



# **SPECIAL TERMS AND CONDITIONS FOR EXHIBITORS**

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### **1. Event and venue**

Deutsche Welle Global Media Forum 2014,  
World Conference Center Bonn (WCCB),  
Platz der Vereinten Nationen 2, 53113 Bonn,  
Germany

### **2. Event organizer**

Deutsche Welle  
Kurt-Schumacher-Strasse 3, 53113 Bonn,  
Germany

### **3. Organization**

DW-MEDIA SERVICES GmbH,  
Kurt-Schumacher Strasse 3,  
53113 Bonn, Germany

Tel.: +49 228 429-4142  
Fax: +49 228 429-2140  
E-mail: gmf@dw-world.de

### **4. Contact person for exhibition**

Tobias Karsten  
Tel.: +49 228 429-2146  
Fax: +49 228 429-2140  
E-mail: Tobias.Karsten@dw-world.de

### **5. Date of event**

Monday, 30 June 2014 – Wednesday, 2 July  
2014

### **6. Exhibition hours**

Monday, 30 June 2014, 8:30 a.m. - 6:30 p.m.  
Tuesday, 1 July 2014, 8:30 a.m. - 5:30 p.m.  
Wednesday, 2 July 2014, 9:30 a.m. - 3:00 p.m.

### **7. Booth installation and removal**

Set-up: Sunday, 29 June 2014,  
1:00 p.m. - 5:00 p.m.

All exhibitors must set up their booths before the  
conference begins.

Dismantling: Wednesday, 2 July 2014, following  
end of conference, approx. 3:00 p.m. – 6:00 p.m.

In the interest of all exhibitors no booths may be  
dismantled before the end of the conference.

### **8. Registration**

Exhibitors must register in written form using the  
registration form provided by the organizer. The  
form is to be completed in full and returned with  
a legally binding signature. By submitting a reg-  
istration, the exhibitor accepts the General  
Terms and Conditions of the Global Media Fo-  
rum and the Special Terms and Conditions for  
Exhibitors. **The deadline to register as an ex-  
hibitor is 30 May 2014.**

The registration is an offer of contract by the  
exhibitor which requires the organizer's authori-  
zation. There is no automatic entitlement to ac-  
creditation by submitting a registration form.



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Co-exhibitors must be listed in the registration form. The same information must be provided for them as for the registering exhibitor. Incomplete registrations cannot be taken into consideration.

## **9. Accreditation**

DW-MEDIA SERVICES GmbH will decide on behalf of the organizer whether to approve accreditation of the exhibitor and exhibition materials. There is no legal entitlement to accreditation. If approval was issued based on false information or if the exhibitor should subsequently fail to meet the admission requirements, DW-MEDIA SERVICES GmbH is entitled to revoke accreditation – before or during the event – and close down the booth, provided that the General Terms and Conditions of the Global Media Forum and/or the Special Terms and Conditions for Exhibitors have been violated. In this event, the exhibitor is not entitled to reimbursement of the booth fees.

The rental agreement between the exhibitor and organizer will be concluded on the basis of these Special Terms and Conditions for Exhibitors at the Global Media Forum 2014 and the General Terms and Conditions of the Global Media Forum 2014. The contract becomes legally binding once booth confirmation has been sent.

Co-exhibitors and the representation of any additional organizations will only be permitted if this has been expressly approved in the accreditation. Exhibitor reservations, conditions and special requests (e.g. regarding placement, booth set-up and design) will only be taken into account if this has been expressly confirmed in the accreditation.

## **10. Booth allocation and use**

The organizer will provide 4 m<sup>2</sup>, 6 m<sup>2</sup> or 8 m<sup>2</sup> of exhibition space per exhibitor, including booth installation and basic equipment (booth module).

Bigger booths are limited and available only by prior arrangement.

The organizer is solely responsible for assigning booth locations and will do so on the basis of subject matter and space available.

The exhibition booth must be continuously staffed during exhibition hours. In the event of noncompliance, the organizer reserves the right to close down the booth. In such a case, the exhibitor has no entitlement to reimbursement of the booth fees.

