



Rules and regulations

Please refer to document [Space Only stands information](#) for detailed information about stand design and structural calculations required from some of the Space Only stands.

Exhibition Policies

1. GENERAL REGULATIONS

1.1 The European Wind Energy Association asbl / vzw (registered in Belgium, BE 0476 915 445) (EWEA) is the organiser of the event and alone is empowered to accept or reject applications and to allocate stands. Its decisions are final.

1.2 The signed exhibition contract constitutes a legally binding contract for the exhibitor. All stands are confirmed in writing and the position allocated is definitive. The organiser reserves the right to change the allocation of stand in case of unforeseen and/or unavoidable circumstances, beyond its control.

1.3 Reselling of stand space is strictly forbidden without the prior authorisation of EWEA Management. In all cases the resell price must not exceed the prices stated in the EWEA Annual Event publications (leaflets, websites etc).

1.4 The latest, binding version of Exhibition policies is available on the exhibition pages of www.ewea.org/annual2013

2. Payment Terms and Conditions

2.1 Early Bird – Preferential prices are valid till 30 June 2011 (postage, email or fax date)

2.1.1 The advance payment of 30% of the total price of the stand and taxes (if applicable) must be made by the exhibitor (or a representative of the exhibitor) within the 30 days of the date of invoice issued by EWEA upon the receipt of the exhibition contract.

2.1.2 The remaining amount due, 70% of the total price of the stand and taxes (if applicable), will be invoiced in June 2012 and is to be paid within 30 days of the date of invoice.

2.1.3 In order to benefit from the early bird rate, the payment needs to be made within 30 days of the date of the invoice. After the 30 days, the standard rate will be applied and an additional 5% on the amount still due will be surcharged as a penalty and an interest of 0.75 % per month will be added to the total amount still due.

2.2 Reservations made between 30 June 2011 and 31 May 2012



2.2.1 The advance payment of 30% of the total price of the stand and taxes (if applicable) must be made by the exhibitor (or a representative of the exhibitor) within the 30 days of the date of invoice issued by EWEA upon the receipt of the exhibition contract.

2.2.2 The remaining amount due, 70% of the total price of the stand and taxes (if applicable), will be invoiced in June 2012 and is to be paid within 30 days of the date of invoice. Only those exhibitors who have made this payment can be allotted a definitive stand (in order to do so, the exhibitor will provide EWEA with a proof of payment).

2.2.3 After the 30 days an additional 5% on the amount still due will be surcharged as a penalty and an interest of 0.75 % per month will be added to the total amount still due.

2.3 Reservations after 31 May 2012.

100% of the total price is to be paid within 30 days of the date of invoice by EWEA or a minimum of 30 days prior to the event, whatever comes first. Only those exhibitors who have made this payment can be allotted a definitive stand (in order to do so, the exhibitor will provide EWEA with a proof of payment).

3. Reduction, cancellation OF SPACE OR CHANGE OF THE STAND TYPE

3.1 Reduction of reserved space until 31 May 2012

Exhibitors reducing the size of their stand will automatically be charged 50 EUR per sqm of reduced space to cover administrative costs.

3.2 Reduction of reserved space after 31 May 2012

No reduction of space will be accepted after 31 May 2012, unless agreed by EWEA. In the latter case, any sqm of reduced space will be charged and due.

3.3 Cancellation

Withdrawal must be made by registered post to the management of EWEA. For cancellations made before 31 May 2012, 30% of the invoiced amount for the stand will be due. For cancellations after 31 May 2012 the Exhibitor has to pay the full amount as for the original rented space. These cancellation policies will come into effect in all cases and whatever the reason for the withdrawal may be. Cancellation fees will be invoiced.

3.4 Any bank charges are to be paid by the exhibitors.

3.5 In case of non-payment by the dates specified on the invoice, EWEA reserves the right to reallocate the reserved stand. The exhibitors, however, remain bound by their registration contract in the EWEA cancellation policies.

3.6 Stands will only be placed at the disposal of participants when they have fulfilled all the obligations as stipulated in the contract.

3.7 Any change of the stand type (space only/full service stand) as from 6 months before the event will involve additional administrative costs of 150 EUR.



