Special Conditions of Participation
VELOBerlin 2027

Definitions:

Contractual Partner: Contractual Partner is fairnamic GmbH, hereafter referred to as **fairnamic**:
fairnamic GmbH, Neue Messe 1, 88046 Friedrichshafen
Tel. +49 7541 959 95 0
info@fairnamic.com / www.fairnamic.com

Organiser: Promotion and organisation will be carried out by Velokonzept GmbH, hereinafter referred to as **organiser**:
Velokonzept GmbH, Straßburger Str. 55, D–10405 Berlin
Tel. +49 30 311 65 14
messen@velokonzept.de / www.velokonzept.de

Terms of Conditions: Technical Guidelines and House Rules of Tempelhof, General Protection, the data protection guidelines and further documents are available at the VELOBerlin web page.
If the following Special Conditions of Participation deviate from these conditions, the provisions of this document shall apply.

General Event Information

1. **Opening Time**
VELOBerlin 2027 will take place from Saturday, April 10th, 2027, until Sunday, April 11th, 2027, at the premises of Tempelhof Airport, Berlin. VELOBerlin is open on Saturday and Sunday from 10:00 a.m. to 6:00 p.m.
Access for exhibitors: Saturday, April 10th: 7:00 a.m. to 7:00 p.m., Sunday, April 11th: 8:00 a.m. – 11:00 p.m.

2. **Setup and Dismantling Times**

Set-up:

Friday, April 9th, 2027:	8:00 a.m. — 08:00 p.m. Exception: Folding pavilions need to be set up until 3pm.
Saturday, April 10th, 2027:	7:00 a.m. — 09:30 a.m. Set-up time for last deliveries. Stand construction on Saturday morning only by arrangement (messen@velokonzept.de)

Dismantling:

Sunday, April 11th, 2027:	6:30 p.m. — 11:00 p.m.
Monday, April 12th, 2027:	8:00 a.m. — 12:00 noon

Early dismantling is prohibited. Please note item 15.2 of these Conditions of Participation.

The exhibitor is liable for the observance of the specified times. Subject to change without notice.

3. **Application Deadline:** Friday, March 26th, 2027

4. Nomenclature

Bicycle, City, Trekking and Touring Bikes, Electric Bicycles, Mountain, Racing and Triathlon Bikes, Gravel Bikes, Bikes for Children and Youth, Special Bikes (folding and recumbent bikes, tricycles, rehab mobility, tandems), Bicycle Accessories, Equipment, Clothing, Shoes, Helmets, Tourism, Travel and Holiday Destinations, Metromobile, Intermodality products/offers, Electromobility, Freight Bicycles, Trailers, Bike Racks for Cars, Bicycle Art, Urban Cycling Culture, Family Mobility, Navigation, GPS, Apps, Health, Fitness, Nutrition, Other.

5. Admission

Only companies, organisations and institutions that correspond with the a.m. nomenclature will be permitted to exhibit at the trade fair. The organiser reserves the right to decide whether exhibitors will be permitted to participate and if so, what location they will be allocated. The admission of additional exhibitors in a rented booth is only possible when these have previously registered as co-exhibitors. There are no legal grounds to insist upon admission as an exhibitor. No co-exhibitor fee will be charged.

6. Registration

Registration for VELOBerlin 2027 takes place exclusively via the online booking portal provided by the organiser (https://veloberlin.com/register). Special placement requests as a condition for participation will not be recognised. Conditional registrations will also not be considered. The exhibitor is liable for any errors made when filling in the online forms.

By registering, the exhibitor agrees that his data details are stored and evaluated for the purpose of processing the trade fair and may also be passed on to third parties. The exhibitor is obliged to participate in visitor and evaluation programmes and agrees to information about his participation being disseminated via the media.

Registration (participation and stand order) for VELOBerlin processes by using the online registration form (https://veloberlin.com/register). This registration constitutes a contract proposal by the exhibitor, which must be accepted by fairnamic. Sending the registration form does not constitute a claim to admission. The written confirmation of participation by fairnamic with details of the stand provided (stand confirmation) shall be deemed admission to the event. If the content of the stand confirmation differs from the content of the exhibitor's application, the contract shall be concluded in accordance with the stand confirmation **unless the exhibitor objects in writing within two weeks.**

7. Participation Fee

The participation fee includes, among other things, the provision of the exhibition space, a certain number of exhibitor passes, exhibitor support by the organiser, target group-specific marketing of the event.

