

Special Exhibition Terms and Conditions of the Messe und Congress Centrum Halle Münsterland GmbH

1. Scope of the conditions, name of the event

1.1

The event is based exclusively on the General Terms and Conditions of Business and Participation of VDEI-Service GmbH, Berlin, and the following Special Trade Fair and Exhibition Terms and Conditions of Messe und Congress Centrum Halle Münsterland GmbH, Albersloher Weg 32, 48155 Münster. Deviating, conflicting or supplementary General Terms and Conditions of the exhibitor shall only become part of the contract if and shall to the extent that Messe und Congress Centrum Halle Münsterland GmbH has expressly agreed to their validity in text form. Insofar as the Special Exhibition Terms and Conditions of Messe und Congress Centrum Halle Münsterland GmbH deviate from the General Terms and Conditions of VDEI-Service GmbH, the Special Exhibition Terms and Conditions of Messe und Congress Centrum Halle Münsterland GmbH shall take precedence over the General Terms and Conditions of VDEI-Service GmbH. The exhibitor confirms that he has taken note of the following Special Exhibition Terms and Conditions of Messe und Congress Centrum Halle Münsterland GmbH. The exhibitor confirms that he has taken note of the following Special Exhibition Terms and Conditions of Messe und Congress Centrum Halle Münsterland GmbH.

1.2

The name of the event is

iaf 2022
28. Internationale Ausstellung Fahrwegtechnik
(28th International Exhibition for Track Technology).

2. Event Organizer

The Event Organizer is the

VDEI e.V.
represented by
VDEI-Service GmbH
Invalidenstraße 90
10115 Berlin
Contact: Dr.-Ing. Siegfried Krause
Phone: +49 - (0)30 / 2260 57 90
Fax: +49 - (0)30 / 2260 57 91

3. Event Venue / Shipping Address

Event Venue of iaf 2022 and shipping address for the event is the

Messe und Congress Centrum
Halle Münsterland GmbH
iaf 2022
Albersloher Weg 32
DE - 48155 Münster, Germany

Deliveries must be made in accordance with the detailed information in the Online Service Center for Exhibitors (see section 5 below)!

Contact: iaf service

Phone: +49 – (0)251 / 66 00 – 351

The provisions for deliveries and pickups by the Tradeshow Shipping Agent (see the information in the Online-Service-Center for Exhibitors in accordance with item 5 below) must be observed. In the case of individual deliveries, these may only be made from the first set-up day. The address label must clearly indicate the recipient and the location (Hall / Outdoor Space and Booth Number).

The Event Organizer and the Messe und Congress Centrum Halle Münsterland GmbH shall not assume any responsibility for deliveries and pickups of exhibit material. Pickups shall not be possible until the breakdown starts. Deliveries must be accepted by the Exhibitor or a person authorized by the Exhibitor. Employees of the Messe und Congress Centrum Halle Münsterland GmbH are not authorized to receive deliveries or to issue receipts for their receipt.

4. Exhibition Duration – Business Hours

The event shall be open from May 31, 2022 – June 2, 2022. The opening hours for visitors are as follows:

- Tue, May 31, 2022: 9 am – 6 pm
- Wed, June 1, 2022: 9 am – 6 pm
- Thu, June 2, 2022: 9 am – 6 pm

5. Online-Service-Center (OSC)

The Exhibitor shall have the option to order services and goods for the iaf 2022 from the OSC of the Messe und Congress Centrum Halle Münsterland GmbH. To be able to place orders, the Exhibitor shall use the 2-page form to fill in data for the OSC. They shall complete and sign it and send it to the Messe und Congress Centrum Halle Münsterland GmbH. By signing this document, the Exhibitor confirms the validity of these Special Tradeshow and Exhibition Terms and Conditions of the Messe und Congress Centrum Halle Münsterland GmbH, as well as the Technical Regulations for Fairs and Exhibitions of the Messe und Congress Centrum Halle Münsterland GmbH and also takes note of the Data Privacy Information of Exhibitors, Event Organizers and Contract Partners, as well as the Special Data Privacy Information. Subsequently, the Exhibitor will receive his personalized access data. The Event Organizer shall send the form to be completed to the Exhibitors.

6. Execution of the Contract

By clicking on field “Place Chargeable Order” in the OSC, the Exhibitor submits a legally binding offer to the Messe und Congress Centrum Halle Münsterland GmbH with regards to the services and goods requested by him. Subsequently, the Exhibitor shall receive a confirmation email that the order has been received by the Messe und Congress Centrum Halle Münsterland GmbH. This email shall not yet constitute a legally binding acceptance of the order by the Messe und Congress Centrum Halle Münsterland GmbH. Rather, the offer is only accepted by Messe und Congress Centrum Halle Münsterland GmbH when Messe und Congress Centrum Halle Münsterland GmbH announces the provision of the service or the provision of the goods ordered by the Exhibitor in text form. This shall constitute the execution of the contract.

7. Delivery Terms for Orders

The ordering deadlines for services, service personnel and goods can be found in the OSC. The Exhibitor will receive confirmations of receipt for orders addressed directly with Messe und Congress Centrum Halle Münsterland GmbH (cf. item Article 6 above). The provision of guard services, the lowering of ceilings, cleaning, telecommunications, network infrastructure and booth equipment services related to electrical and water line connections shall be permitted only by contract service providers of the Messe und Congress Centrum Halle Münsterland GmbH. Respective purchase orders may be placed on the OSC.

8. Payment Terms and Due Dates, Cancellation, Late Payment Surcharge

The billing for all services and goods ordered through the Messe und Congress Centrum Halle Münsterland GmbH shall begin as of **March 14, 2022** in weekly intervals through the Messe und Congress Centrum Halle Münsterland GmbH or through the directly commissioned service provider. The respective invoice amount is due for payment without deduction within the payment period stated in the invoice. All payments must be made to the account of Messe und Congress Centrum Halle Münsterland GmbH.

It is expressly pointed out to the Exhibitor that the timely and complete payment of the ordered services and/or goods is a prerequisite for the provision of the ordered service or the delivery of the ordered goods.



28th International Exhibition
for Track Technology
31th May – 2nd June 2022



TRACK TO THE FUTURE

TRACK TO THE FUTURE

iaf service: Messe und Congress Centrum Halle Münsterland GmbH, Albersloher Weg 32,
48155 Münster, Germany | exhibitor@iaf-service.com | Tel. +49 251 6600-351 |
UST-ID Nr.: DE126116677 | BIC WELADED1MST | IBAN DE52 4005 0150 0000 0736 19
Veranstalter/organizer: VDEI Service GmbH, Invalidenstraße 90, 10115 Berlin, Germany

The services and goods ordered may be cancelled by the exhibitor **in text** form vis-à-vis Messe und Congress Centrum Halle Münsterland GmbH by **March 14, 2022**, at the latest. If the exhibitor makes use of this option, he is obliged, in the event of cancellation before March 14, 2022, to pay for the services ordered and the goods ordered in the amount of 50% of the order total plus VAT at the statutory rate. After March 14, 2022, cancellation of the ordered services and goods is no longer possible and the Exhibitor is therefore obliged to pay for the ordered services and goods in the full amount plus VAT in the statutory amount, even if he does not use the ordered services and goods.

