

## Special terms of participation for Bazaar Berlin 2024

Version: November 2023

### § 1 Organiser/event

1.1 Bazaar Berlin is organised by Messe Berlin GmbH (“**MB**”) at the Berlin ExpoCenter City exhibition grounds.

1.2 Bazaar Berlin is an international sales exhibition for industrial and handcrafted products from home textiles, accessories (belts, scarves, wallets), jewellery, costume jewellery, bags, clothing, shoes, boots, decorative items, crafts, toys, musical instruments, carpets, furniture, food and luxury food, cosmetics, body care and tourism.

The exhibitor guarantees the marketability of the products on sale at Bazaar Berlin on the German market.

### § 2 Deadlines

**Event duration:**  
**6-10 November 2024**

**Opening hours:**  
Wednesday to Sunday:  
10:00 am to 7:00 pm

**Registration deadline:**  
31 May 2024

**Start of set-up:**  
4 November 2024, 8:00 am

**Stand builders:**  
5 November 2024  
- construction 3:00 pm  
- decoration 6:00 pm

**Start of dismantling:**  
10 November 2024, 7:00 pm

**Stand dismantlers:**  
10 November 2024, 12:00 am

**Construction plan submission:**  
6 weeks before the start of set-up

**Orders for furnishings and fittings:**  
6 weeks before the start of set-up  
Delivery only with advance payment

### § 3 Exhibitors

Direct participation of producers, exporters, importers and wholesalers of the aforementioned product groups.

### § 4 Hire price and stand size

4.1 The various types of hire per m<sup>2</sup> of stand space are shown on the exhibitor portal.

4.2 This includes a flat-rate fee for hall cleaning, hall security and hall lighting, plus statutory VAT. The complete stand includes additional furnishings as stated on the exhibitor portal. Fittings are subject to an extra fee. The corresponding order form will be sent to the exhibitor separately.

The co-exhibitor fee is EUR 50.00 plus statutory VAT per registration. The fee for the co-exhibitor will be invoiced to the main exhibitor.

4.3 An additional amount of EUR 0.60 per m<sup>2</sup> of exhibition space (plus statutory VAT) will be charged in accordance with the agreements with the Association of the German Trade Fair Industry (AUMA e.V.).

4.4 The minimum stand size is 6-10 m<sup>2</sup> for your own stand (depending on the exhibition area) or 5 m<sup>2</sup> per participating exhibitor in the joint stand.

4.5 Subsequently re-issued invoices at the request of the exhibitor, which are not attributed to a fault on the part of MB, shall be charged at EUR 50.00 plus statutory VAT.

### § 5 Regulations

5.1 Displaying, putting up posters and distributing political information material is prohibited. Similarly, the stand design and decoration must not make any political statements.

5.2 MB accepts no liability for the exhibits. Exhibitors must ensure that their goods are adequately insured.

### § 6 Exhibitor passes

6.1 Three exhibitor passes will be issued free of charge for a hired exhibition space of up to 20 m<sup>2</sup>.

6.2 Exhibitors will receive an additional pass for every additional 10 m<sup>2</sup> of exhibition space. Additional passes are available from the exhibitor service centre in return for card payment.

6.3 The free exhibitor passes will be provided to the exhibitor by email as a code. Additional exhibitor passes must be ordered for a fee.

6.4 Exhibitors must use this code to register online in the ticket shop [www.bazaar-berlin.de/](http://www.bazaar-berlin.de/) and print out their personalised exhibitor pass. Exhibitor passes are also valid for set-up and dismantling. Additional set-up and dismantling passes are free of charge and must be ordered.

6.5 Passes are issued in the holder's name. They are not transferable and are only valid in conjunction with official identification.

### § 7 Direct sale

Direct sales are expressly permitted and desired. The sale of food for immediate consumption is subject to approval by MB.

### § 8 Samples, permit

Free tasting samples must be guaranteed. The exhibitor must strictly comply with statutory regulations, in particular the German Licensing Act and the Veterinary and Food Inspection Authority, to serve food and drinks (including samples) at the exhibition stands. Applications for a catering licence (permit) to serve alcohol at the stand must be submitted to the public order office (Ordnungsamt) in Berlin Charlottenburg-Wilmersdorf, Hohenzollerndamm 174-177, 10713 Berlin.

