

Return to:

Vincentz Network  
 Coatings Events  
 P. O. Box 62 47  
 30062 Hannover  
 Germany  
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# Application

and acceptance  
 of the terms for participation

EXHIBITOR'S DATA	PERSON RESPONSIBLE FOR EXHIBITION
Name of company	Title
Company's e-mail	First Name
Street	Surname
Post Code                      Town	E-mail
Country	Tel                                      Fax
Tel                                      Fax	Department
Website	Invoice address: (if different from company's address)
Company's VAT no.	Free-of-charge booth staff
Entry in list of exhibitors under letter: <input type="checkbox"/>	
Abbreviation of company name, max. 30 letters	

**RESERVATION**

All stated prices are exclusive of 19% VAT.

<b>BASIC BOOTH</b>	1 m <sup>2</sup> exhibition space, 2 walls for posters (2.5 m high), 1 small table for brochures etc.	<input type="checkbox"/> € 1950	<input type="checkbox"/> € 1700*
<b>COMPLETE BOOTH</b>	A system booth (2.5 m high), 1 table, 2 chairs, spotlights, 1 fascia, installation, dismantling, cleaning	<input type="checkbox"/> € 3400	<input type="checkbox"/> € 3100*
	2 x 3 m <sup>2</sup> exhibition space	<input type="checkbox"/> € 5600	<input type="checkbox"/> € 5200*
	4 x 3 m <sup>2</sup> exhibition space		
	Other size on request		
<b>OWN BOOTH</b>	2 x 3 m <sup>2</sup> exhibition space	<input type="checkbox"/> € 2600	<input type="checkbox"/> € 2300*
	Additional exhibition space	<input type="checkbox"/> 220/m <sup>2</sup>	
		.....m <sup>2</sup>	

\* Early bird rate available until December 31, 2017

Additional furniture, decoration, technical services or sponsoring packages including exhibition space on request.

**EXHIBITOR CATEGORY**

- Research & Development                       Supplier – Equipment                       Engineering                       Organization  
 Manufacturer                       Supplier – Materials                       Publisher

**SITE PREFERENCES**

Please  do  do not allocate our exhibition space adjacent to the following probable exhibitors:

.....

**RESERVATION**

We hereby apply for a booth during the ICCG12 and affirm that we have read and agree to the terms and conditions.

Please note: the booking becomes binding once a confirmation and an invoice concerning the rental cost of the booth have been sent to the exhibitor.

Date, stamp & authorized

signature .....



# General conditions for participation in the ICCG 2018 Exhibition



## 1. VENUE, DURATION, OPENING HOURS

Congress Centrum Würzburg (CCW)  
Kranenkai 34, 97070 Würzburg, Germany  
The opening hours will be indicated in the conference program.

## 2. ORGANISATION

Vincentz Network GmbH & Co. KG  
Plathnerstr. 4c, 30175 Hannover, Germany  
kristina.wilger@vincentz.net  
T +49 511 9910-273  
F +49 511 9910-279  
www.iccg12.de  
Fraunhofer Institut für Silicatforschung ISC  
ICCG - International Council for Coatings on Glass e.V.

## 3. CONTRACTUAL TERMS

The terms for participation in the ICCG 2018 Exhibition are these conditions for participation, the organisational (e.g. exhibitors information), technical (e.g. exhibitors info manual) and other conditions notified to the exhibitor by Vincentz Network GmbH & Co KG, Hanover and the CCW before the exhibition begins. If additional services through a service provider in response to a separate order, the general terms and conditions of the respective service partner shall prevail over these general conditions in case of discrepancies. The communication data of exhibitors can be passed on to the service partners for this purpose.

## 4. CONCLUSION OF CONTRACT

Stand space is ordered by returning the completed application form, which must be accurately completed and signed in legally effective manner. Such an application constitutes a contractual offer to the organisation. By signing this form, the general conditions of participation are recognised as binding by the applicant, who is also responsible and liable for adherence to the said conditions by persons employed by him at the event. The rental contract between the exhibitor and the organisation comes into force on confirmation of the stand space by the organisation. Should the contents of the stand space confirmation vary from the contents of the application, the contract will be concluded according to the stand space confirmation, unless the exhibitor objects in writing within 2 weeks.

