

Holstenhallen Neumünster GmbH
 Messeleitung NordBau
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 Deutschland

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APPLICATION



Company _____

Tel. _____ Fax _____

Email _____ (for catalogue)

Email _____ (employees)

Billing address if different from mailing address:

VAT IdNo. _____

We herewith order following stand space:

- (1) in a hall of sq m, front width m, depth m
- (2) in the outdoor exhibition area of sq m, front width m, depth m

For spaces in the halls:

- a) We have our own modular stand YES NO
- b) We require partition walls YES NO

All prices plus statutory value added tax.

for (1) Euro 86,50/sq m
 for (2) Euro 29,50/sq m

Minimum price for 1 space unit Euro 520,00

Conditions of participation please see overleaf

Exhibits: _____

We are Manufacturer Dealer

The contract is only concluded upon confirmation of the order and specific placement instructions by the exhibition management (see number 3 of the conditions of participation). Services can only be used through the approved companies. With the order, the exhibitor undertakes to accept these services and to assume the costs incurred. The desired services are handled via the homepage www.nordbau.de under - for exhibitors - your trade fair organization. The access data will be provided in good time.

By submitting this application form the exhibitor acknowledges and accepts the organizer's Conditions of Participation overleaf.

Contact for any queries: _____ Phone: _____

HOUSE RULES

for the Building Trade Fair NordBau

In the interest of a smooth running event, the following regulations shall be adhered to

VEHICLE TRAFFIC

During the assembly and disassembly incoming vehicles must immediately un- or loaded and exit the fairgrounds immediately. To ensure the satisfactory assembly, we charge a deposit of **EUR 25,-** per vehicle, at the entrance of the fairgrounds, in compliance with the retention times (cars: 2 hours / trucks: 4 hours) it will be refunded upon leaving the premises. When exceeding the retention times, the deposit will be forfeit. Please inform your employees and suppliers!

During the fair vehicles from exhibitors and suppliers are only permitted to enter the premises for immediate loading and unloading purposes until 08.30. The entire exhibition grounds must be vacated by vehicles no later than 8.45. Vehicles of any type are not permitted on the fairgrounds in the evening for safety reasons. Only in exceptional cases and only with approval of the organizer short-term entrance of vehicles in the evening is possible from 18.30 hrs. German Road Traffic Regulations - StVO - apply throughout the exhibition grounds and on the parking areas belonging to the exhibition grounds.

2. INSTALLATION GUIDELINES

The exhibitor must also pay attention to the strictest observance of all police and other official regulations during the installation and dismantling. The exhibitor is liable for all damage culpably caused by him or his agents / assistants.

a) Halls:

The height of the fair walls is 2.5 meters. It may not be exceeded in the course of the design of exhibition stands. Exceptions and specially prepared structures must be applied for at the fair management and approved in writing. The back panels of the fair stands which protrude beyond 2,50 m and are visible to the booth neighbours, have to be kept neutral white, provided they have been authorised by the tradefair management.

Constructions and exhibits must comply with the building regulations and be approved from the relevant building office after application and testing. For decorative purposes only flame-retardant materials must be used.

The screwing, nailing, gluing or opening of walls and floors is not permitted. When using double-sided tape, it is to be removed without leaving any residue after the event.

Equipment hired from the fair management with a prior agreement, must be returned in perfect condition, otherwise the exhibitor will be charged for the cleaning costs according to hours of proof.

Bricklaying above the vault must be separated from the floor covering by stable film. Floor tiles must be such that no adhesive residue remains.

The use of open fire and open lightning is prohibited. Liquid fuels, such as alcohol, gasoline, kerosene etc. are not to be used for cooking, heating and operating purposes.

For all heating demonstrations etc. attention to the strictest observance of the safety regulations has to be paid.

Permitted are only pans and cooking devices on non-combustible surfaces. Packaging materials, paper and other easily combustible wastes and materials must not be lying around and have to be kept in the stalls and aisles. Only non-flammable waste containers must be used in the stand area.

b) Open-air site:

Earth moving and excavation or drilling may be made only with the prior written approval of the organizer. All damage, especially cable and line damage and its consequences caused by unauthorized earthworks in the outdoor area, shall be borne by the exhibitor.

