

Application for exhibitors of national pavilions

Deadline for application: 20 April 2020
Deadline for pavilion layout: 15 May 2020

8-11 sept 2020
leading international
maritime trade fair
smm-hamburg.com



Phone +49 40 3569 2147, Fax +49 40 3569 2149
info@smm-hamburg.com
smm-hamburg.com

Organiser of national pavilion (Company/Association)

1. Company/exhibitor national pavilion

VAT-Reg.-No. (EU) _____

Commercial/Company Reg.-No. (non-EU) _____

Country of the head office _____

Address/P.O. Box _____

Country abbr. Postcode Town/City _____

Phone _____

Fax _____

E-mail (company) _____

Internet _____

Director first name/surname _____

2. Contact person E-mail _____

First name _____ Surname _____

Department _____ Function _____

Phone _____ Mobile _____

3. Correspondence address as 1. organiser _____

4. Invoice address for service orders from the OSC as 1. organiser _____

5. E-mail for electronic invoicing _____

6. The following products/services will be presented (please itemize) _____

Please note:

- The organiser as well as all exhibitors of national pavilions receive the access data for the online service centre (OSC).
- The organiser will be invoiced for the space (according to allocated sq. m) as well as the marketing packages (€ 600.– plus VAT per pavilion exhibitor).

7. General and Specific Terms of Participation, Technical Regulations and House Rules of Hamburg Messe and Congress GmbH shall be an integral part of the contract. They are applicable in the version valid at the time of signing of contract, and can be inspected at smm-hamburg.com/applicationforms.

We are also happy to send you these documents by e-mail on request (please contact: info@smm-hamburg.com). In case of application on behalf of a foreign exhibitor by an inland agent the inland agent is liable for the obligations of the foreign exhibitor resulting from this agreement.

Place and date _____

Surname, first name organiser _____

Signature organiser (please print and sign) _____



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Germany

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MD: Bernd Aufderheide (President + CEO), Uwe Fischer
Chairman of Supervisory Board:
State Secretary Dr. Torsten Sevecke
Commercial register: local court Hamburg HRB 12054
Registered office: Hamburg

Legal Form: Limited Liability Company
VAT-Reg.-No.: DE811214125
Hamburg Commercial Bank
BIC: HSHNDE33
IBAN: DE10 2105 0000 0228 1300 00

Specific Terms of Participation 2020

Event-specific additions to General Terms of Participation (ATB), Technical Regulations (TR) and House Rules of Hamburg Messe and Congress GmbH (HMC)



Organiser and Holder of Rights:
Hamburg Messe und Congress GmbH
POB 30 24 80 · 20308 Hamburg
Messeplatz 1 · 20357 Hamburg
– hereinafter called **HMC** –

Tel.: +49 40 3569 0
Fax: +49 40 3569 2203

info@hamburg-messe.de
hamburg-messe.de

Event title: **SMM 2020**
the leading international maritime trade fair, hamburg

Venue: Exhibition site of HMC

Duration of event: 8–11 September 2020

Project Management: Trade Fairs & Exhibitions

Claus Ulrich Selbach
Project Director

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Deputy Project Director

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E-mail: info@smm-hamburg.com
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**Final date for registration/
Start of hall space allocation:** 12 September 2019

Deadline for Exhibitor Directory: May 2020

Opening times: Tue.–Thu. 09:30–18:00 hours
Fr. 09:30–16:00 hours
From 8–11 September the fairground is open for exhibitors from 7:30 hours.

Assembly times: A1–A4 and B1–B7 ground floor 31 August–6 September 2020 7:00–24:00 hours
B1–B4 upper floor 3 September–6 September 2020 7:00–24:00 hours
All halls 7 September 2020 7:00–19:00 hours
Hall A5 and B8 as well as open-air-site assembly times will be added separately.

Disassembly times: All halls 11 September 2020 From 17:00 hours, open end
A1–A4 and B1–B7 ground floor 12 September–15 September 2020 7:00–24:00 hours
B1–B4 upper floor 12 September–14 September 2020 7:00–24:00 hours
Hall A5 and B8 as well as open-air-site disassembly times will be added separately.

Early disassembly: Dismantling of the stand before the period set for dismantling is a breach of contract. HMC is entitled to impose a penalty charge of €1,000.– plus VAT.
(see Art. 7.3 and 7.10 General Terms of Participation)

**Early stand construction/
Extended disassembly time:** Early stand assembly on 29 or 30 August 2020 is subject to application in writing to and approval by the Technical Department, Fairs and Exhibitions (see Online Service Center/Approvals and Applications). There is no claim for approval. Extended disassembly cannot be granted. In case of any questions please contact the Technical Department, Fairs and Exhibitions at HMC (Tel.: +49 40 3569 2528 / e-mail: ops@hamburg-messe.de).

Minimum stand size: 20 m² exhibition space

Participation fee: The invoice will be sent directly after admission has been given. 100% of the invoice amount is payable within 14 days from receipt of invoice.
(see Art. 6, General Terms of Participation)

Application: Please note that the application gives no legal claim to a certain size or position of the stand (see Art. 2.2 General Terms of Participation).

Administration fee before admission: If the Exhibitor withdraws his application before admission (before receiving the log-in access data for the Online Service Center) or if he raises objection to the placement proposal pursuant to 3.6 General Terms of Participation, HMC is entitled to charge an **administrative fee** of €300.– plus VAT.

