

1. Venue, duration, opening hours:

The HOGA will be held on **Sunday, 15th January till Tuesday, 17th January 2023** in the Nuremberg Exhibition Center. It will be open every day from 10 am to 6 pm, entrance for guests till 5 pm. Admission for exhibitors from 8.30 am to 7 pm.

2. Advertising panels:

We are happy to offer you an advertising panel inside the trade fair if required. A plan is to be submitted.

3. Terms of payment:

The first half of the invoiced amount is due 30 days after the invoice date, the second half by 16th June 2022. After 16th June 2022 issued invoices are immediately due for payment. Place of payment and place of jurisdiction – also for the collection procedure – is Nuremberg.

4. Trade association contribution:

To safeguard the interests and concerns of both the industry sectors exhibiting at trade fairs and exhibitions and the organizers, as well as for the purposes of quality assurance for the trade fair location of Germany, exhibitors will be levied a trade association contribution to support the work of the German trade fair industry's trade associations. The trade association contribution is levied by and for the AUMA (Association of the German Trade Fair Industry), calculated by the organizer and paid directly to the AUMA.

5. Assembly:

Beginning of assembly: Wed., 11 Jan. 2023, 7 am
Constructive stand assembly until: Sat., 14 Jan. 2023, 4 pm
Work in the finished exhibition stand until: Sat., 14 Jan. 2023, 8 pm
(you can find out definitive set-up times at our Online-Service-Center.) Construction is possible around the clock!

The assembly time can only be brought forward with written agreement. For reasons of traffic management time-limited passes are issued on receipt of a deposit.

Columns, wall projections and technical equipment are part of the stand space and are taken into account in the bill.

If stand assembly has not been started by mid-day on the day before the start of the trade fair, the stand will be assembled at the expense of the exhibitor, unless otherwise ordered. Claims for damages cannot be asserted by the hirer.

High-quality exhibition-wall-systems can be ordered by use of the Online-Service-Center and will be charged accordingly. The hall floors, the hall construction, columns and fixtures must not be painted or decorated. The piping and fire-protection equipment must be accessible at all times. All materials used must be flame resistant.

Any exceeding of the installation height of 250 cm must be reported to the exhibitor management independently of regulatory requirements and be approved by them in advance. The stand limits must in no way be exceeded. Each hall stand must be fully fitted out with a uniform flooring. If no ready-made or system stands with fascia boards are available, it is recommended that a fascia board is attached.

The stand configuration and type and content of advertising are subject to restrictions. Sound and optical advertising media, in each case, must be applied for and authorized. All legal trade regulations – **especially price marking** – must be observed.

6. Dismantling:

Start of dismantling: Tuesday, 17th January 2023, 6 pm
End of dismantling: Thursday, 19th January 2023, 6 pm
(you can find out definitive disassembly times at our Online-Service-Center.) Dismantling is possible around the clock!

Stands which have not been dismantled or exhibited articles which have not been taken away after the specified end of the dismantling period, will be removed at the exhibitor's risk and cost and stored with costs.

The stands and material hired by the contracted companies are to be returned undamaged.

Damage to the fabric of the building, the technical equipment and the premises is to be reported immediately to the exhibitor management. The exhibitor is liable for this.

7. Passes:

Each exhibitor will receive exhibitor passes for the stand staff as well as for the service personnel in proportion to the stand size. The number of exhibitor passes provided will be 2 passes for stands up to a size of 10 m² and, if necessary, 1 additional pass free-of-charge for every additional full 10 m² of stand area in the hall and for each 50 m² of stand area on the open air exhibition ground, however, not more than 10 passes as a maximum. The right to free identity cards is subject to the exhibitor's compliance with his payment obligations.

If it can be sufficiently substantiated that additional passes are required, up to half of the number of cost free passes received can be provided against payment of a fee. In case of misuse the pass will be withdrawn without compensation. For the time of stand setup and dismantling the right to issue work passes is reserved.

