

Application Form for Exhibitors

The technical exhibition takes place from June 13 – 14, 2016 (Monday and Tuesday).

EXHIBITOR INFORMATION

Company/Organization	VAT
Contact person	Free-of-charge booth staff
Address	
Postal code	City
Country	
Phone	Fax
E-mail	Website

RESERVATION

All stated prices are exclusive of 19% VAT.

BASIC BOOTH	1 m ² exhibition space, 2 walls for posters (2.5 m high), 1 small table for brochures etc.	<input type="checkbox"/>	€ 1700
COMPLETE BOOTH	A system booth (2.5 m high), 1 table, 2 chairs, spotlights, 1 fascia, installation, dismantling, cleaning		
	2 x 3 m ² exhibition space	<input type="checkbox"/>	€ 3100
	4 x 3 m ² exhibition space	<input type="checkbox"/>	€ 5200
	Other sizes on request		
OWN BOOTH	2 x 3 m ² exhibition space	<input type="checkbox"/>	€ 2300
	Additional exhibition space	<input type="checkbox"/>	€ 220/ m ²
		<input type="checkbox"/>m ²

Additional furniture, decoration, technical services or sponsoring packages including exhibition space on request.

EXHIBITOR CATEGORY

<input type="checkbox"/> Research & Development	<input type="checkbox"/> Supplier – Equipment	<input type="checkbox"/> Engineering	<input type="checkbox"/> Organization
<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Supplier – Materials	<input type="checkbox"/> Publisher	

SITE PREFERENCES

Please do do not allocate our exhibition space adjacent to the following probable exhibitors:

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RESERVATION

We hereby apply for a booth during the ICCG11 and affirm that we have read and agree to the terms and conditions. Please note: the booking becomes binding once a confirmation and an invoice concerning the rental cost of the booth have been sent to the exhibitor.

Date, stamp & authorized signature.....

CORRESPONDENCE

Please return this form by mail or fax as soon as possible at the latest by February 15, 2016. If you have any questions or concerns please do not hesitate to contact us: Fraunhofer IST, Dr. Simone Kondruweit, Bienroder Weg 54 E, 38108 Braunschweig, Germany; phone +49 531 2155-535; fax +49 531 2155-900; email info@iccg.eu

Terms and Conditions

- 1 The term "ICCG" as used herein refers to the Local Organizing Committee of the 11th ICCG.
- 2 The exhibition location, dates and opening hours will be indicated in the conference program. ICCG reserves the right to make changes regarding the dates, times and location if deemed necessary. The exhibitor will be notified of such changes immediately.
- 3 Application for exhibition space must be made on the official application form as soon as possible at the latest by February 15, 2016. ICCG will make an effort to comply with requests and maximize visitor traffic for all exhibitors. Exhibitor agrees to accept relocation if it becomes necessary or advisable. The decision whether relocation is necessary or advisable lies in the sole discretion of ICCG.
- 4 The signed application form has to be sent to ICCG via mail or fax. The booking becomes binding once a confirmation and an invoice concerning the rental cost of the booth have been sent to the exhibitor. Invoices are payable within 30 days. When making the transfer, the invoice number and exhibitor's name must be indicated on the transfer form. All outstanding debts owed to the ICCG must be paid prior to participation in the exhibition. If such debts remain unpaid at the time of the exhibition, ICCG reserves the right to exclude the exhibitor from the exhibition.
- 5 All cancellations must be made in writing and have to be confirmed by ICCG. On cancellations received before April 1, 2016, all payments, less a service charge of 50 % of the total cost, will be returned to the exhibitor. After this date, no refunds will be given.
- 6 Installation and dismantling of the booth may only be allowed during the specified times: Installation: Sunday, June 12, 2016; 2:00 p.m.-6:00 p.m. Dismantling: Tuesday, June 14, 2016; 7:00 p.m.-10:00 p.m. The absolute maximum height of a booth is 2.50 meter. Technical services are exclusively provided by the conference facility through ICCG.
- 7 The transportation of exhibition goods and materials to and from the event location remains the responsibility of the exhibitor. On the exhibition grounds the instructions of the security personnel are to be complied with. Cranes, lifting equipment, and transport trolleys for loading and unloading are to be organised by the exhibitor. For this purpose, solely trolleys with rubber wheels are permitted. In the Stadthalle Braunschweig, two freight lifts are available with the following capacities:

Foyer Großer Saal (Main Hall):
Length: 5.60 m
Width: 2.30 m
Height: 2.50 m
Bearing capacity: 3,100 kg

Foyer Congress Saal (Congress Hall):
Length: 5.10 m
Width: 2.40 m
Height: 2.50 m
Bearing capacity: 4,000 kg
- 8 No exhibiting company shall assign, sublet or apportion the whole or any part of the contracted booth space allocated to them without the knowledge and written consent of ICCG.
- 9 The exhibitor agrees to abide by all of ICCG's rules and regulations, including but not limited to, rules of the conference/exhibition facility and fire and safety regulations. ICCG reserves the right to deny participation in its programs and activities to individuals and organizations that violate its rules or whose participation, in ICCG's sole discretion is deemed detrimental to the interests and purposes of ICCG.
- 10 One person per booth or stand is permitted to attend the conference free of charge. The exhibitor must indicate the full name of this person on the Application Form for Exhibitors. Once the application form is submitted to ICCG, the specified person will be registered for free admission to the conference. Free admission to the conference is limited to the specified person and is non-transferable. For any subsequent changes in the specified person's name the exhibitor has to pay an administration fee of € 75. For additional booth staff the regular registration fee for the full conference has to be paid.

- 11 Distribution of promotional material shall be limited to the exhibitor's booth. ICCG reserves the right to prohibit marketing activities or distribution of promotional material it considers inappropriate.
- 12 The exhibitor shall carry and maintain general liability insurance with limits of at least € 1 000 000 for bodily injury, death and for property damages, to be in effect during the dates of the event, including move-in and move-out periods, and will furnish a certificate of insurance to ICCG.
- 13 All materials and furniture are rented to the exhibitors for the duration of the conference/ exhibition only. In case of damage of any rented objects the stand builder and ICCG reserve the right to charge the exhibitor for the subsequent cleaning or replacement.
- 14 The exhibitor shall cover their property against damage and loss at their own expense. This insurance will list ICCG and the Stadthalle Braunschweig Betriebsgesellschaft mbH as additional insureds for the period of the exhibition, including move-in and move-out periods. Exhibitor agrees to waive the right of subrogation by their insurance carriers to recover loss sustained under the respective insurance contracts for real and personal property.
- 15 The exhibitor agrees to indemnify and hold harmless ICCG and Stadthalle Braunschweig and their respective agents, servants, and employees from any loss, damage, liability, costs, attorney fees, or other of whatsoever nature arising from exhibitor's participation in the event, including but not limited to claims due to the injury, damage or loss to exhibitor's displays, equipment and other property brought upon the premises of the exhibition facility, except for claims solely resulting from the gross negligence of ICCG and/or the exhibition facility. These liability exclusions or restrictions shall not apply in the event of culpable injury to life, body or health.
- 16 The exhibitor accepts Germany as the place of jurisdiction for any disputes that may arise out of this contract. German law shall be applicable exclusively. The application of the United Nations Agreement on International Trade Contracts (CISG) is explicitly excluded.
- 17 The exhibitor agrees to receive mail or email information on a regular basis about the activities, events and services of ICCG e.V. and its partners. The exhibitor can at any time cancel information being sent to the exhibitor. The exhibitor can unsubscribe at any time from receiving information by sending an email to noinfo@ist.fraunhofer.de.
- 18 The exhibitor agrees that ICCG e.V. and its partners organizing ICCG11 are allowed to save the exhibitor's data for conference related purposes. The exhibitor's data is treated confidentially and for this purpose only.
- 19 ICCG reserves the right to modify or supplement these terms and conditions if necessary to ensure the implementation and success of the exhibition.