The Exhibitor is expressly informed that for orders of services and goods placed as of **April 8, 2022**, a surcharge of 50% and for orders placed as of **May 24, 2022**, a surcharge of 100% will be levied by Messe und Congress Centrum Halle Münsterland GmbH on the services and goods ordered, which is why the exhibitor is advised to place his orders in good time before April 8, 2022.

Orders placed on site (i.e. during set-up, during the event and during dismantling) can only be accepted by Messe und Congress Centrum Halle Münsterland GmbH within the limits of available capacity and at the prices valid at that time and must in any case be made in text form with the signature of the exhibitor or a person authorized by him accordingly. In this case, the invoice amount is to be paid by the exhibitor in cash, by credit card or EC card when the order is placed.

9. Delivery and Pickup of Rental Goods, Force Majeure

As the Lessor, the Messe und Congress Centrum Halle Münsterland GmbH reserves the right to make expedient changes to any dimensions, forms and colors of the rental goods provided in the Online-Service-Center. All orders that do not stipulate a specific delivery date shall be made in such a timely manner that the rented goods are available at the latest at the beginning of the event. The Exhibitor shall handle the rented goods with care and make them available for pickup at the end of the event, unless the dismantling of the rental goods by Messe und Congress Centrum Halle Münsterland GmbH is included in the service ordered by the Exhibitor. The rented objects shall be picked up as quickly as possible after the end of the event.

In the event of force majeure (cf. item 23 below), Messe und Congress Centrum Halle Münsterland GmbH reserves the right to supply the Exhibitor with substitute rental goods of equal or higher value at the same price instead of the ordered rental goods.

10. Complaints

When accepting the rented goods, the Exhibitor shall inspect them for proper condition and completeness. Complaints regarding ordered rented goods as well as services must be made in text form to Messe und Congress Centrum Halle Münsterland GmbH immediately after the delivery or no later than on the first day of the tradeshow by 8 am. In the event of justified complaints, Messe und Congress Centrum Halle Münsterland GmbH is entitled to supply a replacement of equal value. If Messe und Congress Centrum Halle Münsterland GmbH is unable to supply a replacement of equal value, the Exhibitor is entitled to cancel his order.

11. Insurance

It is expressly pointed out to the Exhibitor that the goods brought in by him as well as all rental goods are **not** insured. The Exhibitor is therefore advised to insure both the goods brought in by him and the rental goods ordered by him against the usual risks (in particular theft and damage) at his own expense for the duration of the event, including assembly and dismantling.

12. Booth Construction, Booth Design

The Exhibitor is reminded that the organizer attaches great importance to a proper booth design, which must fit into the overall picture of the exhibition. Provided that the technical guidelines for the setup and design of the booth are complied with, enclosed booth structures without a roof in the tradeshow halls shall not require separate permits. A simple drawing of the floorplan shall suffice. In contrast, all other types of booth structures, mobile booths, special structures and designs shall be subject to approval. Structural plans (floor plan and frontal/back view) and all other documents and records required for approval must be submitted by the exhibitor to the organizer and to Messe und Congress Centrum Halle Münsterland GmbH for approval at least six weeks before the start of the event.

The exhibition booth shall be aligned with the overall plan for the exhibition. The design of rear and frontal views from adjacent booths shall be neutral (preferably white) and shall not bear any lettering or other advertising. This shall in particular apply to two-levels booths in the vicinity of single-level booths, or if items are lowered down above the booths. Deviations from this require the consent of the immediate neighbors of the booth in text form.

The organizer expressly reserves the right to prohibit the setup of booths that do not match or are inadequately equipped.

The hanging/lowering of any items from the ceiling and the use of hanging points shall be handled exclusively by the service providers of the Messe und Congress Centrum Halle Münsterland GmbH.

13. Booth Setup and Breakdown

The setup and breakdown times are stipulated in the General Business and Participation Terms and Conditions of the VDEI-Service GmbH for the iaf 2022. Setup and breakdown must take place within the times specified therein and must be fully completed. The partial or complete vacation of any booth prior to the end of the Tradeshow shall be prohibited. The exhibition space shall be returned in its original condition. In the Tradeshow Halls, driving is generally prohibited. Applications for special permits must be made exclusively in text form to Messe und Congress Centrum Halle Münsterland GmbH.

14. Waste Disposal

The environmentally acceptable disposal of waste during the setup and breakdown as well as during the hosting of the event is governed by respective statutory provisions that apply to Exhibitors and event organizers. It has become a responsibility that has great impact on the future and for the business of all participants.

Crates, boxes, packaging material and the like shall not be stored in the exhibition booths and their vicinity. Highly combustible material waste (wood chips, wood residue, saw dust and the like) must be removed daily by the exhibitor and if there are significant accumulations, multiple times a day. Alternatively, the exhibitor may order the chargeable disposal of his waste at the OSC.

15. Prevention of Accidents

The Exhibitor is obliged to attach protective devices to the equipment etc. exhibited by him, which comply with the accident prevention regulations of the employers' liability insurance association. The Exhibitor shall be liable for any damages to persons or property caused by the presentation and operation of machines, apparatuses, equipment and the like, which he exhibits. Furthermore, the exhibitor undertakes to comply with the provisions of the Device Safety Act.

16. Fire Prevention

Fire extinguishers, wall hydrants and signage must neither be blocked by standing nor hanging items. Emergency exits must not be blocked by exhibits or booths. Combustible materials of any kind may neither be stored nor kept on the exhibition booth. The storage of packaging materials of all kinds behind or within the booths is prohibited based on fire protection reasons.

17. Competencies

Fire prevention on the exhibition premises is the responsibility of the local fire marshal. The Exhibitor is advised to contact the iaf service of the Messe und Congress Centrus Halle Münsterland GmbH if any questions related to fire prevention should arise.

All booths shall be set up in such a manner that hard to control corners are not created. Ancillary rooms must not have locked doors and shall be positioned at a hallway with a retreat/escape path across from them. Enclosed rooms shall be prohibited (i.e. rooms that can only be accessed from a different route (hallway or floor) that is structurally separated from the generally accessible exhibition premises and do not have any other exit or emergency exit).

Fire hazardous decorations and objects, such as waxed leaves, celluloid objects and the like shall not be used. All combustible materials and plastics used for decoration purposes must be flame retardant and impregnated pursuant to DIN 4102 (Fire behaviour of building materials and components).

The attribute “flame retardant” may be retroactively achieved for only a part of these materials that are treated with a flame retardant. The used flame retardants must be officially approved. The confirmation of flame retardance or the properly performed impregnation must be kept on hand by the exhibitor at the booths for review at all times by the Event Organizer, the Messe und Congress Centrum Halle Münsterland GmbH and/or the responsible authorities.

If there are doubts about the effectiveness of the impregnation, or if the flame retardancy was already implemented some time ago, a flammability test on a small test piece must be performed by the exhibitor at the request of the Event Organizer, the Messe und Congress Centrum Halle Münsterland GmbH and/or the responsible authorities.

Felled trees and cut plants must be used for decoration only while they are green. If while the exhibition is ongoing it should be determined that trees and plants are drying out and thus become more readily combustible, they either must be removed or rendered flame retardant as specified by the Fire Department. Trees must be free of branches at a base of around 50 cm above the floor. Mulch must be kept moist at all times (risk of ignition by tobacco products and other ignition sources!). Sidings and curtains, etc. must be arranged in such a manner that tobacco waste or matches cannot be entrapped by them.

