



Exhibitor Service Manual

Plaza Culinaria
November 8th to 10th 2024

Organizer

Freiburg Wirtschaft Touristik und Messe GmbH & Co. KG
Messe Freiburg
Neuer Messplatz 1
79108 Freiburg im Breisgau

Tel. +49 761 3881- 02
messe.freiburg@fwtm.de
www.messe.freiburg.de



Input form data

Please enter your contact details here. This data is automatically transferred to all other forms, so you can fully concentrate on the essential information, entries and orders.

project team Plaza Culinaria

+49 761 3881- 3300
info@plaza-culinaria.de

Company

Street, No.

Country, postcode, city

Contact person

E-Mail

Phone number

Stand No.

Since July 2023 we have had a new design for our exhibitor service manual to make work easier for you and us. Please send us constructive feedback on how you get along with the new functions and whether you have any suggestions for improvement or requests at messe.freiburg@fwtm.de



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www.plaza-culinaria.de



Important Information

<https://www.plaza-culinaria.de/fuer-aussteller/faqs>

Leaflets and Regulations	
Implementation provisions	A
Recommended companies	B

Assembly, dismantling and opening times

Stand assembly period				
Wednesday	06.11.2024	08:00	18:00	
Thursday	07.11.2024	08:00	18:00	
Friday	08.11.2024	08:00	14:00	Only decoration work possible!
Exhibition opening hours				
Friday	08.11.2024	14:00	22:00	
Saturday	09.11.2024	11:00	22:00	
Sunday	10.11.2024	11:00	19:00	
Stand Dismantling period				
Sunday	10.11.2024	continuous		
Monday	11.11.2024	until	18:00	

Additional set-up and dismantling days may be possible, subject to a fee. If you need these, please submit a request to the project team.

Important phone numbers

during assembly period	
Project team Plaza Culinaria	+49 761 3881 3300
Hall manager	+49 761 3881 3909
Info point	+49 761 3881 3007
StromInsLand (electrical)	+49 761 3881 3241
Rud. Otto Meyer Technik (water)	+ 49 761 3881 3227
Benzina Kommunikation (LAN)	+49 761 3881 3333
m3connect Hotline (WiFi)	+49 800 4357526

Booking and order dates

Exhibition Stand	Deadline	done?
Stand construction	October 7th 2024	
Lettering & graphics	October 7th 2024	4
Technics		
Electrical installations	October 7th 2024	
Water	October 7th 2024	
WiFi connections	October 7th 2024	
Internet access via LAN	October 7th 2024	
Suspending points / raised platforms	October 7th 2024	
Exhibitor passes/ parking permits		
Exhibitor passes	October 7th 2024	
Parking permits	October 7th 2024	
Services		
Stand cleaning services	October 7th 2024	
Exhibition staff	October 7th 2024	
Stand security	October 7th 2024	
Exhibition carrier	October 7th 2024	16
Exhibition insurance	October 7th 2024	17
Gastronomic liscence	October 7th 2024	
Decorative plants	October 7th 2024	

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Stand construction

1 Deadline: October 13th 2023

Company

Contact person

Street, No.

E-Mail

Country, postcode, city

Phone number

Stand No.



Contractor:

Project team Plaza Culinaria
Freiburg Wirtschaft Touristik und Messe GmbH & Co. KG
Messe Freiburg, Neuer Messplatz 1, 79108 Freiburg im Breisgau

Tel. +49 761 3881-3300 | info@plaza-culinaria.de

Rental stand system OCTANORM (coated light grey)			
	Price	Length	Depth
System stand: partitions, on the closed sides (2.50 m high), Carpet of your choice (anthracite, green, blue, red) including cover foil, installation and disposal, 100 watt clamp spotlight (1 piece per 3 m ²)	47,00 €/m ²		
		Quantity RMT	
Stand screen, along the edge of the stand, 17.5 cm high with vertical support every 4- 5 m (depending on the construction of the stand)	25,00 €/RMT		
extra walls, (2.50 m high x 1 m wide)	30,00 €/RMT		
		Piece	
cabin door, Headroom 2 m	25,00 €/Piece		

Standbau Loga (Hartfaserplatten, Holz)			
	€/RMT	Length	Depth
walls, untreated, including set-up and dismantling.	20,00		
Wallpapering and painting on request			
	€/ Piece	Quantity	Total
Cabin door, untreated, including assembly and disassembly	30,00		

Carpeting (including covering film, laying and disposal)			
	€/ m ²	Length	Depth
Anthracite 	10,50		
Green 			
Blue 			
Red 			
PVC floor			
	€/ m ²	Length	Depth
PVC Unigrip	15,50		

Delivery is via Rudolf Stamm GmbH

Prices do not include VAT

Date and Place

Stamp and Signature

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Stand construction

1

Deadline: October 13th 2023

Terms of payment and rental

1. The exhibition stand will only be available for the event and for the period of time arranged.
2. The invoice amount is due immediately upon receipt of the invoice. If we have not received payment by this date, the exhibition stand will not be delivered. Bank fees arising from foreign transfers are always charged to the party which placed the order.
3. Once the leaser has delivered the stand, the renter is fully liable to the leaser for compensation in the event of loss or damage of the stand including all furniture, unless the renter can prove that neither he nor his employees are responsible for the loss or damage.
4. Stand insurance is recommended.
5. The leaser is entitled to set up the stand as soon as the event organisers have made the stand assembly area available. The renter must then check immediately that the stand delivered is complete and that no parts are missing or damaged. The leaser must be informed immediately in writing if any part of the stand is missing or damaged. If the renter fails to do this, it will be assumed that the stand is complete and in perfect condition, unless an inconsistency is found which was not evident at the time the stand was inspected.
6. The walls may not be painted or glued or have nails hammered into them or be damaged in any other way. In the case of material which has not been perfectly cleaned, FWTM GmbH & Co. KG will charge the exhibitor a cleaning fee of € 3.00 per square metre of exposed surface.
7. Damaged walls will be charged to the exhibitor at net cost.
8. The renter must ensure that the stand is supervised at all times until it is dismantled. This includes the time after the close of the exhibition.
9. Pre ordered and reserved stand material which is not collected will be charged in full to the party which placed the order. Should another rental possibility arise for which the leaser may not necessarily be responsible the party which placed the order has to bear the costs of delivery and collection and of any rent which may be lost.
10. Orders must be received by the leaser by the deadline stated at the latest so that delivery can be effected a minimum 24 hours before the start of the exhibition, provided the official stand assembly times permit this. The rental contract only comes into force when the leaser has a written acknowledgement of receipt.
11. In the case of orders received after the deadline stated, the following fees will be charged in addition to the total invoice amount:
Until one week after the deadline 15%
From the second week after the deadline 25%
One week before the exhibition starts 50%
There is no guarantee that the stand will be set up by the time the exhibition opens for orders received after the deadline stated.
12. The leaser is only liable for any type of damage sustained by the renter or a third party in connection with the rental or use of the

stand if the damage is intentional or caused by gross neglect on the part of the leaser, his employees or legal representatives.

13. Any additional agreements and arrangements are only valid if they exist in writing.

14. The place where the contract is to be fulfilled and court of jurisdiction is Freiburg.

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Lettering & graphics

4

Deadline: October 13th 2023

Company

Contact person

Street, No.

E-Mail

Country, postcode, city

Phone number

Stand No.

Contractor:

Schütz GmbH
Ziegelhofstr. 232, 79110 Freiburg im Breisgau

Tel. +49 761 506000, Fax +49 761 506050
m.mehl@schuetz-freiburg.de
www.schuetz-messe-deko.de

Lettering of fascia board		
Lettering of the fascia board for	stand length	stand depth
Row stand		
Head stand		
Corner stand		
Island stand		
Preferred colour		
Number of the lettered fascia boards		

Prices	
	€ / lettering including installation
up to 10 letters	75,00
11 to 20 letters	80,00
over 20 letters	90,00
Delivery and pick-up flat rate per stand (not applicable for MP001 „type“ stand bookings made through Schütze GmbH)	70,00

Please provide the desired **fascia text**. Please refer to upper and lower case letters.

10

20

Company logo	Quantity
Company logo reproduced from artwork	
separate offer after supply, please send artwork to: fwtm@schuetz-freiburg.de Services billed at an hourly rate.	

Digital print	Quantity
Digital print reproduced from artwork	
(separate offer after supply, please send artwork to: fwtm@schuetz-freiburg.de Services billed at an hourly rate.	

Please note:
Orders placed after the deadline stated above will incur a surcharge of 25%.
All prices are subject to VAT.



Date and Place

Stamp and Signature

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Lettering & graphics

4

Deadline: October 13th 2023

Terms of payment and delivery

1. The order must be received by Messe Freiburg before the deadline stated in order to be forwarded to the company Schütz GmbH. In the case of orders which are received after the deadline stated there is no guarantee that the stand will be ready by the opening of the exhibition.
2. The invoice is payable strictly net immediately on receipt. Bank fees arising from foreign transfers have to be borne by the party placing the order.
3. Any further agreements and arrangements are only valid if they exist in writing.
4. Place of performance and jurisdiction is Freiburg.

Electrical installations

6

Deadline: October 13th 2023

Company

Contact person

Street, No.

E-Mail

Country, postcode, city


Phone number

Stand No.

Contractor:


StromInsLand- Gesellschaft für mobile Stromversorgung mbH
Liebigstraße 2 a, 79108 Freiburg, Germany

Tel. +49 761 556419 90 | Fax +49 761 556419 99
info@strominsland.de | www.strominsland.de

One-phase 230 V			
		€ each	Quantity Total
A1	Socket up to 3 kW in addition to consumption 	119,00	
A2	Triple socket up to 3 kW in addition to consumption	130,00	

Three-phase 400 V			
		€ each	Quantity Total
B2	CEE 16 A socket up to 6 kW in addition to consumption	193,00	
B3	CEE 32 A socket up to 18 kW in addition to consumption	326,00	
B4	CEE 63 A socket up to 36 kW in addition to consumption	436,00	

Meter			
		€ each	Quantity Total
C1	One phase meter	22,00	
C2	Three phase meter up to 20 kW	33,00	
C3	Three phase meter over 20 kW	44,00	
C4	Fee for own meter	20,00	

Connection for cold-storage trucks			
<i>Parking space in the delivery yard (plus truck parking permit )</i>			
		€/Piece	Quantity Total
A3	Power outlet cold-storage truck 230 V up to 3 kW in addition to consumption	119,00	
A4	Power outlet cold-storage truck CEE 16 A up to 3 kW in addition to consumption	225,00	
A5	Power outlet cold-storage truck CEE 32 A up to 20 kW incl. meter in addition to consumption 0,47 €/kWh	359,00	

Order after deadline			
		€ each	Quantity Total
H1	For orders received or changed after the deadline an additional fee for each socket will be charged	35,00	

Costs of electricity			
		€ each	Quantity Total
E1	Electricity with meter per kWh	0,47*	
E2	Electricity flat rate for 1 day up to 3 kW	5,00*,**	

Rental items with mounting			
		€ each	Quantity Total
D1	Clip spotlight, 300 W, long arm	25,00	
D2	LED spotlight, 180 W	44,00	
D3	Triple socket, 230 V	11,00	
G1	Assembly hours charged per hour or part thereof	60,00	

Special requests			

If you selected the option **Yes, we would like to place a binding order for the above connection** in the electrical installations section of the registration form, this power connection will be automatically provided and you do not need to place the order again in A1/A2. Please use A1/A2 to order additional power connections if you selected the option **No, we do not require the above connection** in the registration form, or require power connections in addition to those ordered in the registration form.

