

45th INTERNATIONAL VIENNA MOTOR SYMPOSIUM

Vienna – Congress Center Hofburg, April 24 – 26, 2024

BOOKING FORM for the WEB PLATFORM

Please return the filled in form to MEDIA-PLAN
E-Mail: mp@media.co.at

EXHIBITOR: _____

Invoice Recipient:
(company name and address) _____

PO No.: _____ VAT Reg. No.: _____
(if required) (obligatory for EU countries)

Tel.: _____ Fax: _____

Contact Person: _____ E-Mail: _____

MOTOR24/SAB

We hereby place a binding order for the following additional services on the Web Platform:
(Only in combination with a booking for exhibition space)

- | | | |
|---|-----|--------|
| <input type="radio"/> Company profile Company description & Q&A button | á € | 425,-- |
| <input type="checkbox"/> pc(s). Product info Graphic & Short description text & PDF & Web link | á € | 480,-- |
| <input type="checkbox"/> pc(s). Image- or product video | á € | 480,-- |

Please submit latest until **March 27, 2024** all information for the Web Platform.

Prices are net. For companies with Austrian VAT Reg. No.: + 20% VAT. For all other countries: net prices - the tax liability lies with the benefit recipient.

Conditions of payment and cancellation:

For all services, the confirmation and the invoice will be sent after submitting the booking form, which is payable on receipt. Bank transfer to the "MEDIA-PLAN" account at UniCredit Bank Austria AG, Rothschildplatz 1, 1020 Vienna, Austria, BIC: BKAUATWW, IBAN: AT18 1100 0022 5017 0400. All charges shall be covered by the sender. Place of jurisdiction: Vienna, Austria.

In case of cancellation/withdrawal from the contract by the company/sponsor: 50% of total amount if cancelled up to 3 months prior to the congress, 100% thereafter.

In case the organiser needs to change the event format to hybrid due to legal provisions and measures or converts the congress to an online only format: The bookings remain valid, and the above stated conditions of payment and cancellation apply.

By signing this agreement, we accept the above conditions as well as the enclosed conditions for participation.

Place / Date

Stamp of Company / Signature of Official Representative

media-PLAN

Gesellschaft für Ausstellungsorganisation und Werbung Karl Kreiner & Co KG
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T +43 (0)1 536 63-73 | F +43 (0)1 535 60 16 | E mp@media.co.at | www.mediaplan.co.at
UID-Nr./VAT Reg No. ATU10902102 | Handelsgericht Wien/commercial court Vienna FN 9129a

Conditions for Participation

1. Conclusion of Contract - Date of Event: Mailing or delivering of registration forms on the part of the MEDIA-PLAN shall not constitute a formal agreement according to which exhibitors/sponsors may be admitted to the exhibition. Registrations may be rejected without giving reasons. The registration forms are to be filled in, signed with a legally competent signature and submitted on time. Special wishes regarding the placements of stands shall be given all possible consideration, but placement demands shall not be recognised as a condition of registration. Furthermore the MEDIA-PLAN is entitled to reduce the requested floor space. The MEDIA-PLAN has the right to revise the location and limit the duration of and to cancel the exhibition/event. Any change in the length, date or venue of the exhibition/event shall neither entitle the exhibitor/sponsor to withdraw from the contract, to request lowering of fees, nor to enforce indemnity claims. Should the exhibition/event be cancelled or the latter be converted to a hybrid or purely online event, the terms shall apply in accordance with the pertinent order forms.

2. Purpose - (Exhibition Stands): The stands shall only be used to exhibit and advertise the exhibitor's own products, yet not to sell products of any kind. Any orders for products which are taken shall be in accordance with the legislation covering such orders. Advertising materials are only to be distributed within the stands. All stands must be continually staffed during opening hours. The exhibition rooms are to be used only during the usual exhibition opening hours. Written permission by the MEDIA-PLAN shall be necessary for the presentation of promotional lectures and films, of slideshows, and for the distribution of trade samples, beverages or comestible goods. Non-exhibiting companies are forbidden to advertise in any way. Any kind of promotional activities (e.g., distribution of advertising material, walking acts) outside the stand areas are forbidden. Exceptions are only admissible upon submission to, and written approval of, the MEDIA-PLAN. It is forbidden to sublet or to in any way allocate the stands or any parts thereof, to third parties, or to exchange stands. The MEDIA-PLAN is entitled at any time to access the exhibitors' stands.

