

Comparison of the stand types of 16th Branchentag Holz

	Standard stand	Individual stand
Available single stand sizes:	12 m ² , 15 m ² , 16 m ² , 18 m ² , 24 m ² , 25 m ²	24 m ² , 30 m ² , 36 m ² , 48 m ² , 72 m ² , 80 m ² , 90 m ² , 100 m ²
Price per m ² :	<ul style="list-style-type: none"> - Row stand: € 420,- plus tax - Corner stand: € 430,- plus tax 	<ul style="list-style-type: none"> - Stand size ≤ 60 m²: € 220,- plus tax - Stand size > 60 m²: € 180,- plus tax
Floor covering:	- Carpet: Ribbed, anthracite	- Carpet: Ribbed, anthracite
Construction system:	<ul style="list-style-type: none"> - Octanorm, white, height approx. 2,50 m - Maxima ceiling system, silver - Light columns, height approx. 3,00 m 	---
Maximum overall height:	- 2,50 m	- 4,50 m (Premium partner: 6,00 m)
Suspensions:	---	<ul style="list-style-type: none"> - Necessary suspensions from the hall ceiling to accommodate the trusses - Truss system around the stand area to accommodate the spotlights
Lighting:	- 1 HQI track spotlight (35 W) per 3 m ² stand area	- 1 spotlight "ETC Source 4 PAR" (575 W) per 3 running meters trussing
Electrical:	- 1 safety socket 2 kW per stand	- Electrical connections for the listed lighting
Graphics:	- Four-color logo on luminous panel	---
Equipment / Furniture:	<ul style="list-style-type: none"> - 1 cabin with curtain, black and coat rack - 1 table round, top white - 4 chairs, white 	---
Stand cleaning:	Vacuum cleaning and emptying waste baskets during the event	Vacuum cleaning and emptying waste baskets during the event
Features & Highlights:	<ul style="list-style-type: none"> - Finished exhibition stand: "ready to move in" - Incl. illuminated panel for exhibitor logo - No stand construction necessary - Attractive, neutral design - Possibility for individualization - Cost-effective 	<ul style="list-style-type: none"> - Maximum flexibility through the possibility of free stand design - Company individual appearance - Basic lighting and floor covering included - Stand height up to 4.50 m for improved visibility (Premium partner: 6,00 m)

Specification for stand type *Standard stand*



Available single stand sizes (adjacent stands can be combined to a common stand):

12 m² (Row or corner stand), 15 m² (Corner stand), 16 m² (Row or corner stand), 18 m² (Corner stand), 24 m² (Row or corner stand), 25 m² (Corner stand)

Stand space incl. basic stand construction, rented with the following equipment:

<i>Carpet</i>	Ribbed, anthracite Note: The carpet area corresponds exactly to the stand space you have rented.
<i>Construction system</i>	Octanorm, white, height approx. 2,50 m, with white fillings, 4 mm thick Maxima ceiling system, silver, height approx. 3,00 m Light columns, height approx. 3,00 m, anthracite, Front: acrylic white, backlit Note: The stand construction begins approx. 0.50 m behind the stand border
<i>Lighting</i>	1 HQI track spotlight (35 W) per 3 m ² stand area
<i>Electrical</i>	1 safety socket 2 kW per stand
<i>Graphics</i>	1 four-color logo on luminous panel above open stand side (from printable file*)
<i>Equipment / Furniture</i>	1 cabin 1 x 1 m with curtain, black and coat rack 1 table round, top white 4 chairs, white
<i>Stand cleaning</i>	Vacuum cleaning and emptying waste baskets during the event

**= please send us a print-ready vector file for the luminous panel measuring 1440 x 328mm by e-mail to standbau-bth@koelnmesse.de by 01.10.2021 at the latest. If you have already exhibited at Branchentag Holz in 2019 and would like to reuse the luminous panel, please also inform us by e-mail by 01.10.2021.*

Of course, you can individualize your standard stand according to your wishes and needs. You can find options for customizing your stand with graphics, furniture and equipment options as well as other services for exhibitors in Koelnmesse's Exhibitor Order Portal at (www.bth-aussteller.de).

The General Terms and Conditions for Exhibitions of GD Holz Service GmbH for the 16th Branchentag Holz and the technical guidelines of Koelnmesse apply.

