

## CLASSICAL:NEXT 2018 – EXHIBITION

# Classical: NEXT

Classical:NEXT  
c/o Piranha Arts AG  
Kreuzbergstrasse 30  
10965 Berlin  
Germany

Fabienne Krause  
General Manager  
phone: +49 30 318 614 55  
email: [fabienne.krause@piranha-arts.com](mailto:fabienne.krause@piranha-arts.com)

***Manual and signed Letter of Acceptance of the conditions by the exhibitor***

*Please note: your stand booking will not be completed until we have received your signed/returned copy. Please sign where indicated at the bottom of this manual.*

## Table of Content

1 – Rental prices .....	3
2 – Exhibitor manual .....	4
3 – Booth size/height .....	4
4 – Use of Exhibition Stands, Forbiddance of Retail Sale and Piracy .....	5
5 – Exhibition area .....	5
6 – Advertising and Merchandise .....	5
7 – Terms of payment.....	6
8 – Cancellation .....	6
9 – Opening hours .....	6
10 – Force majeure.....	7
11 – Transport/ Official freight forwarder/ Storage/ Waste.....	7
12 – Transfer of space .....	8
13 – Responsibility.....	8
14 – Claims.....	8
15 – German law.....	8
16 – Special arrangements .....	9
17 – Damage to Facilities.....	9
18 – Insurance and Security .....	9
19 – General Information .....	9
20 – Contact .....	9
21 – Venue – de Doelen Conditions, Rules and Regulations .....	9

## 1 – Rental prices

Stand pre-built with or without shell schemes: €890 net per stand - Minimum stand size: 6 m2

The rental price includes:

Stand pre-build with shell scheme – 6 m2:

- ⤴ Standard shell schemes, walls towards neighbouring stands
- ⤴ General lighting in exhibition hall
- ⤴ 1 spot/ lamp per 4 m2
- ⤴ 1 fascia/ signboard facing the gangways, with text
- ⤴ 1 table and 4 chairs per stand
- ⤴ Power supply, a double wall socket of 1 kw connected to the main connection of De Doelen
- ⤴ Cleaning of booth (daily)
- ⤴ Carpet in tiles, colour anthracite

Stand space without shell schemes – 6 m2:

- ⤴ General lighting in exhibition hall
- ⤴ 1 table and 4 chairs per stand
- ⤴ Power supply
- ⤴ Cleaning of booth (daily)

The exhibitor's delegate badges can be picked up at the Check-in counter at the entrance to De Doelen.

Dutch VAT (at present 21%) might have to be added to the above price and must be paid when invoiced. VAT is at the present refundable for foreign exhibitors/companies who are VAT- registered in their own country.

Requests for refunds should be addressed to the national VAT authorities.

For more information, please see: [http://www.classicalnext.com/participate/registration/vat\\_information](http://www.classicalnext.com/participate/registration/vat_information)

The Organiser reserves the right to adjust the rental prices and VAT if tax or other charges is changed by Dutch law.

The Organiser reserves the right to alter the present regulations with immediate effect in case orders from the Authorities or other compelling reason might make it necessary.

For technical supplies and additional stand furniture, the latest deadline for ordering is **02 May 2018**.

You will be forwarded the technical catalogue by the Organiser after confirmation of your stand booking.

## 2 – Exhibitor manual

The Exhibitor shall be bound to comply with the regulations issued by the Organiser, the Venue, the Exhibition Architect, the Fire Authorities, the Health Authorities, and any other Public Authority, and in other respects to comply with the “Conditions, Rules and Regulations” from the venue. See more at Paragraph 19.

No Exhibitor may obstruct or allow his goods, decorative materials, furniture, etc. to obstruct or fill open passages and open spaces, just as there must be no construction above the height of the stand without special permission from the Organiser.

The Exhibitor shall be obliged to observe all time limits fixed regarding construction, stand set-up etc.

The Exhibitor shall be obliged to keep his stand open and suitably staffed during the official opening hours of the exhibition.

**Smoking** in the venue is **generally prohibited, including** set-up and dismantling.

The exhibition building and the material therein must not be damaged (for example by nails, screws, etc. in doors and walls). For the Shell schemes you are allowed to use tape for the posters.

No inflammable decorations or exposed flames may be used at any time. All decoration material of paper and inflammable fabric must be made fireproof. Obstructing the fire alarm equipment, especially linear detectors (motion detectors) with decorations or installations shall be prohibited.

It is absolutely forbidden to mount any signs, decorations, or design elements for an event at the exterior of the building.