3. Exhibition Stand Setup - Maintenance: Before setting up their stands, the exhibitors shall contact the MEDIA-PLAN to enquire about the placement of the stands and any special setup regulations. The side and back walls of the stands are to be 2.50 m in height (incl. platforms). Specific permission is to be obtained from the MEDIA-PLAN for any variation from this norm. Such permission is also to be obtained for any changes in the size or structure of the rented floor spaces or devices. The stands shall be set up and completely fitted during the announced time. The MEDIA-PLAN may rent stands which are not finished on schedule to other applicants, excluding any claims for damages; the exhibitors shall be responsible for any loss of profits in such cases. Prior to setting up stands of their own design and construction, exhibitors and/or their commissioned agencies or standbuilding companies are to submit sketches detailing the stand dimensions and construction heights for approval by the MEDIA-PLAN. The MEDIA-PLAN reserves the right to demand changes in such stands if safety regulations, technical requirements, the specified stand-building regulations or the implementation of the most uniform possible overall image for the exhibition should so require. The side and back walls of all stands are principally to be finished on the outsides as well as the insides. All directives of the MEDIA-PLAN, especially with regard to the use and decoration of booths, self-designed and self-constructed stands, and exhibition facilities shall be adhered to in order to smoothly implement the exhibition. Should exhibitors not follow the directives to this effect and on time, the necessary steps shall be taken at the exhibitors' cost. If required, the MEDIA-PLAN reserves the right to allocate exhibitors to other places in the exhibition hall and to relocate or close exhibition hall entrances and exits, even if such a directive may conflict with previous confirmations. The exhibitors shall be responsible for the proper care of the floors and walls of the premises, stairwells and storage rooms, as well as the rented stands and exhibition facilities. The rented stands and furnishings must be returned in an orderly condition after completion of the exhibition. Heavy packing cases are not to be unboxed in rooms with parquet flooring or unmarred flooring. To avoid scratches and grooves caused by sliding packing cases, damageable floorings are to be furnished with protective lining before the exhibitors' own exhibits are set up. The exhibitors and their shipping agents shall take special care in transporting packing cases and other heavy materials. Those who wish to display extra-heavy exhibits that require foundations or special supports are to obtain specific permission from the MEDIA-PLAN. It is not permitted to drive nails or hooks in the walls, to install electric wiring, nor to drill or cut holes in the walls of the rented booths. Empties and packing materials shall be disposed of at the exhibitors' own expense before the exhibition begins. Cleaning booths shall be in the responsibility of the exhibitors. No part of an exhibition stand may be suspended from the ceilings of the exhibition premises. No structure of an exhibit or stand is to project on any side beyond the limits of the allocated floor spaces. No signboards are to project beyond the delimiting walls of the stands (booked space). Each exhibitor shall avoid impairing the visibility of neighbouring stands. Stand lightings and spotlighting shall not annoy visitors or neighbouring stands. Decorating materials used by the exhibitors are to be furnished with fire-retardant coating and written credible proof of such protection shall be presented to the MEDIA-PLAN upon request. Police and other official regulations are to be strictly observed at all times, including during the setup and breakdown of exhibits. Naked flames, laser and pressure cylinders are prohibited. The exhibitors and their stand builders shall be solely responsible for the safety of their stands and all applied materials (compliance with fire and safety regulations) - the MEDIA-PLAN shall assume no liability in this respect. The exhibitors and their stand builders shall also be responsible for sufficient indemnity insurance.