## 5. RENTAL OF COMPLETE RENTAL STAND

The technical organiser is responsible for assembling and dismantling the exhibition stand. All charges plus EUR VAT at the statutory rate. The rented exhibition stand and its fittings must not be pasted over, nailed, painted or damaged in any way. The party renting is liable for any damage done during rental period and costs will be charged to him. Corresponding information will be sent to the exhibitor in due time together with the order forms.

## 6. PAYMENT CONDITIONS

Invoices for stand space rentals issued by the organisation (Vincentz Network GmbH & Co. KG) are payable in full 4 weeks prior to the show at the latest. All these payments are to be made in EUR without charges, quoting invoice number. Complaints about the invoice can only be considered if they are submitted within 14 days of invoicing. An entitlement to occupy the allocated stand space exists only after payment of invoices in full. The exhibitor is to provide proof of payment.

## 7. INSURANCE

Exhibitors are obliged to make their own insurance arrangements. The exhibitor is obliged to the exhibited machinery and equipment with safety devices complying with the accident prevention rules of the appropriate professional associations. The organisation are entitled to prohibit the exhibition or operation of machinery and/or equipment at their discretion. The organisation is insured against liability for the duration of the exhibition, covering damage to property and injury to persons for which he may be legally responsible.

## 8. MODIFICATION, FORCE MAJEURE

The organisation reserves the right to make changes, postpone or relocate the exhibition, to shorten or lengthen the exhibition, or for technical,

organisational or other compelling reasons to assign to the exhibitor another stand or to modify and reduce the size of the stand. A withdrawal from the contract resulting from these actions will not be accepted. If the exhibition cannot be complied with for reasons that the organisation cannot influence – e.g. the exhibition area is not at their disposal due to force majeure or the appearance of a severe accident – the exhibitor is still obliged to the original contract and must pay the invoiced fee. The exhibitor cannot issue any claims over this matter – especially not over a postponement or relocation of the event.

## 9. WITHDRAWAL OF APPLICATION, CANCELLATION OF ADMISSION, EXCLUSION OF EXHIBITS

Once admission has been confirmed, the exhibitor must pay the full rental even if he withdraws his application or fails to exhibit. If the organisation succeed in reletting the space, the original exhibitor shall be liable to the organisation for an amount equal to 25 % of the agreed stand rental as compensation for costs incurred. The exhibitor retains the right to prove that such compensation is too high. The organisation are entitled to revoke confirmation or admission and relet the space elsewhere.

a) If the stand is not obviously occupied in good time, i.e. at least 15 hours before the official opening of the event.

b) If the conditions for such confirmation are no longer fulfilled by the registered exhibitor or if the organisation receive knowledge of grounds which would have justified exclusion if they had been disclosed earlier.

c) In case an infraction of the organisations' site regulations. The organisers reserve the right to assert claims for damages in such cases. The organisation are entitled to demand the removal of items which prove to be dangerous, a cause of annoyance or otherwise unsuitable. If this demand is not complied with, the said item will be removed by the organisation at the expense of the exhibitor.

## 10. ASSEMBLY AND DISMANTLING

Assembly: Mon 11 June 2018 13:00 - 20:00 h  
Dismantling: Thu 14 June 2018 16:30 - 20:00 h

