

Joint company exhibition of the Federal Republic of Germany

agrofood Nigeria, 24. - 26. März 2020, Lagos



expotec gmbh
Markgrafenstraße 12 - 14
10969 Berlin
Germany

Organiser



In cooperation with



Realisation and exhibition management (implementation company within the meaning of the General Conditions of Participation)

expotec gmbh
<http://www.expotecgmbh.de>
Phone: +49 30 229080-0

Project manager:
Frank Hoffmann
hoffmann@expotecgmbh.de
Phone: +49 30 229080-41
Fax: +49 30 229080-59



Registration

Closing date for registrations: 21. November 2019

We hereby register as participants at the above-mentioned participation.
Please note: Sub-exhibitors have to be registered separately.

1. Participant

Company name: _____
Street: _____
Postcode & town: _____
Federal state: _____
VAT ID: _____

Contact partner: _____
Phone: _____
Fax: _____
E-Mail: _____

2. Required exhibition space

All amounts indicated below are subject, where applicable, to statutory German and to statutory foreign taxation

2.1. Square meter

2.1.1. Participation up to and including the 4th time:

- _____ m² hall space **incl. stand construction 270,00 €/m²** (up to 100 m², minimum area 9 m²)
- _____ m² hall space **without stand construction 260,00 €/m²** (up to 100 m², minimum area 50 m²)

2.1.2. Participation for the 5th time or more:

- not applicable

2.1.3. Participation fee for space more than 100 sq.m. in the hall as well as for exhibitors, which cannot sign the attached declaration regarding double-funding respectively participation of the public sector (public authorities or public companies):

- _____ m² hall space **incl. stand construction 795,00 €/m²** (minimum area 9 m²)
- _____ m² hall space **without stand construction 365,00 €/m²** (minimum area 50 m²)

3. Mandatory Fee/s (do not depend on number of participations)

- Registration fee: **640,00 € / exhibition company**

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4. Connections (do not depend on number of participations)

- not applicable

5. Exhibition goods (At information stand: product range)

Dimensions

Weight

• _____

• _____

• _____

We have noted and acknowledged the General and Special Conditions of Participation. We undertake only to exhibit products which are produced according to No. 8 of the General Conditions for Participations of the Federal Republic of Germany at trade fairs and exhibitions abroad. We have completed and enclosed the registration appendices. We agree to the computer-aided recording, storage, and forwarding of company details to third parties. We declare, that insolvency proceedings have not been filed or opened for our assets or that we have not issued or are obliged to make a statutory declaration in accordance with sec. 802c Civil Code of Civil Procedure (ZPO) or sec. 384 of the German Tax Code (AO) 1977.

Place, date

Company stamp & legally binding signature

Enclosures:

- Appendix to registration form: Special Conditions of Participation
- Appendix to registration form: General Conditions of Participation
- Appendix to registration form: Declaration regarding double-funding respectively participation of the public sector (public authorities or public companies)
- Appendix to registration form: Alternative address for invoices
- Confirmation of assumption of costs
- Application of a sub-exhibitor by the main-exhibitor

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Appendix to registration form

(Mandatory: please return with the registration form)

Exhibitor

Company:

Street:

ZipCode, Town:

Federal state:

Managing Director: _____

Commercial Reg.-No.: _____

District court: _____

Contact partner: _____

Declaration regarding double-funding respectively participation of the public sector (public authorities or public companies)

With our registration for the official joint company exhibition at the

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I hereby declare/we hereby declare, that I/we do not receive any institutional fundings granted/covered by public resources.

I hereby declare/we hereby declare, that I/we do not receive any further public support out of project fundings for the participation at this trade fair/exhibition.

I hereby declare/we hereby declare, that my/our company is not a federal, state or municipal authority, is neither a state development institution nor any other legal entity under public law.

I hereby declare/we hereby declare that my/our company is not directly or indirectly majority-owned by a religious community/communities or by a legal entity/entities under public law.

