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# SERVICE CATALOGUE FOR EXHIBITORS

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## **Contact**



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## **General Notes**

- Additional stand constructions, stand equipment, technical stand equipment and stand catering are available upon request.
- The bcc does not provide catering services on commission.
- The order must be placed at least 14 days prior to the first day of setup. | For beMatrix and Pila Petite the order must be placed at least 21 days prior to the first day of setup. | In the event of a later order the bcc reserves the right to charge a rush order fee of 20%.
- This offer is subject to availability.

## Stand Construction | Stand System Octanorm

Details	Sample Photo	Price
Digital colour print for Octanorm wall panel   96.4 cm x 240 cm (W x H) article no. 1178355		105.00 EUR per piece 95.00 EUR per piece (5 pieces and more)
Printing of smooth surfaces   adhesive foil pattern article no. 1529820		65.00 EUR per m <sup>2</sup>

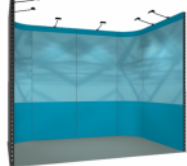
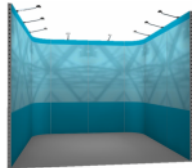
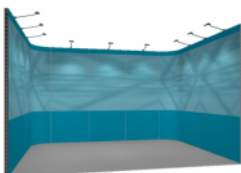
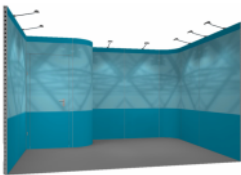
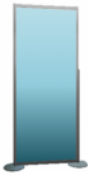
Details	Price
Octanorm cabin for modular stand   incl. door   lockable   1 m <sup>2</sup> article no. 2071727	110.00 EUR per piece
Octanorm cabin for modular stand   incl. door   lockable   2 m <sup>2</sup> article no. 2071728	135.00 EUR per piece
Octanorm cabin for modular stand   incl. door   lockable   3 m <sup>2</sup> article no. 2071729	160.00 EUR per piece
Detachable clothes rail for Octanorm wall   horizontal article no. 2071730	8.00 EUR per piece
Detachable shelf for Octanorm wall   98.6 cm x 30 cm (W x H)   horizontal or 20° slanted article no. 1654245	10.00 EUR per piece
Octanorm door lockable article no. 1369200	95.00 EUR per piece

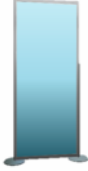

### Please Note

- The prices per package are valid for the duration of up to three event days.
- Stands can be booked in 0.5 m partitions; however they will always be charged to the full m<sup>2</sup>.
- Stand type and height must be discussed in due time prior to the event. | The modular stand can be provided in a row, or as a corner or end stand without additional charge. | By default, the modular stand is provided as a row stand with a height of 250 cm. | In the spaces B 01.01, B01.02 and B 01.03 the stand system will be provided with a different height of 230 cm.
- For the printing of fascia boards or wall elements the print file must be sent to us at least 14 days prior to the start of the event. | The file is to be sent on CD, DVD or by e-mail.

- The print file should be sent as a vector graphic in EPS and PDF format on a scale of 1:1. | Image data should at least have a resolution of 72 dpi when a scale of 1:1 is used.
- A blank frame around the document format needs to be created when using certain graphics software, such as CorelDraw, Freehand and Illustrator. This is required as these programs do not import the document format into the EPS file.
- Fonts must be converted into curves/paths.
- For preset colours, please send a colour sample and precise colour specifications to the bcc. | If layers overlap, please ensure that none of them are accidentally set to overprint as this may lead to a distortion of colours.

## Stand Construction | Stand System beMatrix






Details	Sample Photo	Price
Modular stand 6   beMatrix   6 m <sup>2</sup>   300 cm x 250 cm - 300 cm x 200 cm (W x H x D)   ribbed carpet, anthracite, blue, light grey or red   six spotlights 150 W   alternating current connection 230 V/10 A up to 2 kW article no. 1635816		550.00 EUR per package
Modular stand 9   beMatrix   9 m <sup>2</sup>   300 cm x 250 cm - 300 cm x 300 cm (W x H x D)   ribbed carpet, anthracite, blue, light grey or red   eight spotlights 150 W   alternating current connection 230 V/10 A up to 2 kW article no. 1635817		775.00 EUR per package
Modular stand 12   beMatrix   12 m <sup>2</sup>   400 cm x 250 cm - 300 cm x 300 cm (W x H x D)   ribbed carpet, anthracite, blue, light grey or red   nine spotlights 150 W   alternating current connection 230 V/10 A up to 2 kW article no. 1635818		1,020.00 EUR per package
Modular stand 12 with cabin   beMatrix   12 m <sup>2</sup>   400 cm x 250 cm - 300 cm x 300 cm (W x H x D)   cabin 1.5 m <sup>2</sup>   ribbed carpet, anthracite, blue, light grey or red   nine spotlights 150 W   alternating current connection 230 V/10 A up to 2 kW article no. 1635819		1,250.00 EUR per package
Digital colour print for beMatrix wall panel   98.8 cm x 247.6 cm (W x H) article no. 1636659		130.00 EUR per piece 117.50 EUR per piece (5 pieces and more)

Details	Sample Photo	Price
Digital colour print for beMatrix round-arched wall panel   78.8 cm x 247.6 cm (W x H) article no. 1636660		110.00 EUR per piece
Printing of smooth surfaces   adhesive foil pattern article no. 1529820		65.00 EUR per m <sup>2</sup>

### Please Note

- The prices per package are valid for the duration of up to three event days.
- Stand type and height must be discussed in due time prior to the event. | The modular stand can be provided in a row, or as a corner or end stand without additional charge. | By default, the modular stand is provided as a row stand with a height of 250 cm on level A and with a height of 300 cm on the levels B and C.
- A stand system of differing heights will be provided on request in B 01.01, B 01.02 and B 01.03 at a special price. | Order deadline in this case is 28 days before the event begins.
- For the printing of fascia boards or wall elements the print file must be sent to us at least 14 days prior to the start of the event. | The file is to be sent on CD, DVD or by e-mail.
- The print file should be sent as a vector graphic in EPS and PDF format on a scale of 1:1. | Image data should at least have a resolution of 72 dpi when a scale of 1:1 is used.
- A blank frame around the document format needs to be created when using certain graphics software, such as CorelDraw, Freehand and Illustrator. This is required as these programs do not import the document format into the EPS file.
- Fonts must be converted into curves/paths.
- For preset colours, please send a colour sample and precise colour specifications to the bcc. | If layers overlap, please ensure that none of them are accidentally set to overprint as this may lead to a distortion of colours.