18. Exhibitor-Service-Center (ESC)

Via the Exhibitor-Service-Center (ESC) of the ADITUS GmbH, Hannover, the Exhibitor has the possibility to invite visitors to the event, to personalize the exhibitor passes already booked by him in the OSC and to download already booked parking passes.

It is expressly pointed out to the exhibitor that by using the ESC a contractual relationship is established solely between him - the Exhibitor – and the Messe und Congress Centrum Halle Münsterland GmbH. In contrast, the use of the ESC does not establish any contractual relationship with ADITUS GmbH.

18.1 Invitation of Visitors

The invitation of visitors to the event is possible free of charge via the ESC up to and including May 27, 2022. As of May 28, 2022, an invitation can no longer be made via the ESC. The invited visitor will receive a link for final registration on behalf of the respective exhibitor. When using the e-mail address of the visitor invited by him, the exhibitor assures to be sufficiently authorized to use the e-mail address of the visitor invited by him.

18.2 Delivery and Validity of Tickets

Tickets are sent electronically via email as a PDF file to the email address of the person registered for the respective ticket.

Tickets are customized and non-transferable. They are only valid for the holder whose name and first name is printed on the ticket. Hence, the entrance checkers at the event may ask for an identification (personal identification card, driver's license or passport). Every ticket is electronically scanned for validity.

The guest may show the electronic version of the ticket or a print-out. The print-out must be completed with a laser or ink printer with a resolution of at least 300 DPI on a white DIN A4 sheet of paper in legible quality printed out in color or black and white. The use of Acrobat Reader is recommended for printing.

18.3 Customization of Exhibitor Passes

When customizing Exhibitor passes, the Exhibitor allocates the already reserved passes to the individuals selected by him.

The person the Exhibitor pass is intended for receives a link for final registration on behalf of the respective Exhibitor. When using the e-mail address of the person selected by him, the exhibitor assures to be sufficiently authorized to use the e-mail address of the person selected by him.

19. Non-disclosure of Access Data

The access data for the Online-Service-Center and the Exhibitor-Service-Center as well as the affiliated Deeplink are subject to confidentiality and must **not** be shared with third parties.

The exhibitor is responsible for any damage caused to the exhibitor by the unauthorized disclosure of his access data. In this respect, liability on the part of the Event Organizer and/or the Messe und Congress Centrum Halle Münsterland GmbH is excluded.

20. Liability and Compensation for Damages

20.1

When the exhibitor uses the OSC and/or the ESC, the Messe und Congress Centrum Halle Münsterland GmbH shall not be liable to the exhibitor for damage caused by transmission errors, technical failures, interruptions due to maintenance work or other incidents for which the Messe und Congress Centrum Halle Münsterland GmbH is not responsible.

Otherwise, the Messe und Congress Centrum Halle Münsterland GmbH shall assume liability only for acts of intent or gross neglect. It shall also assume liability in the event of negligent violation of obligations that make the proper performance of the contract even possible and the negligent violation of which places the attainment of the contractual purpose in jeopardy and into compliance with which the Exhibitor regularly trusts. However, in the latter case, the Messe und Congress Centrum Halle Münsterland GmbH shall not assume liability for unforeseeable damages that are not typical for the contract.

Furthermore, the Messe und Congress Centrum Halle Münsterland GmbH shall not assume liability in the event of minimally negligent violations of other obligations.

The above exclusions and limitations of liability shall not apply in the event of the culpable injury to life, the body or health by the Messe und Congress Centrum Halle Münsterland GmbH or its legal representatives or agents.

20.2

The exhibitor is liable to Messe und Congress Centrum Halle Münsterland GmbH for any damage to the rented goods and for the loss of the rented goods. The aforementioned liability of the exhibitor shall begin with the delivery and shall end with the collection of the rental goods, but no later than 72 hours after the end of the event, unless a different pick up date has been agreed with the exhibitor or the rental goods have not been made ready for collection by the exhibitor. The same applies if the Exhibitor's booth is not occupied. The exhibitor shall reimburse the Messe und Congress Centrum Halle Münsterland GmbH for the cost of replacing or repairing rented goods that are lost or damaged. The exhibitor is obliged to notify the Messe und Congress Centrum Halle Münsterland GmbH immediately in text form of any damage to or loss of the rented goods.

21. Gastronomy

Within the halls of the Messe und Congress Centrum Halle Münsterland GmbH, gastronomic services shall be provided during the event exclusively through the catering service of the Messe und Congress Centrum Halle Münsterland GmbH. The relevant information for booth catering and for the individual catering offers are available to the Exhibitor in the OSC. If the Exhibitor commissions certified third-party companies for the outdoor exhibition area of the Messe und Congress Centrum Halle Münsterland, the Exhibitor shall give the Messe und Congress Centrum Halle Münsterland GmbH due notice in text form and coordinate the corresponding delivery access with the latter. The Exhibitor is expressly informed that it is not permissible to drive delivery vehicles onto the open areas during the exhibition times of the event and that deliveries can only be made via the parking areas of the Messe und Congress Centrum Halle Münsterland.

22. Hygiene Law Provisions and Marking Obligations

Due to the current pandemic, the event organizer of the iaf 2022 may have to compile a hygiene concept. Thereby, the protective and hygienic measures to be observed by the exhibitor and visitors to his stand are anticipated to be based on the Corona Protection Ordinance published and in effect at the time or on recommendations for the performance of events by the State of NRW or the City of Münster. Separate information on the key conditions shall be communicated to the Exhibitor.

23. Force Majeure

Force majeure is a non-operational event caused externally by elementary forces of nature or by the actions of third parties, which is unforeseeable according to human insight and experience, cannot be prevented or rendered harmless by economically acceptable means even by the utmost care reasonably to be expected in the circumstances, and cannot be accepted because of its frequency.

If the iaf 2022 cannot be held on the agreed date due to force majeure, each contracting party (i.e. both the Exhibitor and the Messe und Congress Centrum Halle Münsterland GmbH) is entitled to terminate the contractual relationship without notice.

In the event of termination, the Exhibitor is obliged to reimburse the Messe und Congress Centrum Halle Münsterland GmbH for the costs and expenses already incurred up to the time of termination. This also and in particular includes the costs of external services already commissioned and the costs of preparing the services and goods commissioned by the exhibitor.

24. Compliance with Legal Requirements

The Exhibitor is solely responsible for proper compliance with and fulfillment of all legal and regulatory requirements and provisions relevant to him. This also and in particular applies with regard to the regulations of trade law, the Act to Combat Unfair Competition and the Shop Closing Act. The Exhibitor is likewise responsible for the associated information obligations.

25. Changes and Additions

For reasons of evidence, amendments and/or supplements to these Special Tradeshow and Exhibition Terms and Conditions require mutual confirmation in text form, unless the requirement of text form, written form or a higher form requirement already exists by operation of law.