4. BANKRUPTCY OR LIQUIDATION

In case the exhibitor becomes bankrupt or enters into liquidation other than for the purpose of reconstruction or amalgamation, or has a receiver appointed, the organiser shall be at liberty to terminate immediately the contract with the exhibitor, to cancel the allocation of exhibition space to the exhibitor and to forfeit all sums paid by the exhibitor.

5. National Pavilions AND CO-EXHIBITORS

5.1 National Pavilions

Wind energy associations, national governments or agencies can organise a national pavilion to host companies from their country. The following rules apply for a national pavilion:

5.1.1 The organiser of a pavilion is responsible for organising the stand e.g. payment, stand construction, correspondence with its co-exhibitors etc.

5.1.2 The organiser of the pavilion will be charged 250 EUR per each co-exhibitor – to cover administration costs and the company description in the exhibition catalogue.

5.1.3 There will be one single invoice for the total space rented. This invoice has to be paid by the organiser of the pavilion within 30 days following the issue of the invoice by EWEA.

5.1.4 There will be one single invoice for the co-exhibitors fees issued to the organiser of the pavilion. EWEA will not invoice co-exhibitors separately.

5.1.5 The comprehensive list of co-exhibitors must be submitted at least two months prior to the event in order to include the full list of co-exhibitors in the Exhibition catalogue.

5.1.6 The resell price charged by the organiser of a pavilion must in no way exceed the prices stated in the EWEA Annual Event publications (leaflets, websites etc).

5.2 Co- Exhibitors

An exhibitor can host other companies on the same stand surface. The following rules apply for these co-exhibitors:

5.2.1 An exhibition contract needs to be submitted for each co-exhibitor.

5.2.2 The exhibitor will be charged 250 EUR for each co-exhibitor to cover administration costs and the description of the co-exhibitor in the Exhibition catalogue.

5.2.3 If the main exhibitor is a member of EWEA, but not their co-exhibitor, the latter is obliged to pay the non-member rate for the sqmused of the main stand and needs to provide this figure upon registration. This rule does not apply to national pavilions.



6. MEETING ROOMS

- 6.1 The organiser may provide meeting rooms to be rented by the exhibitors. These rooms are rented at an additional charge, and depending on availability.
- 6.2 Any additional meeting room services, such as catering, rental of AV equipment, flowers etc. are to be arranged and covered by the exhibitor, and using the indicated suppliers.
- 6.3 For cancellations made before 31 December 2012, 50% of the invoiced amount for the meeting room will be due.
- 6.4 For cancellations after 31 December 2012, the full invoiced amount for the meeting room is due.
- 6.5 These cancellation policies will come into effect in all cases and whatever the reason for the withdrawal may be.
- 6.6 Cancellation fees will be invoiced.

7. Exhibition rules

- 7.1 Advertising on site is only possible through the channels offered by the organiser.
- 7.2 All information relating to the constructing, fitting and dismantling of stands will be sent to each exhibitor in the form of a link to an on-line exhibitor manual, which includes order forms for technical installations (water, telephone, electricity, furniture etc) to be sent to the nominated sub-contractors. These installations are at the expense of the exhibitor, as are the related costs for consumption and use. Each "space only" exhibitor is responsible for passing the information from the exhibitor manual to their stand constructor. All exhibitors stand constructors and other suppliers must adhere to the rules and regulations within the exhibitor manual.
- 7.3 The exact timetable of move in/move out days will be given in the exhibitor manual and must be followed by the exhibitors. Extension of build up, breakdown days beyond those fixed by EWEA will be at an additional charge to the exhibitor and depend entirely on the availability of the venue.
- The setting-up of stands (structure + design) must be pre-approved by the exhibition organisation that ensures that the local regulations are respected. The setting up of stands (structure and decoration) must be executed with materials that are not easily flammable and which do not give off harmful gases under the effect of heat.
- Any fittings or decoration inside a "shell scheme" stand should not exceed the height of the walls (2.50 m). Any "space only" exhibitor wishing to build a complex stand or a stand over 2.50 m will need to inform the organisers and submit stand plans according to the details provided in the exhibitor manual. Those exhibitors can be charged by organiser with the structural sign off fee.
- 7.4 Any installations or decorative elements that could affect another exhibitor in any way are prohibited. For any walling facing an aisle that may be 4m or over in height - it will be necessary to step



the walling back by a minimum of 1 meter into the stand. This is to avoid obstructing the view of neighbouring stands.

