



Direct selling
 The sale of your articles on the LAB-SUPPLY is permitted.

Invitation and registration

Together with you, we would like to lead the LAB-SUPPLY trade fairs for laboratory technology to success in 2020. Therefore we kindly invite you to secure your exhibition space at the 7 venues in Germany and Austria. Please fill out the following form and send it back to us by e-mail (**elisabeth.dietz@vogel.de**) or fax (**+49 931 418-2750**).

If you need further information please visit us online at www.lab-supply.info or contact **Elisabeth Dietz (elisabeth.dietz@vogel.de, +49 931 418-2258)** or **Luisa Kromm (luisa.kromm@vogel.de)**.

Billing data

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Company		Title
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First name	Surname	
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Street address	Postcode, city	
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E-Mail	Phone	
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Dates 2020

Please select the dates you would like to participate and note the discount scale.

- March 18: LAB-SUPPLY Main**
 Casino der Jahrhunderthalle, Frankfurt-Höchst
 [sold out]
- April 22: LAB-SUPPLY Rhein**
 Terrassensaal im Forum, Leverkusen
- June 16: LAB-SUPPLY Berlin**
 Estrel Saal im Estrel Convention Center, Berlin
 [sold out]
- July 2: LAB-SUPPLY Vienna**
 Austria Center Vienna, Vienna
- September 2: LAB-SUPPLY Dresden**
 Maritim Hotel & Internationales Congress Center, Dresden
- September 30: LAB-SUPPLY Münster**
 Messe und Congress Centrum Halle Münsterland, Muenster
- October 28: LAB-SUPPLY Hamburg**
 MesseHalle Hamburg-Schnelsen, Hamburg

Booth staff

Please enter number of persons and contact person. (Mandatory information)

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Exhibitor evening the evening before

Please enter number of persons and contact person. (Mandatory information)

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The events take place from **9:30 am to 3:30 pm**.

Discounts

If you book more than one trade fair, you will receive a discount. If you book 7 trade fairs, you will receive a discount of 10 %, if you book 6 trade fairs you will receive a discount of 8 % and if you book 4 or 5 trade fairs you will receive a discount of 5 %. The payment period for the trade fair discount is 14 days net. Invoices will be issued for the first booked trade fair of the year.

Space requirement

Depth of the tables 60–100 cm, standard height approx. 73 cm. All prices plus VAT. Each additional meter costs 600 € (Vienna 750 €). Please contact us if you need additional space.

- Booking of one running meter (750 €, Vienna 850 €)
- Booking of two running meters (1,200 €, Vienna 1,500 €)
- Booking of three running meters (1,800 €, Vienna 2,250 €)
- Booking of additional running meters (each additional meter 600 €, Vienna 750 €)

Arrival, assembly and dismantling

Please indicate when you would like to arrive and set up at the booked trade fairs. If you have different wishes for some dates, please contact us and we will find an individual solution for you. Dismantling will always take place on the day of the fair after 3:30 pm.

- Arrival the day before the fair.
- Arrival on the day of the fair.
- Assembly the day before the fair from 2 pm to 6 pm.
- Assembly on the day of the fair from 7:30 am to 9 am.



Hotel booking

We've blocked hotel contingents. Please contact us for further information.

Further information

In order to guarantee a smooth process, we kindly ask you to provide the following data. If you have any questions, please contact us.

- No electricity needed for equipment and own lighting system.
- 230-volt socket required (please bring your own junction boxes).
- 380-volt socket required (please bring your own junction boxes).
- a movable wall is planned (please do not exceed the width of the booked meters).

Please fill out this form and return it to us.

.....
Place/Date

.....
Signature

General Terms and Conditions LAB-SUPPLY

1. Base

1.1 The stand area shall be determined by the running metres of table space on which the booking is based. The size of the tables is usually: Depth approx. 60 to 100 cm, depending on the circumstances, stand height approx. 73 cm.