The venue has to be given as follows without exception on all printed and published material, **please use the exact designation of de Doelen as follows:**

ICC de Doelen

Attn: Classical:NEXT 2018 (16/5/2018-19/5/2018)

Address: Kruisstraat 2, 3012 CT Rotterdam

## 3 – Booth size/height

The standard booth size is 2 meters deep and 3 meters wide and 2.5 meters high incl. signs.

Companies who want to build higher than 2.5 meters incl. signs or have other special requests must forward floor plan and booth design to the Organiser.

If approved – the Organiser will return with further information to the exhibitor.

## 4 – Use of Exhibition Stands, Forbiddance of Retail Sale and Piracy

Exhibits may be on display at the rented stand only. They must be exhibited in such a manner so as not to interfere with neighbouring exhibition stands visually or because of noise, and obstruction of exhibition stands or corridors must be avoided. In cases of non-compliance, Classical:NEXT may, at its discretion, ban exhibits that interfere or obstruct. If the exhibitor does not comply, Classical:NEXT has the right to remove said exhibits and evict the exhibitor from the stand without any liability.

The Organiser has the right to remove exhibits that do not comply with exhibition product categories or that deviate from the principles of exhibition competitiveness or violate the exhibition schedule or if proven that said exhibits violate third party intellectual rights/copyrights.

The exhibitor shall indemnify and keep Piranha Arts AG as well as their local partners fully indemnified from and against all actions, claims and demands brought against these resulting (directly or indirectly) from any infringement of intellectual property rights of any third party effected by exhibitor/s.

If a court finds an exhibitor guilty of third-party intellectual rights/copyright violation, the Organiser is entitled to forbid the exhibitor from participating in current or future exhibition events and the exhibitor shall have no right of compensation for any reason whatsoever.

## 5 – Exhibition area

The Organiser shall be entitled to change allocation of stands and exhibition area, if there is a high demand for extra exhibition space or other matters.

There is a strict “**no smoking**” policy throughout the venue.

The general Classical:NEXT rules in the exhibition area are: Peep it quiet! Please listen to music at your stands with headphones only, and **no “LIVE” music in the exhibition area**. Any musical activity perceived by the Organiser as a disruption to business within the Expo will be terminated.

## 6 – Advertising and Merchandise

Advertising may be carried out with flyers, samples and promotional material to be handed out to delegates visiting the event free of charge.

The distribution of flyers or any other advertising material is not allowed at any other point apart from an exhibitor's exhibition stand, unless special permission by the Organiser has been secured.

Exhibitors must not sell any merchandise at their stands.

Use of the Classical:NEXT name, wordmarks, logo or brand, or of any 'passing-off' versions of the Classical:NEXT name, wordmarks, logo and brand for commercial purposes is not allowed without prior agreement with and written authorization from Piranha Arts AG.

Unsanctioned 'off C:N' events and the like, and/or events seen to be competing with Classical:NEXT may not be promoted on the Classical:NEXT event sites, in the Classical:NEXT Guide, bag or online.

## 7 – Terms of payment

The terms of payment are:

- ▲ Full payment of rental price upon receipt of the invoice.

No Exhibitor will be allowed access to the exhibition stand if the Organiser has not received the stand rental before the set-up time of the exhibition.

## 8 – Cancellation

The Organiser must receive notification of cancellation of exhibition space in writing.

No refunds will be made after Friday, 2nd of March 2018. Refunds are subject to a 20% administrative charge.

## 9 – Opening hours

### Stand set-up

Wednesday 16 May 2018 | 10:00 – 14:00 hrs.

### Registration

Wednesday 16 May 2018 | 10:00 – 18:00 hrs.

Thursday 17 May 2018 | 10:00 – 18:00 hrs.

Friday 18 May 2018 | 10:00 – 18:00 hrs.

Saturday 19 May 2018 | 10:00 – 14:00 hrs.

### Expo

Wednesday 16 May 2018 | 10:00 – 18:00 hrs.

Thursday 17 May 2018 | 10:00 – 18:00 hrs.

Friday 18 May 2018 | 10:00 – 18:00 hrs.

Saturday 19 May 2018 | 10:00 – 14:00 hrs.

### Stand take-down

Saturday 19 May 2018 | 14:00 – 16:00 hrs.

Please contact the Organiser if you need more time for build up and break down of your stand.

No exhibited article may be removed from the stands until the exhibition is closed.

The Exhibitor shall restore the stand to its original form/condition.