- 7.5 Noisy publicity of any kind, in particular the use of loudspeakers, is prohibited.
- 7.6 Publicity may only be handed out on the exhibitor's own stand.
- 7.7 No part of the stand may exceed the given stand limits. The exhibitor is responsible for organising his stand so that all exhibits can be examined and demonstrated within the stand limits.
- 7.8 Any parts or exhibits exceeding the dimensions of the stand limits may be removed from the exhibition area by the organisers at the expense of the exhibitor.
- 7.9 The exhibitor undertakes to keep his stand open throughout the duration of the exhibition. He also undertakes not to remove any exhibits or dismantle his stand before the end of the exhibition.
- 7.10 In all matters, the organiser's decision is final.

8. OUTSIDE EXHIBITION

- 8.1 The organiser may provide outside space to be rented by the exhibitors for outside exhibition. The outside space can be booked at an additional charge, and depending on availability.
- 8.2 The outside exhibit requirements need to be approved by the organiser. Any significant changes from submitted and approved requests can result in onsite changes of branding or, in extreme situations, dismantling of the exhibit at the cost of the exhibitor.
- 8.3 EWEA is not responsible for providing security to any outdoor displays nor is liable for any personal injury related to the outdoor exhibit. It is in the interest of the exhibitor to apply all safety regulations.
- 8.4 In case of adverse weather or any other unforeseen circumstances, EWEA might have to ask outside exhibitors to remove all their exhibits. EWEA will not be held responsible for these extreme situations.
- 8.5 Any additional services, such as power connection, equipment, security etc. are to be covered by the exhibitor, and using the indicated suppliers.
- 8.6 For cancellations made before 31 May 2012, 30% of the invoiced amount for the outside exhibition space will be due.
- 8.7 For cancellations after 31 May 2012, the full invoiced amount for the outside exhibition space is due.
- 8.8 These cancellation policies will come into effect in all cases and whatever the reasons for the withdrawal.
- 8.9 Cancellation fees will be invoiced.



9. INSURANCE

Exhibitors must be insured by an insurance company covering public liability, stand material and the goods exhibited, whether these goods or material be their own or a third party's property. Subject to article 10.2.1 below, by way of their participation, exhibitors automatically relinquish all claims, in the event of an accident or damage against:

- The European Wind Energy Association asbl/vzw
- Messe Wien
- The exhibitors at the exhibition, the exhibition visitors and the Conference participants
- The directors, representatives, managers and officials appointed by these persons or bodies.

10. Civil liability

11. Of the exhibitor:

The exhibitor is responsible for any damage to a third-party, caused either by himself or by his employees or his material.

Subject to article 10.2.1 below, the exhibiting company and its representative confirm that the European Wind Energy Association asbl/vzw in no way takes responsibility for loss, injury or damage to items or persons, whatever the cause may be, before, during, or after the EWEA Annual Event in Vienna, Austria 4 – 7 February 2013.

11.1 Of the organiser:

11.1.1 The European Wind Energy Association asbl/vzw is responsible under civil law in its capacity as organiser of the exhibition and any other related events it organises. This liability shall however in no case extend to the damage caused to visitors, exhibitors or rented goods by third parties, unless in the event of death or injury exclusively caused by EWEA's negligence.

11.1.2 Messe Wien is responsible for its civil liability in its capacity as owner of the premises and of fixed or temporary installations used for the exhibition, as well as for the management of the concerns and handling of the activities it administers directly.

11.1.3 Exhibitors shall not be entitled to any compensation should political or economic circumstances or a case of "force majeure" prevent the exhibition from being held, or limit its size or modify its nature. Should it not be possible for the exhibition to open, all rental fees shall remain the property of the organiser up to a sum corresponding to the amounts for which he is already committed.

11.1.4 The organiser reserves the right to modify at any time the provisions of the present regulations.

11.1.5 In any disputes that may arise concerning the execution or interpretation of the present General Regulations, both parties agree that they will be subject to Belgian law and that the commercial courts of Brussels will be competent, without prejudice to EWEA's right to initiate proceedings under the laws and



before the courts of the exhibitor's registered office in the event any sums are due by the exhibitor to the European Wind Energy Association asbl/vzw .

