

APPLICATION FORM for Co-exhibitor (to be filled out by main exhibitor!)

Please note that only fully completed application forms can be processed
Allocation of stand spaces will start in June 2017.



iba 2018

The world's leading trade fair for
bakery, confectionery and snacks
15 – 20 September 2018
Fairground Munich

1 COMPANY NAME Main exhibitor

1

As main exhibitor we herewith register our co-exhibitor, who will be represented with its own staff and exhibit its own products and services in accordance with the Terms of Participation. An application form must be completed for each co-exhibitor.

2 CONTACT DETAILS Co-exhibitor

2

Please provide the following details as they appear in the commercial register.

Due to VAT legislation requirements, GHM Gesellschaft für Handwerksmessen mbH (GHM) is only able to issue invoices to its exhibitor = contracting partner or beneficiary for its services.

VAT Reg. No. - Country code/no.
(Compulsory field - EU countries only)

Company name including registered legal form
as in commercial register / Sole trader: last name, first name

Building no./street

Town/postcode

Country

Managing director
(last name, first name)

Ms.
 Mr.

Homepage

Contact person (last name, first name) for
trade fair organisation

Ms.
 Mr.

Phone

Fax

Mobile

E-mail

3 PRICES

3

A co-exhibitor fee of € 1,500.00 plus € 595.00 for the media package Smart will be charged for each co-exhibitor, which will be invoiced to the main exhibitor together with any additional charges for services booked. The main exhibitor is as such the party liable towards GHM. Should GHM invoice the co-exhibitor for services provided, the main exhibitor will in all cases bear joint and several liability towards GHM.

Prices indicated are net prices and, if applicable, VAT will be added at the applicable statutory rate in line with the laws applicable at the time of provision of service.

4 EXHIBITOR PASSES

4

Each co-exhibitor will receive two exhibitor passes free of charge.

5 PRODUCT RANGE

5

This application form will only be valid if submitted together with the enclosed **product range form** which needs to be filled in and **signed!**

Exhibition focus (required field):

Please refer to the enclosed product range for the appropriate term.

Note: Data will not be automatically included in the official exhibition media.

6 DATA SECURITY STATEMENT

6

I am aware of the fact that my personal data will be processed and used by GHM Gesellschaft für Handwerksmessen mbH for customer support and contact purposes. I have the right to object to such use of my data at any time. Data will be used for contacting you by mail, phone, fax or e-mail. Should you not wish to be contacted by any of these means of communication, please send an e-mail with the corresponding instructions to datenschutz@ghm.de.

This is to register our co-exhibitor's participation and book the services listed above.

We have taken note of the Terms of Participation and other guidelines and by signing acknowledge their legally binding effect. We also consent to our company data being forwarded to service partners for the purpose of organising the fair.

We confirm that all services rendered by the service provider will be used for our company/co-exhibitor(s) and not for third-party or private purposes. This declaration will remain valid until revoked in writing.

Place/date

Company stamp/legally binding signature

PRODUCT RANGE Co-exhibitor

Please note that this application form is valid only if accompanied by a completed and signed product range.



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COMPANY NAME Main exhibitor

COMPANY NAME Co-exhibitor

Our co-exhibitor's products/services can be assigned to the following categories (please tick as appropriate):

- | | |
|--|--|
| 01. Production technology and equipment | 08. Cleaning and hygiene |
| 02. Ingredients | 09. Operating sites |
| 03. Frozen products | 10. Energy, ventilation and air-conditioning technology |
| 04. Finished products | 11. Information technology |
| 05. Logistics | 12. Laboratory and measuring instruments |
| 06. Process optimisation | 13. Services |
| 07. Sales | 14. Publications |

01. Production technology and equipment

01.01. Preparation of ingredients and storage technology

- 01.01.012 Breadcrumbing machines
- 01.01.010 Bulking, scalding and cooking systems
- 01.01.007 Component weighing machines
- 01.01.015 Control systems
- 01.01.016 Declumbing machines for dried fruits
- 01.01.003 floor conveyor technology
- 01.01.008 Fruit destoning machines
- 01.01.005 Grain mills
- 01.01.011 Grating machines
- 01.01.002 Ice machines
- 01.01.013 Mechanical sieves
- 01.01.001 Metering and weighing systems
- 01.01.009 Pumps
- 01.01.017 Scales, weighing systems, floor scales
- 01.01.014 Silos
- 01.01.004 Vegetable cutting machines
- 01.01.019 Water coolers
- 01.01.020 Water mixers
- 01.01.018 Water preparation and filter systems
- 01.01.006 Yeast fermenters

01.02. Preparing dough

- 01.02.001 Kneaders, kneading systems and kneading equipment
- 01.02.002 Mixing machines, planetary mixers and beaters
- 01.02.003 Sourdough and pre-dough systems, fermenters

01.03. Dough transport systems

- 01.03.001 Conveyor systems and conveyor belts
- 01.03.003 Dough portioning hopper
- 01.03.002 Lifting tippers

01.04. Machines for bread, rolls and pastry production

- 01.04.001 Apricot glazing machines
- 01.04.004 Bagel machines
- 01.04.005 Baguette machines and lines
- 01.04.028 Bar making lines
- 01.04.009 Biscuit machines
- 01.04.013 Bread lines
- 01.04.012 Bread roll machines and lines
- 01.04.032 Chocolate processing machines and lines
- 01.04.038 Coating machines
- 01.04.014 Crêpe machines
- 01.04.015 Croissant machines and lines
- 01.04.031 Cutting devices, stamping machines
- 01.04.016 Decorating machines
- 01.04.018 Dosing machines
- 01.04.036 Dough divider
- 01.04.017 Doughnut machines
- 01.04.020 Flat bread and tortilla lines
- 01.04.019 Fryer and fryer lines
- 01.04.023 Glazing machines
- 01.04.025 Laminating lines
- 01.04.006 Layer cake machines
- 01.04.030 Long and round moulders
- 01.04.007 Lye application machines
- 01.04.002 Make-up lines
- 01.04.026 Moulder for special products
- 01.04.027 Pancake machines
- 01.04.022 Pastry filling machines