Date and Place

Stamp and Signature

Electrical installations

6

Deadline: October 13th 2023

Connection conditions and power delivery specifications

1. Orders for electric installations shall be submitted to the agent of orders until the closing date referred to in the exhibitor's service manual. Thereafter there is no claim for completion. For orders and changes coming in after the closing date there will be charged an extra handling fee of € 35.00 for each socket. All orders have to be signed legally binding.

Cancellations may be made up until the stated date free of charge, incl. for individual components of services and orders. Thereafter, a fee of 50% of the price is incurred up to 14 days prior to the start of the event. For cancellations made later, 100% of the full price for contracted services shall be charged, not including electricity costs. Invoicing will be provided directly by the contract partner to the binding invoice address listed above by advance payment. The invoice has to be checked immediately. Reclamations on the range of the charged supplies and attendances have to be claimed before the dismantling of the booth, as to allow checking according to specifications.

The customer can send a non binding installation request for the connection using a site plan. Changes in positioning according to customer requirements without prior transmission of a site plan can be calculated separately.

The customer agrees until further notice that all customer data required for the order processing may be stored and used.

The prices above are to be understood plus value added tax (VAT) and are valid for a maximum usage period of 7 days. A longer usage period may be offered separately.

2. The complete material needed for light and power current installations will be provided on a rental base. The exhibitor undertakes to ensure, that the material used will be complete and intact for the dismantling or for the handing over at the end of the event. Missing as well as broken parts will be invoiced.

3. Electrical connections from the trunk line to the booth may only be made by the contract partner. The opening of the supply routes is strictly and only allowed to the contract partner. The supply routes must be always accessible, in case of dysfunctions. Subsequent installation modifications will be invoiced separately based on work. Unauthorized connecting of wires and devices to existing wires of another booth are not allowed and will entitle the contract partner to the immediate removal of the electrical connection.

4. StromInsLand Gesellschaft für mobile Stromversorgung mbH does not assume liability for interruption of supply and voltage fluctuations within the public mains supply. In all other respects StromInsLand Gesellschaft für mobile Stromversorgung mbH does only assume liability for the consequences due to electricity blackouts, voltage fluctuations and disturbances by electromagnetic fields within its own power supply, and then, only if caused by gross negligence or willful or malicious breach of duty of its staff or its vicarious agents. Insofar as a liability, also for a slight negligence, does exist due to a breach of a cardinal duty, it shall be limited to the amount of the expected predictable average damages. The above mentioned limitation of liability does not apply to injury to life, body or health of people.

5. Facilities, devices and installations at the booth have to comply in all parts with the DIN / DIN VDE regulations and the Technical Connection Conditions for the connection of the low voltage system of the local electric supply company. If these requirements lack, the connection will be disconnected. Messe Freiburg and its assigned contract partner StromInsLand Gesellschaft für mobile Stromversorgung mbH do not assume liability for damages caused by bad power supply lines and bad devices of the booth holder/exhibitor. The booth holder / exhibitor is liable for his devices, facilities and supply lines according to the legal regulations. The exhibitor is bound to switch off his connection daily, when leaving his booth or area (liability for damages in case of omission). If devices must stay in operating state overnight (cooling devices etc.), the exhibitor shall take specific care, to ensure, that no damage will occur.

6. During the complete duration of the exhibition there will be either a fault clearing and maintenance service of the contract partner on the exhibition area or there will be an on call service with a guaranteed reaction time of 45 minutes after the receipt of a trouble report.

7. For connections that are installed without an approved meter, the consumption can be estimated and calculated as a flat rate. The contractor shall be permitted to install an appropriate meter, even if it has not been ordered by the customer. This will be done at the customer's expense. This will be charged according to the conditions listed in section C.

Electrical installations

6 Deadline: October 13th 2023

Company

Contact person

Street, No.

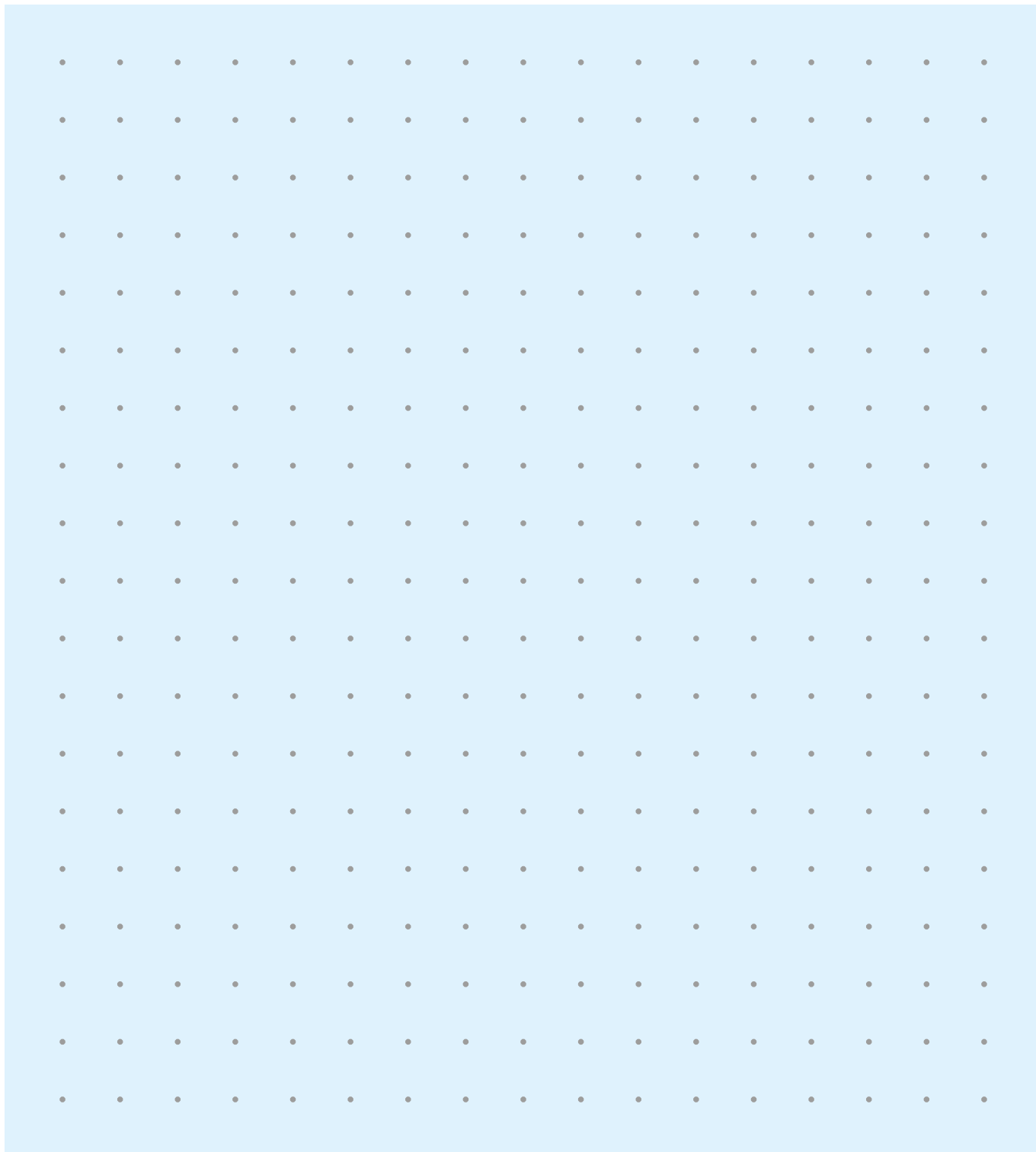
E-Mail

Country, postcode, city

Phone number

Stand No.

Plan:



Water

7

Deadline: October 13th 2023

Company

Contact person

Street, No.

E-Mail

Country, postcode, city

Phone number

Stand No.

Contractor:

Rud. Otto Meyer Technik GmbH & Co. KG
Robert Bunsen Str. 4, 79108 Freiburg, Germany

Tel. +49 761 766113- 0 oder- 43
freiburg@rom-technik.de | www.rom-technik.de

Water supply (material on loan)			
	€ each	Quantity	Total
Water supply in 1/2" pipe including release valve	340,00		
Water supply in 3/4" pipe including release valve	340,00		
Waste-water connection DN 40	115,00		

Water charges			
		€	Total
For a limited amount of water consumption	flat rate	9,00	
For a large amount of water consumption calculated according to the meter	pro m ³	4,50	

Rental items (without installation / mounting)			
	€ each	Quantity	Total
Sink with taps and 5 l under-table tank	75,00		

Prices do not include VAT

Deadline connection/ disconnection		
	Day	Time
Connection on		at
disconnection on		at

Mobile washbasin



	€/Piece	Quantity	Total
Aqua Therm-Mobil, buy	upon request		
Aqua Therm-Mobil, rent	142,00		

Prices do not include VAT

Please note: available water pressure = 3.5 bar max. at rest, pressure and 3.0 bar max. at flowing pressure. The respective object on the stand must be connected with a syphon. Special supplies/connections (including dismantling), connections/supplies carrying water to and from the stand. (e.g. basins, tanks, sinks, etc.) will be charged according to the actual materials and time necessary. Water supply points may only be made available if an installation sketch is attached to the order form! Your order and legally binding signature confirm acknowledgement of our terms of delivery and payment conditions overleaf for water supply and the prices quoted in this form. All prices are subject to VAT.



Date and Place

Stamp and Signature

Water

7

Deadline: October 13th 2023

Terms of delivery and supply for water and compressed air

1. Messe Freiburg must have received the order by the deadline stated in order to forward it to the company Rud . Otto Meyer Technik GmbH & Co. KG. In the case of orders received after the deadline stated, there is no guarantee that supply can be made available by the time the exhibition opens. Moreover, work carried out from orders received afterwards will be charged at a considerably higher price (invoiceing is based on hours needed).
2. The invoice also serves as confirmation of the order. Payment should be effected strictly net within 8 days after receipt of invoice.
3. All material for water systems will be made available on a rental basis. Exhibitors are responsible for ensuring that materials are returned in perfect condition.
4. Meters owned by the exhibitor will not be accepted.
5. No liability is accepted for any cessation of the water supply, fluctuations in water pressure or damage to the water systems.
6. Arrangements made with employees of Rud . Otto Meyer Technik GmbH & Co. KG will not be recognised . Requests and orders are to be addressed directly to the company.
7. Exhibitors whose presentations require a high level of water consumption or who need a large quantity of water for other purposes must arrange for the waste water disposal unit to be connected to the sewer.

During stand assembly time and the exhibition you can reach us on the Phone number number: +49 761 3881 3227



Water

7

Deadline: October 13th 2023

Company

Contact person

Street, No.

