

19 - 21 March 2024 HSZ TU Dresden

Organizer

GWT-TUD GmbH
Freiberger Straße 33
01067 Dresden
Germany

Exhibition management

Prof. Dr.-Ing. Jürgen Weber
Chair of Fluid-Mechatronic Systems
Institute of Mechatronic Engineering
TUD Dresden University of Technology
Helmholtzstraße 7a
01069 Dresden
Germany
Lukas Bachmann
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Stand construction

Kehr ExpoModul GmbH

Königsbrücker Landstraße 40
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Germany
Martin Radtke
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Contact

Company:
Street:
Postcode, City: Country:
Contact person:
☎ ☎
✉
VAT-No.:

Differing billing address:

Company:
Street:
Postcode, City: Country:
Name:
☎ ☎
✉
VAT-No.:

Registration for the exhibition



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Own exhibits (dimensions: h/b/t in cm, weight: in kg, acoustics: in dB):.....
.....
.....
.....

Ordering exhibition stand

1. Type of stand

Stand area (self-constructed stand) EUR 100,-- /m² + VAT*

* The price per m² is the fee for the rental use of the exhibition space without system stand. The exhibitor commits to build up an own stand considering the attached General Terms of Exhibition. One electric power supply 230V / 16 A and consumption flat charge are included in m²-price.

System stand (incl. Stand area): EUR 200,-- /m² + VAT**

** The price per m² is the fee for the rental of the exhibition space and an assembled system stand by the commissioned exhibition company in accordance with the enclosed stand description. One electric power supply 230V / 16 A and consumption flat charge are included in m²-price. The availability of power connections is conditioned by the location of the exhibition stand in the building. For details, please refer to the appendix.

2. Stand size

2 x 2 m² 2 x 3 m² 3 x 3 m² ... x ... m²

3 Additional 230 V - electric connector (Limited Availability)

230V - 16 A (€ 65/day + VAT)

4. Additional equipment and furniture

Additional equipment and furniture according to order form.

5. Registration stand supervisor

To register your stand supervisor, please use the separate registration form and send it to exhibition@ifk-dresden.de by 15.01.2024. All stand supervisors must be registered separately.

6. Additional Services

The following services are included in the registration of an exhibition space:

- For exhibition areas over 3 m² you will receive a voucher for a reduced conference fee (Get Together, lunch and refreshments in the breaks on March 19th and 21st, 2024, Gala Dinner and Laboratory Party) for 1 stand supervisor. For areas larger than 12 m² 2 vouchers are issued.
- Conference documents in digital form
- Inclusion of your company in the exhibition index
- Company logo on our website
- Assistance before and during the exhibition

Please attach your company's contact details and your company logo in sufficient resolution (≥300 DPI) to the registration form.

Additional reference in exhibition index (max. 1000 characters) EUR 90,-- + VAT

The entry is made in accordance with §12 of the attached General Terms of Exhibition. Please enclose the text of the application.























Order form additional equipment

Please enclose the order form for additional accessories with your registration for the exhibition. The registration deadline is 15.01.2024.