- 01.04.021 Pastry moulding machines
- 01.04.011 Pretzel string machines
- 01.04.010 Pretzel twisting machines
- 01.04.003 Sheeting machines
- 01.04.033 Special bread machines and lines
- 01.04.034 Special bread roll machines and lines
- 01.04.035 Spraying machines
- 01.04.029 Stirring and boiling machines, cream cookers
- 01.04.008 Strewing machines
- 01.04.037 Tempering devices and machines
- 01.04.024 Toast and tin bread lines
- 01.04.039 Wafer and biscuit lines

01.05. Ovens

- 01.05.005 Crispbread ovens
- 01.05.002 Deck ovens
- 01.05.003 Gas ovens
- 01.05.008 Mesh conveyor oven
- 01.05.007 Microwave ovens
- 01.05.009 Pizza ovens
- 01.05.001 Pretzel ovens
- 01.05.014 Rack ovens
- 01.05.010 Reversing ovens
- 01.05.011 Rotary ovens
- 01.05.006 Shop ovens
- 01.05.012 Tunnel ovens
- 01.05.013 Waffle ovens
- 01.05.004 Wood-fired ovens

01.06. Oven loading and unloading

- 01.06.001 Oven loading systems
- 01.06.002 Semi and fully automatic loading systems
- 01.06.003 Swing pans and turning devices

01.07. Refrigeration and fermentation technology

- 01.07.005 Automatic fermentation machines
- 01.07.001 Belt and spiral freezers
- 01.07.008 Climate controlled cabinets and cells
- 01.07.012 Cooling and freezing storage units
- 01.07.009 Cooling transport systems
- 01.07.010 Cooling tunnels
- 01.07.007 Fermentation interrupters
- 01.07.006 Fermentation rooms
- 01.07.003 Freezer cabinets and chest freezers
- 01.07.004 Freezer transport systems
- 01.07.002 Humidification devices
- 01.07.013 Intermediate fermentation cabinets
- 01.07.011 Shock freezers and cells

01.08. Noodle and pizza making

- 01.08.004 Dough presses
- 01.08.005 Drying and cooling lines
- 01.08.001 Hanging and cutting devices
- 01.08.002 Pasta machines and lines
- 01.08.003 Pizza lines

01.09. Bakery equipment

- 01.09.002 Baking and storage racks
- 01.09.005 Column lift tables

- 01.09.003 Glazing tables
- 01.09.008 Ingredient containers
- 01.09.009 Ingredient tables
- 01.09.004 Shelves
- 01.09.007 Transfer tables
- 01.09.006 Transport trolleys
- 01.09.001 Work tables

- 01.10. Accessories**
 - 01.10.022 Accessories for marzipan, chocolate and sugar work
 - 01.10.006 Bakers' peels
 - 01.10.004 Baking moulds and tins
 - 01.10.005 Baking sheets
 - 01.10.003 Baking trays
 - 01.10.011 Basins
 - 01.10.016 Beaters
 - 01.10.007 Bread and fermenting baskets
 - 01.10.020 Cake rings and dividers
 - 01.10.017 Chocolate moulds
 - 01.10.008 Dispenser systems
 - 01.10.015 Filled chocolate moulds
 - 01.10.013 Knives
 - 01.10.012 Marzipan moulds
 - 01.10.001 Non-stick coatings for baking devices and lines
 - 01.10.019 Pans
 - 01.10.014 Paper baking moulds
 - 01.10.018 Pastry bags
 - 01.10.002 Pastry cutters
 - 01.10.010 Proofing trays
 - 01.10.021 Scales
 - 01.10.009 Technical textiles for belts

- 01.11. Components and machine accessories**
 - 01.11.004 Plastic equipment
 - 01.11.001 Plastic sliding and conveyor components
 - 01.11.002 Specialist lubricants
 - 01.11.003 Technical components

- 02. Ingredients**
 - 02.01. Milled products**
 - 02.01.002 Flour and grains
 - 02.01.001 Malt and malt extract
 - 02.01.004 Other milled products
 - 02.01.003 Pregelatinised flours
 - 02.01.005 Starch and starch products
 - 02.02. Seeds, grain products**
 - 02.03. Baking agents**
 - 02.03.001 Improvers for bread and biscuits
 - 02.03.002 Improvers for cakes and pastries
 - 02.04. Premixes, Processed flour**
 - 02.04.001 Premixes for bread and bread rolls
 - 02.04.002 Premixes for cakes and pastries
 - 02.04.003 Premixes for gluten-free, lactose-free, vegan bakery products
 - 02.04.004 Processed flour for bread and biscuits
 - 02.04.005 Processed flour for cakes and pastries
 - 02.05. Raising agents**
 - 02.05.001 Baker's yeasts
 - 02.05.002 Raising agents
 - 02.06. Sourdoughs, ready-to-use sourdoughs, starter cultures**
 - 02.07. Food additives**
 - 02.07.001 Emulsifiers
 - 02.07.002 Food colourings
 - 02.07.003 Other food additives
 - 02.07.004 Stabilisers
 - 02.08. Enzymes**
 - 02.09. Flavourings**
 - 02.10. Other ingredients**
 - 02.10.006 Cocoa powder
 - 02.10.011 Cream stabilisers
 - 02.10.008 Food colourings
 - 02.10.009 Food varnishes