## Stand Equipment | Furniture

Details	Sample Photo	Price
Counter 1   Octanorm   approx. 100 cm x 104 cm x 50 cm (W x H x D) article no. 1334241		50.00 EUR per piece
Counter 1   Octanorm   lockable   approx. 100 cm x 104 cm x 50 cm (W x H x D) article no. 1530941		74.00 EUR per piece
Digital print for counter 1   Octanorm   96.4 cm x 86 cm (W x H) article no. 1499864		70.00 EUR per piece
Display case   glass   50 cm x 193 cm x 50 cm (W x H x D) article no. 1402967		225.00 EUR per piece
Brochure holder   subject format A4 article no. 1367693		40.00 EUR per piece

### Please Note

- The digital print for counter 1 Octanorm is not possible for the counter which is lockable.
- For the printing of the counter the print file must be sent to us at least 14 days prior to the start of the event. | The file is to be sent on CD, DVD or by e-mail.
- The print file should be sent as a vector graphic in EPS and PDF format on a scale of 1:1. | Image data should at least have a resolution of 72 dpi when a scale of 1:1 is used.
- A blank frame around the document format needs to be created when using certain graphics software, such as CorelDraw, Freehand and Illustrator. This is required as these programs do not import the document format into the EPS file.
- Fonts must be converted into curves/paths.
- For preset colours, please send a colour sample and precise colour specifications to the bcc. | If layers overlap, please ensure that none of them are accidentally set to overprint as this may lead to a distortion of colours.

## Stand Equipment | Personnel

Details	Price
Stand security article no. 1402965	23.00 EUR per hour
Hostess   host article no. 1228438	21.00 EUR per hour
Hand for setup and dismantling article no. 1402966	18.00 EUR per hour

### Please Note

- Working hours and needed language skills of the hostesses/hosts are to be discussed in due time prior to the event. | The handing over of stand to the stand security will be done by the customer before the working time starts.
- The price for personnel requires a minimum fee of 4 working hours. | Furthermore an invoice according to the actual working hours will follow (however, rounded off to the nearest half-hour).

## Technical Stand Equipment | Mediatechnology and Accessories

<b>Details</b>	<b>Price</b>
Notebook article no. 1353071	80.00 EUR per 1 <sup>st</sup> day 48.00 EUR per 2 <sup>nd</sup> day 32.00 EUR per 3 <sup>rd</sup> day
Screen   minimum 24"   Full-HD article no. 1374649	80.00 EUR per 1 <sup>st</sup> day 48.00 EUR per 2 <sup>nd</sup> day 32.00 EUR per 3 <sup>rd</sup> day
Screen   minimum 40"   Full-HD article no. 1374651	210.00 EUR per 1 <sup>st</sup> day 126.00 EUR per 2 <sup>nd</sup> day 84.00 EUR per 3 <sup>rd</sup> day
Screen   minimum 50"   Full-HD article no. 1374650	300.00 EUR per 1 <sup>st</sup> day 180.00 EUR per 2 <sup>nd</sup> day 120.00 EUR per 3 <sup>rd</sup> day
DVD-/CD-/mp3-player article no. 612617	20.00 EUR per 1 <sup>st</sup> day 12.00 EUR per 2 <sup>nd</sup> day 8.00 EUR per 3 <sup>rd</sup> day

### Please Note

- Notebook with an English operating system and an English keyboard is available upon request.
- By default, the screen of the device is provided on a stand.
- All technical devices provided via bcc will be supplied with a standard required current connection.

**Stand Catering | Soft Drinks**

<b>Details</b>	<b>Price</b>
Sparkling mineral water   crate 24 x 0.25 l article no. 2323727	18.00 EUR per piece
Sparkling mineral water   crate 12 x 0.75 l article no. 2323725	18.00 EUR per piece
Still mineral water   crate 24 x 0.25 l article no. 2323733	18.00 EUR per piece
Still mineral water   crate 12 x 0.75 l article no. 2323731	18.00 EUR per piece
Apple juice   crate 24 x 0.2 l article no. 2323739	22.00 EUR per piece
Apple juice   crate 6 x 1 l article no. 2323737	18.00 EUR per piece
Orange juice   crate 24 x 0.2 l article no. 2323745	22.00 EUR per piece
Orange juice   crate 6 x 1 l article no. 2323742	18.00 EUR per piece
Coca-Cola   crate 24 x 0.2 l article no. 2323757	18.00 EUR per piece
Coca-Cola   crate 12 x 1 l article no. 2323755	22.00 EUR per piece
Coca-Cola light   crate 24 x 0.2 l article no. 2323763	18.00 EUR per piece
Coca-Cola light   crate 12 x 1 l article no. 2323761	22.00 EUR per piece
Fanta   crate 24 x 0.2 l article no. 2323769	18.00 EUR per piece
Fanta   crate 12 x 1 l article no. 2323767	22.00 EUR per piece
Sprite   crate 24 x 0.2 l article no. 2323775	18.00 EUR per piece
Sprite   crate 12 x 1 l article no. 2323773	22.00 EUR per piece



### Stand Catering | Hot Drinks

Details	Price
Coffee   pot 1 l article no. 2323805	10.00 EUR per piece
Tea   various assortments   pot 1 l article no. 2323811	10.00 EUR per piece

#### Please Note

- Coffee and tea provided via bcc will be supplied with milk and sugar.

### Stand Catering | Coffee Machine

Details	Price
Mobile coffee station   semi-automatic pump driven   incl. grinder   incl. 1 kg espresso beans, milk, sugar, water, cups (incl. rinsing service ) for 48 people as well as a Barista   provided at a maximum of 8 hours article no. 1489989	400.00 EUR per 1 <sup>st</sup> day 320.00 EUR per 2 <sup>nd</sup> day 280.00 EUR per 3 <sup>rd</sup> day
Espresso beans   pack 1 kg article no. 2323812	29.00 EUR per piece

#### Please Note

- The following hot beverages could be offered: single espresso | double espresso | filter coffee | latte macchiato | café au lait | cappuccino | tea.
- All technical devices provided via bcc will be supplied with a standard required current connection.

