Special Conditions for Participation in the trade fair it-sa Expo 2027

1. Venue, duration, opening hours

Venue:	Exhibition Center Nuremberg	
Duration:	Tue 05 – Thu 07 October 2027	
Opening hours:	Tue 05 + Wed 06 October 2027	9:00–18:00 daily
	Thu 07 October 2027	9:00–17:00

2. Organizer

NürnbergMesse GmbH
Messezentrum, 90471 Nürnberg, Germany
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it-sa@nuernbergmesse.de
www.itsa365.de
www.nuernbergmesse.de
CEO: Peter Ottmann
Registration Number HRB 761 Nürnberg
Chairman of the Supervisory Board: Albert Füracker, MdL
Bayerischer Staatsminister der Finanzen und für Heimat

3. Contractual terms

The terms for participation in it-sa Expo 2027 are the Special Conditions for Participation in the Trade Fair it-sa Expo 2027, the General Conditions for Participation (including supplementary agreement) in Fairs and Exhibitions, the NürnbergMesse site regulations, the organizational (e.g. exhibitor information), technical (e.g. Online ExhibitorShop) and other conditions notified to the exhibitor before the exhibition begins.

4. Admission/Stand space confirmation

Item 2 of the General Conditions for Participation in Fairs and Exhibitions is supplemented as follows: The exhibitor agrees to pay a processing fee of EUR 300, if the order for stand space is cancelled prior to receipt of the stand confirmation. Cancellation after receipt of the stand space confirmation (= admission) is governed by item 7 of the General Conditions for Participation in Fairs and Exhibitions.

5. Exhibitors and approved exhibition goods

Admissible as exhibitors are: manufacturers, importers, wholesalers, representatives and publishers, associations, domestic and foreign, offering only those products and services that can be assigned to the product groups (see website) provided. All exhibition goods must be described in detail in the application. Products (copies, counterfeits, etc.) that violate the regulations for the protection of industrial property rights in Germany are not admitted.

6. Rental in exhibition halls per m² stand space

up to 30 m²: EUR 424/m²
each additional m²:

In-line stand	(1 side open)	EUR 267/m²
Corner stand	(2 sides open)	EUR 296/m²
Peninsula stand	(3 sides open)	EUR 336/m²
Island stand	(4 sides open)	EUR 364/m²

Minimum stand space is 9 m².
The type of stand allocated depends on planning; an entitlement to a certain type of stand does not exist.
Rental includes:

- Stand space
- General guarding of the exhibition halls
- Free exhibitor, assembly and dismantling passes (see item 12)

An administrative fee of EUR 0.60 per m² of stand space in exhibition halls will be charged and remitted to the AUMA (Association of the German Trade Fair Industry).
The waste disposal service includes the professional removal and recycling of any waste generated at the stand during assembly and dismantling as well as for the entire duration of the trade fair. The flat fee for this is EUR 6.40/m² and is charged up to a maximum area of 500 m². The disposal of production waste accumulated during the event, entire stand elements or complete exhibition stands must be ordered separately. It is strictly forbidden to bring any waste with you, any violation will be charged to the exhibitor. We reserve the right to take further measures. Waste is disposed of in accordance with the Technical Regulations.

7. Complete rental stand it-sa

All charges of complete rental stands are calculated per m² of stand space (rounded up to nearest full m²), in addition to rental charge for stand space in exhibition halls (see item 6). All pictures are examplary pictures.
Rental includes:

- Hire of complete stand:
  You will find all models at www.standconfigurator.com.

The organizer is responsible for assembling and dismantling the complete rental stand.
The complete rental stand and its fittings must not be pasted over, nailed, painted or damaged in any way. The exhibitor is liable for damage done during the rental period and will be charged with the costs.
The basic type of complete rental stand can be fitted out additionally in the same system at extra cost.
Respective orders can be carried out in the Online ExhibitorShop.