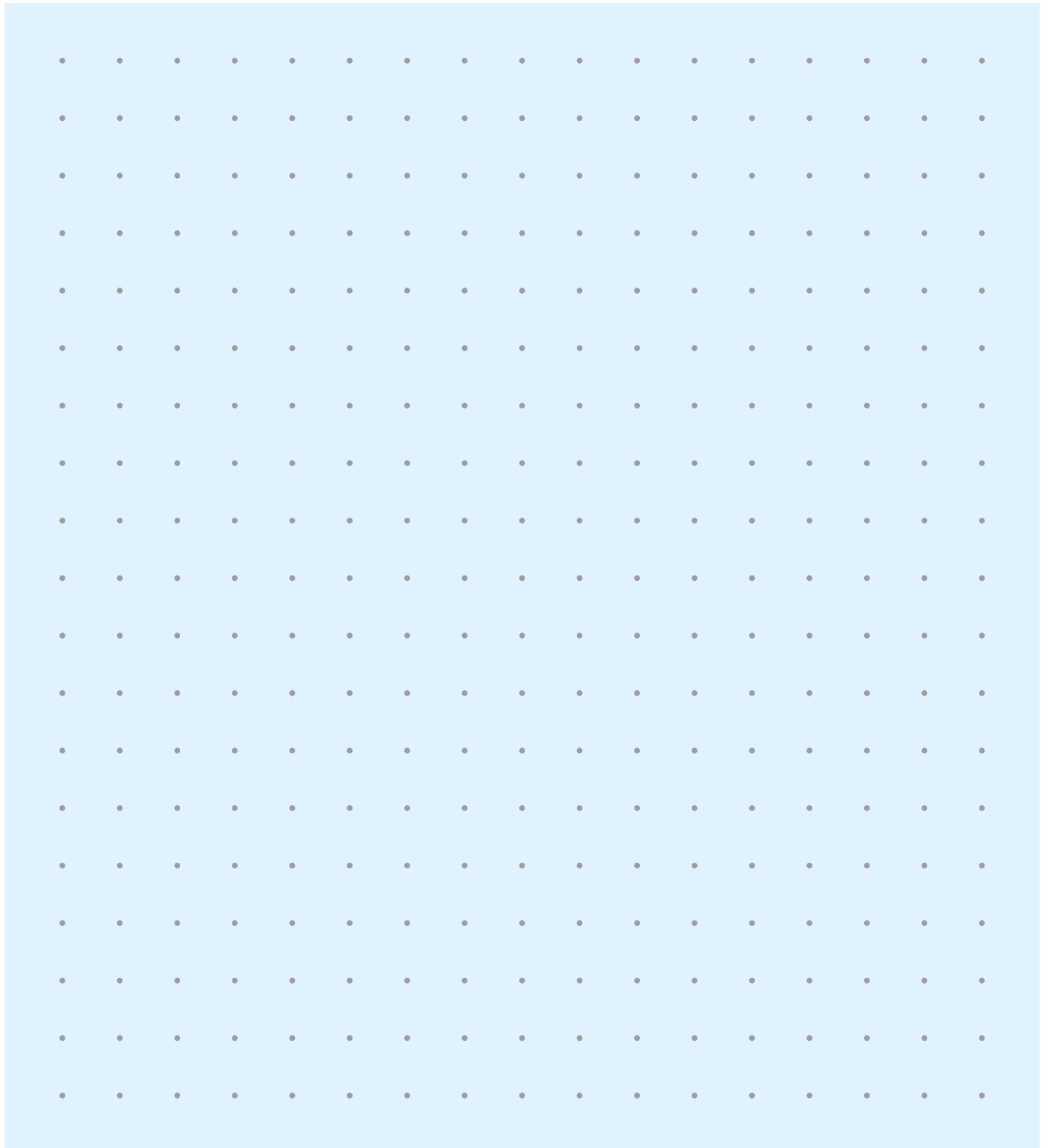
E-Mail

Country, postcode, city

Phone number

Stand No.

Plan:



WiFi connections

8

Deadline: October 13th 2023

Company

Contact person

Street, No.

E-Mail

Country, postcode, city

Phone number

Stand No.

Contractor:

Project team Plaza Culinaria
Freiburg Wirtschaft Touristik und Messe GmbH & Co. KG
Messe Freiburg, Neuer Messplatz 1, 79108 Freiburg im Breisgau

Tel. +49 761 3881-3300 | info@plaza-culinaria.de

Free Wi-Fi access

	€ each
Free Wi-Fi access (for 30 minutes per day and device)	0,00

Messe Freiburg offers free Wi-Fi with a maximum speed of 1 Mbit/s for a period of 30 minutes per day and device. Wi-Fi access is available for 30 minutes after registration.



Wi-Fi (access for 3 or 24 hours)

	€ each	Quantity	Total
Wi-Fi — access for 3 hours per connection	4,20		
Wi-Fi — access for 24 hours per connection	25,21		

Wi-Fi can be booked for either 3 or 24 hours (starting from the time of registration), with a maximum speed of 5 Mbit/s. All users are connected to the same network, so the speed may vary depending on how many users are connected simultaneously.



Exclusive exhibitor Wi-Fi

	€ each	Quantity	Total
Wi Fi access code for 1 end device	99,00		
Wi Fi access code for 4 end device	199,00		
Wi Fi access code for 10 end device	299,00		
Wi Fi access code for 25 end device	399,00		
Wi Fi access code for 50 end device	599,00		

From the next-to-last day of setup until the last day of the event, the exhibitor Wi-Fi uses a separate network whose total bandwidth is shared with the other exhibitors only. This separate network's speed will remain unaffected by the visitor and guest Wi-Fi. **We recommend that exhibitors order a cabled local area network (LAN) if their exhibits rely on an unlimited, secure internet connection or should be provided with a guaranteed bandwidth (see form 9, Internet access via LAN).**



All prices are subject to VAT. Order according to the general terms and conditions mentioned overleaf. The billing period (per day) starts with the first log in into the WLAN net. The access data will be handed out to you at the information desk. Please note our special terms and conditions on the following pages!

Date and Place

Stamp and Signature

WiFi connections

8

Deadline: October 13th 2023

General terms and conditions M3 Connect GmbH

1. Scope

These general terms and conditions govern services against payment provided by M3 Connect GmbH, namely the supply and operation of broadband Internet access via the user's wireless LAN (WLAN) technology. These General Terms and Conditions and all revisions thereto are accessible at all times on the portal pages at each M3 hotspot. M3 Connect GmbH reserves the right to modify these General Terms and Conditions. This shall apply in particular to revisions on account of regulatory provisions and take immediate effect, the modification of Internet related framework conditions, and changes to M3 Connect GmbH's business procedures and / or business areas.

2. Technical specifications

The user will receive broadband internet access via the m3connect infrastructure according to the selected package. To use the m3connect infrastructure you need:

- a network compatible end device for connecting with the m3connect network
- a web browser that accepts cookies
- please note that any connection via a proxy server is prohibited
- automatic rerouting must be permitted.

The speed of data transfer will depend on the distance from the access point and the type of antenna used by the customer. To receive a username and password, users need to order access or buy a prepaid card. Username and password must be entered into the input fields in the browser window. Contract duration, validity and volume limit depend on the package selected by the customer. Should legal or regulatory provisions change, m3connect is authorised to change or stop its services. m3connect is authorized to have a third party temporarily or permanently render services or partial services.

3. Payment

Payment is made when the customer places the order. Prices do not include applicable value added tax.

4. Locations / hotspots

Internet access is available at all M3 Connect hotspots (see <http://www.m3-hotspots.de>). M3 Connect reserves the right to restrict use at certain hotspots.

5. Hotline

The WLAN hotline is available around the clock on 0800-435 75 26 (free of charge when calling from a German landline or mobile phone) Or +49 (0)241 705 396 05 (at the landline rate). and can answer any questions related to hotspots and the wireless LAN service. Customers must direct technical questions concerning the configuration and setting up of end devices to the respective notebook manufacturer or, in the case of company equipment, to the IT department of the company in question.

6. Contract duration / use

Paid services commence at the ordered start time or when access to the M3 Connect infrastructure is granted. The rate selected deDeadlinees the contract duration. The user implicitly accepts the General Terms and Conditions by ordering the service. Both contracting parties may Deadlineate the contract in extraordinary circumstances in the event of gross non fulfilment by the other contracting party of its current contractual obligations as set out in this agreement.

7. User's responsibilities

The user shall notify M3 Connect GmbH of any disturbances in wireless Internet access via M3 Connect GmbH's network. User names and passwords are non transferable. The user must not disclose his or her user names and passwords and must ensure that they are not accessible to third parties. The user is obliged to inform M3 Connect GmbH immediately in cases of suspicion of improper use and / or if access information has become known to a third party. The user undertakes not to use M3 Connect GmbH services in violation of applicable laws or for immoral purposes and to observe the rights of third parties. In particular, this includes the following: undertaking not to save or permit the saving of any disturbing or slanderous material, material that infringes on the privacy of others, material of an improper, threatening, illegal or otherwise unlawful nature, and material whose use is contrary to public policy and undertaking not to make reference to such materials; undertaking not to make available or make reference to any material that could damage M3 Connect's reputation; undertaking not to supply, convey, or request the transfer of viruses, Trojan horses, junk mails, spam, chain letters or non solicited mass e mail communications; undertaking not to use or execute any mechanisms or applications that could lead to or cause changes in the physical or logical structure of M3 Connect servers or the M3 Connect network or other networks; undertaking to use the network provided by M3 Connect exclusively for Internet access and not to establish any connection to devices other than those devices within the M3 Connect network. In cases of the violation of the aforementioned obligations, M3 Connect GmbH shall be entitled to block Internet access with immediate and total effect. The user must compensate M3 Connect GmbH for any damages resulting from such infringements and, in addition, must absolve M3 Connect GmbH of any disadvantages arising from the user's damaging conduct.

8. Liability

M3 Connect shall not be liable for damages caused to the user by inappropriate WLAN use. M3 Connect and its partners and suppliers assume no liability for damages, claims, or incurred costs of any kind or for any consequential damages, secondary, coincidental, indirect criminal damages, exceptional or other damages, or for requests or claims for compensation for lost profits and/or losses. In all other respects M3 Connect's liability for any damages irrespective of legal basis including impermissible acts is excluded. M3 Connect has no control over the transfer of data over the Internet. M3 Connect is not liable for guaranteeing that third party information transmitted via its M3 Connect infrastructure is available, current, or lawful.

Furthermore, M3 Connect accepts no liability for guaranteeing that transmitted/sent data is not subject to property rights held by third parties or that the sending party transmits data and/or other information correctly or in accordance with the law unless M3 Connect acts with gross negligence or intent by refraining to issue a feasible and necessary warning or carrying out a check despite the existence of tangible evidence of infringement. Inasmuch as M3 Connect GmbH allows access to the databases or services of third parties, M3 Connect GmbH is not responsible for the availability, content, or safety of these databases or services, the accuracy of their content, or their completeness and topicality, or for ensuring that they are not subject to the property rights of third parties with regard to the data, information, and programs downloaded by the user. M3 Connect GmbH hereby informs users that information accessed via M3 Connect GmbH's infrastructure could be copyright protected. Users may therefore be liable to pay damages to the copyright holder and may be held criminally liable for the copying, editing and distribution of content. It is incumbent upon the user to be completely aware of the property rights of third parties and to

WiFi connections

8

Deadline: October 13th 2023

respect such rights. M3 Connect GmbH is not liable for the illegal content of third party providers.

9. Security

WLAN operation is not encrypted. We expressly point out that access by third parties (computer hackers) may not be ruled out. We suggest that users undertake their own secure encryption measures. If the correct network name (SSID) has not been configured, the WLAN card can be addressed by another signal.

Users may possibly find they have gained unauthorised access to another network. It is expressly pointed out that M3 Connect will not accept liability for legal consequences resulting from such access.

10. Data protection

M3 Connect GmbH only collects, processes, and manages users' personal information provided during registration for authorisation purposes, to provide M3 Connect GmbH services, and to compile statistics.