26. Final Provisions

Should one or more provisions of these Special Tradeshow and Exhibition Terms and Conditions be or become invalid or unenforceable in whole or in part, this shall not affect the validity or enforceability of the Special Tradeshow and Exhibition Terms and Conditions as such or of their remaining provisions. The invalid or unenforceable provision shall rather be replaced by such valid and enforceable provision which comes closest to the purpose of the omitted provision in economic terms.

27. Place of Jurisdiction, applicable law

If the Exhibitor is a merchant, a legal entity under public law or a special fund under public law, the place of performance and jurisdiction for all claims arising from or in connection with the contractual relationship between him and the Messe und Congress Centrum Halle Münsterland GmbH is Münster (Westphalia, Germany). The law of the Federal Republic of Germany shall apply exclusively, with the exception of the provisions of the UN Convention on Contracts for the International Sale of Goods. In the event of translation of these Special Exhibition Terms and Conditions into other languages, the German text alone shall be authoritative and binding.

December 2021, Messe und Congress Centrum Halle Münsterland GmbH

Technical Regulations for Fairs and Exhibitions

Messe und Congress Centrum Halle Münsterland GmbH

1. Scope of application:

Messe und Congress Centrum Halle Münsterland GmbH has issued these safety regulations for trade fairs, markets and exhibitions, with the aim of enabling all participants to successfully and safely conduct the events. The technical regulations are based on legal and regulatory requirements and are binding minimum standards for all exhibitors. Compliance with the regulations is checked by the staff of Messe und Congress Centrum Halle Münsterland, the organizer and third parties.

The commissioning of an exhibition stand can be completely or partially prohibited in the interest of all event participants, if detected safety deficiencies have not been eliminated by the beginning of the event.

2. Assembly and disassembly work: All assembly and disassembly work may only be carried out within the scope of the applicable occupational safety, trade and assembly regulations. The exhibitor and the service companies commissioned by it are responsible complying with the regulations. The exhibitor and the service companies commissioned by it must ensure that there is no mutual risk to other exhibitors and their service companies during their assembly and disassembly work. If necessary, they must designate someone to coordinate the work. In case of violations of the legal provisions, the organizer, Messe und Congress Centrum Halle Münsterland and the competent authorities may order the cessation of work.

3. Fire brigade access zones: The necessary access routes and manoeuvring areas for the fire brigade marked with no stopping signs must always be kept free. Vehicles and objects parked or set down on the escape routes and the security areas will be removed at the expense and risk of the owner.

4. Safety equipment: Fire alarms, water poles, fire hydrants, fire extinguishers and pipes, smoke flaps, trigger points of smoke extraction devices, smoke detectors, telephones, telephone exchanges, supply and exhaust air openings of the heating and ventilation system, their signs and green emergency exit signs must be accessible and visible at all times; they must not be blocked, covered or otherwise obscured.

5. Exits and hallways are escape routes and must always be kept free. The doors belonging to escape routes must be able to be opened from inside to their full width. Escape routes, exit doors, emergency exits, and their signs may not be obstructed, covered or otherwise obscured. Corridors must never be restricted by objects that have been set down or that protrude into the corridor. All corridors serve as escape routes in the event of danger.

6. Driving inside the premises: Driving inside the premises with a car, truck or gas-powered forklift truck is generally forbidden. Permits are granted only in individual cases by Messe und Congress Centrum Halle Münsterland.

7. Stand area: The stand area indicated in the stand confirmation will be marked by the organizer upon the exhibitor's request. The stands must be set up on this area. The exhibitor must assume minor deviations in stand dimensions. Among other things, these can result from the different wall thicknesses of the partitions. Columns, wall projections, partitions, distribution boxes, fire-extinguishing equipment and other technical equipment are components of the allocated stand areas. Therefore, for position, location, dimensions and potential installations on the leased area, only the on-site measurements apply. No claims may be asserted against the organizer and Messe und Congress Centrum Halle Münsterland as a result of deviations from the stand confirmation.

8. Stability: Exhibition stands including equipment and exhibits as well as advertising media must be constructed in such a stable manner that life and health as well as safety and public order are not endangered. The exhibitor is responsible for the static safety of the stand and must prove this if required to do so. With regard to the requirements for stability, see moreover the state building regulations and the North Rhine-Westphalian Assembly Venue Ordinance (nordrhein- westfälische Versammlungsstättenverordnung) in the respectively valid version.

9. Exhibition stands subject to approval and special structures: All multi-storey exhibition stands, mobile stands and special structures and constructions must be presented to the organizer for approval. A stability certificate must be provided for exhibition stands higher than 4m. As a rule, a test book or verified statics for the structure must be submitted.

10. Vehicles and containers may only be exhibited in the meeting rooms after

approval by Messe und Congress Centrum Halle Münsterland. The battery must be disconnected, as far as this is possible by technology or design. The fuel tank must be emptied and sealed as much as possible. Tanks, some of which are still filled with fuel, must be filled with nitrogen. This can only be done by an appropriate specialist and must be announced in advance of the event. Depending on the event and location, additional safety measures such as inertisation of the fuel tanks and/or posting security guards may be required. For vehicles with alternative drive technology, e.g. electric or hybrid drive, the drive batteries must be separated from the motor by safety clamp switch (main switch). For gas-driven vehicles, the pressure vessel must be emptied.

11. Stand construction materials: Highly flammable, burning dripping, or toxic gases may not be used for stand construction. For supporting structural parts, special requirements may be made in individual cases for safety reasons. DIN 4102 (fire behaviour of building materials, components) or EN 13501-1 must be observed and adhered to.

12. Carpets: If the lessee lays carpets or other decoration material directly on the hall floor, it must be done in such a way that there is no risk of slipping, tripping or falling for persons. Carpets and other floor coverings must be laid with due regard to safety and may not protrude beyond the stand area. Adhesive marks, carpet fixings and the like may only be made with special carpet tape that can be removed without leaving any residue. Self-adhesive carpet tiles are not permitted. All materials used must be removed without leaving any residue. The same applies to substances such as oils, fats, paint and the like. The hall floors may not be painted.

13. Floor and parquet protection: Anchors and fixings in the floor are not permitted. Placing damp or soaking objects on parquet floors is prohibited. Moisture should be removed immediately. Refrigerators must be installed on a water-resistant surface.

14. Glass and acrylic glass: Only laminated safety glass may be used. The edges of glass panes must be constructed or protected in such a way that the risk of injury is excluded. All-glass components must be marked at eye level. For glass constructions, the requirements according to "Technical rules for the use of fall-arresting glazing (Technische Regeln für die Verwendung von absturzsichernden Verglasungen - TRAV)" must be observed.

15. Exits from extended stands: Stands with a floor area of over 100m² or with a complex design must have a minimum of two separate exits/escape routes/emergency exits situated opposite one another. The distance from any stand on an exhibition area to an aisle must not exceed 20m.

16. Landings/platform protectors: Generally accessible areas that directly adjoin areas that are set more than 0.20m lower must be equipped with railings.

17. Nails, hooks, holes, and transportation of loads: Driving of bolts and anchors as well as drilling or knocking of holes in hall floors, walls, and ceilings is not permitted. Heavy loads, lifting equipment and crates may be transported within the premises only via rolling carts or lifting carts equipped with rubber tires. Skid marks due to rubber abrasion should be avoided.

