



## Exhibitor Terms

### Supplement to the Terms and Conditions and the House Regulations of SCC EVENTS GmbH



#### Venue

GENERALI BERLINER HALFMARATHON EXPO  
BMW BERLIN-MARATHON EXPO  
Flughafen Tempelhof  
Platz der Luftbrücke 5  
12101 Berlin, Deutschland

#### Event

GENERALI BERLINER HALFMARATHON EXPO  
BMW BERLIN-MARATHON EXPO

#### Event Organiser

SCC EVENTS GmbH - in the following called  
Event Organiser -  
Event Venue Former Tempelhof Airport,  
Platz der Luftbrücke 4-6, 12101 Berlin

#### Stand Rent/Size/ Position

VAT charges are added to the listed prices.  
The allocation of the stand position is based on our own planning, our considerations and according to the date your registration is received. There is no entitlement to a specific booth location.

The stand space only consists of the floor space, no walls or furnishings. The Event Organiser reserves the right to change the size or location of an exhibitor's stand if necessary. The location and allocation of a stand is based on exhibition and safety aspects. The exhibitor has no right to receive a specific booth location or size. Once you have received a written confirmation for your stand, any costs due to changes will be invoiced proportionally on a cost-for-cost basis. Additional technology that is ordered, such as electricity or suspension points, will be calculated per a separate price list.

#### Stand Construction Regulations

The House Regulations and General Exhibition Terms set by the property owner, Tempelhof Projekt GmbH (which can be viewed and downloaded <https://www.halbmarahton-expoberlin.de/en/home/> <https://www.marathon-expoberlin.de/en/home/>) are binding for all exhibitors. They regulate the construction and usage of, as well as comprehensive security measures for the booth.

The construction of the stand must be executed on the site of the confirmed stand footprint. Exhibitors are responsible for the design of their stands, taking the type of event into account.

Two-story stands and covered stands are not permitted.

Meaningful, true-to-scale construction drawings (isometry, view and floor plan with dimensions and building description) must be submitted to the organizer. All superstructures are to be erected in such a stable manner that safety and order, in particular life and health, are not endangered. The exhibitor is responsible for the static safety and thus the obligation to provide evidence. The static documents must be presented on request.

In the interior, walls, stands, exhibits, advertising, etc. from a construction height of 2.50m are subject to approval by the organizer and a proof of stability must also be submitted. A „hall wind“ of 0.125kN / m<sup>2</sup> is to be assumed. The organizer is free to request these documents for structures under 2.5 m high, if these dangers may arise due to the type and size of the structures.

The contents of the submitted documents are binding for the exhibitors. Depending on the effort involved, there may be costs for permits (e.g. for checking the documents submitted and for acceptance on site). These will be billed to the exhibitor.

Any add-ons and mobile furnishing (e.g. display stands, beach flags, customer attentiongrabbers) may not at any time be

positioned outside of the allocated stand space or flow into the aisles and may not extend above the height of the stand.

Technical and safety furnishings such as fire detectors, fire extinguishing devices (fire extinguishers, wall hydrants), triggered fire response devices, utility services (electricity, water, data) and their signage may at no time be covered, blocked, or removed from their locations. They must at all times be accessible and clearly visible.

The building is historically protected. No parts of the halls / buildings or technical installations may be damaged, contaminated or altered in any way (e.g. by drilling holes, or by inserting screws or nails, using glue, welding or spraying); they may not be painted or papered over, and nothing may be pasted on the walls, windows, braces or floors or any other fittings of the airport. It is not permitted to remove any furnishings or fittings found in the buildings. All added furnishings and fittings must be removable without leaving any residues.

When laying floor coverings and other materials on the floor, there must be no risk of tripping. Here, too, only material that can be removed without leaving any residue (such as special adhesive tape) may be used. In addition, no part of the exhibit, construction materials, or trash may be left behind after the expo.

It is not permitted to store materials for the stand or decorations or anything else needed to construct and complete the stand on any other stand's footprint or in the aisles/flight paths during construction or dismantling. A passageway of at least 1.2 m in width must be kept free during set up and dismantling. Exhibitors and builders must negotiate this with the neighbouring stands. The storage of empty and full goods (including daily requirements) outside or behind the allocated stand area is not permitted. Our logistics partner, DB SCHENKER, is available on site for storage.

It is forbidden to set up your own sound system on the stand area.

#### Fire Prevention and Safety Regulations

There is a general ban on smoking and the use of e-cigarettes in the buildings. Welding, cutting, soldering and abrasive cutting work etc. are not permitted in the hall. Sawing and grinding work etc. may only be carried out with suction devices. Open fire and inflammatory actions as well as the storage of flammable liquids are strictly prohibited.

Due to regulations for fire prevention, stands may not have roofs or awnings. Approach routes and manoeuvring areas for the fire service, as indicated by no parking signs, must be kept clear at all times.

