

## Exhibition Terms and Conditions / page 1

### § 1) Terms for exhibiting

The rental contract for exhibition space during the ICRS 2020 is based on the following terms and conditions:

### § 2) Organiser

University of Bremen  
Leobener Str. 6  
28359 Bremen, Germany  
e-mail: [office@icrs2020.de](mailto:office@icrs2020.de)  
<http://www.icrs2020.de/>

### in cooperation with

Bremen Convention Bureau  
c/o BTZ Bremer Touristik-Zentrale GmbH  
Findorffstr. 105  
28215 Bremen, Germany  
e-mail: [icrs2020@bremen-tourism.de](mailto:icrs2020@bremen-tourism.de)

### with support of

International Coral Reef Society (ICRS)

### § 3) Venue

MESSE BREMEN Exhibition & Conference Center [M3B GmbH]  
postal address: Findorffstraße 101  
28215 Bremen, Germany

### § 4) Exhibition days

Monday, 06 July – Friday, 10 July 2020

### § 5) Opening hours for congress and exhibition

#### Monday, 06 July 2020

congress: 08:30 am – 08:00 pm  
exhibition: 11:00 am – 05:30 pm

#### Tuesday, 07 July 2020

congress: 08:30 am – 08:00 pm  
exhibition: 10:30 am – 05:30 pm

#### Wednesday, 08 July 2020

congress: 08:30 am – 08:00 pm  
exhibition: 10:30 am – 05:30 pm

#### Thursday, 09 July 2020

congress: 08:30 am – 06:30 pm  
exhibition: 10:30 am – 05:00 pm

#### Friday, 10 July 2020

congress: 08:30 am – 05:00 pm  
exhibition\*: 10:30 am – 02:30 pm  
\*not compulsory (see § 7)

### § 6) Hours of set-up

#### Standard booth:

##### Sunday, 05 July 2020

01:00 pm – 08:00 pm

#### Individual stand construction:

##### Saturday, 04 July 2020

08:00 am – 08:00 pm

##### Sunday, 05 July 2020

08:00 am – 08:00 pm

### § 7) Hours of dismantling

#### Standard booth (only):

##### Thursday, 09 July 2020

Special agreement: earliest dismantling from 06:00 pm

##### Friday, 10 July 2020

02:30 pm – 07:00 pm

**\*Special agreement:** Exhibitors with a standard booth are free to remove all exhibition goods brought to the fair by the exhibitor at the earliest on Thursday, 09 July 2020, from 06:00 pm.

#### Individual stand construction:

##### Friday, 10 July 2020

03:30 am – 10:00 pm

##### Saturday, 11 July 2020

08:00 am – 05:00 pm

Stand set-up must be completed by Sunday, 05 July 2020 at 08:00 pm. At this time, the stands must be clean and all packaging material removed.

Stand dismantling and removal of all exhibition goods brought to the fair by the exhibitor must be concluded by Saturday, 11 July 2020 at 05:00 pm. Additional costs for stand dismantling after 05:00 pm have to be paid by the exhibitor.

### § 8) Registration deadline for booking of exhibition space

Tuesday, 31 March 2020

### § 9) Nomenclature / Products

Scientific institutes, foundations, involved companies.

Tools and equipment for marine research and coral reef research, global maritime products, affairs and services.

### § 10) Admission

Exhibitors must be companies, associations and institutions that correspond to the nomenclature of the exhibition. The organiser and MESSE BREMEN (M3B GmbH) will decide upon the acceptance of exhibitors and stand placement according to own judgement. There are no legal claims for gaining admission to the exhibition.

### § 11) Registration as exhibitor

For registration as an exhibitor please use the order form provided by the organiser. The organiser reserves the right to alter the layout of the exhibition in any respect and at any time. Registrations stating prerequisites (placement demands etc.) cannot be accepted. The exhibitor is responsible for any incorrectly completed

application. By submitting the application to the organiser, the exhibitor acknowledges the “exhibition terms and conditions” and the “technical guidelines” (accessible on <http://icrs2020.de/>) of MESSE BREMEN (M3B GmbH) as legal and binding.

### § 12) Stand rental fees

The stand rental fee is as follows:

#### Shell scheme stand:

EUR 2,800/9 sqm for nonprofit organisations'

EUR 3,900/9 sqm for commercial companies

EUR 4,900/12 sqm for all companies & organisations'

All shell scheme stands include carpet, lighting, identification sign and electricity supply via an alternate current (SCHUKO).

For larger shell scheme stands you will receive availability and rates on request.

#### Open exhibition space:

EUR 9,000/20 sqm

EUR 400/sqm for additional exhibition space

For two-story stands the exhibitor needs permission by the MESSE BREMEN (M3B GmbH).

Please also note our sponsoring and partner packages: There is a 25% discount for Barrier Reef Sponsors, a 15% discount for Atoll Sponsors and a 10% discount for Fringing Reef Sponsors.

### § 13) Special services

Special services, such as electrical power supplies and tele-communications, etc. are provided by MESSE BREMEN (M3B GmbH) and must be ordered by technical order forms. Exhibitors will be charged separately for these services by MESSE BREMEN (M3B GmbH). Water supply and drainage can only be installed according to technical possibilities. You will receive the technical order forms and the exhibitor manual latest until mid-January 2020. These services must be ordered by Wednesday, 27 May 2020. All orders received after that date will result in an additional charge of up to 50 % of the net sum due. All details will be supervised by the terms and conditions of purchase of the exhibitor manual. MESSE BREMEN (M3B GmbH) reserves the right to employ subcontractors. MESSE BREMEN (M3B GmbH) will arrange general supervision of the halls and fair grounds. Security and cleaning of individual exhibition stands must be arranged by the exhibitor. Contracting firms are available for stand guards and cleaning.

