



# Special Conditions of Participation

## for the 27. Edition of AERO Friedrichshafen 2019



### Definitions

**MFN:** Messe Friedrichshafen GmbH shall hereafter be referred to as „MFN“.

**OSC:** Exhibitors receive an access code for the Messe Friedrichshafen Online Service Center (hereafter referred to as „OSC“) upon stand allocation. Media features as well as technical and organizational orders must be executed via the OSC.

**General Conditions of Participation available at:** [www.messe-friedrichshafen.com/exhibiting-guidelines](http://www.messe-friedrichshafen.com/exhibiting-guidelines).

## 1. General event information

### 1.1. Opening times

The AERO will take place from April 10, 2019 until April 12, 2019 from 9:00 a.m. to 6:00 p.m., and on April 13, 2019 from 9:00 a.m. to 5:00 p.m.

The right to alter the opening times due to serious reasons is reserved. Changes will be announced in good time. Access for exhibitors: 1 hour before start of the exhibition.

### 1.2. Set-up and dismantling times

#### 1.2.1 Set- up times

Wednesday, April 3, 2019	07:00 a.m. to 08:00 p.m.
Thursday, April 4, 2019	07:00 a.m. to 08:00 p.m.
Friday, April 5, 2019	07:00 a.m. to 08:00 p.m.
Saturday, April 6, 2019	08:00 a.m. to 06:00 p.m.
Sunday, April 7, 2019	08:00 a.m. to 06:00 p.m.
Monday, April 8, 2019	07:00 a.m. to 10:00 p.m.
Tuesday, April 9, 2019**	07:00 a.m. non-stop until
Wednesday, April 10, 2019	09:00 a.m.

Please note: set-up for hall A1 and Foyer West is only possible starting from Saturday April 6, 2019.

\*\* From Tuesday April 9, 2019, 08.00 p.m., build-up work will be restricted to the stand itself. All vehicles shall be removed from the halls by 08.00 p.m. Advanced set-up has to be approved by the project management.

#### 1.2.2 Dismantling times

Dismantling April 13, 2019 05:00 p.m. – April 16, 2019, 08:00 p.m.

Early dismantling is not permitted. Please note the information in the General Conditions of Participation.

### 1.3. Additional deadlines

Registration requested by: September 28, 2018.

**1.4.** After admission, all services may be ordered via the OSC. You will receive the access code for service orders and media entries with the acceptance documents per E-Mail.

**1.5.** Vehicle entry regulations: Exhibitors may access the fairground of AERO 2019 during set-up and dismantling time without entry passes and deposit fee. This regulation is only practicable if trucks leave the fairground after uploading, the latest after three hours.

**1.6.** Stand parties after the close of the trade show must always be approved by the project management and have to be registered via the OSC. MFN reserves the right to charge a fee for additional required security and cleaning.

**1.7.** Stand construction requirements: Entirely closed walls are not allowed for island and two corner stands, the longer side can be closed maximum half side. Stand constructions, which exceed the maximum height of 2.50 m and special constructions have to be sent with a hall map marked with dimensions to the project management by March 8, 2019 ([aero@messe-fn.de](mailto:aero@messe-fn.de)) for approval. Ceiling suspensions also have to be approved.

**1.8.** The hall floor is made of rare asphalt. Colour defects are possible (Re-colouring is not possible). The use of floor covering is mandatory and not included in the participation fee.

**1.9.** Direct sales of products and services is generally permitted. All offered products and services have to be declared with price tag. The prices have to include German V.A.T and all additional costs.

**1.10. Wifi:** MFN has its own wifi, which exhibitors and visitors can log onto. Exhibitor's own wifi must be registered and comply with specific conditions. Registration and prerequisites can be accessed via the OSC.

**1.11. GEMA:** Exhibitors have to register the use of copyright music, videos or movies with the German authority GEMA. Registration forms are available at [www.messe-friedrichshafen.com/exhibiting-guidelines](http://www.messe-friedrichshafen.com/exhibiting-guidelines).

**1.12. Catering:** MFN has official exclusive contract partners for catering and beverage service addresses can be found via the OSC. Any other company must be registered with MFN. The fee for external caterers is € 100.00/vehicle per day.

**1.13. Guarding/ Liability:** MFN does not assume any obligation to exercise proper care of exhibits, stand fittings and objects which are the property of the stand personal and exhibitors. Stand guarding can be ordered via the OSC.

**1.14. Use of operations equipment:** For logistic and safety reasons, the use of cranes, forklifts and lifting platform/ hydra ladders is exclusively limited to the official contract partners of MFN. These services can be ordered via the OSC.

## 2. Registration and acceptance

Registration (participation and stand order placement) for AERO 2019 is made by using the registration form, which must be completely filled out and signed as legally binding. This registration is an offer of a contract, which requires acceptance by MFN. Submission of the registration form shall not constitute a claim for acceptance. The written participation of MFN with disclosure of the allocated stand (stand confirmation) and the accompanying participation fee invoice shall be considered as admission to AERO 2019. If the content of the stand confirmation differs from the content of the exhibitor's registration, the contract shall take effect in accordance with the stand confirmation, unless the exhibitor objects in writing within two weeks.