Select	Art.-No.	Article Description	Qty.	Unit	Rental price in EUR excl. VAT	Total in EUR
Standbau						
	1	Exhibition booth - MODUL Exhibition Design Systems		m ²	200,00 €	
	2	Individual exhibition booth		m ²	price on request	
		Other services (e.g. printed side panels, fabric tensioning frames for side panels) on request.			price on request	
Floor (incl. laying, covering with foil, disposal)						
	3	Carpeting, Rips, color: black, anthracite, gray, blue, green, red, edge band silver		m ²	15,00 €	
	4	Carpeting, Velour, color: black, anthracite, gray, blue, green, red, edge band silver		m ²	17,50 €	
		black		m ²		
		anthracite		m ²		
		gray		m ²		
		blue		m ²		
		green		m ²		
		red		m ²		
Colors Item 3/4						
Exhibition stand equipment and accessories						
	5	Panel lettering incl. 30 letters, black, Arial, on panel element 1000mm width, incl. mounting/dismounting		pcs.	47,50 €	
	6	Each additional letter		pcs.	2,50 €	
	7	Logo element 966mm x 232mm. Printing according to supplied data. Incl. assembly/disassembly		pcs.	57,50 €	
	8	Bar stool Z-shape, white or black		pcs.	25,00 €	
	9	Bar stool Aspen, white		pcs.	42,50 €	
	10	Bar stool Twist, white or black		pcs.	50,00 €	
	11	Bar stool LEM, white, height adjustable		pcs.	75,00 €	
	12	Bar stool Saddle, white, height adjustable		pcs.	47,50 €	
	13	Cantilever chair, white		pcs.	52,50 €	
	14	Coat rail (wall mounting)		pcs.	30,00 €	
	15	Coat rack		pcs.	30,00 €	
	16	Cabin, 1 x 1m, with curtain		pcs.	105,00 €	
	17	Cabin, 2 x 1m, with lockable door		pcs.	150,00 €	
	18	Leather chair, white or black		pcs.	105,00 €	
	19	Wastepaper basket		pcs.	7,50 €	

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	20 Pedestal, 50 x 50 x 105cm	pcs.	52,50 €
	21 Upholstered chair with armrests, dark gray/chromium	pcs.	42,50 €
	22 Brochure stand zigzag, 6 trays, DIN A4	pcs.	87,50 €
	23 Inclined shelf/shelf, 100 x 30cm (wall mounted)	pcs.	35,00 €
	24 Sideboard/cabinet, 100 x 50 x 80cm, lockable	pcs.	110,00 €
	25 Floor standing showcase, 50 x 50 x 200/250cm, lockable	pcs.	225,00 €
	26 Floor standing showcase, 100 x 50 x 200/250cm, lockable	pcs.	260,00 €
	27 Bar table Jazz, chromed frame, 80 cm x 80 cm, white top	pcs.	62,50 €
	28 Counter open, 100 x 50 x 105cm	pcs.	100,00 €
	29 Counter lockable, 100 x 50 x 105cm	pcs.	167,50 €
	30 Seating table Jazz, square, top white, 80 x 80cm	pcs.	50,00 €
	31 Table showcase 100 x 50 x 105cm, lockable	pcs.	190,00 €
	32 Wall shelf, 100 x 30cm (wall mounting)	pcs.	35,00 €
	Further equipment on request.		price on request
Media technology, lighting and electrical equipment			
	33 21.5" monitor with table stand	pcs.	172,50 €
	34 32" monitor with wall mount (bracing system wall construction necessary!)	pcs.	402,50 €
	35 40" monitor with wall mount (bracing system wall construction necessary!)	pcs.	517,50 €
	36 55" monitor with wall mount (bracing system wall construction necessary!)	pcs.	690,00 €
	37 Bracing system wall construction for mounting wall mount monitor from 32" upwards	pcs.	75,00 €
	38 Floor stand for 40" or 55" monitor	pcs.	202,50 €
	39 Long arm spotlight (wall mounting)	pcs.	30,00 €
	40 Light rail with 3 swiveling spots (mounting is only possible on existing booth construction)	pcs.	75,00 €
	41 Multiple distributor with 1.5m cable, plug and 3 sockets	pcs.	7,50 €
	42 Extension cable 5m	pcs.	7,50 €

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Comments on additional equipment:
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Binding order

1. The General Terms of Exhibition are attached to this document:

I accept the General Terms of Exhibition.

I accept and comply with the House rules of TUD Dresden University of Technology, see attachment.

2. The partition walls must not be damaged by drilling, nailing or similar actions. Adhesive residues must be removed without leaving any residue at the end of the event. For the subsequent cleaning we charge 15.00 EUR plus VAT per wall. Damaged walls will be charged with 20.00 EUR plus VAT per wall.

3. We reserve the right to make technical, color and material changes as long as the equipment offered is at least equivalent. All indicated dimensions are in cm.