According to state building regulations Schleswig-Holstein §6 and §31, the minimum distance between portable buildings and solid buildings has to be 5 m in principle. Exceptions for larger distances shall be checked by the local fire brigade and are subject to approval, provided that the requirements are fulfilled.

c) Equipment and Product Safety Act:

Compliance with the Equipment and Product Safety Act (ProdSG / GPSG): The exhibitor undertakes to only display those machines, equipment and other products as comply with the Equipment and Product Safety Code GPSG and associated ordinances (GPSGV), by means of which the relevant EU directives have been enforced.

The exhibitor is required to identify exhibits that do not meet the above conditions by a visible sign, which indicates that they do not meet the requirements of the GPSG and can be purchased in the countries of the European Economic Area only if a match corresponding to the provisions is established. For demonstrations, stand personal is required to ensure that the in the government and trade association law described precautions to protect people are met. Machine and appliance components may only be operated if all safety devices are activated.

3. DESIGN AND EQUIPMENT OF THE STANDS, GENERAL PRESENTATION

On the stand, for the duration of the event, in a recognizable way for everyone, the name and address of the exhibitor have to be displayed. It may be required, for own stand constructions, to submit measure and color designs beforehand to the Exhibition Management for approval. The use of prefabricated or modular stands must be expressly stated in the application. The company responsible for the design and construction must be communicated to the fair management.

Design measures of stands and / or presentation of products must not affect neighbouring exhibitors negatively. Exceeding the stand limitation is not allowed in any case.

Exceeding the prescribed height requires consent of the fair management. The Fair Management may require that stands, whose construction has not been authorized or exhibits that are to be considered by appearance, smell, obvious faults or impairment of third parties to be unsuitable to be changed or entirely removed.

If the exhibitor doesn't comply with the written request, the removal or alteration by the fair management, at the expenses of the exhibitor, can take place. If the stand must be close for the same reasons, a claim for refund of paid charges is not granted.

4. ELECTRICITY - WATER - TELEPHONE

Electricity, water and telephone can be installed at the request and expense of the exhibitor (order forms). It is to be noted, in particular, that waste water connections can be installed only on small lifting equipment in the halls 2-5. It is strictly prohibited to dispense of waste water or other liquids anywhere else than at the designated locations.

The exhibitor is liable for damage or consequential damages in case of non-compliance with this regulations. The technical facilities, such as light, water, gas, spotlights, heating, sound system, are monitored by the fair management. The independent connections to the lighting-, power system etc. is strictly prohibited.

In case of unexpected, affecting operational failures or other, event disabling circumstances, the exhibitor may not derive legal right or liability. The consumption control is carried out through meter reading before commencement of construction and after the dismantling and cleaning, by a representative and will be recorded in a log.

5. ADVERTISING

The distribution of printed materials and the addressing of visitors is only permitted within the proximity of the rented stand. Exceptions require the approval of the organizer. The use of loudspeaker systems, music and photo performances of any kind - even for advertising purposes - requires explicit approval, and notice must be given in a timely manner. We explicitly point out that music playback for entertainment by the exhibitor is subject to the GEMA.

The demonstration of machines, acoustic equipment, photo and video equipment, etc., even for advertising purposes may be restricted or permissions revoked in the interest of an undisturbed continuation of the exhibition, even after already having been granted permission. The volume is set so that neighboring exhibitors are not disturbed. From the fair management a loudspeaker system is operated. The fair management reserves the right to announcements. Announcements for promotional purposes are not permitted. For the duration of the fair, an authorized fair photographer operates, who can be booked. Other photographers commercially operating shall be notified to the fair management.

6. DOMICILIARY RIGHTS

The staff commissioned by the fair management practice the form of the domiciliary rights against the exhibitors. They are entitled to be granted access at any given moment. Their instructions are to be followed. All provisions of the police, fire and magisterial authorities must be respected.

The technical equipment may only be operated by personnel authorized by the Exhibition Management service forces. All fire alarms, fire extinguishers, hydrants, smoke flaps (traction device), electrical distribution and control panels, and telephone distribution and ELA equipment must be kept free and unobstructed.

The night guards are equipped with guard dogs.

7. STAY

After the daily closing, the halls and the grounds are to be vacated by 19.30.

Any prolonged stay (max. to 21.00) has to be pointed out to the fair management, including names and reason. A check-out is required.

8. WASTE DISPOSAL

For trash, waste and construction debris in small quantities, the garbage containers are to be used. For larger amounts of container are to be ordered, at the expense of the exhibitor, via the Exhibition Management.

9. SECURITY

To prevent theft, the exhibitors are advised in their own interest, to lock away easily transportable exhibits outside the opening times or to load them immediately after the event.

