



General Terms and Conditions of Participation

In the interests of the exhibitor and to facilitate the course of business, the specific 'Terms and Conditions for Exhibitions of the Fachverband Messen und Ausstellungen e.V.' [a professional trade fairs and exhibition association], i.e. the FAMA Terms and Conditions, see following pages; together with the following Special Terms and Conditions for Exhibitions and the Data Privacy Declaration, apply as consolidated terms and conditions for exhibitors at the Internationale Kulturbörse Freiburg (IKF).

Special Terms and Conditions for Trade Fairs and Exhibitions

Internationale Kulturbörse Freiburg – Culture Connects People

25 January to 27 January 2027

Venue

Messe Freiburg [Freiburg Exhibition Centre]
Neuer Messplatz 1
79108 Freiburg i. Br.
Germany

Exhibition Opening Hours

Tue. 26. January 2027: 10:00 am-06:30 pm

Wed 27. January 2027: 10:00 am – 06:00 pm

1. Application and Acceptance

The exhibitor's application to participate in the event shall be accepted by Freiburg Wirtschaft Touristik und Messe GmbH & Co. KG [FWTM – Freiburg tourism and events management], based on the information provided in the application. An automatic confirmation e-mail shall be issued on receipt of registration details sent by electronic means, but it will not in any way represent a final confirmation. Based on this information and following acceptance by FWTM, the exhibitor will become a contractual partner in the IKF 2026. Confirmation of acceptance, incl. a plan of the exhibition hall and the designated stand, shall be sent out separately to the exhibitor. FWTM shall endeavour to take into consideration the exhibitor's preferences with regard to the allocation of the stand but has no specific obligation in this regard. The stand will be allocated by FWTM GmbH & Co. KG (FWTM) in fall 2025. FWTM may withdraw from the contract or terminate the contractual relationship without notice, if the application is accepted on the basis of incorrect or incomplete information provided by the exhibitor, or if the exhibitor should later be found to no longer meet the admission requirements.

The current regulations in the safety and hygiene concept of Messe Freiburg are an integral part of the exhibition conditions. By registering, the exhibitor undertakes to acknowledge and implement these.

2. Breakdown of Costs

2.1. Stand Rental in 2026 (net; for all 3 days)

Row stand	109.00 EUR per m ²
Corner stand	118.00 EUR per m ²
Front-end stand	123.00 EUR per m ²
Island stand	129.00 EUR per m ²

The stand rental price includes the following number of exhibitor passes :

- up to 12 m² stand space: 2 exhibitor passes,
- from 14 m² stand space: 3 exhibitor passes,
- from 25 m² stand space: 4 exhibitor passes.

Please note: The stand rental price does NOT include Octanorm walls! These can be booked in addition as part of the BASIC and PREMIUM packages.

2.2 Modular Stands and Common Areas

Packages 1 through 5 can be booked in addition to the booth space.

2.2.1 Modular Stands 2027 (net; for both days of the fair)

System Booth Type 1: Octanorm walls, carpeted floor	€33.00/m ²
System Booth Type 2: Octanorm walls, carpet, electrical connection, clamp spotlights	€45.00/m ²
System Booth Type 3: Octanorm walls, carpet, fascia, electrical connection, clamp spotlights	€58.00/m ²
System Booth Type 4: Octanorm walls, carpeted floor, electrical connection, clamp spotlights, bistro set, counter	€66.00/m ²
System Stand Type 5: Octanorm walls, carpeted floor, fascia, electrical connection, clamp spotlights, bistro set, counter	€77.00/m ²

Translated with DeepL.com (free version)

2.2.3 Space on the common area

The exhibitor has the opportunity to present himself with a 4m² space on a common area. There are no side or rear walls for this space. Only 1-2 roll-ups are permitted to be set up as advertising material. Other structures are not permitted.

Total costs 2027 (net; for all days)

605.00 EUR

The package "Space on the joint stand" includes:

- stand space rental
- two exhibitor passes
- electricity connection with 230V AC power supply (power sockets of up to 3kW)
- Octanorm counter, high
- two bar stools

2.3 Early bird booking

An early-bird discount of 10% is available through July 15, 2026, on the base booth rental rate (net price per square meter) as well as on the booth rental rates for Packages 1 through 5. This does not apply to booths in the communal area.

