

Direct selling

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Invitation and registration

Together with you, we would like to continue to lead the LAB-SUPPLY trade fairs for laboratory technology to success in 2021. Therefore we kindly invite you to secure your exhibition space at the venues in Germany and Austria. Please fill out the following form and send it back to us by e-mail (luisa.kromm@vogel.de).

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, +49 931 418-2439).

Billing data

Company	Title
First Name	Surname
Street address	Postcode,city
E-Mail	Phone

Dates 2021

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

☐ 17. August: LAB-SUPPLY Berlin

Estrel Hotel & Congress Center, Berlin

☐ 25. August: LAB-SUPPLY Main

Kasino der Jahrhunderthalle, Frankfurt-Höchst

☐ 21. September: LAB-SUPPLY Dresden

Maritim Hotel & Internationales Congress Center, Dresden

☐ 7. October: LAB-SUPPLY Hanover

CongressCentrum Wienecke XL, Hanover

☐ 20. October: LAB-SUPPLY Sindelfingen

Stadthalle Sindelfingen, Sindelfingen

☐ 17. November: LAB-SUPPLY Muenster

Messe und Congress Centrum Halle Münsterland, Muenster

Booth staff

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

Exhibitor evening the evening before

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

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 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 €.

- ☐ Booking of one running meter (750 €)
- ☐ Booking of two running meters (1,200 €)
- ☐ Booking of three running meters (1,800 €)
- ☐ Booking of **additional** running meters (each additional meter 600 €)

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.

- ☐ 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.

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).
- ☐ 3380-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 **by 28 May 2021**.

Registrations and late registrations for all LAB-SUPPLY fairs in 2021 are also possible after the deadline – provided that there are still free places available. If this is not the case, we will put you on the waiting list.

.....
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.

1.6 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.

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. 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.

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

These special conditions apply in addition to the provisions of part A. for the CP commissioning VCG regarding the provision of exhibition space for in-person and hybrid events or, additionally for hybrid and digital events, if need be, with the provision of virtual presentation options and the access to the online event platform for their exhibitor and sponsor activities according to their event service package of choice.

19. Participation

19.1. The admission to an exhibition space or online space at an event by VCG communicated to the CP refers only to the registered CP and to the exhibition goods, presentation materials, and services confirmed in the note according to the event service package chosen by the CP.

19.2. The approval may be revoked by VCG if it was granted on the basis of false or incomplete information, or if the requirements for approval subsequently cease to apply.

20. Special conditions for in-person events, for in-person services as part of hybrid event formats

20.1. Space allocation

20.1.1. VCG shall provide the exhibition space in the registered offer area in accordance with the specifications of the event service package booked in each case and in accordance with the provisions of this Part C. For hybrid event formats, VCG shall additionally provide the CP with access to the online event platform in accordance with the event service package booked in each case and in accordance with the provisions applicable to digital events (sec. 21)

20.1.2. Special wishes of the CP (e.g. placement, neighborhood, stand design, competition exclusion, etc.) will only be bindingly taken into account if they are expressly confirmed by VCG in the admission.

20.1.3. VCG shall be entitled to allocate the CP an exhibition area in a different location from the exhibition area, to change the size of the exhibition area, to relocate or close entrances and exits to the exhibition grounds, if compelling technical or organizational reasons require it.

20.1.4. Without the prior consent of VCG, the transfer of the CP's rights stemming from the surrender contract, in whole or in part, to third parties is not permitted. The same applies to a transfer of the exhibition space allocated to the authorized CP, in whole or in part, to third parties.

20.2. Technical services, services

20.2.1. VCG provides basic heating, cleaning, and lighting for the exhibition hall.

20.2.2. Installations of supply and disposal connections may only be ordered via VCG or via a service provider commissioned by VCG.

20.2.3. The CP shall be separately charged for the costs for installation and consumption of water, electrical and telecommunication connections of the individual stands, and any other services.

20.2.4. In addition to these GTC, the contractual basis for the participation of the customers in the events are the house rules of the operator of the respective event location as well as the organizational, technical and other provisions that are sent to the CP before the start of the event.

20.3. Cleaning, waste disposal

VCG is responsible for cleaning the grounds, halls, and aisles. The CP is responsible for cleaning the exhibition area and waste disposal. Cleaning must be completed daily before the start of the event. If the cleaning and waste disposal is not done in a proper manner, VCG, after setting an appropriate deadline, may hire a specialized company at the expense of the CP.

20.4. Guarding

The CP is obligated to guard their property themselves. VCG shall not be liable for loss of and/or damage to the property of the CP, unless the damage was caused by VCG intentionally or by gross negligence.

20.5. Operation and return of the exhibition stands

20.5.1. The stand must comply with technical and legal guidelines. If necessary, official permits and regulations, and construction and operational requirements must be obtained and fulfilled by the CP at their own expense. In case of non-compliance, VCG is entitled to have changes made at the expense of the CP and, if necessary, to impose a stand block.

