

## Special Terms of Participation for Exhibitors

### 1) Terms of Exhibiting

The General Participation Directives of the IDFA members (a partnership of German fair and exhibition cities) (dated 11/2009) and also the Technical Directives of MESSE BREMEN (dated 11/2011) are supplementary and of lower priority to these Special Terms of Participation. The regulations contained in these Special Terms of Participation have priority over the regulations in the General Participation Directives of IDFA in so far as they are in contradiction to these.

The same applies to the Technical Directives in so far as they are in contradiction to the above named directives.

### 2) Organizer

Offshore Wind- Messe und Veranstaltungen GmbH

Stephanitorsbollwerk 1, Haus LEE

28217 Bremen

### In cooperation with

WFB Bremen Economic Development Corp.

Trade Fairs Unit

Findorffstrasse 101

28215 Bremen

Germany

### 3) Date of Exhibition

7-9 June 2016

### 4) Venue

Bremen Exhibition Center

Bürgerweide

28209 Bremen

Germany

### 5) Opening hours

For participants / visitors (Professionals):

7. - 9. June 2016

9.00 am until 6.00 pm

For exhibitors / participants:

7. - 9. June 2016

8.00 am until 7.00 pm

### 6) Hours of set-up

5 - 6 June 2016

8.00 am until 10.00 pm

### 7) Hours of dismantling

9 June 2016

from 6.00 pm until 00.00 pm

10. June 2016

8.00 am until 20.00 pm

### 8) Registration Deadline

06 May 2016

### 9) Nomenclature

Windturbine Manufacturer, Component / Materials / Equipment Manufacturer, Consultancy / Service provider, Installations / Logistics, Operation and Maintenance, Project developer / Operator, Shipping and maritime Services

### 10) Conditions of admission

Admission shall only be granted to companies, associations and institutions that correspond to the nomenclature of the event (see Fig. 9 above). MESSE BREMEN shall decide on admission to the event and on stand location at its discretion. The admittance of other companies, associations and institutions to the rented stand is only possible as a registered co-exhibitor and with the prior consent of MESSE BREMEN.

Exhibitors do not have a legal claim to admission to the exhibition.

### 11) Registration and completion of contract

Registration for the TRADE FAIR must be carried out using the registration forms provided by Offshore Wind- Messe und Veranstaltungen GmbH

. With the submittal of his/her registration the exhibitor expresses to Offshore Wind- Messe und Veranstaltungen GmbH his/her serious interest in participation in the exhibition and in the renting of an appropriate exhibition space. The exhibitor declares himself/herself in agreement with any changes in relation to the positioning of the stand within the exhibition. The exhibitor can express wishes for particular positioning in his/her registration without this resulting in a claim to special positioning. Registrations with reservations are not considered to constitute a serious interest in participation and shall not be considered. Entries in the registration form are to be made in an orderly fashion and in clearly legible writing.

The exhibitor shall bear any consequences arising from a not properly filled in registration form. All products/ services are to be described exactly on the registration form.

Products other than the registered and approved products are not permitted to enter the exhibition. Further, upon submittal of registration the exhibitor recognizes these Terms of Participation, the General Participation Directives of IDFA (dated 11/2009) and the Technical Directives of MESSE BREMEN (dated 11/2011) for the event.

The contract governing participation in the fair including the stand rental fee is concluded with Offshore Wind- Messe und Veranstaltungen GmbH's written acceptance (confirmation) of admission – also by fax – in accordance with the conditions of these Special Terms of Participation, the General Participation Directives of IDFA (dated 11/2009) and the Technical Directives (dated 11/2011) under consideration of the order of priority given in the item naming these conditions.

### 12) Stand rental fees

Stand size <= 20m<sup>2</sup> - 175 €/m<sup>2</sup>

Stand size > 21m<sup>2</sup> - 165 €/m<sup>2</sup>

Stand size > 51m<sup>2</sup> - 150 €/m<sup>2</sup>

Corner Booth plus 5% / Peninsula Booth plus 10% / Island Booth plus 15% of the aggregated sum.

WAB-Members will get a 15% discount

Co-exhibitor fee: 300 EUR

For two-storey exhibition stands the underroofed space will be calculated with 25% of the price per m<sup>2</sup> floor space.

### 13) Special Services

Special services, such as electrical power supplies and telecommunications etc. must be ordered on separate technical order forms. The exhibitor will be charged separately for the special services. Water supply and drainage can only be installed according to technical possibilities.

Special services must be ordered by **11 May 2016**. MESSE BREMEN reserves the right to employ subcontractors. Technical order forms will be sent after receipt of the binding registration. They are part of the application and contract.

MESSE BREMEN will arrange general supervision and security of the halls and fair grounds. Security and cleaning of individual exhibition stands and exhibited articles must be arranged by the exhibitor.