## 11. STAND ASSEMBLY, EQUIPMENT AND DESIGN

The exhibitor is responsible for the decoration of the stand. Stands must conform to the overall layout of the exhibition. The organisation reserves the right to forbid the erection of stands which are unsuitable or inadequate or to alter them at the exhibitor's expense. All open sides of the stand must be freely accessible. This means at least 50 % of the respective gangway side must not be obstructed by structures or fittings. Stands must be properly equipped and manned by qualified personnel for the duration of the exhibition. Stand fitting must be completed at the latest by the end of the period allowed for stand assembly and stands cleared of any packing materials. Removal of exhibits or dismantling of stands before the end of the exhibition is not permitted. Names and addresses of exhibitors must be clearly displayed on the stands. The uniform stand height is 2,5 m. Stands exceeding this height require the approval of the exhibition organiser. The exhibition organiser reserves the right to give further instructions concerning the design of the stands. Consent is also needed for particularly heavy exhibits. The weight of 500kg/m<sup>2</sup> also during delivery must not be exceeded. The exhibitor is obliged to take care of the floor in order not to damage or destroy it. For the floor only Patz Tape can be used (available at CCW). Otherwise, double-sided adhesive tape can be used, but residue-free removal is required. Floors, walls of the hall, pillars, installations, fire-fighting equipment and other permanent hall fixtures must not be pasted over, nailed, painted or damaged in any way. It is, in particular, prohibited to fix on the ceilings or partitions, notices, calicos, drapery, paintings, etc. using nails, hooks, drawing pins, etc. or to stick objects. The exhibitor is liable for damage done and costs will be charged to him. Pillars, installations and fire-fighting equipment within the stand are part of the allotted stand space and must be accessible at all times. Exhibits which still remain on the stands after

the end of the period allowed for dismantling may be removed and stored at the exhibitor's own expense.

## 12. ADVERTISING

Advertising of all kinds is allowed only within the area rented by the exhibitor for the exhibitor's own firm and only items produced or distributed by him are admitted. Loudspeaker advertising require the written consent of the organisation. This also applies to the use of other apparatus and equipment with which an increased advertising effect is achieved by optical or acoustical means.

## 13. EXHIBITOR'S PASSES

One person per booth or stand is permitted to attend the conference free of charge. The exhibitor must indicate the full name of this person on the Application Form for Exhibitors. Once the application form is submitted to ICCG, the specified person will be registered for free admission to the conference. Free admission to the conference is limited to the specified person and is non-transferable. For any subsequent changes in the specified person's name the exhibitor has to pay an administration fee of 75 EUR. For additional booth staff the regular registration fee for the full conference has to be paid.

## 14. PHOTOGRAPHY

The organisation is entitled to have photographs, drawings and films made of the exhibition, exhibits and exhibition constructions and to use these for publicity and press purposes without exhibitors being able to object for any reason. This also applies to photographs produced directly by the press or the television with the consent of the organiser. For photographs of stands against payment, exhibitors must only use photographers authorised by the organisation and in possession of a relevant permit. Only these exhibition photographers may be commissioned to take photographs before or after the official daily opening hours; other photographers are not admitted during these hours.

## 15. SITE REGULATIONS, CONTRAVENTIONS

Exhibitors shall agree to accept the site regulations during the exhibition in all parts of the grounds. They agree to inform all participating employees, staff, service providers, etc. to be aware of the provisions of laws and regulations on safety in general and fire safety. The organiser is released of all obligations of advice and liability in this respect. The instructions of the organiser's employees, who possess official identity cards, must be complied with. Contraventions of the general conditions of participation or instructions within the framework of the site regulations shall entitle the organisation, if such contraventions continue after warning, to immediate closure of the stand at the exhibitor's own risk and expense, whereby he shall have no claim to compensation.

## 16. PARKING

There is on-site parking available at parking garage "Congress Centrum" and at car park "Congress Centrum"

## 17. WASTE DISPOSAL

Waste disposal is the responsibility of exhibitors. Waste containers are available in the outdoor area of the CCW.

## 18. EXHIBITOR'S CLAIMS, WRITTEN FORM, PLACE OF FULFILMENT AND JURISDICTION

All exhibitor's claims against the organisation must be made in writing. The statutory period of limitation begins on the last day of exhibition. Agreements that deviate from these or supplementary terms must be in writing. German law and this text shall prevail. Place of fulfilment and jurisdiction is Hanover. However, the organiser reserves the right to bring his claim before court of the place at which the exhibitor has his place of business.

## NEED ANY HELP?

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