

CLASSICAL:NEXT 2020 – EXHIBITION

Classical: NEXT

On behalf of Classical:NEXT:

Piranha Arts AG
Kreuzbergstrasse 30
10965 Berlin
Germany

herein known as the organiser.

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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.

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1 – Rental prices

Stand pre-built with or without shell schemes: €910 net per stand - Minimum stand size: 6m²

The dimensions for each stand are 6m² (3m wide, 2m deep), height is 2.5 m.

The rental price includes:

Stand pre-build with shell scheme – 6m²:

- ⤴ Standard shell schemes, walls towards neighbouring stands
- ⤴ Wall elements white of 2,50 x 1,00 meter
- ⤴ General lighting in exhibition hall
- ⤴ 2 spots of 80 watt per 4,5 m²
- ⤴ Power supply, a double wall socket of 1 kw connected to the main connection of De Doelen
- ⤴ 1 fascia/ signboard facing the gangways, with company name and stand number / beam of 10 cm aluminum plint
- ⤴ 1 table (120cm x 80cm) and 4 chairs per stand
- ⤴ Cleaning of booth (daily)
- ⤴ Carpet in tiles, colour anthracite

Stand space without shell schemes – 6m²:

- ⤴ General lighting in exhibition hall
- ⤴ 1 table (120cm x 80cm) and 4 chairs per stand
- ⤴ Power supply
- ⤴ Cleaning of booth (daily)

The exhibitor's and 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

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 **04 May 2020**.

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

2 – Customize your stand

If you would like to remove some/all walls or have special company name wishes for the signboard (no additional fee), please fill out the following stand [info sheet](#):

<https://forms.gle/hvPg1PDUxRymVmk5A>

Companies that want to build higher than 2.50 metres or have other special requests must forward their proposed floor plan and booth design to the organiser. (also see §4)

Additional furniture, equipment & printing services for your stand can be ordered directly with the stand building company. Please see the separate catalogue “Additional Furniture and Equipment Catalogue” for prices and conditions. The catalogue will be forwarded to you after booking and paying for your stand or can be downloaded here: <https://www.classicalnext.com/takepart/bookastand>.

Please fill out the ordering form by deadline **04 May, 2020!** Forms received after this deadline will be processed subject to availability of materials and transport. All rates within the “Additional Furniture and Equipment Catalogue” will be increased by 20% after the given deadline!

Hostess/Attendant

In case of hiring a hostess or attendant, the exhibitor has to pay a full registration for all persons hired.

3 – 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.

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 2020 (18/5/2020-21/5/2020)

Address: Kruisstraat 2, 3012 CT Rotterdam

4 – Booth size/height

The standard booth size is 2 meters deep, 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.

5 - Rules within Trade Fair Area and Exhibition Space

There is a strict “**no smoking**” policy throughout all trade fair areas. There will be dedicated smoking areas outside!

NO live music in the trade fair area. Please keep it quiet! Any musical activity perceived by the organiser as a disruption to business within the trade fair will be terminated.

Waste: During set-up/ take-down, the exhibitor must place the waste in the containers and recycle bins in the trade fair area. Each booth will be cleaned every evening after the trade fair closes. There will be **no bin bags** available during trade fair hours.

The exhibitor shall be bound to comply with the regulations issued by the organiser, the exhibition architect, the fire authorities, the health authorities, any other public authority and in other respects to comply with the rules and regulations from the venue. These regulations will be available for consultation on demand from the organiser; further information can also be found on the De Doelen website www.dedoelen.nl

Special arrangements, if any, agreed between the organiser and the exhibitor, which are not included in this exhibition manual, are only binding when confirmed in writing by the organiser and signed by both parties.

No exhibitor may obstruct or allow her/his goods, decorative materials, furniture and so on 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.

No inflammable decorations or exposed flames may be used at any time. All decoration material of paper and inflammable fabric must be made fireproof.

The exhibitor shall be obliged to observe all time-limits fixed regarding construction, stand set-up, stand take-down, and so on.

The exhibitor shall be obliged to keep her/his stand open and suitably staffed during the official opening hours of the trade fair.

No exhibited article or display equipment may be removed from the stands until the official take-down period of the trade fair. The exhibitor shall restore the stand to its original form/condition.

Exhibitors are allowed to use non-destructive tape for sticking posters on the shell schemes. For consultation, please contact the organiser or ask the stand building company on site!

The trade fair area and exhibition space and the material therein must not be damaged (by, for example, nails, screws, wrongly-used sticky tape and so on used on doors, (stand-)walls, pillars and other venue surfaces and units).

