

TRADE SHOW GERMAN TREE CARE CONFERENCE
Augsburg, May 10th-12th 2022



Exhibitor information

Conference and TRADE SHOW location	May 10 th - 12 th 2022 Messe Augsburg	Am Messezentrum 5 86159 Augsburg
Trade show	Tuesday, 10 th of May 2022	8am – 6pm
	Wednesday, 11 th of May 2022	8am – 6pm
	Thursday, 12 th of May 2022	8am – 4pm
Time for setting up	Monday, 9 th of May 2022 Please contact the office if you need a different time for setting up	7am – 8pm
Time for removal/taking down of booths Exhibitors who don't adhere to these times will be barred from our future conferences/trade shows.	Thursday, 12 th of May 2022	After the end of conference From approx. 4 pm
Access for loading/unloading (for cars/lorries)	Access for vehicles to the exhibition site is only granted during the above mentioned times for setting up and taking down, with a deposit of 50 €.	
Deposit	The deposit will be refunded if you leave the exhibition site within 4 hours after entering. Last possible exit is 8pm (end of setting up)!	
Access to Exhibition hall 1 for loading and unloading	Access to the empty „part B“ of the hall (above/right of exhibition space on the map) only via gate 3 on Monday, 9 th of May 2022 and in the evening of May 12 th .	
Storage NEW	Storage of any material in part B of hall 1 during the event is no longer permitted! There is space available in the opposite hall 3. Please provide forklifts/pallet trucks etc (Co. BTG see below) and label all your material with your company name and telephone number!	
	Immediately after unloading, all vehicles have to be removed from site and parked on the designated parking site!	
Parking	There is a parking site in front of hall 1 (distance approx. 50 m) which is free of charge during setting up and removal times. During the conference there is a parking fee.	

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Self-installation of booths (B1-certified)	Your textile installations have to be B1-certified (flame-retardant tents, floorings, banners etc). Please carry your certificates along. Local authorities and fire service will claim them!
Liability of all exhibitors	Every exhibitor is responsible for insuring his booth and personnel. The organiser strongly recommends a liability insurance .
Obligatory smoke detectors	In case you have a „roofed“ area of 8 m ² or more inside of the exhibition hall you do need a smoke detector. Example: tent /pavilion or horizontal banner on/above your booth
Waste disposal	You can find a waste container for your rubbish in the patio. No disposal of hazardous waste or bulky goods!

On May 10th and 11th the hall will be locked around 6.30pm.
On the day of setting up, May 9th, the hall will be locked around 9pm.

Rental fee for exhibition space Non-profit organisations, publishers and public schools receive a 40%-discount.	The prices cover the whole duration of the trade show - plus 19 % German VAT Every exhibitor has to set up suitable back and side walls of a minimum of 2 m height and cover the floor all over with flame retardant flooring.	
Inside – Row booth	€ 140,00/m ² minimum size 6 m ²	
Inside – Corner booth	€ 170,00/m ² minimum size 6 m ²	
Corporate booth	Would you like to rent a booth together with another exhibitor? From a minimum size of 12 m ² you won't have any extra costs.	
Outdoor area	€ 70,00 pro m ²	in the conference center patio
Invoicing practice for non-German EU-residents/companies: The trade show of the German Tree Care Conference is part of an advanced training event and additionally has an on site box-office. Therefore, taxes have to be paid in Germany! Consequentially, our invoice includes <u>German sales tax</u> also for companies from other EU-countries! Please provide us with your tax ID in case you would like to have it on your invoice.		

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Booth furnishings / Furniture

All prices are net prices (plus 19 % VAT)

Please note: these prices include personnel costs for setting up and taking down as well as disposal.