2.4. Mandatory Costs

2.4.1. Professional association fee

In order to safeguard the interests and concerns of the sectors exhibiting at trade fairs and exhibitions and the organizers, as well as to ensure quality assurance for Germany as a trade fair location, a trade association fee of € 0.60/m is charged to exhibitors to support the work of the trade associations of the German trade fair industry. The trade association fee is collected by and for AUMA - Association of the German Trade Fair Industry, charged by the organizer and paid directly to AUMA.

2.4.2. Advertising fee for exhibitors

€ 99, -

This includes all print and online listings of exhibitors.

The flat-rate advertising fee also includes the uploading of the following services on the online details page:

- Placement of a logo
- Up to 5 photos
- Two video links

The exhibitors themselves are responsible for the content shown and automatically agree to publication on the IKF website by uploading it. Before publication, the video links will be checked once by the organizer for functionality. The organizer is not liable for the content shown or



possible technical faults if the content of the link or images have been changed after publication by the exhibitor without the knowledge of the organizer. Further information on the integration of YouTube videos can be found in section 3.6 of the FWTM privacy policy.

2.4.3. Standard Power Supply

A 230V AC power connection (outlet rated up to 3 kW) is charged at a flat rate of EUR 70.00 per booth, including electricity usage. Any additional power connections or high-voltage connections can be booked as a service order through the IKF Order Center. When booking System Stands 2 through 5 or the shared stand, the power connection is included and will not be charged separately.

2.4.4. Waste Disposal

During the exhibition, the exhibitor is requested to sort its waste for recycling and to place it in the gangways at the end of each day of the exhibition. The event organiser shall be responsible for cleaning the gangways in the trade fair halls daily. For the costs of waste disposal, a fee of 2.50 EUR per m² of stand space will be charged. The exhibitor shall be responsible for properly disposing of any waste produced during the periods of setting up and dismantling. Behind the trade fair halls, the appropriate bins are provided for the disposal of packaging and stand construction materials.

All prices indicated are plus statutory VAT, valid at the time of the event.

3. IKF Online Service | Service phase

During the service phase you can make changes or additions to the following areas up to **31. October 2026**

- Place orders for your stand
- Only service partners designated by FWTM may be appointed to provide electricity and water facilities, items suspended from the ceiling, security services, cleaning personnel and machinery, such as cranes, forklift trucks and working platforms. You will be issued with the corresponding contact details. Any work done by service providers must be commissioned up to eight weeks prior to the event and in writing and will be directly settled with the company.

Please also note that the range may only be available to a limited extent and that there may be longer waiting times before delivery to your stand. Early ordering via the IKF Order Center during the service phase is therefore recommended.

4. Internet

The Freiburg Exhibition Center offers free 5 GHz* Wi-Fi for visitors. If you also require a LAN or Wi-Fi connection, you can book access through the Online Service Center. No additional internet bookings can be made on-site.

*Client isolation is enabled (devices can only connect to the internet, not to each other). Shared bandwidth: 300 Mbps; availability on a "best effort" basis. Seamless client roaming throughout the entire venue.

**Would you like to operate your own Wi-Fi network in your exhibition space? If so, please register it with us well in advance! Please be sure to note the following information: However, we cannot guarantee stable connection quality for a Wi-Fi network you set up yourself. The reason: Private networks may only be operated in the 2.4 GHz band. This frequency band is used not only by all exhibitors' own Wi-Fi connections but also by the FreeWiFi for visitors. In addition, lighting and sound systems, as well as beacons, are controlled via this frequency. This high level of usage makes the frequency band prone to interference and can impact the performance of your Wi-Fi network. Our recommendation: Use one of our Wi-Fi solutions. All of

our products operate in the 5 GHz band, which is reserved for use by Deutsche Messe, and enable your devices to communicate with one another—for example, to control exhibits. Even devices that cannot be operated wirelessly can be connected via VLAN coupling by booking a wired Internet connection as an add-on. If you have special requirements, our IT experts will work with you to find a reliable solution! Please feel free to contact us. If you still wish to operate your own Wi-Fi, registration in accordance with the technical guidelines is mandatory. Here is how the registration process works: Registration of your own Wi-Fi (mandatory!) Inclusion of your requirements in the Wi-Fi planning. The SSID must include the exhibitor's name and booth number. Transmission of the Wi-Fi configuration data by Messe Freiburg. This configuration must be set up on your hardware before commissioning.