Personal information is not shared with third parties. By using the service, the user expressly accepts these data protection provisions. Disclosure to federal bodies and authorities only occurs within the context of mandatory legislation. M3 Connect GmbH complies with data protection regulations and vouches that all individuals who are entrusted with the fulfilment of this contract shall likewise observe these regulations. M3 Connect GmbH requires that its employees adhere to legal data protection and contractual confidentiality regulations.

11. Miscellaneous provisions

The laws of the Federal Republic of Germany shall govern this contract. The court of jurisdiction shall be Aachen, Germany. In the event that a provision of the General Terms and Conditions is or becomes ineffective, the validity of the remaining terms and conditions shall remain unaffected. The ineffective provision shall be replaced by a provision that most closely resembles the legally effective business purpose and meaning of the relevant ineffective provision.

Plaza Culinaria

Freiburg Wirtschaft Touristik und Messe GmbH & Co. KG
Messe Freiburg
Neuer Messplatz 1
79108 Freiburg im Breisgau

Tel. +49 761 3881- 02
info@plaza-culinaria.de
www.plaza-culinaria.de

Internet access via LAN

9

Deadline: October 13th 2023

Company

Contact person

Street, No.

E-Mail

Country, postcode, city

Phone number

Stand No.

Contractor:

Benzina Kommunikation GmbH
Sasbacher Straße 10, 79111 Freiburg, Germany

Tel.+49 761 38 39 666- Fax +49 761 38 39 668
info@benzina-kommunikation.de, www.benzina-kommunikation.de

1 a) Internet access via LAN

	€ each	Quantity	Total
up to 20.000 kbit/s, synchronous, incl. flatrate radius 10 m maximum	160,00		
1 Switch (on loan) up to 7 de- vices	40,00		

1 b) installation service

	€ each	Quantity	Total
Travel expenses	49,00		
Charges for work depending on effort per each 15 minutes commenced (Mon. – Fri.)	24,00		

Installation services are only provided in combination with booked on-call duties. Please check with the show organiser, if an on-call duty is booked. Exhibitors may as well book the on-call duty on their own for € 187.50 per day. Please contact Benzina Kommunikation directly.

i

Period required

Period required from

to

Prices do not include VAT

Date and Place

Stamp and Signature

Suspending points / raised platforms **10**

Deadline: October 13th 2023

Company

Contact person

Street, No.

E-Mail

Country, postcode, city

Phone number


Stand No.


Contractor:

Malecon Staging.- Rigging & Support Systems GmbH & Co.KG
Liebigstraße 2, 79108 Freiburg, Germany

Tel. +49 761 556419- 10- Fax +49 761 556419- 19
info@malecon.de | www.malecon.de

Suspensions			
	€ each	Quantity	Total
Suspension point for flags with cable crinder (straight down / vertical), handed over 6 m above ground Max. weight 15 kg	100,00		
Suspension point statical with cable crinder (straight down / vertical), handed over 6 m above ground Max. weight 50 kg	125,00		
Suspension point statical with cable crinder (straight down / vertical), handed over 6 m above ground Max. weight 100 kg	155,00		
Suspension point for chain hoist / manual chain hoist with O-ring (straight down / vertical), handed over 6 m above ground Max. weight 100 kg	195,00		
Suspension point with chain hoist / control (straight down / vertical), handed over 6 m above ground Max. weight 250 kg	300,00		

Suspensions from the roof construction, columns or walls of the exhibition halls are only permitted if carried out by the contract supplier of the organiser. 

Fair construction company / the exhibitor is responsible for the correctness of the load data which are essential for approval of the suspension points. Malecon Staging, Rigging & Support Systems GmbH & Co.KG reserves the right to audit at random the load calculations. Malecon Staging Rigging & Support Systems GmbH & Co.KG reserves the right to measure at random the loads actually suspended. 

The following items are to be suspended

Type / Material	Measure	Weight
1.		
2.		

Personnel costs			
	€ each	Quantity	Total
Assembly hours charged per hour or part thereof	60,00		
Installation hour incl. lift work platform up to 8 m	130,00		
Installation hour incl. lift work platform up to 14 m	150,00		
Costs for static (incl. in final invoice)	84,00		

Supplementary information

	Date	Time
When will stand assembly start?		
When will dismantling start?		
Will you need an appointment for installation?		
When is the installation to take place?		

We rent out illumination of every kind and accessories. Please ask for a detailed offer.
The order and legally binding signature confirms acknowledgement of the rental conditions overleaf.
All prices are subject to VAT.

Date and Place

Stamp and Signature

Suspending points / raised platforms **10**

General standard terms and conditions of Malecon Staging. Rigging & Support Systems GmbH & Co.KG

1. Orders

An order is regarded as placed only if it is confirmed in writing. Orders are only regarded as valid when the customer's signature and name, including a binding invoice address, are legible.

2. Services and payment

Services will be provided only if payments are made in advance. The provision of services is conditional on receipt of payment. The prices above are to be understood plus value added tax (VAT) and are valid for a maximum usage period of 7 days. A longer usage period may be offered separately. Cancellations may be made up until the stated date free of charge, incl. for individual components of services and orders. Thereafter, a fee of 50% of the price is incurred up to 14 days prior to the start of the event. For cancellations made later, 100% of the full price for contracted services shall be charged.

3. Orders

Suspending point orders must be received prior to the deadline stated. Considerable extra costs will be incurred after this period expires. Extra costs amounting to 25% will be charged in case of orders or deficiencies to which the local building authorities have objected while official assembly is in progress (acc. to VStättVO *, DGUV V17/18).

4. Performance

Suspension points will only be installed when all the data, in particular, weights and accurate positions, have been defined. False indications or falsely made orders, and alterations which may result in consequence thereof, will be charged extra. Malecon Staging. Rigging & Support Systems GmbH & Co.KG is solely permitted to attach suspended loads.

5. Safety

Only loads complying with DIN standards (DGUV V17/18) may be hoisted. Self made constructions may be suspended only after prior inspection by Malecon Staging. Rigging & Support Systems GmbH & Co.KG

6. Planning

When orders are processed while assembly is in progress, delays might ensue because of jammed passages. All suspension points ordered in time will be mounted prior to the beginning of the exhibition as agreed. The date is stated in the order confirmation dispatched.

6a. Information

Spotlights and contact rail spots must be secured with a safety device. Insulated safety devices must be used for contact rails.

6b. Hoisting

Raised platforms for stand assembly and fixing lamps are rented out on a daily basis only. Malecon Staging. Rigging & Support Systems GmbH & Co.KG is solely entitled to remove any suspended objects.

7. Liability

We do not assume liability for any suspended constructions which are provided by exhibitors. Our coverage includes expressly

Deadline: October 13th 2023

our rental objects only.

8. Price for a suspension point

The price payable for a suspension point depends on the object's weight for which a flat rate will be charged. The suspension point will be handed over 6 m above ground. It consists of a steel rope which is suspended from the ceiling. Additional work will occur when the construction needs to be fastened to the suspension point.

9. Assembly and disassembly

The dates for assembly and disassembly must be in writing. For security reasons, the hall will be open to hoisting platforms on the first assembly day after 10 p.m. only. As a rule, no assembly or disassembly is allowed to take place over the heads of people.

10. Arrangements

We shall confirm in writing any appointments agreed orally.

11. Special agreements

Special agreements are only valid when they are made in writing. The approval of Messe Freiburg will be required in special cases.

12. Jurisdiction

Jurisdiction and place of fulfilment is Freiburg / Breisgau.

13. Loads over 750 kg

A special permit is required for this type of suspension.

Exhibitor passes / parking permits

12

Deadline: October 13th 2023

Company

Contact person

Street, No.

E-Mail

Country, postcode, city

Phone number

Stand No.

Contractor:

Project team Plaza Culinaria
Freiburg Wirtschaft Touristik und Messe GmbH & Co. KG
Messe Freiburg, Neuer Messplatz 1, 79108 Freiburg

Tel. +49 761 3881-3300
info@plaza-culinaria.de | www.plaza-culinaria.de

Ordered documents can be picked up at the information desk in the foyer, as can additional exhibitor passes and parking permits.
The issue takes place only after payment of the stand rent.

No exhibitor pass/parking permit is required during set-up.

Shipping is only on request.



Exhibitor passes according to stand size

An exhibitor pass can be converted into 3 day passes.

Stand size	Option A	Option B	Quantity Exhibitor passes	Quantity Day passes
	Exhibitor passes (3 days)	Day passes (1 day)		
bis 9 m ²	3	9		
10- 20 m ²	6	18		
21- 39 m ²	8	24		
ab 40 m ²	12	36		
Marktstand	3	9		
Weihnachtszauber	2	6		
Food Rockerz/ JRE	3	9		

Parking permits

	€ each	(gross)	Quantity
PKW parking permit	21,01	(25,00)	
LKW parking permit (over 3,5 to)	52,10	(62,00)	
parking permit for cold-storage trucks *	52,10	(62,00)	

*an additional power connection must be booked for this using form 6.

additional exhibitor passes

	€ each	(gross)	Anzahl
Exhibitor passes / Piece	11,76	(14,00)	
day passes / 3 Piece	11,76	(14,00)	

Date and Place

Stamp and Signature

Plaza Culinaria

Freiburg Wirtschaft Touristik und Messe GmbH & Co. KG
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www.plaza-culinaria.de



Management
Marketing
FWTM
FREIBURG

Stand cleaning services

13

Deadline: October 13th 2023

Company

Contact person

Street, No.

E-Mail

Country, postcode, city

Phone number

Stand No.

Contractor:

Project team Plaza Culinaria
Freiburg Wirtschaft Touristik und Messe GmbH & Co. KG
Messe Freiburg, Neuer Messplatz 1, 79108 Freiburg

Tel. +49 761 3881-3300
info@plaza-culinaria.de | www.plaza-culinaria.de

Cleaning prior to the exhibition

At an hourly rate of 29,00

Daily cleaning services during the exhibition

Stand size in m ²	€ day per m ²	m ²	Total
to 30 m ²	0,90		
31 to 80 m ²	0,85		
über 80 m ²	0,80		

Sonderwünsche | Special requests

Dust removal from floor surfaces and furniture. Emptying waste disposal containers and waste paper baskets into a waste disposal container or bags to be provided by the exhibitor.

Exhibits are excluded from the daily stand cleaning service, unless otherwise agreed. The costs for the daily cleaning will be invoiced per day of the trade fair (except for the last day).

A minimum invoice amount of €25.00 per day applies. The minimum invoice amount per stand (including the cost of basic cleaning before the event opens) is generally €50.00.

The organizer is entitled to have the ordered service carried out by a contractor. In this case, Messe Freiburg is only an order broker for your order.

Prices do not include VAT.

Contact person

Name

Tel.

Date and Place

Stamp and Signature

Plaza Culinaria

Freiburg Wirtschaft Touristik und Messe GmbH & Co. KG
Messe Freiburg
Neuer Messplatz 1
79108 Freiburg im Breisgau

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info@plaza-culinaria.de
www.plaza-culinaria.de

Messe Freiburg

Management
Marketing
FWTM
FREIBURG

Exhibition staff

14

Deadline: October 13th 2023

Company

Contact person

Street, No.

E-Mail

Country, postcode, city

Phone number

Stand No.

Contractor:

Zentgraf Team Support GmbH
Schnewlinstraße 6, 79098 Freiburg, Germany

Tel. +49 761 154 322- 30
staff@zentgraf-team-support.de | www.zentgraf-team-support.de

Personnel solutions with passion

Over 500 great people from our personnel pool are eager to provide you and your team with the best possible support with their individual skills.