8. Terms of Payment

The participation fee and all other fees are net prices. If statutory VAT is applicable, it will be charged additionally and shown separately on the invoice. The exhibitor will receive an invoice for the stand area after stand confirmation (approximately 8 weeks before the event). For additional costs, service charges and stand construction packages, invoicing depends on the order date. All invoices are due immediately without deduction. Complaints about the invoice can only be considered if they are made in writing to the organiser within 14 days of the invoice being issued. If the participation fee changes, a refund or subsequent invoice will be issued. The assignment of claims against the organiser is excluded. The offsetting of claims is

only permitted with undisputed or legally established counterclaims. To secure the claims, the organiser reserves the right to exercise the lessor's lien and to sell the pledged goods on the open market after written notification. The organiser shall only be liable for damage to the pledged property in the event of intent or gross negligence.

9. VAT – Identification Number

Fairnamic provides exhibitors with a uniform service (event service). For this service, the place of performance is at the registered office of the recipient of the service / exhibitor. fairnamic invoices foreign exhibitors with entrepreneurial status according to the reverse charge procedure without German VAT. A prerequisite for the acceptance of exhibitors from the European Union is the entry of a valid value added tax identification number (VAT-ID) on the registration form. The exhibitor is obliged to inform the organiser immediately in writing of any changes to the VAT identification number. Exhibitors from non-EU countries do not require a VAT identification number; however, the exhibitor's entrepreneurial status must be assured.

10. Co-Exhibitors / Joint Stands

The co-exhibitor is the participant that presents their offer using their staff on the stand of a main exhibitor. This definition includes the group's subsidiaries and affiliates of the main exhibitor. The participation of co-exhibitors is only permitted if this is registered in advance. Should numerous exhibitors hire a jointly shared space, they must appoint an authorised representative for the entire group in the registration form. This person is the sole representative on behalf of the group for negotiations with the organiser. The authorised representative is liable for any debts owed by the others in the group or by himself/herself.

11. Stand Cancellation / Cancellation Fee

In the stand is cancelled after contract conclusion, the exhibitor is obliged to pay a distance fee. Cancellation of the registration is possible free of charge until December, 15th 2026, after which the cancellation is subject to the following costs:

Until January 31st, 2027:	50 % of the participation fee
From February 1st, 2027:	100 % of the participation fee

If the exhibitor does not participate in VELOBerlin 2027 without cancelling, the participation fee must be paid in full.

The organiser is entitled to withdraw from the contract if the exhibitor has not or only partially fulfilled his obligations under this contract and the stand is not recognisably occupied in good time before the opening of the event. Furthermore, the organiser may withdraw from the contract if the stand allocation was made because of false prerequisites or information or if the prerequisites for stand admission no longer exist. The exhibitor's obligation to pay the participation fee and all services caused by his registration shall remain in force. The organiser reserves the right to cancel an event due to lack of exhibitor interest. Exhibitors registered up to this point shall not be entitled to compensation for the cancellation of the event. Deposits already made by the exhibitor will be refunded.

12. Exhibitor passes

The exhibitor passes are valid for the entire period of the VELOBerlin 2027 and provide access to the entire event. Exhibitor passes are non-transferable. The number of free exhibitor passes is based on the registered square metres.

- up to 20 sqm: 3 exhibitor passes
- 20 – 50 sqm: 1 additional exhibitor pass for each additional 10 m^2 or part thereof
- 50 sqm and more: 1 additional exhibitor pass for each additional 20 m^2 or part thereof

Additional exhibitor passes can be requested for a fee of 10.00 €/each plus VAT. Entry to the exhibition grounds is only permitted with exhibitor passes issued by the organiser.

13. Stand Location

The location of the exhibition stands will be determined by the organiser, considering the theme and the available space. The organiser's written consent is required for exchanging the allocated exhibition stand space with another exhibitor or allowing third parties to use a part of or the entire stand. When allocating the stand space, the organiser has the right to diverge from exhibitor's requested size, shape, and location. Such divergence does not entitle the exhibitor to compensation claims or the right to withdraw from the contract. The exhibitor must accept that the location of the other stands may have been changed from the original plans by the time the event begins. Claims for compensation are excluded.

