

Special Conditions of Participation of BUS2BUS

April 24-25, 2024

1. Event/Organizer

The BUS2BUS trade fair ("Event") is organized by Messe Berlin GmbH ("MB") in cooperation with the Bundesverband Deutscher Omnibusunternehmer e. V. (bdo) on the exhibition grounds of MB. MB is legally and economically responsible for the Event.

2. Dates

Duration of the event

24-25 April 2024

Registration deadline

January 31, 2024

Submitting the stand construction details for official approval

at the latest six weeks before the start of construction: March 11, 2024

Opening hours for visitors

Wednesday, April 24, 2024, 10:00 a.m.-6:00 p.m.
Thursday, April 25, 2024, 10:00 a.m.-5:00 p.m.

Opening hours for exhibiting companies

Wednesday, April 24, 2024, 9:00 a.m.-7:00 p.m.
Thursday, April 25, 2024, 9:00 a.m.-6:00 p.m.

Start of set-up:

From 19 April 2024
daily 7:00 a.m.-10:00 p.m.

End of set-up:

April 23, 2024, 12:00 p.m. (constructive)
April 23, 2024, 10:00 p.m. (decorative)

Start of dismantling:

April 25, 2024, 6:00 p.m.-10:00 p.m.
From April 26, daily 7:00 a.m.-10:00 p.m.

End of dismantling:

April 27, 2024, 12:00 (noon)

Subject to change, please refer to the following information later if necessary.

If an early stand construction (before the 20 April 2024) is necessary, it must be requested from the organizer. An early stand construction is subject to a fee. A fee of 2.00 EUR per day and m² will be charged.

Each exhibiting company is required to have its booth fully equipped and staffed with knowledgeable personnel every day during visitor opening hours for the entire duration of the event.

Dismantling of the booth before 6:00 p.m. on Thursday, April 25, 2024, is not permitted.

If the exhibiting company violates this provision, the organizer is entitled to demand a contractual penalty to be determined by the organizer at its reasonable discretion in accordance with the provisions of the ATB. The exhibiting company may furnish proof that the organizer has suffered no damage or only significantly less damage. This shall not affect the possibility of asserting further claims.

3. Eligibility and Admission

Only companies that correspond to the theme of the event will be admitted as exhibitors.

Also, startups that:

- show new innovative concepts for the mobility sector and a thematic proximity to the bus sector
- were established on 01.01.2017 and later

Space will be allocated, and the size of the booth will be determined according to the theme of the event and the space available, taking into account the specific wishes of the exhibiting company as far as possible.

Each exhibiting company is obliged to inform itself about the location, the exact dimensions and any fixtures etc. of the stand allocated to it.

Exhibiting companies presenting a vehicle at the event are obliged to inform the MB of the dimensions as well as the axle and total loads of the vehicles. If the loads are exceeded, MB will have to take special measures at the exhibitor's expense.

4. Participation Prices

The participation fee for exhibiting companies depends on the type and size of the stand as well as the time of receipt of the stand application in the exhibitor portal.

a) **Complete stand** minimum size 12 m² (including stand area and defined stand construction, equipment varies depending on stand size):

Prices - First Mover:

Receipt of stand registration:
up to and including 15.12.2022

- 12 m²-29 m²: 400,00 EUR per m²
- as of 30 m²: 370,00 EUR per m²

Prices - Early Bird:

Receipt of stand registration:
up to and including 31.10.2023

- 12 m²-29 m²: 430,00 EUR per m²
- as of 30 m²: 410,00 EUR per m²

Prices - Regular:

Receipt of stand registration:
as of 01.11.2023

- 460,00 EUR per m²

b) **Individual stand** minimum size 20 m² (pure stand space, no stand construction, all other services must be booked separately)

Prices - First Mover:

Receipt of stand registration:
up to and including 15.12.2022

- 240,00 EUR per m²

Prices - Early Bird:

Receipt of stand registration:
up to and including 31.10.2023

- 250,00 EUR per m²

Prices - Regular:

Receipt of stand registration:
as of 01.11.2023

- 290,00 EUR per m²

c) **Vehicle display spaces** The booking of a vehicle space is only possible in combination with a booking of a complete or individual stand. Individual stands can also be built outdoors.

Vehicle display space - indoor -

Prices - First Mover:

Receipt of stand registration:
up to and including 15.12.2022

- 100,00 EUR per m²

Prices - Early Bird:

Receipt of stand registration:
up to and including 31.10.2023

- 125,00 EUR per m²

Prices - Regular:

Receipt of stand registration: as of 01.11.2023

- 160,00 EUR per m²

Vehicle display space - outdoor -

- 130,00 EUR per m²

d) **Joint stand** small businesses, individual entrepreneurs and smaller associations and organizations, the majority of whose activities are advisory, may book a stand area in a shared space.