Place, Date

Company stamp & legally binding signature

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Alternative address for invoices

Exhibitor

Company:
Street:
ZipCode, Town:
Federal state:

Exhibition

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Alternative address for invoices

Company:	_____	Name:	_____
Address:	_____	Phone:	_____
ZipCode:	_____	Fax:	_____
Postbox:	_____	E-Mail:	_____
Postbox ZipCode:	_____		
Town:	_____		
Country:	_____		

Place, Date

Company stamp & legally binding signature

**Joint company exhibition of the Federal Republic of Germany
Firmengemeinschaftsausstellung der Bundesrepublik Deutschland**

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10969 Berlin
Germany

Organiser



In cooperation with



Realisation and exhibition management

Durchführung / Ausstellungsleitung

expotec gmbh

<http://www.expotecgmbh.de>

Phone: +49 30 229080-0

Project manager:

Frank Hoffmann

hoffmann@expotecgmbh.de

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**Confirmation of assumption of costs regarding the above mentioned Joint company exhibition
Kostenübernahmeerklärung zur oben genannten Firmengemeinschaftsausstellung**

1. Exhibitor / Aussteller

Company/Firma:
Street/Straße:
ZipCode, Town/PLZ, Ort:
Federal State/Bundesland:

ID No./Ident-Nr.: _____

Order No./Auftrags-Nr.: _____

We request you to enforce your claims resulting from our applications for the above event and from our participation in the said event against the debtor stated under 2, who is jointly and severally liable. We are aware that we will be released from our obligation to pay only upon complete settlement of your claims.

Wir bitten, Ihre Forderungen, die aus unserer Anmeldung zur obigen Veranstaltung und unserer Teilnahme an dieser entstehen, gegenüber dem unter Ziff. 2 aufgeführten, gesamtschuldnerisch haftenden Rechnungsempfänger geltend zu machen. Uns ist bekannt, dass wir erst nach vollständigem Ausgleich der Ihnen entstehenden Forderungen von unserer Verpflichtung zur Zahlung frei werden.

**Ort, Datum
Place, Date**

**Firmenstempel & rechtsverbindliche Unterschrift
Company stamp & legally binding signature**

2. Debitor / Rechnungsempfänger

Company/Firma:
Address/Straße:
ZipCode/PLZ/
Postbox/Postfach:
Postbox ZipCode/PPZ:
Town/Ort:
Country/Land:

Person in charge/zuständig:
Phone/Telefon:
Fax/Fax:
E-Mail/E-Mail:

I/We hereby declare that I/we by way of collateral promise assume joint and several liability for all claims which arise in favour of the creditor resulting from the participation or a possible cancellation of participation of the company stated under 1 in the above event.

Ich/wir erkläre(n) hiermit, dass ich/wir im Wege des Schuldbeitritts die gesamtschuldnerische Haftung für alle Forderungen übernehme(n), die dem Gläubiger aus der Teilnahme oder einer eventuellen Absage der Teilnahme des unter Ziff. 1 genannten Ausstellers an der obigen Veranstaltung entstehen.

**Ort, Datum
Place, Date**

**Firmenstempel & rechtsverbindliche Unterschrift
Company stamp & legally binding signature**

expotec gmbh
 Markgrafenstraße 12 - 14
 10969 Berlin
 Germany

Veranstalter



In Kooperation mit



Durchführung / Ausstellungsleitung (Durchführungsgesellschaft i.S.d. Allgemeinen Teilnahmebedingungen)

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<http://www.expotecgmbh.de>
 Tel.: +49 30 229080-0

Projektleiter(in):
Frank Hoffmann
hoffmann@expotecgmbh.de
 Tel.: +49 30 229080-41
 Fax: +49 30 229080-59



Anmeldung eines Unterausstellers durch den A U S S T E L L E R

1. Aussteller / Exhibitor

Firma:	zuständig:
Straße:	Telefon:
PLZ Ort:	Fax:
Bundesland:	E-Mail:

2. Unteraussteller / Sub-exhibitor

Firma:	_____	zuständig:	_____
Straße:	_____	Telefon:	_____
PLZ Ort:	_____	Fax:	_____
Bundesland:	_____	E-Mail:	_____
Internet:	_____		

3. Pauschale für Unteraussteller

Die Pauschale für die Aufnahme eines Unterausstellers beträgt **EUR 500,00 / Unteraussteller**.

Aufnahme in den Internetauftritt und in die Broschüre der Firmengemeinschaftsausstellung wird gewünscht

ja nein

Das Formular zur Datenerfassung wird ausgefüllt vom

Hauptaussteller Unteraussteller

Nach Erhalt der unterzeichneten Mitausstelleranmeldung wird dem Aussteller das Formular zur Datenerfassung wie oben angegeben zugesandt.

