

# Conditions of Participation

## WASSER BERLIN 2009 – International Trade Fair and Congress

### Berlin, March 30 – April 3, 2009

#### 1 Organizer

The International Trade Fair and Congress WASSER BERLIN 2009 is organized by Messe Berlin GmbH in collaboration with International Water Association (IWA), the Federal Association of Gas and Water Companies (FIGAWA) and the Pipe Installation Association (RBV). WASSER BERLIN 2009 will be held on the Messe Berlin Exhibition Grounds.

#### 2 Dates

##### Duration of event

March 30 – April 3, 2009

##### Closing date for application

15 October 2008

##### Opening hours for visitors

9 a.m. – 6 p.m.

##### Opening hours for exhibitors

8 a.m. – 7 p.m.

##### Set-up

March 23 – 29, 2009, 7:00 a.m. – 10:00 Uhr

##### Dismantling

April 3, 2009, after 5:00 p.m.

until April 9, 2009

(daily 7:00 a.m. – 10:00 p.m.)

#### 3 Eligibility to Participate

Only companies and organizations involved in activities directly related to the listed product groups of WASSER BERLIN 2009 are eligible to participate. Decisions regarding participation will be made by Messe Berlin GmbH.

#### 4 Exhibition Charges

Hall space rental per 1 sqm costs:

Row stand	EUR 170.–
Corner stand	EUR 190.–
Peninsula stand	EUR 210.–
Island stand	EUR 230.–

##### Early-bird-offer

Save 20 % by application

before 31 December 2007.

Save 10 % by application

before 30 June 2008.

(see Application Form on page 5)

Each sqm or part thereof will be charged in full. A charge of 25 % on the space rental will apply to **two-storey stands**.

##### Minimum stand size: 12 sqm

The rental includes: display space, heating, hall lighting, cleaning of the aisles, hall supervision as well as electricity and water consumption.

There will be an additional charge of EUR 0.60 per sqm of display space in accordance with an agreement with the Exhibition and Trade Fair Committee of German Industry (AUMA).

All the above rates are subject to statutory value added tax.

#### 5 Terms of Payment

The services of Messe Berlin are due upon receipt of the down payment/final invoices in accordance with the terms of payment specified in the respective invoices and shall be transferred to one of the accounts of Messe Berlin indicated in the invoice. The invoice number and customer number should be quoted when making payment.

#### 6 Promotion Package Services

Messe Berlin GmbH has compiled so-called Promotion Packages of marketing tools, to enable exhibitors to derive the maximum benefit from the trade fair and to give an added boost to their commercial impact. The Promotion Package fee is mandatory for all exhibitors: EUR 499.– by exhibitor, EUR 90.– by co-exhibitor (plus value added tax). Messe Berlin will invoice the exhibitor (the company renting the stand) for both the Promotion Package fee and the co-exhibitor fee.

The Promotion Package consists of the following services:

##### 6.1 Print Catalogue

Exhibitors:

- A basic entry in the alphabetical exhibitor's directory, including company name, address, telephone and fax number, e-mail and Internet address, hall and stand numbers
- A basic entry in the product group directory, including company name, hall and stand number

Co-exhibitors:

- A basic entry in the alphabetical exhibitor's directory, including company name, address, telephone and fax number, e-mail and Internet address, hall and stand numbers

Independent from the exhibitors, co-exhibitors are enabled to upgrade to the total scope of Promotion Package services.

Contracts for catalogue entries are concluded exclusively between exhibitors and the catalogue publisher (contractual partner of Messe Berlin). Any claims are solely a matter for the exhibitor and the publisher of the catalogue. Expanded or supplementary entries in colour, with a logo, or listed under more than one product category, etc. will be charged to the exhibitors account.

##### 6.2 Virtual Market Place®

Exhibitors may take part in the WASSER BERLIN 2009 Virtual Market Place®, the online trade fair for the gas sector, for a period of three years from the moment that authorization is granted. However, participation ends at least eight weeks before

the start of WASSER BERLIN 2012. If exhibitors fail to take advantage of the three year period, especially when the Virtual Market Place® is closed in the run-up to WASSER BERLIN 2012, no rights to compensation or to make other claims against Messe Berlin GmbH can be enforced.

Exhibitors:

- Company profile with logo
- Company contact information with company's name, address, telephone and fax number, e-mail and Internet address, one product group, hall and stand number
- Visual/text presentation of up to ten of the exhibitor's products/services with a product group listing each
- Hyperlinks to the corporate website
- An entry of exhibitor's new products into the monthly newsletter "WASSER News and Products"

Co-exhibitors:

- Company profile with logo
- Company contact information with company's name, address, telephone and fax number, e-mail and Internet address, hall and stand number, entry into a product group

Exhibitors and co-exhibitors may update their details at any time within this period.

