

Conditions of Participation

Patronage: Bundesverband Deutscher Bestatter e.V. · Volmerswerther Straße 79 · 40221 Düsseldorf · Germany

- Organizers:** BEFA Messgesellschaft mbH, Volmerswerther Str. 79, 40221 Düsseldorf, Germany, tel.: +49 (0) 211-16008-17, fax: +49 (0) 211-16008-60, e-mail: info@befa2010.de; Internet: www.befa2010.de
- Technical implementation:** The technical implementation will be carried out in cooperation with Messe Düsseldorf GmbH, Stockumer Kirchstr. 61, 40474 Düsseldorf, Germany, tel. +49 (0) 211-45 60-01, fax: +49 (0) 211-45 60-668.
- Location and duration:** The 13th International Funeral Trade and Professional Exhibition will be held from Thursday 13th May 2010 to Saturday 15th May 2010 in halls 13 and 14 on the Düsseldorf Exhibition premises, east entrance.
- Opening hours:**

Thursday, May 13, 2010	10 a.m.-6 p.m.
Friday, May 14, 2010	9 a.m.-6 p.m.
Saturday, May 15, 2010	9 a.m.-4 p.m.
- Registration:** You can register with the organizers only. Upon registration the exhibitor recognizes and accepts the full conditions of participation. The enclosed form should be used for registration. The deadline to register for BEFA 2010 expires on 31st March 2010.
- Acceptance and confirmation:** The organizers will confirm acceptance of registration in writing. This acceptance applies exclusively to the exhibitor for whom it was issued. There is no legal right of acceptance. The organizer has the right to reject registration without naming grounds. If the exhibitor cancels his participation in BEFA 2010 following the organizer's written confirmation, a cancellation fee applies of 20 per cent of the stand rent (60 per cent of the stand rent upon cancellation after 31st March 2010).
- Exhibited items:** Only items which have been approved by the organizers in their written confirmation may be exhibited. Exhibited items which have not been approved may be removed by the organizers at the exhibitor's expense. Vehicles with combustion engines may only be exhibited in the halls if their tanks have been emptied and filled with nitrogen (N). The demonstration of noise-producing machinery and equipment must be kept to a minimum in the interests of the other exhibitors and visitors to the trade exhibition. Please note that noise levels may not exceed 50 dB (A) on the premises.
- Allocation of sites:** The organizers will allocate sites. The exhibitor may not permit third parties to make use of part or the entire stand which he/she has been allocated. Infringement of this rule entitles the organizers to give the exhibitor notice to quit the stand immediately. In this case the organizers are still entitled to receive the full stand rent.
- Design and furnishing of the stand:** The exhibitor is responsible for designing and furnishing the stand. He/she must ensure that tact and discretion prevail under all circumstances. Acoustic advertising aids and music are prohibited. The overall appearance of the hall and of the neighbouring stand may not be impaired. Visible stand back walls, furnishing items or signs must be carefully covered. The maximum stand height of 6 m may not be exceeded, even by company signs or fittings. We recommend that every exhibitor should check out the location of his stand in good time. The existing fire alarms, hand fire extinguishers, hydrants, telephones and electrical connections may not be moved.
- Stand rent:** The stand rent is EUR 120.00 per square metre of floor area plus VAT. This rent includes the loan of the boundary walls 2.50 metre in height made from standardized elements in raw quality, and their setup and removal. The minimum stand size is 15 square metres. Exhibitors who sign a binding rental agreement for the exhibition area by 30th June 2009 are charged EUR 89.50 per square metre plus VAT.
- Terms of payment:** The stand rent is payable without any discount. 50% are payable within eight days of confirmation of registration and the remaining 50% are due by 30th April 2010 at the latest. Any complaints must be made in writing immediately after receipt of the invoice. 50% of the charge for early bookings is due on 30th June 2009. Bank transfers marked "BEFA 2010" should be made to the following organizer's account:
Bank: Stadtparkasse Wuppertal,
a/c no. 340 281, sort/bank code 330 500 00,
IBAN: DE 69 3305 0000 0000 3402 81,
BIC: WUPSD33XXX,
VAT No.: DE 157 183023
If an exhibitor fails to fulfil his obligations on time, the organizers have the right to make a different use of the rented stand without the obligation of the exhibitor in arrears becoming void.
- Stall setup:** The stands may be furnished starting on Tuesday 11th May 2010 at 8 a.m.; furnishing must be completed by 10 p.m. on Wednesday, 12th May 2010.
- Stall removal:** The stands may not be removed until 5 p.m. on Saturday 15th May 2010. Removal must be completed by Sunday 16th May 2010 at 10 p.m. The exhibited items may only be removed when the exhibitors have discharged all their liabilities to the organizers and to Messe Düsseldorf GmbH respectively. The organizers will issue a removal note for the removal of the exhibited goods.
- Work orders:** On request of the exhibitor and at his/her expense, however, solely through the exhibitor's organisation office, Messe Düsseldorf GmbH will carry out additional wall structures within the stand, as well as painting and installation work (electricity, water). The exhibitor must provide a list of stand constructors on request.