Important notes on the stand type *standard stand*:

- Cleaning and waste disposal
 - The cleaning of the carpet is included in the package. If you lay your own smooth floor covering on the carpet, please order the wet cleaning service via Koelnmesse's exhibitor order portal (www.bth-aussteller.de).
 - Emptying the wastebasket is already included in the price. As an exhibitor, you are responsible for the disposal of exhibit packaging or similar materials and can order this service via Koelnmesse's Exhibitor Order Portal (www.bth-aussteller.de).
- If you need detailed plans or other information, please send an inquiry to standbau-bth@koelnmesse.de or give us a call.
- The following services are part of the performance profile for *standard stands* and *individual stands*:
 - Signposting (escape routes, emergency exit signs)
 - Waste separation and disposal
 - Hall cleaning (pre-cleaning, post-cleaning, daily cleaning as required and general waste disposal - no assembly and dismantling waste from exhibitors and assembly companies in the aisles)
 - Provision of the infrastructure in the entrance and cash area
 - Wardrobes
 - Security and public order service
 - Services safety / traffic control
 - Energy consumption costs for air conditioning, hall lighting, electricity, water
 - On-call service in the operating facilities for electricians, heaters, plumbers
 - Maintenance of the toilet facilities including cleaning and consumables
 - Provision of services: Operations manager, hall security, hall closers, hall service to the extent required for the event (during setup and dismantling, event days)
 - Provision of access controls to Hall 8
 - Medical and rescue service
 - Outdoor cleaning of the used areas in connection with the occupied halls
 - Provision of the electronic parking guidance system for reaching the exhibition grounds / entrance area(s) / exhibition halls for exhibitors and visitors (including programming)
 - Night watches (4 persons on the last 2 set-up days until the end of dismantling)
 - Blackening of the hall aisles after the end of construction

- Occupation of the hall master's office with one hall master each (construction / event / dismantling) from 7.00 to 20.00 hours
 - Registry (hall plan, layout planning)
- All services not defined by this offer and additionally commissioned / required by the exhibitor are at the expense of the exhibitor and will be charged in accordance with the official price list / offer of Koelnmesse.

We are already looking forward to the 16th Branchentag 2021 and will be happy to answer your questions about stand construction!

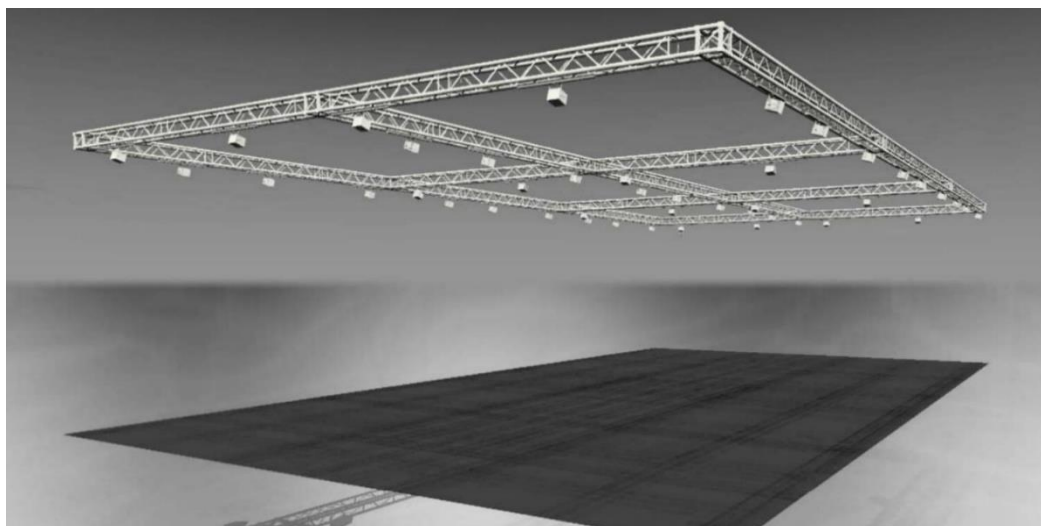
Your Koelnmesse team stand construction services

Koelnmesse GmbH
Messeplatz 1
50679 Köln

Phone: +49 (0)221 821 3892

E-Mail: standbau-bth@koelnmesse.de

Specification for stand type *Individual stand*



Available single stand sizes (adjacent stands can be combined to a common stand):
 24 m², 30 m², 36 m², 48 m², 72 m², 80 m², 90 m², 100 m²

Stand space incl. basic stand construction, rented with the following equipment:

<i>Carpet</i>	Ribbed, anthracite Note: The carpet area corresponds exactly to the stand space you have rented.
<i>Suspensions</i>	Necessary suspensions from the hall ceiling to accommodate the trusses Truss system around the stand area to accommodate the spotlights (height 5.50 m)
<i>Lighting</i>	1 spotlight "ETC Source 4 PAR" (575 W) per 3 running meters trussing
<i>Electrical</i>	Electrical connections for the listed lighting
<i>Stand cleaning</i>	Vacuum cleaning and emptying waste baskets during the event

Partition walls to the stand neighbor are not included in the basic equipment, but can be ordered as an additional service from Koelnmesse at standbau-bth@koelnmesse.de:

Wall elements 250 cm high, 100 cm wide, 4 cm thick, surface HPL, white. For static reasons, a retaining wall is required every 4 m; the walls are not suitable for hanging objects. Price per running meter of wall: € 63.60 plus VAT.

Additional lighting can be ordered from Koelnmesse at an extra charge. It is also possible in many cases to hang banners from the above-mentioned truss system, subject to the maximum construction height of 4.50 m and after consultation with Koelnmesse. Please send an e-mail to Koelnmesse at standbau-bth@koelnmesse.de.

On request, Koelnmesse will also be happy to offer the complete design and realization of your individual trade fair stand out of one hand.

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Important notes on the stand type *individual stand*:

- Lighting plan
 - The basic illumination of the exhibition stand is already included in your stand package and drawn in the lighting plan. We will be happy to orientate the positioning of the spotlights to your wishes. For this purpose, please send us your stand plan by e-mail to standbau-bth@koelnmesse.de by 30.09.2021 at the latest and mark the logos and products to be highlighted. If additional spotlights are required, we will send you a corresponding offer.
- Power supply
 - The power supply for the basic lighting is organized and centrally wired by Koelnmesse. Please order the necessary main connection and any electrical distribution boards etc. for your power requirements on the stand area via the Koelnmesse exhibitor ordering portal (www.bth-aussteller.de).
- Carpet
 - An anthracite ribbed carpet is included in your stand package as floor covering. If you do not wish the carpet to be laid on your stand area, please inform us in good time so that there will be no delay in setting it up.
- Overall height
 - When planning your stand, please note the maximum construction height of 4.50 m (marketing partner 6.00 m) for individual stands. Back walls with a height of more than 2.50 m must be designed as follows: Solid rear wall (e.g. plywood, particle board or plasterboard) with a smooth, closed, single-color white surface. If the rear wall is adjacent to a rear wall of an adjacent stand, the adjacent rear wall areas may, after consultation with the adjacent exhibitor, be designed differently from the above requirements. Exhibitors' own back walls projecting beyond the back walls of adjacent stands must comply with the above-mentioned requirements.
- Cleaning and disposal
 - The cleaning of the carpet is included in the package. If you lay your own smooth floor covering on the carpet, please order the wet cleaning service via Koelnmesse's exhibitor order portal (www.bth-aussteller.de).
 - As an exhibitor, you are responsible for waste disposal during the set-up and dismantling periods as well as during the duration of the event. If necessary, waste disposal can be ordered via the online ordering portal.
- The following services are part of the performance profile for *standard stands* and *individual stands*:
 - Signposting (escape routes, emergency exit signs)
 - Waste separation and disposal
 - Hall cleaning (pre-cleaning, post-cleaning, daily cleaning as required and general waste disposal - no assembly and dismantling waste from exhibitors and assembly companies in the aisles)
 - Provision of the infrastructure in the entrance and cash area
 - Wardrobes

- Security and public order service
- Services safety / traffic control
- Energy consumption costs for air conditioning, hall lighting, electricity, water
- On-call service in the operating facilities for electricians, heaters, plumbers
- Maintenance of the toilet facilities including cleaning and consumables
- Provision of services: Operations manager, hall security, hall closers, hall service to the extent required for the event (during setup and dismantling, event days)
- Provision of access controls to Hall 8
- Medical and rescue service
- Outdoor cleaning of the used areas in connection with the occupied halls
- Provision of the electronic parking guidance system for reaching the exhibition grounds / entrance area(s) / exhibition halls for exhibitors and visitors (including programming)
- Night watches (4 persons on the last 2 set-up days until the end of dismantling)
- Blackening of the hall aisles after the end of construction
- Occupation of the hall master's office with one hall master each (construction / event / dismantling) from 7.00 to 20.00 hours
- Registry (hall plan, layout planning)
- All services not defined by this offer and additionally commissioned / required by the exhibitor are at the expense of the exhibitor and will be charged in accordance with the official price list / offer of Koelnmesse.