18. Suspensions/interference with the building structure: Technical facilities and parts of halls must not be impacted by structures or exhibits. Hall pillars/hall supports may be converted within the stand area within the permitted height if they are not damaged. Objects may only be suspended from the hall ceiling at the fittings intended for this purpose and may only be suspended by specialist companies approved by Messe und Congress Centrum Halle Münsterland.

19. Electrical installations/water connection: Connections to the existing supply network may only be made by the specialist companies approved by Messe und Congress Centrum Halle Münsterland who are familiar with the venue. It is also advisable to commission the specialist companies approved by Messe und Congress Centrum Halle Münsterland to perform the corresponding work within the stand. All electrical equipment at the exhibition stand must be operated according to the latest safety regulations of the Association of German Electrical Engineers (Verbandes Deutscher Elektrotechniker - VDE). Particular attention should be paid to VDE 0100, 0128 and ICE 60364-7-711. The electrical equipment used in the standby exhibitors must comply with the applicable standards. For water connections, separate conditions apply, which can be accessed via the corresponding form in the service catalogue. When commissioning third parties to connect the exhibitor's own equipment, from the point of transfer, the exhibitor is responsible for the compliance with the hygiene and drinking water regulation of the water connection in the stand area.

20. Decoration materials: Decoration materials must comply with DIN 4102 min. B1 or min. Class C according to EN 13501-1, i.e. they must be flame retardant. The attribute "flame retardant" may be achieved subsequently through the use of a flame retardant, but this applies to part of these materials only. The flame retardants used must be officially approved. A certificate confirming that the material is flame retardant or that impregnation has been carried out in accordance with the regulations must be available for inspection at the stand at all times.

21. Use of balloons and flying objects: Use of balloons filled with safety gas and of other flying objects within the halls out in the outdoor area must be approved by Messe und Congress Centrum Halle Münsterland.

22. Trees and plants: Natural plant decorations may only remain in the rooms as long as they are fresh. Bamboo, reed, hay, straw, bark mulch, turf or other similar materials do not meet the aforementioned requirements. The inclusion of conifers is generally not permitted because of the associated increased fire hazards (resin). The fire brigade decides on exceptions.

23. Waste, recyclable and residual containers: No recyclable or residual containers made of flammable materials may be placed in the stand area. Containers for recyclable and residual materials must be emptied regularly, and at least every evening after the close of the fair. In the event that large quantities of combustible waste are generated, it must be safely disposed of several times a day.

24. Empty reusable containers, packaging: Storage of empty reusable containers, packaging, and packing materials of any kind whatsoever within the stand and outside of the stand is prohibited. Empty reusable containers, packaging, and packing materials must be removed without delay.

25. No smoking: Smoking is prohibited in all halls, rooms and stands. The smoking ban must be observed and enforced by each exhibitor at their stand.

26. Fire extinguishers: We recommend having suitable and tested fire extinguishers ready at the stand.

27. Pyrotechnics: Pyrotechnic demonstrations must be approved by the authorities and notified to the organizer and Messe und Congress Centrum Halle Münsterland.

28. Laser systems: The operation of certain laser systems must comply with the occupational association regulations and must be notified to the responsible authority. When notifying, make sure to enclose the written appointment of a laser protection officer with responsibility for operating the laser equipment. In addition, the intended use must be reported to the organizer.

29. Fog machines: For the use of fog machines, the approval of Messe und Congress Centrum Halle Münsterland is required to avoid falsely triggering the fire alarm system.

30. Hotplates, spotlights, transformers: For extra protection, all heat-producing and heat-generating appliances must be mounted on a non-flammable, heat-resistant, asbestos-free base. Appliances should be placed at a suitable distance from flammable materials, based on the amount of heat generated. Lighting fixtures must not be attached to decorations or the like. Please do not forget to switch off electrical cooking devices and other items of equipment that give rise to dangers if operated without supervision at the end of the daily opening hours.

31. Advertising materials/advertising: Independent advertising actions outside of an exhibitor's own stand (e.g., distribution of brochures, posting of advertising signs) is not permitted.

32. Acoustic and visual performances: Operation of acoustic systems, as well as audio-visual presentations of any kind, by exhibitors requires the approval of the organizer and Messe und Congress Centrum Halle Münsterland and must be submitted in writing. The noise level should not exceed 60 dBA for musical performances. In the event of repeated failure to follow these rules, the power supply may be interrupted to the exhibitor's stand without regard to any consequences relating to the power outage. No claim by the exhibitor for direct or indirect damages caused by the interruption of the power shall be permitted. The burden of proof for compliance lies with the exhibitor.

33. Musical reproductions (GEMA): For the reproduction of music of all kinds, exhibitors must adhere to relevant legal provisions (Copyright Act) and obtain permission of the Society for Musical Performing and Mechanical Reproduction Rights (Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte - GEMA) where required. Undeclared music may result damage claims by GEMA.

34. Explosive substances/munitions: Explosive substances are subject to the Explosives Act (Sprengstoffgesetz) in the respective current version and may not be used or exhibited at trade fairs or exhibitions.

35. Spray guns, nitrocellulose lacquer: The use of spray guns and nitrocellulose lacquer is prohibited.

36. Flammable liquids and gases may not be used or stored in the stands. The use of gas burners of any kind is prohibited.

37. Alcohol and mineral oils (petrol, kerosene, etc.) must not be used for cooking, heating or operating purposes.

38. Abrasive cutting work and all work with an open flame: Welding, cutting, soldering, grinding, separation and other open-flame or sparking work is prohibited. In exceptional cases, upon written application and description of the work, Messe und Congress Centrum Halle Münsterland may issue a permit for open-flame works with special safety requirements (permit for flammable work).

39. CE certification of products: Products that do not have a CE Certificate of Conformity and do not meet the requirements of the Law on the Provision of Products on the Market (Produktsicherheitsgesetz - ProdSG) may only be exhibited if a visible sign clearly indicates that they do not meet these conditions and can only be acquired within the European Union if the corresponding conformity has been established. During demonstrations, necessary precautions (barriers) must be taken to ensure the safety of persons (see Section 3 para. 5 Product Safety Act).

40. Modification of non-standard stand constructions/special structures: Structures, equipment, props and decorations (materials) brought into the hall that are not approved, or that do not comply with these technical safety regulations or the VStättVO NRW may not be installed in the venue and may need to be removed or modified at the exhibitor's expense. This also applies in the case of substitute performance by the organizer. The partial or complete closure of a stand may also be ordered should important grounds, especially serious safety deficits, exist.

41. Disassembly of the exhibition stand: After disassembly, the original state of the exhibition space must be restored. The exhibitor shall be liable for damage to the ceilings, walls, floor and installation equipment. Adhesive strips must be removed without leaving any residue. Damage to the hall, its equipment and outdoor facilities by exhibitors or their agents must be reported to Messe und Congress Centrum Halle Münsterland in any event.

42. Waste disposal/separation: As far as the exhibitor does not commission the organizer or Messe und Congress Centrum Halle Münsterland with waste disposal, the exhibitor must perform this at its own expense and risk. Packaging materials and waste must not be stored in the hall during the event.