De Doelen has no own **parking** lot. There are parking lots in walking distance to the Entrance of de Doelen:

“Parking Schouwburgplein 1 and 2”. Details can be found here:

<http://www.dedoeleniccrotterdam.nl/en/de-doelen/contact-and-route/>

[http://www.dedoeleniccrotterdam.nl/wp-content/uploads/2016/10/DOE\\_026-ICC\\_Plattegrond\\_Omgeving-Doelen\\_ENG.pdf](http://www.dedoeleniccrotterdam.nl/wp-content/uploads/2016/10/DOE_026-ICC_Plattegrond_Omgeving-Doelen_ENG.pdf)

### **Delegate Badges and Wristbands**

The exhibitor's delegate badge and wristband can be picked up at the check-in counter (please present your ID/ Passport). Wristband and badge must be worn at all times during Classical:NEXT and are not transferable or replaceable

The delegate badge lists the company name (if applicable), the given name and surname of the delegate as well as the stand number (all data according to online registration).

Badges and wristbands are strictly for personal use only and:

- If lost, it will not be replaced
- If asked, the holder must also present his/her identity card
- If found in the possession of a third party, it will be confiscated

## **10 – Force majeure**

In case of war, mobilisation, strike, lock-out, fire, regulations of the authorities or other circumstances beyond the control of the Organiser, that might render it impossible or difficult to carry through the arrangement, the Organiser shall be entitled to transfer, in whole or in part, the arrangement to other premises, to postpone the implementation of the arrangement to another time or to cancel the arrangement, and the Organiser shall not be liable to pay compensation to the Exhibitor or be bound to reimburse the stand rental paid.

## **11 – Transport/ Official freight forwarder/ Storage/ Waste**

If you need to send any goods to the venue beforehand, they have to be sent to the following address before

**Wednesday, 9 May 2018:**

Valverde BV  
Zekeringstraat 36 -B  
1014 BS Amsterdam  
The Netherlands

Please mark all packages clearly with the following information:

Classical:NEXT Rotterdam

C/O Valverde BV

Name exhibitor

Stand number

Case / Nr

Contact person

Your contact phone number during Classical:NEXT

There is no storage space at de Doelen. We will transport your freight from the central warehousing in Amsterdam (Valverde) to Rotterdam and your goods will be delivered to your stand on Wednesday, 16 May 2018. Valverde will charge the exhibitor for these services. Valverde can facilitate storage of your empties during the event.

If you need further freight services, e.g. custom clearance, please contact our official freight forwarder:

Valverde BV

Mark de Keizer, mark@valverde.nl

T. + 31 20 653 8555

F. +31 20 653 7658

M. +31 63 195 3090

### **Freight pick-up**

All goods can be picked up by your transport company from the Valverde Amsterdam warehouse from 22 May 2018. Please note that all handling charges are payable before the collection of your goods from the warehouse unless agreed differently.

### **Waste**

During build-up/ breakdown, waste may be placed in the waste containers in the exhibition area.

## **12 – Transfer of space**

Exhibitors are not permitted to sublet their stand/s directly, or to lend their stand/s to, a third-party, either in part or in whole. Shared stands are permitted: if you wish to share a stand with another company please contact the Organiser.

No change in stands between exhibitors may take place without the written consent of the Organiser.

Exhibitors holding network, shared or umbrella stands are not allowed to sell participant shares in the stand/s to any third-party or network member for commercial benefit beyond recouping the original published and paid stand price and any reasonable administration, production and stand decoration costs to enable their participation.

## **13 – Responsibility**

The Exhibitor shall be responsible for any damage done to the premises, fixtures or injury to persons caused by the Exhibitor, his staff or his exhibited articles and exhibition material. The Exhibitor shall not be entitled to repair any such damage himself.

## **14 – Claims**

Any complaint shall be made forthwith and not later than at the closing of the exhibition and shall be sent by registered letter to the Exhibition Organiser.

## **15 – German law**

In the event of any dispute arising in connection with or incidental to this Agreement, the parties hereto shall first make an effort to settle the matter by negotiation, and the parties shall be bound to participate therein.

If a settlement by negotiation cannot be achieved, place of jurisdiction for disputes concerning the present agreement is Berlin, Germany. The Agreement shall be governed and construed respectively according to the laws of Germany.

## **16 – Special arrangements**

Special arrangements, if any, between the Organiser and the Exhibitor, which are not included in the agreement, are only binding when accepted in writing by the Organiser.

## **17 – Damage to Facilities**

No part of any exhibits, signs, posters or displays can be nailed or attached to columns or walls or any parts of the venue. If an exhibitor makes any damage to the venue, the exhibitor will held financial responsible. For the Shell schemes you are allowed to use tape for the posters.

## **18 – Insurance and Security**

Insurance will NOT be offered to the exhibitor neither by the Organiser or venue.