### Stand Catering | Bottled Beer

Details	Price
Beer   standard   crate 24 x 0.33 l article no. 2323787	26.00 EUR per piece
Non-alcoholic beer   standard   crate 24 x 0.33 l article no. 2323791	26.00 EUR per piece

## Stand Catering | Beer Bar

<b>Details</b>	<b>Price</b>
Beer bar   incl. CO <sub>2</sub> gas cylinder, 40 glasses and rinsing service article no. 1562988	350.00 EUR per 1 <sup>st</sup> day
	280.00 EUR per 2 <sup>nd</sup> day
	245.00 EUR per 3 <sup>rd</sup> day
Beer   standard   barrel 30 l article no. 2323788	100.00 EUR per piece
Beer   standard   barrel 50 l article no. 2323789	170.00 EUR per piece

### Please Note

- Beer bar could be used in self-service. | Service staff may be booked separately.
- All technical devices provided via bcc will be supplied with a standard required current connection.

## Stand Catering | Personnel

<b>Details</b>	<b>Price</b>
Service staff article no. 612527	21.00 EUR per hour

### Please Note

- The minimum working time per person is four hours.

## Stand Catering | Wines

<b>Details</b>	<b>Price</b>
Red wine   standard   dry   btl. 0.75 l article no. 2323795	12.50 EUR per piece
White wine   standard   dry   btl. 0.75 l article no. 2323793	12.50 EUR per piece
Prosecco   standard   dry   btl. 0.75 l article no. 2323797	15.00 EUR per piece

## Stand Catering | Snacks

<b>Details</b>	<b>Price</b>
Rissoles with potato salad article no. 2323401	2.50 EUR per portion
Savoury muffin with Hungarian smoked sausage article no. 2323598	1.50 EUR per portion
Mini bread roll with beef salami article no. 2323547	1.20 EUR per portion
Olive ciabatta with serrano ham article no. 2323561	1.20 EUR per portion
Mini lye roll with cold cuts of poultry sausage article no. 2323574	1.30 EUR per portion
Bagel with tomato, mozzarella and pesto article no. 2323620	3.00 EUR per portion
Mediterranean olive muffin article no. 2323627	1.50 EUR per portion
Quiche with leek, onion and cheese article no. 2323631	1.50 EUR per portion
Quiche with artichocke, olive and sun-dried tomato article no. 2323632	1.50 EUR per portion

### Please Note

- The minimum order is 20 pieces per item.

## Stand Catering | Cake, Biscuits and Fruits

<b>Details</b>	<b>Price</b>
Chocolate-milk tartlet article no. 2323511	3.50 EUR per portion
Chocolate-hazelnut tartlet article no. 2323648	3.50 EUR per portion
Sachertorte cube article no. 2323524	2.00 EUR per portion
Apple crumb cake article no. 2335591	1.50 EUR per portion
Cream filled cake with almonds article no. 2335592	1.50 EUR per portion
Fresh fruits article no. 2324453	1.00 EUR per portion

**Details**

Biscuits | 500 g  
article no. 2324357

**Price**

12.00 EUR  
per portion

**Please Note**

- The minimum order is 20 pieces per item, except biscuits.

**Stand Catering | Miscellaneous****Details**

Ice cubes | pack 1 kg  
article no. 1363025

**Price**

3.00 EUR  
per piece

Crushed ice | pack 1 kg  
article no. 1377305

3.00 EUR  
per piece

Paper napkins | white 24 cm x 24 cm | pack of 300  
article no. 1363027

4.50 EUR  
per piece

Straws | black | 24 cm (L) | 0.5 cm (Ø) | pack of 250  
article no. 1525293

5.00 EUR  
per piece

**General Notes on Stand Catering**

- Prices are inclusive of standard bcc dishes and exclusive of personnel costs.

# ORDER FORM

**Contact**

bcc Berlin Congress Center GmbH  
Alexanderstr. 11  
10178 Berlin  
Germany

phone +49 30 23806833  
fax +49 30 23806844  
exhibitor@bcc-berlin.de

**Details**

Event title: \_\_\_\_\_

Exhibitor: \_\_\_\_\_

Stand no: \_\_\_\_\_

Differing stand name: \_\_\_\_\_

Name of orderer: \_\_\_\_\_

Telephone number of orderer: \_\_\_\_\_

E-mail address of orderer: \_\_\_\_\_

Name of contact person on-site: \_\_\_\_\_

Invoice address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

VATIN: \_\_\_\_\_

Desired purchase order number: \_\_\_\_\_

**Payment options for companies based in Germany**

Via invoice:

Via credit or debit card during the event:

**Payment options for companies based abroad**

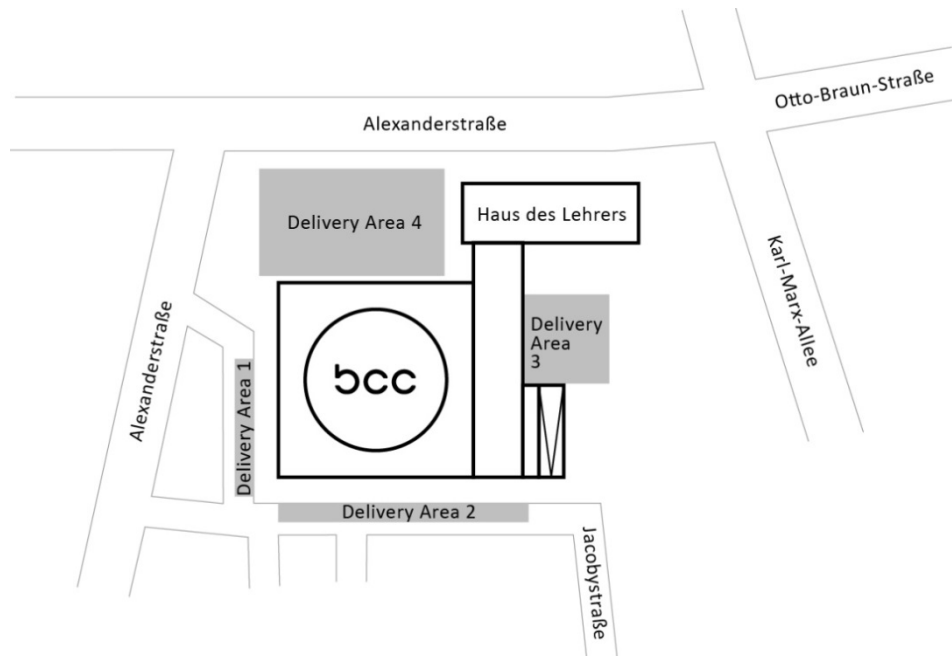
Via prepayment:

Via credit or debit card during the event:



## TECHNICAL INFORMATION

### Possible Delivery Areas



Area	Doors
Delivery area 1	2.05 m x 2.65 m (W x H)
Delivery area 2	2.05 m x 2.65 m (W x H)
Delivery area 3	1.80 m x 1.95 m (W x H)
Delivery area 4	2.05 m x 2.65 m (W x H)

### Please Note

- Information on availability and clearance for events will be supplied by the bcc.