8. Payment conditions

The full stand space rental less the advance payment will be charged to exhibitors on **confirmation of the stand space.** The advance payment will be reimbursed in case of non-confirmation of the stand.
Any payments are due by the date shown on the respective invoice. Invoices are payable in full. All payments are to be made in EURO without charges, quoting invoice number.
If the exhibitor enters a different invoice address on the application form, he authorizes the stated person/company to receive the invoice and other payment requests. This does not exempt the exhibitor from his obligation to pay.
If it is necessary to specify an order/PO number in the stand space invoice, you are obliged to inform the it-sa event team of this at the time of registration. The respective order/PO number must be sent to invoice.itsa@nuernbergmesse.de at the latest by the time of stand space confirmation.
For subsequent changes to the invoice for which the exhibitor is responsible, NürnbergMesse may charge a processing fee of EUR 50. Once the service has been provided, the invoice cannot be changed.
For the creation of suppliers or the processing of other invoice-specific documents, a fee of EUR 50 per creation is charged.
An entitlement to occupy the allocated stand space exists only after payment of invoices in full. The exhibitor is to provide proof of payment.
The exhibitor agrees to transmission of invoices by the organizer via e-mail (electronic billing). If the exhibitor does not wish to use electronic billing, he or she can object in writing or in text form.

9. Insurance

Exhibitors are obliged to make their own adequate insurance arrangements. Insurance for exhibitors (transport and duration of event) is advisable.

10. Assembly and dismantling, passes

Assembly:	Sat 02 – Sun	03 October 2027	7:00–22:00 daily
	Mon	04 October 2027	7:00–20:00
Dismantling:	Thu	07 October 2027	19:00–24:00
	Fri 08 – Sat	09 October 2027	7:00–19:00 daily

Access to the halls during assembly and dismantling times is only permitted on display of special passes, which are not valid during the exhibition.
On the last day of the event vehicles may not enter the loading yard from **13:00** to around **2 hours after the end of the fair** due to delivery of empty containers by the trade fair forwarding agents.

10.1 No dismantling of exhibition stands

The exhibition ends at **17:00** on the last day. Until this time, every exhibitor agrees

- to man his stand space with his stand personnel
- not to start dismantling the exhibition stand

The organizer will impose a contract penalty on the exhibitor for each case of contravention. **The contract penalty amounts to 20% of the net stand rental, subject to a minimum of EUR 2,000.** The organizer also reserves the right to exclude the exhibitor from exhibiting at future it-sa Expo exhibitions.

11. Stand design

The exhibitor is responsible for the stand equipment and design of stands assembled by the exhibitor. Relevant for stand design and equipment are the Technical Regulations (Info 4) and the Important information for it-sa Expo 2027 (Info 1). **Transparency is the most important aspect of stand design.** All open sides of the stand must be freely accessible. This means that at least **50%** of each gangway side must **not be obstructed by structures or fittings.** In addition, each stand area must be provided with a full-surface floor covering. **The minimum height is 2.50 m.**
The backs of stand partition walls, advertising carriers or other design elements facing neighboring stands and exceeding a height of 2.50 m must be white, clean, show no signs of damage, and not contain any text or graphics.
The organizer reserves the right to issue further instructions concerning stand design. Stand partition walls (fiber board) provided by the organizer may only be treated with water-soluble adhesives and only painted if they have first been wall-papered. Wallpaper or other wall claddings must be removed by the exhibitor after the event, otherwise the stand partition walls will be cleaned at the cost of the exhibitor. All other stand partition walls, floors, hall walls, pillars, installations, fire-fighting equipment and other permanent hall fixtures must not be pasted over, nailed, painted or damaged in any other way. The exhibitor is liable for damage caused and will be charged with the costs. Any pillars, installations and fire-fighting equipment within the stand area are part of the allotted stand space and must be accessible at all times. Floor coverings in the stands are only to be fixed with double-sided adhesive tape (solvent-free adhesive tapes only: tesafix no. 4964).

Special Conditions for Participation in the trade fair it-sa Expo 2027

(Continued)

The exhibitor agrees to comply with these conditions. Non-compliance may result in claims for damages by the organizer or the neighboring exhibitors affected.

12. Exhibitor passes

Each exhibitor will be given free passes according to stand size for his exhibition stand and operating personnel: 4 passes for up to 20 m² stand space, plus 1 pass for each further part of 10 m². These tickets are valid during duration and also during assembling and dismantling time. Any additional exhibitor passes needed can be purchased for entitled persons at a price of EUR 25 each including VAT at the statutory rate.