20.5.2. The CP is solely responsible for traffic safety on their stand, including all access points.

20.5.3. During the opening hours of the event, the stand must be made accessible to visitors. If the stand is not operated in accordance with the contractual agreements, VCG may remove the stand at the expense of the CP and allocate the exhibition space otherwise. The CP shall not be entitled to a refund of the stand fees unless they can prove that VCG was able to generate revenue from the alternative allocation of the stand space.

20.5.4. Stand construction and dismantling must be completed at the specified times. Stand construction and dismantling or other changes are not permitted if it could lead to a disruption of the event. If stand construction and dismantling are not completed within the specified times, a contractual penalty of 25% of the rental price plus VAT is payable in addition to the stand rental. This applies in particular to the dismantling of the stand before the start of the official dismantling period on the last day of the event.

20.5.5. After the end of the event, the space must be left in the same condition as it was when it was allocated to the CP. Damage or pollution caused by the CP may be removed at the CP's expense without prior notice.

21. Online services for hybrid and digital events

21.1. Access to the online event platform, system requirements

21.1.1. Generally, the provision of access to the event platform, and the use of the functionalities of the event platform, and, if applicable, the provision of storage space for the data made accessible by the CP on the event platform to the agreed extent is the subject of booking services in connection with digital events or the digitally conducted part of hybrid events.

21.1.2. VCG does not provide the CP with an access software. Generally, access is granted via a browser supported by the event platform and meeting the system requirements of VCG. Unless noted otherwise in the specification of services of the respective event service package, these system requirements are:

- A standard broadband Internet connection;
- An up-to-date Internet browser;
- For active participation: Headphones, microphone, and webcam/cam;
- For passive participation: Speakers and headphones.

21.1.3. The system requirements are part of the contract provisions. The CP must check in due time before their participation in the digital or hybrid event whether the connection to the event platform can be established, and, if applicable, quickly solve any technical malfunctions for which they are responsible. If a technical connection to the event platform cannot be established, VCG shall be informed in due time.

21.1.4. VCG does not owe the CP the provision and/or functionality of the browser.

21.1.5. The CP shall take the necessary precautions to prevent access to the event platform by unauthorized parties.

21.2. Availability of the event platform, additional service levels

21.2.1. VCG guarantees the CP availability of the event platform including accessibility and reachability necessary for a successful execution of the respective event.

21.2.2. VCG shall not be liable for any malfunctions, interruptions, or failures on the event platform that

A. VCG is not responsible for, in particular impairments based on failures and/or malfunctions of technical systems and/or network components outside the area of responsibility of VCG; this includes

- failures caused by incoming cyber attacks. This does not apply if VCG is obligated to use virus protection programs, and these were not up-to-date at the time of the cyber attack;
- Failures caused by incorrect use of software or hardware on the part of the CP;

B. maintenance work agreed with the CP or unforeseen mandatory maintenance work for which VCG is not responsible or agreed workarounds (e.g. use of another event platform as an alternative).

21.2.3. The CP shall immediately notify the designated contact person of VCG or the designated support contact person of VCG responsible for the respective event of any disruptions, availability restrictions, or availability failures they notice. In the event of disruptions, VCG assures to react within an appropriate and reasonable period of time and to find a solution, given the disruption be within their responsibility.

21.3. Duties of the CP, liability for illegal content, compliance with legal frameworks

21.3.1 The CP shall be liable for ensuring that, within the scope of the functions and digital presentation options available to them on the event platform, no racist, discriminatory, pornographic, youth-protection-endangering, politically extreme, or any other unlawful incident, or incidents violating official provisions or requirements occur, or that corresponding data are created and/or stored on the server of the operator of the event platform. In particular, the following actions on the event platform are forbidden for the CP:

- Posting, distribution, offering, and advertising of pornographic content, services and/or products that violate the Youth Protection Act, data protection laws, and/or other laws and/or are fraudulent;
- Use of content that may insult or defame VCG or third parties or may damage VCG's reputation;
- Use, provision and distribution of content, services and/or products that are protected by law or protected by third-party rights (e.g. copyrights) without being expressly authorized to do so.

21.3.2. Furthermore, the following activities are prohibited for the CP irrespective of any possible violation of the law, when posting their own content via the features of the event platform, and when communicating with other participants and/or moderators (e.g. by sending personal messages, by participating in forum discussion, or by writing guestbook entries):

- Distribution of viruses, Trojans, and other malicious data;
- Sending junk or spam e-mails and chain letters;
- Spreading lewd, offensive, sexually oriented, obscene, or defamatory content or communication, and content or communication that is/are likely to promote or support racism, bigotry, hatred, physical violence, or illegal acts (both explicitly or implicitly);
- Harassing other customers, participants, and/or moderators, e.g. by repeatedly contacting them personally without permission or contrary to the reaction of the person contacted, and encouraging or supporting such harassment;
- Soliciting other customers, participants, and/or moderators to disclose passwords or personal data for commercial or unlawful purposes;
- Distribution and/or public reproduction of content available on the event platform, unless the CP is expressly permitted to do so by the respective author.