### Elevator

Doors	2.50 m x 2.50 m (W x H)
Cage	2.90 m x 2.05 m (B x W)
Maximum weight	max. 2 t (336 kg/m <sup>2</sup> )

### Floor Covering and Maximum Height of Construction | Level A

Room	Floor Covering	Maximum Height
A 01	Parquet	2.50 m
A 02	Epox resin	2.50 m
A 03	Parquet	2.50 m
A 04	Parquet	2.50 m
A 05	Parquet	2.50 m
A 06	Parquet	2.50 m
A 07	Epox resin	2.50 m
A 08	Linoleum	2.50 m   partially 2.00 m

### Floor Covering and Maximum Height of Construction | Level B

Room	Floor Covering	Maximum Height
B 01	Linoleum	3.00 m
B 01.01	Linoleum	2.40 m
B 01.02	Linoleum	2.40 m
B 01.03	Linoleum	2.40 m
B 02	Slate	3.00 m
B 03	Parquet	3.00 m
B 04	Parquet	3.00 m
B 05	Parquet	3.50 m
B 06	Parquet	3.50 m
B 07	Linoleum	3.50 m
B 08	Parquet	3.50 m
B 09	Parquet	3.50 m
B 92	Linoleum	2.50 m
B 94	Linoleum	2.50 m
B 95	Linoleum	2.50 m
B 96	Linoleum	2.50 m

### Floor Covering and Maximum Height of Construction | Level C

Room	Floor Covering	Maximum Height
C 01	Parquet	4.00 m
C 02	Linoleum	3.50 m
C 03	Parquet	3.00 m
C 04	Parquet	3.00 m

### Floor Covering and Maximum Height of Construction | Level D

Room	Floor Covering
D 01	Linoleum

#### Maximum Weight

Level A, B and C	500 kg/m <sup>2</sup>
Level D	250 kg/m <sup>2</sup>

#### General Information

- The bcc reserves its supervisory authority in all dealings with clients and their staff, this right being executed by the responsible project manager or any authorised third party.
- The bcc is not liable for theft or personal injury during the setup, dismantling, or realisation of the event. The client is liable for all personal injuries or property damages occurring through the use or presentation of his stand elements, objects, or exhibits. The bcc is not liable for damages that might occur through interruptions of the power supply.
- The operation of electrical appliances or equipment and the bringing of domestic animals requires the consent of the bcc.
- The client commits himself to the efficient use of energy. It is therefore requested that all electronic appliances, e.g. at exhibition stands, are turned off at the end of the event day. The bcc reserves the right to switch off all energy supplies to the stand overnight should the exhibitor not comply with these regulations.
- The client respectively, is responsible for insuring that all effective technical regulations (DIN, VstättVO, etc.) are met.



- The use of a forklift truck for loading and unloading goods in the forecourt area must be coordinated with the bcc beforehand. The use of forklift trucks within the building is not permitted.
- All means of transport must be equipped with rubber or nylon wheels only.
- Specific double-sided adhesive tape is provided exclusively by the bcc, which is available at the Front Office for 12.00 EUR incl. VAT.
- No workings are permitted that may damage the building fabric (e.g. to drill in floors and ceilings or to fix anything to walls). If risky construction works become necessary during the setup or dismantling, the endangered areas are to be protected.
- Due to the bcc sprinkler system the construction of stand ceilings is not permitted.
- By default, a basic cleaning of the floorings is carried out on a daily routine. If this service is not requested, it must be explicitly communicated to the bcc.
- The emptying of rubbish bins during the event is included and not charged extra. The disposal of waste beyond the usual extent will be charged according to expenditure.
- The areas A 10, B 10 and C 10 are emergency staircases and therefore must adhere to fire protection guidelines (i.e. contain no fire load).

### **Delivery and Storage**

- Deliveries can only be accepted within the setup times booked by the client. For all deliveries arriving when neither stand staff nor stand builders are present at the bcc, an announcement in written form is required. Deliveries that cannot be clearly assigned to an event or use (stand, symposium, etc.) are not accepted.
- The collection of materials can also only take place within the setup times quoted above. In this case, we also request an announcement in advance. All materials must be clearly labeled.
- In both cases the bcc is not liable for the completeness and the condition of the deliveries. This also applies to possible damages resulting from the storage at the bcc, as long as these damages did not result from intent or negligence on behalf of the bcc. It is the duty of the client, exhibitor or stand builder to inspect all deliveries for completeness and condition. Any damages that may have been incurred must be duly documented with the proper claims form to the bcc. § 438 HGB (code of commercial law) applies. Claims made after the initial delivery inspection are considered void.
- If any unannounced goods remain at the bcc after the end of the event, the bcc reserves the right to either store these goods or to dispose of them at the owner's expense. The cost of storage space amounts to 90.00 EUR incl. VAT per m<sup>2</sup> per day. The decision between storage and disposal is at the discretion of the bcc.

### **Stand Catering**

- The bcc holds the exclusive rights concerning any catering. It is not permitted to bring food or beverages from external caterers.
- External caterers are generally refused access to the bcc. The use of private coffee machines etc. at the stand is also not permitted. If this exclusivity is violated during the event, the bcc reserves the right to charge a service fee for external products.

### **Technical Stand Equipment**

- The bcc offers technical equipment, e.g. displays or notebooks incl. on-site support and replacement devices.
- Complex IT services will be performed by the bcc Technical Services division.

**1 Scope**

The offers of bcc Berlin Congress Center GmbH (bcc GmbH) and any of its declarations made with the purpose to conclude a contract shall be based on these General Terms and Conditions, which, upon formation of a contract, shall be deemed to be applicable to all business relations with the client, unless otherwise stipulated by the contracting parties. The terms and conditions of contracts bcc GmbH concludes with exhibitors shall be based on these General Terms and Conditions.

**2 Accounting Principles****2.1 Conclusion of Contract**

All claims for services to be provided by bcc GmbH must be based on a written contract as stipulated in 2.6.