5. Terms of Payment | Taxable Amount

We will send you your invoice for your IKF participation eight weeks prior to the event by electronic mail; it is due and payable immediately. Any complaints you may have regarding the calculation of the booth rent may only be raised within eight days after receipt of the invoice. In the event of a default in payment, the Trade Fair Management may, following prior warning, re-assign stands that have not been paid for in full. Subsequent changes to the billing address may only be made without charge, if the event organisers are notified of such a change in writing, before the invoice has been issued. After the invoice has been issued, each amendment shall incur a processing fee of 100.00 EUR per invoice. Registered exhibitors are service users and therefore eligible to pay sales tax. All services for joint stands provided in connection with participation at the IKF will be invoiced to the main exhibitor. Tax rates are determined by those applicable for the main exhibitor. Regardless of a different billing address being indicated, the invoiced services shall be taxed according to the exhibitor concerned. The latter shall be held liable, together with the recipient of the invoice sent out for all claims, as applicable.

6. Stand Design | Advertising activities

The exhibitor presents itself in the assigned space with a stand and may choose to use its own stand system or the system offered by the exhibition organiser. When designing the exhibition stands, partitions between neighbouring stands are mandatory (except for the joint stand area). The rented rear and lateral partition walls (as many as are required to delimit the stands), pertaining to the booked stand system and set up by the trade fair management, all have a consistent height of 2.5 metres and width of 1.0 metre per wall element. If they use their own stand system, the exhibitors are kindly requested to observe the maximum height mentioned above. **Stand structures exceeding 2.5 metres in height require special approval from FWTM. Structures and/or equipment must be arranged within the parameters of the stand, so that they do not impinge on neighbouring exhibitors. Requests for any special structures must be submitted to the Trade Fair Management at least two (2) months before the start of the exhibition.**

Stand System Design

The walls of the 'Octanorm' system are 1.5 cm thick and made of grey coated hardboard with an aluminium frame. Items should only be adhered to these walls with a residue-free, removable double-sided adhesive tape (e.g. Tesa Power Strips). The exhibitor shall be liable for any damage incurred to the walls, as well as for the cost of any repairs required due to the use of adhesives.

Struts and additional lateral partition walls of Octanorm stand systems: Please note that due to technical safety requirements to



ensure the stability of the stands, an additional cross strut will be integrated. The number of cross struts required shall conform to the size of the stands. These cross struts are a fixed component of the stand structure and should not be removed. In front-end stands of at least 12m², with a 4m-wide rear partition wall (in both systems), depending on the stand systems booked for the surrounding stands, additional 1 m-wide lateral partitions shall be integrated for the sake of stability. These lateral partitions are a fixed component of the stand structure and should not be removed.

Advertising activities

Advertising of any kind, in particular the distribution of printed advertising matter and addressing visitors, is only permitted inside the stand perimeters. The same applies to the presentation of walk acts. Exhibitors are not permitted to operate loudspeaker systems, music and slide presentations, or AV media of any kind – also for advertising purposes.

7. Stand parties | Stand use outside opening hours

The use of the exhibition stand for stand parties or other purposes is exclusively outside the opening hours of the trade fair up to a maximum of 21:00 hrs. and only with the express written consent of FWTM. The application must be submitted to FWTM in writing at least six weeks before the event. The then currently applicable safety and hygiene measures must be observed.

8. Setting Up

Sunday, 24. January 2027, 12:00 am-08:00 pm
Monday, 25. January 2027, 08:00 am – 06:00 pm (Setup times in the main lobby may vary).

Exceptions for later set-up require the written approval of the organizer. If a longer set-up period becomes necessary due to special structures, a written application for approval may be submitted to the event management in urgent cases, provided that the hall capacity permits this. The application must be received by Messe Freiburg at least six weeks before the start of the trade fair. Additional set-up days are not possible in all halls and are always subject to a charge. The fee for an additional set-up day from 8:00 a.m. to 5:00 p.m. is EUR 250.00. For each additional hour after 6:00 p.m. up to a maximum of 10:00 p.m., a fee of EUR 50.00 per hour will be charged.