In the background, we accompany you from the very beginning: Our strong team, our many years of experience, our constantly refined professionalism and a keen sense for people make us your ideal contact person for all personnel issues.

Seeking employees (e.g. stand supervision , promotion)

Employees

Date to

Time to

Employees

Date to

Time to

Seeking help in gastronomy (e.g. catering , break room)

Employees

Date to

Time to

Employees

Date to

Time to

Seeking setup and dismantling help

Employees

Date to

Time to

Employees

Date to

Time to

Provision of emergency services

The volunteers offered at Messe Freiburg are made available by the partner agency Zentgraf Team Support GmbH, Schnewlinstraße 6, 79098 Freiburg as part of a temporary worker contract.

This has the approval for temporary employment according to § 1 Abs. 1 AÜG, issued by the Federal Employment Agency, Regional Directorate Nuremberg. The lender is a member of the interest group of German temporary employment agencies, IGZ e. V., and applies the IGZ/DGB collective agreement to its employees.

After the requirements have been sent, an individually calculated offer will be made for the specified needs.

The provision of emergency services requires the conclusion of a temporary employment contract.



The terms of payment and cancellation of the partner agency and the legal requirements for working hours and breaks apply.



Notes (e.g. tasks, foreign language skills, dress code):

Date and Place

Stamp and Signature

Plaza Culinaria

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www.plaza-culinaria.de

Messe Freiburg

Management
Marketing
 FWTM
FREIBURG

Stand security

15

Deadline: October 13th 2023

Company

Contact person

Street, No.

E-Mail

Country, postcode, city

Phone number

Stand No.

Contractor:

ELOO Sicherheit GmbH
Glasbergweg 7, 79822 Titisee-Neustadt, Germany

Tel. +49 7651 9365- 498 Mobil +49 173 9053687
info@eloo-sicherheit.de | www.eloo-sicherheit.de

Price

	€/h
All-in price including all supplements	32,00

Prices do not include VAT

Stand assembly time

Number of guards:

Date	to
Time	to

During the exhibition

Number of guards:

Date	to
Time	to

Dismantling

Number of guards:

Date	to
Time	to

Date and Place

Stamp and Signature

Plaza Culinaria

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Management
Marketing
FWTM
FREIBURG

Stand security

15

Deadline: October 13th 2023

General terms and conditions of the security company

1. General

a) Security services may only be provided by security companies commissioned by Messe Freiburg. The employment of private persons or other security firms for this purpose is prohibited. The security company commissioned by Messe Freiburg is entitled to expel any other, unauthorised security firms from the exhibition grounds.

b) Security services will be provided by uniformed security guards.

c) The employees of the security company are obliged to enter all occurrences into a security service record; these incidences will be reported to the customer by security management.

d) Since all the items and objects listed in the security service records are reviewed when a stand is handed over, or returned, the process of handing over and returning a guarded stand shall only proceed in the presence of authorised persons.

2. Limitation of liability

a) The security company is obliged to place a contract with an insurance company for third party insurance in accordance with § 6 of the ordinance applying to security service companies. The liability follows from the liability insurance policy for security service companies in Germany. The customer is entitled to demand evidence that such insurance has been taken out.

b) The extent of liability shall be restricted to the following sums

I) Personal injury, damages to property and financial loss (flat rate)*	€ 5,000,000.00
II) for pure financial loss**	€ 250,000.00
III) for loss of secured items	€ 20,000.00

* Processing damage as well as loss of borrowed keys or chip cards are insured up to the sum insured by the contract for damage to property.

** per insurance claim, limited to € 500,000.00 for all insurance claims in an insurance year

3. Liability claims

a) The employees of the security company are obliged to enter all occurrences into a security service record, these incidences will be reported to the customer by security management. These records shall contain all items and objects to be covered by the liability insurance of the security company in the event of loss, risk or damage, this liability only applies if the hired security service caused the damage in question. The signatures put under these records are legally binding and apply to all details included in the provision of security services. Damages to or the loss of recorded items are to be immediately noted with the security management upon handover. No liability shall be accepted in the case of a belated statement or communication of a claim. The security company does not assume liability for any items or objects that have not been listed in the records. Security management must be informed if the customer refuses to sign the hand over minutes when he returns the stand. The absence or loss of a guarded item or object is the only reason acceptable for refusal. Should the signature be refused without a statement of reason, or by stating any other reason(s), the security company excludes liability for the entire security service period. After Deadlineation of the exhibition / event the security service records shall be handed over to Messe Freiburg. Customers wishing to

provide evidence of the security services rendered are entitled to ask for the release of these records at any reasonable time.

b) If the security company, or its insurers, refuse to accept a claim for damages, then the customer must pursue the claim through the courts within a period of 3 months, otherwise any claim shall become void.

4. Order processing / conditions of payment / cancellations

a) Stand security personnel can only be ordered directly from Messe Freiburg by using the appropriate order form.

b) Invoices are issued by Messe Freiburg. The settlement of these invoices is immediately due upon receipt. Cost set offs or retention of security fees are not permitted. Irrespective of this, Messe Freiburg is entitled to issue invoices before or during the exhibition / event to be settled immediately in cash or by cheque.

c) The invoice shall contain a detailed list of the security company's duty hours. The hours worked, which will be documented and stored in handover reports, shall be billed in 15 minute increments. Deviations between hours planned and actually worked are to be corrected and considered directly upon invoicing.

d) Cancellations or reductions of services already ordered must be communicated in writing to Messe Freiburg no later than 12 hours prior to the commencement of security duty. Later cancellations or reductions will be charged to the account of the customer without deductions, even in the event of non performance.

5. Surcharges

a) All orders received prior to the deadline stated will be charged with the regular rate per hour of service. In cases of belated arrival of orders the following surcharges ensue:

14 days prior to onset of the event	25%
up to 7 days prior to onset of the event	50%
on the day stand assembly period begins	100%

b) We expressly reserve the right to deny a binding provision of services if orders are received after deadlines have expired.

6. Commencement of contract

The security contract shall have binding nature for the security company as soon as the customer receives from Messe Freiburg a written order confirmation.

7. Jurisdiction

Jurisdiction shall be the seat of management of the security company, unless agreed otherwise.

Exhibition carrier

16

Deadline: October 13th 2023

Company

Contact person

Street, No.

E-Mail

Country, postcode, city

Phone number

Stand No.

Contractor:

SCHENKER Deutschland AG Messe / Spezialverkehre
Messepiazza 1, 70629 Stuttgart

Tel. +49 711 18560-3334

justin.fuchs@dbschenker.com, www.dbschenker.com/de

Ordering the following services

Date service required	to	
Time	to	
Approximate duration of service:		
Service required for assembly:	set-up	dismantling

Unloading lorries

(Truck unloading, including delivery to or from the exhibition stand (max. 2500 kg/ shipment))

	€	Quantity
Per each 100 kg shipment weight <small>Minimum rate – 200 kg per shipment (1 cbm = 200 kg).</small>	39,00	
Intermediate storage up to 7 days, per 100 kg <small>Minimum rate – 200 kg per shipment (1 cbm = 200 kg), for additional charges, see below</small>	2,50	

Unloading courier shipments (Intermediate storage of max. three days in the exhibition warehouse including delivery to or from the exhibition stand (max. 50 kg/shipment))

	€	Quantity
Per shipment	35,00	
Intermediate storage charge after three days, per shipment, per commenced day	1,00	

Provision of personnel

	€	Quantity
Worker per commenced hour	42,00	
Foreman per commenced hour	48,00	

Minimum charge of two hours. For additional charges, see below

Provision of utilities / devices

	€	Quantity
Hand pallet truck , per day	55,00	
Heavy cargo transport rollers and heavy duty lifts	according to agreement	

Intermediate storage of packed goods including collection / delivery from and to exhibition stand

	€	Anzahl
Per inchoate m ³	60,00	
Storage genie all in	240,00	
Storage lifting ramp all in	400,00	
Forklift support per five cubic meters	63,00	

Gabelstapler

(only for work at the booth minimum 2 hours)

	€	Quantity
Up to 4,0 t	126,00	
Up to 5,0 t	146,00	
Up to 8,0 t	190,00	
Over 8 t	according to agreement	

Provision of cranes (incl. driver)

	€	Quantity
Telecrane up to 30 t	220,00	
Telecrane up to 50 t	280,00	
Telecrane up über 50 t	according to agreement	
Scissor platforms and telescopic boom various sizes, per day	according to agreement	

Extra charges

	%	Quantity
Charge for overtime (from 5 p.m.)	25 %	
Surcharge for night work after 8 p.m. to 8 a.m.	50 %	
Surcharge for work on Saturday	50 %	
Charge for work on Sunday and on public holidays	100 %	
Management and assistance per order of the total (m / m € 12.50).	10 %	

Surcharges for time apply to all services excluding the intermediate storage of goods and empties, and customs clearance. All services shall be subject to administrative costs. All prices are subject to VAT.

Plaza Culinaria

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Messe Freiburg
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79108 Freiburg im Breisgau

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info@plaza-culinaria.de
www.plaza-culinaria.de

Exhibition carrier

16

Deadline: October 13th 2023

Customs clearance export		
	€	Quantity
Customs clearance shipping note , per clearance	95,00	
Provision of customs shipping note	65,00	
Monthly fee for customs shipping note security, at least 0.5% of CIF value of goods	25,00	

Customs clearance import		
	€	Quantity
Clearance of shipping notes / clearance of goods for duty free temporary admission or definitive import (per clearance)	160,00	
Per number after the third tariff code number	14,50	
Monthly fee for deposited customs security, at least 0.5% of CIF value of goods	30,00	
Cost for potential customs examination	70,00	
Provision of personnel for customs examination: as above		
Commission for advanced customs cash deposit: 3% of the deposited amount for customs and taxes of definitive imports*		

Further costs on request. Subject to change.

Minimum €25, all additional fees (e.g. customs officer charges, translation, etc.) due to expenses.

All express, express and freight shipments are to be sent to the to direct company. The shipments must be provided with the following information:

Event name, company and booth no. of the exhibitor,
Messe Freiburg, Neuer Messplatz 1, 79108
Freiburg im Breisgau

All consignments received before the start of assembly will be temporarily stored by the exhibition carrier. This service is chargeable. Packaging and empty material cannot be stored on the exhibition grounds; Storage is at Exhibition carrier given.



Date and Place

Stamp and Signature

Plaza Culinaria

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Messe Freiburg
Neuer Messplatz 1
79108 Freiburg im Breisgau

Tel. +49 761 3881- 02
info@plaza-culinaria.de
www.plaza-culinaria.de



Exhibition carrier

16

Deadline: October 13th 2023

General

1. Exhibition forwarding charges apply to all services carried out at Messe Freiburg by the official forwarding agent. These include the transportation of exhibits to and from the exhibition and the completion of any formalities required for Germany or other countries.

2. Prices are based on the exhibition forwarding charges listed. The maximum rates are specified. Calculations are based on: 1 m³=200 kg excluding VAT. Flat rates are used where weight is not specified. Administrative costs cover work scheduled to be carried out by the contracted forwarding agent (provision of manpower, fork lifts, cranes, lorries etc.). Each order is charged separately.