In the absence of other declarations by bcc GmbH the commitment period for offers submitted by bcc GmbH shall be 14 calendar days after dispatch of the contractual text/offer to the client. Unless otherwise specified by the client, contractual texts received by bcc GmbH and/or modified or signed by the client after the expiry of the commitment period shall constitute binding offers of the client.

The declaration of acceptance of an offer within the commitment period shall entitle bcc GmbH to the conclusion of a contract through the signing of a contractual document by the client, even if this declaration of acceptance does not meet form requirements (2.6).

**2.2 Offers by bcc GmbH**

If the end client's identity or the event's character and/or essential content are unknown when the offer of bcc GmbH is submitted, the offer shall be without engagement.

Proposals, or the communication of service lists, individual price quotes or available dates shall not constitute offers.

Offers always refer to specific dates, numbers of persons and places. Prices and services with altered numbers of persons, for other dates (including other hours and times of day) and places may differ.

**2.3 Options**

Options shall guarantee the client provision of capacities for a specific period, i.e. bcc GmbH undertakes not to allocate these capacities to third parties for the time such option is valid (option period).

**2.4 Reservations**

bcc GmbH reserves the right to initiate reasonable space re-allocation or comparable alternatives for important reasons which shall be made within capacities classified to be of equal or higher quality.

bcc GmbH does not offer protection against competitors. The client may not derive any rights from, or object to, other events, similar events and events of the same kind simultaneously taking place on the premises of bcc GmbH.

**2.5 Alterations/Modifications of Contract**

If negotiations with the client on alterations or modifications of specified services or prices result in bcc GmbH presenting a changed specification of services and/or prices, the client shall check the new specification within a reasonable time period (usually seven calendar days) and immediately inform bcc GmbH of any requests for changes.

Unless the client raises an objection, the new performance/price profile shall be deemed to have been agreed, provided that this is pointed out by bcc GmbH when the price/service specification is sent to the client. The provisions of the commercial letter of confirmation shall be unaffected by the foregoing provision.

Any services the client verbally specifies on the day the event takes place and bcc GmbH subsequently provides, as well as services provided in excess of the contractual scope of performance (especially in terms of timeframe, number of persons and capacities) shall create a

reasonable right to compensation of bcc GmbH pursuant to clause 8.1 in consideration of the express surcharge. The client shall have no right to claim services or articles that are not a part of the contract.

The client indemnifies bcc GmbH against third party claims asserted as a result of the contractually agreed scope of services being exceeded as described above.

**2.6 Form Requirements**

Unless otherwise agreed or specified in these General Terms and Conditions, bindings offers, options as well as agreements including any alteration or cancellation thereof must be executed in writing or via electronic media (§§ 126, 126a BGB). Transmission of signed contractual documents by telecommunication means complies with the written form, transmission of plainly signed documents via electronic media complies with the electronic form. Either party can request the execution of a hand-signed contractual deed or of a contractual document provided with a qualified electronic signature (§ 127 Subsecs. 2, 3 BGB).

Oral arrangements made with the participation of a businessman or a client who acts in a commercial or self-employed capacity shall also be effective when one of the parties involved confirms the arrangement in writing and the other party does not object immediately.

**2.7 Participation of client**

The client shall submit in writing the requirements profile (especially the number of persons, the provision times and the scope of performance) for the gastronomic supply and the conference and event technology not later than one month before the event is due to begin. Requirements that are specified at a later date may be rejected by the bcc GmbH if compliance with such requirements is not possible, not reasonable or connected with additional expenses the client is not prepared to pay for. Please see bcc GmbH's right of termination pursuant to 10.2, lit I.

**3 Services****3.1 Exclusivity of Services**

As the operator of an events venue which includes catering as well as provision of conference- and event-related technical services, bcc GmbH offers the associated human resources and technical capacities. These services are provided by bcc GmbH and executed by bcc GmbH's permanent co-operation partners.

In case a client uses such services without any additional agreement, a compensation as provided by the prices applicable at the time (plus express surcharge, if applicable) of such use shall be deemed to have been agreed.

Services by third parties or by the individual client shall be excluded unless bcc GmbH gives its consent in writing. In case the client fails to comply with the foregoing provision, bcc GmbH may choose to implement the provisions of clause 10.2 or to demand an adequate compensation for losses incurred, which will be at least 30% of the turnover normally connected to the services in question, unless the client is able to prove the unreasonableness of such claim.

**3.2 Gastronomic Services, Catering**

bcc GmbH will provide the gastronomic services at the times agreed upon. bcc GmbH does not assume any liability for the consequences of deviations from the times agreed upon for providing the gastronomic services during an event and may request the client to reimburse expenses and disadvantages so incurred, unless bcc GmbH is at fault with regard to such deviation.

**3.3 Conference and Event Technology**

The supply of conference and event technology is the responsibility of bcc GmbH and its contractors. This includes the operation and maintenance of equipment.

Conference and event technology within the meaning of this agreement includes the following:

- Sound technology,
- Lighting technology,
- Video and media technology,
- Audio and video recording equipment,
- Interpreting equipment,
- IT, telecommunications,

g) Set-up services (incl. furniture, accessories, such as flags, lecterns, pin boards, flipcharts, presenter's case and stationary screens etc.).

Unless otherwise stipulated, such equipment shall be operated and maintained by bcc GmbH personnel or contractors only.

**3.4 Special Liability Provisions**

The client shall be responsible for making sure that no third parties operate or otherwise utilise equipment during the event or the time of hand-over to the client. The foregoing provision shall also apply in the event that staff or contractors of bcc GmbH are present.

In the event that IT and communication resources are handed over to the client, the client shall be responsible for making sure that such resources during the hand-over period are used for event-related purposes only. During the hand-over period, the client shall be responsible for the use of such resources, as well as any damage (for instance resulting from unauthorised intrusion) and improper handling thereof. The client shall also be responsible for contents, compliance with the data protection legislation, and for preventing the resources from being used in conjunction with criminal acts. This also applies to the provision of wireless network and hand-over for the set-up of internet cafés. In these cases, bcc GmbH shall not be a service supplier as stipulated by § 2 TMG. The client shall be responsible for the execution of duties as stipulated by § 5 TMG.

The client indemnifies bcc GmbH against the claims of third parties arising in the above context.

**3.5 Security Services**

bcc GmbH shall be responsible for assessing the need to provide a control and security service for the event. Such service shall be provided by personnel commissioned by bcc GmbH, with the costs accrued being included in the itemised bill submitted to the client.