We are already looking forward to the Branchentag 2021 and will be happy to answer your questions about stand construction!

Your Koelnmesse team stand construction services

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 Messeplatz 1
 50679 Köln

Phone: +49 (0)221 821 3892

E-Mail: standbau-bth@koelnmesse.de

Information sheet – "Corona notes" for the 16th Branchentag Holz (09.-10.11.2021)

Dear Sir or Madam,

due to the ongoing corona pandemic, the 16th Branchentag Holz (09.-10.11.2021) is planned until further notice in accordance with the currently valid official regulations. GD Holz is in close contact with Koelnmesse for this purpose. In this information sheet, we would like to provide you with the basic information which, according to the current status, concerns the planning, preparation and execution of the 16th Branchentag Holz.

- The deadlines for the free cancellation of exhibition stands have been significantly extended. The cancellation regulations can be found in the General Exhibition Terms and Conditions of GD Holz Service GmbH for the 16th Branchentag Holz under No. 9 and No. 27, to which we would like to expressly refer at this point.
- At present, the regulations stipulate a minimum distance of 1.5 meters to other people. In addition, each person must have a calculated area of approx. 7 m² at his or her disposal. These requirements apply both to general public areas and to exhibition stands. Therefore, the exhibition stands should be planned taking into account the planned persons on the stand (stand personnel and visitors).
- In order to be able to provide the previously mentioned increased space requirements, the hall aisles at the 16th Branchentag Holz will be widened from 3 m to 4 m to 5 m.
Through this measure, a larger total area is available for the fair. This makes it possible to have a number of visitors at the Branchentag Holz approved that corresponds to the number of visitors at previous events. However, the widening of the hall aisles means that the appearance of the 16th Branchentag Holz will probably appear "airier".
- It is mandatory to wear a mouth-and-nose cover on all areas of Koelnmesse that are associated with Branchentag Holz 2021.
- According to the current status, no evening events may be held. Unfortunately, this applies both to individual stand parties and the traditional dinner party 'Branchenabend'. Nevertheless, GD Holz explicitly aims at an industry evening in accordance with the official requirements. About kind and extent however no statement can be met at the current time yet.
- The stand prices were subject to a surcharge of € 10,- per m² (plus VAT). This surcharge results from the general protective measures to be taken by Koelnmesse in accordance with official regulations (Corona Protection Regulation (Corona-Schutz-VO), etc.). Koelnmesse will invoice GD Holz for the resulting additional costs. The measures include the following:

- Comprehensive signage for clear routing both in Hall 8 and in the other areas of Koelnmesse that are related to Branchentag Holz.
 - Increased fresh air supply as well as fresh air heating to achieve a regular air exchange.
 - Special hygiene measures such as surface disinfection in public areas.
- All the general measures mentioned above will be implemented by Koelnmesse and GD Holz in public areas. Any requirements that affect the trade fair stands must be implemented by the exhibitors.

If you have any questions about the measures described or require further information, please do not hesitate to contact us. We look forward to seeing you again and to a successful Branchentag Holz 2021.

We hope for your understanding for the measures to be taken and remain with best regards.

Your Branchentag Team from GD Holz



(Thomas Goebel)



(Hein Denneboom)



(Jörg Schwabe)

General Terms and Conditions for Exhibitions of GD Holz Service GmbH for the 16th Branchentag Holz

1. Event	16 th Branchentag Holz	
2. Venue	Koelnmesse Ausstellungen GmbH	Messeplatz 1 50679 Cologne Tel. +49 (0) 221 821-2534 www.koelnmesse.de
3. Organizer & organization	GD Holz Service GmbH	Am Weidendamm 1A 10117 Berlin Tel. +49 (0) 30 726258-90 www.branchentag.de
4. Event date	November 9 & November 10, 2021	
Opening hours (planned)	Tuesday, November 9: Wednesday, November 10:	9:00 am – 06:00 pm 9:00 am – 4:00 pm
Setup	Individual stands: Standard stands:	Saturday, November 6, 7 am – Monday, November 8, 6:00 pm Monday, November 8, 7:00 am – Monday, November 8, 6:00 pm
Dismantling	Individual stands: Standard stands:	Wednesday, November 10, 4:30 pm – Thursday, November 11, 6:00 pm Wednesday, November 10, 4:30 pm – 12 midnight

