

General Terms and Conditions

Event:
ICRA 2013

International Conference on
Robotics and Automation

Location:
Stadthalle Karlsruhe
Am Festplatz, 76137 Karlsruhe, Germany

Date:
Exhibition: May/07th – May/09th/2013
Conference: May/06th – May/10th/2013

Exhibition management:
congress & more Klaus Link GmbH
Festplatz 3, 76137 Karlsruhe, Germany

1. Application

The stand shall be booked by using the application form. The applicant is bound by his application for eight days after the closing date for applications given in the registration form and not longer than six weeks prior to the opening of the exhibition if authorisation has not been granted in the meantime.

If an application is received later or after the closing date for applications, the applicant shall be bound by a fortnight.

2. Acknowledgement

With his application, the applicant acknowledges the "General Terms and Conditions" and the domiciliary rights as binding upon itself and all persons employed by the exhibitor.

All statutory, labour and trade regulations are to be observed, particularly those concerning environmental protection, fire safety, accident prevention, company identification and price labelling.

3. Admission

The right to admit exhibitors and individual exhibits is incumbent solely on the exhibition management and the scientific organiser. The organiser is entitled to limit the number of registered exhibits and to alter the size of registered floor space if conceptionally necessary.

The organiser may exclude individual exhibitors and suppliers from the exhibition for legitimate reasons, such as lack of space. The organiser may restrict exhibition admission to particular exhibitors, suppliers or visitor groups should this be required to serve the purpose of the exhibition. The exclusion of competing must not be requested or confirmed.

The contract between the organiser and exhibitor is considered concluded upon receipt of the admission confirmation or invoice by the exhibitor. Granted

admission may be cancelled if the conditions required for such admission are not or no longer fulfilled.

The exhibition management is entitled to terminate the contract immediately, if the exhibitor remains in default despite two previous default notices. In such a case, 25% of the stand rental shall be charged to cover any resulting expenses.

Should justified complaints or objections be made in connection with exhibited merchandise or the business practice of a participating company, the exhibition management is entitled and authorised to act in the interest of all concern and remedy the problem accordingly. Moreover, the exhibition management has the right to cancel existing contracts for subsequent exhibitions due to the non-fulfilment of fundamental conditions laid down in the contract.

The exhibition of non-admitted, unregistered or used merchandise is prohibited.

4. Changes – Force Majeure

Unforeseen events making the planned realisation of the exhibition impossible and for which the organiser is not responsible entitle the latter to

a) cancel the exhibition prior to its opening.

If cancellation takes place more than 6 weeks but not more than 3 months prior to the opening date, 25% of the stand rental will be charged to cover costs.

If cancellation takes place in the last 6 weeks prior to the opening date, the contribution towards expenses shall be raised to 50%. Furthermore, any expenses incurred at the exhibitor's request shall be paid as well.

If the exhibition must be closed on account of force majeure or by an official order, stand rental and all costs which are to be borne by the exhibitor are to be paid in full.

b) postpone the date of the exhibition.

Exhibitors who can prove that the exhibition will then coincide with another exhibition for which the exhibitor has already got a firm booking may be released from the contract.

c) shorten the duration of the exhibition or break it off.

Exhibitors are neither entitled to be released from the contract nor will any reduction in the stand rental be allowed.

In all cases, the organiser shall make decisions of such serious nature in cooperation with the appointed committees or exhibitors or advisory boards and give notice as early as possible. Claims for damages are barred for both parties in all cases.

5. Withdrawal

Should the organiser exceptionally permit the withdrawal from the contract after the confirmation of the exhibitor's application or admission, 25 % of the rental shall be charged as well as any expenses incurred by the exhibitor out of the existing orders upon the request of the exhibitor.

In this case, the exhibitor has the right to prove that no or little damage has been caused to the organiser.

Application for rescission of the contract must be made in writing. It shall be deemed to be legally binding only if the organisers also give their consensus in writing.

The exhibition management may make such rescission depending on a subsequent rental to another exhibitor.

If the stand cannot be rented to any other exhibitor, the exhibition management is entitled to move another exhibitor to the unoccupied stand or to fill the stand in some other manner. The original holder is not entitled to claim any reduction in the stand rental. Any costs incurred for decoration or filling the unoccupied stand is to be borne by the original holder.

6. Stand Assignment

Stands shall be assigned by the exhibition management on the basis of the concept and theme of the exhibition. The date of receipt of the application is irrelevant. Special requests are to be taken into consideration where possible.

The exhibitor shall be notified in writing of the location of the stand. As a rule, notification hereof is given in connection with the admission confirmation and hall and stand number. Complaints must be made in writing within 8 days of receipt of notification.

The exhibitor is obliged to accept a minimal reduction in the assigned floor space, where this is required for technical and safety reasons. The reduction may be a maximum of 10 cm in width and length respectively and does not constitute reasons for rental reduction. This does not apply for prefabricated stands or systems stands that have been expressly registered as such.