3. All orders carried out by the official forwarding agent are subject to the latest versions of the conditions of exhibition carriage, exhibition forwarding charges, German Freight Forwarders' Standard Terms and Conditions (ADSp) and, if these do not cover logistics services, the General terms and conditions of logistics services providers (Logistik AGB). In accordance with section 23 of the ADSp , liability of the forwarding agent for damage to goods within the meaning of section 431 of the German Commercial Code (HGB) is limited to five euros/kg for goods in the forwarding agent's custody, to 2 SDR/kg if goods are carried by multimodal transport (including transport by sea), and to one or two million euros, or 2 SDR/kg, whichever is highest, per claim and/or occurrence. The parties also agree that

(1) section 27 of the ADSp does not extend the forwarding agent's liability or liability for the fault of individuals and other third parties beyond statutory provisions, such as section 507 of the HGB, article 25 of the Montreal Convention, article 36 of the Uniform Rules Concerning the Contract of International Carriage of Goods by Rail (CIM) and articles 20 and 21 of the Budapest Convention on the Contract for the Carriage of Goods by Inland Waterway (CMNI), for the benefit of the customer,

(2) in the event of nautical errors or fire on board the ship as listed in section 512 paragraph 2 No. 1 of the HGB, the forwarding agent as the carrier will only be liable for own fault, and

(3) the forwarding agent as the carrier as defined by the CMNI will not be liable for any damage arising from nautical errors, fire on board or vessel defects as stipulated in article 25 paragraph 2 of the CMNI. Notwithstanding section 2.3 of the ADSp dated 1st January 2003, the ADSp also applies to heavy loads and crane and installation works up to a weight limit of 20 t per unit as expressly agreed. For orders with higher unit weights, the latest terms and conditions of the German Federal Working Group Heavy Haulage and Crane Work (BSK) shall apply.

4. Exhibits must be dispatched to Freiburg for handover to the forwarding agent at no cost to the forwarding agent. To ensure swift and reliable delivery, each package must be clearly labelled with the name and exact exhibition and stand description of the recipient.

5. Official forwarding agent's contractual obligations and liability:

1) regarding delivery shall end when the exhibits have been deposited at the labelled exhibition stand. This shall apply even if the exhibitor or authorised representative is not present.

Unless a specific time has been agreed, incoming shipments may be delivered from the first set up day onwards.

2) regarding storage of empties/full units shall begin once these have

these have been collected from the stands and end when returned to the stands at the end of the exhibition. Official forwarding agents shall not be liable for any exhibition or stand construction material found in empties. Exhibitors/ stand construction companies are obliged to declare any exhibition or stand construction material as full units and label it as such.

3) regarding the return transportation of exhibits shall only begin when goods are collected from the exhibition stands within the official dismantling times, even if the exhibitor or authorised representative is not present.

Delivery of dispatch papers/orders to the forwarding agent's office does not create liability. Exhibitors are advised to take out their own transport and storage insurance. This may be organised through the forwarding agent. The official forwarding agent will only provide insurance for empties by special request. No liability is accepted for instructions and orders communicated verbally by exhibitors to the official forwarding agent's technical personnel.

6. The official forwarding agent will only collect and store empties once the order has been placed in writing. Storing empties in the exhibition halls is prohibited as a matter of principle by order of the construction supervisors and fire brigade. Any empties found in the exhibition halls just before the end of the official set up time will be removed by the official forwarding agent at the exhibitor's expense, regardless of whether the exhibitor has placed an order therefor.

Exhibitors must ensure that empties are ready for transport by the official forwarding agent and labelled with a completed empties sticker.

7. Any complaints must be submitted to the official forwarding agent's office in writing. Verbal complaints shall not suffice.

8. Forwarding agent invoices must be settled without delay. Payment shall be deemed to be delayed if the invoice has not been paid within ten days of receipt; exhibitors will not receive a reminder. In the event of default, the contracted forwarding agent may charge interest in line with the ADSp.

9. The exclusive place of performance for all obligations arising from concluded contracts shall be Freiburg. The place of jurisdiction for both parties shall be Freiburg.

10. These official forwarding agent charges shall become effective as of 1st January 2021. Any existing forwarding agent charges shall become invalid.

SCHENKER Deutschland AG

Last updated: January 2020

Exhibition insurance

17

Deadline: October 13th 2023

Company

Contact person

Street, No.

E-Mail

Country, postcode, city

Phone number

Stand No.

Contractor:

BGV-Exhibition insurance AG
76116 Karlsruhe, Germany

Tel. +49 721 660-1340, Fax +49 721 660-19-1340
kommunal@bgv.de, www.bgv.de

BGV Partner Number
(if available)

P

Application for exhibition and personal liability insurance (please place a cross by the type of insurance and sum required). The insurance applies only to domestic exhibitors. Foreign exhibitors are requested to contact the Exhibition Management directly! The invoice will be issued by the Exhibition Management in this case.



A) Application for exhibition and personal liability insurance

Exhibition stand and furnishings – type of goods exhibited:

Please note: This application does not apply to the insurance of real carpets, furs, jewellery, antiques, etc., or for animals. In these cases special premiums and insurance conditions apply and will be supplied on request.

The German Insurance Contract Law requires that all necessary documents are handed out to the policyholder prior to conclusion of contract. Unfortunately, this is not feasible to the extent legally prescribed. Please send us your request to forward the Terms and Conditions. The applicant confirms with his signature that he has received all necessary documents, either as a hard copy, on data carriers, or by e mail.

With his signature, the applicant renounces his claim on the obligatory consultancy and documentation services which are to be provided according to the EU insurance mediation directive. In this regard, we point out that such behaviour might prove disadvantageous to the possibility of asserting a claim for damages against the insurance intermediary failing to fulfil his consultancy and documentation service duties. Please pay attention to the attached documents.



B) Personal liability insurance

Only necessary if the company's current liability insurance policy does not cover the risks involved in taking part in an exhibition!

Coverage per incident:

2.000.000,00 € for damage to persons
1.000.000,00 € for damage to goods

The total obligation of the insurer for all occurrences of damage is limited to double the amount. Decisive for insurance cover are the General Conditions of Insurance for personal liability insurance and the special conditions and descriptions of risks.

**Per exhibition stand
incl. insurance tax**

60,00 €

Special premiums and contract conditions apply to exhibitors of animals. These are available on request.

Amount of insurance required (goods and stand):

Amount of insurance required (goods and stand)	Premium (€) incl. insurance tax
to 17.500,00 €	85,70
to 25.000,00 €	107,10
to 37.500,00 €	139,90
to 50.000,00 €	160,70
to 75.000,00 €	206,50
to 100.000,00 €	248,50

Plaza Culinaria

Freiburg Wirtschaft Touristik und Messe GmbH & Co. KG
Messe Freiburg
Neuer Messplatz 1
79108 Freiburg im Breisgau

Tel. +49 761 3881- 02
info@plaza-culinaria.de
www.plaza-culinaria.de

Exhibition insurance

17

Deadline: October 13th 2023

Form of payment

Automatic debit transfer system (only inland) yes* no

*new bank account (please add separate SEPA Direct Debit Mandate)

For this contract use following bank account:

BIC:

IBAN: **DE**

Name and address of debtor (unless claimant):

Note: This application serves as the insurance policy. However, the insured is only covered after payment of the entire premium has been received by the insurer.



The German Insurance Contract Law requires that all necessary documents are handed out to the policyholder prior to conclusion of contract. Unfortunately, this is not feasible to the extent legally prescribed. Please send us your request to forward the Terms and Conditions. The applicant confirms with his signature that he has received all necessary documents, either as a hard copy, on data carriers, or by e mail.

With his signature, the applicant renounces his claim on the obligatory consultancy and documentation services which are to be provided according to the EU insurance mediation directive. In this regard, we point out that such behaviour might prove disadvantageous to the possibility of asserting a claim for damages against the insurance intermediary failing to fulfil his consultancy and documentation service duties. Please pay attention to the attached documents.



Die FWTM GmbH & Co. KG haftet bekanntlich nicht für Schäden an Ausstellungsgütern, Stand und Einrichtung. Sie kann auch nicht das Haftpflichtrisiko der Aussteller übernehmen und ist selbst nur als Veranstalterin der Ausstellung versichert. Wir empfehlen deshalb den Abschluss einer Ausstellungs- und HaftpflichtExhibition insurance bei der BGV Exhibition insurance AG.

SEPA Direct Debit Mandate for recurrent payments

Creditor 's name and address

BGV-Exhibition insurance AG
Durlacher Allee 56
D 76131 Karlsruhe

Creditor identifier: DE76BAG00000122858

Mandate reference: (to be completed by BGV Versicherung AG):

BGV

Partner number of account holder: (if known)

P

Name of account holder (please give your full name):

Street name and number:

Postal code and city:

Bank Account:

IBAN: **DE**

Swift BIC:

Name of credit institution or bank:

By signing this mandate form, you authorise BGV Versicherung AG to send instructions to your bank to debit your account and your bank to debit your account in accordance with the instructions from BGV Versicherung AG.

This mandate is valid for all existing and future contracts with insurance companies of the BGV Group where I want to pay via Direct Debit Scheme from my bank account above mentioned.

The SEPA Core Direct Debit Scheme is to be announced to me/us no later than 5 calendar days in advance specifying the further due rates.

Note:

As part of your rights, you are entitled to a refund from your bank under the terms and conditions of your agreement with your bank. A refund must be claimed within 8 weeks starting from the date on which your account was debited.

Date and Place

Stamp and Signature

Plaza Culinaria

Freiburg Wirtschaft Touristik und Messe GmbH & Co. KG
Messe Freiburg
Neuer Messplatz 1
79108 Freiburg im Breisgau

Tel. +49 761 3881- 02
info@plaza-culinaria.de
www.plaza-culinaria.de

 **Messe Freiburg**

Management
Marketing
 **FWTM**
FREIBURG

Exhibition insurance

17

Deadline: October 13th 2023

Coverage provided by A (exhibition insurance)

1. The general conditions for the exhibition insurance 2014 (AVB Exhibition 2014, Parts A to D) are decisive for the insurance for the return transport and the stay of the insured items on the exhibition grounds. The conditions will be delivered on request.

2. Extract from the General Conditions of Insurance

Coverage is provided for damage and losses caused by: accidents to the means of conveyance carrying the goods insured, fire, lightning, explosion, force majeure, theft, disappearance, robbery, effects of the weather, breakage, bending and denting, provided no alternative agreement has been made in accordance with point 3 points to note.

3. Points to note

- a) In order to guarantee insurance cover, it is necessary for a representative to be present at the stand at all times, and that the area is locked, guarded or otherwise protected against break in outside visiting hours
- b) In each incident of damage, the insured has to bear the first € 125.00 of the loss incurred.
- c) If the goods exhibited are sold and handed over to the purchaser during the exhibition, they will not be covered in the event of loss resulting from theft or disappearance.
- d) Objects exhibited outdoors are not insured against theft, disappearance and effects of the weather. If the goods are exhibited in tents, damage resulting from the effects of the weather except storms and damage resulting from storms – are excluded

4. Obligations

All damage should immediately be reported to the insurer. Damage resulting from fire and theft should be reported to the relevant police station at the same time. If the obligations listed above are not fulfilled, loss of cover may result

5. Exhibition stand and furnishings

- a) The insurance policy also applies to the exhibition stand including furnishings and any objects made of glass, porcelain, stoneware, etc. which constitute part of the furnishings, provided the sum insured is adequate. The insurance company's replacement policy for objects made of glass, porcelain, etc. is restricted to 10% of the sum insured. Such goods can be insured to a proportionally higher value on payment of a surcharge
- b) Flowers and plants which constitute part of the stand furnishings are not insured

6. Exclusion clause

Biochemistry and nuclear energy

Coverage provided by B (personal liability insurance)

Insurance cover is granted according to the regulations set down by the General Insurance Conditions for personal liability insurance. The personal liability of persons employed at the exhibition by the party insured is also covered.