**3.6 Cloakroom**

The client undertakes to make sure that visitors use the designated facilities for leaving their wardrobe. Also to be deposited at the cloakroom shall be umbrellas, shopping bags and baggage.

**4 Approval Requirement**

Notwithstanding further approval requirements, the following shall require bcc GmbH's prior written approval:

- Commercial sound and video recordings of any kind whatsoever,
- Publishing and distribution of sound and video recordings for public use,
- Any kind of advertising and trading on the premises of bcc GmbH.

All promotional material designed to advertise an event may be used only at the places designated by bcc GmbH, and shall be subject to bcc GmbH's express approval.

**5 Safety Regulations, Principles**

The client undertakes to restrict admission to the event rooms to the specified and/or agreed number of persons. The client must comply with the regulations of the building supervisory and fire protection authorities as well as the General Safety Regulations of VDE (Association of German Electrical Engineers) etc. In the event that the client fails to make the respective arrangements, bcc GmbH may at the client's expense request the deployment of fire guards and first-aid personnel.

Escape routes and emergency exits, emergency lighting installations, fire extinguishing systems and fire alarms may not be blocked by standing or hanging objects.

**6 Permits (Building Supervisory Authority, Fire Brigade, Technical Inspection Agency)**

The client shall apply in due time for the official permits required for the event. Any permits the client fails to procure may be obtained by bcc GmbH at the client's expense. bcc GmbH assumes no responsibility for deadline monitoring or applications for legal remedies etc. The bcc GmbH shall be liable only for damages it is responsible for by wilful or gross negligence. bcc GmbH may refuse to provide services in part or in full, if the client fails to provide proof of having obtained the required approvals and official permits in due time.

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## **7 GEMA**

GEMA (society for musical performing and mechanical reproduction rights) registration and fee payment is the responsibility of the client. This also applies to other copyright collecting societies and the Künstlersozialkasse.

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## **8 Compensation for Services Rendered**

### **8.1 Amount of Compensation**

Agreed fees shall be subject to the normal development of the value of the currency. In the event that the consumer index published by the Federal Statistical Office changes by more than 4 % per annum during the month the compensation is agreed upon and the month the contract is provided, the contracting parties shall arrange for an adequate adjustment of such compensation to the development of the index - after deducting a calculated currency loss of 2 % per annum - unless such adjustment is impeded by other factors.

Upon conclusion of the event, bcc GmbH draws up a statement of account on the basis of the services actually used as well as of the services firmly ordered, regardless of whether such services have been used or not.

### **8.2 Express Surcharge**

With respect to services and/or capacities that are stipulated, and provided or made available at the client's request, on the very day the event is to take place or immediately before, bcc GmbH may demand an express surcharge of up to 30 % of the agreed compensation, at least, however, to the amount of the actual additional costs incurred by bcc GmbH. Any client discounts that may have been agreed shall not reduce the express surcharge.

### **8.3 Value-added Tax**

All fees are plus value-added tax as applicable at the time of the provision of services.

### **8.4 Time of Payment of Compensation**

Unless otherwise agreed, bcc GmbH may require a partial payment to the following amounts:

- 10 % of the contractual compensation upon conclusion of contract,
- 50 % of the contractual compensation three months prior to the beginning of the event and
- the remaining compensation one month prior to the beginning of the event.

If no date of payment has been stipulated, partial payments, the agreed compensation and amounts due from the settlement of accounts upon conclusion of the event are payable without deduction on receipt of request for payment or invoice.

bcc GmbH charges interest on arrears of 8 % above the base interest rate and at least 11 % per annum. bcc GmbH reserves the right to prove a higher damage on a case-by-case basis.

### **8.5 Provision of Security**

Even without special arrangement, bcc GmbH may demand the client to pay adequate deposits or provide other securities to secure the contractual compensation and the cost risks arising to bcc GmbH from the event in case the client is planning to implement major installations or structural alterations or forms of utilisation that can be expected to increase wear and tear (dance-hall operation, extension of the smoking areas etc.) or, after conclusion of the contract, there is reason to assume that the satisfaction of bcc GmbH's claims for payment is in danger. This is particularly the case if

- economic information on the client's financial standing gives rise to the assumption that the client is not financially sound,
- or the client declares his ability to pay to be (temporarily) limited,
- or the client is in default with substantial amounts payable to bcc GmbH,
- or the client has no domestic headquarters or autonomous branch office in Germany,
- or if the client has been prohibited from performing substantial parts of his business activities.

If the purpose of the security is not expressly stipulated, such security shall be used to satisfy all claims for payment of bcc GmbH arising from the respective contract

with the client including any alterations, modifications, liquidation or tacit extension thereof.

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## **9 Assignment, Subletting**

Any assignment of contractual rights by the client to a third party as well as any permission given to a third party for the use of the contractual subject matter in whole or in part shall be subject to the prior consent of bcc GmbH. In case that bcc GmbH refuses to give its consent, the client is not entitled to terminate the contract. The client is not allowed to invite business persons of any kind whatsoever (especially not tradesmen) to the event without the prior consent of the bcc GmbH.

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## **10 Rescission/Termination**

### **10.1 Client's Right of Rescission**

The client may rescind the contract under the proviso that the client pays a cancellation fee. The payment of the cancellation fee shall be the condition for any cancellation to become effective.

The cancellation fee amounts to the compensation agreed upon reduced by an expense- and time-related discount. This compensation is equivalent to the minimum turnovers agreed upon. The cancellation fee amounts to at least 50 % of the compensation agreed upon.

In the event that the cancellation becomes effective more than seven days before the event is due to begin, an expense-related discount of 15.00 EUR per person and event day shall be granted. This stipulates the cancellation fee adjusted for saved expenses. Days exclusively reserved for set-up and dismantling are not counted as event days in this calculation.

In the event that the cancellation becomes effective more than two months before the event is due to begin, the cancellation fee shall be reduced by a further time-related discount. The discount amounts to

- a) at least one year prior to the beginning of the event 40 %,
- b) less than twelve but at least six months prior to the beginning of the event 30 %,
- c) less than six but at least four months prior to the beginning of the event 20 %,
- d) less than four but at least two months prior to the beginning of the event 10 %

of the cancellation fee adjusted for saved expenses.

The beginning of the event, within the meaning of these rescission provisions, shall be the day the event set-up was due to begin.