## 3. Participation fee / Exhibitor passes

**3.1.** The participation fee includes the provision of the exhibition location, a certain number of exhibitor passes (see point 3.2), exhibitor and stand service by the project management, provision of the exhibition's in-house information systems, target group-specific marketing of the AERO 2019, hall security, cleaning of the halls and complimentary promotional material for the exhibitor's own visitor advertising. The fees pertain to the entire duration of the exhibition. The acceptance of co-exhibitors have to be approved by MFN.

### 3.1.1 Participation fee for other exhibitors (Minimum stand size: 9 m<sup>2</sup>)

Hall space:	Terrace stand:	99.00 €/m <sup>2</sup>
	Corner stand	104.00 €/m <sup>2</sup>
	Two corner stand:	107.00 €/m <sup>2</sup>
	Island stand:	110.00 €/m <sup>2</sup>

### 3.1.2 Discounts

The discounts will be deducted in the following order from the participation fee:

#### 3.1.2.1 Quantity discount scale

Up to 100 m <sup>2</sup> :	full amount
Area from 101m <sup>2</sup> - 150 m <sup>2</sup> :	10% reduction on whole space
Area from 151 m <sup>2</sup> - 250 m <sup>2</sup> :	15% reduction on whole space
Area from 251 m <sup>2</sup> - 350 m <sup>2</sup> :	20% reduction on whole space
Area from 351 m <sup>2</sup> - 500 m <sup>2</sup> :	25% reduction on whole space
Area over 501 m <sup>2</sup> :	30% reduction on whole space

#### 3.1.2.2 Loyalty discount

Exhibitors who register until September 28, 2018 and took part at AERO 2017 and AERO 2018 will receive 5% loyalty discount on the participation fee. The discount is not available for co-exhibitors.

## 3.2. Exhibitor passes

The number of exhibitor passes included in the participation fee shall be determined by the following scale:

Up to 10 m <sup>2</sup>	2 passes	11 to 20 m <sup>2</sup>	4 passes
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21 to 30 m <sup>2</sup>	6 passes	31 to 40 m <sup>2</sup>	8 passes
41 to 50 m <sup>2</sup>	10 passes	51 to 60 m <sup>2</sup>	12 passes
61 to 70 m <sup>2</sup>	14 passes	71 m <sup>2</sup> and larger	15 passes

### 3.3. Co-exhibitor-fee

The co-exhibitor fee is 230.00 €/co-exhibiting company. Definition of co-exhibitor: see General Conditions of Participation (<http://www.messe-friedrichshafen.com/exhibiting-guidelines>). Co-exhibitors shall receive 2 exhibitor passes free of charge.

All quoted prices are net prices. If the statutory value added tax applies, it will be invoiced in addition. Please note concerning this the explanations of the reverse charge procedure and the VAT identification number in the General Conditions of Participation.

### 4. Terms of payment

50% of the participation fee is payable immediately after the receipt of the invoice, the second half by March 3, 2019. Participation invoices that are issued after March 3, 2019 are payable immediately; the same applies to all other MFN invoices. Please note the payment due dates and information about the bank accounts on the MFN invoices.

### 5. Stand withdrawal / compensation fees

If the exhibitor does not participate once registration has been granted, then the exhibitor is obliged to pay a compensation fee:

Cancellation prior to the assignment of the stand is possible free of charge. After the stand has been allocated to your company a cancellation will cause the following fees:

4 months before the show:	30% of the invoice total
3 months before the show:	50% of the invoice total
2 months before the show:	80% of the invoice total
1 month before the show:	100% of the invoice total

### 6. Additional services

**6.1.** In addition to the participation fee, the acceptance of the following services is obligatory:

- Flat fee for general waste disposal of 80l per day: 1.00 €/m<sup>2</sup> stand space. Beginning from 80m<sup>2</sup> flat price is 80.00 €.
- The AUMA fee of 0.60 €/m<sup>2</sup> to be paid by the exhibitor will be invoiced by MFN for the AUMA and passed on. (see General Conditions of Participation)
- A flat rate of 159.00 € is payable for the media listing. Additional fee-based items are possible in the exhibitors or product index: 30.00 €/entry; 50.00 €/Logo.
- All exhibitors will be included in a guide as well as on the website and app of AERO. An entry will be made in the alphabetical directory with information about the exhibitor's offerings. The entry should be edited in advance by the exhibitor in the OSC, otherwise MFN does not assume any responsibility for false media entries. The deadline for the close of editing will be announced with the notification of the OSC access code.

Additional services according to use.

**6.2.** Power and water consumption:

The calculation basis for power consumption is regulated under the e-form for electrical installations in the OSC with the participation fee invoice, 36.75 € will be charged for up to 3kW. The water and wastewater fee is 4.50 €/day. Electrical connection and water installations can be ordered via the OSC.

**6.3.** Additional services can be ordered via the OSC. All quoted prices are net prices.

### 7. Legal notice:

**7.1.** Serious violations of the exhibition terms and conditions gives MFN the right to close stands immediately and to clear them off without requiring court action. This applies in particular to cases of advertising in contra-vention and in case of advertising for political or ideological purposes.

**7.2.** The German version of this contract is legally binding.

Place of fulfilment is Friedrichshafen, place of jurisdiction is Tettngang/ Ravensburg.  
HRB-No. 1179 Registration Court, District Court Tettngang.