

# Special Conditions of Participation

## HAM RADIO 2023

### Associations/Organisations

---



#### Definitions

**MFN:** Messe Friedrichshafen GmbH shall hereafter be referred to as "MFN".

**OSC:** Exhibitors receive their login data for the Messe Friedrichshafen Online Service Center (hereafter referred to as "OSC") upon stand allocation. Media features as well as technical and organizational orders must be executed via the OSC.

General Conditions of Participation, Technical Guidelines, House Rules, Protection and Hygiene Concept, Privacy Policy and further documents are available at: [www.messe-friedrichshafen.com/exhibiting-guidelines](http://www.messe-friedrichshafen.com/exhibiting-guidelines).

#### General event information

##### 1. Opening times

The HAM RADIO 2022 will take place from Friday, June 23 to Sunday, June 25, 2022, at the MFN exhibition grounds in Friedrichshafen. The exhibition is open Friday through Saturday from 9 a.m. to 6 p.m. and Sunday from 9 a.m. to 3 p.m. The right to alter the opening times due to serious reasons is reserved. Changes will be announced in good time. Access for exhibitors: 1 hour before start of the exhibition and one hour after the end of the exhibition.

##### 2. Set-up and dismantling times

###### 2.1 Set-up

Wednesday, June 21, 2023      7 a.m.-6 p.m.  
Thursday, June 22, 2023      7 a.m.-10 p.m.

Advanced stand set-up must be approved by the project management and is subject to charge. It can be ordered via OSC.

###### 2.2 Dismantling

Sunday, June 25, 2023      from 3 p.m.-10 p.m.  
Monday, June 26, 2023      7 a.m.-6 p.m.  
Tuesday, June 27, 2023      7 a.m.-12 noon

Early dismantling is not permitted. In case of non-compliance, MFN reserves the right to impose sanctions. Please note the MFN General Conditions of Participation ([www.messe-friedrichshafen.com/exhibiting-guidelines](http://www.messe-friedrichshafen.com/exhibiting-guidelines)).

###### 2.3 Additional deadlines

Registration requested by February 1, 2023.  
Start of floor planning: March 1, 2023

##### 3. Registration and admission

Registration (participation and stand order placement) for HAM RADIO 2023 is made by using the online form on HAM RADIO website or PDF registration form, which must be filled out and signed as legally binding. This registration is a contract offer, which requires acceptance by MFN. Submission of the registration form shall not constitute a claim for acceptance.

The written participation of MFN with disclosure of the allocated stand (stand confirmation) and the accompanying participation invoice shall be considered as admission to the exhibition. If the content of the stand confirmation differs from the content of the exhibitor's registration, the contract shall take effect in accordance with the stand confirmation, **unless the exhibitor objects in writing within two weeks.**

# Special Conditions of Participation

## HAM RADIO 2023

### Associations/Organisations

---



#### 4. Participation fee / Exhibitor passes, Parking Permits, Co-Exhibitors

##### 4.1 Participation fee

4.1.1 National Amateur Radio Associations and Organisations	
up to 15 sqm	€ 110.00
16 – 30 sqm	€ 190.00
for each further 30 sqm or part thereof	€ 110.00
4.1.2 Non-Profit Organisations	
up to 30 sqm	€ 260.00
31 – 50 sqm	€ 360.00
for each further 30 sqm or part thereof	€ 160.00

##### 4.2 Stand equipment

The participation fee includes the following stand equipment: partition walls, 1 table (1.40 x 0.80 m), 4 chairs and main power (if required). Additional required furniture (tables, chairs, beer tables or counters), can be ordered separately (subject to charge). Tables and chairs will be delivered to your stand during set-up.

##### 4.3 Exhibitor passes and parking permits

The participation fee includes the following free amount of exhibitor passes and parking permits:

Up to 15 sqm:	4 exhibitor passes and 2 parking permits
From 16 sqm:	6 exhibitor passes and 3 parking permits

**4.4.** The **co-exhibitor fee** is € 90.00/co-exhibiting association/organisation. Definition of co-exhibitor: see General Conditions of Participation. Co-exhibitors shall receive 4 exhibitor passes and 2 parking permits free of charge.

#### 5. Terms of payment

All invoices are payable by May 1, 2023. Invoices, issued after May 1, 2023, are to be paid in full immediately after receipt of invoice without any deductions. The same applies to all other MFN invoices. Please note the payment due dates and information about the bank accounts on the MFN invoices.