- 02.10.004 Gelling agents
- 02.10.010 Juice binders
- 02.10.014 Other ingredients
- 02.10.002 Powdered cream, vanilla sauce powder
- 02.10.007 Preservatives
- 02.10.001 Pretzel lye
- 02.10.003 Rice paper
- 02.10.012 Separating agents
- 02.10.005 Spices
- 02.10.013 Sugar products

- 02.11. Fillings, toppings, coatings and mouldings**
 - 02.11.008 Almonds
 - 02.11.006 Chocolate coverings, chocolates
 - 02.11.007 Chocolate mouldings and shells
 - 02.11.001 Decorative items
 - 02.11.014 Dried fruits
 - 02.11.003 Fruit and fruit purees
 - 02.11.004 Fruity fillings and toppings
 - 02.11.005 Glazes
 - 02.11.002 Icing
 - 02.11.009 Marzipan, persipan
 - 02.11.010 Nougat
 - 02.11.011 Nuts
 - 02.11.012 Spicy fillings and toppings
 - 02.11.015 Sugar glazings, fondant
 - 02.11.013 Sweet fillings and toppings

- 02.12. Free from ingredients**
 - 02.12.002 Ingredients for functional food
 - 02.12.001 Ingredients for gluten-free, lactose-free, vegan bakery products
 - 02.12.003 Ingredients for organic bakery products

- 02.13. Ice cream**
 - 02.13.001 Ice cream flavourings
 - 02.13.002 Ice cream ingredients
 - 02.13.003 Ice cream mixtures
 - 02.13.004 Ice cream powder
 - 02.13.005 Ice cream sauces
 - 02.13.006 Ice cream waffles
 - 02.13.007 Soft ice cream powder

- 02.14. Fats, oils**
 - 02.14.001 Butter products
 - 02.14.002 Oils
 - 02.14.003 Special margarines

- 02.15. Animal based ingredients**
 - 02.15.002 Dairy products
 - 02.15.001 Egg products
 - 02.15.003 Sausage products

- 03. Frozen products**
 - 03.01. Baked goods
 - 03.02. Cakes and pastries
 - 03.03. Fruits
 - 03.08. Gateaux and cakes
 - 03.04. Gluten-free, lactose-free, vegan bakery products
 - 03.06. Lye products
 - 03.05. Small bread products
 - 03.07. Snacks

- 04. Finished products**
 - 04.05. Cookies
 - 04.07. Deep-fried pastry
 - 04.02. Donuts
 - 04.03. Gluten-free, lactose-free, vegan bakery products
 - 04.04. Hearty snacks
 - 04.01. Long-life bakery goods
 - 04.06. Muffins
 - 04.08. Other finished products
 - 04.09. Sweet snacks

- 05. Logistics**
 - 05.01. Cutting machines**
 - 05.01.001 Bread-slicing machines
 - 05.01.002 Cake-slicing machines
 - 05.01.003 Machine knives

05.02. Internal and external goods transportation

- 05.02.001 Automated order picking systems
- 05.02.003 Baskets
- 05.02.002 Climate control boxes
- 05.02.006 Other external goods transport systems
- 05.02.007 Other intralogistic systems
- 05.02.005 Palletising equipment
- 05.02.004 Storage systems
- 05.02.008 Transport equipment
- 05.02.009 Transport trays

05.03. Packaging technology and materials

- 05.03.003 Bread packaging machines
- 05.03.001 Feed systems for packaging machines
- 05.03.006 Labelling machines
- 05.03.005 Labels
- 05.03.007 Other packaging machines
- 05.03.002 Packaging machines for bread rolls
- 05.03.009 Packaging materials
- 05.03.010 Sealing machines
- 05.03.011 Seals
- 05.03.004 Service packaging
- 05.03.008 Vacuum-pack machines

05.04. Vehicles and vehicle accessories

- 05.04.005 Delivery vehicles
- 05.04.003 Lift trucks
- 05.04.004 Refrigerated vehicles
- 05.04.007 Sales vehicles and trailers
- 05.04.006 Tracking systems, GPS
- 05.04.001 Vehicle fittings
- 05.04.002 Vehicle fleet management

06. Process optimisation

- 06.01. Automation
- 06.02. Distribution management
- 06.08. Other process optimisation options
- 06.05. Product improvements
- 06.03. Production management
- 06.04. Production planning
- 06.06. Quality management
- 06.07. Robotics
- 06.09. Traceability of goods

07. Sales

07.01. Shop fittings and furnishings

- 07.01.001 Banknote verification machines
- 07.01.003 Ceiling and wall systems
- 07.01.007 Cold cabinets
- 07.01.006 Cold counters
- 07.01.011 Cooling equipment for filled chocolates
- 07.01.014 Display cabinets
- 07.01.010 Furniture
- 07.01.004 Ice cube machines
- 07.01.002 Illumination and lighting technology
- 07.01.009 Microwaves
- 07.01.005 Money counting machines
- 07.01.012 Other furnishings
- 07.01.013 Safes
- 07.01.015 Scales
- 07.01.008 Shop fittings and furnishings
- 07.01.016 Waffle irons

07.02. Shop fittings and accessories

- 07.02.001 Catering accessories
- 07.02.003 Glasses
- 07.02.002 Interior design accessories
- 07.02.008 Menus
- 07.02.004 Porcelain, crockery and cutlery
- 07.02.006 Price tags
- 07.02.005 Pricing equipment
- 07.02.007 Serviettes
- 07.02.010 Tins
- 07.02.009 Trays and trolleys

