

Terms and conditions of participation

BUS2BUS

24 – 25 April 2024



1. Event/Organizer

The BUS2BUS Trade Show ("Event") is organized by Messe Berlin GmbH ("Messe Berlin") as the legal and economic bearer in cooperation with the German Bus and Coach Operators Association (bdo) as the ideal partner at the Messe Berlin Exhibition Grounds.

2. Dates

Duration of the event

24 - 25 April 2024

Registration deadline

31 January 2024

Submitting the stand construction details for official approval

at the latest six weeks before the start of assembly

Opening hours for visitors

Wednesday, 24 April, 2024

10 a.m. - 5 p.m.

Thursday, 25 April 2024

10 a.m. - 5 p.m.

Opening hours for exhibiting companies

Wednesday, April 24, 2024

9 a.m. - 6 p.m.

Thursday, April 25, 2024

9 a.m. - 6 p.m.

Set-up

April 20 - 23, 2022

7 a.m. - 10 p.m.

Dismantling

April 25, 2024, 6 - 10 p.m.

April 26 - 27, 2024, 7 a.m. - 10 p.m.

Subject to change, please refer to the following information later if necessary.

If an early stand construction (before 20 April 2024) is necessary, this must be requested from the organizer. An early stand construction is subject to a fee. A fee of 2.00 EUR per day and sqm will be charged.

Each exhibiting company is obliged to keep its stand fully equipped and staffed with expert personnel every day during visitor opening hours for the entire duration of the event. Dismantling of the stand before 4 p.m. on Thursday, 25 April 2024

is not permitted. If the exhibiting company violates this regulation, the organizer is entitled to demand a contractual penalty of a maximum of EUR 5,000 to be determined in each individual case at the organizer's reasonable discretion. The exhibiting company may furnish proof that the organizer has suffered no damage or only significantly less damage. The possibility of asserting further claims remains unaffected by this.

3. Eligibility and admission

Only companies that correspond to the theme of the event, with special reference to the nomenclature, will be admitted as exhibiting companies. In addition, startups that:

- have new, innovative concepts for the mobility sector and a thematic proximity to the bus sector
- were founded on 1 January 2017 and later

Messe Berlin decides on admission.

Space will be allocated and the size of the stand determined on the basis of the subject matter of the exhibition and the available space, whereby the special wishes of the exhibiting company will be taken into account wherever possible. The date of receipt of the formal application is not decisive in this respect.

An exchange of places without the consent of the exhibition management is not permitted.

Each exhibiting company is obliged to inform itself about the location, the exact dimensions and any installations etc. of the stand allocated to it. If the trade show management intends to make any changes in the area of stand spaces already allocated (e.g. structural alterations, installation of fittings, etc.), it will inform the exhibiting companies concerned in good time.

A transfer of the place can take place for compelling objective reasons. In this case, a place of equal value will be allocated. Claims for damages are excluded on both sides.

Exhibiting companies presenting a vehicle at the event

are obliged to inform Messe Berlin of the dimensions and the axle and total loads of the vehicles. If the loads are exceeded, Messe Berlin GmbH will have to take special measures at the exhibitor's expense. In this case, the form "Load-distributing measures/ sub-ballasting", which is included in the BECO web shop, applies.

4. Participation prices

The participation fee for exhibiting companies depends on the type and size of the stand and the time of receipt of the stand application.

a) Booth package minimum size 12 m² (including stand area, and defined stand construction, equipment varies depending on stand size):

Pricing - First Mover:

Receipt of stand registration: up to and including 15.12.2022

- 12m² - 29m²: 400,00 EUR per m²
- from 30m²: 370,00 EUR per m²

Prices - Early Bird:

Receipt of stand registration: up to and including 31.10.2023

- 12m² - 29m²: 430,00 EUR per m²
- from 30m²: 410,00 EUR per m²

Prices - Regular:

Receipt of stand registration: as of 01.11.2023

- 460,00 per m²

b) **Individual stand** minimum size 20 m² (pure stand area, no stand construction, all other services must be booked separately)

Pricing - First Mover:

Receipt of stand registration: up to and including 15.12.2022

- 240,00 EUR per m²

Prices - Early Bird:

Receipt of stand registration: up to and including 31.10.2023

- 250,00 EUR per m²

Prices - Regular:

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Receipt of stand registration: as of 01.11.2023

- 290,00 per m²

c) **Vehicle display spaces:** The booking of a vehicle display space is only possible in combination with a booking of a Booth package or individual stand space.

Individual stands can also be built outdoors.

Vehicle display space -indoor-

Pricing - First Mover:

Receipt of stand registration: up to and including 15.12.2022

- 100,00 EUR per m²

Prices - Early Bird:

Receipt of stand application: up to and including 31.10.2023

- 125,00 EUR per m²

Prices - Regular:

Receipt of stand registration: as of 01.11.2021

- 160,00 per m²

Vehicle display space -outdoor-

- 130,00 EUR per m²

d) **Joint stand:**

Small businesses, sole traders and smaller associations and organizations, the majority of whose activities are advisory, can book a stand area in a shared space.

Package Price:

- 1.990,00 EUR for 5m² stand rental incl. stand construction package
- Incl. Media Package, AUMA fee

Package includes:

- Module counter one-sided with wall construction in white
- Graphic branding at Module counter (submission by exhibitor)
- Sockets at module counters (2 per exhibitor)
- Shelf Counter
- Lighting for common area
- Carpet velour
- Plants

- Stand supervision for common area

There is a separate registration form for the joint stand on the BUS2BUS website as part of the stand registration.

e) **Other information on stand booking:**

Each m² or part thereof will be charged in full. The minimum stand size is 12m² for a booth package and 20m² for an individual stand space. If more space than reported is subsequently used and allocated, the additional amount must be paid immediately.

The participation fee includes:

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

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

An additional amount of **EUR 0.60** per m² of exhibition space will be charged in accordance with the agreements with the Association of the German Trade Fair Industry (AUMA).

5. Stand design/appearance

The following applies to all stands (individual stand/ booth package)

- a maximum construction height of 3 m for booth packages and 5 m for individual stands (other constructions require a special permit from Messe Berlin GmbH)
- Walls on closed stand sides may only extend to within 1m of the open aisle side.

Individual stand space:

Stand sides that border visitor aisles must be designed to be open throughout, thereby documenting the open character as an exhibition stand of the event. The closed portion on one aisle side may therefore not exceed 30 % and must be graphically designed on the aisle side.

The **rear sides** of stands adjoining neighboring stands must be

kept neutral so as not to impair the design of the neighboring stand. The tenant is obliged to erect a joint-free, stable, white partition wall against the directly adjacent neighboring stand, without any advertising message. Messe Berlin GmbH reserves the right to reject defective work or to alter or remove it at the exhibiting company's expense.

Approval is required for individual stands. In addition, the design of the complete and individual stands must be approved.

Booth package:

The package (basic example 12m²) includes:

- 1x stand signage (stand number, exhibitor name)
- 1x module with cabin, lockable door
- 1x power connection
- 1x module counter with shelf and 3 KW power socket
- 2x bar stool
- 2x module lighting (one-sided)
- Floor covering carpet or similar (color depending on choice and availability)

Equipment varies according to stand size.

6. Terms of payment

The participation fee is to be transferred to the account specified on the invoice after delivery of the admission confirmation/stand rental invoice. The due date stated on the admission confirmation/stand rental invoice is decisive for payment.

Please state your invoice and customer number.

7. Media Package

With the Media Package Messe Berlin offers its exhibiting companies a package of selected marketing tools to optimize their participation in the trade show and their presence on the market. The costs for the mandatory Media Package will be charged in the form of a compulsory flatrate contribution of **EUR 595.00**.

