rental charge from the original lessee to cover costs. The full stand rental must be paid when Messe Berlin rents the agreed upon stand space, although the overall area is reduced as a result of the cancellation/non-participation. The lessee retains the right to submit evidence to prove that no such costs were incurred by Messe Berlin, or that they were lower than stated. The right to assert additional claims remains unaffected.

### 8.2 Withdrawal by Messe Berlin

Messe Berlin is entitled to withdraw under the following circumstances:

- a) if the rental charge is not received in full at the latest by the date stated in the invoice for participation costs and if the exhibitor does not pay before the expiry of any extension period that may be granted;
- b) if the stand is not occupied in time, i.e. if it is not obviously occupied within 24 hours before the official opening;
- c) if the exhibitor infringes domiciliary rights, and does not refrain from such actions even after being advised to do so;
- d) if the registered exhibitor, as a private or corporate entity, no longer conforms to the requirements for granting acceptance, or if Messe Berlin subsequently becomes aware of any reasons which, they had been known before, would have excluded that person from participation. This applies in particular when bankrupt-

cy or insolvency proceedings have been instituted, or if the exhibitor becomes insolvent. In such circumstances exhibitors are required to inform Messe Berlin immediately.

In that cases, referred to above, Messe Berlin is entitled to claim damages. No. 8.1 may be applied accordingly.

## 9 Force Majeure

### 9.1 Cancellation of the Event

If Messe Berlin is prevented from holding the event for reasons outside its own control or that of the exhibitor, all claims to the stand rental become void. However, Messe Berlin may still invoice the exhibitor for work carried out in the latter's instructions, to cover any expenses already incurred, if the exhibitor is unable to furnish evidence that the results of this work are of no interest to him.

### 9.2 Rescheduling of the Event

If Messe Berlin is in a position to hold the event at a later date it must notify exhibitors immediately. Exhibitors are entitled to cancel their participation in the event if it is rescheduled, provided such cancellation is given within one week following receipt of this notification. In such cases claims for payment of stand rental no longer apply.

### 9.3 For Events that have Already Commenced

If Messe Berlin is obliged to shorten or cancel an event that has already begun, as a result of force majeure, exhibitors are not entitled to assert claims for repayment or for exemption from the stand rental charge.

## 10 Workers and Exhibitors Passes

### 10.1 Workers' Passes

Exhibitors will be supplied free of charge with passes for themselves and for any auxiliary staff employed during construction and dismantling. These will only be valid during construction and dismantling periods, and do not entitle the holders to enter the Exhibition Grounds during the event itself.

### 10.2 Exhibitors' Passes

Exhibitors will receive a limited number of special passes valid for the duration of the exhibition or fair, for use by themselves and their employees, and entitling them to admission free of charge. Additional details can be found in the conditions of participation.

### 10.3 Regulations Applying to Both Types of Passes

Passes are issued in the holder's name, or must be filled in correctly by the holder, who should also sign them. They are not transferable and are only valid in conjunction with an official ID document. In cases of misuse the passes will be withdrawn without compensation. In the case of joint participation by a number of exhibitors, only the authorised exhibitor will receive the required passes. Additional passes are available, for which a charge will be made.

### 11 Photographs and Film, Video and Sound Recordings

Messe Berlin is entitled to take photographs, make drawings, or to make films or video recordings of events taking place at the fair, of structures and stands, or of exhibits, and to use these for advertising purposes or for publication in the media. No objections for whatever reason by exhibitors will be entertained. This also applies to photographs or recordings made directly by the press or television with the approval of Messe Berlin.

### 12 Advertising

#### 12.1 Scope

Advertising of all kinds is permitted but only within the stand hired by the exhibitor, on behalf of the exhibitor's own company, and only for exhibits manufactured or distributed by the exhibiting firm.

#### 12.2 Approval

Advertising by means of loudspeakers, the display of slides or films, or the inclusion of performances or shows require the written approval of Messe Berlin. Written approval must also be obtained for the use of other equipment and installations intended to enhance the impact of advertising either optically or acoustically. Advertising of a political nature is strictly prohibited.

