



Facts & Figures

<u>Application deadline</u>	30 April 2019 at the latest via online application form
<u>Dates</u>	20 September to 22 September 2019
<u>Opening times</u>	Friday, 20 September from 2 p.m. to 7 p.m. Saturday, 21 September from 10 a.m. to 7 p.m. Sunday, 22 September from 10 a.m. to 6 p.m.
<u>Erection</u>	20 September from 7 a.m. to 1 p.m.
<u>Dismantling</u>	22 September from 6 p.m. to 10 p.m.
<u>Location</u>	MuseumsQuartier Wien (Ovalhalle, Foyer, Arena21) Museumsplatz 1, 1070 Vienna, Austria
<u>Entry fee for visitors</u>	€ 5.00
<u>Number of exhibitors</u>	approximately 50
<u>Website</u>	www.potsundblitz.at
<u>Facebook</u>	www.facebook.com/potsundblitz
<u>Instagram</u>	www.instagram.com/potsundblitz
<u>Prices</u>	include set-up, power consumption, flat-rate insurance (covering fire, storm, burglary, general liability (subsidiary)). The premises will be locked from 20 to 22 September after the opening hours of the market exclude 20% value added tax.
<u>Terms of payment</u>	Gross sum payable immediately and in full on receipt of the invoice
<u>Terms of cancellation</u>	Cancellation without charge until 20 May 2019 Cancellation between 21 May and 2 August 2019: 50% of the gross sum Cancellation after 3 August 2019: 100% of the gross sum
<u>Rents and dimensions of stands</u>	Small 3 m ² at € 360 Medium 4 m ² at € 480 Large 6 m ² at € 720
<u>Rents Furniture and Power supply</u>	Additionally rentable stand furnishing: table 100 x 80 cm at € 10 (1 table fits stand „Small“, 2 tables fits stand „Medium“) Tablecloth for single table at € 15 Tablecloth for double table at € 25 Chair at € 10 Power supply at € 10
<u>Permission period</u>	The exhibitor will be notified in writing by mid of May 2019 , if the application is accepted by MTS Wien and the experts jury.



Terms of Exhibition

§ 1 Application

The application for a stand is to be made on the application form provided by the organiser (online or pdf). The application signed by the exhibitor shall be binding as well as the submission of the online application.

§ 2 Acknowledgement

Through its application, the Exhibitor acknowledges the Terms of Exhibition as binding for itself and all staff employed by it at POTS und BLITZ.

The acceptance of an exhibitor for POTS und BLITZ (hereinafter referred to as "the event") does not replace authorisation in accordance with the Commercial Code to exhibit and sell the registered products. Each exhibitor is responsible for compliance by it and its employees with the Commercial Code and the observance of labour law and other legal regulations and conditions for its exhibition activity, in particular the name of the company, labelling and accident prevention.

§ 3 Approval

The Organiser (MTS Wien GmbH) has together with the expert jury the sole authority for approving exhibitors and the objects exhibited for sale. They shall be entitled to reject applications without giving reasons. The contractual relationship between the Organiser and the Exhibitor shall be established on receipt of approval confirmation.

Approval may be revoked, if the underlying conditions are no longer met. The Exhibitor may only exhibit products developed by it and not mass-produced. This condition will be verified by the Organiser as part of the approval process.

The exhibiting of products not confirmed in the approval shall be subject to the Organiser's written authorisation. The Organiser shall be entitled to notify the Exhibitor of desired modifications to products and decorations to be taken into account by the Exhibitor.

§ 4 Modifications, Acts of God, Cancellation

The Organiser shall be entitled to cancel the event before it starts in the event that unforeseen circumstances beyond its control make it impossible to hold the event as planned.

No claims for compensation or loss of earnings may be asserted in the event that the event does not take place or does not open on time on account of acts of God.

The Exhibitor may not assert claims or demands for compensation from the Organiser in the event of interrupted operation of any kind (e.g. due to a power cut).

§ 5 Stand allocation

The Organiser will allocate the stands as available, regardless of the date on which the application is received.

Special wishes will be taken into account as far as possible but applicants shall have no special entitlement to consideration of or compliances with wishes. The Exhibitor will be notified in writing of the stand allocation.

The Organiser may be forced for technical reasons to change the position of entrances, exits and passages. It shall provide written notification as soon as possible of changes in the placement, nature or size of the stand, to be acknowledged by the Exhibitor. A minimal reduction in the stand size



required for technical reasons may not exceed 10 cm in length or depth and shall not entitle the Exhibitor to a reduction in the stand rental.

§ 6 Rent and costs

The binding stand rentals are indicated in the facts & figures sheet (see page 1) and in the application form. The Organiser will provide the Exhibitor with the following services free of charge:

- Set-up and dismantling of tables and chairs, if ordered
- Supply of tablecloth, if ordered
- Electrical supply (three-pin plug), if ordered
- Chair, if ordered
- Basic lighting of the rooms
- Advertising the event

The Exhibitor shall not be entitled to complain about the equipment provided or to request further items.

§ 7 Terms of payment

The rental shall be due for payment without deduction immediately on receipt of the invoice (see facts & figures on page 1). Transaction costs incurred through bank transfers, in particular transfers from abroad, shall be paid in their entirety by the recipient of the invoice (Exhibitor) and will be charged subsequently, if necessary. After issuance without response of a written reminder, the Organiser shall be entitled to dispose at its own discretion of stands that have not been paid for in full and may refuse in such instances to hand over the stand. In the event of late payment, the Organiser reserves the right to charge interest on arrears of 8 % above the current discount rate of the Austrian National Bank and/or a reminder fee of EUR 20.00 (excluding 20 per cent VAT) per reminder.

