

Conditions of Participation Special Section



ORGATEC 2024
22.-25.10.2024

1 Organiser, event, venue and dates, visitor admission

1.1 Titel

The ORGATEC is being organised by Koelnmesse GmbH, Messeplatz 1, 50679 Köln, Germany.

The event will be held at the Cologne Exhibition Centre from Tuesday, 22 October 2024 to Friday, 25 October 2024.

1.2 Opening times

For exhibitors: daily from 8:00 a.m. to 7:00 p.m.
For visitors: daily from 9:00 a.m. to 6:00 p.m.,

1.3 Stand construction and dismantling

Stand construction may begin at 6:00 a.m. on Saturday, 12 October 2024.
Sat. 12.10.2024 to Wed. 16.10.2024 06:00 a.m. to 10:00 p.m.
Thu. 17.10.2024 to Sun. 20.10.2024 06:00 a.m. to midnight
Mon. 21.10.2024 00:00 a.m. to 06:00 p.m.

Construction must be completed by no later than 6:00 p.m. on Monday, 21 October 2024. The aisles must be completely cleared by this time. Dismantling of the exhibition stand and the goods presentation may not begin before the end of the event at 6:00 p.m. on Friday, 25 October 2024. **Admission for dismantling personnel from: 6:00 p.m. Trucks will be permitted to enter from: 8:00 p.m.** Dismantling of all stands and exhibits must be finished by 6:00 p.m. on Tuesday, 29 October 2024.

Please note that during the night of **26.10.2024** on the **27.10.2024**, the clock will turn backward one hour because of winter time.

1.4 Visitor admission

ORGATEC is a trade fair. Only trade visitors are admitted.

2 Eligibility to participate

2.1 Exhibitors

Only manufacturers that are entered in the Commercial Register or in the Handicrafts Register are permitted to participate at ORGATEC. Such producers must exhibit products that correspond to the focus of the event (see the List of goods). You may only participate as an exhibitor if the exhibited products are manufactured or developed by your company itself or developed or produced on its behalf and exclusively marketed or, in the case of services, exclusively provided by your company. You can exhibit for the companies you represent as a trade representative, sales company, association and importer insofar as the goods exhibited are not offered by any other company at the trade fair and you possess the necessary rights to present the exhibits. Koelnmesse also requires that proof of the nature of the manufacturer's business or of the activities as the manufacturer's sales company or importer be submitted in appropriate form on demand. Decisions on company admissions, eligible products and the location of exhibitor stands will be made by Koelnmesse. In the event of a rejection, you will receive a separate letter.

ORGATEC presents a comprehensive overview of holistic work environments and contract furnishing and showcases the capabilities of the companies operating in this sector. ORGATEC is the world's leading platform for the design of modern workplaces and buildings used for professional purposes. It presents products, solutions and concepts for the contract business (corporate campuses, buildings, rooms) for the office, hotel/hospitality, healthcare, transportation and education sectors. In addition to furnishings, it covers technical building services, media and conferencing technology, smart facility management software as well as lighting, acoustics, walls, floorings and ceilings.

Products from the supplier segment (particularly components) that are used for furniture manufacturing may not be exhibited at ORGATEC.

All exhibited products and services must correspond to the focus of the event. See the List of goods. The products must be new ex-works. The exhibited products at ORGATEC 2024 have to be fully manufactured and assembled office / facility furniture. Products and services that do not correspond to the List of goods and used products may not be exhibited or offered.

2.2 Co-exhibitors

The participation of co-exhibitors at ORGATEC is possible. A special application and an acceptance by the organiser are required for the use of the stand area by a co-exhibitor (see Item V of the General Section of the Conditions of Participation).

2.3 Group participation

The participation of group participants in the ORGATEC 2024 is possible. A special application (Online Application for Group Organizers and participants) and approval by the group organizer is required for the use of the stand area by a group participant (see Item V of the General Section of the Conditions of Participation).

Group organizers may only register companies as group participants and admit them to their stand area if they have their registered office in the same country as the group organizer or in a country bordering on the group organizer's country. The admission by the group organizer on its stand area of a company that does not have its registered office in the same country as the group organizer or in a country bordering on the group organizer's country constitutes a serious violation of these Conditions of Participation. Koelnmesse is entitled to impose a fine of up to €5,000.00 (depending on the severity of the violation) for each such violation and / or to exclude the group organizer from subsequent events. The stipulations of Item V of the General Section of the Conditions of Participation are not affected.