### 13 Official Approval, Legal Regulations, Technical Guidelines

In all cases it is the responsibility of the exhibitor to obtain official approval. Exhibitors are responsible for ensuring the compliance with GEMA (performing rights) regulations, as well as with regulations pertaining to trading and industrial law, police regulations, health regulations and other legal requirements. This also applies in particular to the "Law on technical equipment" (Gerätesicherheitsgesetz). Moreover, exhibitors must observe the "Technical Guidelines" as specified in the Exhibitor Service Documents, in particular with regard to the regulations

contained therein relating to stand construction and design, and the extensive safety regulations also specified in this folder.

### 14 Regulations for the Maintenance of Order

#### 14.1 Domiciliary Rights

During the event exhibitors are subject to the domiciliary rights of Messe Berlin, which apply throughout the Exhibition grounds. Exhibitors must comply with instructions given by employees of Messe Berlin, who will prove their identity by means of an appropriate identification document.

#### 14.2 Parking Spaces

Efforts will be made to meet exhibitors' specific requirement regarding parking on the Exhibition Grounds. However no automatic rights exist to a parking space.

#### 14.3 Access to the Exhibition Grounds

Vehicles which do not have the correct authorisation or a document entitling them to park within the Exhibition Grounds will not be allowed access to the grounds during the event. Regulations pertaining to the delivery of goods and other items are covered by the conditions of participation.

#### 14.4 Leaving the Grounds

Exhibitors and accompanying persons must leave the halls within one hour following the official closing time each day, and all vehicles must leave the grounds by this time. Any persons wishing to leave the exhibition with packages must furnish proof that they are entitled to do so to the security staff at the exits.

#### 14.5 Miscellaneous

No animals are permitted on the Exhibition Grounds. Water required for use in connection with foodstuffs or for the cleaning of utensils coming into immediate contact with foodstuffs may only be obtained from taps supplying hygienic water. Water for such purposes may not be obtained from toilet facilities.

#### 14.6 Environmental Protection

Exhibitors are required to make every effort to protect the environment. In this respect they should also observe the Environmental Guidelines of Messe Berlin which are enclosed with the Exhibitor Service Documents.

### 15 General Regulations, Deadlines

#### 15.1 Deadlines

The construction and dismantling periods will be specified in the Special Conditions of Participation.

#### 15.2 Construction, Services for Exhibitors

The Exhibitor Service Documents contain a list of services available from MB Capital Services GmbH, a division of Messe Berlin, regarding planning, construction and design of standard and individual stands.

#### 15.3 Dismantling

##### a) Clearance Passes

A clearance pass must be shown before exhibits can be removed at the end of the exhibition or trade fair. Such passes will only be issued and made available to the stand occupant if the stand rental invoice has been paid in full.

##### b) Dismantling Period

Stands may not be cleared before the end of the event. Dismantling must be completed by the end of the allotted dismantling period. On expiry of this period Messe Berlin is entitled to undertake dismantling, removal of exhibits and their storage at the exhibitor's expense, or to order such arrangements to be made at the exhibitors' expense. Messe Berlin will only be liable for losses or damage to exhibits when such losses or damages are due to deliberate action or gross negligence. Messe Berlin is entitled to impose- lients to cover any expenses thus incurred (No. 6 Item 4).

### 16 Stand Design

#### 16.1 Authorization Certificate

Exhibitors with ground-level, single-story stands without roofs are not required to submit plans for approval, providing the stand is in compliance with all other technical guidelines. Any other type of stand, mobile stand, or special constructions require approval. Construction plans (floor plan and front view) must be submitted in duplicate to Messe Berlin for approval. Complete details can be found in the Exhibitor Service Documents.

#### 16.2 General Appearance

The exhibition stand must comply with the overall plan for the exhibition. Messe Berlin reserves the right to prohibit construction of unsuitable or inadequately designed stands.

### 16.3 Stand Equipment and Fittings during the Hours that the Event is Open

The stand must be correctly equipped and furnished, and staffed by competent personnel throughout the duration of the fair or exhibition, between the stipulated opening times.