1.2 If necessary, the stand area can also be used without a table (e.g. for safety cabinets). It is possible to set up an advertising wall, whereby in this case the width of the stand is tied to the metres booked (e.g. 2 running metres = 2 m of stand space).

1.3 The table price includes the electrical connections given in the exhibitor's details. Special requests must be paid separately.

1.4 The allocation of places shall be made by the organizer and may only be changed with his consent.

1.5 The spatial arrangement of the tables shall be determined by the organizer and may only be changed with his consent.

2. Lecture

2.1 The exhibitor may give a technical lecture free of charge. However, there is no right to it. LAB-SUPPLY will allocate lecture times according to availability, topic and time of receipt.

3. Duty to attend

3.1. The exhibitor is obliged to keep his stand open and to look after it during the entire duration of the exhibition – during the opening hours from 9:30 am to 3:30 pm.

3.2. The assembly must be completed by the time the exhibition opens. Dismantling may only begin after the official exhibition closing time and must then be completed within approx. 2 hours.

3.3. The dismantling may only take place after the official end of the exhibition at 3:30 pm.

4. Catering

4.1 The exhibitor evening takes place the evening before the respective trade fair and participation is free of charge. The venue will be announced in good time in advance. Prior registration is mandatory.

4.2. Lunch on the day of the fair will be served on presentation of food vouchers, whereby one voucher can be exchanged for up to 3 non-alcoholic drinks and one meal from the buffet. The vouchers are allocated according to the booked exhibitor area (1 m = max. 2 vouchers, 2 m = max. 4 vouchers, 3 m = max. 6 vouchers). Further vouchers can be purchased for a fee of 30 € plus VAT per voucher prior to the event.

5. Liability and Surveillance

5.1. The organizer is not obliged to take care of the stand and/or the exhibits. This is to be perceived by the exhibitor as well as the guarantee of fire protection safety.

5.2. All stand materials must be flame-retardant according to DIN 4102-1 at least B1. The proof of flame retardancy must be available at the stand at all times.

5.3. The organizer is not liable for personal injury or property damage. The organizer therefore recommends that the exhibitor himself take out his own property and liability insurance.

5.4 The exclusion of liability in favour of the organizer shall also apply if monitoring measures are to be carried out in the course of the event.

6. Implementation of the event

6.1 The participant is informed that the event will only be held with a sufficient number of registrations. For this reason, the organizer – irrespective of the participant's registration – remains free to decide whether to actually hold the event until 30 days before the start of the event. As a result, the participant's registration shall initially be regarded as an offer to enter into a contract. The contract is only concluded if the organizer has not cancelled the event no later than 30 days before the start of the event and the invoice amount has been credited to the organizer's account. The organizers also reserve the right to change the venue (city, event location) as well as to postpone the day of the event up to 30 days before the respective event, depending on the circumstances. The exhibitor agrees that the pictures taken at the trade fairs (photographs of persons and objects) may be used to advertise LAB-SUPPLY.

General Terms and Conditions for Sponsors and Exhibitors of events by Vogel Communications Group GmbH & Co. KG

1. Conclusion of Contract, Admission

1.1. The following General Conditions in conjunction with the registration form or contract shall be authoritative for the legal relationship between the sponsor or exhibitor (hereinafter „Client“) and Vogel Communications Group GmbH & Co. KG (hereinafter „Vogel“). Deviating agreements, individual permissions, and special provisions require the prior written consent by Vogel. A confirmation by fax or e-mail shall be considered a written confirmation.

1.2. The Client shall send the registration to Vogel in writing, via the online form, by fax, e-mail, or letter. The registration constitutes a binding contract offer to which the Client is bound until Vogel accepts or declines it. The Contract will be concluded when Vogel sends the admission.

1.3. The Client agrees that his data will be saved electronically for contract conclusion purposes and will be passed on to service partners of Vogel.

1.4. There is no legal claim to admission.

1.5. The admission shall relate only to the registered Client and to the confirmed exhibition goods and services.

1.6. The admission can be withdrawn if it was granted based on false or incomplete information, or if the preconditions for the admission cease to exist.

