

Special Conditions of Participation Grüne Woche 2025

Status: January 2024

§ 1 Organizer/Event

- 1.1 The Grüne Woche is the global platform for agribusiness with commercial offers and special shows.
- 1.2 The Grüne Woche is organized by Messe Berlin GmbH (MB) in coordination with the relevant food, agricultural, forestry and horticultural institutions at the MB's Berlin Exhibition Grounds (Berlin ExpoCenter City).

§ 2 Dates

Duration of the event:

January 17 - 26, 2025

Registration deadline:

August 9, 2024

Opening hours:

January 17 - 26, 2025:

10:00 a.m. - 6:00 p.m.

Friday, January 24, 2025:

10:00 a.m. - 8:00 p.m.

Start of construction:

January 13, 2025

Set-up:

January 16, 2025

Constructive assembly: 12:00 p.m.

Decorative set-up: 4:00 p.m.

End of Dismantling:

January 28, 2025

- 2.1 Set-up and dismantling times daily from 7:00 a.m. to 10:00 p.m. (night assembly beyond this time is subject to a charge and requires individual assessment).
- 2.2 Early assembly must be applied for at least 6 weeks prior to the start of assembly and is subject to approval and costs and must be accompanied by the stand construction plan (from a stand size of 50 m²). The fee for stands of 50m² or more is EUR 350.00 per set-up day.

§ 3 Admission requirements

The following are admitted as exhibitors at the Grüne Woche Berlin: Companies and institutions from the fields of food, agriculture, forestry, gardening and home and farm.

The list of product groups for the Grüne Woche is binding. The main exhibitor undertakes to register his co-exhibitors by November 13, 2024, at the latest.

§ 4 Prices/Stand Package/Stand Rental

4.1 Group 1

EUR 170.00 (base price)

- **Food Industry**

- National and international community shows of the food industry
- Exhibitor food industry

- **Italy**

(Additional contractual conditions apply to these exhibitors, which will be sent to the respective exhibitors and must be expressly acknowledged by signature).

- **Agriculture and Forestry**

4.2 Group 2

EUR 178.00 EUR (base price)

- **Garden**

- **House and Yard**

A minimum area of 12 m² applies to all stand spaces.

4.3 Group 3

Training package EUR 1800.00

"young generation hub"

(Basic flat rate)

Plus AUMA and Media Package

EUR 200.00

Price includes: Space (in the central hall up to 50 m², entry permit (only during set-up and dismantling, i.e. outside the regular duration of the Grüne Woche).

- 4.4 All net rental prices refer to 1 m² of hall space. Each square meter or part thereof is charged in full.

- 4.5 The stand rental fee includes the consumption of electricity and water as well as the number of exhibitors shown in accordance with § 10 of these Conditions of Participation.

- 4.6 The rental price for the stand space is as follows:

Row stand

(1 side open): Base price

Corner stand
(2 side open): Base price +10%

Peninsula stand
(3 side open): Base price +20%

Island stand
side open): Base price +30%

4.7 An additional AUMA contribution of EUR 0.60 per m² of exhibition space will be charged in accordance with the agreements with the Association of the German Trade Fair Industry (AUMA).

4.8 All prices are exclusive of VAT.

§ 5 Stand design

5.1 The stand rental fee does not include stand construction (partition walls, power supply, waste disposal, etc.).

5.2 Each stand at the Grüne Woche must be equipped by the exhibitor with at least floor covering and partition walls. The floor covering must be laid in such a way that it is safe from accidents and must not protrude beyond the boundaries of the stand. All stand components, exhibits and products must be placed within the stand area.

5.3 Further requirements for stand structures:

- stand sides bordering on visitor aisles must be designed to be open throughout to document the open character as an exhibition stand of the event. The closed portion of an aisle side may therefore not exceed approx. 30% and must be graphically designed on the aisle side. Please follow Messe Berlin's Technical Guidelines in this regard.
- see item 4.9 of the Messe Berlin Technical Guidelines "Inspection of Structures Requiring Approval" for information on doublestorey stand construction.
- open fires, burning candles, operation of coal / gas grills / paraffin stoves is prohibited in exhibition halls for fire safety reasons.
- the rear sides of stands adjoining neighboring stands must be kept neutral so as not to impair the design of the neighboring stand. The tenant shall be obliged to erect a joint-free, stable, white partition wall against the directly adjacent neighboring stand without any advertising message. The MB reserves the right to

reject defective work or to modify or remove it at the exhibitor's expense.

- **sales trolleys/trailers must be submitted as a sketch including all axles/drawbars as well as flaps to be opened, as these must be placed within the stand area. The height of the flaps must also be taken into account.**

§ 6 Media Package/Entry Online Catalogue

The following prices apply for the mandatory Media Package:

- Main Exhibitor EUR 419.00
- Co-Exhibitor EUR 150.00
- Co-Exhibitor Upgrade EUR 289.00

Please also make use of the additional offers in our **Grüne Woche Plus Brochure**.

The contents of the Media Packages can be found in our Media Package information in the download area of the Exhibitor Portal.

§ 7 Terms of Payment/Invoice

- 7.1 The total stand rental fee is due immediately upon conclusion of the participation contract, at the latest by the date stated on the invoice and is to be transferred to one of the MB accounts stated on the invoice. Please state the invoice number and customer number.
- 7.2 Any subsequent invoice rewrite shall be charged with a processing fee of EUR 100.00 plus statutory VAT.
- 7.3 To make the process of sending invoices efficient and environmentally friendly for you and MB, you will receive your invoices digitally by e-mail.

We are working with the service provider Quadient Germany GmbH & Co KG to digitize the dispatch.

In future, you will receive our documents by e-mail with a pdf file attached from "messe-berlin@quadient-eservices.com" to the e-mail address you have provided.