The expense-related discount shall be reduced or declared non-applicable if bcc GmbH demonstrates that it saved fewer expenses. The client may demand an appropriate reduction of the cancellation fee if the client demonstrates that the expenses saved by bcc GmbH as a result of the client's cancellation exceed the discount granted. The difference is payable within two weeks after receipt of a substantiated subsequent billing. Payment of the difference shall have no impact on the effectiveness of the statement of rescission.

In the event that the client has declared rescission but has not paid the cancellation fee yet, bcc GmbH shall not be obliged to provide the services covered by the statement of rescission. If the client withdraws the statement of rescission before it becomes effective, bcc GmbH is entitled to impose an express surcharge on the prices agreed upon. The bcc GmbH may claim compensation for additional disadvantages if such disadvantages can be substantiated.

The rescheduling of the event on the part of the client shall be equivalent to the client's rescission. A reduction of the duration of the event by the day is permissible and shall be treated as a partial rescission. The provisions of rescission shall be applicable.

A lowering in the number of persons on the part of the client shall be permissible given that it does not exceed 50 % of the number of persons agreed upon. In such case the bcc GmbH shall issue a credit note to the amount of the expense-related pro-rata discount applicable, provided that the lowering in the number of persons was communicated at least seven days prior to the beginning of the event. A lowering of less than 10 % of the number of persons is negligible for the calculation of the expense-related discount. The discount shall be reduced or declared non-applicable under the foregoing provisions. The reduction of the scope of individual services or the

partial reduction of bcc GmbH's contractual services shall require a separate agreement.

bcc GmbH shall be entitled to deduct its claim for cancellation fee from advance payments or to satisfy such claim from security deposits.

## **10.2 Termination of Contract by bcc GmbH for Good Cause**

bcc GmbH reserves the right to terminate the contract for good cause without observance of a notice period. In particular, good cause is given if

- a) The client is in default with the procurement of a prepayment or substantial payments from an agreement with bcc GmbH made in connection with an event, in spite of having received a request for payment,
- b) The planning, preparation or execution of the event infringes on existing laws or official directions, or if official licences or permits are missing or cannot be substantiated,
- c) The event is likely to disturb public safety and order,
- d) The client, without the consent of the bcc GmbH, uses rooms for purposes other than stipulated or sublets such rooms in whole or in part to a third party or otherwise permits a third party to use or co-use them,
- e) The property of the client or any one of its personally liable partners is forfeited, the client declares to be unable to meet its obligations, the client files a petition for insolvency or a petition for insolvency filed against the client by a third party is not withdrawn upon expiry of one month or is rejected due to obvious lack of sufficient cause,
- f) Insolvency proceedings are instituted, or the opening of such proceedings is rejected for lack of assets, or insolvency proceedings have been suspended for insufficiency of assets,
- g) The client is not or no longer in possession of the licence or official permit required to operate its trade or business, or, asked by bcc GmbH to furnish proof of such licence or permit within a reasonable period given by the bcc GmbH, fails to do so,
- h) The client, in spite of being cautioned, repeatedly and substantially infringes on provisions on the protection of the environment,
- i) The client infringes on the right to exclusive catering (clause 3),
- j) The client, in spite of being cautioned, repeatedly and substantially infringes on the contract (e.g. clause 11.1) in another way,
- k) The rented property or service or substantial parts thereof cannot be placed at the disposal of the client due to force majeure or
- l) The client breaches substantial obligations of participation in spite of having received a reminder threatening with termination.

In the event that bcc GmbH withdraws for good cause from the risk area of the client, it shall be entitled to demand from the client the payment of a compensation for losses incurred which corresponds to the cancellation fee stipulated under clause 10.1. The compensation payment is reduced reasonably when the client substantiates that the loss incurred by bcc GmbH is lower.

## **10.3 Demand to Vacate the Premises/Power to Take Possession of Rented Property**

In the case of particularly serious violations of contractual stipulations or the General Terms and Conditions of bcc GmbH, the client, upon request of bcc GmbH, shall be obliged to immediately vacate and/or return the rented property if it is to be feared that bcc GmbH, persons involved or other clients would sustain material damage, in which case bcc GmbH cannot be reasonably expected to continue with the event. If the client does not meet such request, bcc GmbH shall be entitled to take possession of the rented property and have it repaired at the expense and risk of the client.

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## **11 Execution of the Event**

### **11.1 Announcement of Event Schedule**

The client shall inform bcc GmbH of the scheduled course of events not later than six weeks prior to the beginning of the event. If the client fails to do so, bcc GmbH shall be entitled to instruct the client to change the course of events if such change is in the substantially justified interest of bcc GmbH. In the event that the client fails to change the schedule, bcc GmbH shall be entitled to retain

contractual services or, in serious cases, to terminate the contract for good cause (10.2, lit. I).

## 11.2 Take-Over

All rented rooms, facilities or equipment (rental items) shall be checked by the client upon hand-over for completeness, condition and, to a reasonable extent, for operability. The rental items shall be deemed to have been taken over in proper condition unless the client complains about defects upon take-over or immediately after. Any defects, the client is unable to detect in spite of exercising due care (hidden defects), shall be reported as they are detected.

Take-over equals transfer of ownership to the client.

Rented property shall be handed over only for its contractual purpose and in a form, quality and design in accordance with the intended use. The provisions of 3.3 must be observed.

## 11.3 Damages to Rented Property, Cancellation and Interruption of Events

All damages to rented property shall be reported to bcc GmbH immediately. bcc GmbH undertakes to immediately remedy any damages found in leased objects and property. The client shall accept all corresponding measures.

If remedy of damages is not possible for reasons bcc GmbH is not responsible for and/or if there is danger to life, body and property of the users/visitors of an event, bcc GmbH may prohibit the continuation of the event. The foregoing clause also applies in the event of threats (e.g. bomb threats) against the venue being made or fireworks or similar being set off. In the event that bcc GmbH decides to exercise its right to interrupt or cancel an event, the organiser shall not be entitled to claim damages against the bcc GmbH, unless bcc GmbH can be held responsible for having produced such damage due to gross negligence.

In the event of an interruption or cancellation of the event, the organiser shall ask the visitors to leave the venue in a calm and orderly manner. bcc GmbH is entitled to demand evacuation if the client fails to meet the above obligation in spite of being requested to do so.

## 11.4 Alterations to Rented Property

Alterations to rented property and installations, the bringing in of furnishings - especially of heavy and bulky equipment - as well as the setting up of decorations, signs and posters require the prior written consent of bcc GmbH.