Regardless of the exclusions laid down in the General Insurance Conditions for Personal Liability Insurance, personal liability claims resulting from the following are not covered damage, destruction and disappearance of the objects and animals exhibited and given up for safekeeping.

Damage of all kinds to the property of the persons taking part; The operation, driving and steering of motor vehicles and vehicles used in air and water transport. The insurance cover only exists in subsidiary form, e.g. for the exhibitor inasmuch as the liability insurance of his/her company does not cover this risk.

General note:

The insurer will immediately send each applicant a premium invoice relating to the insurance applied for.

Exhibition insurance

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Important duties of disclosure:

Cautionary information concerning the legal consequences of non compliance with the pre contractual duty of disclosure (Notification according to section 19, paragraph 5 VVG [Insurance Contract Law])

Dear Applicant,

In order to enable us to process your insurance policy, you must answer the questions put to you truthfully and in full. You should also mention circumstances to which you may attach only minor importance. Any statements you do not wish to make to the insurance broker in person should be sent in writing promptly and without delay to Badische Gemeinde Versicherungs Verband, Badische Allgemeine Versicherung AG or Badische Rechtsschutzversicherung AG, Durlacher Allee 56, 76131 Karlsruhe, postal address 76116 Karlsruhe. Please note that you will jeopardise your insurance cover if the information you supply is incorrect or incomplete. Further information on the consequences of non compliance with the duty of disclosure is provided in the following.

What are the pre contractual duties of disclosure?

Before submitting your contractual declaration, you are obliged to disclose truthfully and in full any and all risk related circumstances which we have asked for in written form. It is also your duty to provide such information if we request in writing that you supply information on risk related circumstances after having received your contractual declaration, but before agreeing to issue the policy.

What are the possible consequences of non compliance with a precontractual duty of disclosure?

1. Cancellation and loss of insurance coverage

If you fail to comply with the pre contractual duty of disclosure, we are entitled to cancel the policy. This is not the case if you can prove that non compliance was neither deliberate nor due to gross negligence. In the case of non compliance with the duty of disclosure as a result of gross negligence, we are not entitled to cancel the policy if we would have issued it in full knowledge of the circumstances which were not disclosed, albeit on different terms.

Cancellation of a policy means that insurance cover can no longer be provided. If we decide to cancel a policy after an insurance claim has been made, we are still liable to pay the claim if you are able to prove that the circumstances that were either not declared at all or were described incorrectly were neither of direct consequence:

- for the occurrence leading to or the establishment of the claim
- nor for the determination or the extent of our obligation to provide indemnification.

However, our obligation to provide indemnification no longer applies if you are guilty of deceit with regard to non compliance with the duty of disclosure. In the event of cancellation we are entitled to retain that proportion of the premium that corresponds to the duration of the policy until the time when the termination of the policy takes effect.

2. Termination of the contract

If we are unable to withdraw from the contract because your non compliance with the pre contractual duty of disclosure was merely due to negligence or inadvertence, we are entitled to terminate the policy with one month's notice. This right to terminate the contract

Deadline: October 13th 2023

is excluded in such cases in which we would have been prepared to issue the policy, though perhaps on different terms, even if we had been aware of the undisclosed circumstances.

3. Alteration of the contract

If we are unable to cancel the contract because we would have been prepared to issue the policy even had we been aware of the undisclosed risks, though perhaps on different terms, the modified terms shall become part of the contract at our request. If your non compliance with the duty of disclosure was not intentional, the modified terms will only become part of the contract in the current insurance period. If such contract modification should cause the premium to increase by more than 10%, or if we exclude insurance cover for the circumstances that were not disclosed, you have the right to terminate the contract immediately within one month after receiving notification of the modified terms. In such case, we will call your attention to this fact in our letter.

4. Exercising our rights

Should we wish to exercise our rights with regard to cancellation, termination or modification of the contract, these must be asserted in writing and within one month from the date on which we become aware of the non compliance with the duty of disclosure on which the assertion of such right is based. When asserting such rights, we are obliged to state the circumstances on which we base our assertion. In substantiation we may subsequently adduce other circumstances if these are not covered for the period referred to in sentence one.

We are not entitled to assert our rights with regard to cancellation, termination or modification of the contract if we had prior knowledge of the undisclosed risk or of the incorrect nature of the disclosure. Our rights with regard to cancellation, termination or modification of the contract lapse after a period of five years following the issuance of the policy. This does not apply in the case of insured events occurring before this period has expired. A period of ten years applies if you have deliberately or deceitfully failed to comply with the duty of disclosure.

5. Representation by a third party

If you choose to be represented by a third party when the contract is concluded, it will be necessary to consider personal knowledge and possible deceitfulness both on your part and on the part of your representative with regard to the duty of disclosure, cancellation, termination of contract, contract modification and the period in which we are entitled to assert our rights. You can only plead that your failure to comply with the duty of disclosure was neither deliberate nor the result of gross negligence if neither you nor your representative can be deemed to have done so deliberately or as being guilty of gross negligence.

Exhibition insurance

17

Deadline: October 13th 2023

Notification according to section 28, paragraph 4 VVG [Insurance Contract Law] on the consequences of non compliance with conditions subsequent to the policy

Dear Applicant, In the case that an insurance claim is made, we need your help and cooperation.

1. Obligation to inform and obligation of full disclosure

On the basis of our contractual agreements with you, if an insurance claim is made we are entitled to request that you provide us with any and all information that may be necessary to determine the validity of a particular insurance claim or the extent of our obligation to provide indemnification (obligation to inform), and enable us to verify our obligation to provide indemnification by disclosing everything that might help establish the facts of the case (obligation of full disclosure). We are also entitled to request that you place certain documents at our disposal insofar as this remains within reasonable limits.

2. Non-payment of claim

Should you, contrary to the provisions of this contract, deliberately fail to provide us with information at all or provide incorrect information, or if you deliberately withhold the documents we have requested, you are not entitled to indemnification. If you are found guilty of gross negligence with regard to non compliance with these obligations, you will not lose your entitlement completely, though we may deduct a proportion of our payment commensurate with the gravity of your negligence.

There will be no such deduction if you can prove that your non compliance with the obligation was not due to gross negligence. Even in the case that you fail to comply with your obligation to inform, obligation of full disclosure, or obligation to place certain documents at our disposal, we are nevertheless obliged to provide indemnification if you can prove that such deliberate or grossly negligent non compliance with your obligations was neither of direct consequence for the establishment of the claim nor for the determination or the extent of our obligation to provide indemnification.

If your failure to comply with your obligation to inform, to full disclosure or to make certain documents available was the result of deceit, we are in each and every case absolved of our duty to provide indemnification.

3. Please note

If the entitlement to indemnification does not apply to you, but to a third party instead, then the obligation to inform, to full disclosure, and to supply any documents requested applies to this third party as well.

Gastronomic liscence

20

Deadline: October 13th 2023

Company

Street, No.

Country, postcode, city

Contact person

E-Mail

Phone number

Stand No.

Contractor:

Project team Plaza Culinaria
Freiburg Wirtschaft Touristik und Messe GmbH & Co. KG
Messe Freiburg, Neuer Messplatz 1, 79108 Freiburg

Tel. +49 761 3881-3300 | Fax +49 761 3881-

Application

For the issuance of a preliminary gastronomic liscence pursuant to § 12 of the Restaurant Liscence Act (GastG) to operate a

bar restaurant

Applicant

The information provided by the applicant is consistent with the match the contact details above.

Stand size : m²

Other notes:

Range

Information about drinks:

alcoholic beverages non alcoholic beverages

alcoholic beverages as a free serving

Specification of dishes, type, extent, exact offer:

Additional stand operator

Company:

Contact person:

Street and Street Number:

Post code and city:

Phone number/ Fax:

E-Mail:

Range (Additional stand operator)

Information about drinks:

alcoholic beverages non alcoholic beverages

alcoholic beverages as a free serving

Specification of dishes, type, extent, exact offer:

Every exhibitor intending to sell alcoholic beverages on their own account shall apply for a gastronomic liscence. Exhibitors intending not to sell alcoholic beverages, or to merely hand out free samples of alcoholic beverages, do not require a liscence.



*Please submit the food and drink menu with the application!
Only complete applications will be processed and approved.*



Date and Place

Stamp and Signature

Plaza Culinaria

Freiburg Wirtschaft Touristik und Messe GmbH & Co. KG
Messe Freiburg
Neuer Messplatz 1
79108 Freiburg im Breisgau

Tel. +49 761 3881- 02
info@plaza-culinaria.de
www.plaza-culinaria.de

 Messe Freiburg

Management
Marketing
FWTM
FREIBURG

Decorative plants

23

Deadline: October 13th 2023

Company

Contact person

Street, No.

E-Mail

Country, postcode, city

Phone number

Stand No.

Contractor:

f. q. b. GmbH – Stadtgärtnerei Freiburg
Mundenhof 53, 79111 Freiburg, Germany

Tel.: +49 761 89822011
info@fqb-freiburg.de | www.fqb-freiburg.de

Wir bieten eine große Vielfalt weiterer Pflanzen je nach Saison und Verfügbarkeit. Sprechen Sie uns gern an!



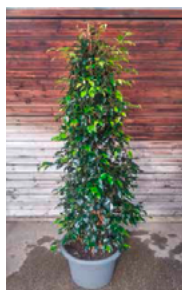
Rental prices are valid for the total rental time frame for exhibitions up to 9 days.



Decorative plants (rental) Price group 1

Plants (30 – 40 cm diameter pots)	€ each	Quantity
Ficus	25,00	
Kentia Palm	25,00	
Laurel	25,00	
Exhibition insurance <small>against theft and vandalism (optional)</small>	3,00*	

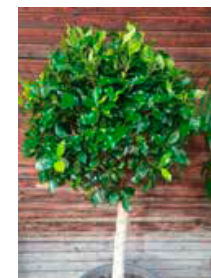
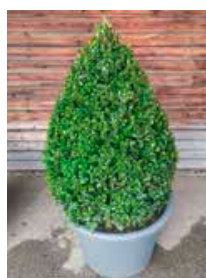
Plants Price group 1 (Illustrations exemplary)



Decorative plants (rental) Price group 2

Plants (up to 60 cm diameter pots)	€ each	Quantity
Laurel	49,50	
Boxwood	49,50	
Palm	49,50	
Oleander	49,50	
Exhibition insurance <small>against theft and vandalism (optional)</small>	5,00*	

Plants Price group 2 (Illustrations exemplary)



Decorative plants (rental) Price group 3

large plants	€ each	Quantity
Palm	89,00	
Oleander	89,00	
Exhibition insurance <small>against theft and vandalism (optional)</small>	10,00*	

Plants Price group 3 (Illustrations exemplary)



Additional services

Underplantings in container	on request**
Additional services or special requests	on request**

* The insurance premium is calculated by multiplying the number of plants rented by the rate for the respective price group.

** All prices are subject to VAT.

All prices are exclusive of 7% value added tax. The offer is subject to change.