Exhibition rules

The exhibition rules listed below are valid along with the Exhibition policies and venue rules and regulations.

Balloons

Any exhibitor wishing to use a tethered advertising balloon should contact the EWEA Exhibition Operations Team, e-mail: exhibitionoperations@eweaevents.org

If permitted, the balloon can only be inflated with helium or air. All gas canisters must be removed from site once the balloon is inflated.

Children

EWEA 2013 is a trade show and as such we regret that no-one under the age of 16 is permitted on site during the build-up, open and breakdown period, neither alone or accompanied by an adult. The exhibition halls are regarded as a building site during build up and breakdown.

Complaints

It is in the interest of exhibitors and visitors that any faults or failures in the services provided by official suppliers or the European Wind Energy Association should be brought to the attention of the organiser as soon as possible. If you wish to make a complaint please contact us in the organiser's office.

Demonstrations

Any exhibitors planning a working demonstration on their stand must inform the EWEA Exhibition Operations Team: exhibitionoperations@eweaevents.org Demonstration areas must be indicated on stand plans and, where necessary, must include soundproofing within the construction of this area. Plans must also show any proposed queuing and viewing areas within the stands.

The Organisers reserve the right to ban working demonstrations on-site if they, in any way, disturb neighbouring stands or pose a safety issue to the public.

Disabled visitors

All disabled people must be given the same opportunities as able-bodied persons. This includes the ability to attend exhibitions and look at any of the exhibits. We would ask that you ensure that your stand and exhibits are easily accessible to those disabled visitors with wheelchairs. Any stand with a platform should provide an appropriate access ramp. For further information, please contact the EWEA Exhibition Operations Team exhibitionoperations@eweaevents.org

Distribution of promotional material

You are reminded that all business, including the dispensing of literature and promotional material must be conducted from your stand. Your staff will not be permitted to hand out leaflets etc, at the entrance to the event, the gangways or any other part of the exhibition hall unless you have written consent from the European Wind Energy Association. Please note that material must not be attached to the fabric of the building.



Emergency gangways

Each hall will have designated emergency gangways. These must be kept clear at all times throughout build up and breakdown. All exhibitors and contractors on site are responsible for keeping these aisles clear. Please ensure your contractors are aware of the location of the emergency gangways. Each Hall has a Hall Manager and Health & Safety Officer present who is in possession of an evacuation plan. Evacuation plans will also be available from the organiser's office.

Fire Regulations

Professional firemen are on site during the event tenancy. The venue has a fire alarm system as well as smoke detectors. Fire Extinguishers and hoses are located in the exhibition halls. Please ensure that your stand personnel are conversant with their use and that staff are aware of the position of the nearest fire alarm point.

LPG / compressed gases

No LPG will be allowed in the halls without permission from the organiser. If you need further information please contact the EWEA Exhibition Operations Team, e-mail: exhibitionoperations@eweaevents.org

Music / entertainment

The maximum permissible total sound level in any area of the show is 80db, measurable at a distance of three meters from the source of sound using a directional decibel meter.

Please ensure that music and commentary for demonstrations, videos, presentations etc, are kept at a level that will not interfere with neighbouring stands. Exhibitors failing to comply with warnings from the show management may incur a fine or have the power to their stand terminated.

Reed Messe Wien holds a music/entertainment licence which automatically covers any exhibitors wishing to have music or video entertainment on their stand.

Neon

If you wish to use neon lighting, please contact the Operations Team, e-mail:

exhibitionoperations@eweaevents.org

All neon installations must incorporate a fireman's switch.

Smoking

Smoking is not permitted in the halls, at any time.

Venue care

No attachment, fitting, fixture or defacement is to be made to the flooring, ceilings of the internal or external walls of the building, nor is any ladder or other device to be fixed to, or suspended from, any overhead items. No nail, screw or other device is to be driven into, nor are holes to be made, in any part of the building.

Exhibitors will be charged for the cost of making good, restoring or renewing any damages to the hall or site, for example, marks by paint and adhesive tape, damage to the walls or the exhibition carpet