21.3.3. The CP assures to own all rights, in particular all copyrights, rights of use, and ancillary copyrights to the contents posted by them. If the CP is not the author of the posted content, they assure the ownership of the unrestricted right of use to said content. The CP assures the ownership of unrestricted exploitation rights, the non-existence of third-party rights for the submitted content, and that no personal rights have been violated in the representation of people. The CP assures to have acquired the rights of all authors, ancillary copyright owners, trademark owners, and other rights holders mandatory for publication, exploitation, and making available to the public, in particular that people depicted have given their express consent to the exploitation and evaluation of the image as part of the application via the CP's profile.

21.3.4. Each party shall designate to the other party a contact person authorized to give and receive information and declarations of intent, and who also assumes full responsibility for the orderly performance of the contractual services.

21.3.5. The CP adheres to applicable data protection provisions. In accordance with General Data Protection Regulation (GDPR), the CP is the controller of any personal data processed by them, e.g. additional event participants added by them (if agreed). If the CP stores or processes personal data on the systems of the event platform, this shall be secured by concluding a corresponding data protection agreement on commissioned processing in addition to the existing contractual agreements.

22. Advertising, marketing, press, specialist lectures

22.1. Advertising is admissible within the stand (for in-person or in-person parts of hybrid events). Outside the exhibitor's stand - in particular on tables, wall surfaces, in stairwells, as well as in the corridors of the exhibition halls - advertising is only permitted for money given VCG's prior consent. The admissibility of advertising measures on the online event platform depends on the event service package booked by the CP.

22.2. Only advertising measures are permitted that do not violate statutory provisions or morality or are of an ideological or political nature. Visual, moving, and acoustic advertising media, musical renditions, and product presentations are permitted in compliance with legal/official regulations, provided other customers are not unreasonably impaired. VCG is entitled to prohibit the publication, distribution, and display of advertising material that may lead to objections and to seize any stock of the advertising material for the duration of the event. The same applies to making unlawful or otherwise objectionable advertising material or content publicly available pursuant to sections 4078 and 4079 on the event platform. In this case, VCG may, depending on the severity of the violation and the extent of a complaint, exercise their domiciliary rights and, in particular, exclude the CP from participation in the event or block their access to the event platform, unless this is unreasonable for the CP.

22.3. VCG is entitled to use the name and logo of the CP on advertising and marketing materials (e.g. advertisements, websites) for the preparation and execution of the event free of charge. The CP is obliged to provide VCG with a logo of appropriate quality.

22.4. Photography, video, and film recordings of the exhibits are permitted, given the respective CP's consent. VCG is entitled to make or create photographs, film and video recordings, and drawings of the event, the stands and the exhibited goods or to have them made by the press and to use them for advertising purposes or general press publications free of charge. This section 4082 shall apply accordingly to digital recording options for digital event formats, in particular to screenshots and screencasts, for example of digital presentation areas of the CP.

22.5. The organizer is entitled to restrict or prohibit performances that endanger or significantly impair the execution of the event.

23. Payment maturity

23.1. The agreed fees (rental of the exhibition space, advance payments for ancillary costs, advertising measures, access to the online event platform, etc.) are due upon receipt of the invoice.

23.2. VCG is entitled to demand advance payment of the agreed fees. If the client fails to meet the payment deadline, VCG may exclude them from participation in the event. The obligation to pay the agreed fees remains unaffected by this.

23.3. The CP shall bear the costs for travel to and from the event, overnight stays, and comparable costs.

24. Cancellation, changes

24.1. Unless otherwise stated or agreed in the commission or in the commission confirmation, the CP is entitled to cancel the commission in writing. A lump-sum compensation shall be paid by the CP to VCG in case of cancellation according to the following gradients:

- Cancellation up to 12 weeks prior to the event: 25% of the agreed remuneration
- Cancellation up to 8 weeks prior to the event: 50 % of the agreed remuneration
- Cancellation up to 6 weeks prior to the event: 75 % of the agreed remuneration
- Cancellation less than 6 weeks prior to the event: 100 % of the agreed remuneration

The client is entitled to prove that VCG has not suffered any damage at all due to the cancellation or that the damage is lower than the flat rates listed above.

24.2. Furthermore, VCG has the right to change the event for important reasons (e.g. changes to the program, the format (in-person, hybrid, or digital), timing, schedule, location, or venue). VCG will notify AG separately in text form of any substantial changes. Any changes shall also be published on the website. Thus, the CP must inform themselves in good time about such changes.

25. Liability

25.1. The insurance of the exhibition goods against all risks of transport and during the event against damage, theft, etc. is the CP's responsibility.

25.2. The CP shall be liable for any damage caused to third parties by its participation in the event, including damage to the premises and facilities of the organizer. The CP is solely responsible for the contents of advertisements, brochures, and other information material.

25.3. In all other respects, the liability provisions of these GTC's section 16 shall apply.

26. Warranty

The claims of the CP arising from the commission and from all legal relationships in connection with it shall become time-barred within 6 months. The period begins upon return, i.e. in the case of in-person events upon complete clearance of the exhibition space, or in the case of digital formats upon termination of the event and discontinuation of access to the event platform, unless otherwise agreed with the CP (e.g. in cases where access to the event platform is still required for the use of further services following the respective event).