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### § 14) Terms of payment

All prices are net prices subject to the statutory VAT. The VAT (currently 19 %) shall be stated separately by the organiser in the invoices. For bookings made prior to 01 January 2020, a 50% deposit of the total exhibitor fee must be paid within 30 business days of confirmation of acceptance. Payment in full for the exhibitor's requested space must be made by 31 January 2020. Bookings submitted after 01 January 2020 must include full payment of the rental fee to secure space. The invoice amounts are to be paid within the times stated, in full amount and without deductions as a cashless payment. All invoices must be paid in Euro via bank transfer.

### § 15) Cancellation and Non-Attendance of an Exhibitor

Due to the binding registration, the exhibitor is committed to pay the full rental fee even if he withdraws from the contract or does not participate in the event. There will be no refund of paid exhibitor fees. Requests for cancellation must be in writing and shall only have legal effect if the organiser declares his consent in writing. Cancellations before 01 January 2020 result in 50% cancellation fee and cancellations after 01 January 2020 result in 100% cancellation fee.

### § 16) Safety instructions

Driving on the fair ground is only permitted for loading and unloading. The maximum speed is 5 km/h. The German road traffic act (StVO) shall apply. During the opening hours, 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 kept free for possible rescue operations.

### § 17) Cleaning / waste disposal

The exhibitors are bound to collect and dispose of the waste in the garbage bags and containers that are offered by the contracting company in the exhibitor manual. Any kind of soiling of the floor or the exhibition ground is prohibited. All resulting cleaning costs have to be paid by the exhibitor.

### § 18) Set-up / Decoration

In the interests of an overall representative impression of the exhibition, the exhibitor is bound by the rules and regulations of MESSE BREMEN (M3B GmbH). If stands exceed the normal height of 2.50 meters, MESSE BREMEN

(M3B GmbH) must be consulted because a special permission is needed.

### § 19) Advertising

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

### § 20) Regulations for selling

Sales transactions are permitted. All sales transactions on the exhibition ground must be in accordance with the general laws and the principles of responsible business dealings. During consumer events the exhibitor undertakes to refrain from all unfair competition against other exhibitors and businesses. The dispensing of brought food and beverages whether for sale or for free is not permissible. Booth catering shall be ordered via the licensed caterer.

### § 21) Exhibitor passes

The exhibitor passes are valid from the first to the last day of the exhibition. Extra set up and dismantling passes will not be provided. The exhibitor will receive 2 free non-transferable exhibitor badges for rented exhibition space between 9 – 14 sqm and one pass for each additional 6 sqm. Exhibitor badges provide access to the exhibition area, opening and closing ceremony, Ice-Breaker, ICRS-Night, coffee and lunch breaks and the poster session receptions.

Access to events of the scientific program, incl. sessions, workshops and plenaries, is not included and will require full participant registration. Exhibitors must wear their badges visibly at all times.

### § 22) Copyright of photos or films

The organiser and with their agreement also press and TV teams are allowed to take photos and videos during the event. The material may be used free of charge for publication purposes in media and in public relation material edited by the organiser. By participating in the event, you agree to allow us to use these photos and videos as we see fit.

### § 23) Data Protection (based on the original German text)

Your personal data is collected and processed on the basis of the applicable data protection legislation, in particular the European General Data Protection Regulation (GDPR) and the German Data Protection Act (BDSG), for the specific purpose of organising, implementing and invoicing for ICRS 2020 under the terms of

the exhibitor contract you entered into. The personal data is required for the registration of exhibitors for ICRS 2020. The legal basis for the processing is Article 6 (1) (b) GDPR. The University of Bremen and MESSE BREMEN (M3B GmbH) are joint controllers within the meaning of Article 26 GDPR, responsible for collecting and processing your data. The contact point for your rights pursuant to Articles 12 to 21 GDPR is MESSE BREMEN (M3B GmbH) at [info@m3b-bremen.de](mailto:info@m3b-bremen.de) in its capacity as the partner that processes the personal data. Please contact the University of Bremen at [office@icrs2020.de](mailto:office@icrs2020.de) for all general queries regarding the implementation of the event and the processing of your personal data. Personal details that are provided with your booking are processed electronically and are used exclusively for processing the booking and for customer service purposes. As part of the registration process, the Bremen Convention Bureau (c/o BTZ Bremer Touristik-Zentrale GmbH) will share personal registration data with involved organisations such as the International Coral Reef Society (ICRS), the University of Bremen, MESSE BREMEN (M3B GmbH) and relevant business partners such as service partners, your hotel etc. Your attention is expressly drawn to the data subject's right of objection pursuant to Article 21 of the General Data Protection Regulation. You can access our data protection information pursuant to Articles 13 and 14 of the General Data Protection Regulation and, in particular, information on your rights under Articles 12 to 21 GDPR on our website at <http://icrs2020.de/>.

### § 24) Verbal Agreements

Agreements, changes and additions must be confirmed in writing before they can be considered as valid.

### § 25) Insurance

The public liability insurance of the organiser doesn't include the insurance protection of the exhibitor. All exhibitor property and equipment are understood to remain under the total responsibility of the exhibitor in relation to insurance protection, damage or loss of goods. The exhibitor is liable for any damage caused by him.

Based on the original German text. The German text shall be legally binding for any and all legal claims.

Bremen, March 2019