07.03. Advertising material

- 07.03.002 Billboards
- 07.03.003 Digital advertising material
- 07.03.004 Other advertising material
- 07.03.001 Outdoor advertisements

07.04. Drinks and drink machines

- 07.04.001 Alcoholic drinks
- 07.04.003 Cappuccino and espresso machines
- 07.04.004 Coffee beans, ground coffee
- 07.04.005 Coffee machines
- 07.04.006 Coffee roasting machines
- 07.04.010 Drinking chocolate
- 07.04.008 Juicers
- 07.04.007 Juices
- 07.04.002 Soft drinks
- 07.04.009 Tea

07.05. Cream and ice cream

- 07.05.004 Cream blowers
- 07.05.003 Cream dispensers
- 07.05.001 Ice cream counters
- 07.05.006 Ice cream machines
- 07.05.007 Other cream and ice cream accessories
- 07.05.002 Pasteurising machines
- 07.05.005 Soft ice cream machines

07.06. Snacks on sale

- 07.06.005 Combi steamers
- 07.06.001 Delicacies
- 07.06.009 Devices for keeping food warm
- 07.06.002 Gastro ovens
- 07.06.003 Hot counters
- 07.06.004 Hot plates
- 07.06.008 Presentation of goods
- 07.06.006 Snack bar fittings
- 07.06.007 Vending machines

07.07. Sweets and confectionery

- 07.07.002 Cocoa and chocolate products
- 07.07.005 Filled chocolates
- 07.07.001 Fruit and wine gums
- 07.07.004 Marzipan items
- 07.07.006 Other confectionery
- 07.07.003 Savoury snacks
- 07.07.007 Sugar products

08. Cleaning and hygiene

- 08.10. Cleaning agents and disinfectants
- 08.08. Crate washers
- 08.13. Dishwashers
- 08.01. Extraction systems
- 08.05. Floor and wall coatings
- 08.04. Foreign material detectors
- 08.06. Hand washing facilities and sinks
- 08.11. Pest control
- 08.09. Refuse separators, compactors and presses
- 08.12. Special cleaning systems
- 08.07. Sweeping, mopping and vacuum cleaning equipment
- 08.14. Tray trolley and baking sheet cleaners
- 08.02. Waste water engineering
- 08.03. Work clothes

09. Operating sites

- 09.02. Planning for shopfitting
- 09.03. Production and operating site planning
- 09.01. Production halls

10. Energy, ventilation and air-conditioning technology

- 10.08. Air purification systems
- 10.03. Alternative energy systems
- 10.07. Dehumidifiers, humidifiers
- 10.05. Energy management
- 10.06. Energy utility suppliers
- 10.02. Exhaust systems
- 10.10. Heat recovery
- 10.04. Ventilation devices
- 10.09. Ventilators
- 10.01. Waste air purification systems

11. Information technology

- 11.07. Control systems
- 11.03. E-commerce
- 11.05. Internet services
- 11.10. Merchandise management systems

- 11.04. Photo printing
- 11.02. Printers and poster printers
- 11.09. Security systems
- 11.08. Stock management systems
- 11.06. Tills, till systems
- 11.11. Time recording systems
- 11.01. Trade software

12. Laboratory and measuring instruments

- 12.01. Laboratory instruments
- 12.02. Measuring instruments
- 12.03. Other laboratory equipment

13. Services

- 13.02. Associations and organisations
- 13.01. Education and training
- 13.03. Science and research

13.04. Other services

- 13.04.006 Business consultancy
- 13.04.002 Customer care and maintenance
- 13.04.007 Insurances
- 13.04.003 Laboratory services
- 13.04.004 Leasing, financing
- 13.04.005 Marketing services
- 13.04.001 Occupational safety

14. Publications

- 14.03. Other publications
- 14.01. Specialist books
- 14.02. Trade journals



Please note that this information is not published automatically in the official exhibition media. You will be contacted in due time by GHM for information to be listed in the official exhibition media.



The product range is an integral part of the application form. Please return the product range form to us together with the application form.

Place/date

Company stamp/legally binding signature



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15 – 20 September 2018
Fairground Munich

Terms of Participation

Last updated: December 2016

1. General information about the event

Event:	iba 2018
Venue:	Fairground Munich
Event duration:	Saturday – Thursday, 15 – 20 September 2018
Opening times:	Saturday – Wednesday 09:30 a.m. – 06:00 p.m. Thursday 09:30 a.m. – 05:00 p.m.
Setting up:	Saturday 08 September 2018 08:00 a.m. – Friday 14 September 2018 06:00 p.m., non-stop
Dismantling:	Thursday 20 September 2018 05:00 p.m. – Monday 24 September 2018 06:00 p.m., non-stop

The setting-up and dismantling times must be strictly adhered to. Information on setting up and dismantling will be made available in good time.

2. Registration and conclusion of contract

The application form must be completed in full and duly signed and stamped before being sent to GHM in order for registration to be effective. Registrations from within the EU must bear the appropriate VAT registration number. The submission of the application form is legally binding for the exhibitor. Any amendments, additions and deletions made to the application form or to the Terms of Participation will have no effect. A contract will be established on acceptance by GHM.

GHM will generally confirm receipt of the registration; this does not constitute acceptance of the registration. GHM will submit an offer of location to the exhibitor following an examination period that may last several months. If the exhibitor does not decline the offer of location within an appropriate period named therein, GHM will then send the exhibitor notification of acceptance with the offer of location. This results in the contract coming into existence.

The technical guidelines, the venue's house rules and future circulars in digital or printed form are an integral component of the Terms of Participation. These are subject to subsequent changes, which are then binding for the event.