3 Participation fee and other costs

3.1 Participation fee per m² of floor space

Registration to 15.09.2023	219.00 Euro/m ² *
Registration after 15.09.2023	247.00 Euro/m ² *

*For registration, the date of receipt by Koelnmesse applies.

The participation fee does not include the provision of stand partition walls or other special construction elements.

For two-storey exhibition stands, the actual allotted area in the upper storey following the technical inspection is calculated 124.00 Euro per m² of floor area.

The participation fee will be calculated according to the dimensions of the stand area allocated. Hall pillars and other fixed construction elements present in the rented stand area do not provide grounds for a reduction in the participation fee.

3.2 AUMA fee

The Association of the German Trade Fair Industry (Ausstellungs- und Messeausschuss der Deutschen Wirtschaft e. V. – AUMA) charges you a fee of Euro 0.60 per m² of exhibition space for representing your interests. Koelnmesse will calculate and collect the fees in the name of, and on the account of AUMA. More detailed information is available at www.auma-messen.de.

3.3 Energy costs

Koelnmesse charges a proportional flat-rate energy fee of Euro 22.50 per m² of occupied stand area.

3.4 Down payment for services

Koelnmesse shall be entitled to charge a reasonable down payment for the services used for the event in question – e.g. electrical and water connections, stand cleaning, etc. The down payment for services shall be assessed on the basis of the services charged for the previous event. The down payment for exhibitors who have not participated in the previous event shall total Euro

30.00 per m² – plus the costs for the obligatory media services (Marketing Package); see Item 7.2, Special Participation Conditions.

Once the event has ended, a separate final invoice for services will be issued; the down payment will be applied towards this amount. The invoice shall fall due for payment immediately following receipt. If the amount of the down payment should exceed the fees actually incurred for services, the amount by which the down payment exceeds actual charges shall be refunded to the exhibitor. The exhibitor shall have no claim to payment of interest on the down payment.

3.5 Co-exhibitor fee

Insofar as the inclusion of other companies is permitted at your stand (see Item V of the General Section of the Conditions of Participation/Item 2.2 of these conditions), a co-exhibitor fee of Euro 800.00 per company will be charged. The price of the Marketing Package is not included in this fee (see Item 7.2, Special Participation Conditions). The co-exhibitor fee remains payable should the co-exhibitor not participate in the event.

3.6 Media services

Use of the media services described in Item 7.1 shall be obligatory and is subject to a charge (see Item 7.2, Special Participation Conditions).

3.7 Value added tax

All prices given are net prices. The statutory VAT will be charged separately where applicable.

3.7.1 VAT identification number

As a rule, Koelnmesse provides exhibitors (proprietors) with a uniform service – a so-called event service – in accordance with Art. 3a.4., Par. (2) of the German ordinance on the application of the VAT (UStAE). The place of performance for such services is the recipient's headquarters. Koelnmesse will therefore invoice foreign exhibitors (proprietors) according to the reverse charge accounting mechanism without charging any German VAT. Exhibitors from the European Union need to enter their valid VAT identification number in the registration form in order to be considered entrepreneurs. Exhibitors must immediately notify Koelnmesse of any changes to their VAT identification numbers.

3.7.2 Reimbursement of VAT

If, in exceptional cases, services are not provided as uniform offerings in the sense described above and statutory VAT is charged, foreign exhibitors (proprietors) may receive a refund of the invoiced VAT, provided they fulfil the legal requirements.

Further details are available on the Internet at: www.bzst.bund.de.

3.8 Costs in the event of non-participation

3.8.1 Prior to receipt of acceptance/stand area confirmation

If you withdraw your application to participate before you receive the acceptance/stand area confirmation, you will have to pay a fee of Euro 1,000.00.

3.8.2 After receipt of acceptance/stand area confirmation

You cannot normally withdraw from the contract after you have received the admission/stand area confirmation. The regulations contained in Item II of the General Section of the Conditions of Participation apply.

In the event of non-participation, companies that have registered for a trade fair must pay compensation. Provided the reserved stand area can be rented to a third party, this compensation amounts to 25 % of the participation fee subject, however, to the minimum fee specified in Item 3.8.1.

3.8.2.1 Stand construction by Koelnmesse

If you have also ordered stand construction services from Koelnmesse, you may cancel the stand construction order only if you do so no later than six weeks before the stand construction period officially begins. The date on which Koelnmesse receives the exhibitor's declaration is the criterion for determining if the deadline has been met. For cancellations received after the deadline, Koelnmesse is entitled to charge a flat-rate fee for the costs incurred. These costs amount to 30 % of the agreed fee in the event of a cancellation within four till six weeks prior to the start of construction, 50 % of the agreed

fee in the event of a cancellation within two till four weeks prior to the start of construction, and 100 % of the agreed fee in the event of a cancellation at a later time or during the construction of the stand. The agreed fee has to be paid in full for individually crafted or purchased components and graphics.