The regulations DIN 4102 and DIN EN 13501-1 (flammability properties of construction materials and parts) and other comparable product norms must be heeded for all stand construction materials.

No easily inflammable materials or materials which produce burning droplets or toxic gases or any similar materials may be used in the construction of the booth. For safety reasons, special requirements may be imposed on structural supporting elements in individual cases.

All materials, excluding planed wood, must fulfil the requirements for DIN 4102 and DIN EN 13501-1 of at least class B1, B, or C-s3, which means highly inflammable.

Any materials or decorations that extend above 1.5m must additionally be made from materials that do not form burning droplets. Floor coverings must also be highly inflammable.

Planed wood must have a material thickness of at least 18mm in order to be permitted as a building material. The use of unplanned, rough-sawn wood or untreated wood-based materials (e.g. MDF, chipboard, etc.) is not permitted. Installation is made possible through proof of fire protection certification approved for the material.

Deciduous plants, conifers and other plants may only be used as decorations if their root balls are damp or if they have been freshly cut. Bamboo, reeds, hay, straw, bark mulch, turf, or any stand decorations made from textiles, paper or similar materials that are produced without flame retardant may only be used if they have been sprayed with fireproofing solutions that that comply with the required fire code.

Only flame-resistant synthetic materials may be used in the booths. These materials cannot be fireproofed after the fact. The construction and fire protection standards for all utilised materials on the stand, as well as certification for any fireproofing carried out on materials must be documented with valid certificates and statements of compliance must evidence (e.g. general building inspection test certificates (abP), declarations of performance (DoP); Evidence is certificates / test reports from an approved domestic test center or certificates / test reports from test, certification and monitoring bodies in other countries. These can be identified using a certificate number. Data sheets or test, analysis and trial reports etc. are not evidence and do not replace them.

By the exhibitor or commissioned Subcontractors / stand builders must issue a declaration of conformity to document the use of the appropriately certified materials. You can find a template for this document at [http://cms.scc.s3.amazonaws.com/expo-berlin/pdf/3\\_List\\_of\\_used\\_Materials.pdf](http://cms.scc.s3.amazonaws.com/expo-berlin/pdf/3_List_of_used_Materials.pdf) <https://www.marathon-expo-berlin.de/en/for-exhibitors/pri-ceadditional/> for download.

All documents must be sent in digital form in advance of the event and must be available in paper form from the start of construction and presented on request.

The Event Organiser reserves the right to evaluate the used materials on site with regard to their properties, and if deemed to be non-compliant to the construction material standards, these materials may be removed from the hall.

All heat-emitting electrical devices (headlights, transformers, etc.) must be mounted on non-flammable, heat-resistant and non-heat-conducting surfaces. Headlights, lamps and other heat sources must be far enough away from materials that they cannot ignite at any time. Manufacturer's information and operating instructions must be observed accordingly. The organizer reserves the right to check the properties of the materials used on site and, if necessary, to have the materials removed from the hall in the event of noncompliance with the building material class.

In the event of violations, the affected materials will be removed by the organizer to the exclusion of any liability for damage of any kind.

The Event Organiser shall not be held liable for any damages that occur during the removal of materials that are non-compliant.

#### Waste bin

No containers for waste, recyclable materials or residues made from combustible materials may be set up in the stands. The containers in the stands must be emptied regularly, at the latest every evening after the trade fair closes, into the recycling or residual materials stations at the hall exits. If larger quantities of combustible waste arise, these must be disposed of several times a day.

In the event of violations, the affected materials will be removed by the organizer to the exclusion of any liability for damage of any kind. Any costs incurred will be billed to the exhibitor.

#### Suspension Points / Rigging

Items such as trusses, lighting, advertising, etc. may only be suspended from the ceilings by the partner companies commissioned by the Event Organizer. This construction may be requested for a fee via the Event Organizer, with the exact specifications about the position on the stand footprint, and the weight and height of the items being hung. It is not possible to hang items in every position.

The Event Organizer reserves the right to not allow certain hanging constructions.

#### Electrical Connections

During the construction and dismantling periods, there will be general access to electricity in the halls outside of the stands. Any additional electrical demands can be ordered via the order form to the Event Organizer for a fee.

Electricity connection points will be set up within the stand floor print (no choice of positioning within the stand). The Exhibitor can set up sub-connection points at the stand. If desired, the Exhibitor can commission the Event Organizer's subcontractor for this setup for a fee.

Constructions made of electrically conductive materials with consumers attached to them (e.g. aluminum trusses or exhibition stand systems with lamps mounted on them and / or power cables running over them or cables running over them must be integrated into a potential equalization system (earthing).