Assistance with regard to the entry of data and queries about any aspect of the Virtual Market Place® is available to all exhibitors from the Service Hotline, tel. +49(0)30 / 3038-2180 or e-mail [more.wasser@wasser-berlin.de](mailto:more.wasser@wasser-berlin.de). This advice is free of charge for the exhibitor.

#### 7 Installations, partition walls

Installation of electricity and water, partition walls, according to requirements, must in all cases be expressly ordered (see exhibitors' service manual).

#### 8 Worker's and Exhibitors' Passes

Exhibitors are entitled to passes as follows: 3 passes for the first 20 sqm of stand space, one further pass for each additional 10 sqm. Additional exhibitors passes may be purchased.

#### 9 Exhibitors' Service Manual/Advertising and PR Manual

Upon confirmation of approval, exhibitors will be sent an Exhibitors' Service Manual containing all essential information about service companies, installations, stand construction and design, insurance, parking permit, catalogue, and hotel reservations, together with the relevant order forms.

A separate folder will also be sent, containing all the relevant materials and forms for PR and advertising activities.

## 10 Booth-construction

If you are interested in an offer for a rental system stand and/or an individual stand-construction please contact:

Capital Services GmbH

Thüringer Allee 12

D-14052 Berlin

Telephone: +49 (0)30 / 30 67 20-0

Fax: +49 (0)30 / 30 67 20-30

E-Mail: info@mb-capital-services.de

## 11 Submission of essential construction plans

Stand drawings with specifications in duplicate, including top and side views, must be received for approval by Messe Berlin no later than March, 02, 2009. All required structural data, e. g. for multistoried areas, stages and platforms, must likewise reach Messe Berlin GmbH no later than February, 16, 2009. Failure to comply will result in their exclusion, or the withdrawal of previous acceptance. Construction plans must also be submitted, even if the stand is identical to that of previous years. Any damage caused by the exhibitor to walls, floors, wiring, in outdoor areas etc. shall be repaired at the exhibitor's expense see also General Terms of Business, no. 7).

## 12 Regulations Governing Halls and Indoor Places

### Night work ban and early stand set-up

There is a general night work ban during the set-up and dismantling phases. The work period is from 7:00 a.m. - 10:00 p.m. If an early stand set-up time is required (before March 23, 2009), this must be applied for using the appropriate form from the Exhibitor Service Manual.

A fee of 1.50 Euro for each square meter and for each day is charged for an **early stand set-up**.

**After having sent the appropriate form authorization is granted if the respective hall is available.**

## 13 Technical Guidelines

Exhibitors must comply with Messe Berlin technical guidelines including operation, fire safety, construction, and other security regulations. Exhibitors must also comply with rules and regulations as specified by work health and safety laws (German

Technical Plant and Equipment Act).

## 14 Construction Supervisory and Fire Safety Regulations

Doorways, emergency exits, fire alarms, hydrant, smoke vents, power distribution points and switchboards, telephone distribution points and ventilation inlets and outlets must be accessible at all times, and may not be built over or obstructed in any way. Open flame and lighting fixtures may not be used for cooking, heating, or operational purposes. Packaging materials, paper and other easily inflammable materials may not be left lying around or stored in the halls. Vehicles, containers of all kinds and other materials must be placed at least 5 m from the outside walls of the halls. The Exhibitors' Service Manual contains details of technical and construction regulations.

## 15 Regulations for the Maintenance of Order

The organizer is responsible for supervision of the exhibition halls and the outside displays. Exhibitors are responsible for guarding and cleaning their own stands. Efforts will be made to meet exhibitor's individual requirements of parking spaces, but no automatic rights exist to parking spaces in general or to a specific parking space. The unloading of goods from vehicles during the exhibition must be completed one hour before the official opening time. Vehicles must leave the Messe Berlin Exhibition Grounds as soon as they have completed unloading. Exhibitors and accompanying persons must vacate the halls and grounds within one hour following the official closing time for visitors. The same applies to vehicles.

## 16 Official Permits

Exhibitors are responsible for ensuring that the necessary permits have been obtained for their own activities on the stand and on the site, and those of staff acting on their behalf, and that all the relevant conditions of trade laws and police regulations are duly observed. If in doubt, applicants are advised to contact the relevant authority, or in the case of trade law, the commercial department of the local authority, Bezirksamt Charlottenburg/Wilmersdorf von Berlin/Abteilung Wirt-

schaft. WASSER BERLIN 2009 is being held in accordance with industrial and trade law. The commercial privileges set out in Part IV of the Commercial Regulations therefore apply.

## 17 Performing Rights (GEMA Fees)

Authorisation must be obtained from GEMA for the public broadcasting of copyrighted music from CDs or other sound systems and also for any music included in recordings of radio or TV programs. Applications should be addressed to:

GEMA

Keithstrasse 7

10787 Berlin

Tel. +49(0)30 / 21292 - 0