14. Direct Selling

The sale of goods and services is generally permitted. All goods and services offered must be marked with price tags. The regulations of the Price Labelling Ordinance (Preisauszeichnungsverordnung) must be observed; the prices must include German VAT and all ancillary costs.
The sale of products that contradict the character of the fair is not permitted. Only new exhibits that are part of the industry range of VELOBerlin 2027 can be exhibited and sold. The organiser can demand the removal of exhibits that were not included in the stand application or that prove to be a nuisance or a hazard or are incompatible with the objective of the event. If the request is not complied with, the organiser will remove the event goods at the exhibitor's expense. The exhibitor must ensure that copyright and other industrial property rights to the exhibits are protected. Services such as the rental of bicycles for test purposes must be offered free of charge.

15. Exhibition Stands: Guidelines, Stand Construction Regulations and Approvals

15.1 Guidelines

The stand limits defined in the stand plan must not be exceeded. The technical guidelines of Tempelhof Airport apply, i.e., all materials and tents used must be B1 certified (flame-retardant) and marked as such, tents must be verifiably approved up to wind force 6. Folding pavilions and similar constructions have to be secured against sliding, tilt and take off with wights and anti-slip mats. Please follow the technical guidelines of VELO Berlin as well as the factsheet. Deviations require the approval of the organiser. The stand area must be returned in its original condition no later than 12:00 noon on Monday, April 12th, 2027 at 12:00 noon. Any material applied to the stand construction or the floor of the event area, as well as carpet tape and adhesive residues, must be removed completely without damaging the subfloor. Otherwise, the organiser is entitled to have this work carried out at the exhibitor's expense. The Organiser reserves the right to assert further claims for damages. In addition, the exhibitor is liable for damage to the floor, walls and material provided on a rental or loan basis.

15.2 Stand Construction Regulations

Exhibition stands, including furnishings and exhibits as well as advertising media, must be built in a way that public safety and order, in particular life and health, are not endangered. The exhibitor is responsible for the static safety of the stands and, if necessary, is obliged to provide proof of this. Unless otherwise stated, the design of the stand in compliance with all contractual conditions is the responsibility of the exhibitor. The removal of exhibition goods and the dismantling of stands before the end of the event are not permitted. In the event of violations, the organiser is entitled to charge the exhibitor a contractual penalty of € 3,000.00. Exhibits which remain on the stand after the final dismantling date will be removed and stored at the exhibitor's expense. The Technical Guidelines and the House Rules of Tempelhof Airport must be observed.

15.3 Stand Construction Approvals

Single-storey stand constructions in the halls, provided they do not exceed a floor area of 100 m^2 and a height of 3.00 m, do not require approval. For all stand constructions deviating from the standard, approval must be obtained from the organiser; a stand sketch must be attached to the application.

15.4 General Regulations

During the event, the exhibitor is subject to the house rules of the hall operator and the organiser on the entire premises. The instructions of the representatives of the hall operator and the organiser must be followed. The set-up and dismantling deadlines (item 2) must be observed precisely. During the opening hours of VELOBerlin 2027, the exhibitor must staff his stand. Delivery vehicles must be removed immediately after they have been unloaded. During the opening hours, all traffic on the exhibition grounds is prohibited. Fire extinguishers, emergency exits, and information signs must be directly accessible or clearly visible. The aisles must always be kept clear as escape routes. During the event, only vehicles with an entry permit or parking ticket may enter the exhibition grounds. Unloading of vehicles during the event must be completed before the start of the daily opening hours. Vehicles must leave the grounds immediately after unloading. Exhibitors and accompanying persons must leave the halls and clear the grounds of vehicles within one hour of the end of the daily opening time for visitors. The conditions of the hall operator shall apply.

16. Additional Services

16.1 Security Service

The general guarding of the premises shall be carried out by representatives of the organiser without liability for loss or damage. The exhibitor is responsible for the supervision and guarding of the stand. This also applies during the construction and dismantling periods before the start and after the end of the event. Employees of the exhibiting company are not permitted to be on the stand at night.