July 2019, Messe und Congress Centrum Halle Münsterland GmbH

Data Privacy Information for Exhibitors, Event Organizers and Contract Partners

Information concerning data privacy pursuant to Art. 13 and 14 of the General Data Protection Regulation (GDPR)

1. Data Controller and Data Protection Officer

The Data Controller processing personal data is:

Messe und Congress Centrum Halle Münsterland GmbH
Albersloher Weg 32
48155 Münster, Germany
Tel.: 49 (0) 251/6600-0
Email: info@mcc-halle-muensterland.de

You can reach our Data Protection Officer under the contact information provided below:

Uwe Drath
c/o Messe und Congress Centrum Halle Münsterland GmbH
Albersloher Weg 32
48155 Münster, Germany
Email: datenschutz@mcc-halle-muensterland.de

2. Type of Personal Data

We shall process your personal data exclusively within the guidelines of the statutory provisions. This includes the following categories of personal data: master data (e.g. first and last name, address), contract data (e.g. customer number, consumption data, order data), credit rating data, customer history and banking information.

3. Purpose and Legal Foundation for the Processing of Personal Data

3.1 Data Processing for Contract Negotiation and Performance Purposes (Art. 6 Sect. 1 lit. b GDPR)

Data are processed in response to your inquiry and is essential for the negotiation, performance and billing of your contract, for instance for leases of premises, the hosting of an event, exhibit, the performance of deliveries, the billing for services, correspondence.

3.2 Data Processing Based on Your Consent (Art. 6 Sect. 1 lit. a GDPR)

If we have obtained your consent for the processing of personal data for specific purposes (e.g. mailing of newsletters, customer magazine), the processing of such data is in compliance with applicable laws based on this content. Any consent given may be revoked at any time. This shall also apply to the revocation of declaration of consent you have given us prior to the effective date of the GDPR of May 25, 2018. The revocation of consent impacts future transactions and shall be without prejudice to the legality of the processing of data until the time of revocation.

3.3 Data Processing on Grounds of Legitimate Interests (Art. 6 Sect. 1 lit. f GDPR)

We are processing your data in a permissible manner to protect our legitimate interests. This also comprises the use of your personal data for:

- The assertion of legal entitlements and the defense in the event of litigation.
- The safeguarding and exercising of building owner rights through the implementation of respective precautions, including video surveillance for the protection of our customers and employees as well as the safeguarding of evidence in the event of crimes and for prevention of the former.
- Measures aiming at the improvement and development of services and products to enable us to offer you customized services in the form tailored offers and products.
- The consultation and sharing of data with credit rating agencies (e.g. Schufa, Creditreform) for the determination of credit and payment history risks, in particular if the provisions of § 31 BDSG-Neu (New German Federal Data Privacy Act) apply.
- Self-advertising through the postal service if you do not object to such mailings.

3.4 Data Processing Based on Statutory Provisions (Art. 6 Sect. 1 lit. c GDPR) or in the Interest of the Public (Art. 6 Sect. 1 lit. e GDPR)

As a company we are subject to a large number of statutory obligations. Primarily, these are statutory mandates (e.g. tax laws, the German Trade Act, the German Civil Code [BGB]), which require the processing of your data to meet legislative mandates.

Furthermore, disclosure of personal data may be required in conjunction with government agency / court measures aiming at collecting evidence, prosecuting crimes or asserting civil law based entitlements.

4. (Categories) of Recipients / Sharing of Personal Data / Non-EU Countries

Within our Company, anyone who needs your data for the purpose of meeting the abovementioned purposes will have access to your data.

Service providers and agents we commission may also receive data for these purposes if they warrant that suitable technical and organization precautions are carried out in such a manner that the processing will occur in compliance with the GDPR and guarantee the protection of the rights of Data Subjects.

Under these conditions, the following may, for instance, be recipients of personal data: external data processing centers, support/maintenance services for EDP/IT applications, utilities, financial institutions, printing services, data destruction services, logistics providers and government agencies.

5. Duration of the Archiving or Deletion of Personal Data

We shall archive your personal data for the abovementioned purposes (see also 3. Purpose and Legal Foundation for the Processing of Personal Data). Initially your data shall be processed as of the time it is collected, if you or a third party share the data with us.

We shall delete your personal data as soon as the contractual relationship with you has ended, all joint entitlements have been met and no further statutory retention obligations or statutory legitimization grounds for archiving exist. The retention periods arise, among other things from the German Trade Act (HGB) and the Tax Act (AO). This means that we shall delete your personal data at the latest upon expiration of the statutory retention periods, which are usually ten years after the termination of the contract.

Within the scope of contacts, contact data and communication data are stored and used to the extent that this is necessary for the respective purpose of communication or to the extent that it reasonably serves this purpose.

When you register with us to subscribe to a newsletter or to participate in sweepstakes, your data shall be stored and used until you unsubscribe from the newsletter or we terminate the newsletter. Your consent and the information pertaining to the use to date shall be continued to be archived until the statute of limitations of any cease and desist entitlements at your end has expired. However, we shall not use the data for the continued mailing of newsletters. Details on the processing of data are governed by the respective sweepstakes rules.

6. Rights of Data Subjects / Your Rights

If you have questions or complaints affiliated with data privacy, kindly contact of Data Protection Officer (contact information provided above). Your rights comprise

- The right to rectification pursuant to Art 16 GDPR,
- The right to eradication pursuant to Art. 17 GDPR,
- The right to restrict the processing of data pursuant to Art. 18 GDPR,
- The right to object pursuant to Art. 21 GDPR as well as
- The right to data transferability pursuant to Art. 20 GDPR.

Moreover, you have the option to contact the competent regulatory agency (State Officer for Data Privacy and Freedom of Information of North Rhine Westphalia, Kavalleriestr. 2-4, 40213 Düsseldorf, Germany).

6.1 Right to Object

If we process data to protect our legitimate interests (see 3.3 Data Processing on Grounds of Legitimate Interests), you have the option to at any time object to this processing for reasons arising from your specific situation.

If you file an objection, your personal data shall no longer be processed, unless we can document mandatory protection worthy grounds for processing the data that outweigh your interests, rights and liberties, or if the processing aims at the assertion, exercising or defense of legal entitlements.

We may also process your personal data to engage in direct advertising. If you do not want to receive advertising solicitations, you have the right to object to the sending of such advertising at any time.

This also comprises the right to object to the processing of data for advertising purposes.

You may address your objection to our customer service department (contact information provided above).

6.2 Revocation Right in the Event of Consent

You may at any time revoke any consent to the processing of personal data you have extended to us (see 3.2 Data Processing Based on Your Consent). Please remember that this revocation will only impact future transactions. Processing that occurred prior to the revocation shall not be affected.

Please address your objection to our customer service department (contact information provided above).

7. Provision of Personal Data

In conjunction with our business relationship you must provide the personal data that are necessary for the initiation and performance of the business relationship and the fulfillment of the affiliated contractual obligations or that we are mandated to collect as a matter of law. Without these data we shall not be able to execute the contract.

8. Automated Decisions

Automated decisions shall not be made as the basis or for the performance of a contract pursuant to Art. 22 GDPR. We also do not collect or process and likelihood or score ratings.

9. Data Sources

We process personal data we receive from our customers in conjunction with our business relationship.

If it should be necessary for the rendering of our services, we shall also process personal data that we obtain from publicly accessible sources, such as debtor directories, registers of deeds, trade and association registers, the media and the

Internet in a legally permissible manner. We also use personal data we receive from third parties, such as credit reporting agencies.