### § 9 Performances, presentations, noise level

Presentations, e.g. demonstrations of exhibits and music, are permitted provided they do not disturb neighbouring stand, do not lead to congestion in the aisles and do not drown out the fair's own public address systems in the halls and event areas. The noise level for acoustic or musical performances may not exceed 70 dB(A) at the stand or event area limit.

### § 10 Services included in the media package

10.1 Exhibitors pay a mandatory fee of EUR 189.00 plus statutory VAT for a basic entry in the Bazaar Berlin exhibitor directory and online catalogue. Exhibitors can present themselves in the online portal for one year. Presentation on Bazaar Berlin online includes, among other things, a company portrait with images and the visual and textual presentation of up to ten products. The link from the Bazaar Berlin online profile to the company's own homepage is included.

10.2 The free media package for co-exhibitors includes the postal address entry in the exhibitor directory and online directory. The media package upgrade for co-exhibitors also includes telephone, email and website as well as the inclusion of a product photo on Bazaar Berlin online and costs EUR 50.00 plus statutory VAT.

## § 11 Fair & Social

11.1 "Fair & Social" takes place as part of the Bazaar. This is an area of the trade fair to which only exhibitors who meet fair and social criteria are admitted. The admission decision will be made by the Fair & Social working group, taking into account the order of registrations and room capacity in this area. You can register for the Fair & Social area by clicking on the marked field as part of your exhibitor registration in xRM.

### 11.2 Products and selection criteria

A distinction is made here between product-related criteria 1.1 and organisation-related criteria 1.2 to 1.6. Additionally, interested exhibitors who do not (yet) fulfil criteria 1.1 to 1.6 have the option of a case-by-case assessment.

The following are approved:

1.1 Exhibitors whose products are certified according to "Fairtrade International" ([www.fairtrade.net](http://www.fairtrade.net)) criteria and/or have certifications recognised by Forum Fairer Handel ([www.forum-fairer-handel.de/](http://www.forum-fairer-handel.de/)).

1.2 Organisations/exhibitors that are members of the "World Fair Trade Organisation" ([www.wfto.com](http://www.wfto.com)) and/or Forum Fairer Handel ([www.forum-fairer-handel.de/](http://www.forum-fairer-handel.de/)).

1.3 Organisations/exhibitors that are recognised as suppliers by the "Weltladen Dachverband" ([www.weltladen.de](http://www.weltladen.de)).

1.4 Organisations/exhibitors that are members of "FAIR BAND" ([www.fair-band.de/](http://www.fair-band.de/)).

1.5 Projects/exhibitors that are the result of development cooperation.

1.6 Non-profit organisations and companies in the social economy that comply with the rules of non-profit status and provide appropriate publicity.

1.7 Open case-by-case assessment:

The Fair & Social working group will carry out a case-by-case assessment if other evidence is submitted to prove that applicants pursue the objectives of fair and responsible corporate behaviour.

**§ 12 Technical guidelines**

If exhibitors or co-exhibitors bring exhibits onto the stand it is mandatory that they observe the provisions of the technical guidelines for the Berlin ExpoCenter City exhibition grounds – download at [www.bazaar-berlin.de](http://www.bazaar-berlin.de) – with all the execution, fire protection, building regulations and other safety provisions contained therein. The exhibitor is also obliged to comply with the provisions of the law on technical work equipment (Product Safety Act). The exhibitor and co-exhibitor must ensure that employees and other vicarious agents, in particular stand personnel, as well as co-exhibitors who have also registered, are aware of and comply with the aforementioned regulations and requirements.

**§ 13 Section 12 MB's general terms of participation**

In addition to these special terms of participation (STP), the GTP and, if applicable, further event-specific guidelines as well as the technical guidelines, house rules and fire safety regulations of MB shall apply. If individual provisions contradict each other, the provisions of the STP, the event-specific guidelines, the technical guidelines, house rules and fire protection regulations, Part A, shall take precedence over the GTP of MB in the order stated.