A stand may only be relocated for mandatory reasons. The exhibition management is obliged to offer the respective exhibitor an equivalent stand floor space. The exhibitor is entitled to cancel the contract without mutual indemnification within two days after notification. The withdrawal shall be made in writing. The above provision does not apply to stands that are moved up to five metres in the same hall.

The exhibition management reserves the right to alter the location of entrances, exits, emergency exits and passages where this considered necessary. The exhibition management is obliged to notify exhibitors in writing of any alterations referring to the location, size or type of stand.

7. Subletting, co-exhibitors, assignment of a stand to a third party, sale on behalf of third parties

The exhibitor is not authorised to sublease or relinquish, in whole or on part, the assigned stand to a third party. Moreover, the exhibitor is not entitled to exchange the assigned stand or accept orders on behalf of other companies without the consensus of the exhibition management.

Authorised co-exhibitors are obliged to pay a fee. Unauthorised subleasing or transfer of the stand to a third party shall result in an extra charge of 50% of the stand rental to be paid by the exhibitor, where the exhibition management has not requested the subtenant to vacate the stand.

Order books have to contain the addresses of both supplier and stand tenant, except the exhibitor is using his own order books. The order form has to show which exhibitor and purchasing company concluded the purchase order.

8. Joint and several liabilities

If several exhibitors rent a stand together, each of them is jointly and severally liable.

In the application, they shall name an authorised representative and the exhibition management need only negotiate with the latter.

Notices to the authorised representative named in the application shall be deemed to be notices to the exhibitor (in the case of joint stands).

9. Rental fees and expenses

The rental fees for stands and extra charges for stands one, two, three and four sides open are shown in the application form. The exhibitor shall be informed in advance, if so requested, of the costs of supply systems to be installed at his request and of other subsidiary services, e.g. water, electric power supplies.

10. Terms of payment

a) Due date

Invoice amounts shall be paid punctually, namely 50 % within 30 days of invoice date, the remainder by 6 weeks prior the opening date, unless otherwise agreed in writing or otherwise specified. Invoices issued later than 6 weeks prior to the opening date shall be due immediately in full.

b) Default

Interest shall be charged at a rate of 5 % above the discount rate determined by the ECB (European Central Bank) from due date.

The exhibition management has the right to dispose of stands whose exhibitors have not heeded repeated default reminders at its own discretion. Moreover, the exhibition management may refuse to issue exhibitor passes and refuse the exhibitor the use of the stand.

c) Lien

The organiser holds a lessor lien for all unfulfilled obligations and resulting expenses and applies to all exhibits brought to the exhibition. The organiser is not liable for accidental damage or loss of goods covered by the lien and has the right to sell such goods upon written notification hereof. It is assumed that the exhibitor is the sole proprietor of the goods concerned.

11. Design and outfitting of the stand

During the exhibition the name and address of the exhibitor shall be displayed in a readily identifiable form. The exhibitor is responsible for outfitting his stand, within the scope of any instructions on the part of the organisers with respect to a standardized form of construction. The guidelines issued by the exhibition management should be adhered to ensure a unified appearance. If the exhibitor sets up his own stand, one may be required to submit measured drawings, for all approval prior to commencing work. The use of pre-fabricated and module-system stands should be expressly stated in the application. The exhibition management needs to be informed of the firm executing the stand construction. Stand boundaries may not be crossed under any circumstances. The prescribed height of the stand (max. 2,50 m) may not be exceeded without the expressly written consent of the exhibition management. Please also note that the carrying capacity of the floor is 400 kgs/sqm.

The exhibition management is authorised to request the removal or alteration of exhibition stands whose installation has not been approved or does not conform to exhibition requirements. Should the exhibitor fail to comply with this written request within 24 hours, the exhibition management is entitled to remove or alter the stand at the exhibitor's expenses. If it is necessary to close the stand for the same reason, the exhibitor is not entitled to claim reimbursement of the stand rental.

12. Advertising

In any form whatsoever, particularly the distribution of printed materials and the addressing of visitors are permitted only within the stand. The use of loudspeaker systems, musical performances and film or slide projection any kind of – even for

advertising purposes – requires express approval, and notice must be given well in advance.

Demonstrations involving machines, acoustic equipment, projection equipment and modems, even for advertising purposes, may be restricted or prohibited after permission if such demonstrations are considered a disruption of the general order of the exhibition. If the organiser operates a loudspeaker system, the exhibition management reserves to pass on announcements.

12.1 Sound and picture recording

If sound and picture recording within the booth is planned, the exhibitor is bound to respect the corresponding local rights and to apply for the corresponding permits at the notified bodies.

13. Construction

The exhibitor is obliged to complete the construction of the stand within the specified deadline. If construction has not been commenced at noon the day before the opening of the exhibition, the organiser has the right to dispose of the stand at his own discretion. Moreover, the exhibitor is liable to the exhibition management for the agreed stand rental fee and any other incurred expenses. Under no circumstances the exhibitor is entitled to damage claims.

