**Information on the Exhibition Registration**

**Organizer:** Aachener Kolloquium Fahrzeug- und Motorentechnik GbR  
P.O. Box 10 02 11, 52002 Aachen, Germany  
info@aachen-colloquium.com  
www.aachen-colloquium.com

**Venue:** Eurogress, Monheimsallee 48, 52062 Aachen, Germany

**Date:** October 7th - 9th, 2019

**Costs:**  
- Exhibition space* 390,- €/m² excl. VAT  
- Complete booth* 490,- €/m² excl. VAT  
* Minimum purchase 10 m²

**Contact:** Ms. Birgit Schaefer-Hamm  
Phone: +49 241 80-48020  
Fax: +49 241 80-22341  
E-Mail: schaefer-hamm@aachen-colloquium.com

**Booth builder:** top Messebau GmbH  
Ms. Annette Jahn  
Phone: +49 2403 7839-14  
Fax: +49 2403 7839-19  
E-Mail: aj@topmessebau.de

**Booth supervisors:**  
- < 50 m² = 2 booth supervisors  
- > 50 m² = 3 booth supervisors  
  In case of an extraordinary stand area of <10 m² = 1 booth supervisor.  
  Additional booth supervisors have to be registered separately by using the regular registration form.

**Included services:**  
- Entrance to the exhibition and the presentations  
- Entrance to the banquet  
- Entrance to the opening welcome  
- Proceedings  
- Snacks and beverages during the breaks  
- Lunches  
- Publication of a company profile in the exhibitor guide of max. 1 page (German/English) in formatted templates.

**Deadlines:**  
- Notification of acceptance of the exhibitors from April 1st, 2018  
- Return of the company profile until August 10th, 2018  
- Return of the registration of supervisors until August 15th, 2018  
  For registrations received after the 15th of August a fee of 50 € (plus VAT) will be charged.
Deadline for exhibition registrations:
Please note that there is no deadline for the exhibition registrations due to the high demand. The allocation of booth spaces is based on the input order of the applications. A registration is no longer possible once the exhibition is fully booked.

We recommend an early registration.

To be informed about the earliest possible application startup, you can be included on our call-for-exhibitors mailing list. Please address the organizing team (info@aachen-colloquium.com).
Information for Exhibitors

Standard design height:
The standard design height is 250 cm. Depending on the booth location differing heights are possible after consultation with top Messebau GmbH.

Local features:
The conference accompanying exhibition is located on the ground and first floors. The approach to the building for the loading and unloading is at ground level. Trucks (without trailer) must not exceed a total weight of 7.5 t. There is neither a turning option nor parking.

For the loading and unloading of exhibition goods / trade fair construction materials - in particular for the transfer to the first floor - there is a forklift (maximum load 1,2 t) with a driver available for a fee. A freight elevator is not available. The order form of Schenker is included in the documents of top Messebau.

Storage of empties / packaging material is not possible at the Eurogress, but can be done by Schenker. Water and compressed air connections are not possible.

Floor conditions:
Ground floor: Basalt floor grey, First floor: dark parquet
Please note that a maximum load of 500 kg per square meter must not be exceeded. When laying new floorings residue-free adhesive tape is to be used. The exhibitor will be charged with created losses.

Booth design:
All construction plans must be submitted via email until the beginning of September to top Messebau GmbH. The booth should mostly feature open, transparent side walls. When laying floor tiles bevelled end edges are mandatory.

Delivery (Environmental Zone/Low Emission Zone since 2016):
When choosing a vehicle for the delivery of your exhibition goods, please notice that the Eurogress Aachen is located in an environmental zone / low emission zone since 2016. Please find further information on the environmental zone / low emission zone here:


Construction and dismounting times:

<table>
<thead>
<tr>
<th>Construction:</th>
<th></th>
<th>Dismounting:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Friday:</td>
<td>10am - 7pm</td>
<td>Wednesday:</td>
<td>5pm - 12pm</td>
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<tr>
<td>Saturday:</td>
<td>8am - 7pm</td>
<td>(10pm - 12pm only inside Eurogress, no truck loading possible)</td>
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<tr>
<td>Sunday:</td>
<td>8am - 7pm</td>
<td>Thursday:</td>
<td>8am - 4pm</td>
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<td>Monday:</td>
<td>8am - 3pm</td>
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Information for Exhibitors

The entrance of the stand builders and the dismounting is only permitted after the closing speech on the last event day from 5pm on and only after explicit approval by the organizer.

The construction and dismounting times must be strictly adhered to.

Please note that we do not allow further deliveries, assembly or disassembly during the colloquium.

Noncompliance can cause an exclusion from future colloquia!

Reallocation:
Please understand that after the allocation of booth spaces no more wishes of replacement can be considered. For information regarding a cancelation of your registration, please see our general terms and conditions of the exhibition.

Service features:
You will receive all information and forms of our commissioned service partners / booth constructors right after the official confirmation from the organizer by email.