4. All prices quoted are valid for orders from 01.07.2023 and, unless otherwise stated, include installation and dismantling, transport and logistics within the city of Dresden, but do not include 19% VAT. The offered technology is as good as new. The liability for damage or loss is without exception with the tenant. The assumption of liability also applies to damage caused by third parties who are present at the exhibition stands with the knowledge and will of the tenant.

5. Invoicing takes place after the service has been rendered. Payment terms are 30 days without deduction after date of invoice.

For orders received within 7 days before the start of the exhibition, we charge a surcharge of 25% on the above prices. The same applies to orders placed by order form on site during construction or the event.

6. Personal data is collected and processed for the purpose of processing your order:

I hereby agree to the storage and processing of my personal data by TU Dresden, Institute of Mechatronic Engineering and GWT-TUD GmbH in accordance with DSGVO. This consent is given on a voluntary basis and can be revoked at any time with effect for the future. A revocation as well as the non-availability of the necessary data, usually has the consequence that the purpose for which the data were collected or should have been collected cannot be fulfilled.

Your rights and further information regarding the protection of your personal data can be found at: <https://ifk-dresden.com>

I order bindingly to the mentioned conditions:

.....
Place, Date

.....
Legally binding signature and stamp

General Terms of Exhibition

§1 Terms of registration

The registration is to be made by using a registration form, which has to be filled out, signed legally binding, and sent to the exhibition management. The registration deadline is determined in the registration form. With written registration the general terms of the exhibition are accepted by the exhibitor. The exhibition management has the right to accept or reject potential exhibitors. The registration includes no legal claims on a stand place. Also customary laws cannot be invoked. Exclusion of competition cannot be claimed. The exhibition management is entirely free to assign a stand place in dependence of prepayments or rather reject any registration without giving a reason. The contract between organizer and exhibitor is concluded upon confirmation of admission or receipt of invoice. The approval can be retracted by the organizer if the conditions for granting are no longer valid. The exhibition of non-registered or used goods is not permitted. Whoever obtains access to the event by giving false information is liable to prosecution for trespass according to § 123 StGB.

§2 Scope of services

The price is the charge for the rental use of the exhibition area as well as the use and the assembling of a system stand by an authorized exhibition company according to the attached stand specification. The tenant is aware of the fact that all rental material may have been used before for exhibition purposes. So the use of new material cannot be granted or claimed. Any complaints are to be announced at takeover of the stand at the latest. None of the rental items are insured. In case of individual stand construction the price is the charge for rental use of the exhibition area. In this case the exhibitor is obliged to assemble his own stand acknowledging the terms of exhibition.

§3 Exhibits

All exhibits of extraordinary weight, special size or with potential for danger must be named upon the registration. An approval has to be obtained regardless of previous treaties. The exhibition management has the right to retract any approval if it has been obtained under incorrect conditions or information. Furthermore approval can be retracted if any admission requirement has been changed or cancelled. The maximum loading capacity of the ground is 500 kg/m². Maximum stand height is 2.50 m. In case of individual stand construction all height above 2.50 m require an approval of the exhibition management.

§4 Rent of exhibition place

The exhibitor receives a confirmation via e-mail after acceptance of his registration from the exhibition management. The exact distribution of the stands will be done by the exhibition management at a later time taking into account the incoming order of the registration forms. The assigned stand may be adapted to the local construction regulations in width and depth. For assigning exhibiting rights to a third party, a written authorization issued by the exhibition management is necessary.

§5 Design of stand

The Kehr ExpoModul GmbH offers complete system stands and additional equipment according to the specification. Additional installations and equipment shall be borne by the exhibitor and are to be specified by using the enclosed technical ordering form. The exhibitor is liable for any damage done to the building and/or the furniture. Stand plans must be submitted via e-mail to the exhibition management if the exhibitor uses his own stand. Any decoration, coverings need to be flame-retardant complying with DIN 4102. The use of straw, reed or similar material is forbidden. No textile ceiling coverings, even if made from flame-resistant material, shall be used over visitor aisles and escape routes.