9. Important Notice Regarding Trade Fair Structures

It is forbidden to use glue to fasten objects to the walls, doors, glass surfaces or floors of the exhibition halls. Neither is it permitted to drive nails or drill holes into any of these. The exhibitor shall be liable for any damage and costs for repair. In case of damage (paint stains, cigarette burns in the carpeting, etc.) inside the stand space, the exhibitor shall have no right to demand removal thereof. The organiser reserves the right to impose further requirements regarding the appearance of the stand. Carpets may only be attached to the floor of the exhibition hall, if a professional-quality, residue-free removable adhesive tape is used (DIN 18365), which is designed specifically for carpets and PVC floor coverings.

10. Dismantling

Wednesday, 27. January 2027, 6:00 pm – 10:00 pm
Thursday, 28. January 2027, 8:00 am – 12:00 pm
Premature dismantling of the stand and removal of exhibition goods is not permitted. If the exhibitor culpably violates this obligation, he shall be obliged to pay a contractual penalty to the organizer (FWTM). The contractual penalty shall amount to 25% of the stand rental fee, but at least EUR 500.00 net. The stands must be returned in proper condition.

The exhibitor shall be liable for damage to the stand equipment, walls, flooring and grounds

11. The Staffing, setting up and Dismantling of Stands

The exhibitor is obliged to keep the stand adequately staffed throughout the opening hours of the event. In the event of non-compliance, the organizers will charge a contractual penalty of 25% of the booked stand space, but at least €500.00, and reserve the right to exclude the exhibitor from future participations. **This does not apply to short-term absences.**

12. Co-exhibitors and Shared Stands

Co-exhibitors are companies that appear at an exhibitor's stand with their own staff and their own products and services, whether by means of address or information boards, exhibits or advertising material. The associated main exhibitor assumes responsibility for co-exhibitors vis-à-vis the trade fair management. He pays the fee for the co-exhibitor and is liable for all consequences and costs incurred by the co-exhibitor.
The exhibitor is not entitled to sublet the stand already allocated to him, either in whole or in part, or otherwise to transfer or exchange it. If the exhibitor subsequently wishes to share a stand with a co-exhibitor (following an application already submitted by the main exhibitor), this can be done via the online registration.
The fee for registering a co-exhibitor is 164 EUR.

Services for co-exhibitors can be booked by the main exhibitor or the co-exhibitor and will only be invoiced via the main exhibitor. The main exhibitor is the service user and is therefore liable to pay sales tax for all services connected with participating in the shared stand. No contract shall be concluded between FWTM and the co-exhibitor. The main exhibitor is responsible for informing its co-exhibitors in good time about the relevant booking options. The exhibitor must ensure that its co-exhibitors observe the Terms of Participation, the Technical Guidelines and the instructions issued by the trade fair management. The exhibitor is liable for the fault of his sub-exhibitors as for his own fault. The co-exhibitor receives his passes via the main exhibitor and these are based on the size of the main exhibitor's stand.

13. Notification of Defects

The exhibitor must make any complaints concerning defects in the stand or exhibition space to FWTM and in writing, immediately after taking possession of the stand and no later than the final set-up day, so that FWTM can rectify these defects. Any complaints made after this date shall not be considered and shall not entitle any claims to be asserted against FWTM.

14. Withdrawal/Cancellation of the Contract

If, following binding registration or the conclusion of the contract, the exhibitor is exceptionally entitled by FWTM, whether wholly or in part, to withdraw from registration or to cancel the agreement, FWTM will have the option of charging a flat-rate compensation fee (cancellation fee). The amount of the cancellation fee shall depend on when FWTM receives **written** notification from the exhibitor that he wishes to withdraw from his binding registration or from the conclusion of the contract:

Date on which FWTM receives written notice of termination from the exhibitor	Amount of the cancellation fee, based on the fees and remuneration to which FWTM
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	would be entitled if the contract were executed
Until October 31, 2025	100,00 EUR
Between November 01 and 30, 2025	50% of the stand rental fee
From December 01, 2025	100% of the stand rental fee