§ 8 Advertising and stand design, sales, dismantling

- 8.1 The distribution of brochures and other advertising by exhibitors is only permitted within the exhibitor's own stand.

- 8.2 The volume for musical performances/ product presentations must always be such that the adjacent exhibitors are not disturbed. Amplification systems are not permitted.
- 8.3 All events on the stand are subject to registration and approval and must be registered by December 13, 2024 using the relevant form (service package) from the Exhibitor Portal Webshop.
- 8.4 Events at the stand can be approved in the period from 10:00 a.m. to 6:00 p.m. In addition, evening events on the stand can be approved from 6:00 p.m. to 10:00 p.m. with simultaneous booking of the chargeable service flat rate via the Webshop in the Exhibitor Portal.
- 8.5 Direct sales are generally permitted. The sale of live animals during the event is not permitted.
- 8.6 Special offers for products with an expired best-before date must be clearly marked.
- 8.7 Stand dismantling may only take place after the close of the fair on January, 26, 2025, from 18:00 p.m. until no later than January 28, 2025 by 10:00 p.m. at the latest.

§ 9 Technical Guidelines/Equipment Safety Act

The Technical Guidelines of the MB apply, which are made available to you in the "Download Centre" of the Grüne Woche homepage www.gruenewoche.de. You are also obliged to comply with the provisions of the law on technical work equipment (Product Safety Act) (see MB Technical Guidelines, item 5.6.2).

§ 10 Work and Exhibitor Passes

- 10.1 Exhibitors are entitled to free exhibitor passes in the following numbers:
Up to 20 m² stand area 3 passes and for a further 10 m² stand area 1 additional pass.
- 10.2 The free exhibitor passes are provided to the exhibitor by e-mail in the form of a code. Additional exhibitor passes must be ordered for a fee from the Exhibitor Portal Webshop.
- 10.3 Exhibitors must register online with the code in the Ticketshop at www.gruenewoche.de and create their personalized exhibitor pass.

- 10.4 Permanent exhibitor passes are also valid during set-up/dismantling. This eliminates the need for double registration for set-up and dismantling.
- 10.5 The set-up and dismantling passes must therefore only be ordered for set-up teams in the required number in the Webshop. The assembly and dismantling passes are free of charge.
- 10.6 For access to the exhibition grounds during the set-up and dismantling phases and during the Green Week, the guidelines and prices in the traffic guide and the event-related traffic information, available at <https://www.gruenewoche.de/en/>, apply.

§ 11 Official approvals

- 11.1 The exhibitor is responsible for ensuring that the permits required for his and his representatives' activities on the stand or the grounds are available and that the applicable trade law and health and safety regulations are complied with. Any doubts should be clarified with the responsible authorities.
- 11.2 The competent authority for applications for a restaurant permit (Gestattung) regarding the serving of alcohol at the stand is the:

Ordnungsamt Berlin Charlottenburg-Wilmersdorf Hohenzollerndamm 174-177 10713 Berlin, Tel.: (030) 9029-29000
E-mail: ordnungsamt@charlottenburg-wilmersdorf.de
You can also use the online service of the Public Order Office at www.ordnungsamt.berlin.de.

§ 12 Animal Exhibition

- 12.1 All exhibitors with registered animals are subject to all regulations of the Animal Protection and Animal Health Act (TierSchG, TierGesG) as well as associated and downstream laws in the respective valid version. The exhibition grounds are private property.
- 12.2 The MB, represented by the Grüne Woche livestock show management (hereinafter: "GW animal husbandry"), assumes the operator's responsibility for the temporary livestock loading points in accordance with § 2 of the Livestock Traffic Ordinance (ViehVerkV) on the opening and closing

days, for the event-related keeping of animals in the sense of the Animal Protection Act (TierSchG) and the operation of the livestock exhibition in accordance with §§ 3, 4 with guest stalls in accordance with § 8 (ViehVerkV) in all areas where animals are kept and animal traffic areas. When bringing the animals onto the exhibition grounds, the animal owners must register with the central Grüne Woche Animal Show Management. In accordance with the current STALL AND OPERATING REGULATIONS for all animal areas for the Grüne Woche 2025, which can be accessed via the download area of the website, the Grüne Woche Animal Show Management is entitled to carry out random checks of documents (including vaccination certificates) and animal accommodation / care on the exhibition stand. The GW animal show management must be granted access to the animal accommodation for this purpose and its professional requirements must be complied with. In the event of non-compliance or infringements, the GW project management reserves the right to close the animal accommodation.

applicable, further event-specific guidelines, as well as the Technical Guidelines, the House Rules and the Fire Protection Regulations shall apply. If individual provisions contradict each other, the provisions of the General Terms and Conditions, the event-specific guidelines, the technical guidelines, the house rules and the fire protection regulations, Part A, shall take precedence over the General Terms and Conditions of Participation of the MC in the order stated.

§ 13 Handing out Samples

For the serving of food and beverages (including samples) at the exhibition stands, the exhibitor shall strictly comply with the statutory regulations, those of the Catering Act and the Veterinary and Food Supervisory Office. The water required for the treatment of foodstuffs and for the cleaning of commodities that come into direct contact with the foodstuffs may only be taken from hygienic water taps. The withdrawal of this water from toilet facilities is prohibited.

§ 14 Youth Protection Act

The Law for the Protection of Young People in Public must be expressly observed, especially when alcoholic beverages are offered (§ 9 JuSchG). A corresponding excerpt from the law must be clearly displayed on the stand. We kindly ask you to inform your stand managers in this sense. This also applies to closed events.

§ 15 General Terms and Conditions of Participation (GTC)

In addition to these Special Conditions of Participation, the General Terms and Conditions of Participation (GTC) and, if