10. CATERING

The official sale of food and beverages at the fairgrounds is a matter of the fair management or the tenant of public catering establishments.

11. STAND RETURN

After the dismantling of the exhibition stands, the area of said stands in the halls has to be handed over clean swept and the partitions must be free of wallpaper remnants. The outdoor area must be cleared, leveled and free of waste and debris. Damages must be reported to the trade fair management immediately.

Holstenhallen Neumünster GmbH
Messeleitung NordBau

Stand 09/2017

CONDITIONS OF PARTICIPATION

for the Exhibitors of the Building Fair Nordbau

1. LOCATION – DURATION

Nordbau takes place during the time specified on the registration form on the fairgrounds Holstenhallen in Neumünster.

The official approval of the stands is conducted on the first fair day from 08.00 on. By this date the stands are required to be ready for final inspection.

2. PARTICIPATION

Nordbau is a trade fair for the construction industry. Permitted are companies with products and / or services, such as those targeted at the construction industry. Exhibits are required to correspond in appearance and technology to the character and requirements of a construction trade fair.

The Exhibitor explicitly accepts the conditions of participation by its application.

3. REGISTRATION AND ADMISSION

The registration is binding on the overleaf form. The exhibition management will offer the exhibitor a place depending on available fairstands, Verbal agreements only are valid if they are confirmed by the Exhibition Management in writing. The fair management reserves the right to refuse any exhibitors without giving a reason.

Following the registration the participation of the exhibitor is mandatory. The exhibition stand must be occupied by stand personnel during the whole time of the exhibition.

The allocation of space is conducted by the fair management. Subleasing of one or parts of the allocated exhibition space requires prior written approval by the fair management. If it is absolutely necessary, due to technical or organizational reasons, the fair management is entitled to move the booth to a different location or change the size of the exhibition space, moving or closing entrances and exits to the fair grounds.

Upon taking over the standplace, the exhibitor is obliged to determine any possible impureness of the present floor. In case of any impurity the exhibitor is required to immediately inform the fair management. The exhibitor is liable for damage of any kind of the surface in case of pollution and impureness. This also applies to the failure to report any visible impurities upon take over.

4. EXEMPTION FROM THE COMPULSORY ATTENDANCE / WITHDRAWAL FROM REGISTRATION

a) Cancellation by the exhibitor:

After admission, the exhibitor is required to pay the full rent even if he withdraws his application or does not participate. In case of non-participation, the exhibitor cannot derive any rent reduction. The organizer also reserves the right to demand compensation. Should the organizer succeed in re-leasing the stand space and dismisses the original leaser from participation, the original exhibitor is entitled to cost share in the amount of at least 25 % of the rental cost charged to him.

b) Cancellation by the organizers:

Should the exhibition be made impossible by events which the fair management cannot be held responsible for, the exhibitor is required to participate in the coverage of the costs as follows:

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

If the cancellation occurs in the last 6 weeks before the start, the fee increases to 50 %. In addition the costs incurred by the exhibitor are to be paid.

In case of the fair closing early for reasons that the fair management cannot be held responsible for, the exhibitor shall not be entitled to a refund of the rent, and has to pay the full cost borne by him.

5. PLACE RENT AND PAYMENT

The exhibitor are leased the floor space in the open area without, in the halls – if desired – with dividers. The rental price includes the following: General lightning and the cleaning of the passages and hallways. The dimensions of the leased floor space for exhibition stands in the halls might be reduced by the strength and size of partitions and dividers, established by the fair management.

The maximum load capacity of the hall floor is around 500 kg/sqm, with a point load of 100 kg.

The rental fee for exhibition spaces in the halls and the outdoor exhibition area can be found in the registration form. The minimum price for a place: EUR 520, -. The VAT is charged additionally. The rental fee is due no later than 30th of June in the same year of the event. No interest payments in already paid fees is made. For registrations conducted after the 30th of June the rental fee is due 10 days after the date of the invoice. In the case of delayed payments, interest for delay and expenses will be charged.

6. INSTALLATION AND DISMANTLING

The installation dates will be announced in a timely manner in the order- and service block. The approval of the stands on the 1st day of the show takes place from 08.00. The dismantling can be started on the last day at 18.30 p.m. After the dismantling of the exhibition stands, the area of said stands in the halls has to be handed over clean swept and the partitions must be free of wallpaper remnants. The outdoor area must be cleared, leveled and free of waste and debris. Failing to act accordingly will result in the required work being carried out at the request of the fair management, at the expenses of the exhibitor. If a divider-wall has been culpably damaged, it must be, if it is not recoverable, purchased at cost price by the exhibitor. Damages must be immediately reported to the fair management.

a) No stand may be cleared before the end of the fair partially or in whole.