Contracting companies are available for stand guarding and cleaning.

### 14) Terms of payment

All prices are net prices subject to the statutory VAT. VAT shall be stated separately by MESSE BREMEN in the invoices. Invoicing shall be carried out after conclusion of the particular contract after dispatch of registration confirmation by MESSE BREMEN.

The invoice sums are to be paid within the time(s) stated in the invoice, in full amount and without deductions as a cashless payment to MESSE BREMEN.

### 15) Cancellation and non-participation on the part of the exhibitor and lump sum damage claims

After a contract on participation in the FAIR has come into being through delivery of the confirmation of registration the exhibitor has to pay the full rental fee to MESSE BREMEN even if he/she withdraws from (cancels) the contract or does not take part in the exhibition for other reasons.

If the withdrawal (cancellation) from the effected contract occurs more than two months prior to the start of the event the exhibitor shall pay to MESSE BREMEN 50% of the agreed rental fee; if the withdrawal (cancellation) occurs within two months prior to the start of the event 100% of the agreed rental fee shall be paid to MESSE BREMEN.

### 16) Safety instructions

Driving on the exhibition ground is only permitted for loading and unloading. The maximum speed is 5 km/h. The StVO shall apply.

During the opening hours of the exhibition any kind of traffic on the fairground is prohibited.

Fire extinguishers, emergency exits as well as warning and information signs have to be directly accessible and clearly visible. All aisles must be kept free for possible rescue operations.

### 17) Cleaning / Waste disposal

The exhibitors are bound to use underlays for greasy/oily exhibits. Any kind of soiling of the floor or the fairground is prohibited.

All resulting cleaning costs have to be paid by the exhibitor.

The exhibitors are bound to collect and dispose of the waste in the garbage bags that are offered by the contracting company.

### 18) Set-up / Decoration

On behalf of an overall representative impression of the exhibition, the exhibitor is bound by the rules and regulations of MESSE BREMEN.

MESSE BREMEN must be consulted if stands exceed the normal height of 2.50 meters. MESSE BREMEN does not supply partition walls and carpet for stand separation. These have to be ordered and paid separately.

Stand set-up must be completed by 6 June 2016 at 8 pm.

At this time, the stands must be clean and all packaging material removed. Should the exhibitor not have begun to set up his stand by 6 June 2016 at 3 pm the stand is at the disposal of the organizer and may be passed to other applicants. The obligation of paying the stand fee remains notwithstanding.

### 18 a) Set-up and dismantling in the Congress Center Bremen

Please note that within the range of the Congress Centre, the following specified loads for wheels and tires must not be

exceeded: Wheel load 1.5 kN (150 kg), sum 6 kN (600 kg).

Spring-fitted wheels or air-fitted tires must be used, steel wheels or tires are prohibited. Forklifts need to be reloaded accordingly.

### 19) Dismantling

Stand dismantling and removal of all exhibition goods brought to the exhibition by the exhibitor must be concluded by 10 June 2016 at 20:00 pm. Untimely dismantling without agreement results in 50% of the rental charges as penalty for breach of contract

### 20) Advertising

The rented stand has space for advertising up to a maximum height of 2.50 m. Banners and company signs must not extend beyond stand dimensions.

### 21) Regulations for selling

Sales transactions are permitted. All sales transactions on the exhibition ground must be in accordance with the general laws and the principles of responsible business dealings.

With regard to the distribution/ sales of alcoholic beverages, the requirements of the German Statute for the Protection of Young Persons have to be complied with.

During consumer events the exhibitor undertakes to refrain from all unfair competition against other exhibitors and local businesses.

For all exhibits prices are to be clearly marked including VAT and other hidden costs. In addition, with such pricing information also the quantity of goods or services to which the price pertains and the quality are to be indicated (cf. German Ordinance on Pricing Information dated March 14th, 1985, German Federal Gazette I page 580).

### 22) Exhibitor passes

The exhibitor passes are valid from the first to the last day of the exhibition. The exhibitor will receive for free:

4 passes for the stands <= 20 m<sup>2</sup>

1 additional pass for each further 10 m<sup>2</sup>

Additional exhibitor passes may be ordered at extra charges (15 € (plus VAT)).

### 23) Copyright of photos or films

MESSE BREMEN and with their agreement also press and TV teams are allowed to take photos and video clips showing the event activities, trade show visitors and exhibition stands. The material may be used free of charge for publication purposes in media and in public relation material relate to the trade show edited by the organizer.

### 24) Verbal agreements

The organizer retains the right to modify or supplement the conditions; such alterations need to be made in written form. Verbal agreements must be confirmed in writing by MESSE BREMEN before they can be considered as valid.

Based on the original German text. The German text shall be legally binding for any and all legal claims.