3. Acceptance

Unless the exhibitor, as an exception, has a legal entitlement to acceptance to participate, GHM reserves the right to deny acceptance as it deems fit. The exhibitor must in all cases supply details of its product range and must provide an assurance that the products exhibited correspond to its product range in order for the application to be approved. Any exhibition products breaching the provisions of industrial property law in Germany (illegal copies) are prohibited.

GHM may revoke acceptance if it was granted as a result of incorrect information or if the prerequisites for acceptance have become void.

GHM is entitled to withdraw from the contract if good cause exists. Good cause exists in particular when an application for insolvency proceedings to be initiated is filed, when such an application is rejected due to insufficient assets or when insolvency proceedings are actually opened. GHM must be notified of this immediately.

GHM is entitled to make acceptance dependent on the timely payment of a registration deposit.

Exhibitors may not sub-let or cede any stand registered in their name to a third party.

4. Stand position and occupation, technical services

The position of the stand will be decided exclusively by GHM. In the interests of the trade fair, GHM is entitled to assign a different position or different size of stand to that listed in the allocation or acceptance and also to reposition or close entrances and exits to the fair site or to the halls or to make structural changes. The exhibitor herewith waives any claims to compensation that may arise or have arisen from the changes described above. However, any rent already paid must be reimbursed to the exhibitor on a pro rata basis. Any projecting elements, columns or joists are considered to be part of the area assigned.

The exhibitor is obliged to occupy the stand and to exhibit the registered products without restriction; other products may not be exhibited. The exhibitor guarantees that it has unrestricted power of disposal over the registered exhibition products and that they are new articles. Used articles are not permitted.

The exhibitor must order all technical services (e.g. water, electricity) from the operator of the venue with whom the exhibitor will conclude a separate contract.

5. Terms of payment and due dates

The invoice for participation will be issued to the exhibitor when acceptance is given. The invoice will cover the aforementioned participation fee including the rent for the stand space, the basic number of exhibitor passes, advice and service from GHM, visitor promotion as well as press and public relations work for the event.

The invoice for participation fee is payable by 29 June 2018 at the latest. Should the invoice be issued after 29 June 2018, it will be payable within 14 days of the date on invoice, or if the period up to the commencement of the event is shorter, by the first day of setting up at the latest. If payment is not made in time, GHM will be entitled to withdraw from the contract immediately and to claim compensation, which will be determined by the applicable provisions of section 13. **Cancellation and space reduction.** GHM will issue an invoice to the exhibitor after the event containing a final calculation of

charges for the services provided by GHM so far not billed. This invoice is payable within 14 days of the date of the invoice. In the event of a delay in payment interest on arrears will be charged in the legally specified amount.

Any fees, bank charges, taxes or levies, in particular VAT, must be paid by the exhibitor. Any amounts retained or deducted by third parties such as taxes and charges withheld at the exhibitor's place of origin will have no effect for GHM. **All payments must be made in EUROS.** Any complaints regarding invoices must be made within eight days of receipt of the invoice. Complaints at a later date cannot be considered.

6. Offset exclusion

The exhibitor is not entitled to offset claims for payment by GHM with counterclaims unless the counterclaims have been legally established or recognised by GHM.

7. Beneficiary, re-issuing of invoices

The following applies to exhibitors with their registered office in the European Union (excluding Germany): the exhibitor confirms as beneficiary of the services that all services rendered by GHM as service provider will be used for its own business and not for any third-party commercial or private purposes. This declaration will remain valid until revoked in writing. In the event that the exhibitor does not use the service for its own business purposes, GHM will not be liable for any damage or loss that may arise as a result, in particular for any VAT subsequently charged. The exhibitor must communicate its VAT registration number to GHM as confirmation and proof of its business use. Should the exhibitor fail to communicate its VAT registration number, GHM will assume that the service is assessable and liable for tax in Germany and will invoice VAT accordingly. The same applies to a VAT registration number for which the Federal Central Tax Office does not issue a notification of confirmation as well as in the event of the VAT registration number being declared invalid.

For VAT-related reasons GHM is unable to issue or re-issue invoices for services that GHM has rendered, or will render, to the exhibitor as contracting partner to a different invoice than the exhibitor. Should the exhibitor request a change to an invoice that has already been issued, e.g. in the event of a change to the company name, to the company's legal form or to its address, the exhibitor will have to pay an amount of € 50.00 plus VAT. This fee will not be payable in the event of GHM being responsible for incorrect details.

8. Exhibitor passes

Every exhibitor will receive free exhibitor passes for itself and its staff in accordance with the stand size; the passes will be valid for the duration of the event. For a stand size of

up to 20 m ²	3 exhibitor passes
up to 100 m ²	1 additional exhibitor pass for each additional area of 10 m ² or part thereof
over 100 m ²	1 additional exhibitor pass for each additional area of 20 m ² or part thereof

Any further exhibitor passes will be charged for.

Exhibitor passes will be available after settlement of the invoice for participation. Their use is reserved solely for stand staff; it is forbidden to pass them on to third parties or to sell them. They will be blocked in the event of abuse.

9. Co-exhibitor/additional company represented

A co-exhibitor/additional company represented is any other business represented at the stand, regardless of whether with its own staff or merely with their own exhibition products or services. This includes affiliate companies, subsidiaries, sales branches or agencies.

The stand area is allocated as a single unit and to one exhibitor only (contracting partner). Co-exhibitors must be registered by the exhibitor (contracting partner) using a separate application form.