### 16.4 Penalty Clause

If the exhibitor fails to comply with the regulations as stated above (No. 16, Item 2, 3), Messe Berlin is entitled to impose a penalty of Euro 500.00 per day if its instructions and warnings are not heeded.

### 17 Exhibitor Service Documents

The Exhibitor Service Documents contain information about the following: Technical guidelines, technical equipment standards in the halls, installations, stand constructions, design and furnishing, as well as about other services at trade fairs provided by MB Capital Services GmbH, insurance, PR work, the catalogue, room reservations and other services. The Exhibitor Service Documents also contain the necessary forms.

### 18 General Inspection, Cleaning

- a) Messe Berlin will provide security cover for the halls. However, it will only be liable for damages in the case of gross negligence. Security cover for the exhibition stand itself is a matter for the exhibitors. They are advised to take out appropriate insurance cover against such risks. During the night valuable and easily removed items should be securely locked up. Private security staff to guard the stands during the night-time may only be employed subject to written agreement by Messe Berlin.
- b) Messe Berlin will provide general cleaning on the grounds and in the aisles. Exhibitors are responsible for cleaning their own stands. Such cleaning work must be completed each day prior to the opening of the event.
- c) If the exhibitors do not employ their own personnel, stand cleaning and security must be arranged through the relevant company appointed by Messe Berlin.
- d) The exhibitor or his appointed stand constructor are responsible for disposing of any waste materials resulting from their work. In this respect the rules laid down in the environmental guidelines in the Exhibitor Service Documents must be observed.

### 19 Technical Installations

Regular supplies of electricity, water, gas and telephone services, along with other services in the halls, will be provided by companies authorised by Messe Berlin. Further details are contained in the conditions of participation.

### 20 Photography

The taking of photographs, films or videos on behalf of exhibitors during the daily opening hours of the event may only be carried out by photographers, film or video production companies thus authorised by Messe Berlin and in possession of the appropriate pass. Such authorisation also applies prior to and after the daily opening hours of the event. No other photographers or production companies will be permitted access to the Exhibition Grounds. Information on this matter can be obtained from the MB Capital Services GmbH.

### 21 Catering Services

Catering services are provided exclusively by Capital Catering GmbH, Messedamm 22, 14055 Berlin, Telephone +49(0)30 / 3038-3914.

### 22 Data Protection

We collect, use and process your personal data for the purposes of substantiating, fulfilling and processing your contract with Messe Berlin GmbH as well as for market research. In order to fulfil our contractual obligations, it is necessary to forward some of your information to Messe Berlin subsidiaries and partner companies that process this data on our behalf.

If you have authorized us to do so, we share your information with our affiliated enterprises and official partner companies to enable them to offer you their own supplementary services or other similar services. This information is also made available to official Messe Berlin GmbH foreign representatives and partner companies located outside of Germany.

Your information is used in accordance with legal stipulations and only for the defined purposes.

Any declaration of consent you have provided to Messe Berlin GmbH can be withdrawn at any time.

### 23 Concluding Regulations

**23.1 Changes and Amendments in Writing**  
Any changes to the contents of this agreement (No. 1 Item 2), and ancillary agreements, are only legally binding if they have been confirmed in writing by Messe Berlin.

### 23.2 German Law

The mutual rights and obligations deriving from this contractual arrangement and resulting from this contract are subject to the law of the Federal Republic of Germany.

### 23.3 Place of Performance and Venue

Place of fulfillment is Berlin-Charlottenburg. If the defendant is a businessman or a legal entity in the public domain, or if the defendant has no general place of jurisdiction within Germany, the place of jurisdiction is Berlin-Charlottenburg or the defendant's own place of jurisdiction.

### 23.4 Statute of Limitations

Claims by exhibitors against Messe Berlin expire after 6 months if not precluded by cogent legal regulations.

### 23.5 Redemptory Clause

If any individual provisions in these general terms of business become void, this shall not affect the validity of the other regulations. The void provision should be altered in such a way as to fulfil the intended purpose.