



## Special Terms of Participation

(Attachment to regulations in the General Participation Directives of IDFA)

### 1) Terms for exhibiting

The General Participation Directives of the IDFA members (a partnership of German fair and exhibition cities, dated 11/2009) and also the Technical Directives of MESSE BREMEN (dated 11/2011) are supplementary and of lower priority to these Special Terms of Participation. The regulations contained in these Special Terms of Participation have priority over the regulations in the General Participation Directives of IDFA in so far as they are in contradiction to these. The same applies to the Technical Directives in so far as they are in contradiction to the above named directives.

### 2) Organizer (Information and Booking)

MESSE BREMEN  
WFB Wirtschaftsförderung GmbH  
Findorffstraße 101  
28215 Bremen, GERMANY  
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www.jazzahead.de

### 3) Venue

Exhibition Center Bremen  
Findorffstr. 101  
28215 Bremen, GERMANY

### 4) Date

27 – 30 April 2017

### 5) Opening hours

Exhibition:  
27 April 2017:  
from 03.00 p.m. to 08.00 p.m.  
28 April 2017:  
from 10.00 a.m. to 08.00 p.m.  
29 April 2017:  
from 10.00 a.m. to 08.00 p.m.  
30 April 2017:  
from 10.00 a.m. to 12.00 p.m.  
Entrance for exhibitors: every day one hour before the official opening time. Subject to modification.

### 6) Hours of set-up

**Hall 6**  
26 April, 2017:  
From 02.00 p.m. to 08.00 p.m.  
27 April, 2017:  
From 09.00 a.m. to 02.00 p.m.  
The exhibitor guarantees the adherence to this time limit. Subject to modification.

### 7) Hours of dismantling

30 April 2017:  
From 13.00 p.m. to 00.00 a.m.

### 8) Registration deadline

17 March 2017

### 9) Registration

Registration for the trade fair must be carried out using the registration forms provided by MESSE BREMEN. With the submittal of the registration the exhibitor expresses to MESSE BREMEN the serious interest in participation in the fair and in the renting of an appropriate exhibition stand. The exhibitor declares himself/ herself in agreement with any changes in relation to the positioning of the stand within the exhibition. The exhibitor can express wishes for particular positioning in his/ her registration without this resulting in a claim to special positioning. Registrations with reservations are not considered to constitute a serious interest in participation and shall not be considered. Further, upon submittal of registration the exhibitor recognizes these

Terms of Participation, the General Participation Directives of IDFA (dated 11/2009) and the Technical Directives of MESSE BREMEN (dated 11/2011) for the event. The contract governing participation in the fair including the stand rental fee is concluded with MESSE BREMEN's written acceptance (confirmation) of admission – also by fax – in accordance with the conditions of these Special Terms of Participation, the General Participation Directives of IDFA and the Technical Directives under consideration of the order of priority given in the item naming these conditions.

### 10) Nomenclature

Exhibitors must come from the jazz music scene or other related areas: labels, musicians, publishing houses, festival and concert organizers, agencies, talent scouts, jazz club operators, jazz producers, instrument makers and distributors, jazz departments of colleges of music, radio and TV editors, technical equipment, arts, distributors, promoters. Other providers upon request.

### 11) Conditions of admission

Admission shall only be granted to companies, associations and institutions that correspond to the nomenclature of the event (see Fig. 10 above). MESSE BREMEN shall decide on admission to the event and on stand location at its discretion. The admittance of other companies, associations and institutions to the rented stand is only possible as a registered co-exhibitor and with the prior consent of MESSE BREMEN. Direct sales to visitors on the occasion of the fair are likewise only permitted with the prior written consent of MESSE BREMEN. Exhibitors do not have a legal claim to admission to the fair.

### 12) Stand rental fees

Corresponding to the registration form. All prices are net prices (+19% VAT). For two storey stands the projecting part will be invoiced with 25% of the price per sqm floor space. The AUMA fee (Ausstellungs- und Messe-Ausschuss der Deutschen Wirtschaft, 0,60 EUR per sqm exhibition space) has to be paid additionally.

### 13) Special services

Special services, such as electrical power supplies and telecommunications etc. must be ordered on separate technical order forms. The exhibitor will be charged separately for the special services. Water supply and drainage can only be installed according to technical possibilities. Special services must be ordered by 24 March 2017. MESSE BREMEN reserves the right to employ subcontractors. Technical order forms will be sent after receipt of the binding registration. They are part of the application and contract.

MESSE BREMEN will arrange general supervision and security of the halls and fair grounds. Security and cleaning of individual exhibition stands and exhibited articles must be arranged by the exhibitor. Contracting companies are available for stand guarding and cleaning.

### 14) Terms of payment

All prices are net prices subject to the statutory VAT. VAT shall be stated separately by MESSE BREMEN in the invoices. Invoicing shall be carried out after conclusion of the particular contract after dispatch of registration confirmation by MESSE BREMEN. The invoice sums are to be paid within the time(s) stated in the invoice, as a rule within 14 days, starting from the date of the invoice, in full amount and without deductions as a cashless payment to MESSE BREMEN.

