

# Conditions of participation STAGE EVENT TECH – SET//23

## 1. Event

### 1.1 Organiser

The trade fair and the conference STAGE EVENT TECH are hosted by DTHG Service GmbH, acting as an economic and legal repository, in cooperation with the trade association DTHG Deutsche Theatertechnische Gesellschaft e.V., acting as a non-material repository on the premises of STATION Berlin Event GmbH.

## 2. Dates

Duration of the event

5–7 June 2023 – trade fair

7–8 June 2023 – conference

Registration deadline: 30 April 2023

Opening hours for visitors:

5 & 6 June 2023: 10 am – 6 pm

7 June 2023: 10 am – 2 pm

Conference:

7 June 2023: 2 pm – 6 pm

8 June 2023: 10 am – 5 pm

Opening hours for exhibitors:

5–8 June 2023: from 8 am until one hour after trade fair closes

Setup:

2–4 June 2023: 8 am – 8 pm

Disassembly:

7 June 2023: 2 pm – 8 pm

8 June 2023: 8 am – 7 pm

Subject to change, please also refer to additional information that may be provided later. If an early setup of a stand is necessary (before 2 June 2023), this needs to be formally requested. Early setup is only possible for stands larger than 50 square metres and charges apply. These charges are € 2 per day and square metre. If the desired area is available, the request will be approved after receipt of the form.

Each exhibitor is obligated to equip their stand with all necessary materials and staff it with qualified personnel during visiting hours for the duration of the entire event. Disassembly of the stand before 2 pm on 7 June 2023 is not permitted. Should an exhibitor violate this rule, the organiser can claim a contractual penalty of € 5,000.

## 3. Eligibility and admission

Only companies who are in conformity with the event topic, taking account of the industry. The DTHG Service GmbH holds the right to determine eligibility. Handing over the registration form does not represent proof of claim to a later admission, which can be denied without giving reasons and without the possibility of asserting claims for compensation. Floor space allotment and the dimensioning of floor space are done based on aspects relating to the exhibition topic and the premises available. Individual wishes on the exhibitors' side will be taken into consideration where possible. The submission date of the registration form is not relevant to this aspect. Switching floor spaces is not permitted without the event organiser's consent.

Each exhibitor is obligated to inform themselves about the location, exact measurements and potential fixtures etc. of their assigned stand.

Should the event organiser want to make any changes to assigned floor spaces (such as structural changes, addition of installations etc.), they will inform the affected exhibitors in due time.

Relocation of floor space can take place due to peremptory factual reasons. In that case, a new space will be allocated that is as close as possible to the original one. The exhibitor has the right to withdraw their registration within one week of the announcement of the new floor space. Damages may not be claimed by either party.

## 4. Pricing

### 4.1 Stand rent (all prices plus VAT)

Standtype	Price per m <sup>2</sup>	Price per m <sup>2</sup> DTHG member firms	Total Price for a stand*	Total Price for a stand for DTHG member firms*
<b>1. Stands up to 32 m<sup>2</sup></b>			<i>Example size 32m<sup>2</sup></i>	<i>Example size 32m<sup>2</sup></i>
Row stand, 1-side open	290,00 €	245,00 €	11.040,00 €	9.600,00 €
Corner stand, 2-sides open	310,00 €	265,00 €	11.680,00 €	10.240,00 €
End stand, 3-sides open	320,00 €	275,00 €	12.000,00 €	10.560,00 €
Block stand, 4-sides open	330,00 €	285,00 €	12.320,00 €	10.880,00 €
<b>2. Stands from 33m<sup>2</sup> to 50m<sup>2</sup></b>			<i>Example size 50m<sup>2</sup></i>	<i>Example size 50m<sup>2</sup></i>
Row stand, 1-side open	280,00 €	235,00 €	16.750,00 €	14.500,00 €
Corner stand, 2-sides open	300,00 €	255,00 €	17.750,00 €	15.500,00 €
End stand, 3-sides open	310,00 €	265,00 €	18.250,00 €	16.000,00 €
Block stand, 4-sides open	320,00 €	275,00 €	18.750,00 €	16.500,00 €
<b>3. Stands from 51m<sup>2</sup> to 90 m<sup>2</sup></b>			<i>Example size 90m<sup>2</sup></i>	<i>Example size 90m<sup>2</sup></i>
Row stand, 1-side open	270,00 €	225,00 €	29.250,00 €	25.200,00 €
Corner stand, 2-sides open	290,00 €	245,00 €	31.050,00 €	27.000,00 €
End stand, 3-sides open	300,00 €	255,00 €	31.950,00 €	27.900,00 €
Block stand, 4-sides open	310,00 €	265,00 €	32.850,00 €	29.250,00 €

Standtype	Price per m <sup>2</sup>	Price per m <sup>2</sup> DTHG member firms	Total Price for a stand*	Total Price for a stand DTHG member firms*
<b>4. Stands from 91 m<sup>2</sup></b>			<i>Example size 100m<sup>2</sup></i>	<i>Example size 100m<sup>2</sup></i>
<b>Row stand , 1-side open</b>	260,00 €	215,00 €	31.500,00 €	27.000,00 €
<b>Corner stand, 2-sides open</b>	280,00 €	225,00 €	30.150,00 €	28.000,00 €
<b>End stand, 3-sides open</b>	290,00 €	235,00 €	31.050,00 €	29.000,00 €
<b>Block stand, 4-sides open</b>	300,00 €	245,00 €	31.950,00 €	30.000,00 €
			<i>*incl. service charges</i>	<i>*incl. service charges</i>

### Additional costs

The € 55/square metre charge includes the following additional costs:

- Power usage and 16A power connection
- Water usage
- 4 exhibitor passes
- 2 party tickets
- 50 free tickets to the fair
- Cleaning costs
- WIFI access

### Early booking discount

All bookings made by 30 October 2022 will receive a 5% discount.