## **11. Exhibition booth rates and services**

### *Booth modules:*

4 sqm (2 x 2 m): 2,200 Euros plus 19% VAT  
6 sqm (3 x 2 m): 2,750 Euros plus 19% VAT  
8 sqm (4 x 2 m): 3,300 Euros plus 19% VAT

### *These prices include:*

- Exhibition space
- Booth partition walls
- Power connection with three sockets
- Electricity consumption
- One spotlight per meter of display panel
- Panel with company/institution inscription
- One table, two chairs
- One brochure display rack
- One waste bin
- Online publishing of profile and logo
- Two conference passes for the 4 m<sup>2</sup> booth module, three conference passes for the 6 m<sup>2</sup> booth module and four conference passes for the 8 m<sup>2</sup> booth module.

Additional booth furnishings can be ordered from partners of DW-MEDIA SERVICES GmbH.

The main exhibitor is allowed to register co-exhibitors at his stand. The registration fee for co-exhibitors in the amount of 250 Euro will be



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charged to the main exhibitor. The co-exhibitor receives a free convention ticket for the complete event and is led in the programme as well as on the internet as an exhibitor.

### **12. Payment conditions**

Along with a booth confirmation, the exhibitor will receive an invoice which must be paid in full by the designated deadline. Full payment within the allotted period is a prerequisite for use of the exhibition space.

The invoice will be issued and payment collected by DW-MEDIA-SERVICES GmbH.

### **13. Exhibitor advertising and promotional material**

Free advertising of any kind is permitted only within the exhibition booth. Distributing material outside the booth/s or one of the organizer's official information desks is prohibited.

### **14. Technical services**

The organizer is responsible for general heating, lighting and cleaning of the event space.

The exhibitor will be held liable for any improper use of connections, unauthorized use of energy, use of machines or devices which are not permitted or do not comply with the applicable relevant regulations.

### **15. Cleaning and waste disposal**

The organizer is responsible for the cleaning of the passageways and for overall waste disposal in the exhibition areas.

Any waste and packaging material accumulated by the exhibitor must be completely disposed of by the exhibitor. Any waste remaining at the exhibition booth after dismantling will be removed by the organizer and is subject to a charge. The fees incurred will be invoiced to those responsible for the waste.

### **16. Presentations / telecommunications**

Loudspeakers, PA and hi-fi systems, video and slide presentations at the exhibition booth must be approved by the organizer. Permission will be issued only if the work at neighboring and surrounding exhibition booths are not affected. Presentations that attract crowds must be devised in such a way that the walkways remain passable.

### **17. Disclaimer**

The organizer accepts no responsibility for exhibition materials or booth furnishings and is not liable for any damages or loss, unless the damage was intentional or occurred due to gross negligence on the part of the organizer or the organizer's agents. This disclaimer of liability also applies without restriction during security measures taken by the organizer.

### **18. Liability insurance**

The exhibitor is liable for any damages incurred by third parties at the exhibition booth or as a result of the exhibitor's activities, unless the damages were intentional or due to gross negligence on the part of the organizer or the organizer's agents. We recommend that exhibitors take out liability insurance for their participation in the exhibition.

### **19. Special provisions**

If the organizer is forced to cancel, delay or shorten the exhibition due to *force majeure* or for unforeseen reasons, the organizer may not be held liable nor be required to provide any repayment or compensation. In this regard the exhibitor may not make claim to any withdrawal or cancellation rights or compensation for damages from the organizer. If the overall event or exhibition is cancelled, the planned payment of rental charges will become groundless. Amounts already paid will be repaid. The organizer is otherwise under no obligation to the exhibitor, unless the service obstruction, interruption or delay



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was intentional or due to negligence on the part of the organizer.

### **20. Exhibitor cancellation or withdrawal**

Exhibitors who are bindingly registered may only terminate the contract upon presentation of legally valid cancellation grounds. If the exhibitor withdraws from the contract, the payment of rental fees is still required. The exhibitor is not entitled to a refund of booth fees already paid. If the organizer for any reason cannot provide the allocated booth, the exhibitor is entitled only to a refund of any booth fees already paid. Further claims for damages will remain unaffected, unless the damages were intentional or due to negligence on the part of the organizer.

### **21. Final clause**

If individual provisions of these Special Terms and Conditions for Exhibitors are or become invalid, the remainder of the provisions shall remain intact. The invalid provision shall be replaced by another clause that should coincide as far as possible with the intent of these Terms and Conditions.

### **22. Governing law and jurisdiction**

This agreement shall be governed by German law. Place of performance is the organizer's place of business. Place of jurisdiction is Bonn, Germany.

Bonn, December 2013

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