The acceptance of the co-exhibitor/additional company represented does not result in an additional contract between it and GHM. Instead, it is the exhibitor's responsibility to ensure that its co-exhibitors/additional companies represented observe the provisions of the contract and the guidelines. The exhibitor bears the same liability for faults of its co-exhibitors/additional companies represented as it does for its own faults.

Acceptance of co-exhibitors/additional companies represented is subject to payment. The exhibitor must make such payment; it can be invoiced subsequently by GHM. The exhibitor will also be liable towards GHM for any services provided by GHM to co-exhibitors/additional companies represented. Should GHM invoice services directly to co-exhibitors/additional companies represented, this will not diminish the exhibitor's joint liability.

10. Stand design

Stand areas do not include stand construction or technical services. The exhibitor is responsible for the design and construction of the stand and any required compliance with legal provisions, the technical guidelines, circulars and terms of participation that may result therefrom. The exact details of the technical guidelines can be found on the website. An excerpt is included in the Terms of Participation in the appendix „Important notes“.

11. General information about operating a stand

During official event opening hours, the stand must always be manned by competent members of staff, must be properly equipped and made accessible to visitors. A pre-



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mature abandonment of the fair stand constitutes a serious breach of these Terms of Participation which will entitle GHM to refuse to accept the exhibitor for future events organised by GHM.

Exhibition materials that, owing to their appearance, smell, noise, vibrations or similar properties, pose a significant risk or disturbance for other exhibitors, visitors or exhibition products of other exhibitors must be removed immediately at GHM's request. This obligation on the part of the exhibitor also exists even when it indicated such properties in the application form and were previously accepted by GHM.

12. Special events

Any event held by the exhibitor on its stand going beyond a usual company presentation or demonstration requires the prior written consent of GHM. GHM is however entitled to place restrictions on or completely prohibit previously approved events if they threaten to disrupt the orderly operation of the fair or of other exhibitors. Audio and audio-visual presentations as well as any other sources of noise are only permitted at the stand provided that they comply with the German Ordinance on Occupational Safety concerning Noise and Vibration Protection in accordance with DIN 15905 Part 5 when measured at the stand boundary. If noise levels exceed this, GHM is entitled to intervene and, where necessary, close the stand in line with section 15. **Revoking allocation, stand closure.** The individual company/exhibitor is responsible for submitting the relevant applications to GEMA and other copyright associations. It is agreed by both sides that the general purpose of the fair and the general interest of the exhibitors is to maximise the flow of customers (= visitors). The exhibitor accordingly agrees not to attract visitors to other locations away from the trade fair site during official opening hours. In the event of any infringement of this provision, GHM is entitled to close the stand in line with section 15. **Revoking allocation, stand closure.**

13. Cancellation and space reduction

Should the exhibitor cancel its allocation in part or full or reduce the allocated space, GHM will strive to rent the area out to another exhibitor. There is, however, no obligation for GHM to do this. Furthermore, cancellation will not affect the exhibitor's payment obligations in accordance with the invoice for participation for the original acceptance.

Should GHM succeed in renting the area out to another exhibitor in part or in full, the amount recovered for the floor space rented out to another exhibitor will be reimbursed to the exhibitor. If another exhibitor already registered relocates its stand to the vacated space, it will only be deemed as letting to a third exhibitor if and to the extent that a higher rent can be generated from this vacated stand and/or the space vacated by the other exhibitor can be rented out to another exhibitor.

In addition, if the cancelled floor space can be rented out to a third party in part or in full the exhibitor will still be liable to GHM for payment of a fixed sum as compensation for the costs incurred by the additional activity. From the data of acceptance, this will amount to 25 % of the total agreed participation fee, however at least € 1,000.00 plus VAT and must be offset against any reimbursement that might be paid. The entire co-exhibitor fee is payable on cancellation by a co-exhibitor/additional company represented.

Any additional services ordered must be cancelled with the respective contracting partner and are subject to the relevant contractual terms and conditions.

14. Official exhibition media

GHM will publish official media for the exhibition. GHM reserves the right to choose the appropriate medium (online/print).

Where GHM invoices a media fee together with the services it renders, the fee will include the following services:

- An entry for the company profile
- An entry for the company name
- An entry for the hall and stand number
- At least three entries for products/services offered

GHM will contact the exhibitor in order to discuss the content of entries covered by the media package. GHM will also provide the exhibitor with information on additional design options and, where applicable, will conclude an agreement based on the relevant terms and conditions. The details supplied to GHM on the registration form are not considered to be the specifications for the entry. In the case of exhibitors who fail to submit their registration in good time, GHM will be entitled to arrange for an entry in the official exhibition media based on the registration documents supplied without any liability for their accuracy. It will be no longer possible to include an entry in the print medium if registration is received after the print medium goes to press. This will not result in an entitlement to a reduction in the costs of the media package or to compensation. Payments already made will not be reimbursed.

15. Revoking allocation, stand closure

GHM is entitled to revoke any stand allocation already made (allocation, acceptance of offer) or to close the exhibitor's stand if:

1. the exhibitor still has outstanding debts from previous trade fairs or
2. the exhibition products do not correspond to the subject of the trade fair, or
3. the selling regulations specified in section 17. **Sales arrangements** are not observed, or
4. promotional material is distributed in violation of the provisions in section 18. **Ban on the distribution of promotional material**, or

5. the provisions regarding special events specified in section 12. **Special events** are not observed or

6. the exhibitor is otherwise in significant breach of its contractual obligations, in particular the obligations contained in the Terms of Participation, house rules and user regulations and the technical guidelines. The exhibitor will be liable to GHM for all damage or loss incurred in the above cases.