## 11.5 End of Event

The end of the event must be announced to bcc GmbH. In case the event ends after the agreed time without notice from the client, the event shall be considered to be over at the point in time bcc GmbH confirms its termination. The client shall fully vacate the rented property at the end of the event, returning it in its original condition. Any alterations and damages to the rented property the client is unable to restore or remedy shall be reported to bcc GmbH. bcc GmbH is entitled to demand deposit of collateral for the restoration of the alteration or the repair of the damage.

## 11.6 Domiciliary Right

While the event is taking place, the organiser, the client and the guests shall be subject to the domiciliary right of bcc GmbH throughout the premises. All directions given by bcc GmbH representatives must be complied with.

## 11.7 Access

Personnel and representatives of bcc GmbH shall be given access to all events. The client's reasonable interests shall be taken into consideration.

## 11.8 Documentation, Reference

bcc GmbH shall be entitled to record the event or parts thereof for the purpose of in-house documentation. bcc GmbH may use in such in-house documentation (image brochures, website etc.) up to three image, audio or video sequences of the event, the latter with a length of 15 seconds each. The recordings shall reflect the nature of the event and safeguard the client's interest as a positive representation of the event.

bcc GmbH may name the client, the organiser and the event, and use the associated general data, in its reference lists or in-house presentations.

## 12 Warranty and Liability, Event Organisation Risk

### 12.1 Liability of the Client

The client shall have full responsibility for the execution of the event - particularly for maintaining peace and quiet - and shall take all required action at its own expense.

Pursuant to legal regulations and the contractual agreements, the organiser/client, shall be liable for all physical and personal damage including any consequential damage caused in connection with the event/use of services by the client, its representatives, visitors or other third parties.

The client shall be liable for all damage to rooms or property caused by the client or third parties, irrespective of fault, unless such damage is allocable to bcc GmbH. The risk of loss, of accidental loss, and of accidental damage shall be borne by the client. In the case of damage or actual total loss of property, the client shall refund the replacement value of the affected rental item.

Any damage occurring after the end of the event shall be repaired by bcc GmbH at client's expense. In the event of damage, breakage or loss of glassware, crockery, dishes or other re-usable resources of gastronomic service, the client shall refund the replacement costs.

The client shall obtain sufficient insurance cover against liability claims (including the above-mentioned claims), and on demand will present proof of such insurance to bcc GmbH. The third-party insurance shall provide adequate cover for event-related personal and physical damage. Insofar as the client fails to prove the taking out of an adequate liability insurance within eight days prior to the event, bcc GmbH shall be entitled (but not obliged) to take out a liability insurance at client's expense.

bcc GmbH shall accept no liability for items brought in by the organiser/client, its personnel, suppliers and co-operation partners.

The client shall bear the entire risk of the event including its preparation and execution. The client indemnifies bcc GmbH and property owner against all event-related claims on subject-matters that have been out of the control of both bcc GmbH and the property owner.

The client carries the risk of damage and loss of any items he leaves on the premises of bcc GmbH after expiry of the lease contract. A custody agreement shall not be made. Until entry of the rented properties into the possession of bcc GmbH, the foregoing also applies to items owned by bcc GmbH in the event that the client fails to announce the end of the event or fails to hand over such rented properties.

### 12.2 Liability of bcc GmbH

bcc GmbH shall be liable to the client for damages related to the event of the client, with a maximum claim of 5,000.00 EUR per case of damage, insofar as such damage has occurred through the fault of bcc GmbH, its legal representatives or its vicarious agents. bcc GmbH shall not be liable for consequential, indirect consequential and unforeseeable damage, as far as such non-liability is not unreasonable in a given case.

These restrictions are not applicable in the event that such damage results from intent or gross negligence to the extent that such risk is insured by bcc GmbH or is to be insured in the ordinary course of business.

Liability to entrepreneurs for the violation of collateral obligations by ordinary vicarious agents shall be excluded even in cases of such agents' gross negligence.

With respect to breakdown of equipment and interruptions of service as well as other incidents disturbing the event, bcc GmbH shall be liable in cases of gross negligence and intent only. bcc GmbH's liability to the client for the faultless condition of the technical devices shall be limited to the time of passage of risk.

Any liability of bcc GmbH for defects in rooms and property handed over shall be excluded unless such defects are duly reported. The client checks the completeness of the goods/items delivered or made available as soon as they are handed over, and immediately reports missing items or obvious defects. bcc GmbH shall be offered the opportunity to complement a service and/or to remedy the defects or supply items that are free from defect, unless this is unreasonable for the client.

bcc GmbH shall not be liable for any prevention, delay or other impairments of a performance resulting from force majeure, military conflict, terrorist acts or corresponding counter-measures, natural disasters, large-scale strikes or similar events. The foregoing also applies to impairments resulting from territorial measures, major political, cultural or other events or events of third parties, provided that bcc GmbH has not failed to exercise the ordinary diligence of a businessman or that such impairment would have occurred even if such diligence had not been neglected.

## 13 Several Persons as Contract Partners

In the event that the client consists of more than one person or is a partnership under the Civil Code (German GbR), the following provisions shall apply: A declaration of bcc GmbH shall be legally effective once it has been made to one client/partner or as soon as a declaration made towards several persons has been received by one client/partner. The clients/partners hereby authorise one another to receive letters of intent and deliveries in the name of the grantor of the power of attorney. In case a GbR has expressly appointed a partner as its representative, all declarations shall be made and served to that partner.

To the extent that the circumstances creating the right of either of the contracting parties to terminate or modify the contract occur in a person of the other contracting party, such occurrence shall be deemed sufficient to substantiate such claim or right.

## 14 Place of Performance

Place of performance is Berlin.

## 15 Place of Jurisdiction

Place of jurisdiction is Berlin-Mitte, given that the client is a full merchant or a legal entity under public law or has no general domestic place of jurisdiction.

## 16 Applicable Law

The contractual relationship is governed by the laws of the Federal Republic of Germany excluding the UN Sales Convention, as far as this is not in conflict with mandatory law. The German Civil Code (BGB) and the German Commercial Code (HGB) shall be applicable within the purview of the CISG.

## 17 Severability Clause

The contracts concluded on the basis of these General Terms and Conditions shall continue to be effective even if an individual provision thereof becomes void. In such case the void provision shall be replaced by a provision coming as close as possible to the sense and spirit of such contract.

## 18 Foreign Language Wording in Contract

Subject matter of the contract is the German wording of the General Terms and Conditions. This also applies when a foreign language version has been forwarded to the client or when another language is used as contract language.

Berlin, 07/03/2014