In addition to the flat fee for damage compensation, the exhibitor will be obliged to reimburse any costs incurred by orders that have already been placed and for which it is accountable. If the exhibitor can prove that FWTM has either suffered no damage at all, or only suffered damage that is less than what is covered by the flat fee for damage compensation, it will only be required to pay a correspondingly reduced sum. In addition to the flat fee for damage compensation, the exhibitor shall reimburse any costs arising for orders that have already been placed and for which it is accountable. Any costs arising for decorating or populating the unoccupied stands shall be at the exhibitor's expense. FWTM shall be entitled to withdraw from the contract if the exhibitor breaches an obligation arising from this contract to respect the rights, legal interests and interests of FWTM and FWTM can no longer reasonably be expected to adhere to the contract. In such cases, FWTM shall be entitled, in addition to withdrawing from the contract, to demand the agreed stand rental from the exhibitor as lump-sum compensation. Following cancellation of participation by the organizer, all data published on the IKF website up to that point shall be removed immediately.

15. Special Provisions

Exhibitors shall be solely responsible for complying with the rules and regulations for fire protection, public order, and trade. Smoking inside the exhibition halls is strictly prohibited. The use of gas cylinders inside the halls and tent-roofed areas is strictly prohibited. The use of gas-inflated balloons requires the prior consent of the Trade Fair Management. Two-storey exhibition stands will require the prior consent of the relevant public authorities. The exhibitor may only distribute sales brochures at its own exhibition stand. Promotional activities must not be carried out in the gangways or public areas. Games of chance, tombola, prize draws and sweepstakes that require the purchase of a ticket are expressly prohibited.

16. Catering

The catering services provided on the trade fair premises, including beer and other refreshments, shall be exclusively provided by the contracted companies. The sale of drinks or meals (including samples) of any kind, as well as bars selling alcoholic drinks, require special permission from FWTM, as well as a licence to serve alcohol, for which the exhibitor will be solely responsible. For this, a list of the entire offerings has to be submitted in advance to FWTM. Food and drinks which smell strongly should be avoided. The distribution of food or drinks against payment requires a special permit under restaurant and catering law; this has to be obtained by the exhibitor. This will also apply to serving food and beverages (including samples), even if these are distributed free of charge, but have been supplied to the exhibitor by professional caterers. The serving of alcoholic beverages requires additional permission in compliance with the Licensing Act, irrespective of whether these drinks are served free of charge. Here again, this shall be the sole responsibility of the exhibitor. The

distribution of any type of goods, including food and drink, must cease at 09:00 pm, except in the restaurants.

17. Ban on Disposable Receptacles

The use of disposable receptacles is prohibited. Beverages may only be dispensed in reusable containers, e.g. glasses or bottles on which a deposit is charged. A dishwashing area for daily cleaning of dishes will be made available to exhibitors. Cans, plastic beakers and non-deposit bottles may not be used. Food may not be served on disposable plates or in disposable, portioned containers.

18. The Event Organisers' Promotional Activities

By participating in the exhibition, the exhibitor hereby agrees to allow photos of its exhibition stand or exhibits, including any branding or other company labels found on such items, taken by or on behalf of the organiser, to be used in IKF events for advertising and communication purposes. The event organiser may use the exhibitor's name and company logo in any format (Print media, advertisements, posters, websites, etc.) in advertising campaigns for IKF events, aimed at visitors and exhibitors.

19. GEMA [German Society for Musical Performing and Mechanical Production Rights]

As regards GEMA registration, each exhibitor must make its own arrangements and bear the relevant costs for assessing service provision prescribed by GEMA on the trade fair stand.

20. Special Considerations Regarding Air Traffic

Exhibitors should take note that the exhibition and trade fair site is near an airfield and the Freiburg University Clinic helicopter landing pad. The exhibitor must do everything in its power to avoid disturbing or endangering this air traffic; in particular, no light sources (e.g. laser or other intensive light sources) should be installed or used, which might disturb or even blind the crew of any aircraft or helicopter. It is expressly forbidden to use radio equipment or radio telephones that could interfere with the airfield or helicopter landing pad's radio or navigation instruments, or with the corresponding air traffic's on-board systems. Any emissions that might lead to impaired vision regarding air traffic on the airfield and helicopter landing pad are prohibited. The Trade Fair Management would like to remind exhibitors that air traffic involves aircraft emissions, noise, etc. and this should be considered.