For logistical and security reasons as well as for reasons of fair cooperation among all participating exhibitors, all exhibitors are expressly prohibited from dismantling before the end of the event (Wednesday, November 10, 2020, 4:30 pm). This includes both the dismantling of the stand and the packing/removal of decorative and stand design items of all kinds and the dismantling of furniture or exhibits. Premature entry of means of transport (handcarts, push trucks, sack trucks, transport boxes, etc.) is not permitted before the end of the event. In the event of a violation, the organizer reserves the right to penalize the exhibitor with a € 2,000.00 fine.

Access to the halls during setup and dismantling is only permitted for persons who can identify themselves as authorized persons. The organizer will provide the exhibitor with the relevant passes.

5. Basis for the contract
The contractual basis for participation in the 16th Branchentag Holz are these General Terms and Conditions for Exhibitions of GD Holz Service GmbH for the 16th Branchentag Holz and the Technical Guidelines of Koelnmesse Ausstellung GmbH, which will be sent to exhibitors before the start of the event.
6. Acceptance
The organizer decides whether to accept exhibitors and will assign their spaces. It reserves the right to reject applications from potential exhibitors without stating grounds. This rejection is

final and appeals to courts of law are prohibited. Exhibitors accept this waiver of their rights by registering.

7. Stand types (standard spaces, individual spaces)

The organizer offers the exhibitors two stand types:

I. Standard stands:

The standard stands have carpet as floor covering and a uniform stand structure including basic furniture, lighting, and electricity. The exact specifications of the standard stands are listed in the document "Specifications for stand type *Standard stand*". Nothing may be adhered or nailed to standard stands nor may they be painted or damaged in any other way. Exhibitors are responsible for any damage incurred during the rental period and they will be invoiced accordingly. Further equipment and services can be booked via the exhibitor portal (www.bth-aussteller.de) starting April 1, 2021. The maximum construction height is 2.50 m and is limited by the stand design.

II. Individual stands:

The individual stands consist of an area that can be freely designed on which carpeting is laid. In addition, basic lighting is available through spotlights suspended from the ceiling. The exact specifications of the individual stands are listed in the document "Specifications for stand type *Individual stand*". Further equipment and services can be booked via the Koelnmesse exhibitor portal (www.bth-aussteller.de) starting April 1, 2021. The maximum construction height is 4.50 m (taking into account the special instructions below).

Special instructions concerning Individual stands:

In order to preserve the overall look of the event, exhibitors must ensure transparent stand constructions.

Closed wall elements over a length of 1.50 m are not permitted along the edges of the stand or aisles and are prohibited by the organizer. Stand boundaries are to be designed as open and transparent at a distance of at least 1.50 m from the aisles.

Closed structures on stand areas, such as kitchen areas, closed cabins, or other closed structures, are to be designed and implemented at least 1.50 m from the stand boundary. Variances may be permitted in certain spaces with the written consent of the organizer.

The design and construction of the stand must be carried out in such a way that no neighboring stand areas are impaired by exhibits, advertising spaces, display objects, exposed cabling in the wall area, etc. The minimum construction height for corner, row, or block stands along the stand boundary to neighboring stands is 2.50 m. If the construction height of 2.50 m for corner, row or block stands along the stand boundary to neighboring stands is exceeded, the rear walls must be designed as follows: Solid back wall (e.g. plywood, chipboard or plasterboard) with a closed, plain white surface. If the back wall abuts a back wall of an adjacent stand, the abutting back walls can be designed differently from the above requirements after consulting with the neighboring exhibitor. Back walls higher than the back walls of neighboring stands must meet the above requirements.

In the event of a deviation from the specifications, the organizer reserves the right to adapt the design at exhibitor expense. The special *instructions for individual spaces* indicated here must be ready for inspection by 5:30 pm, November 8, 2021.

8. Registration procedure, stand allocation, and reservations

- I. Registration takes place exclusively via the registration portal (www.bth-aussteller.de). Those interested in a stand can find the current hall plan on this registration website, where the available, assigned, and possibly reserved stand spaces are sorted according to stand type (see point 7). The stand sizes shown represent the smallest units available. A further division of the stand space is generally not possible. Those interested in a stand are, however, free to book several adjoining spaces of the same stand type which can then be combined into a single stand.

