

Joint exhibition stands of the Federal Republic of Germany

ORGATEC TOKYO - "SHIFT DESIGN" - The leading international trade fair in
Asia for the modern workspaces
26. Apr. - 28. Apr. 2023, Tokyo, Japan



Organiser



In cooperation with



Realisation and exhibition management (implementation company within the meaning of the General Conditions of Participation)



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Special Conditions of Participation

as supplement to the General Conditions of Participation of the Federal Republic of Germany at trade fairs and exhibitions abroad

1. Closing date for registrations

30. November 2022

It is pointed out that, on principle, the participation can only be conducted, should the **minimum participation of 10 companies** be reached. Registrations submitted after the closing date for registrations will generally not be considered.

2. Minimum stand space

Square meter

• Hall space including stand construction	9 m ²
• Hall space without stand construction	50 m ²

3. Participation fee/s

The participation fees quoted are subject, where applicable, to statutory German value-added tax and to statutory foreign taxation

(e.g. VAT, sales tax) levied on services provided to the exhibitor by the implementation company. The participation fees according to No. 3.1.1. only cover a part of the total costs of services according to No. 5.

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3.1. Square meter

3.1.1. Participation fee/s for companies taking part in this official participation of the Federal Ministry for Economic Affairs and Climate Action in **2023** up to and including the **4th time:**

- **EURO 425/m²** in the hall including stand construction up to 100 m²
- **EURO 200/m²** in the hall without stand construction up to 100 m²

3.1.2. Participation fee/s for companies taking part in this official participation of the Federal Ministry for Economic Affairs and Climate Action in **2023** for the **5th time or more:**

- not applicable

3.1.3. Participation fee/s for stand space exceeding 100 m² in the hall as well as for exhibitors, that cannot sign the attached declaration regarding double-funding respectively participation of the public sector (public authorities or public companies):

- **EURO 1310/m²** in the hall including stand construction
- **EURO 365/m²** in the hall without stand construction

3.1.4. Sub-Exhibitor

A fixed amount of **500,00 Euro** is charged for each sub-exhibitor at the joint exhibition

4. Mandatory Fee/s

- not applicable

5. Services

The payment of the participation fee/s according to No. 3 includes the following services:

5.1. Company-specific services

All materials and facilities shall be at the disposal of the exhibitor, on a rental basis, only for the duration of the event, and may in no way be damaged or modified. Damaged or modified components and devices shall be repaired or replaced at the expense of the exhibitor.

5.1.1. Square meter

5.1.1.1. Hall space including stand construction

- Provision of stand space in the hall with the stand design bearing "made in Germany". Exhibitors are not allowed to obscure elements of the stand design for the complete duration of the exhibition. Ceiling suspensions are not permitted.
- Uniform stand lettering
- Back and dividing walls
- Furnishings: **1 table, 4 chairs, 1 sideboard (lockable), 1 counter unit (lockable), 1 coat rack, 1 waste paper basket**
- Uniform floor covering on the stand
- General stand lighting
- Electricity: Supply voltage: • **220V** •
 - one socket (max. capacity 2 kW; without distribution/switching panel)
 - NB: Costs for additional electricity supply to the stand (for both light and power current) from the nearest distribution point will be charged to the exhibitor, and will be invoiced on the basis of the kW registered by the exhibitor. Additional light and power current usage have to be paid by the exhibitor.

5.1.1.2. Hall space without stand construction

- Provision of stand space in the hall for single storey stand constructions, including elements of stand design bearing "made in Germany" designated for stand areas in the hall, supplied by the implementation company. The elements of stand design have to be affixed in a clearly visible position.
- An exhibitor's own stand construction is subject to the construction guidelines of the trade fair organiser and the federal government and must be approved. The exhibitor is obliged to submit his stand construction concept for inspection to the implementation company immediately after the closing date for registrations has passed.

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5.2. General services

- Technical and organisational support of exhibitors by the realisation company during preparation and realisation of the participation
 - Setting up of an information stand with service arrangements / set-ups
 - Entry into the website of the German participation or – if arranged – into the German participation directory (no liability shall be accepted for incorrect entries)
 - Uniform setting design of the German participation in accordance with CI concept
 - General lighting of the German participation
 - Daily cleaning of the aisles within the German participation in the hall (cleaning of stand space, exhibits, and exhibit holders are the responsibility of the exhibitor)
 - Accompanying measures: **Flyer and Internet Presentation www.german-pavilion.com**
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5.2.1. Sub-exhibitors

- Use of the information stand of the German participation
 - Accompanying measures corresponding to those for the exhibitors.
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5.3. Waiver

Waiving individual company specific or general services shall not constitute a claim for a reduction of the participation fee. Under no circumstances may uniform design elements be foregone.

6. Payment conditions

Duty to 20 % of the participation fee, based on the area size requested (according to No. 3), as well as of mandatory fees (according to No. 4), shall begin upon submission of registration in writing. Payment of this amount is due upon receipt of a corresponding invoice for payment in advance. On admission, payment shall be due of the outstanding amount, immediately upon receipt of the final invoice.

Costs related to the participation of a sub-exhibitor according to No. 3.1.4. and 4 shall be due with his admission. The corresponding amount has to be paid by the exhibitor to the implementation company.

7. Company data

The exhibitor's personal data are processed by the implementation company for the purposes of contract execution and forwarded to third parties (for example, architects, agencies, freight forwarders, trade fair organisers, etc.). The implementation company also transmits the data to federal authorities (e.g. Federal Ministry for Economic Affairs and Climate Action, Federal Ministry of Food and Agriculture, Federal Office for Economic Affairs and Export Control), the Association of the German Trade Fair Industry (AUMA), to AUMA in particular for information about and for the evaluation of the foreign trade fair programme also by commissioned third parties as well as to the operator of the internet portal www.german-pavilion.com. Federal authorities may pass personal data on to members of the German Bundestag, to other public funding agencies and for statistical purposes and for evaluation to commissioned institutions. The personal data can also be passed on if required by the Bundesrechnungshof. Further information on data protection can be found on the homepage of the implementation company <http://www.koelnmesse.de>.