By registering, you agree to DTHG Service GmbH's data privacy statement and terms and conditions for SET23.

### Floor spaces for small startups and small companies

The DTHG Service GmbH offers floor spaces of 9 square metres including stand setup (model: BTT stand) to companies who don't wish to set up their own stand. The price, including all additional costs, is € 4,950.

### Co-exhibitors

If several exhibitors wish to rent a joint stand, they must name an authorised representative upon registration. The DTHG Service GmbH will only deal with this person. Co-exhibitor all-in pricing is € 499.

### 4.2 Withdrawal from the contract

After placement has been confirmed, the rules stated under item #8 in the General Terms and Conditions of the DTHG Service GmbH. This also applies to a withdrawal from an order of the STAGE EVENT TECH (SET//23) complete stand.

## **5. Payment terms**

The due date for the payment of the stand rent is regulated in the invoice for stand rental. We ask you to provide both the invoice and customer number. Should a larger area be used than first indicated, the surplus amount is due immediately. The event organiser has the right but no obligation to decide how to utilise the rented floor space at their own discretion should the rent not

be paid at all or only partly by the due date. The rentee is liable for their rent, even in such a case when – in order to fill the gap – another exhibitor is moved to the free space or if the space is utilised in a different way and the rent can not be obtained from the new user. If the stand is rented to another person entirely, the organiser has a right to claim 25% of the agreed rental price from the original rentee as cost compensation. Additional costs are invoiced separately. These fees are due immediately after receipt of the invoice. More details are outlined in the General Terms and Conditions of DTHG Service GmbH.

## **6. Media packages**

The DTHG Service GmbH offers its exhibitors additional media packages. Booking these is optional and can be found on the website. The booking can be made at a later point in time. The costs will be charged to the main exhibitor's account.

## **7. Conference attendance**

Exhibitors have a right to attend the conference on 7 and 8 June without having to purchase separate tickets.

Exhibitors and co-exhibitors may additionally submit a topic for a presentation as part of the international conference. The deadline for the submission of a title, information on the speaker and abstract will be announced ahead of time. A jury selected by DTHG will choose and inform exhibitors and co-exhibitors about the selection of the presentation for the conference programme.

## **8. Work and exhibitor passes**

The exhibitors will be provided with 4 exhibitor passes free of charge. Additional exhibitor passes may be purchased for a fee. The necessary number of work passes for setup and disassembly will be given to each exhibitor free of charge.

## **9. Technical guidelines**

The exhibitor commits to complying with the Technical Guidelines of STATION Berlin Event GmbH including all regulatory statutes, fire regulations, zoning regulations and other safety regulations. The exhibitor is also obligated to comply with the laws applying to technical equipment (equipment safety law, German Gerätesicherheitsgesetz).

## **10. Stand design and appearance**

Walls that flank visitor walkways must be equipped with transparent showcases, displays or similar elements to become partially see-through and to document the open style and look of the event. The solid part of a wall flanking a walkway may not be more than 3 square metres, a solid wall may not be longer than 3 metres and the side facing the walkway must be decorated with graphic elements. Stands set up in this way need a formal permission. The backside of stands, if it reaches higher than 2.5 m and if it faces a neighbouring stand, must be kept neutral so as not to interfere with the neighbouring stand's design. The rentee is obligated to set up a jointless, stable white partition between their own and neighbouring stands that may not be equipped with any advertising message. Stands set up in this way need a formal permission. Submission deadline for stand setups that are eligible for permissions: 6 weeks before the trade fair begins. Exhibitors are obligated to equip their floor space with floor covering/carpet (ideally Paprfloor).

## **11. GEMA fees**

If copyright-protected music will be played using CDs or other mediums or if radio or tv shows will be played that feature music performances, a permission by GEMA is needed. Registrations can be made to:

GEMA  
Keithstraße 7  
10787 Berlin  
Germany

## **12. Advertising and sales**

Direct sales are not permitted. Advertising and promotion of exhibitors, sponsors and partners of all kinds is only allowed within the floor space rented by the exhibitor for their own company and for exhibits produced or sold by this company. Any other advertising measures need a formal permission from DTHG Service GmbH.

## **13. Visual and acoustic performances**

The volume of performances during the trade fair must always be kept at a level that ensures neighbouring exhibitors are not disturbed by the performance. Therefore, the noise produced by a single stand may not exceed a median level (Leg) of 70 dbA (A), measured at the edge of the stand. To make sure no visual or acoustic disturbances occur, performances must be discussed with neighbouring stand rentees. This concerns all types of performances – including those using visual and acoustic media. The DTHG Service GmbH has the right to forbid performances if these terms are violated at any time. Events held at a stand (such as receptions) need to be registered as well as events that exceed the daily opening hours.

## **14. Building control regulations and fire safety regulations**

Emergency exits, entrances and exits, fire alarms, fire hydrants, smoke dampers, electric distributors and switchboards, telephone distributors as well as ventilation slits must be freely accessible and may not be covered. The use of open fire for cooking, heating and other objectives is prohibited. Packing materials, paper and other flammable materials may not be kept in the exhibition halls. Outside of the halls, vehicles, containers, other storage vessels and materials may be set down at least 5 metres away from the building wall. Detailed technical and building regulations can be found online in the exhibitors' service portfolio.

## **15. Data privacy statement**

We collect, use and process your personal data for the justification, implementation and processing of your contractual relationship with the DTHG Service GmbH and for market research purposes. This includes the company name and the name of the contact person, street address, postal code and the city, country, phone and fax number and email address. Providing this data ensure your participation in the trade fair.

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