3.8.2.2 Stand construction by exhibitor/stand constructor

In a case where the stand construction has been ordered independently of the registration of a stand area, the provisions of Koelnmesse's General Terms and Conditions for services apply. You can download Koelnmesse's General Terms and Conditions for services from the online event's website or from <https://service.orgatec.com/>.

3.8.3 You shall be entitled to prove that no damages were incurred or that the costs were significantly less extensive than the amount charged.

3.9 Change of invoice

The information on the invoice address given with the online application is binding. Issuing a new invoice for reasons for which Koelnmesse GmbH is not responsible is subject to a fee. A flat-rate fee of 100.00 Euro will be charged for each new invoice.

4 Stand sizes and construction

4.1 Stand size

The minimum stand size is 16 m².

Please note that hall pillars and other fixed construction elements may be present in the rented stand area. Minor deviations from the requested stand size do not entitle an objection to be made under Item II of the General Section of the Conditions of Participation.

Trade fair partition walls for separating the stand area are not automatically provided. If needed as stand construction elements, however, they can be ordered from Koelnmesse. **This fee does not include stand construction.** Koelnmesse will erect partition walls only if this is necessary for safety reasons due to the installation of water pipes or electrical systems.

4.2 Responsibility

The construction and design and operation must adhere to all regulations that are valid in Germany (including the regulations of the Sonderbauverordnung, the Arbeitsschutzgesetz (industrial safety law), the industrial safety regulations, the DIN and EN standards, the VDE regulations, and the accident prevention regulations of the professional associations in the currently valid versions). All these provisions apply to both the company's own as well as to independent stand designers, decorators, and signwriters and to all persons, in as far as they perform activities as commissioned by the exhibitor or on the exhibitor's behalf in connection with the construction, dismantling, design and operation of the stand.

The exhibitor is responsible for ensuring that all regulations are complied with. The exhibitor must supervise construction personnel and other persons working on their behalf to ensure that they adhere to the regulations. The stipulations of the General Section of the Conditions of Participation and the Technical Guidelines are not affected.

4.3 Maximum stand height

The maximum height for structures or advertising material of all stand constructions (incl. Signs, banners and other advertising and construction elements) is determined separately for each hall, to the extent that existing structures within the hall can individually accommodate any. Exceeding the limits of the maximum structure and advertising heights of any kind (lighting, screens and any stand construction) must be applied for and approved by Koelnmesse GmbH at the latest **six weeks** before build up starts. The rear walls of stands should be decorated in a neutral white manner.

- Hall 4.2: 5.00 m
- Hall 5.1: 5.00 m
- Hall 5.2: 5.00 m
- Hall 6: 8.00 m
- Hall 7: 8.00 m
- Hall 8: 8.00 m
- Hall 9: 8.00 m
- Hall 10.2: 5.00 m

The maximum height for structures or advertising material of all stand constructions in passages and boulevards is 3.00 m.

4.4 Stand Construction Authorization

Assuming that the technical guidelines are observed when designing and erecting stands, there is no need to submit for approval drawings for one-story stands in the halls. All other stands, mobile stands, special constructions and superstructures must be expressly approved by application to Koelnmesse. Stand construction approval will only be granted via our digital system Delegatis. A corresponding link to a questionnaire will be sent to each exhibitor. Corresponding plans must be submitted / uploaded via our digital platform Delegatis at least 6 weeks before the start of construction.

4.5 Form of stand

The following terms are used for the stand forms:

Terrace stand:	one side open
Corner stand:	two sides open
Two-corner stand:	three sides open
Island stand:	four sides open

Deviations from the requested stand shape do not entitle an objection to be made under Item II of the General Section of the Conditions of Participation.

4.6 Construction and design of the stands

The stand must be constructed to comply with the form of the stand confirmed.

The arrangement of the stand is left to the exhibitor but should be appropriate for the event in question.

The exhibitor has to obtain information on the load capacity of the hall floor and the hall headroom. Only the on-site measurements apply to stand space. Banners and company signs are not permitted to encroach into the aisles. Koelnmesse also offers a completely outfitted turnkey stand system.

The rear walls of stands should be decorated in a neutral white manner.