21. House Rules

Overnight stays in the halls are prohibited. The exhibitor is obliged to treat the other event participants with consideration, to act with common decency, and to refrain from using the event to pursue ideological, political or other ends that are not in keeping with the purpose of the event. The Trade Fair Management reserves the right to issue house rules with further notices, deadlines and forms and at the very latest to deliver these when the stands are allocated.

22. Force Majeure | Cancellation of the Event

If FWTM is forced to evacuate one or more of the exhibition areas for a brief or prolonged period, or to postpone or curtail the Internationale Kulturbörse Freiburg's events, due to force majeure or other reasons beyond its control (e.g. a power outage), the exhibitor shall not have any subsequent right of withdrawal or termination, nor to assert any other claims, especially claims for compensation against FWTM. If FWTM cancels events, because it cannot organise them due to force majeure or any other circumstances beyond its control, or because it can no longer be reasonably expected to organise the



events, it shall not be held liable for any damage or inconvenience suffered by the exhibitor due to the cancellation of these events.

In case of cancellation of the IKF live on site due to an official regulation because of the corona virus, the exhibitors will be informed immediately. In this case FWTM will not charge stand and cancellation fees. FWTM GmbH & Co. KG will, however, not be liable for any costs already incurred, such as travel expenses, hotel bookings, stand construction, goods orders, etc.

23. Misleading offers for listings to be published and approaches from other companies

Unfortunately, it happens again and again that exhibitors receive misleading listing offers to be included in so-called trade fair and exhibitor directories. Well-known companies and online directories are: art-living.info, Expo Guide, International Fairs Directory, Handwerk-Markt.com, Handcraft-market.com and Construct Data Publisher. In addition, it happens time and again that exhibitors receive misleading calls or letters from supposed partner companies claiming to be part of the IKF team and wanting to help with hotel bookings, logistics issues or similar. FWTM GmbH & Co. KG expressly states that it has no connection whatsoever with these companies and expressly distances itself from their business practices. In most cases, these are unauthorised publishers who finance themselves through paid entries in various directories. However, they often give the impression that the offer is free of charge. Only in the small print of the terms and conditions is the amount and duration of the payment obligation revealed - which often turns into a nasty surprise. All relevant information and confirmations in connection with your participation in the International Kulturbörse Freiburg (confirmations of your stand bookings, queries about your participation or possible contact details of our external service providers) will be sent to you exclusively by the IKF team, either by telephone, on letterhead of FWTM GmbH & Co. KG, Messe Freiburg, or usually by e-mail with the appropriate signature. Entries in the official media of our events as well as changes regarding your online directory entry or booked services can be made yourself during the service phase. You received the access data when you registered.

24. Miscellaneous Provisions

Any verbal agreements, individual licenses or special arrangements shall only apply once they have been confirmed in writing by FWTM. This contract is governed by German law. In addition, the Technical Guidelines for the exhibition centre Messe Freiburg available on the website of Messe Freiburg apply. The place of jurisdiction for any legal disputes arising in connection with this contract is Freiburg im Breisgau, Germany. At FWTM's discretion, legal action may also be brought against the exhibitor at its registered place of business. If any part of the Terms of Participation or Technical Guidelines is ineffective or incomplete, this shall not affect the validity of the other provisions or the contract. In such an event, the parties shall agree to replace the ineffective provision, or fill the gap with a provision that will best serve to fulfil the parties' commercial aims.

All prices indicated are plus statutory VAT, valid at the time of the event.

25. Contracting Party and Organisers

Management, construction, organisation and legal responsibility for the exhibition:

Freiburg Wirtschaft Touristik und Messe GmbH & Co KG
Messe Freiburg
Neuer Messplatz 3
79108 Freiburg im Breisgau
Tel.: +49 761 3881 02
Fax: +49 761 3881 3006
info@messe.freiburg.de
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For information about exhibition stands, please contact:

Team IKF:

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Further information:

www.kulturbörse-freiburg.de