- II. The allocation of stands takes place in three consecutive allocation periods ((1) Individual stand exhibitors from 2019 as well as supporting members of GD Holz e.V.; (2) Individual stand and Standard stand exhibitors from 2019 and members of GD Holz e.V; (3) free registration).
 - a. In the aforementioned first and second allocation, the respective groups will receive exclusive registration options. Interested parties can specify their stand space requests. At the end of the respective period, the organizer will, as far as possible, assign the stand spaces based on these requests. In the case of multiple registrations for the same space, the organizer will prioritize exhibitors from 2019 and the time at which registration was received .
 - b. After the first and second allocation periods are complete, the stand spaces will be allocated by the organizer exclusively on a “first come, first allocated” principle.
- III. For those not eligible to participate in the first and second allocation periods, they may still indicate an option for one stand space each. To do this, they should send an email to branchentag@gdholz.de. If the organizer sets a deadline for submitting a binding registration for the option, an optioned stand can be otherwise allocated if the party that requested the option fails to make a binding event registration by the deadline specified by the organizer.
- IV. Co-exhibitors must also register in any case. This is also done via the registration portal (www.bth-aussteller.de).
- V. Should a change in the hall plan or a relocation or restructuring of exhibition stands become necessary due to special conditions (e.g. distance rules due to pandemics), the organizer reserves the right to undertake such interventions on its own initiative. In this case, exhibitors will be informed immediately about the change. See also point 27 of these terms and conditions.

9. Withdrawal

The registration is binding. A free cancellation until May 31, 2021 is available. In case of cancellation after this deadline up to and including June 30, 2021, the exhibitor will be charged a fee of 25% of the stand costs (plus VAT). In the event of cancellation after this deadline, the exhibitor shall reimburse the organizer in full for the costs incurred (stand rental and organizational costs).

If the event must be postponed and relocated, the registration is valid for the new date and under the new conditions. If the duration of the event is shortened, a reduction in stand rental is not possible. If the organizer cannot reallocate the stand space, the exhibitor is only entitled to reimbursement of the stand costs paid. Further claims by the exhibitor are excluded.

The organizer expressly reserves the right to cancel the event for reasons other than those mentioned in No. 27 until May 31, 2021. Stand rental payments already made will then be refunded in full. Any claims of the exhibitors against the organizer for non-performance are excluded.

10. Stand costs

The stand costs are listed at www.bth-aussteller.de. Due to rising energy costs the organizer reserves the possibility of a price increase of up to 5%. The stand costs include: prorated rent for the hall depending on the stand size as well as the basic stand construction for standard and individual spaces in accordance with the attached specifications for standard stand and Individual stands (see point 7).

The rent also includes the costs for planning, design, setup, conversion, and dismantling of the basic stand equipment and costs for participation in specialist events during the fair offered by GD Holz Service GmbH. Likewise, the services for the preparation and implementation of press conferences by the organizer, the opening event, as well as visitor marketing, entry in trade fair catalogs, and the organization of advertising measures.

The stand builder commissioned by the organizer (Koelnmesse GmbH) is responsible for setting up and dismantling the basic exhibition stand (in accordance with the specifications).

11. Exhibitor passes

Every exhibitor will receive free passes for the event. To this end, they will receive a separate internet link from the organizer to the personal BTH portal after booking the stand. The passes do not grant entry to the evening industry event. The tickets for the evening event must be purchased separately by exhibitors.

12. Billing and payment terms

Exhibitors will receive their invoices approx. 14 days after the booking is confirmed by the organizer; they must be paid within 14 days without any deductions. Timely payment is a prerequisite for occupying the stand. If payment is not made on time, the organizer can cancel the contract and send the invoice amount for collection.

13. Security

The grounds and the halls will be generally guarded by the organizer, but it hereby disclaims any liability for losses or damage. The exhibitor is responsible for monitoring its stand. This also applies during the setup and dismantling times, before the start and after the end of the exhibition.

Exhibitors are free to hire security at their own expense. The security can only be carried out by the security companies commissioned by the exhibition company.

14. Liability

The organizer assumes no liability for damage to exhibits or stand equipment. The same applies to any consequential damages. This disclaimer does not apply in the case of damages resulting from its willful intent or gross negligence.

15. Insurance

It is strongly recommended that exhibitors insure their exhibits and take out liability insurance at their own expense.