Withdrawal after admission: Please note Art. 8 of the General Terms of Participation

Limitations for admission: Please note Arts. 3 and 11 of the General Terms of Participation



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Exhibitor passes: (see Art. 16 General Terms of Participation)	For a stand area of 20 m ² the Exhibitor shall receive three exhibitor passes free of charge. For every additional 10 m ² or part thereof, he shall receive one further exhibitor pass free of charge. The maximum allocation is limited to 30 free-of-charge exhibitor passes. Additional exhibitor passes may be obtained via the Online Service Center at own cost. NO exhibitor passes are required for assembly and disassembly.
Marketing package: (see Art. 14 General Terms of Participation)	The charge for the mandatory Marketing package for main and co-exhibitors is € 600.– each plus VAT . This fee includes an entry in all of the trade fair media (printed & online list of exhibitors, app, and Visitor Information System), plus online matchmaking, free visitor Wi-Fi as well as advertising materials (posters, visitor bulletin, mailing labels). The deadline for requesting an entry in the trade fair media (catalogue copy date) will be communicated by the responsible service partner in a timely fashion. Requests not received by the deadline will result in existing information from the event registration / acceptance data being used. Exhibitors registered / accepted after the deadline will be entered into the online list of exhibitors only; full charges apply. Feel free to direct any enquiries to our partner, A. Sutter Fair Business GmbH. For contact information refer to our Online Service Center.
Exhibition stand design:	Please note Art. 7 of the General Terms of Participation and Art. 5.7 of the Technical Regulations.
Stand partition walls:	Please note Art. 7 of the General Terms of Participation and Art. 5.7.6 of the Technical Regulations.
Two-floor exhibition stands: (see Art. 7.5 General Terms of Participation, Art. 5.9 Technical Regulations)	For two-floor exhibition stands, the spaces used on the upper floor will be charged at 50% of the charge applicable for the ground floor. Two-floor exhibition stands are subject to approval (see Online Service Center) by the technical department of HMC.
Stand construction height:	Please note in your planning the regulations on construction heights, Technical Regulations Art. 5.3.
Stand roofing: (see Art. 5.4.2 Technical Regulations)	Please note that roofing may impair the effect of the sprinkler system. It may then be necessary to install a sprinkler system on the stand itself.
Events held by Exhibitors:	If an Exhibitor wishes to conduct an event at his own exhibition stand after the daily opening times, this must be applied for in writing. Respective forms can be found in the Online Service Center, accessible only after admission as an exhibitor. The resulting costs for additional supervision and security staff will be charged to the Exhibitor. Events are permissible up to 22:00 hours at the latest.
Audio presentations: (see Art. 13 General Terms of Participation)	Please limit your volume to a level that is acceptable for your neighbours. Relevant indications are shown in Art. 6.12 of the Technical Regulations.
Application fee for co-exhibitors: (see Art. 4.3. General Terms of Participation)	Applications for co-exhibitors must be made by the main exhibitor to HMC in writing, indicating the company name, address and products/services. Please use the separate application form for co-exhibitors, available on the SMM website. The co-exhibitor fee is €300.– plus VAT per co-exhibitor and will be charged to the main-exhibitor. The marketing package fee is €600.– plus VAT per co-exhibitor and will be charged to the main-exhibitor.
Exhibition protection:	HMC offers exhibitors – subject to the ruling by the German Ministry of Justice – a certificate for submission to the German Patent and Trade Mark Office, showing that the exhibit/object (consumer/investment product / sample / model) has been exhibited at SMM. For further information see Online Service Center, Approvals and Applications.
Invitations:	Exhibitors can use invitations in order to offer their customers free-of-charge admission. After the end of the exhibition, only invitations which have been used will be charged to the exhibitor. Costs for purchasing these vouchers are displayed at the Online Service Center. Invitations can be ordered in the exhibitor ticket shop (accessed via the Online Service Center). It is possible to order printed invitations or digital codes in the exhibitor ticket shop or to send the invitations to your customers directly from the shop. The exhibitor ticket shop also provides you with a list of the invitations which have already been used and, after the exhibition has started, a list of the invitations with admittance.

Specific provisions for official national pavilions:

Exhibitor passes: (see Art. 16 General Terms of Participation)	Companies which exhibit within an official national pavilion will receive one free-of-charge exhibitor pass up to an occupied stand size of 9 m ² . The exhibitor will receive two free-of-charge exhibitor passes for a stand size up to 15 m ² . The exhibitor will receive three free-of-charge exhibitor passes up to a stand size of 20 m ² . One additional pass will be provided for every additional 10 m ² or part thereof. The total number of passes per exhibitor is limited to 20 exhibitor passes. The organiser of the pavilion will also receive five exhibitor passes free of charge, provided that the stand size of the pavilion is more than 100 m ² .
Exhibitor status:	All companies participating in an official national pavilion are entitled to main-exhibitor status.
Stand sketch:	The organiser of the national pavilion is required to notify HMC of the exhibiting companies within the pavilion, including their complete address, a detailed stand sketch, including company names and square meters taken must be submitted by 5 May 2020. The organiser of the national pavilion will be sent a questionnaire for national pavilions for this purpose, to be returned to the Project Manager. The stand sketch must show where which company is allocated within the pavilion, and how many m ² it occupies. HMC will allocate the stand numbers on the basis of this sketch. Please also complete the separate form for national pavilions.