4. Zusätzliche obligatorische Gebühren des Veranstalters der Messe für Unteraussteller

• Registrierungsgebühr: **640,00 € € / Unteraussteller**

5. Ausstellungsgüter (Unteraussteller)

Abmessungen/Dimension Gewicht/Weight

_____	_____	_____
_____	_____	_____
_____	_____	_____

6. Anerkennung der Teilnahmebedingungen

Ich/Wir bestätigen hiermit rechtsverbindlich, dass wir die Allgemeinen und Besonderen Teilnahmebedingungen für Beteiligungen des Bundes an Messen und Ausstellungen im Ausland anerkennen.

 Ort, Datum

 Firmenstempel und Unterschrift des Unterausstellers

 Ort, Datum

 Firmenstempel und Unterschrift des Ausstellers

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Application of a sub-exhibitor by the EXHIBITOR

1. Aussteller / Exhibitor

Company:	Person in charge:
Address:	Phone:
ZipCode Town:	Fax:
Bundesland/Country:	E-Mail:

2. Unteraussteller / Sub-exhibitor

Company: _____	Person in charge: _____
Address: _____	Phone: _____
ZipCode Town: _____	Fax: _____
Bundesland/Country: _____	E-Mail: _____
Internet: _____	

3. Fee for sub-exhibitors

For registration of a sub-exhibitor a registration fee of **EUR 500,00 / sub-exhibitor** will be due.

Admission to the internet presence and brochure
to the German joint stand is requested

yes no

The data collection form will be filled in by

the main-exhibitor the sub-exhibitor

As soon as we have received the application for co-exhibitors we will send you the data collection form as stated above.

4. Additional mandatory fee/s for a sub-exhibitor charged by the organizer of the trade fair

• registration fee: **640,00 € / sub-exhibitor**

5. Exhibits (Sub-exhibitor)

Abmessungen/Dimension Gewicht/Weight

_____	_____	_____
_____	_____	_____
_____	_____	_____

6. Confirmation of the Terms of Conditions

I/We accept the General and Special Conditions of Participation of the Federal Republic of Germany at trade fairs and exhibitions abroad.

Place, Date

Company stamp and signature of the sub-exhibitor

Place, Date

Company stamp and signature of the exhibitor

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Special Conditions of Participation

as supplement to the General Conditions of Participation of the Federal Republic of Germany at trade fairs and exhibitions abroad

1. Closing date for registrations

21. November 2019

It is pointed out that, on principle, the participation can only be conducted, should the **minimum participation of 10 companies** be reached. Registrations submitted after the closing date for registrations will not be considered.

2. Minimum stand space

Square meter

- | | |
|---|-------------------|
| • Hall space including stand construction | 9 m ² |
| • Hall space without stand construction | 50 m ² |

3. Participation fee/s

The participation fees quoted are subject, where applicable, to statutory German value-added tax and to statutory foreign taxation (e.g. VAT, sales tax) levied on services provided to the exhibitor by the implementation company. The participation fees according to No. 3.1.1. only cover a part of the total costs of services according to No. 5.

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3.1. Square meter

3.1.1. Participation fee/s for companies taking part in this official participation of the Federal Ministry for Economic Affairs and Energy in **2020** up to and including the **4th time**:

- **EURO 270,00/m²** in the hall including stand construction up to 100 m²
- **EURO 260,00/m²** in the hall without stand construction up to 100 m²

3.1.2. Participation fee/s for companies taking part in this official participation of the Federal Ministry for Economic Affairs and Energy in **2020** for the **5th time or more**:

- not applicable

3.1.3. Participation fee/s for stand space exceeding 100 m² in the hall as well as for exhibitors, that cannot sign the attached declaration regarding double-funding respectively participation of the public sector (public authorities or public companies):

- **EURO 795,00/m²** in the hall including stand construction
- **EURO 365,00/m²** in the hall without stand construction

3.1.4. Sub-Exhibitor

A fixed amount of **500,00 Euro** is charged for each sub-exhibitor at the joint company exhibition

4. Mandatory Fee/s

The organizer of the trade fair charges mandatory fee/s as follows:

- Registration fee: **640,00 € / exhibition company**

Fees are subject, where applicable, to statutory German value-added tax and to statutory foreign taxation, (e.g. VAT, sales tax etc.), payable to the implementation company by the exhibitor.