Complaints concerning the location, size or type of stand must be made in writing to the exhibition management before stand construction has commenced and no later than one day after the specified commencement date. All materials used for constructions must be fireproof.

14. Passes

Each exhibitor shall be issued the following passes free of charge of the required stand and operation personnel: Up to 9 sq. metres, 1 pass, and if needed 1 additional pass for each full 9 sq. metres, but not more than 5 passes in total.

15. Stand supervision

The exhibitor shall outfit his stand with the registered exhibits for the duration of the exhibition, and, unless the stand has been expressly rented purely for representation, the latter shall employ trained personnel.

The exhibition management is responsible for keeping the exhibition premises, halls and passages clean. The exhibitors are responsible for cleaning the stands and shall perform this work daily after the exhibition is closed. It is not permitted to use disposable plastics (even if they can be recycled) or paper cups and plates.

The exhibitor is requested to avoid and to separate the waste. Additional costs for sewage and refuse disposal are charged to the cause.

16. Dismantling

No stand may be vacated, in whole or part, prior to the closing of the exhibition. Exhibitors violating this provision shall be charged with a fine of 100 % of the stand rental.

Exhibits may not be removed after the termination of the exhibition, if the exhibition management has asserted its lien right. Notification hereof shall be given to the representatives of the stand proprietor present at the stand during the exhibition. The removal of exhibits despite notification shall be considered as a violation of the lien. The exhibitor is liable for any damage to the floors, walls and materials leased or lent to the exhibitor by the exhibition management.

The exhibition floor space used by the exhibitor shall be left in its original condition no later than the deadline specified to completely vacate this area. Any mounted materials, excavated areas and resulting damage are to be completely removed and/or repaired. Otherwise the exhibition management is entitled to have this work carried out at the expenses of the exhibitor. Further damage claims remain unaffected.

Exhibition stands which are not dismantled until the specified deadline or left exhibits are removed at the expenses of the exhibitor. The exhibits are stored with non-warranty of the organisers at the exhibition forwarding remover.

17. Utilities

General illumination shall be provided at the organiser's expenses. If connections are desired, this shall be stated in the application. Installation and consumption shall be at the exhibitor's expenses.

In the case of ring cables, costs shall be shared on a pro rata basis. All installation work up to the stand outlet may be performed only by firms approved by the exhibition management. These firms will be commissioned to perform such work through the exhibition management and with its approvals, and they shall present their statements for installations and consumption directly to the exhibitors in compliance with the price guidelines issued by the exhibition management.

Terminals and equipment that do not comply with the relevant regulations – in particular VDE regulations – or whose consumption is higher than reported may be removed from the exhibition premises at the exhibitor's expense or put out of order.

The stand tenant shall be liable for any damage caused by the use of unregistered terminals, or by

installations that have not been executed by the approved installation firms.

The exhibition management is not liable for interruptions or fluctuations that may occur in power, water, gas and air pressure supplies.

18. Security

The ground and the halls shall be generally guarded by the organisers without liability for losses or damage.

The exhibitor is solely responsible for supervising and guarding his stand, also during construction and dismantling periods. Special guards may be employed only with the consent of the exhibition management.

19. Liability

The organiser is not liable for damage to exhibits or stand equipment or any consequential damage.

Liability is limited to intentional damage and gross negligence, where proof that the damage has been incurred by the organiser has been provided.

20. Insurance

Exhibitors are strongly advised to insure their exhibits accordingly and acquire liability insurance at their own expenses.

21. Prevention of accidents

Machinery and equipment shall comply with the relevant safety and accident prevention regulations. The exhibitor is liable for any personal injury or damage to property that occurs through his booth operation.

22. Photographs, drawings, films

Professional photographs, drawings and films may only be made on the exhibition grounds by authorised companies or individuals.

23. Domiciliary rights

The exhibition management is the legal occupant of the exhibition premises. It may issue rules of the house.

Exhibitors and their employees may enter the premises and the halls only one hour prior to the opening of the exhibition.

They have to leave the halls and premises of the exhibition at the latest one hour after closing time.

It is prohibited to remain on the premises overnight.

23.1 Animals

Animals are not allowed on the event.
Exception: Guide dogs and police/watch dogs.

24. Acceptance of General Terms and Conditions and domiciliary rights

With the application the exhibitor accepts the "General Terms and Conditions" and the domiciliary rights. Contraventions entitle the exhibition management to closure of the stand at the exhibitor's own risk and expense, whereby the latter has no claim to compensation.

25. Clause of forfeit

Exhibitors' claims against the organisers that have not been submitted in writing at the latest within 2 weeks after the termination of the exhibition are forfeited.

26. Amendments

Agreements that deviate from the General Terms and Conditions are only effective when confirmed in writing.

27. Place of performance and court of jurisdiction

The place of performance and the court of jurisdiction are at the domicile of the organiser, even in cases where claims are pressed by way of summons, unless otherwise provided in the General Terms and Conditions for Exhibitions.