- Availability of furniture:** Provided that orders are placed in good time, a selection of furnishings (tables, chairs, armchairs, glass cabinets, floor coverings etc.) is available to rent. A list of contracting firms is available on request.
- Cleaning:** The organizers will arrange the cleaning of the halls and corridors. The exhibitors are responsible for cleaning the stands. All cleaning must have been completed before the exhibition opens each day.
- Security and liability exclusion:** The organizers are responsible for general security in the halls. However, any valuable, easily portable items must be locked away at night. The exhibitor is responsible for security on his stand during opening hours and cleaning times. The fact that the organizers are responsible for general security does not affect the exclusion of liability for property damage or physical injury.
- Third party liability insurance:** To cover all of the organizers' legal liability and the exhibitors' legal personal liability, the organizers have taken out liability insurance, at their own expense, against direct damage inside the exhibition buildings for the setup, exhibition and removal times. This liability insurance does not cover physical injuries which may be suffered by staff members of the exhibiting companies.
- Exhibition insurance:** Liability by the organizers for all theft risks, transport, fire, piped water and weather damage is excluded. The exhibitors are therefore recommended to insure their exhibition goods and items. This insurance can be applied for. An exhibitor preferring not to take out this insurance must state this explicitly in accordance with item 6 of the form.
- Work passes:** The exhibitors will receive passes for all personnel working on the stand during setup and removal. These passes will be provided free of charge after full payment of the stand rent has been received, and will permit free access to the exhibition halls. These passes will be invalid for the duration of the exhibition from 13th to 15th May 2010. The following charges will be made for parking permits for the duration of the trade exhibition: Car EUR 25 / Truck EUR 45 plus VAT.
- Exhibitor passes:** All exhibitors with a stand size of up to 15 square metres will receive 2 exhibitor passes free of charge. For every further 25 square metre an additional exhibitor pass will be provided free of charge. However, no more than a total of five free passes will be issued per exhibitor. The free exhibitor passes are issued to the exhibitor when payment for the stand is effected. They will be issued in respect of named persons and are non-transferrable. EUR 35 plus VAT will be charged for each additional exhibitor passes.
- Exhibition catalogue:** The organizers will publish an official exhibition catalogue which will contain general information, a plan of the halls, an alphabetical list of exhibitors and a product index with names of manufacturers and advertisements. Based on its specialized contents, this catalogue serves as an exhibition guide and will provide a suppliers' index after the exhibition has finished. The exhibitors will receive further details at a later date, informing them how they can have an advertisement published in this catalogue; the valid price list for advertising space in the trade journal, "bestattungskultur", is effective.
- Advertising on the premises:** Printed matter and advertising material may only be distributed within the limits of the rented stand and not in the corridors or elsewhere on the premises. Any advertising measures which contravene legal rules or good manners or which are of an ideological or political nature are inadmissible on the premises. The organizers have the right to prohibit advertising material which may provide grounds for complaint and to impound any stocks of such materials for the duration of the exhibition.
- Photography and drawing:** Photography and drawing are not permitted inside the halls. The ban applies to exhibitors and visitors alike. The exhibitor may have photographs of his stand taken by the photographers licensed by the organizers. The organizers have the right to have photographs, drawings and films made of the stands and the exhibited items, and may use these for their own or general press publication and for events connected with the Bundesverband Deutscher Bestatter e.V. and its member associations.
- Access to other exhibition stands:** Stands other than the exhibitors' own may not be accessed after closing time except with the explicit permission of the stand owner.
- Safety regulations:** Fire protection, building ordinance and other security regulations, as well as the Technical Directives of Messe Düsseldorf, as amended, are binding for exhibitors. The exhibitor pays any expenses incurred in connection with ensuring conformity with the safety regulations.
- Services:** In due time before the trade exhibition commences, the organizer will provide a list of service partners for surveillance, cleaning and construction to interested parties. The list can be ordered from the organizer.
- Statutory limitation, place of jurisdiction and place of performance:** All claims asserted by exhibitors towards the organizer are barred on 30.09.2010 unless statutory limitation occurs at an earlier date. The place of jurisdiction and performance is Düsseldorf.

Düsseldorf, September 2008
BEFA Messgesellschaft mbH