5. Services

The payment of the participation fee/s according to No. 3 includes the following services:

5.1. Company-specific services

All materials and facilities shall be at the disposal of the exhibitor, on a rental basis, only for the duration of the event, and may in no way be damaged or modified. Damaged or modified components and devices shall be repaired or replaced at the expense of the exhibitor.

5.1.1. Square meter

5.1.1.1. Hall space including stand construction

- Provision of stand space in the hall with the stand design bearing "made in Germany". Exhibitors are not allowed to obscure elements of the stand design for the complete duration of the exhibition. Ceiling suspensions are not permitted.
- Uniform stand lettering
- Back and dividing walls
- Furnishings: **1 table, 4 chairs, 1 sideboard (lockable), 1 counter unit (lockable), 1 coat rack, 1 waste paper basket**
- Uniform floor covering on the stand
- General stand lighting
- Electricity: Supply voltage:
 - one socket (max. capacity 2 kW; without distribution/switching panel)
 NB: Costs for additional electricity supply to the stand (for both light and power current) from the nearest distribution point will be charged to the exhibitor, and will be invoiced on the basis of the kW registered by the exhibitor. Additional light and power current usage have to be paid by the exhibitor.

5.1.1.2. Hall space without stand construction

- Provision of stand space in the hall for single storey stand constructions, including elements of stand design bearing "made in Germany" designated for stand areas in the hall, supplied by the implementation company. The elements of stand design have to be affixed in a clearly visible position.
- An exhibitor's own stand construction is subject to the construction guidelines of the trade fair organiser and the federal government and must be approved. The exhibitor is obliged to submit his stand construction concept for inspection to the implementation company immediately after the closing date for registrations has passed.

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5.2. General services

- Technical and organisational support of exhibitors by the realisation company during preparation and realisation of the participation
 - Setting up of an information stand with service arrangements / set-ups
 - Entry into the website of the German participation or – if arranged – into the German participation directory (no liability shall be accepted for incorrect entries)
 - Uniform setting design of the German participation in accordance with CI concept
 - General lighting of the German participation
 - Daily cleaning of the aisles within the German participation in the hall (cleaning of stand space, exhibits, and exhibit holders are the responsibility of the exhibitor)
 - Accompanying measures: **flyer, internet presentation www.german-pavilion.com**
-

5.2.1. Sub-exhibitors

- Use of the information stand of the German participation
 - Accompanying measures corresponding to those for the exhibitors.
-

5.3. Waiver

Waiving individual company specific or general services shall not constitute a claim for a reduction of the participation fee. Under no circumstances may uniform design elements be foregone.

6. Payment conditions

Duty to 20 % of the participation fee, based on the area size requested (according to No. 3), as well as of mandatory fees (according to No. 4), shall begin upon submission of registration in writing. Payment of this amount is due upon receipt of a corresponding invoice for payment in advance. On admission, payment shall be due of the outstanding amount, immediately upon receipt of the final invoice.

Costs related to the participation of a sub-exhibitor according to No. 3.1.4. and 4 shall be due with his admission. The corresponding amount has to be paid by the exhibitor to the implementation company.

7. Company data

The exhibitor's personal data are processed by the implementation company for the purposes of contract execution and forwarded to third parties (for example, architects, agencies, freight forwarders, trade fair organisers, etc.). The implementation company also transmits the data to federal authorities (e.g. Federal Ministry for Economic Affairs and Energy, Federal Ministry of Food and Agriculture, Federal Office for Economic Affairs and Export Control), the Association of the German Trade Fair Industry (AUMA), to AUMA in particular for information about and for the evaluation of the foreign trade fair programme also by commissioned third parties as well as to the operator of the internet portal www.german-pavilion.com. Federal authorities may pass personal data on to members of the German Bundestag, to other public funding agencies and for statistical purposes and for evaluation to commissioned institutions. The personal data can also be passed on if required by the Bundesrechnungshof. Further information on data protection can be found on the homepage of the implementation company <http://www.expotecgmbh.de>.

expotec gmbh

Berlin, 29. July 2019