16.2 Cleaning/Disposal

The organiser is committed to the precautionary protection of the environment. If separate waste disposal systems are used, the exhibitor must participate in this. The organiser shall ensure the general cleaning of the grounds and the hall aisles. The exhibitor is responsible for the daily cleaning of the stand. The cleaning work must be completed by the official opening hours.

16.3 Utility Connections

Supply connections must be ordered via the organiser's online portal. Installations up to the stand connection shall be carried out exclusively by companies approved by the organiser or the hall operator. If the exhibitor has his own stand construction, installations within the stand may also be carried out by specialist companies. In the event of damage, the exhibitor

shall be liable for any damage caused by the installation. Consumption costs, costs for installations and other services will be charged separately. Orders are to be taken via the organiser's online portal. Connections and equipment that do not comply with the relevant regulations or whose consumption is higher than permitted may be removed or put out of operation by the organiser or the hall operator at the exhibitor's expense. The exhibitor shall be liable for all damage arising in connection with the use of connections which have not been reported or which have not been carried out at the instigation of the organiser. Liability on the part of the organiser for interruptions or fluctuations in the power supply is excluded.

17. Liability / Insurance

The organiser is liable for damages caused by a breach of duty for which he is responsible, and which demonstrably occurred on the event premises during the event, up to a maximum of the amount of the exhibitor's stand space invoice. The organiser accepts no liability for damage caused by third parties or by force majeure. In particular, the organiser shall not be liable for damage, theft or other destruction to /of exhibition goods or stand equipment. The exhibitor shall be liable for all personal injury and property damage culpably caused by him, his legal representatives, or vicarious agents. Liability also includes damage to the premises and the surrounding area.

18. Advertising /Entertainment /Recordings

Advertising is only permitted within the stand rented by the exhibitor for his own company and only for the products manufactured or distributed by the exhibitor. The carrying or driving around of advertising media on the event site and the distribution of printed matter and samples outside the rented stand is not permitted. This also applies to approaching and questioning visitors outside the exhibitor's own stand. Music and light performances of any kind as well as the operation of loudspeaker systems require the permission of the organiser and must be registered before the start of the event. This approval, as well as approval for the demonstration of machines, acoustic devices, or photographic equipment, may be restricted or revoked in the interest of maintaining orderly operation of the event. In the case of reproduction of duplicated music, it is the responsibility of the exhibitor to obtain the appropriate performance permits and to pay the fees for these. The organiser is entitled to report on exhibitors' stands and exhibits in words and pictures and to use the recordings for event advertising. Commercial photography, filming and drawing within the event grounds requires written permission from the organiser.

19. Reservations, force majeure, cancellation, and other changes to the event

Unforeseen events, in particular cases of force majeure (for example natural disasters, war, terror, failure, or massive disruptions in traffic and/or communication links, as well as special epidemic risks when contagious diseases occur) which make it impossible or irresponsible to hold the event as planned, entitle the organiser or fairnamic to postpone, shorten and extend an event, to completely cancel its opening and to close an already started event temporarily, finally, in individual parts or in total. The exhibitor must not receive any rights of termination or claims for damages from this. If the event must be relocated in terms of time or space for an important reason, the exhibitor's registration shall also be valid for the new date and under the new conditions, unless the exhibitor objects in writing within two weeks after receipt of the corresponding information of the organiser.

20. Final Provisions

Changes to this contract must be executed in writing. To be valid, oral agreements must be confirmed in writing by the organiser. The exhibitors are fundamentally responsible for obtaining official permits and complying with GEMA regulations and prescribed trade, police,

health, and other legal provisions, including Germany's Equipment Safety Act. The reciprocal rights and obligations resulting from this contractual relationship and based on this contract are subject to the laws of the Federal Republic of Germany. If a provision contained within these participation terms proves to be wholly or partially impracticable, the validity of the other provisions remains unaffected by such. In this event, the impracticable provision is to be replaced by a valid provision corresponding with the intended regulatory purpose of the original.

21. Legal Notices

Serious violations of the exhibition terms and conditions gives the organiser and fairnamic the right to close stands immediately and to clear them off without requiring court action. This applies to cases of advertising in contravention and in case of advertising for political or ideological purposes.

Place of fulfilment: Berlin, Germany
Gerichtsstand: Tettnang
HRB-Nr. 742665 Handelsregister B, Amtsgericht Ulm
The German version of the contract is binding.