16. Activities away from the stand/promotions

Activities by exhibitors outside of the rented stands, on the outside areas of Koelnmesse or in front of Koelnmesse, such as the distribution of brochures, visitor surveys, etc., are prohibited. Failure to comply with this requirement will result in a fine of € 2,000.00.

17. Regulatory approval

Exhibitors are responsible for ensuring that the permits required for their activities and that of their representatives on the stand are in place and that the applicable regulations are observed. Technical inquiries and confirmations must be obtained from Koelnmesse. Also, be aware of local holiday and driving restrictions to and from the venue. Any exceptions required for arrival and departure (such as restrictions on passage or special regulations on public holidays, etc.) must be obtained from the responsible authorities.

18. Determination/approval

The organizer will ask the local authorities to make a ruling per Art. 4 of the Trade Regulations and will also apply for the setup and usage plans to be approved by the respective regulatory authorities.

19. Food/Catering

All catering for events is the sole responsibility of Aramark Restorations GmbH at Koelnmesse. If the exclusive right is not observed, Aramark Restorations GmbH can charge the exhibitor a flat rate fee or up to 20% of the realized or "lost" catering sales. Deliveries by external companies must be reported and approved in advance. (Call +49 (0) 221 284-8584, as otherwise no access will be granted for security reasons.)

20. Use of sound, image, and video equipment

Exhibitors must apply for permission to use these devices. If approval has been granted, the devices may only be used in such a way that neighboring stands are not disturbed or impaired in any way.

21. Music
For music of any kind to be played at the stand, permission from the Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte (GEMA) is required in accordance with the statutory provisions (copyright law). Failure to request permission can result in claims for damages by GEMA (§97 Copyright Act / §97 Urheberrechtsgesetz). Registrations and inquiries are to be directed to GEMA. Further information at www.gema.de.
22. Postal delivery
Letters and parcels are delivered to exhibitors directly at their stands. For this purpose, the following information must be clearly stated on the shipments:
 - Exhibitor name
 - Recipient/company name
 - Hall 8 / Aisle / Stand No.
 - Messeplatz 1
 - 50679 CologneThe delivery must take place no later than November 8, 2021 at 6:00 pm.
23. Stand party (requires approval)
A stand party requires written approval from the organizer. The exhibitor can submit an application using the "Application for Approval of a Stand Party" form. For safety reasons, stand parties can only take place on November 9, 2021 between 6:00 pm and 7:00 pm. The organizer reserves the right to refuse stand parties without giving reasons. In the case of an approved stand party, the organizer's written approval must be available for inspection during the party. If the time limit is violated, the stand party will be terminated by the security service and the exhibitor will be penalized with a fine of € 2,000.00 (security service, insurance, public order office). The same applies to unauthorized stand parties or other violations (e.g. non-compliance with the general smoking ban).
24. Exhibitor claims, forfeiture clause
All exhibitor claims against the organizer must be made in writing. Quantified exhibitor claims against the organizer not asserted in writing within two weeks after the end of the event are forfeited.
25. Verbal collateral agreements
Any verbal agreements are only valid after written confirmation by the organizer.
26. Place of performance and jurisdiction
The exclusive place of fulfillment is the organizer's registered office. This applies to all obligations from any concluded contracts. The exclusive legal venue for all disputes is Berlin.
27. Pandemic situation, official requirements, force majeure
If separate official requirements apply to the organizer or the exhibitor before or during the event (e.g. in the event of a pandemic, etc.), both the organizer and the exhibitors must comply with them. Any restrictions on trade fair operations due to official requirements and the implementation of other events related to Branchentag Holz, such as the dinner party "Branchenabend" or the "GD Holz-Forum", do not create the basis for any exhibitor claims against the organizer or Koelnmesse GmbH. These restrictions can include measures such as hygiene and distance rules, the maximum number of people permitted at exhibition stands, one-way routing in the exhibition hall and in other areas of Koelnmesse, bans on stand events with a party character, etc.
If the event cannot be held due to official requirements, the exhibitor is entitled to the full refund of any stand rental payments already made. Any claims against other service providers involved will have to be negotiated directly with them. An official cancellation of the event does not create the basis for any further exhibitor claims for damages against the organizer. Regarding the possibility of cancellation until May 31, 2021 by the organizer for other reasons see above No. 9.

Berlin, November 2020, GD Holz Service GmbH