#### 6. Stand cancellation / cancellation fee

In case of cancellation after registration MFN has the right to charge up to 50% of the participation fee. In case of cancellation 4 week prior to the opening and later, the penalty will be 100% of the participation fee.

#### 7. Stand construction requirements

The regular stand height is 3.50m. Stands which wholly or partially exceed this height must be submitted with a plan to the project management for approval at least 4 weeks before the start of the construction work. Please consider the maximum construction height of 6.00m. The maximum height for ceiling suspensions (lighting, audio-visual equipment, no banners) is 7.50m upper edge of the truss. Further details can be found in the MFN Technical Guidelines ([www.messe-friedrichshafen.com/exhibiting-guidelines](http://www.messe-friedrichshafen.com/exhibiting-guidelines)).

# Special Conditions of Participation

## HAM RADIO 2023

### Associations/Organisations

---



#### **8. Sales Regulations**

Associations and organisations are not entitled to exhibit and/or to sell goods. Exceptions to this rule are only made by the trade fair management. Goods that are not authorized by the trade fair management will be removed at the expense of the association/organisation.

#### **9. WiFi**

MFN has its own WiFi, which exhibitors and visitors can log onto. Exhibitor's own WiFi must be registered and comply with specific conditions. Registration and prerequisites can be accessed via the OSC.

#### **10. Use of operations equipment**

For logistical and safety reasons, the use of cranes, forklifts and lifting platforms/hydra ladders is exclusively limited to the official contract partners of MFN. These services can be ordered via the OSC.

#### **11. Guarding / Liability**

MFN does not assume any obligation to exercise proper care of exhibits, stand fittings and objects which are the property of the stand personal or the exhibitors. Stand guarding can be ordered via the OSC.

#### **12. Use of Music / GEMA**

Exhibitors must register the use of copyright music, videos, or movies with the German authority GEMA. Registration forms are available at: [www.messe-friedrichshafen.com/exhibiting-guidelines](http://www.messe-friedrichshafen.com/exhibiting-guidelines).

#### **13. Deposit regulations**

To access the fairgrounds with a vehicle during the set-up period, a deposit will be charged. This will be refunded if the vehicle leaves in good time. During the exhibition, a deposit will be charged when entering the exhibition grounds without a parking permit.

#### **14. Floor Covering**

The hall floor is made of rare asphalt. Colour defects are possible (re-colouring is not possible). The use for floor covering is strongly recommended.

#### **15. Additional services**

**15.1** In addition to the participation fee, the acceptance of the following services is obligatory:

- Flat fee for general waste disposal: € 1.00/ sqm stand space.
- The AUMA fee of € 0.60/ sqm to be paid by the exhibitor will be invoiced by MFN for the AUMA and passed on (see General Conditions of Participation).
- All exhibitors will be included in a printed version of the index of exhibitors as well on the website of the HAM RADIO. An entry will be made in the alphabetical directory with information about the exhibitor's offerings. The mandatory entry in the exhibitors directory is included, additional entries can be booked for a fee. The entry must be edited in advance by the exhibitor in the OSC. Otherwise the MFN assumes no responsibility for incorrectly listed data. The deadline for the close of editing will be announced with the notification of the OSC login data.
- Power consumption up to 3 KW: € 34.65 for the whole duration of the fair and set-up and dismantling period. The calculation basis for further electrical consumption is regulated under the e-form for electrical installations in the OSC.

Additional services can be ordered via the OSC.

# Special Conditions of Participation

## HAM RADIO 2023

### Associations/Organisations

---



#### **16. Pricing / Reverse-Charge-Procedure**

All quoted prices are net prices. If the statutory value added tax applies, it will be invoiced in addition. Please note concerning this the explanations of the reverse charge procedure and the VAT identification number in the General Conditions of Participation.

#### **17. 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 MFN 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. (More details: [www.messe-friedrichshafen.com/exhibiting-guidelines](http://www.messe-friedrichshafen.com/exhibiting-guidelines)).

#### **18. Legal notices**

Serious violations of the exhibition terms and conditions gives MFN 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.

The German version of the contract is binding.

Place of fulfilment: Friedrichshafen, place of jurisdiction: Tettnang/Ravensburg  
HRB-No. 1179 Registration Court, District Court Tettnang