Date and Place

Stamp and Signature

Plaza Culinaria

Freiburg Wirtschaft Touristik und Messe GmbH & Co. KG
Messe Freiburg
Neuer Messplatz 1
79108 Freiburg im Breisgau

Tel. +49 761 3881- 02
info@plaza-culinaria.de
www.plaza-culinaria.de

Decorative plants

23

Deadline: October 13th 2023

General terms and conditions for rental of decorative plants (short term rental)

1. The customer receives the plants specified in the order for decorative purposes.
2. The rental period begins on the agreed delivery or customer pick up date and extends to the agreed date of retrieval or return by the customer.
3. The customer shall confirm acceptance of the rental plants and, if applicable, the booking of any additional services in writing. Any deficiencies shall be communicated without delay; otherwise it is assumed that the plants are acceptable.
4. Should a deterioration in the condition of the plants be observed, the customer shall immediately notify f. q. b. g GmbH Stadtgärtnerei Freiburg so that appropriate provisions for plant care can be made. The customer shall bear these costs. During the rental period it is the customer's responsibility to maintain the integrity of the rental plants. The customer obliged to provide compensation for any damage that may arise. The customer may be exempted from this obligation by paying an insurance premium.
5. Following retrieval or return by the customer, our expert staff will prepare a status report including the general condition of the plant and the container upon return as well as any potential pests or diseases. We reserve the right to take photographs to document the condition of the plants and containers. Should any issues be identified and the customer deemed accountable, the report will be sent to the customer without delay. Costs arising from redress will be billed to the customer.

Implementation provisions and important notes

A

Important notice for stand construction

It is forbidden to fasten any objects to the walls of the exhibition hall, any glass surfaces or the floor of the exhibition hall. Driving nails or drilling holes into the walls or into the floor is also forbidden. Any damage will be charged at your expense.

Attachment of carpets to the floor of the exhibition hall is permitted only if a completely removable adhesive tape is used (DIN 18365), which is specially designed for carpets and PVC floor coverings.

Exhibitor passes / parking permit(s)

Exhibitor passes will be ready for collection during the stand assembly time at the information desk. Exhibitor passes are only valid if they have been filled in completely and if they are presented together with the exhibitors' personal identification. They may only be handed over to the exhibitor when the rent for the stand has been paid in full. The number of free exhibitor passes depends on the size of the stand (see form 12). Please order with the same form the number of parking permit(s) you need.

Stand construction in the halls

The back and side walls of the stands erected by the organizer (as far as they are needed to form the boundary of the stand) are 2.50 m high throughout. Exhibitors are requested to adopt the same height for their own stands. Any exceptions must be specially approved by the organiser. The walls erected have only a rough finish. Exhibitors must cover them with fabric, or may wallpaper them using a readily soluble adhesive and then paint them. Walls may not be painted without covering. All material used must be fire retarded according to DIN 4102. The right to issue additional stand design regulations is reserved. Please observe that stand partition walls must be erected towards neighbouring stands. These walls can be ordered by using form No. 1b. Own walls or stands may be used with a max. height of 2.50 m.

Night Watch

The night watch will be carried out by a night watch and security service. Neither visitors nor exhibitors are permitted to enter the grounds of the exhibition centre after closing the exhibition.

Exhibitors and their employees must leave the exhibition centre no later than one hour after the exhibition closes. The electricity supply must be switched off and all plugs pulled out of sockets.

Special regulations

Smoking is prohibited in the exhibition halls as well as in the foyer. The exhibitors are self responsible in their obligation to strictly abide by the regulations of construction work supervision, fire protection, the VDE [Association for Electrical, Electronic & Information Technologies], the municipal affairs office, and the local police. The use of spirit, oil, gas, or the like for cooking, heating and other purposes is prohibited. The use of gas cylinders is absolutely prohibited inside the halls and tent roofed areas. The use of gas inflated balloons requires the prior consent of Fair Management. Two storey exhibition stands require the prior consent of the event organiser. The exhibitors are obliged to apply for a special permit for two storey exhibition stands at the relevant public authorities and to comply with pertinent requirements. It is prohibited to distribute advertising brochures and leaflets outside the perimeter of the rented stand area. Gambling, lotteries and raffles as well as games of chance depending on admission tickets are absolutely prohibited.

Special considerations of air traffic

Exhibitors are advised that there is an airport close to the exhibition centre and a helipad on the surgical building of the University Clinic in Freiburg. Exhibitors should therefore avoid anything which could disrupt or even endanger air traffic, in particular: it is not permitted to install or operate light sources (e.g. lasers or intensive light sources) which could disturb or even blind pilots and flight staff. It is not permitted to install or use radio systems or walkie talkies which could disrupt the radio or navigation systems of the airport or helipad or the systems on board the air traffic landing or taking off from there. Exhibitors may not set up constructions beyond the limits imposed by the runway and landing strip of the airport. Constructions higher than 7.8 m have to be approved by the fair management. Any type of emission which could affect the field of vision of air traffic operators at the airport or helipad is forbidden. Exhibitors should avoid spilling any fluid on the surfaces used by air traffic. The fair management advises exhibitors that certain emissions such as noise are to be expected from air traffic.

Liability, insurance

The fair management urgently recommends that an insurance contract is closed for activities related to the exhibition, which also covers transport delivery and removal of exhibits and equipment, as well as a liability insurance covering personal and property damage. The organiser shall be liable for negligent violations of its obligations arising from the contract according to statutory rules. If it cannot be charged with gross negligence or intent, however, it shall only be liable for typical, foreseeable damage. In all other cases the organiser shall be liable if a legal representative or a leading employee has caused damage by intent or gross negligence. For all damage arising from injury of the body or health the relevant statutory rules shall apply. All other claims for damages arising from a breach of duty shall be excluded.

Ban on disposable food containers

The use of disposable food containers is forbidden. Drinks may only be served recyclable containers, e.g. glasses or recyclable bottles. Cans, plastic beakers and non recyclable bottles may not be used. It is not permitted to serve food in disposable containers or with disposable cutlery.

Stand cleaning

Each exhibitor is individually responsible for the cleaning of their stand. Sweepings may be swept into the hall aisles in the evenings, from where they will be removed by employees of the exhibition centre. Additional personnel can be ordered with form No. 13 and work must be carried by the contract supplier of the organiser.

Transport in the grounds of the Exhibition Centre

Any transportation necessary during the exhibition must be effected by half an hour before the fair begins and half an hour after the fair ends. The duration of the transport is limited to at most an hour. The driving and parking of vehicles in the grounds of the exhibition centre is strictly forbidden outside these times. The parking and living in caravans and motor homes is likewise forbidden

Recommended companies

Accommodation

Freiburg Convention Bureau
Phone +49 761 3881 1516
groups@fwtm.de

Information about your stay

Tourist Information Freiburg
Phone +49 761 3881 880, Fax +49 761 3881 1898
info@visit.freiburg.de, www.visit.freiburg.de

Advertising technology and material

Fahnenstaeb OHG
Elsässerstraße 44, 79110 Freiburg
Phone +49 761 85519, Fax +49 761 84358
matthias.klutzky@fahnen-staeb.de, www.fahnen-staeb.de

Audio equipment

Fehrenbach Audiotechnik
Rufacher Straße 1, 79110 Freiburg
Phone +49 761 235 84, Fax +49 761 233 08
info@fehrenchbach-audio.de, www.fehrenchbach-audio.de

Car rental

AVIS Autovermietung Kuhner GmbH
St. Georgener Straße 7, 79111 Freiburg
Phone +49 761 19719, Fax +49 761 4794890
info@kuhner-mietpark.de, www.kuhner-mietpark.de

Carrier

SCHENKER Deutschland AG Messe / Spezialverkehre
Messepiazza 1, 70629 Stuttgart
Phone +49 711 185603317
rolf.brosius@dbschenker.com, www.dbschenker.com/de

Catering

Business Catering Freiburg GmbH
Hermann Mitsch Straße 3, 79108 Freiburg
Phone +49 761 6108950
dialog@bcfr.de, www.bcfr.de

Electrical installations

StromInsLand Gesellschaft für mobile Stromversorgung mbH
Liebigstraße 2 a, 79108 Freiburg
Phone +49 761 556419-90, Fax +49 761 556419 99
info@strominsland.de

Exhibition staff

Zentgraf Team Support GmbH
Schnewlinstraße 6, 79098 Freiburg
Phone +49 761 154322-30
staff@zentgraf-team-support.de, www.zentgraf-team-support.de

Insurance

BGV Versicherung AG
76116 Karlsruhe, Germany
Phone +49 721 660-1340, Fax +49 721 660-19 1340
kommunal@bgv.de, www.bgv.de

Internet connections via LAN

Benzina Kommunikation GmbH
Sasbacher Straße 10, 79111 Freiburg
Phone +49 761 38396-66, Fax +49 761 38396 68
info@benzina-kommunikation.de, www.benzina-kommunikation.de

Interpreters / Translation service

Peschel Communications GmbH
Wallstraße 9, 79098 Freiburg
Phone +49 761 380969-0, Fax +49 761 380969-10
kontakt@peschel-communications.de,
www.peschel-communications.de

Lettering & Grafics

Schütz GmbH
Ziegelhofstr. 232, 79110 Freiburg
Tel. +49 761 506000, Fax +49 761 506050
m.mehl@schuetz-freiburg.de, www.schuetz-messe.deko.de

Licences

Stadt Freiburg,
Amt für öffentliche Ordnung, Gaststätten und Veranstaltungen
Fehrenbachallee 12, 79106 Freiburg
Phone +49 761 201-4920
veranstaltungen@stadt.freiburg.de

Personnel (Security / cashiers / parking service)

SüMa Maier Veranstaltungsdienstleistungs GmbH
Ingeborg Drewitz Allee 23, 79111 Freiburg
Phone +49 761 5573399, +49 761 3881- 3204
Fax +49 761 4538728
thomas.maier@suemafreiburg.de, www.suema-maier.de

Plants / Flowers

f. q. b. g GmbH Stadtgärtnerei Freiburg
Mundenhof 53, 79111 Freiburg
Phone +49 761 89822011
info@fqbg-freiburg.de, www.fqbg-freiburg.de

Stand building

Schütz GmbH
Ziegelhofstr. 232, 79110 Freiburg
Tel. +49 761 506000, Fax +49 761 506050
m.mehl@schuetz-freiburg.de, www.schuetz-messe.deko.de

Security

ELOO Sicherheit GmbH
Glasbergweg 7, 79822 Titisee Neustadt
Phone +49 7651 936 5498, Fax +49 7651 936 5747
info@eloo-sicherheit.de, www.eloo-sicherheit.de

Suspending points / Traversing systems

Malecon Staging Rigging & Support Systems GmbH & Co. KG
Liebigstraße 2, 79108 Freiburg, Germany
Phone +49 761 556419-10, Fax +49 761 556419-19
info@malecon.de, www.malecon.de

WLAN Connections

M3 Connect GmbH
Friedlandstraße 18, 52064 Aachen
Tel. +49 721 37205440, Fax +49 721 37205442
messe@m3connect.de, www.m3connect.de

Waste disposal

Abfallwirtschaft und Stadtreinigung Freiburg GmbH
Hermann Mitsch Straße 26, 79108 Freiburg
Phone +49 761 76707 735, vertrieb@abfallwirtschaft-freiburg.de

Water installations / Compressed air connections

Rud. Otto Meyer Technik GmbH & Co. KG
Robert Bunsen Str. 4, 79108 Freiburg
Phone +49 761 766113-0 or-43
freiburg@rom-technik.de