5 Exhibitor and work passes

5.1 Exhibitors passes

Each exhibitor receives free of charge and valid for the period from the first day on which construction work begins to the final day of dismantling:

- 3 exhibitor passes and 4 workers passes for a stand up to 20 m²
- 1 exhibitor pass for each further or part unit 10 m² up to 100 m²
- 1 exhibitor pass for each further or part unit 20 m² above 100 m²
- The maximum number of passes free of charge is 150 exhibitors and 150 workers passes.

The codes for the passes are provided to the customer in digital form and must be redeemed online via the ORGATEC ticket shop. The passes and travel tickets can only be used via the app of the event. The registration in the app must use the same data as used at the ticket shop. Additionally required exhibitor passes can be ordered online via www.ORGATEC.com for a fee.

5.2 Work passes

You will also receive free passes that allow people commissioned by you or who work on your behalf to access the exhibition centre in order to construct or dismantle your stand. These passes are only valid up to the start and after the end of the event. They do not entitle the holders to enter the grounds during the event.

- 4 work passes for a stand up to 20 m²
- 1 work pass for each further or part unit 10 m² up to 100 m²
- 1 work pass for each further or part unit 20 m² above 100 m²
- The maximum number of passes free of charge is 150 exhibitors and 150 workers passes.

You will receive the passes digitally with the exhibitor passes.

5.3 Exchange and return of passes

Exhibitor and work passes that were paid for but not used can be returned to Koelnmesse until the first day of the trade fair for a refund of the fee. Transferring a pass to a third party – whether sold or given free of charge – is not permitted and represents a severe violation of the Conditions of Participation, in accordance with Item VI of the General Section of the Conditions of Participation.

6 Rules on selling

In view of the specialist nature of the event, direct sales of exhibits or samples from the booths are not permitted. Furthermore, exhibits may not carry a price tag.

This regulation does not apply to printed matter such as trade publications and specialist journals.

Koelnmesse has the right to carry out checks and, in the event of violations of these conditions, to take suitable measures. Koelnmesse also has the right to immediately close the stands of any exhibitors who commit such violations. Claims on the part of the exhibitor for damages or refunds are excluded in the event of such measures.

7 Media Services (Marketing Package)

7.1 Scope of obligatory media services

Koelnmesse issues official trade fair media to accompany the events it hosts.

The components of these media for main exhibitor, group organiser and group participant are as follows:

- Entry in the alphabetical list of exhibitors in the visitor guide, in the fair app and additional online trade fair media
- Unlimited number of product group entries in the fair app and additional online trade fair media
- Unlimited number of trademark entries basic in the app and further online fair media
- One product entry premium in the fair app and additional online trade fair media incl. product photo and product description
- Networking participation incl. scheduling tool
- Integrated lead tracking
- Provision of unlimited number of ticket codes requiring registration

The components of these media for co-exhibitor are as follows:

- Entry in the alphabetical list of exhibitors in the visitor guide, in the fair app and additional online trade fair media
- Unlimited number of product groups in the fair app and additional online trade fair media
- Networking participation incl. scheduling tool

7.2 Costs for the obligatory media services (Marketing package)

Use of the media services listed under Item 7.1 is mandatory for all represented companies and co-exhibitors and costs:

Euro 1,850.00 per main exhibitor, group organiser and group participant
Euro 350.00 per co-exhibitor

Our official contractual partners will provide you with all order information and documents for the media services offered. Please note that your company's participation requires Koelnmesse's approval. Therefore, this approval is also a prerequisite for any offers or order confirmations.

If an exhibitor still has not submitted an order to the official contractual partners by the editorial and advertising deadline, the exhibitor's particulars shall be added to the official fair media, subject to charge on the basis of the information provided on the respective registration.

Where possible, registrations and orders received later will also be included in the official fair media. If Koelnmesse receives orders and registrations later than the editorial and advertising deadline, Koelnmesse shall accept no guarantee for provision of any media services. In such cases, there shall be no claims recognised, regardless of their nature, but particularly claims for reductions in cost for inclusion in the official media or claims for damages.

7.3 Special data protection provisions for lead tracking

Trade fair visitors can voluntarily register. Other terms may apply, particularly when visitors can only purchase certain types of tickets by registering. Koelnmesse GmbH forwards the personal data from registered visitors to third parties only if the visitors first agree to have their data used in this way.

Neither the exhibitor, nor Koelnmesse GmbH nor any other third party can require visitors to take part in lead tracking in the event app and so to pass on their personal data. The exhibitor is obliged to delete the personal data that it has received as a result of lead tracking in individual cases if it is requested to do so by Koelnmesse GmbH or the visitor in question. Koelnmesse GmbH is not liable for the accuracy and completeness of the visitor registration data.