10. Modification Clause

Given that our data processing is subject to changes, we shall also update our Data Privacy Information from time to time.

December 2021, Messe und Congress Centrum Halle Münsterland GmbH

Special Data Privacy Information Pursuant to Art. 13 of the General Data Protection Regulation (GDPR)

In the following Data Privacy Information we will in particular brief you on the type, scope, purpose, duration and legal foundations of the processing of personal data, if we make decisions by ourselves or jointly with others with regard to the purposes and resources of processing. Moreover, we are also notifying you below on the third party components we use for the purpose of optimization and increase of the usage quality if third party data is processed self-accountably.

General and Mandatory Information

Data Controller

The data controller as defined in data privacy legislation is the:

Messe und Congress Centrum
Halle Münsterland GmbH
Albersloher Weg 32
48155 Münster
Phone: 49 (0) 251/6600-0
Email: info@mcc-halle-muensterland.de

Processing of Personal Data

To provide the functions and services of our digital offers it is necessary for us to collect personal data from you. Personal data are data that can be used to personally identify you. Below, we will explain which data of yours we collect, what it is needed for and what your rights are with regard to your data.

Legal Foundation

We process personal data in compliance with the applicable data privacy provisions, in particular the GDPR and the new version of the German Federal Data Privacy Act (BDSG n.F.). We process data only on the basis of a statutory permission. When using our booking platforms we process personal data

- Only subject to your consent (Art. 6 Sect. 1 lit. a GDPR),
- To fulfill a contract to which you are a party, or upon your inquiry to perform pre-contractual activities (Art. 6 Sect. 1 lit. b GDPR),
- To fulfill a legal obligation (Art. 6 Sect. 1 lit. c GDPR) or
- If the processing of data is necessary to protect our legitimate interests or the legitimate interests of a third party unless your interests or constitutional rights and liberties that require the protection of personal data outweigh our interests (Art. 6 Sect. 1 lit. f GDPR).

Archiving of Data

Unless the following information provides otherwise, your personal data will be deleted or blocked as soon as the consent to the processing of your data has been revoked by you or the purpose for processing the data no longer exists, unless the further archiving is necessary for evidentiary purposes or its deletion would be in conflict with statutory retention obligations.

Sharing of Data

Beyond the above, personal data shall not be shared without your express consent pursuant to Art. 6 Sect. 1 lit. a GDPR, unless

- A statutory obligation pursuant to Art. 6 Sect. 1 lit. c exists,
- It is mandated by law and pursuant to Art. 6 Sect. 1 lit. b GDPR for the processing of contractual relationships or
- If sharing pursuant to Art. 6 Sect. 1 lit. f GDPR is necessary to assert, exercise or defend legal entitlements and there is no reason to presume that you have a priority protection worthy interest in the non-sharing of your data.

Minors

Our services do not knowingly target minors under the age of 16. If you have not attained the defined age level, please do not use these services and do not share your personal data with us.

Rights of Data Subjects

In conjunction with the applicable statutory provisions you are at any time entitled to

- Free information (Art. 15 GDPR) on your archived personal data, its origins and recipients as well as the purpose of data processing and
- If applicable, a right to rectification (Art. 16 GDPR),
- Eradication (Art. 17 GDPR),
- Blockage (Art. 18 GDPR) or
- Transfer (Art. 20 GDPR) of such data.

Revocation of Granted Consent

You also have the right to revoke your data privacy declaration of consent (Art. 6 Sect. 1 lit. a GDPR) at any time (Art. 7 Sect. 3 GDPR). An information notice via email to us will suffice. The legality of the processing of data that occurs until such a revocation right is exercised is not affected by this.

Objection to Processing

If your personal data is processed on the basis of legitimate interests pursuant to Art. 6 Sect. 1 S. 1 lit. f GDPR you have the right to object to the processing of your personal data pursuant to Art. 21 GDPR, if you have grounds arising from your special situation or if your objections targets direct advertising. In the latter case you have a general right to object that will be implemented by us without the provision of a special situation. If you intend to exercise your right to rescind or object, all you have to do is send us a pertinent email.

Data Privacy Contact

If you have questions about the collection, processing or use of your personal data, concerning information, rectification, blockage or deletion of data, please contact our Data Privacy Officer:

To the Data Privacy Officer of the
Messe und Congress Centrum
Halle Münsterland GmbH
Albersloher Weg 32
48155 Münster
Email: datenschutz@mcc-halle-muensterland.de

Right to Complain with a Regulatory Agency

If you believe that the processing of your data violates data privacy legislation or that your data protection rights have been violated in any other way, you may file a complaint with the competent data protection agency (State Officer for Data Privacy and Freedom of Information North Rhine Westphalia, Kavalleriestr. 2-4, 40213 Düsseldorf, Germany).

Changes to the Data Privacy Information

We reserve the right to update our data protection measures if this is necessary to accommodate the technical and legal developments. In these cases we shall also update our data privacy information accordingly. Hence, please observe the respective latest version of our Data Privacy Policy.

Most recent update: December 2021

Data Privacy Information for Our Booking Platforms

Booking Platform Usage Data

Every time a user accesses one of our booking platforms, we, or our webspace providers will collect data concerning this access to our portfolio (so-called server logfiles). Such access data includes: the name of the accessed website, date and time access was gained, the referrer URL (previously visited site), used web browser, IP address and the country where the inquiry originated. We utilize our webspace providers on the basis of a contract processing agreement pursuant to Art. 28 Sect. 3 GDPR.

Data are processed in compliance with Art. 6 Sect. 1 lit. f GDPR based on our legitimate interest in the stability and functionality of our website. Data are not shared or used for any other purposes. However, we reserve the right to retroactively check the server logfiles if concrete indications of illegal use should arise.

The recording of data for the provision of the booking platforms and the archiving of data in logfiles is absolutely necessary for the operation of the websites. Hence, the user does not have the option to object or contest.

As a rule, logfile data are stored for 30 days. Connection data are deleted immediately after the performance of the HTTP/S actuation.

Communication Channels

Inquiry via email or phone

When you contact us via email or phone, your inquiry as well as all personal data derived from the inquiry (name, request) will be stored and processed by us for the purpose of handling your matter. In this context, no data are shared with any third parties.

Such data are processed on the basis of Art. 6 Sect. 1 lit. b GDPR, provided your inquiry is related to the fulfillment of a contract or required for the performance of pre-contractual actions. In all other cases, the processing is based on your consent (Art. 6 Sect. 1 lit. a GDPR) and / or our legitimate interest (Art. 6 Sect. 1 lit. f GDPR), since we have a legitimate interest in the effective handling of inquiries addressed to us.

The data you transmit to us will remain in our possession until you ask us to delete them, revoke your consent to the archiving of such data or if the purpose of the data storage no longer exists (e.g. after the handling of your matter is complete). This shall be without prejudice to any mandatory statutory provisions, in particular statutory retention mandates.

Online Services

Exhibitor registration

Companies that want to participate in an event as exhibitors are required to submit an online registration and to create a user account on our registration platform for exhibitor passes. The purpose of creating a user account is to be able to retroactively upload a certificate if at the time of the event the verification of any COVID certificates should become necessary so that waiting times at the entrance to the event can be kept at a minimum.