8. Media fee/trade fair publications:

8.1 Media fee

A media fee of € 490.00 will be included on the invoice together with the stand rental fee. The media fee (registration before press deadline) includes the following:

- Transfer of the company address and contact details, as well as hall and stand number to the online exhibitor directory.
- one entry (with company name, contact details, hall, stand number) under one product group in the List of Goods. Each additional entry will be charged at € 40.00.
- Guest card flat rate

Inclusion of the data (depending on the procedure used) is based on either alternates or accumulations for the following:

- The official trade fair publication (e.g., Visitor Guide, etc.)
- The online catalogue on the Internet

8.2 Trade Fair Publications

To the extent that an official catalogue or other publication is provided for the trade fair or a database of the exhibitors is uploaded to the Internet, the following rules will apply:

- The entries will be made based on the information provided by the exhibitor in the registration documents. The exhibitor is exclusively responsible for the correctness of the information that he provides. The AFAG will accept no responsibility whatsoever for this. The same applies to additional orders placed with the publisher by the exhibitor.
- The AFAG expressly points out that, with the exception of the publisher named by the AFAG, no third parties whatsoever, and also no other publishers are commissioned or will be commissioned with the preparation of trade fair publications and exhibitor directories – in particular after the trade fair has been held. If such offers should be received by the exhibitors, these are initiated by third parties which have no relationship to the AFAG whatsoever.

The event organizer will transmit the contact data of the exhibitors to the relevant media partners for the purpose of offering announcements pertaining to the trade fair. (Trade fair special pages/collectives, text and picture.)

9. Online-Service-Center:

All services and options for your stand equipment can be booked via our Online-Service-Center. You will receive the login details for this from mid-October 2022. The technical guidelines, construction regulations and house rules listed there are an integral part of the contract.

10. Disposal, hygiene & safety fee:

The disposal, hygiene & safety fee is shown separately on the invoice for the stand. This fee covers additional preventative hygiene & safety measures (exceeding the general security obligations for events) as well as the disposal of waste in a legally prescribed fashion.

The additional preventative hygiene & safety measures aim to avert potential external risks for exhibitors and visitors.

Separately from the flat rate, the respective exhibitor is also obliged, in accordance with the applicable statutory regulations (e.g. the Commercial Waste Ordinance), to avoid waste and to sort waste into recyclable materials (paper and cardboard, glass, plastics, metals, wood, textiles, organic waste). The disposal of hazardous waste and toxic substances, as well as exceptionally high quantities of waste, will be charged for in addition to the flat fee.

11. Selling:

The distribution of samples, food and beverages for consumption on the premises must be approved by the exhibitor management and has to be quit irrevocably at 6 pm.

12. Draws, etc.:

Tomboles, competitions, quizzes, raffles, the giving of promotional free gifts, among other things, must not be carried for money or donations.

13. Insurance:

The exhibitor management is not responsible for any damage or loss to stand bodywork and exhibited goods. Insurance can be arranged by the exhibitor management for the exhibited goods and third parties under favorable conditions via a framework agreement.

14. Smoking prohibition:


We point out that, at the time of the event, because of the legal situation in force in the state of Bavaria, a ban on smoking must be observed and implemented. The no-smoking legislation also applies in the catering establishments in the halls and service areas.

Organizer:

AFAG Messen und Ausstellungen GmbH
 Messezentrum 1, 90471 Nürnberg
 Phone +49 (0) 9 11/9 88 33-0, Fax +49 (0) 9 11/9 88 33-500
 Internet: www.afag.de
 E-mail: info@afag.de
 Registration court: Nuremberg HRB 651
 CEO: Henning und Thilo Könicke

Exhibitor management:

AFAG Project Management
 HOGA 2023
 Messezentrum 1, 90471 Nürnberg
 Phone +49 (0) 9 11/9 88 33-540, Fax +49 (0) 9 11/9 88 33-549
 Internet: www.hoga-messe.de
 E-mail: info@hoga-messe.de

 Member of Association of German Trade Fairs and Exhibition Industry

 Member of Society for Voluntary Control of Trade Fair and Exhibition Statistics