

Conditions of Participation BUS2BUS

27 - 28 April 2022

1. Event/ Organizer

The trade show and congress BUS2BUS ("event") is organized by Messe Berlin ("Messe Berlin") in co-operation with the German Bus and Coach Operators' Association (bdo) on the exhibition grounds of Messe Berlin.

2. Dates

Duration of Event

27 – 28 April 2022

Registration Deadline

31 December 2021

Opening Hours for Visitors

Wednesday, April 27 2022, 10am – 5pm

Thursday, April 28 2022, 10am – 5pm

Opening Hours for Exhibitors

Wednesday, April 27 2022, 9am – 6pm

Thursday, April 28 2022, 9am – 6pm

Set-up

23 – 26 April 2022, 7am – 10pm

Dismantling

28 April 2022, 6pm – 10pm

29 - 30 April 2022, 7am – 10pm

We reserve the right to make alterations to this schedule. Please note any subsequent updates.

In case that earlier stand set-up is required (before 23 April 2022), application must be made to the organizer. Earlier set-up is subject to a charge. A fee of 2.00 EUR for each square meter and for each day is charged for an early stand set-up.

Every exhibitor is obliged to correctly equip and furnish the stand and to staff it with personnel for the duration of the event. Stands may not be dismantled on Wednesday, April 28th, 2022 before 4pm. If the exhibitor fails to comply with this regulation, organizer shall be entitled to demand a contractual penalty, which is to be determined using equitable discretion by organizer for each individual case, amounting to a maximum of EUR 5,000.00. The exhibitor may provide evidence that no or significantly less damage than that stated was incurred for organizer. The option to file further claims remains unaffected by this.

3. Eligibility to Participate

Only companies and organizations

involved in activities related to the event theme with regard the nomenclature are legible for participation. Also startups that meet the following criterias:

- have new innovative concepts for the mobility industry and a thematic proximity to the bus industry
 - are not older than five years
- Messe Berlin determines the approval or refusal of applications.

Space allocation and stand sizes are determined in accordance with the event theme and the given spatial resources. However, the wishes of exhibitors will be taken into consideration as much as possible. The date on which formal application is received is not a decisive factor in this context.

Changes in floor allocation without the explicit consent of the event management are not permitted.

Exhibitors are personally required to inform themselves on the location, dimensions, and possible imperfections of their allocated stand. Should the event management decide to make any changes in an area that has already been allocated (e.g., construction changes, installations), the exhibitors affected will receive timely notification. The event management reserves the right to make changes in floor allocation to comply with unforeseen circumstances. Should this be the case, affected exhibitors will be allocated a comparable space to the greatest extent possible. Neither party shall have the right to compensation should this occur.

Exhibitors who are presenting a vehicle at the event are obliged to inform Messe Berlin regarding the axle and overall loads. Loads that exceed these dimensions will require special measures that are subject to a charge through the Messe Berlin. In this case, it is then necessary to fill out the "Load Distribution Measures/ Timber packing" form that is available in the BECO-Shop.

4. Exhibition Charges

The participation fee for exhibitors depends on the type and size of the stand and the date of receipt of the stand application.

a) Fully-equipped exhibition stand, minimum size 12 sqm (includes stand space and stand construction, Equipment varies depending on booth size):

Receipt of stand application: until November 30th 2019
from 30 sqm: 370.00 EUR
up to 29 sqm: 400.00 EUR

Receipt of stand application: until October 31st 2021
from 30 sqm: 410.00 EUR
up to 29 sqm: 430.00 EUR

Receipt of stand application: from November 1st 2021
450.00 EUR

b) Individual stand space, minimum size 20 sqm (Stand space only, all additional services must be booked separately):

Receipt of stand application: until November 30th 2019
240.00 EUR

Receipt of stand application: until October 31st 2021
250.00 EUR

Receipt of stand application: from November 1st 2021
280.00 EUR

Bus companies may also combine their stand package/ individual stand with a vehicle display space. The renting of a vehicle display space is only possible in combination with a renting of a fully-equipped stand or individual stand. Individual stands can also be built outdoors.

Vehicle display space, indoors

Receipt of stand application: until November 30th 2019
115.00 EUR

Receipt of stand application: until October 31st 2021
125.00 EUR

Receipt of stand application: from November 1st 2021
135.00 EUR

Vehicle display space, outdoors

115.00 EUR

Conditions of Participation BUS2BUS

27 - 28 April 2022

Each sqm or part thereof will be charged in full. The minimum stand size is 12m² for a fully-equipped exhibition stand and 20m² for an individual stand. If more space is subsequently required and ordered, the additional amount is payable immediately.

The participation fee includes:

Stand rental, the general hall supervision and cleaning of the aisles as well as the energy flat rate and the usual water & electricity consumption, heating, and the hall lighting.

The participation fee for each **co-exhibitor** is **395.00 EUR**.

There will be an additional charge of **EUR 0.60** per sqm of display space in accordance with an agreement with the Association of the German Trade Fair Industry.

5. Stand Design / General Appearance

For all stands (Individual stand space/ Fully-equipped exhibition stand) the following applies:

- A maximum construction height of 3m (deviating buildings require special permission from Messe Berlin GmbH)
- Walls on closed stand sides may only extend up to 1m from the open aisle side

Individual stand space

The **stand sides** bordering the aisles used by visitors must be designed to be permanently open in order to conform to the open character of exhibition stands at this event. The closed section along the side of an aisle must not exceed 30% of the total length and must feature a graphic design on the side facing the aisle.