GHM must only provide the exhibitor with prior warning in cases where this is deemed necessary with regard to the severity of the breach and the duration and purpose of the trade fair. GHM is also entitled to issue a temporary or permanent ban on participation in future trade fairs. Compensation claims or any other claims on the part of the exhibitor are excluded. Any claims on the part of GHM are subject to the provisions specified in section 13. **Cancellation and space reduction.**

16. Occupation of stand, end of trade fair

The exhibitor only has a claim to the allocated stand space after full settlement of the invoice for participation has been made or proof of this has been presented. Stand set-up must commence by midday on Friday, 14 September 2018 at the latest. If the rented space is not occupied by this time, or if no notification has been given, GHM reserves the right to dispose of the space in another manner from this time onward without having to give notice thereof. Claims on the part of GHM will be determined in accordance with section 13. **Cancellation and space reduction.**

Set-up work must be terminated by 06:00 p.m. on the final day reserved for setting up. If the setting-up period is exceeded, GHM is entitled to have the stand superstructures removed and stored at the exhibitor's cost and risk. The original condition must be restored after dismantling. The exhibitor must compensate GHM for any damage caused by improper handling.

The stand must be duly occupied until the official end of the trade fair. A penalty of € 2,000.00 will be due on breach of this provision.

17. Sales arrangements

The direct sale and/or supply of any type of goods, including samples, is prohibited at trade fairs (with the exception of trade-related media).

18. Ban on the distribution of promotional material

Exhibitors may neither affix nor distribute promotional materials such as company signs, brochures or posters outside of their allocated stand space without the written consent of GHM. A penalty of € 2,000.00 will be due on each breach of this provision. Moreover, the stand may be closed in accordance with section 15. **Revoking allocation, stand closure.**

19. Cleaning

The exhibitor is obliged to clean its stand on a daily basis. If the stand is not cleaned by the exhibitor's own staff, only cleaning service providers approved by GHM may be contracted. GHM is only responsible for cleaning the venue site and the hallways.

20. Smoking

Smoking is forbidden in enclosed spaces over the entire Trade Fair Centre.

21. Films/photography

The exhibitor is only permitted to make video and audio recordings during opening times inside its own stand. The exhibitor must request permission from GHM for any filming/photography activity beyond this.

GHM may make video and audio recordings throughout the trade fair venue and use these for its own or general publication purposes. Where necessary for this purpose, the exhibitor will grant GHM permission to avail itself of all intellectual or other property rights which it possesses in its own right or which it has otherwise been granted and assures GHM that it is entitled to grant such permission. Where required, the exhibitor will grant such permission in good time and at its own cost or inform GHM that it is not able to grant such permission. The exhibitor will release GHM from all liability for third-party and compensation claims in this regard.

22. Security

GHM is responsible for overall security in the exhibition halls and at the entrances to the trade fair. Each exhibitor must take care of security for its own stand and for its exhibition products. Appropriate security guards can only be arranged with a GHM-approved security company; the costs for the service must be paid to the company directly.

23. Right of lien

On acceptance of the exhibitor's registration GHM will have a right of lien over all objects in the fair stand in order to secure its claims against the exhibitor.

24. Liability and insurance

GHM is obliged to enable the exhibitor to occupy and use its stand in accordance with the terms and conditions of this contract. GHM must maintain the halls and the access ways in a usable condition and clean them. Section 19. **Cleaning** remains unaffected.

GHM is only liable towards exhibitors for damage due to a wilful or grossly negligent breach of contract by GHM or to a wilful or grossly negligent breach of obligation on the part of a legal representative or agent of GHM. In the event of slight negligence GHM



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will only be liable for a breach of fundamental contractual obligations, i.e. a breach of those obligations that the exhibitor can rely on to be complied with. Any claims relating to culpable injury to life, body or health remain unaffected.

The aforementioned limitations of liability apply for exhibitors who are businesspersons with the provision that liability will in no way be accepted for damage or loss to goods used by exhibitors or to the stand fixtures and fittings. It is immaterial whether the damage or loss occurs prior to, during or after the event. The same applies to the vehicles parked on the trade fair site by exhibitors, their employees or agents. Liability is also excluded for indirect damage and resulting loss of profit.

Exhibitors themselves are liable for any damage or loss that may be culpably caused by themselves, their employees, their agents or their exhibition items and fixture and fittings to persons or property. Every exhibitor is obliged to take out appropriate insurance and to pay the customary premiums (including insurance tax) in due time. Exhibitors from outside Germany are recommended to take out insurance in their home country.

GHM will not accept any consignments on behalf of exhibitors. In justified exceptional cases where it does so, it will not be liable for any losses incurred as a result of incorrect or late delivery.

25. Restrictions

It is not possible for the exhibitor to assert any claim for compensation against GHM if the event cannot be held as a result of force majeure, strikes, political events or for reasons for which GHM is not responsible. This will also apply if GHM is forced to evacuate the exhibition area or parts thereof on a temporary or permanent basis, or if it is forced to postpone or curtail the event. No participation fee will be payable if GHM is responsible for the reason for cancelling the event. Any claim against GHM is excluded.

26. Official regulations/instructions

With regard to other liability, the exhibitor undertakes to obtain adequate knowledge of all relevant legal and official regulations and provisions of the Federal Republic of Germany and to comply with these and to follow any instructions given by trade fair staff immediately.

27. Written form

All legal declarations made by GHM and any modification or amendments, even if verbal agreement was already reached, must be in writing. Verbal undertakings and subsidiary agreements will not be valid and binding unless confirmed in writing. This also applies to the annulment of this clause concerning the written form.

28. Statute of limitation

Claims on the part of the exhibitor against GHM arising from participation in the trade fair and all related legal relationships will lapse after 6 months. The period of limitation will commence at the end of the month in which the final day of the trade fair falls. This does not apply to claims arising from a wilful breach of obligation on the part of GHM.