§6 Right of Withdrawal

Registered companies that have received written confirmation from the exhibition management can withdraw from the contract until 15.01.2024. In this case a handling fee of 50 EUR plus VAT will be charged. After this date, the exhibitor owes the total amount of the order value, independent of damage proof by the organizer.

§7 Liability and Insurance

The organizer and the exhibition management are not liable for any damage, loss, etc. of the exhibitor's own or rented goods or persons caused during the exhibition, building up the stand, dismantling or during transportation to or from the exhibition ground. This also applies if these damages or losses are caused by the exhibitor or his personal, suppliers or other third parties even though it is not a fault of the exhibitor or his personal. It is recommended to take out insurance for the insurable risks such as fire, theft, water and weather damages, etc., including the risk of transportation of exhibition goods.

§8 Securing of exhibits

The exhibitor is obliged to install security measures to all machines and devices complying with the legal requirements. (BGBI. I S 717).

§9 Surveillance of exhibition grounds

The exhibition management is only obliged to provide admission and exit controls during the opening hours of the exhibition. There will be no stand security by the exhibition management. The organizer and the exhibition management are not to be held liable for theft, personal injury or property damage.

§10 Cooking equipment, food and beverages

The use of any electrical cooking plates, immersion heaters or similar heat sources as well as the use of propane or butane is prohibited.

§11 Stand supervisors/ stand supervision

The number of stand supervisors depends on the total size of the stand. All stand supervisors must be registered individually. Additional supervisors for whom the conference fee has not been paid are excluded from the conference.

§12 Exhibitors Index

The organizer publishes an official list of participants and exhibitors. Among other things it contains an alphabetical list of all exhibitors and a floorplan. If an exhibitor wishes to publish any further information about products and services or a company portrait, there will be an additional charge of 90 EUR plus VAT. The maximum number of characters for the additional entry is 1000 characters (including spaces).

§13 Assembly/ Disassembly of exhibition stands

The set assembly and disassembly dates must be strictly respected. The exhibition management may otherwise dispose of stands which are not occupied even on the last day of assembly. The admitted exhibitor is obliged to participate in the event. During the entire duration of the exhibition and the prescribed opening hours, all stands must be properly equipped and staffed by competent personnel. In particular, care must be taken to ensure that the stand is fully occupied at the time the event opens. The removal of exhibition goods and the dismantling of stands before the end of the exhibition are not permitted.

Assembly from 18.03.2024, 8.00 - 22.00

Opening hours exhibition: 19.03.2024 from 19.00 to 21.03.2024, 18.00

Dismantling from 21.03.2024, 18:00 - 23.30

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§14 Stand stability

Exhibition stands including equipment and exhibits as well as advertising media shall be built in such a stable manner that public safety and order, in particular life and health, are not endangered. Stability must be guaranteed at all stages of construction (assembly, modification, dismantling).

§15 Terms of payment

The exhibitor is obliged to transfer the total rent by the date of payment stated on the invoice at the latest. In case of delay of payment, default interest of 8% above the base interest rate of the federal central bank of Germany is to be paid.

§16 House Rules TUD Dresden University of Technology

The House Rules of the TUD Dresden University of Technology are an integral part of this agreement and applies to all persons entering or driving on the site. See Annex.

§17 Severability Clause

The contract remains binding with respect to its remaining parts even if individual points are legally ineffective. This is not the case if the adherence to the contract will represent an undue hardship to one of the parties. These General terms are a translation of the German original. In doubt the original Terms are legally binding.