The services of the Media Package for co-exhibitors are

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included in the co-exhibitor fee. The flatrate contribution fee for exhibiting companies and the co-exhibitor fees will be invoiced to the main exhibitor (stand tenant) by Messe Berlin. The Media Package includes the media presentation of the exhibiting company within the framework of the event.

Co-exhibitors have the option of ordering the entire scope of services of the Media Package independently of the main exhibitor at a price of **EUR 200.00 (upgrade)**.

8. Work and exhibitor passes

Free exhibitor passes, valid for the entire duration of the exhibition, are available to exhibiting companies in the following numbers:

- up to 20 m² stand area - 3 passes
- for each additional completed 10 m² 1 pass each (double-level areas excluded)

Additional exhibitor passes can be for the price of **40,00 EUR** (incl. VAT) can be acquired.

Each exhibiting company receives the required number of passes for set-up and dismantling free of charge. **Set-up and dismantling passes are not valid during the duration of the event.**

9. Berlin ExpoCenter online (BECO)

"BECO Webshop" is the ordering platform for all services related to installations, stand construction and design, insurance, public relations, advertising, etc. for BUS2BUS. You can find this information in the "Download Center" at www.bus2bus.berlin. After receiving approval, the exhibiting company can access the necessary forms online in the Exhibitor Service area of the website.

10. Technical guidelines

The exhibiting company must observe the "Technical Guidelines" contained in the "BECO" web shop and on the BUS2BUS website - www.bus2bus.berlin, together with all the design, fire protection, building regulations and other safety provisions

contained therein. It is obliged to comply with the provisions of the law on technical work equipment (Equipment Safety Act), to which special reference is made following the Technical Guidelines.

11. Building supervision and fire protection regulations

Emergency exits, inlets and outlets, fire alarms, hydrants, smoke dampers, electrical distributions and switchboards, telephone distributors and ventilation slots must be freely accessible and must not be obstructed.

The use of open fires for cooking, heating and operating purposes is prohibited. Packing materials, paper and other easily combustible materials may not be left lying around or stored in the halls. Outside the halls, vehicles, containers, other storage containers and materials may only be parked at a distance of 5.00 m from the hall wall. Detailed technical and construction regulations can be found in the "BECO" webshop.

12. Rules of Order

The exhibiting company itself is responsible for cleaning the individual stand. Parking space requests by exhibiting companies on the exhibition grounds will be taken into account as far as possible; no entitlement to a parking space or to a specific parking space can be granted. Unloading of goods from vehicles during the event must be completed no later than one hour before the start of the daily visitor opening time. Vehicles must leave the premises immediately after unloading. Within one hour of the end of the daily visitor opening time, exhibiting companies and accompanying persons must have left the halls and cleared the grounds of vehicles. Persons wishing to leave the event with packages must prove their origin at the exit control. Animals may not be brought onto the exhibition grounds.

13. Construction measures

Messe Berlin points out the construction work on the exhibition grounds. Messe Berlin is

endeavoring to safeguard the interests of exhibiting companies and to keep any nuisance to a minimum. However, it is expressly pointed out that there may also be disturbances and construction noise in the access areas. Claims of any kind cannot be derived from this circumstance.

14. Administrative authorization

The exhibiting company is responsible for ensuring that the permits required for its own activities and those of its representatives on the stand or grounds are available and that the applicable trade law or police regulations are complied with. Any doubts must be clarified with the responsible authorities and, insofar as regulations under trade law are concerned, at the district office Charlottenburg-Wilmersdorf of Berlin

Bezirksamt Charlottenburg-Wilmersdorf von Berlin,
-Ordnungsamt-
Hohenzollerndamm 174-177

to clarify.

15. GEMA fees

For the public performance of music protected by copyright, whether as background music or as part of a separate event, whether for all trade fair visitors or for invited guests, and regardless of the form of the performance (live, audio/CD/MP3/vinyl/streaming) or video (DVD/MPEG/streaming), a license from GEMA is required.

