

# Conditions of Participation of belekro 2022

## November 8–10, 2022

### 1 Event and organizers

belekro is a specialist electrical engineering, electronical and lighting trade fair organized by Messe Berlin at the Berlin Exhibition Grounds. The non-commercial and technical sponsor of the belekro is the Berlin Electrical Trades guild.

### 2 Dates and times

#### Duration of the event

November 8–10, 2022

#### Opening hours for visitors

9 a.m.–5 p.m.

#### Opening hours for exhibitors

8 a.m.–6 p.m.

#### Start of hall planning process

March 2022

#### Stand construction

November 4–6, 2022, 7 a.m. to 10 p.m.

November 7 until 6 p.m.

#### Stand dismantling

November 10, 2022, 5 p.m. to 10 p.m.

November 11–12, 2022, 7 a.m to 10 p.m.

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

### 3 Participation Requirements

Participation is open to producers or those commissioned by producers, unions, and service organizations active in the relevant industry listed in the index of product groups for belekro. The trade fair management makes the decision concerning the admittance of exhibitors. There is no right to participation in and of itself.

### 4 Stand rental charges

The net stand rental charge for 1 sqm of floor area is as follows:

	Early bird offer		Valid from
	Valid until		December 16, 2021
	December 15, 2021		December 16, 2021
Row stand	143,- EUR		148,- EUR
Corner stand	152,- EUR		157,- EUR
Peninsula stand	157,- EUR		163,- EUR
Islandstand	162,- EUR		168,- EUR
LICHT-DIALOG	203,- EUR		208,- EUR

Each sqm or part there of 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. A charge will be made for installations and partition walls. There will be an additional charge of EUR 0.60 per sqm of display space in accor-

dance 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 Media-Package

With the Media-Package, Messe Berlin GmbH offers its exhibitors a selection of marketing tools designed to optimize trade show participation and promote market presence.

The booking of a Media-Package is compulsory for all exhibitors. The Media-Package fee is mandatory for all exhibitors: EUR 370.- by exhibitor (plus value added tax). The Media-Package for co-exhibitors will be charged with 90 €.

#### 5.1 Entry belekro App / Exhibitor Brochure

The contract for the entry in the exhibitor brochure and the belekro App is concluded between the exhibitor and our contractual partner.

Payments and complaints shall be made exclusively between the contractual partner and the exhibitor.

The minimum entry in the official exhibitor brochure and belekro App is included in the Media Package.

You will be notified about the official contractual partner in good time.

### 6 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.

Withdrawals and possible cancellations are subject to the terms of item 8 of the „General Terms of Business for Trade Fairs and Exhibitions of Messe Berlin“.

### 7 Construction and dismantling passes

Exhibitors are entitled to exhibitors' passes as follows:

Display area up to 20 sqm 3 passes.

For each additional 10 sqm of display space 1 pass. Additional exhibitors' passes may be ordered.

### 8 Exhibitor Service (BECO)

BECO (Berlin Expo Center Online) is our virtual tool to order all necessary services,

installations, stand construction and design, insurance, PR work etc for belekro. This service is available on our website: [www.belekro.com/Exhibitors](http://www.belekro.com/Exhibitors)

### 9 Technical Guidelines, Equipment Safety Law

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

### 10 Construction Supervisory and Fire Safety Regulations

Emergency accesses and exits, fire alarms, hydrants, 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 BECO Shop contains details of technical and construction regulations.

### 11 Installations

A separate invoice will be presented for electricity connections to the stands. Installations on the stands may only be carried out by contractors authorised by Messe Berlin and all applications should be made through Messe Berlin GmbH. Electrical installations on the stands themselves may also be carried out by exhibitors' own electricians. In such cases the installations must be checked by an authorised specialist company. The appropriate application forms—containing additional conditions - for electricity, gas and water connections to the stands, will be available at the BECO Shop.

### 12 Submission of essential construction plans

Exhibitors are required to submit the construction plans in duplicate to Messe Berlin ([messe-technik@messe-berlin.de](mailto:messe-technik@messe-berlin.de)) by October 1, 2022. Submission of essential construction plans is subject to the terms of item 16 of the “General Terms of Business for Trade Fairs and Exhibitions” of Messe Berlin. Construction plans must also be submitted, even if the stand is identical to that of previous exhibition.

### **13 Construction heights**

The maximum permitted height of any structure, including the upper edge of suspensions and fascias is 8.50 m.

Any part of a stand above +2.50 m, directly bordering an adjacent stand, must have a neutral smooth white finish, without any advertising.

### **14 Regulations**

Efforts will be made to meet exhibitors' parking requirements on the Exhibition Grounds, but no rights can be granted to parking spaces or to a specific parking space. The unloading of goods from vehicles during the exhibition must be completed no later than half an hour before the official daily opening time. Vehicles must leave the grounds immediately after unloading. Exhibitors and accompanying persons must leave the halls, and parked vehicles must be removed from the grounds within one hour following the daily closing time. Persons wishing to leave the exhibition with packages must furnish proof of the origin of such items to the supervisory staff at the exits. No animals may be brought onto the Exhibition Grounds. No one is permitted to stay overnight in caravans or mobile homes on the Exhibition Grounds.

### **15 Noise, background noise**

Musical performances on the fair grounds are only possible if machines and video, musical or show performances are to be held this way that neither visitors nor other exhibitors are annoyed or disturbed. Limit for machine demonstrations: 70 dB(A). Limit for video performances: 70 dB(A). The use of electronic amplifiers is not allowed.

### **16 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.

### **17 Performing Right (GEMA fees)**

Authorization must be obtained from GEMA for the public broadcasting of copyrighted music from disc or other sound systems and also for musical presentations from the recording of radio or TV programmes. Applications should be addressed to: GEMA, Keithstraße 7, D-10787 Berlin Tel.+49-(0)30-21292-0.

### **18 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.

### **19 General Terms of Business**

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