### 15) Cancellation & non-participation on the part of the exhibitor and lump sum damage claims

After a contract on participation in the fair has come into being through delivery of the confirmation of registration the exhibitor has to pay the full rental fee to MESSE BREMEN even if he/ she withdraws from (cancels) the contract or does not take part in the fair for other reasons. If the withdrawal (cancellation) from the effected contract occurs more than two months prior to the start of the event, the exhibitor shall pay to MESSE BREMEN 50% of the agreed rental fee; if the withdrawal (cancellation) occurs within two months prior to the start of the event, 100% of the agreed rental fee shall be paid to MESSE BREMEN. The rental fees/ compensations named above (summed up below under "Fees") shall be reduced to the extent to which MESSE BREMEN succeeds in finding a replacement for the withdrawing exhibitor and under consideration of any additional costs arising in relation to renewed rental of the stand. The parties are permitted to substantiate a lower or higher fee. Further, a lump sum fee shall not be charged in so far as the withdrawal (cancellation) from the contract is effected by the exhibitor for a reason for which MESSE BREMEN is responsible. In case of force majeure, the IDFA Guidelines (paragraphs 8.0-8.5) of the „General Guidelines of participation for fairs and events of IDFA Members“ apply. In these cases, in addition to paragraph 8.2, MESSE BREMEN retains 30% of the total trade fair stand invoice for the costs incurred up to that point and the administration effort.

### 16) Safety instructions

Driving on the fair ground is only permitted for loading and unloading. The maximum speed is 5km/h. The road traffic regulations (StVO) shall apply. During the opening hours of the fair any kind of traffic on the fairground is prohibited. Fire extinguishers, emergency exits and warning and information signs have to be directly accessible and clearly visible. All aisles must be free for possible rescue operations.

### 17) Cleaning / Waste disposal

The exhibitors are bound to use underlays for greasy / oily exhibits. Any kind of soiling of the floor or the fair ground is prohibited. All resulting cleaning costs have to be paid by the exhibitor. The exhibitors are bound to collect and dispose of the waste in the garbage bags that are offered by the contracting company, especially during dismantling. In case the exhibitor does not abide by this, MESSE BREMEN or another third party will invoice this service after the event. The pasting of the partition walls is only possible with an adhesive tape which remains the surface clean and without any residue after removing. After the exhibition every exhibitor has to remove all material from the partition walls and the stand construction equipment and have to remove this in to the original state. Should this not take place we will invoice the additional cleaning (27, 50 € per hour) and the eventually damaged partition walls (29, 00 € plus VAT. per wall panel).

### 18) Set-up / Decoration

In the interests of an overall representative impression of the fair, the exhibitor is bound by the rules and regulations of MESSE BREMEN. MESSE BREMEN must be consulted if stands exceed the normal height of 2.50 meters. MESSE BREMEN does not supply partition walls for stand separation. These have to be ordered and paid for separately. Stand set-up must be completed by 27 April 2017 at 02.00 p.m.

At this time, the stands must be clean and all packaging material removed. Should the exhibitor not have begun to set up his stand by 27 April 2017 at 01.00 p.m., the stand is at the disposal of the organizer and may be passed on to other applicants. The obligation of paying the stand fee remains not with standing.

### 19) Dismantling

Stand dismantling and removal of all exhibition goods brought to the fair by the exhibitor must be concluded by 30 April 2017 at 0.00 a.m.

### 20) Advertising

The rented stand has space for advertising up to a maximum height of 2.50 m. Banners and company signs must not extend beyond stand dimensions.

### 21) Regulations for selling

Sales transactions are permitted. This excludes gastronomic products. For all exhibits prices are to be clearly marked including V.A.T. and other hidden costs. During consumer events the exhibitor undertakes to refrain from all unfair competition against other exhibitors and local businesses.

### 22) Exhibitor passes

The exhibitor passes are valid from the first to the last day of the fair. The number of exhibitor passes free of charge depends on the number of square meters. For details see the registration form. Additional exhibitor passes may be ordered at extra charges.

### 23) Copyright of photos or films

MESSE BREMEN and, with their agreement also press and TV teams are allowed to take photos and video clips showing the event activities, trade show visitors and exhibition stands. The material may be used free of charge for publication purposes in media and in public relation material related to the trade show edited by the organiser.

### 24) Data protection

Your personal data will be used exclusively internally and specifically for the completion of our services and your stand booking, and in accordance with the stipulations of the Federal Law on Data Protection (Bundesdatenschutzgesetz). The provision of this data is voluntary. It is, however, required to register for a trade fair stand. The address will be published in the exhibition catalogue. An appeal may be made against this data collection and recording anytime in writing at datenschutz@messe-bremen.de or via phone at +49 (0)421 3505 312, with effect for the future. Data will be deleted upon the expiry of the legally required data retention periods.

### 25) Verbal agreements

The organizer retains the right to modify or supplement the conditions; such alterations need to be made in written form. Verbal agreements must be confirmed in writing by MESSE BREMEN before they can be considered as valid. Based on the original German text, the German text shall be legally binding for any and all legal claims.

Recent changes: 15/07/2016