29. House rules

GHM is responsible for ensuring compliance with the house rules over the entire site of the venue during setting up, for the duration of the fair and during dismantling.

30. Jurisdiction and place of fulfilment

It is agreed that the place of jurisdiction for any disputes arising in connection with this contractual relationship and the place of fulfilment will be Munich when the contracting parties are commercial businesspersons, legal persons governed by public law or a separate estate under public law. It is agreed that Munich will be the place of jurisdiction and place of fulfilment for any legal disputes arising in connection with this contract when the exhibitor is a tradesperson with no general place of jurisdiction in the Federal Republic of Germany. German law applies exclusively; the standards of international private law do not apply.

31. Data protection

As the responsible party in accordance with data protection legislation, GHM guarantees that the collection, storage, modification, transfer, blocking, deletion and use of personal data will be effected in accordance with relevant data protection regulations and other applicable legal provisions.

32. Miscellaneous

The exhibitor is not entitled to derive any rights from previous events or contracts with the event organiser.

The German version of the Terms of Participation is deemed to be the binding version.

Organiser:

GHM Gesellschaft für Handwerksmessen mbH,
Willy-Brandt-Allee 1, 81829 Munich, Germany
P.O. Box 82 03 55, 81803 Munich, Germany
P +49 89 189 149 0
F +49 89 189 149 239
contact@ghm.de
www.ghm.de

VAT Reg. no.: DE 129358691



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Important information

Amendments to GHM's Terms of Participation and excerpts from the venue's Technical Guidelines. The venue's Technical Guidelines also apply.

1. Technical organisation and coordination

The entire technical set up will be arranged by

Company: Messe München GmbH
Dept.: TAS 2 Technischer Ausstellerservice
Contact: Ms Monique Stanner
Telephone: +49 89 949 21 122
Fax: +49 89 949 21 129
E-mail: TAS2@messe-muenchen.de

2. Exhibitor service forms

Exhibitor service forms will be available for download from the Online-Service-Center (OSC) www.iba.de in spring 2018.

Closing date for orders: 16 July 2018

Contractual partners reserve the right to charge a fee or surcharge for late receipt of orders.

3. Setting up and dismantling

Setting up: Saturday 08 September 2018 08:00 a.m. –
Friday 14 September 2018 06:00 p.m., non-stop

Dismantling: Thursday 20 September 2018 05:00 p.m. –
Monday 24 September 2018 06:00 p.m., non-stop

Project management must be given advance notice when the start of setting up is delayed past midday on Friday, 14 September 2018.

If the setting up period is exceeded, GHM is entitled to have the stand superstructures removed and stored at the exhibitor's cost and risk. The original condition must be restored after dismantling. The exhibitor must compensate GHM for any damage caused by improper handling.

If setting up/dismantling times are exceeded GHM is also entitled to charge the exhibitor a flat fee of € 1,000.00 per day.

4. Exhibitor passes

Exhibitor passes (free and charged) can be accessed from the Online-Service-Center (www.iba.de) from June 2018.

Exhibitor passes will be available after settlement of the invoice for participation. Their use is reserved solely for stand staff; it is forbidden to pass them on to third parties or to sell them. They will be blocked in the event of abuse.

5. Stand approval

Approval for stand structures higher than 4 m, stand areas greater than 100 m² and two-storey stands must be obtained at least 6 weeks prior to the start of setting up.

6. Stand design

Planning and design must be adapted to the type of stand rented (island, end, corner or row stand). The stand boundaries must in no circumstance exceed the allocated stand space.

Stand walls exceeding 2.5 m in height and facing neighbouring stands must be kept plain white, must be clean and must be free of text and images.

An open stand design should be ensured. This means that closed walls may be installed around the stand perimeter (including up to 1.50 m indentation) provided that these do not take up more than 70 % of each side of the stand. The maximum permitted length for a continuous closed wall is 6 m. A closed wall of a maximum of 6 m must be followed by an opening of at least 2 m.

The exhibitor undertakes to erect walls on all closed sides of the stand and to install floor covering. The rear sides of the stand must be kept plain white and clean by the person to whose stand they belong.

The exhibitor must take the character and image of the trade fair into account. In this regard, GHM is authorised to make changes to the design of the stand.

7. Maximum heights for stand structure and advertising

The maximum height for the stand structure is 6 m (7.5 m for two-storey stands). The maximum height for advertising is 7.5 m. There must be visible clearance between the stand structure and advertising. Written permission must be obtained from the neighbouring exhibitor for stand structures and advertising over 4 m in height, or a distance of 2 m to the neighbouring stand must be observed. Lighting cross-beams are excluded from this rule.

8. Technical fittings

All technical devices, equipment and fixtures must comply with VDE regulations and locally applicable provisions. Electrical fixtures and fittings may only be installed, connected and inspected at the site of the venue by firms authorised by the venue operator.

Please inform us when you register if you require a gas connection.

9. Exhibition sales

Direct sales from the stand are not permitted (see section 17. Sales arrangements in the Terms of Participation).

10. Waste disposal fee

A compulsory flat-rate waste disposal fee will be charged to cover the removal of waste accumulating on the exhibitor's stand during setting up and dismantling and the entire period of the trade fair. The compulsory waste disposal fee is € 5.00 for each square metre of stand space. The fee does not cover leftover dough, food waste and waste oil and fat.

11. Trade fair end

The trade fair finishes at 05:00 p.m. on Thursday, 20 September 2018.

The stand must be duly occupied until the official end of the trade fair. A penalty of € 2,000.00 will be due on each breach of this provision.

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