2. Space Allocation

2.1. Vogel provides exhibition space in the registered offer range. The Client's requests with regard to size and location of the space will be met to the extent possible.

2.2. Special requests by the Client (e.g. positioning, neighboring exhibitors, elimination of competitors, booth design, etc.) will only be bindingly considered if they are explicitly confirmed in the admission.

2.3. Vogel may allocate an exhibition space in a different location, change the size of the exhibition space, and move or close entries and exits to the exhibition area if unavoidable technical or organizational reasons render it necessary.

2.4. The allocated exhibition space may not be relinquished, neither in part nor in whole, to a third party without Vogel's permission.

3. Technical Services, Services

3.1. Vogel will take care of the general heating, cleaning, and lightening of the exhibition hall.

3.2. Supply and disposal connections may only be installed by Vogel or by a service provider commissioned by Vogel.

3.3. The Client will be invoiced separately regarding the costs for the installation and consumption of water, electricity, and telecommunication connections of the individual booths, and regarding all other services.

3.4. Contractual basis of the Clients' participation in events are the present General Terms and Conditions as well as the house rules by the operator of the respective event location, and organizational, technical, and other provisions, which the Client receives prior to the beginning of the event.

4. Cleaning, Waste Removal

Vogel will clean the site, the halls, and the hallway. The Client shall be responsible to clean the exhibition space and to dispose of waste. The cleaning must be completed daily, prior to the beginning of the event. If the cleaning and waste removal is not done properly, Vogel may commission a specialist company at the Client's expense without setting a deadline.

5. Surveillance

The Client shall be responsible to keep his property under surveillance. Vogel is not liable for the loss of and/or damage to the Client's property, unless Vogel intentionally or negligently caused the damage.

6. Operation and Return of Exhibition Objects

6.1. The booth must comply with the technical and legal guidelines. The Client shall be responsible for obtaining regulatory permissions and meeting regulatory conditions, if applicable, as well as conditions with regard to constructional and operational conditions at his own expense. In case of non-compliance, Vogel is entitled to have changes made at the Client's expense or to close the booth.

6.2. The Client shall bear full responsibility of the traffic safety on his booth, including all access points.

6.3. During the event's opening hours, the booth must be made accessible to visitors. If the booth is not run properly, Vogel may remove the booth at the Client's expense and allocate the space to someone else. The Client is not entitled to a refund of the booth fees, unless the Client presents proof that Vogel was able to obtain proceeds by allocating the space to someone else.

6.4. The booth must be set up and taken down during the set times. Setting up, taking down, or other changes are not permitted if they may disturb the event. If the works to set up and take down the booth are not completed within the set times, a contractual penalty in the amount of 10 % of the rental price plus VAT must be paid in addition to the booth rent. This applies in particular for the taking down of the booth prior to the beginning of the official time reserved for the taking down on the last event day.

6.5. After the conclusion of the event, the space must be returned in the same state in which the Client received it. Damage and contamination caused by the Client may be removed at the Client's expense without the prior setting of a deadline.

7. Advertising, Marketing, Press, Lectures

7.1. Advertising within the booth is permitted. Advertising outside of the exhibition stand – in particular on tables, walls, in stairwells, and in the hallways of the exhibition halls – is only permitted against payment after consulting with Vogel.

7.2. Only advertisement that does not violate legal provisions, is not immoral, and has no ideological or political character is permitted. Optical, moving, and acoustic advertisement, music playback, and product presentations are permitted, subject to the compliance with legal/regulatory provisions, if other clients are not unreasonably affected. Vogel is entitled to prohibit the publication, distribution, and displaying of advertisement that gives reason to complaints and to confiscate the existing stock of advertising material for the duration of the event.

7.3. Vogel is entitled to use the Client's name and logo free of charge on advertising and marketing material (e. g. ads, websites) for the preparation and execution of the event. The Client is obligated to provide Vogel with a logo of respective quality and requirement.