Electrical devices brought in must have a valid test in accordance with DGVV regulation 3 (formerly BGV A3). Devices without verifiable testing may not be used.

Live parts require protection against accidental contact.

The legal requirements and EN, DIN, ISO, VDE, and BGV norms must be heeded. In addition, the Event Organizer may lay cables through the stand footprint, which must be tolerated by the Exhibitor, and can be covered with an approx. 10 cm encasement.

#### Note on late booking of basic electrical connections and Internet access

Due to organizational reasons, we must charge a late fee for any orders that are received after the ordering deadline. For orders placed within the last four weeks before the beginning of the event, there is an additional 30% surcharge. For orders placed within the week of the event, there is an additional 100% surcharge.

#### Osh

The exhibitor is obliged to comply with the requirements of occupational safety - in particular, but not exclusively, with regard to wearing personal protective equipment and operating machines.

#### Flying objects

Drones, balloons etc. must not be used. The use of balloons filled with safety gas must be agreed with the organizer in advance.

Please heed the ordering deadline.

#### Food and Drink Sales

SCC EVENTS GmbH maintains the exclusive rights to the sale of food and drinks for immediate consumption; in individual cases, separate contracts may be made with the exhibitors.

#### Exhibition of motor vehicles

The setting up of vehicles is only permitted after prior agreement and with the approval of the organizer. Vehicles with gasoline engines may only be set up in the halls with tanks that have been inerted with nitrogen by the organizer. There may only be a small amount of fuel left in the tank (<5 liters). The starter battery must be disconnected. In the case of electric vehicles, the main battery must be disconnected.

#### Parking and traffic

The road traffic regulations apply to the entire company premises. The maximum speed permitted on the company premises is 10 km/h. Fire service entrances and bypasses must be kept clear at all times.

Illegally parked vehicles, trailers, containers, containers and any goods etc. can be removed by the operator at the expense and risk of the owner or keeper.

All vehicles are parked in the exhibitor parking lot provided for this purpose. Anyone who does not have a parking ticket can park for 1 hour for a deposit of 100 euros on the premises.

#### Utilisation of Gas

It is forbidden to use any gas-powered devices (fuel gas) or lifting gas (e.g. for balloons) on the entire grounds.

#### Actions

Participation activities for guests and performances on the stand areas (e.g., artists, photo walls, competitions such as lucky wheels etc.) must be coordinated with the organizer in advance and must be planned and implemented in such a way that the aisle areas between the stands are not impaired, i.e. areas for The public and the queuing area are to be provided within the stand area. In addition, the exhibitor must keep sufficient material for guiding people (e.g. tensors) on hand. The organizer reserves the right to limit these campaigns in time or, if necessary, to prohibit them completely.

#### House rule

The house rules apply to all visitors, tenants, service providers and all other persons. Violations can lead to reprimand, a house ban, criminal prosecution and / or claim for damages, download:

<https://www.halbmarathon-expoberlin.de/en/home/>  
[www.berlinhalbmarathon-expo.de](http://www.berlinhalbmarathon-expo.de)

#### Scope of liability

The internal rights and duties provide the Event Organizer the right of recourse vis-à-vis the Exhibitor should any claims against the Event Organizer be made by visitors or any other third party with respect to the abovementioned event due to a neglect of duties of the Exhibitor or sub-exhibitor. The Exhibitor shall hold harmless and indemnify the Event Organizer against all demands from third parties that are related to a neglect of duties by the Exhibitor/sub-exhibitor – regardless by whom. This includes the cost of legal recourse.

The Exhibitor is fundamentally liable for heeding the building regulations, and for the actions of any contracted builders or subcontractors. As the constructor of the stand, he is responsible for the safety within the stand. He is also responsible for ensuring that the requirements.

He is also responsible for the observance and execution of the requirements made by the venue supervisors, the regulatory authorities and the Event Organizer. The Exhibitor is also liable for any and all accidents or damages that occur within his stand.

In cases of non-compliance, the Event Organizer can make claims for damage. The instructions made by personnel from the venue supervisors or the Event Organizer must be heeded. In cases of non-compliance or any damages to person or materials due to non-compliance, the Exhibitor carries full liability.

#### Billing changes

One-time invoice changes are free of charge. From the second change it is 25,00 € per adjustment.

#### Set-up / dismantling times

Setting up/dismantling outside the specified times is subject to a charge and must be agreed with the organizer. For the regular set-up and dismantling times, please refer to the relevant websites.

#### TRANSLATION DISCLAIMER

This document is a non-binding English translation of the contract. Therefore, only the original German version of the contract shall be binding. SCC EVENTS GmbH shall not be held liable for any inconsistency, mistake, misrepresentation, falsehood or misleading statement as contained herein resulting from a mistake in the translation, or inadequate or inappropriate translation. For all purposes, the German version shall prevail.

Last updated 1.12.22