The Venue and the Organiser cannot guarantee the exhibitor against loss or theft of any kind. It shall be the responsibility of each exhibitor to maintain such insurances against injury to person or theft, fire damage or loss of property in such amounts as the exhibitor shall deem adequate.

## **19 – General Information**

The agreement of the stand allocation is based on these conditions, rules and regulations.

The Exhibitor is also bound to comply with the technical rules stated in the information from the venue.

## **20 – Contact**

Classical:NEXT, c/o Piranha Arts AG, Kreuzbergstrasse 30, 10965 Berlin, Germany

Fabienne Krause, General Manager, T: +49 30 318 614 55, email: fabienne.krause@piranha-arts.com

## **21 – Venue – de Doelen Conditions, Rules and Regulations**

### **House Rules**

#### **General**

The house rules apply in all rooms and to de Doelen property, so far as the domestic laws are not accorded the force of law in the renters' building. The domestic laws can also be enforced by the assigned personnel of the de Doelen, whose directions are to be obeyed at all times.

#### Regulations for the use of the building and on the grounds of de Doelen

1. In the halls, corridors and foyers, as well as the freely accessible property of de Doelen, every visitor should conduct themselves in such a manner that no other person is endangered, hindered, aggrieved, threatened, or harassed.
2. Unauthorized persons are not allowed in the areas of de Doelen specifically reserved for the employees of the in-house resident institutes and/or firms and their visitors.
3. Emergency routes are to be kept clear. Remaining in the stairwells for long periods of time is not allowed. In case of emergency, the marked emergency routes are to be used.
4. On the building grounds, it is forbidden to mark, paint, or paste over the walkways or facilities.
5. All of the spaces and areas of de Doelen are to remain clean. Lavatories may not be used for purposes other than intended.
6. Smoking is not allowed in public areas, with the exception of areas specifically designated for this.
7. The prepared stage seating in de Doelen is provided for temporary use by visitors.
8. Roller-skating, inline skating, and similar activities are not allowed in the building or on the property. Automobiles of all types (apart from emergency vehicles) are not permitted on the property. Bicycles are to be parked at the designated stands.
9. With the exception of guide dogs, animals may not be taken into de Doelen.

#### Disturbance of the Peace

Significant offences against the house rules will automatically lead to a warning and in serious cases to a ban from the building. Particularly serious offences include:

- ⤴ The carrying and consumption of drugs
- ⤴ The carrying and consumption of alcohol outside of the designated gastronomy areas
- ⤴ The carrying and use of weapons and other dangerous objects
- ⤴ The threat and execution of bodily violence
- ⤴ Malicious mischief
- ⤴ Theft
- ⤴ Rioting
- ⤴ Abuse and insult of personnel of de Doelen, or personnel of other in-house institutes and firms, or of visitors of de Doelen
- ⤴ Pollution of the building or outdoor facilities
- ⤴ Panhandling

The directions of the personnel of de Doelen and of the security personnel are to be obeyed. In the case of non-compliance a ban from the building may be issued.

Those who do not leave, despite an order from the personnel of de Doelen or the security personnel, have to face a complaint for disturbing the peace.

### **De Doelen Rules for exhibitors and trade fair construction**

1. Stand construction and placement is allowed only in approved areas. The danger of fire must be kept as low as possible within the entire exhibition area. You are only allowed to use non-flammable building materials (A1 or A2 as per DIN 4102 and DIN EN 13501).
  2. In special cases de Doelen permits the use of class B1 building material in limited quantities when written proof of low flammability is submitted at least 6 weeks prior for
    - DIN 4102, part 1 for classified construction materials
    - DIN 4102 part 2, class B1 confirmed through an officially accredited institutionor
    - DIN EN 13501 part 1, of minimum class C-s3, d2 confirmed through an officially accredited institution
  3. A note of authorization must be submitted in advance to de Doelen for use of floor coverings such as carpets, wood or plastic boards.
  4. Paper materials such as brochures and leaflets must be stored in closable metal containers. Only the daily supply of these materials may be displayed openly.
  5. Fire doors, fire extinguisher and fire alarms must be within easy reach.
  6. When laying cables special attention must be taken so as not to obstruct the fire doors.
  7. Open fires, sources of ignition and all potentially flammable activities are generally forbidden.
  8. It is not allowed to tape on the carpet in the foyers.
- Any changes to these rules have to agree with de Doelen

**Letter of Acceptance**

The exhibitor confirms to have read and understood this exhibition manual.  
**Please sign and send to [fabienne.krause@piranha-arts.com](mailto:fabienne.krause@piranha-arts.com)**

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
Stand number

\_\_\_\_\_  
Company

\_\_\_\_\_  
Signature