Registrations are to be made via the online portal

<https://www.gema.de/musiknutzer/> .

GEMA

Postal address: GEMA, P.O. Box 30 12 40, 10722 Berlin, Germany
Address: GEMA, Bayreuther Straße 37, 10787 Berlin

Postal address: GEMA, Postfach 30 12 40, 10722 Berlin
Home address: GEMA, Bayreuther Straße 37, 10787 Berlin
Phone +49 (0) 30 21245-00
Email: kontakt@gema.de

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16. Optical and acoustic performances

The volume for demonstrations during the trade show must at all times be such that the adjacent exhibiting companies are not adversely affected by the demonstration. The noise emitted by a stand may therefore not exceed an average level (Leg) of 70 dbA (A) at the boundaries of the stand. In order to prevent visual and acoustic interference with other exhibiting companies, demonstrations must be coordinated with the neighboring companies on the stand.

This applies mutatis mutandis to all events and presentations, including those by means of visual and audio media. Messe Berlin is entitled to prohibit demonstrations at any time in the event of infringements. Registration is compulsory for events on the stand (e.g. receptions), as well as for events that extend beyond the daily opening hours.

17. COVID-19, hygiene and safety concept

Exhibitors and co-exhibitors are obliged to inform themselves in advance of their participation in the event about the currently applicable regulations, laws, ordinances and other orders issued in connection with the containment of the coronavirus SARS CoV-2 (COVID-19) ("COVID-19 regulations") and to comply with them. In addition, exhibitors and co-exhibitors are obliged to observe the hygiene and safety measures issued by Messe Berlin for the event, in particular the hygiene and safety concept for the event. Against the background of the dynamic development of the coronavirus, exhibitors and co-exhibitors acknowledge that Messe Berlin is entitled to adapt the hygiene and safety measures to the current legal situation at any time. Exhibitors and co-exhibitors are obliged to keep themselves informed of any changes on an ongoing basis, in particular via the event's website.

Furthermore, Messe Berlin is entitled, in accordance with legal requirements, to link the right to participate in and access to the event to the fulfillment of

health, safety and hygiene conditions (e.g. convalescent or vaccinated status when opting for an event under 2G conditions). If Messe Berlin changes the conditions for participation and admission after the exhibitor or co-exhibitor has been admitted, and if it is demonstrably impossible for the exhibitor or co-exhibitor to participate in the event for this reason, the exhibitor and co-exhibitor are entitled to withdraw from the participation contract or cancel their participation within a period of 2 weeks from the announcement of the conditions. Further claims, in particular claims for damages, against Messe Berlin are excluded due to the overriding health concerns of the other exhibitors and participants.

If the COVID-19 regulations currently in force at the time of the event stipulate that persons participating in the event must have tested negative for infection with the SARS-CoV-2 coronavirus, or if other personal restrictions on participation apply to protect against infection with the coronavirus, exhibitors and co-exhibitors are obliged to comply with these regulations and with the conditions issued by Messe Berlin in this connection, and to inform their employees and third parties commissioned by them accordingly. Messe Berlin and to inform their employees and third parties commissioned by them of these regulations.

18. Foreign representations

Messe Berlin maintains a worldwide network of foreign representatives whose contact details can be obtained from the Messe Berlin website. Every exhibitor based outside Germany is entitled to advice from the foreign representative responsible for him. The service includes the provision of information on events and on entry requirements, in particular assistance with visa matters.

19. General terms and conditions of business

The subject matter of these Conditions of Participation are the enclosed "General Terms and Conditions for Trade Fairs

and Exhibitions of Messe Berlin GmbH".

20. Price details

All price quotations are to be understood in each case plus the legally applicable value added tax, insofar as the price quotation is not explicitly stated as "including value added tax".