<p>1. Back and side walls – mandatory Mounting plates in light grey, each 1 m width/2,25 m height und 2,25 m Höhe.</p>	<p>Price for 3 days incl. setting up and taking down € 26,- /m</p>	<p>Installation of own, fixed walling is possible, if it is accurately fitting and suitably marking the booth in a non-transparent way, without any visual or spatial interference of the neighbouring booths (right angles, even/smooth surface – e.g. no grates, textile modules, foldable elements). Minimum height is 2m, maximum height in the middle of the hall is 2.5-3m (to avoid visual obstruction of other exhibitors). No maximum height in the outer area along the hall walls.</p>
<p>2. Flooring – mandatory Rep-ware in different colours</p>	<p>Price for 3 days incl. laying and disposal € 19,- / m²</p>	<p>Installation of own flame-retardant flooring is possible. The exhibitor is liable for any potential damage to or residues on the floor. B1-certificate mandatory.</p>
<p>3. Furniture</p>	<p>Price for 3 days</p>	<p>Including provision and transport</p>
<ul style="list-style-type: none"> ▪ Big table, white or chrome, 160 x 80 cm 	<p>€ 30,- / item</p>	
<ul style="list-style-type: none"> ▪ Small table round or square/white or grey 	<p>€ 45,- / item</p>	
<ul style="list-style-type: none"> ▪ High table, white, grey or wood-coloured 	<p>€ 50,- / item</p>	
<ul style="list-style-type: none"> ▪ Bar stool, black or grey 	<p>€ 29,- / item</p>	
<ul style="list-style-type: none"> ▪ Padded chair anthracite 	<p>€ 17,- / item</p>	
<ul style="list-style-type: none"> ▪ Wastebasket 	<p>€ 5,- / item</p>	
<ul style="list-style-type: none"> ▪ Clamping spotlight for movable wall 	<p>€ 20,- / item</p>	
<p>For additional equipment (e.g. counter or show case) please contact our office.</p>		
<p>4. Electricity supply/ LAN</p>	<p>Price for 3 days incl. setting up, removal and consumption</p>	
<ul style="list-style-type: none"> ▪ Alternating current 	<p>€ 55,- / connection</p>	<p>Schuko plug 230 V</p>
<ul style="list-style-type: none"> ▪ CEE – 380 V 16 A / 32 A / 63 A 	<p>€ 80,- / 100,- / 255,- each</p>	<p>Please don't forget adapter and splitter, if necessary</p>
<ul style="list-style-type: none"> ▪ Distribution board/ splitter 16 A/ 32A / 63 A 	<p>€ 60,- / 100,- / 145,- each</p>	
<ul style="list-style-type: none"> ▪ Multiple plug 	<p>€ 20,- each</p>	
<ul style="list-style-type: none"> ▪ LAN connection 3 Mbit/s ▪ LAN connection 6 Mbit/s ▪ WLAN 	<p>€ 200,- / connection € 460,- / connection € 260,-</p>	
<p>Electricity in the outdoor area always plus cable bridges and cable flat rate</p>	<p>€ 40,- / connection</p>	

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5. Cleaning of booth	€ 23,- /hour/person	Minimum booking: 1 hour/day
<p>A lump sum of 40 euros includes: We will charge the all-inclusive „shop-fee“ of 40 euros per exhibitor together with the booth rent.</p>		
<p>✓ <u>Exhibitor badges</u> You will need exhibitor badges for admission. For this, please set up an account in the new ticket shop of the German Tree Care Conference. After booking all necessary badges you will immediately receive them via e-mail. In February 2022, in time for the event, we will provide you with all necessary details for the new exhibitor area of our shop. Thank you for waiting until that date :)</p>		
<p>✓ <u>1 Complimentary badge for conference and trade show</u> - only for company members with exhibitor badges – also to be booked in our shop in February 2022, see above.</p>	<p>✓ (from a minimum size of 12 m² rented exhibition space = 2 complimentary badges)</p>	
<p>✓ <u>Complimentary badges for your customers for the trade show</u> If you would like to invite customers to the trade show you will be able to do this through our shop. Your customers will then receive the ticket via e-mail. There is no limit to the number of invitations. You will be able to trace in your account who took up your invitation. Further information will follow in February 2022.</p>		
<p>✓ <u>1 Yearbook of Arboriculture</u> per booth</p>	<p>✓ The organiser will hand out the book on-site.</p>	
<p>✓ <u>PR-report on your new products</u> in co-operation with the „BaumZeitung“ (baumredaktion@gmx.de) and/or the „AFZderWald“ (steinfath@afz-derwald.de)</p> <p>The text should not exceed 1.000 characters. Please send your images separately as jpeg, in a resolution of at least 300 dpi.</p>		
<p>✓ <u>Link to your homepage</u> – in our register of exhibitors on our web site www.deutsche-baumpflegetage.de</p>		
<p>✓ <u>Free waste disposal</u> for your booth, except hazardous waste!</p>		

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Additional terms and conditions

<p>Booking of booth</p> <p>By booking you agree to all terms and conditions, as set out in this information and on www.deutsche-baumpflegetage.de.</p>	<p>Please use the attached booking form. Hall and outdoor capacities determine the booking options.</p> <p>Please inquire for vacant booths in our office: 0049 40 55260707 or augsburg@deutsche-baumpflegetage.de</p>
<p>Conditions for cancellation</p>	<p>Cancellation of a booking has to be in written form. Cancellation via e-mail is only effective after explicit confirmation by our office</p> <p>If you cancel after April, 4th 2022, we will charge 25 % of the booth rental price, the lump sum of 40 euros and – if applicable and depending on the respective supplier – any additionally ordered services/equipment.</p> <p>If you cancel after April, 25th 2022, we will charge the full booth rental price (booth rent, lump sum for the shop and all additionally ordered services/equipment).</p>
<p>Catering</p> <p>In case of non-compliance, the official caterer is authorized to charge a fee at his discretion.</p>	<p>Please note:</p> <p>According to the administration of the Messe Augsburg, all meals and drinks have to be purchased from the official exhibition's caterer only. Our office gladly provides the contact details.</p>
<p>Booth design/Liability</p>	<p>The exhibitor is liable for any damage to or necessary cleaning of the booth equipment.</p>
<p>Presentations/Events</p>	<p>Every presentation or special event has to be conducted without disturbing neighbouring booths or the conference talks.</p> <p>We kindly ask for a timely coordination of your presentation with our office. Thereby, we can e.g. plan an announcement as part of the programme during the breaks.</p> <p>Any promotion is only permitted in your booth space!</p>

Hamburg, 4th of November 2021

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