Catering for your booth:
Please note that the catering at the Eurogress is exclusively performed by the caterer „lemonpie“:

lemonpie Eventmanagement und Catering GmbH
Ms. Silberer
+49 241 9131261
silberer@lemonpie.de

Please contact Ms. Silberer directly regarding the catering for your exhibition booth.

Press tour:
The press may enter at the opening day of the exhibition (October 7th, 2019) from 1:30pm on.

Please be aware that there may well be filming and finish your stand accordingly in time.

Parking:
During the conference days (October 7th-9th, 2019), we assume the parking expenses for the registered booth supervisors and participants. At the Eurogress you will receive a 3-day valid parking ticket in exchange for your voucher (available at the conference office). Please read our displayed parking advice.
General Terms and Conditions of the Exhibition

Updated December 2018

1. Terms of registration
To apply for participation at the exhibition, the official registration form available on the event website has to be sent to the organizer of the event. This form has to be completely filled out and confirmed with legally binding effect. With sending the exhibition form the exhibitor accepts the general terms of the exhibition. In case of contravention the organizer reserves the right to exclude exhibitors from future exhibitions.

2. Rent of exhibition space
The exhibitor receives a confirmation of receipt after sending his registration. The final confirmation of registration and distribution of the exhibition space will be done by the organizer at the beginning of April in the event year. Due to limited space at the Eurogress Aachen, a stand cannot be guaranteed. A participation in earlier years does not guarantee a stand in the current year. The allocation of booths is based on the temporal order of the incoming registration. For assigning exhibiting rights to a third party, a written authorization from the organizer is necessary.

3. Booth layout
The organizer has defined the conditions of booth layout and design in co-operation with the project partner „top Messebau GmbH“. The assigned booth has to be adapted to the local construction regulations in front, depth and height. The exhibitor is obligated to keep these conditions. The exhibitor has to bear all costs of additional fittings and equipment, which have to be arranged with top Messebau GmbH.

The following terms and conditions have to be noticed
- All booth construction plans have to be send (by e-mail) until the beginning of September in the event year to top Messebau GmbH
- Booths should have mostly open or transparent side panels / body parts
- Platform constructions must have lowered edges
- The standard design height is 250 cm. Depending on the booth location differing heights are possible after consultation with top Messebau GmbH
- The specified schedule for assembly and disassembly has to be followed strictly
4. **Exhibition goods**
All exhibition goods have to be listed in the registration form or have to be announced to the organizer by March 15th in the event year. Admissions given at previous events do not automatically guarantee admission for this event. The organizer is authorized to cancel the admission, if it has been given based on wrong data or admission requirements.

5. **Liability and insurance**
The organizer cannot be held liable for any damages, losses, etc. of the exhibitor's own or rented goods or injuries of persons caused during the exhibition, assembly and disassembly of the booth or during transportation to or from the exhibition ground, not even if these damages or losses are not caused by the exhibitor or their assistants. Therefore, it is recommended to take out insurance for the insurable risks such as fire, theft, water and weather damages, damages, etc., including the risk of transportation of exhibition goods. The exhibitor shall be liable for any damage done to the building and/or the furniture (for example adhesive residues). It is not allowed to drill or nail into walls, ceilings or floors.

6. **Liquidation of contract**
Registered companies, which have received a written confirmation, can withdraw from the contract free of charge until April 30th in the event year. After this date, the exhibitor owes 35% of the total rent, independent from a proof of loss from the organizer. After July 1st in the event year, the exhibitor owes the total amount of the rent, independent from a proof of loss from the organizer.

7. **Additional charges**
Power consumption, power basic charge, cleaning, transportation, communication and waste disposal fee will be charged separately (order forms by top Messebau GmbH).
Invoices for power consumption, power basic charge, cleaning, communication and waste disposal are issued by top Messebau GmbH.
The general waste disposal fee (to be paid by every exhibitor) depends on the booth size:

- Up to 10 m²: 3,00 €/m²
- 11 – 25 m²: 2,80 €/m²
- 26 – 40 m²: 2,60 €/m²
- 41 – 60 m²: 2,40 €/m²
- 61 – 80 m²: 2,20 €/m²
- 81 – 100 m²: 2,00 €/m²

Invoice for transportation is issued by Schenker AG.
8. Terms of payment
The exhibitor is obligated to pay the total amount of the rent within 14 days after date of invoice. The organizer is authorised to refuse admittance to the exhibition, if the total amount has not or only partly been paid within the deadline. With delay of payment, interest on arrears with a value of 2% over the respective base rate of the Federal Bank of Germany will be charged.

9. Registration of booth supervisors
The registration of free of charge booth supervisors included in the exhibition booking needs to be submitted until August 15th in the event year. After this date, booth supervisor registrations can only be accepted if the limit of maximum participants for the event is not reached yet. Moreover, booth supervisor registrations received after August 15th are charged with a fee of 50 € (plus VAT) due to exceeding the deadline.
The number of booth supervisors depends on the size of the booked exhibition area:

- < 50 sqm = 2 booth supervisors
- > 50 sqm = 3 booth supervisors
- extraordinary stand area of <10 sqm = 1 booth supervisor