For the reservation of any tradeshow services (leased furniture, booth setup, exhibitor passes, parking passes, etc.) registration with our Online-Service-Center is also necessary. For the personalization of reserved passes, registration with our Exhibitor-Service-Center is mandatory. You also have the option to invite visitors to the tradeshow via our Exhibitor-Service-Center.

Mandatory data is processed with the aim of being able to identify you as a participant of the event, to enter into and implement a contract concerning your participation with you and to be able to supply you with event-related information prior to, during and after the event, which is provided to allow you to optimally participate and to ensure that we can plan and warrant the smooth organization of all event details. The provision of voluntary data allows us to plan and implement the event so the interests of all are accommodated.

Data processing occurs upon request of the interested participants and is required for the listed purposes for the fulfillment of the participation contract and the pre-contractual activities pursuant to Art. 6 Sect. 1 S. 1 lit. b GDPR.

In accordance with the retention periods mandated by law, the data are stored pursuant to §§ 146 et seq. German Tax Code (AO) and/or § 257 German Trade Act (HGB) and deleted once the retention obligations have expired.

Moreover, in conjunction with the use of our registration and application functions and the use of our portals, the IP address and the time of the respective user action are archived. This archiving occurs on the basis of our legitimate interests (Art. 6 Sect. lit. f GDPR) in order to safeguard against misuse and any other unauthorized use.

Principally, such data is not shared with third parties, unless a legal mandate pursuant to Art. 6 Sect. 1 lit. c GDPR for sharing exists or if the sharing is necessary to prosecute crimes. The duration of the storage of such data is restricted to the aforementioned purposes.

After the event, you may delete your user accounts, if desired, at any time. If you have canceled a user account, its data will be deleted with regard to the portal account, subject to mandates that require the retention of such data for trade law or tax law based reasons in compliance with Art. 6 Sect. 1 lit. c GDPR.

Visitor registration

Any visit to the event requires the creation of a dedicated user account that will be available to you for additional services and the reservation of additional tickets. After the event you may delete this account at any time if you wish.

The data entered in conjunction with the registration will be used to grant you access to the event on the designated days and they are processed on the basis of Art. 6 Sect. 1 lit. b GDPR (fulfillment of the contract and pre-contractual inquiries). The collected data can be determined during the registration while completing the entry screen.

Moreover, in conjunction with the use of our registration and application functions and the use of the portal, the IP address and the timing of the respective user action are stored. This archiving occurs on the basis of our legitimate interests (Art. 6 Sect. lit. f GDPR) in order to safeguard against misuse and any other unauthorized use.

Principally, such data is not shared with third parties, unless a legal mandate pursuant to Art. 6 Sect. 1 lit. c GDPR for sharing exists or if the sharing is necessary to prosecute crimes. The duration of the storage of such data is restricted to the aforementioned purposes.

If you have canceled a user account, its data will be deleted with regard to the portal account, subject to mandates that require the retention of such data for trade law or tax law based reasons in compliance with Art. 6 Sect. 1 lit. c GDPR.

The personal data we collect for the event will be stored by us until all contractual matters have been concluded, but no longer than until 4 months have passed, unless statutory retention obligations pursuant to §§ 146 et seq. German Tax Code (AO) and/or § 257 German Trade Act (HGB) are in conflict with this deletion.

Payment systems

To process payments, we work with the following partners: technical service providers, financial institutions, payment processing services.

Depending on the selected mode of payment, we share the data necessary for the processing of payment transactions with our technical service providers who are commissioned to handle transactions as part of a contract processing arrangements or to the designated financial institutions or the chosen payment service processor, if this is necessary to process the payment.

The objective of the above is the fulfillment of the contract pursuant to Art. 6 Sect. 1 S. 1 lit. b GDPR. In some cases, the payment processing services will collect the data required for the processing of payments directly, i.e. on their own websites or via a technical solution integrated into the order process. In these cases the data privacy policies of the respective payment processing service shall apply.

Infection protection precautions for events

Due to the Corona pandemic and the “dynamic events” only tested and/or only vaccinated and recovered (possibly also only after obtaining an additional, negative test) may be allowed to participate in the event at the time. Consequently, in this case, participation will only be possible with a valid COVID certificate. The provisions are either based on the Corona Protection Directive of the State of North Rhine Westphalia or on the recommendations for the performance of tradeshows in the State of North Rhine Westphalia or the City of Münster

In the event that it should become necessary to implement any COVID provisions, you will be given the opportunity to upload a digital COVID. On site, this will allow you to enter through a “fast lane” and thus quicker access to the event. You may upload your certificate either as a photo, PDF or screenshot or scan it using your camera. Our system accepts all certificates that meet the EU standard (including CovPass, Corona-Warn-App, Luca-App). If, in coordination with the event organizer – VDEI Service GmbH – a decision in favor of certain access requirements should be made we will notify you of the certificate uploading process via email.

By voluntarily uploading your digital certificate you consent to the processing of the health data it contains for the purpose of access control. The processing of such data will be based on your consent pursuant to Art. 6 Sect. 1 lit. a in combination with Art. 9 Sect. 2 lit. a GDPR. You may revoke your consent to the storage of the COVID certificate at any time by using the above contact information.

The data will be deleted as soon as they are no longer required for the purpose they were collected for – at the latest once the event has ended.

Please note that if the current pandemic scenario should make the verification of the COVID certificate necessary and you do not want to upload or do not have a certificate that complies with the EU standard, you will have to present the certificate on site. If not, you will not be permitted to visit the event.

Cookies, Tracking, Plugins, Third Party Content (Embedded Functions)

A web browser cookie is a small text file that is sent from a website to your computer or mobile device, where it is stored in your web browser. Web browser cookies may store information such as your IP address or any other identification, your browser type and information about the content you are displaying on digital services and interact with. The storage of such information allows web browser cookies to save your preferences and settings for online services and to analyze how you use online services.

Other technologies that can be used for similar purposes are also available, for instance web beacons, flash cookies, HTML 5-cookies and embedded plugins/scripts. Our website users technically required cookies, performance cookies and functional cookies as well as external plugins/scripts.

As a matter of principle, you can also visit our booking platforms without using the embedded functions. This excludes technically necessary technologies. The use of such technologies is based on Art. 6 Sect. 1 lit. f GDPR and on the grounds of our legitimate interest in creating a user friendly website.

Data Security

As a website operator, we treat any data we are entrusted with as strictly confidential and protect the interests of our users. Personal data is neither sold nor shared with third parties. We strive to protect our databases with all reasonable resources against third party access, losses misuse or falsification.

All data you transfer to us via our websites are transferred in an encrypted format. To that end, the data are encrypted using Security Socket Layers (SSL), a security standard supported by most browsers. The fact that secure data transfers via SSL actually occur can be recognized by a small lock symbol in the status line of your browser. Access to sites into which you enter personal data is password protected.

We emphasize the transfer of data on the Internet (e.g. email communications) may be prone to security gaps. The uninterrupted protection of data from third party access is not possible. Important or confidential information should therefore be encrypted for communication via the Internet or should be sent via postal services.

December 2021, Messe und Congress Centrum Halle Münsterland GmbH