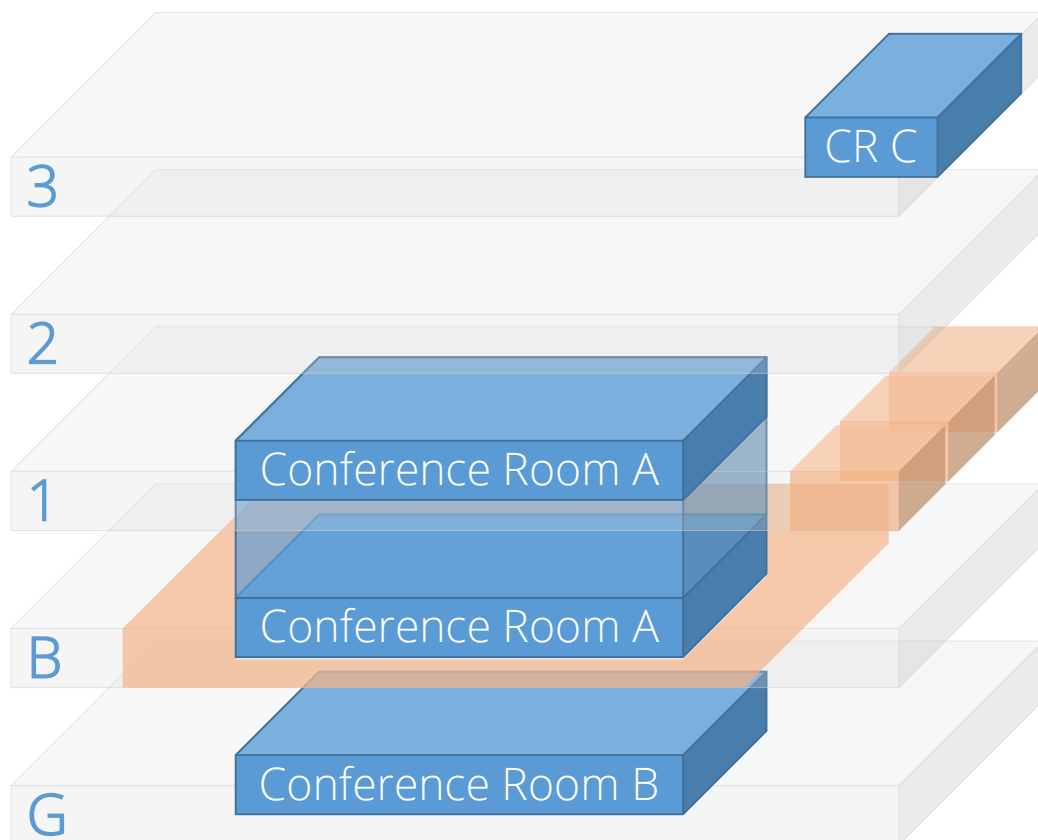
§18 Applicable Law and venue

This Agreement shall be governed by and construed, in accordance with the laws of Germany, disregarding any conflict of laws or rules, which may dictate application of laws of another jurisdiction. Place of jurisdiction shall be Dresden, Germany.

Exhibition conditions in the lecture hall center of the TU Dresden

Exhibition and conference of the 14th IFK will take place in the lecture hall center of the Dresden University of Technology. There you have the possibility to place your booths in separate exhibition rooms or in the central foyer. For reasons of fire protection, we are unfortunately unable to provide you with a power supply in the foyer, but the building's professional lighting technology will set the scene for your exhibits there as well.

The following graphic serves to illustrate the room arrangements in the lecture hall center. The central conference room A in the largest lecture hall of the TU Dresden forms the core of the conference. The opening speech and numerous conference presentations will take place there.



The areas highlighted in orange serve as exhibition areas. The foyer is located on the first floor and becomes the central place for exchange during the conference with exhibition stands, bar tables and seating. Since Conference Room A extends over two floors, the exhibition facilities on the 1st floor are also very well connected. No fire protection restrictions apply to the electrical supply in these rooms. Only a maximum height of the stands of 2.50 m has to be observed. The modules from the stand construction company Kehr ExpoModul GmbH are designed to this height. If you have your own stands, you must observe the height restriction or alternatively move to the foyer on the first floor.