The exhibitor may only forward the personal data received as a result of lead tracking to third parties if and to the extent that the exhibitor has received express consent from the respective visitor. The exhibitor undertakes to use the personal data received as a result of lead tracking only in accordance with the legal regulations, especially those relating to data protection, and only for the exhibitor's own purposes. In this respect, the exhibitor shall exempt Koelnmesse GmbH from all claims by third parties. Existing BSafe regulations still apply.

7.4 Responsibility/release of Koelnmesse from liability

Official fair media are published by Koelnmesse GmbH, Messeplatz 1, 50679 Cologne, Germany, which in turn shall be entitled to commission another company with concrete execution and with advertisements.

Advertisers are responsible for the content of their advertisements and entries and are liable for any damages related thereto. With regard to Koelnmesse's liability, the regulations on liability contained in the general section of the Conditions of Participation apply.

Koelnmesse GmbH is not liable for damage to property and persons caused by the use of the event app for the lead tracking service unless it can be proved that Koelnmesse GmbH acted deliberately or with gross negligence. Liability is limited to foreseeable damages. Participants use the event app for the lead tracking service at their own risk.

Although Koelnmesse strives to provide correct information, it does not guarantee the currentness, accuracy and completeness of the supplied information nor is it liable for such. Koelnmesse does not bear any responsibility for the service's technological availability. Warranty or damage claims of all kinds are excluded if the technology breaks down or malfunctions in some other way. Maintenance, security and capacity-related issues as well as events over which Koelnmesse has no control (e.g. disturbances of the public communication networks, power outages, etc.) can lead to brief disruptions or a temporary suspension of the services. Koelnmesse does not guarantee that the web pages will be accessible at all times and that participants can call them up flawlessly and without encountering incorrect content or technical difficulties. Koelnmesse is not liable for incorrect information that is produced or disseminated by participants and/or third parties (including cooperation partners) and that is related to the ordering of admission tickets and catalogues for trade fairs and exhibitions of the Koelnmesse Group on the Internet.

Koelnmesse is especially not liable for e-mails or data entries that the system fails to accept and/or receive because they do not conform to the stipulations of these Conditions of Participation or to the website's technical requirements.

Koelnmesse is not liable for the offers made by third parties, especially not if they related to the use of the lead tracking service.

Koelnmesse does not guarantee that all links and references to external content that are found during the use of the lead tracking service are correct or complete.

8 Commercial property rights

8.1 Koelnmesse does not want any exhibitors who in the process of producing, disseminating, selling, owning or advertising their products violate laws regarding the protection of intellectual property or commercial property rights in the broadest sense.

If a final court decision has determined *res judicata* that an exhibitor in connection with one of Koelnmesse's events has violated laws of the kind mentioned in paragraph 1, Koelnmesse is entitled to bar that exhibitor from the next event of this kind after the *res judicata* court decision if there is sufficient suspicion that the exhibitor will again and repeatedly violate laws

for the protection of intellectual property or commercial property rights.

8.2 You will find more detailed information in the No Copy! brochure.

9 Non-permissible advertising/violations of the Conditions of Participation

In order to ensure that the overall character of the event is safeguarded and the exhibitors and visitors are protected from irritating or illegal activities, in particular the following advertising measures are forbidden:

- Exceeding the binding specified booth height
- Advertising activities outside the rented stand area without the prior written permission of Koelnmesse
- Advertising of an ideological or political nature

The exhibitor bears responsibility for the legality of competitions, raffles etc. In the event of severe violations of the Conditions of Participation, Koelnmesse may immediately close your stand and clear it without resorting to legal assistance. Claims of all kinds – especially claims for damages – are excluded in this case.

10 "Infoscout" — Information service for visitors

The information about your company that you submitted with the online application will be made available at the information stands in the halls for interested visitors during the event. Furthermore, with Koelnmesse's electronic information system Infoscout you can publish vacancies for trade representatives.

11 Requirement for a written document

All explanations must be specified in writing.

12 Severability clause

Should individual or several provisions of these conditions be or become invalid in whole or in part, the validity of the remaining provisions and of the contract shall not be affected. The parties will conduct negotiations in good faith to replace the invalid provisions with valid provisions that come as close as possible to fulfilling the business purpose of the invalid provisions. Should the invalidity of a provision have arisen from a specific figure given therein with regard to performance or time (deadline or date), the nearest legally permissible figure shall replace the invalid one in the provision.

13 General Section of the Conditions of Participation, Technical Guidelines

The stipulations of the General Section of the Conditions of Participation and the Technical Guidelines are not affected.