Package price:

- 1.990,00 EUR for 5 m² stand rent
- incl. stand construction package
- incl. media package, AUMA fee

The package includes:

- module counter one-sided with wall-construction in white
- graphic branding at module counter (submission by exhibitor)
- sockets at module counter (2 pieces per exhibitor)
- shelfcounter
- lighting for common area
- carpet velour
- plants
- stand supervision for common area

There is a selection field for the joint stand in the exhibitor portal of the event as part of the stand registration.

e) Other information on stand booking:

Each m² or part thereof will be charged in full. The minimum stand size is 12 m² for a complete stand and 20 m² for an individual stand. If more space than reported is subsequently used and allocated, the additional amount must be paid immediately.

The participation price includes:

Stand space rental, general hall supervision and aisle cleaning as well as the usual water- and electricity consumption, heating, and hall lighting.

The participation fee for each co-exhibitor is **395.00 EUR**.

An additional amount of **EUR 0.60** per m² of exhibition space will be charged in accordance with the agreements with the Association of the German Trade Fair Industry (AUMA).

The order platform for all services related to installations, stand construction and design, insurance, etc. for the Event is included in the web store of the exhibitor portal.

After receiving approval, the exhibiting company can access the necessary forms online in the exhibitor service area of the portal.

All price quotations are to be understood plus the legally applicable value added tax, unless the price quotation is explicitly stated as "including value added tax".

5. Stand design/Appearance

Stand sides that border on visitor aisles must be designed to be open throughout in order to document the open character as an exhibition stand of the event. The closed portion on one aisle side may therefore not exceed 30% and must be graphically designed on the aisle side.

The rear sides of stands adjoining neighboring stands must be kept neutral so as not to interfere with the design of the neighboring stand. The tenant is obliged to erect a joint-free, stable, white partition wall against the directly adjoining neighboring stand without any advertising statement. The MB reserves the right to reject defective work or to modify or remove it at the expense of the exhibiting company.

Approval is required for individual stands.

Booth package:

The package (basic example 12 m²) includes:

- 1x stand signage (stand number, exhibitor name)
- 1x module with cabin, lockable door
- 1x power connection
- 1x module counter with shelf and 3-KW-power-socket
- 2x bar stool
- 2x module lighting (one-sided)
- floor covering carpet or similar structure (color depending on selection and availability).

Equipment varies according to standsize.

6. Media Package

With the Media Package, the MB offers its exhibiting companies a package of selected marketing tools to optimize their participation in the trade fair and their presence on the market. The costs for the obligatory Media Package will be charged in the form of a mandatory contribution fee of **595.00 EUR**.

The services of the Media Package for co-exhibitors are included in the co-exhibitor fee. The flat-rate contribution fee for exhibiting companies and the co-exhibitor fees will be invoiced to the main exhibitor (stand tenant) by MB.

Co-exhibitors have the option of ordering the entire scope of services of the Media Package independently of the main exhibitor at a price of **200.00 EUR** (upgrade).

7. Exhibitor Passes

Free exhibitor passes, valid for the entire duration of the exhibition, are available to exhibiting companies in the following numbers:

- up to 20 m² stand area 3 passes
- for each additional completed 10 m² 1 pass each
(double-storey areas excluded)

Additional exhibitor passes can be purchased at a price of **40.00 EUR** (incl. VAT).

8. Technical Guidelines

The "Technical Guidelines - ExpoCenter City", which are available in the event download center, apply. Exhibiting companies are also obliged to comply with the provision of the law on technical work equipment (Product Safety Act) (see Technical Guidelines, item 5.6.2)

9. Rules of Order

The exhibiting company is responsible for cleaning the individual stand.

Parking space requests of exhibiting companies on the exhibition grounds will be taken into account as far as possible, but no entitlement to a (specific) parking space can be granted. Unloading of goods from vehicles during the event must be completed no later than one hour before the start of the daily visitor opening time. Vehicles must leave the premises immediately after unloading. Within one hour of the end of the daily visitor opening time, exhibiting companies, and accompanying persons must have left the halls and cleared the grounds of vehicles.

10. Official Approval

The exhibiting company is responsible for ensuring that the permits required for its activities and those of its representatives on the stand or grounds are in place and that the applicable trade law or police regulations are complied with. Any doubts that may exist must be clarified with the relevant authorities and, insofar as regulations under trade law are concerned, as the District Office of Berlin, Charlottenburg-Wilmersdorf Ordnungsamt, Hohenzollerndamm 174-177, 10713 Berlin.

11. Visual and Acoustic Performances

The volume for presentations during the trade fair must at all times be such that the adjacent exhibiting companies are not adversely affected by the presentation. The noise emitted by a stand must therefore not exceed an average level (leg) of 70 dbA (A) at the boundaries of the stand. In order to prevent visual and acoustic interference with other exhibiting companies, demonstrations and presentations must be coordinated with the neighboring companies.

This applies mutatis mutandis to all events and presentations - also by means of video and audio media. The MB is entitled to prohibit the presentations at any time in the event of violations.

12. General Conditions of Participation (ATB)

In addition to these General Terms and Conditions of Use, the General Terms and Conditions of Use and, if applicable, other event-specific Guidelines, the Technical Guidelines, the House Rules and the Fire Protection Regulations shall apply. If individual provisions contradict each other, the regulations of the ATB, the event-specific Guidelines, the Technical Guidelines, the House Rules and the Fire Protection Regulations, Part A, shall take precedence over the ATB of the MC in the order stated.