7.4. Taking pictures or videos of the exhibition objects is permitted, if the respective Client permits it. Vogel is entitled to take photos and videos and to create drawings of the event, the booths, and the exhibited goods, or commission the press to do so, and to use them free of charge for advertising purposes or for general press releases.

7.5. The organizer is entitled to limit or to prohibit presentations that pose a risk or a significant disturbance to the operation of the event.

8. Payment Date, Withdrawal, Changes

8.1. The agreed upon fees (rent for the exhibition space, down payments for ancillary costs, advertisement, etc.) will be payable upon receipt of the invoice.

8.2. Vogel is entitled to request a down payment for the agreed upon fees. If the Client does not pay by the set payment date, Vogel may exclude him from participating in the event. This does not affect the Client's obligation to pay the agreed upon fees.

8.3. Travel, accommodation, and similar costs must be borne by the Client himself.

8.4. After the admission, the Client can no longer withdraw from the contract, neither in part nor in whole. The same applies for additionally agreed upon services. However, Vogel explicitly agrees to a written nullification of the contract up to 6 weeks prior to the beginning of the event against a payment of

a lump-sum compensation in the amount of 50 % of the agreed upon fees. If the contract is nullified later than 6 weeks prior to the beginning of the event, 100 % of the agreed upon fees are payable.

8.5. If Vogel cancels or postpones the event or downsizes the event space or temporarily or permanently closes the event space due to reasons of force majeure or because a successful event cannot be guaranteed according to Vogel's assessment due to a lack of registrations, the Client will be reimbursed the entire or parts of the participation fee. There are no further claims. In case of a refund, the amount of the reimbursement depends on the scope of the reduced service, taking the expenses into consideration that Vogel already incurred for providing its services (e. g. advertisement prior to the event).

8.6. Vogel is furthermore entitled to change the event (e. g. changes to the program, the schedule, the location). Such changes will be immediately communicated on the website. In this respect, the Client shall inform himself regarding such changes in due time.

9. Liability

9.1. The Client is responsible to insure exhibition objects against all risks during the transport and during the event against damage, theft, etc. The Client is liable for all damage to third parties caused by the Client's participation in the event, including damage to the organizer's premises and facilities. The Client bears full responsibility for the contents of ads, brochures, and other information material.

9.2. Vogel is only liable for damage caused intentionally or negligently by its employees. Further liability is excluded.

10. Warranty

10.1. The Client shall report any defects regarding Vogel's services immediately and shall grant Vogel an opportunity for rectification.

10.2. The Client's claims from the contract and all legal relationships pertaining thereto lapse within 6 months. The deadline will begin at the end of the month, in which the last day of the event occurs.

11. Data Protection

Vogel protects the Client's personal data and takes all necessary measures to keep them safe. Vogel collects and uses the data in compliance with the provisions stipulated by the General Data Protection Regulation (GDPR), the Bundesdatenschutzgesetz (BDSG, German federal data protection act), the Telemediengesetz (TMG, German telemedia act), and other relevant data protection regulations regarding the processing, supervising, and assessing of the offered events and for the purpose of optimizing the event offer; Vogel will not pass on the data to third parties. Exhibitors, sponsors, and event partners are not considered third parties, however, they are also subject to the aforementioned provisions. The Client can withdraw his consent to use his data for information purposes or change his address at any time in writing by contacting Vogel Communications Group GmbH & Co. KG, Bereich Events, Max-Planck-Straße 7/9, 97082 Würzburg, GERMANY, e-mail: annemarie.goldbecker@vogel.de, indicating his complete address and the respective event.

12. Final Provisions

12.1. Oral agreements are only valid after written confirmation by Vogel.

12.2. If the Client is a business man, a legal person of public law or a special fund under public law, Würzburg shall be the agreed upon place of performance and of jurisdiction.

12.3. If individual provisions of the contract are legally void, in part or in whole, or if there is a gap in the contract, the remaining provisions or parts of such provisions shall remain unaffected. The void or missing provisions shall be replaced by the respective legal regulations.