

## 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.aachener-kolloquium.de
- Eventname:** Aachen Colloquium Sustainable Mobility
- Venue:** Eurogress Aachen, Monheimsallee 48, 52062 Aachen, Germany
- Date:** October, 9th - 11th, 2023
- Costs:** Exhibition space\* 429,- €/m<sup>2</sup> excl. VAT  
Complete booth\* 539,- €/m<sup>2</sup> excl. VAT  
\*Minimum purchase 10 m<sup>2</sup>
- Contact:** Ms. Eva Kaussen  
Phone: +49 241 80-27656  
E-Mail: kaussen@aachen-colloquium.com
- Booth builder:** Mplus Messebau GmbH  
Herr Hans-Jürgen Pauler  
Tel.: +49 152 541 024 37  
E-Mail: hjp@mplus-messebau.de
- Booth supervisors:** < 50 m<sup>2</sup> = 2 booth supervisors  
>=50 m<sup>2</sup> = 3 booth supervisors  
In case of an extraordinary stand area of <10 m<sup>2</sup> = 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. one page (English) in formatted templates and our website.
- Deadlines:** Exhibitor registration online until **March, 31st, 2023**  
Notification of acceptance until **April, 30th, 2023**  
Return of the short company description until **June, 13th, 2023**  
Return of the company profile until **August 1st, 2023**  
Return of the registration of supervisors until **August 31st, 2023**

## Information on the Exhibition Registration

### Deadline for exhibitor registrations

The stand space will be allocated after the end of registration on March 31st of each year, by the organizer.

There will be no prioritization based on the date of receipt. 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](mailto: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 Mplus 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 Mplus 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.

## Information for Exhibitors

### Booth design:

All construction plans must be submitted via email until the beginning of September to Mplus 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:

[http://www.aachen.de/DE/stadt\\_buerger/umwelt/luft-stadtklima/luftreinhalteplan\\_umweltzone/umweltzone/translation/GB\\_short\\_introduction.html](http://www.aachen.de/DE/stadt_buerger/umwelt/luft-stadtklima/luftreinhalteplan_umweltzone/umweltzone/translation/GB_short_introduction.html)

### Construction and dismantling times:

**Construction:** Friday: 10am - 7pm  
Saturday: 8am - 7pm  
Sunday: 8am - 7pm  
Monday: 8am - 3pm

**Dismantling:** Wednesday: 5pm - 12pm  
*(10pm - 12pm only inside Eurogress,  
no truckloading possible)*  
Thursday: 8am - 4pm

The entrance of the stand builders and the dismantling 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 dismantling 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 cancellation of your registration, please see our general terms and conditions of the exhibition.

## Information for Exhibitors

### 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 from 5pm on. Please be aware that there may well be filming and finish your stand accordingly in time.

### Parking

During the conference days (October 9th-11th, 2023), 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

October 2022

### 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 in April of 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 stand space will be allocated by the organizer after the end of registration on March 31st of each year. There will be no prioritization based on the receipt. 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 Eurogress and its project partner „Mplus 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 Mplus Messebau GmbH.

### The following terms and conditions have to be noticed

- All booth construction plans have to be send (by e-mail) at the last until the beginning of September in the event year to Mplus 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 Mplus Messebau GmbH
- The specified schedule for assembly and disassembly has to be followed strictly

### 4. Exhibition goods

All exhibition goods and vehicles have to be listed in the registration form or have to be announced to the organizer by March 31st 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

## General Terms and Conditions

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 May 31st 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.

The event will be held according to the type and scope as described in the respective valid event programme. In exceptional cases, the organizer reserves the right to change speakers and to make changes to the programme while maintaining the overall character of the event. The organizer is entitled to cancel the event for reasons for which neither it nor the participant is responsible, such as the absence of speakers due to illness or cases of force majeure as well as official or legal prohibitions or restrictions in connection with the coronavirus pandemic. This also applies if, due to applicable hygiene regulations, the required minimum distances at the venue cannot be maintained. The organizer will endeavour to inform participants of the cancellation as early as possible.

In addition, the organizer reserves the right to cancel the event if a minimum number of participants or exhibitors is not reached. If the organizer cancels the event, it is only obliged to refund the participation fees already paid. A claim for reimbursement of travel and accommodation costs and loss of earnings is excluded.

If the organizer decides to hold the event as a digital event in connection with the coronavirus pandemic and associated official or statutory bans or restrictions, or on the basis of recommendations by the Robert Koch Institute (RKI), the European Center for Disease Prevention (ECDC) or the World Health Organisation (WHO) to protect the health of employees, participants, exhibitors or other event participants, it will inform the participant of this without delay and at the same time notify him of the new scope of services and the adjusted participation fee. In this case, the participant shall have a special right of termination, which he must exercise within 14 days of receipt of the notification by the organizer or, if less than 14 days remain from the notification by the organizer until the start of the event, until the start of the event. If the participant does not exercise the special right of termination in text form (e.g. e-mail, letter, fax) in due time, the contractual relationship shall continue to exist with the changed conditions. If the participant has already paid his participation fee, the organizer shall refund any difference to the adjusted participation fee. The organizer shall also be entitled to the above right if the statutory or official requirements in connection with the coronavirus pandemic, which are linked to the holding of the event, involve disproportionate expense or are incompatible with the na-

## General Terms and Conditions

ture of the event. In this case, the above shall apply. The participant shall not be entitled to any claims for expenses or damages as a result of exercising his/her special right of termination or holding the event as a digital event instead of a face-to-face event.

### 7. Additional charges

Power consumption, power basic charge, cleaning, transportation, communication and waste disposal fee will be charged separately (order forms by Mplus Messebau GmbH). Invoices for power consumption, power basic charge, cleaning, communication and waste disposal are issued by Mplus Messebau GmbH.

The general waste disposal fee (to be paid by every exhibitor) depends on the booth size:

Up to 10 m<sup>2</sup>: 3,00 €/m<sup>2</sup>

11 – 25 m<sup>2</sup>: 2,80 €/m<sup>2</sup>

26 – 40 m<sup>2</sup>: 2,60 €/m<sup>2</sup>

41 – 60 m<sup>2</sup>: 2,40 €/m<sup>2</sup>

61 – 80 m<sup>2</sup>: 2,20 €/m<sup>2</sup>

81 – 100 m<sup>2</sup>: 2,00 €/m<sup>2</sup>

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 September 1st 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 31st are charged with a fee of 50 € (plus VAT) due to exceeding the deadline. Please note that after this date, a rebooking fee of 50 € (plus VAT) applies.

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