General House Rules for TU Dresden

The general house rules of TU Dresden apply to all buildings and open areas operated by TU Dresden except for the Faculty of Medicine Carl Gustav Carus. They apply to all people using or staying within these areas. Abiding by these house rules is part of contracts concluded with companies who are active within these areas.

1. Rooms and open areas are to be used according to their intended purpose. Uses other than the intended purpose require the permission of the responsible unit of the central university administration
2. Conduct which undermines or disturbs either the peaceful and respectful interactions between members and guests of the university or the open and liberal atmosphere of the university is not allowed. This especially applies to the use of labels, symbols and clothing with anticonstitutional, racist, xenophobic and inhuman messages and those glorifying violence.
3. Fire exits and escape routes (corridors, stairwells and associated doors) are to be kept clear of all obstructions at all times. The access roads and installation areas for the fire brigades, rescue services and hydrants must be kept clear. Corridors and stairwells are to be kept clear of fire loads. It is not permitted to leave furniture, equipment, packaging materials and the like in the attic or in basement corridors.
4. It is not permitted to block, cover, remove, or tamper with security features (e.g. fire extinguishers, fire detectors, safety signs, emergency lighting, fire doors, emergency telephones, first-aid supplies) in any way.
5. When leaving rooms, close windows and switch off the light. Special care has to be taken during snowfall and in rainy, stormy and frosty weather. Make sure water taps are fully turned off. Save water and electricity.
6. During disaster situations as well as during extreme meteorological events, everyone is expected to take steps to avert looming danger.
7. Handle furniture and equipment with care and prevent damage. The unauthorised removal of furniture and equipment is prohibited.
8. Modifications to buildings, technical facilities and open areas must be permitted by and carried out under the supervision of the central university administration.
9. Use all installations and technical facilities with great care. Immediately report any failure of technical equipment and structural damage to the technical control centre (Technische Leitzentrale, phone: 0351/463 34614 or 0351/463 20000).
10. Posters may only be hung in approved areas. Discriminating and offensive content is not permitted. Posting advertisements inside and outside buildings and around the associated open areas requires the permission of the central university administration. Unauthorised advertisements/ notices will be removed by the caretaker services.
11. During the six months preceding political elections, posting, handing out or displaying election posters, brochures and other political advertising media is not permitted. This does not apply to political events that serve educational purposes.
12. The ban on smoking applies to all enclosed rooms in all buildings used by TU Dresden including auxiliary facilities. Use the provided ashtrays when smoking outside the buildings.
13. It is generally not permitted to bring pets into buildings and rooms.
14. Dispose of waste in the containers provided inside and outside the buildings.
15. Outside the opening hours, the doors of the buildings must be kept locked.
16. Noise disturbance is to be avoided.
17. All road traffic laws (StVO) shall be observed on the campus of TU Dresden. Parking is only permitted for authorised people and within designated areas. Parking in driveways or exits, on sidewalks, in fire access areas, blocking hydrants or on the grass is not permitted.
18. Bicycles may not be parked inside buildings, in entrance areas or along entrance railings.

The responsibility for the compliance with these rules lies with the heads of the individual divisions of TU Dresden. The compliance with these rules is realised with the help of caretaker services and a security company. The General House Rules will come into force on December 5th, 2018.

signed the Rector of the TU Dresden

Addition to the General House Rules of TU Dresden in light of the coronavirus pandemic

In order to mitigate the spread of COVID-19, the buildings and open areas of TU Dresden may only be entered in compliance with the Saxon Corona Protection Ordinance, the general regulations of the respective district or the state capital of Dresden, and the hygiene concept of TU Dresden.

This includes, in particular, regulations regarding minimum distances between individuals, the wearing of mouth-nose covers as well as possible requirements for data collection, on the condition that the aforementioned regulations provide for this.

Persons displaying symptoms of the coronavirus, their contact persons, as well as persons with flu-like symptoms, may be refused entry.

Dresden, December 6th, 2020

signed Rector of TU Dresden