The **rear walls of stands** which adjoin neighboring stands should be neutral white in order not to adversely affect the design of the neighboring stands. Lessees must erect a seamless, stable white partition facing directly adjacent stands, and this partition should not display any advertising statements. Messe Berlin GmbH reserves the right to reject any defective work or to alter or remove it at the exhibitor's expense.

Official approval for individual stands is mandatory.

Fully-equipped exhibition stand:

The package (basic example 12m²) includes:

- 1x display plate with integrated control system
- 1x module with cabin, lockable door
- 1x Electrical hook-up
- 1x module counter with storage and 3 KW socket
- 2x bar chair
- 2x module lighting (one side)
- Carpeting (color depending on selection and availability)

Equipment varies depending on booth size.

6. Terms of Payment

The stand rental fee, as stated in the confirmation of approval/stand rental invoice, should be remitted to the account indicated on the invoice. The due date as stated on the confirmation/stand rental invoice must be adhered to.

Please make reference to the invoice number and the customer number.

7. Media-Package

Messe Berlin offers its exhibitors a package of selected marketing tools to make their participation more effective and to give them an added commercial impact. The Media Package fee of **595.00 EUR** is mandatory for all exhibitors.

The listed Media Package services for co-exhibitors are covered by the co-exhibitor fee. Messe Berlin will invoice the main exhibitor (hirer of the stand) for the exhibitors' flat rate contribution and for the co-exhibitor fees. The media package includes the media presentation of the exhibitor under the event.

Co-exhibitors have the option of ordering the entire range of services supplied with the Media Package, independently of the main exhibitor, at a cost of **200.00 EUR** (upgrade).

The agreement governing the entries in the printed catalogue is concluded exclusively between the exhibitor and the producer of the catalogue (contractual partner of Messe Berlin). Any claims that may be made shall be solely in relation to the exhibitor and the producer of the catalogue. Any expanded and supplementary entries shall be at the expense of the exhibitor.

8. Employee and Exhibitor Passes

Exhibitors are entitled to passes as follows:

- 3 passes for the first 20 sqm of stand space
- and 1 further pass for each additional complete 10 sqm (two-storied area excluded)

Additional exhibitor passes may be purchased at a cost of **40.00 EUR** (incl. VAT) each. Exhibitors will receive passes for stand set-up and dismantling staff as required. These will only be valid during construction and dismantling periods, and do not entitle the holders to enter the Exhibition Grounds during the event itself.

9. Berlin ExpoCenter Online (BECO)

After receiving confirmation of approval the exhibitors will have access to the webshop "BECO" - containing all essential order forms and information about service companies, installations, stand construction and design, insurance, parking permits, catalogue entries, PR and advertising activities - online to their disposal.

10. Technical Guidelines

Exhibitors must comply with Messe Berlin technical guidelines including operation, fire safety, construction, and other security regulations. The Technical Guidelines are contained in the webshop "BECO".

Exhibitors must also comply with rules and regulations as specified by work health & safety laws (German Technical Plant and Equipment Act).

11. Construction Supervisory and Fire Safety Regulations

Doorways, emergency 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 5.00 m from the outside walls of the halls. The webshop "BECO" contains details of technical and construction regulations.

Conditions of Participation BUS2BUS

27 - 28 April 2022

12. Regulations for the Maintenance of Order

Exhibitors are responsible for guarding and cleaning their own stands. Efforts will be made to meet exhibitor individual requirements for 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 event must be completed half an hour before the official opening hours for visitors. Vehicles must leave the 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. Any person wishing to leave the event with packages must be able to prove the origin of such items to officials at the exits.

Animals are not permitted on the exhibition grounds. No one is permitted to stay overnight in caravans on the exhibition grounds.

13. Construction Work

Messe Berlin would like to point out that construction work is currently taking place on the Berlin exhibition grounds. While every effort is being made to look after the interests of exhibitors and to keep any inconvenience to a minimum, there

may be some restrictions around access areas. Some noise can also be expected from construction sites. We cannot accept any responsibility for claims arising in this connection.

14. 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, -Ordnungsamt- Hohenzollerndamm 174-177 10713 Berlin to clarify.

15. Performing Rights (GEMA fees)

Public playing of copyrighted music from CDs or other sound storage media as well as music reproduction from radio or television programs require the consent of the German Copyright Society (GEMA).

Applications should be addressed to:
GEMA
Keithstraße 7
10787 Berlin
Germany

T +49(0)30/212 92-0

16. Visual and Acoustic Presentations

The volume of presentations during the trade show must at all times be limited so as to avoid disturbing neighboring exhibitors. Specifically, sounds emitting from a stand may not exceed an average sound level (Leg) of 70 dbA (A) at the stand boundaries.

In order to avoid visual and acoustic disturbance of other exhibitors, we recommend that stand neighbors coordinate their presentations accordingly. This applies to all events, meetings and presentations – including the use of audio or video devices. Messe Berlin is entitled to prohibit presentations at any time if the exhibitor fails to comply with this regulation.

Special events (e.g. receptions) to be held on the stands require registration; this also applies to events exceeding the daily opening hours.

17. General Terms of Business

These Conditions of Participation are subject of the enclosed "General Terms of Business of Messe Berlin GmbH".

18. Price Information

The legally stipulated Value Added Tax (VAT) will be added to all prices shown unless it is explicitly stated that the amount includes VAT.