The exhibits are not allowed to be removed before the end of the fair. Exhibitors violating will need to pay a lump-sum compensation for redecorations in the amount of half the rental free. The fair management reserves the right of lien. This notice must be delivered to the representatives of the exhibitor that are present at the stand. If the right of lien has been asserted, the removal of exhibits must be ceased.

b) Exhibitor are only permitted to give away or sell small-scale exhibition goods / convenience items, and only after approval by the fair management. The buyers must be handed a corresponding proof of purchase, which must be presented to the fair security upon exiting the premises. Larger exhibits may only be picked up by the buyers, on the last day from 19.00. Individual exceptions can only be made in consultation and at the sole discretion of the fair management.

7. CLOSING SERVICE

For the duration of the event the fair management hires a closing service for closing the halls and gates from 19.00 hrs on event days and performing security patrols on the premises up to 07.00 hrs in the morning. The stands will not be guarded. The fair management is not liable for losses or damages of exhibits and booths of any kind. Private security guards are only permitted with prior approval of the organizer. The closing and security service are commissioned by the fair management and are entitled to exercise domestic authority.

8. DOMICILIARY RIGHTS - HOUSE RULES

In addition to these conditions for participation, the house rules for Nordbau apply. They are content of the exhibition contract. The staff commissioned by the fair management practice the form of the house right against the exhibitors. They are entitled to be granted access at any given moment. Their instructions are to be followed.

9. LIABILITY AND DAMAGES

a) In the event of visitors suffering damages at the booths, the exhibitors carry liability.

Therefore an exhibitor's liability insurance for all exhibiting companies is mandatory. This is calculated per exhibition booth.

The exhibitors are responsible for the insurance coverage of their employees.

The exhibitor liability insurance is based on the General Insurance Conditions for General Liability Insurance (AHB) and special conditions.

These conditions can be viewed at the Exhibition Management.

The amount insured for each insurance event is the following:

EUR 2.000.000, - lump-sum for personal and / or property damage.

The insurance premiums including the insurance tax is:

EUR 52, - per booth in the outdoor area

EUR 40, - per stand in the halls.

The total amount for all damage events in one policy year is limited to twice the amount of the coverage.

The premiums are charged along with the stand rental by the fair management and then delivered to the insurance carrier who creates a collection policy. The insurance policy may be inspected at the Exhibition Management. Liability claims between exhibitors among each other are excluded from coverage.

In the case of an already existing liability insurance, the prior insurance will make front in case of damage.

b) Insuring the exhibits and furnishings and the exhibiting stands is the sole responsibility of the exhibitor. The Fair Management assumes no liability for any damage caused by structural defects, rain leaks etc.

c) The exhibitor is liable in any case for any damage caused by him or his employees at the leased premises, facilities, inventory, appliances, buildings, fences, floors, etc., or are caused by the culpable violating of the contractual obligations. Against these risks, the exhibitor must insure themselves.

d) Claims for damages against the organizer are impossible. This does not apply to claims for damages from injury to life, body or health, or if the host is responsible for the injury, and compensation of other damages based on an intentional or grossly negligent breach of duty by the organizer. A breach of duty of the organizer can be mandated by legal representative or through a fulfillment assistant.

10. EXHIBITION CATALOGUE AND EXHIBITION WEBSITE

The entry in the exhibition catalog for each company, whether exhibitor or co-exhibitor, is mandatory. For the entry in the corporate directory, the product register and on the website of the trade fair (<http://www.nordbau.de>) a lump-sum is calculated together with the stand rental fee, namely EUR 82, -. Included in this fee is the activation of the own company homepage / link.

After printing the catalog, only online entries can be made. For this the reduced amount of 41, - € plus VAT will be charged.

11. JOINT AND SEVERAL LIABILITY

If several exhibitors rent a stand together, each one is liable as joint debtor.

Messages to the representative named in the application are deemed as notices to the exhibitors.

12. PLACE OF JURISDICTION

In case of disputes arising, for all of the participation in the fair, Neumunster will act as place of jurisdiction.

Holstenhallen Neumünster GmbH
Messeleitung NordBau

Stand 08/2018