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

The exhibitor/s are obliged to comply with the EU labour regulations.

6 – 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.

Exhibitors are not permitted to sub-let 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.

Shared, umbrella, network stands: the main exhibitors will be held responsible for all co-exhibitors.

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

Exhibitors holding networks, shared or umbrella stands are not allowed to sell any part of 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.

7 – 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.

Please listen to music at your stands with headphones only, **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.

Hosting of receptions at stands is allowed, for more information, booking of catering and reception items, please get in touch with the organiser. While hosting a reception, please have consideration for other/neighbouring exhibitors and delegates.

8 – WiFi

Please note: WiFi is subject to capacity!

WiFi is available in the expo halls, although heavy usage may affect the stability.

The organisers cannot guarantee a stable WiFi and assume no liability for the connection. In case you need a reliable connection for around the clock streaming services and so on, we strongly suggest to book extra cable internet, which is not included in the standard stand package.

9 – Advertising and Merchandise

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

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.

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 bag or online. Use of the Classical:NEXT name or brand, or of any 'passing-off' versions of the Classical:NEXT name and brand in connection with any unsanctioned events is not permitted. If the exhibitor does not comply, Classical:NEXT has the right to remove any offending material and evict the exhibitor from the stand without any liability, or provision of refund or compensation.

10 – Terms of Payment and Business

For all persons attending Classical:NEXT 2020 the terms of payment and business apply. Main exhibitors are held responsible for their co-exhibitors and must make sure co-exhibitors adhere to the terms of this exhibition manual and to the Classical:NEXT 2020 terms of payment and business.

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 full stand rental price before the set-up time of the trade fair.
- You can find all terms of payment and business here:
http://www.classicalnext.com/participate/registration/terms_of_business

> Please note: Your stand booking will not be completed until we have received your signed copy of this manual. Signature required at bottom of this document.

11 – Cancellation

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

No refunds will be made after **Friday, 06 March 2020**. Refunds are subject to a 20% administrative charge.

12 – Opening hours

Stand set-up

Monday 18 May 2020 | 09:00 – 12:00 hrs (exhibitors only)

Registration

Monday 18 May 2020 | 09:00 – 18:00 hrs

Tuesday 19 May 2020 | 10:00 – 18:00 hrs

Wednesday 20 May 2020 | 10:00 – 18:00 hrs

Expo

Monday 18 May 2020 | 09:00 – 12:00 hrs (exhibitors only)

Monday 18 May 2020 | 12:00 – 18:00 hrs (open for all delegates)

Tuesday 19 May 2020 | 10:00 – 18:00 hrs (open for all delegates)

Wednesday 20 May 2020 | 10:00 – 18:00 hrs (open for all delegates)

Thursday 21 May 2020 | NO EXPO! *Instead: Tailored Networking Event,*

check out the Programme at www.classicalnext.com

Stand take-down

Wednesday 20 May 2020 | 18:00 – 20:00 hrs

Thursday 21 May 2020 | 09:00 – 10:00 hrs

Please contact the organiser if you need more time for build-up and dismantling 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

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

13 – 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.

14 – Transport/ Official freight forwarder/ Storage

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

Thursday, 14 May 2020:

Final ordering date is Friday 08 May 2020.

CEVA Showfreight / <Classical:NEXT 2020>

<Your company name> / <your hall and stand number>

Elektronweg 24

3542 AC Utrecht

The Netherlands

Please mark all packages clearly with the following information:

Classical:NEXT Rotterdam

C/O CEVA Showfreight

Name of 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 Utrecht (CEVA Showfreight) to Rotterdam and your goods will be delivered to your stand on Monday, 18 May 2020. CEVA Showfreight will charge the exhibitor for these services. CEVA Showfreight also 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:

CEVA Showfreight

Rianne de Groot

Email: Rianne.degroot@cevalogistics.com

Office phone: +31 (0) 88 028 31 30

Mobile phone: +31 (0) 6 13 650 125

Freight pick-up

All goods can be picked up by your transport company from the warehouse of CEVA Showfreight, Utrecht from 25 May 2020. 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. See § 5 “Rules within Trade Fair Area and Exhibition Space” for further information.

15 – 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.

16 – 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 her-/himself.

17 – 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.

18 – 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.

19 – 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.

20 – 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 be held financial responsible. For the Shell schemes you are allowed to use tape for the posters.

21 – 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.

22 – 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.

23 – 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

24 – Venue – de Doelen Conditions, Rules and Regulations

House Rules

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

Place, date

Stand number

Company

Signature