4. Electrical Installations - Power Consumption: Additional charges shall be incurred for necessary power connections ordered from the MEDIA-PLAN. The exhibitors undertake to cover their power requirements with these connections. However, the MEDIA-PLAN shall not be liable for any losses or damage which may occur from interruptions in the electric power supply or other defects. All exhibitors' costs incurred for the installation of the power connections and ascertained power consumption shall be invoiced according to their individual orders. The exhibitors shall be responsible for electrical installations within their stands.

5. Dismantling of Exhibitions Stands: The exhibitors are to dismantle their stands by the time stipulated, return the rented furnishings, and leave the stand areas and floors cleared and cleaned. Stored materials, empties and packing materials are to be disposed of. Unless removed and stocked at the expense of the exhibitors, investments left behind shall pass into the ownership of the MEDIA-PLAN without compensation. The MEDIA-PLAN may demand that the exhibitors restore the exhibition areas to their original condition. Exhibition facilities accepted in proper condition in the absence of complaint registered in writing are to be returned in the same condition. Damaged exhibition areas and facilities may be cleaned and repaired at the exhibitors' charge. In the event that the exhibitors fail to dismantle and clear away their exhibits in time, the MEDIA-PLAN shall remove said exhibits and charge the exhibitors in full for all costs incurred. The exhibitors are liable for the actual damages incurred (at a minimum of € 400 per day or part thereof). The MEDIA-PLAN / the event location shall assume no liability for theft, loss or damage.

6. Liability: The exhibitors shall be liable for all self-induced damages, along with those caused by their staff, their visitors and clients or by any agents acting on their behalf. In all such cases, the exhibitors shall indemnify and hold harmless the MEDIA-PLAN. The exhibitors are advised to take out adequate insurance. Neither the MEDIA-PLAN nor the event location shall be liable for theft, loss or damage (be it damage to persons or property) in the course of setting up, the event itself and dismantling.

7. Exhibition Fees/Sponsor Fees -Contract Withdrawal: The indicated dimensions of floor space, booths and exhibition facilities are approximate. The MEDIA-PLAN is entitled to modify the dimensions accordingly in order to efficiently utilise the available exhibition area and to adjust the stands to the blueprints of the exhibition hall. Prices charged are based on the actual dimensions. In the event that more floor space than ordered is later claimed and allotted, the surplus fee is to be paid immediately. The specified sponsorships are defined in the order form; minor changes may arise in the case of satellite symposia. The exhibitors shall bear the costs of contract fees, which is one per cent (1%) of the rental costs, as well as all other taxes, fees and public charges on the rental sum. In the case of delayed payment, ten per cent (10%) default interest per annum shall be charged. The following cancellation fees shall apply if companies wish to renounce from taking part in an exhibition after having contracted to do so: 50% of total floor space costs and full registration fees in the case of cancellation or reduction of floor space up to three months prior to the conference, 100% thereafter. The following cancellation fee shall apply with regard to sponsorships: 50% up to six months prior to the conference, 100% thereafter.

8. Conditions for Additional Orders - Regulations in the Exhibitors' Manual: In addition to the present general Conditions for Participation in the Exhibition, the exhibitors as well as their appointed stand builders and agencies shall be obliged to adhere to the conditions for additional orders, as well as all regulations included in the Exhibitors' Manual, as they apply to each specific congress.

9. Final Stipulations: With immediate effect, the MEDIA-PLAN may exclude any company which infringes the provisions of the MEDIA-PLAN from the exhibition. Such companies shall be liable for the entire rental sum, for the registration fee and for all incidental expenses, plus legal value added tax, and/or the full sponsorship amount plus legal value added tax. The exhibitors/sponsors may only offset claims against the MEDIA-PLAN against their contractual obligations with the written consent of the MEDIA-PLAN. Any rescission of the contract, especially due to error and breach exceeding or falling short of half the true value, shall be waived. All verbal agreements, individual permissions and special arrangements shall only be valid upon receipt of written confirmation. The exclusive court of jurisdiction for all litigations arising from this contract shall be that of the duly authorised court in Vienna, Austria. The MEDIA-PLAN may electively choose to appeal to the competent court in whose jurisdiction the exhibitor falls. Austrian law shall be applied.