In the event of damage to walls, floors, etc., as a result of unauthorised installations (posters, shelves, adhesive tape, etc.) by the Exhibitor, the Organiser reserves the right to charge the exhibitor for the actual cost of the repair on presentation of corresponding invoices.

§ 8 Withdrawal

Withdrawal must be notified in writing and shall be legally binding only on receipt by the Organiser, who shall confirm receipt of the withdrawal notice in writing. The cancellation conditions are found on page 1 (facts & figures).

If the stand is not occupied in spite of valid application/approval, the full stand rental shall be due. If a site is reallocated following withdrawal, neither the withdrawing exhibitor nor the replacement exhibitor shall be entitled to a reduction in the stand rental.

§ 9 Transfer to third parties

The Exhibitor shall not be entitled to transfer, exchange or sublet the allocated stand in whole or in part to third parties. In such an eventuality, the Organiser shall be entitled to have the stand cleared immediately with no refund of the stand rental and to ban the Exhibitor from taking further part in the event. The term "third parties" does not include employees or other persons contracted by or working for the Exhibitor.

§ 10 Set-up, Stand design, Dismantling

The stand must be completely set-up before the start of the event. The set-up timetable is indicated in the facts & figures on page 1.



The Exhibitor must notify the Organiser by 12 a.m. at the latest on the set-up day of the (approximate) completion of the stand installation so that it can be approved by the Organiser.

Equipment brought by the Exhibitor (shelves etc.) that is not notified with the application and has therefore not been approved may only be used with the authorisation of the Organiser. The approved stand length and prescribed maximum height may not be exceeded.

The Organiser reserves the right to check the stand limits and to charge an additional amount retrospectively in the event that the prescribed stand size is exceeded. The stand placement may not be changed. Posters, goods, shelves etc. may not be placed on or attached to the walls, doors or floors.

No boxes, packaging etc. may be stored or deposited in sight of visitors. Exhibitors are therefore requested to cover their tables with suitable floor-length cloths. A limited number of standard table coverings are available from the Organiser on request.

The basic lighting will be provided free of charge by the Organiser. Additional lighting must be notified with the application, and the necessary lamps, extension cables, distributors and adhesive tapes (which may not leave any marks) provided by the Exhibitor itself. The Exhibitor shall be liable for any damage caused by the use of defective, unsuitable or outdated equipment.

The stand may not be cleared in whole or in part before the end of the event. Dismantling must take place within the scheduled timetable (see facts & figures on page 1). The Exhibitor must remove or dispose of waste in the waste containers provided at the latest during the dismantling.

The Organiser may provide entrance authorisation for specific times for the delivery and removal of goods/objects and equipment, although there is no legal entitlement to access to the MuseumsQuartier site. The Organiser is bound by the regulations of MuseumsQuartier Errichtungs- und BetriebsgesmbH. These regulations are to be followed without exception.

The regulations issued by the MuseumsQuartier Errichtungs- und BetriebsgesmbH must be adhered to without exception.

§ 11 Stand occupancy

The Exhibitor must be at the stand 30 minutes before the opening of the event, as the halls are cleaned every day from this time, and the Organiser assumes no liability for the goods/objects and equipment. The stand must be staffed and display the approved goods throughout the entire duration of the event. After the event has closed for the day, on Friday and Saturday all Exhibitors must leave the halls without delay so that they can be locked.

§ 12 Range of products

The Organiser aims to present the whole range of products to the visitors regardless of when they visit the event. Therefore the Exhibitor is asked to staff and display the approved goods throughout the entire duration of the event.

§ 13 Promotion activities

The Exhibitor obligates oneself to maintain the dignity of the event location at any time and during all measures concerning the event. Independent advertising of any kind at the location must be approved by the Organiser. The Organiser is happy to provide the Exhibitor with flyers and posters.



§ 14 Liability

The halls will be locked outside of opening hours. A security service patrols the site during the night. The Organiser denies liability for theft or damage to goods/objects and other equipment belonging to the Exhibitor. Legal and contractual claims to compensation in general against the Organiser shall be excluded where legally admissible (with the exception of wilful damage).

§ 15 Data protection

By sending the application the Exhibitor agrees that MTS Wien saves the Exhibitor's data provided in the application form or on the online portal for applicants (acc. to the General Data Protection Regulation) for the processing of the event. The Exhibitor furthermore agrees that - in case his/her application will be accepted by the Organiser - his/her personal data (name, company name, label name, point of origin, website, Facebook, Instagram, offered products and pictures of products and persons) can be used for promotional purposes in the context of the event like for brochures, social media, newspapers, online activities etc. Moreover pictures of the event may be used for promotional purposes in the context of the event.

§ 16 House regulations

The Organiser has domestic authority at the event site and may issue house regulations. The instructions of the Organiser and its employees on site must be followed at all events.

§ 17 Modifications

Modifications to the Terms of Exhibition etc. shall not be legally binding unless approved in writing by both contracting parties.

§ 18 Principle of equality

All individual-rated terms used in this contract are equally applying for all genders.

§ 19 Place of performance and jurisdiction

Place of performance and jurisdiction shall be Vienna.

For further information please contact:

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