13. Marketing-Services for exhibitors (= direct exhibitors)

The organizer provides each exhibitor with following Marketing-Services (you will only be able to benefit from all our promotional activities if you send us your presentation information by **15 September 2027**):

- Entry of exhibitor´s company name and stand number in the **DigitalGuide**
- Display of exhibitor's **press releases** in the press center
- Provision of **sample letter** for your visitor marketing
- **Use of the TicketCenter with badge management and invitation management:**
  - **Personalization, allocation and tracking of exhibitors' and stand as sembly and dismantling passes**
    Here you can order, send and manage exhibitor passes. These authorize your stand personnel to access the exhibition halls during the exhibition as well as the set-up and dismantling times. After the event, you will only be charged for the exhibitor passes actually used, minus your free quota, depending on the stand area booked.
  - **Provision of voucher codes** (electronic admission voucher code) to invite your customers. They are only online redeemable. The admission vouchers redeemed by the visitors will not be invoiced to the exhibitor.
  - **Voucher monitoring** (you can see at a glance which customers have accepted your invitation, registered and ultimately visited it-sa Expo 2027)
- **1 × LeadSuccess App Licence**
- **Online banner**
- **Social Media assets**

The exhibitor agrees to purchase the marketing services at a price of EUR 430. This will be charged together with the stand rental. No reduction in price can be granted if only parts of the package are used.

14. Company & Product package on the Digital Platform it-sa 365

With the Company & Product Package, the organiser provides each exhibitor with an online profile at www.itsa365.de. This online profile is valid for 12 months.
The exhibitor is fully responsible for the information and other materials provided by him, in particular image materials. The exhibitor shall indemnify the organiser against all third-party claims asserted in relation to the materials sent.
The general terms and conditions and the service description for the dialogue platform of it-sa 365 apply.
For participation in the trade fair a Company & Product Package that is still valid for the duration of it-sa Expo 2027 (EUR 1,060) is mandatory. If the exhibitor already has a package, the booking starts after the current contracutal term. Item 5 of the general terms and conditions for the it-sa 365 dialog platform does not apply here. A separate invoice will be issued for the Company & Product Package.

15. Co-exhibitors

Co-exhibitors are companies which appear on the exhibitor's (direct exhibitor's) stand and present their own products with their own personnel. Their independence must also be recognizable without physical separation. Co-exhibitors are only admissible if they fulfill the conditions for participation in the event and the information requested on the application form for co-exhibitors has been entered in full. If the application of a co-exhibitor is cancelled the direct exhibitor agrees to pay a processing fee of EUR 200.
For each co-exhibitor we will be charged a fee of EUR 1,560.
This amount includes the Company & Product Package for EUR 1,060 and a co-exhibitor fee consisting of the marketing services and 2 exhibitor passes. (See items 14 and 16 of the Special Conditions of Participation.)
A Company & Product Package (EUR 1,060) that is still valid for the duration of it-sa Expo is mandatory for participation in the trade fair. The General Terms of Use of it-sa 365 and the Service Description of the Company & Product Package apply. If the exhibitor already has a package, the booking starts after the current contracutal term. Item 5 of the General Terms of Use for the Dialog Platform it-sa 365 does not apply here.

16. Marketing-Services for co-exhibitors

The organizer will provide each co-exhibitor who is properly registered and for whom a co-exhibitor fee is paid with the following marketing services to each exhibitor:

- 2 exhibitor passes
- Entry of co-exhibitor´s company name and stand number in the **DigitalGuide**
- Display of co-exhibitor´s **press releases** in the press center
- Provision of **sample letter** for your visitor marketing
- **Use of the TicketCenter with badge management and invitation management:**
  - **Personalization, allocation and tracking of exhibitors' and stand as sembly and dismantling passes**
    Here you can order, send and manage exhibitor passes. These authorize your stand personnel to access the exhibition halls during the exhibition as well as the set-up and dismantling times. After the event, you will only be charged for the exhibitor passes actually used, minus your free quota, depending on the stand area booked.
  - **Provision of voucher codes** (electronic admission voucher code) to invite your customers. They are only online redeemable. The admission vouchers redeemed by the visitors will not be invoiced to the exhibitor.
  - **Voucher monitoring** (you can see at a glance which customers have accepted your invitation, registered and ultimately visited it-sa Expo 2027)
- **1 × LeadSuccess App Licence**
- **Online banner**
- **Social Media assets**

The Marketing-Services are included in the co-exhibitor fee of EUR 1,560.
No reduction in price can be granted if only parts of the services are used.

17. Exhibitor claims, written form, place of fulfillment, jurisdiction

All exhibitor claims against the organizer must be made in text form (§ 126b BGB). The statutory period of limitation begins on the last day of the exhibition. Agreements that deviate from these or supplementary terms must be in text form (§ 126b BGB).
German law and the German text shall prevail.
Place of fulfillment and jurisdiction is Nürnberg. However, the organizer reserves the right to bring his claims before the court of the place at which the exhibitor has his place of business.