Dear Exhibitor,

Welcome to Interlift 2019 as an exhibitor.

As a service company, we are interested in efficient cooperation with our exhibitors without bureaucracy. However, due to the many technical and organizational instructions, it is impossible to manage without the "small print".

This Exhibitor’s Manual is intended as a guide to help you in exhibiting. Please observe all the information and instructions contained in this manual, which has the status of site regulations, and ensure that you also inform. You and your staff accordingly are therefore requested to read this Exhibitor’s Manual carefully.

This information and the “General Terms and Conditions for Exhibitions of the FAMAG” are part of your contract for exhibiting at Interlift 2019.

AFAG Messen und Ausstellungen GmbH

Assembly and dismantling dates

| Start of assembly: | Wednesday, 9 October 2019 | 7:00 a.m. |
| End of assembly: | Monday, 14 October 2019 | 4:00 p.m. |

Early assembly dates are only possible in certain cases, must be applied written and will be charged with 200.-- € / day.

Assembly times:

- Wednesday, 9 October 2019: 7:00 a.m. - 12:00 p.m.
- Thursday, 10 October 2019: 7:00 a.m. - 12:00 p.m.
- Friday, 11 October 2019: 7:00 a.m. - 12:00 p.m.
- Saturday, 12 October 2019: 7:00 a.m. - 12:00 p.m.
- Sunday, 13 October 2019: 7:00 a.m. - 12:00 p.m.
- Monday, 14 October 2019: 7:00 a.m. - 4:00 p.m.

Stands whose assembly has not been started by 12:00 a.m. on Monday, 14 October 2019 will be decorated at the exhibitor’s cost if they are not otherwise disposed of.

Claims for compensation by the hirer are not admissible.

Dismantling:

| Start of dismantling: | Friday, 18 October 2019 | 6:00 p.m. |
| End of dismantling: | Monday, 21 October 2019 | 4:00 p.m. |

Dismantling times:

- Friday, 18 October 2019: from 6:00 p.m. till
- Monday, 21 October 2019: 4:00 p.m.

Passes are not required for assembly and dismantling.

Exhibitors are obliged to design their stands in a tidy and careful manner; Stands whose inadequate design adversely affects the overall appearance of the exhibition or hall will not be accepted by the exhibition management and will be subject to appropriate restrictions. This also applies to prohibited advertising.

Events such as tombola, competitions, quizzes, games with prizes or similar are not to be organized either for money or donations.

Stands which exceed the height of 2.50 m require the approval of the exhibition management.

All audio and visual advertising media are subject to registration and approval. All material used must be flame-retardant.

The booth area must be covered completely with uniform floorcovering. If a finished stand or system stand with fascia is not available, it is recommended that a fascia will be mounted. (Form E).

The booth number including the company’s entire address will be placed by the exhibition management.

The right is reserved to issue further instructions on stand design.

Exhibitor passes

Exhibitor passes can only be sent in advance if ordered (Form F) and on receipt of payment of stand rent.

From 9 September 2019 exhibitor passes can no longer be sent by post but have to be collected from the exhibition management in outdoor area from 9 October 2019.

Additional passes can be purchased at a price of € 50.42 plus VAT (gross € 60.00), subject to entitlement and approval by the exhibition management.

Parking permits

Parking permits for cars are obtainable from the exhibition management at a price of € 28.00.

From 9 September 2019 parking permits can no longer be sent by post but have to be collected from the exhibition management in outdoor area from 9 October 2019.

Opening times

The trade fair is open from 9:00 a.m. - 6:00 p.m. from Tuesday to Friday, 15 - 18 October 2019.

Exhibitors are admitted to the trade fair daily from 7:00 a.m. onwards. Stands must be manned by the exhibitors not later than 8:45 a.m.

The ticket offices close at 5:00 p.m.

Food and alcoholic drinks are not to be served after 6:00 p.m.

Visitors must leave the site by 6:30 p.m.

Exhibitors must leave the halls and site by 7:00 p.m.

Please turn over!
Traffic and parking regulations

Prohibited parking
The parking of all types of vehicles in the immediate surrounding of the halls and particularly in front of the exits is prohibited for the duration of the trade fair. Vehicles are only to stop at the above-mentioned points during assembly and dismantling of the trade fair for the duration of unloading or loading and they must be unloaded immediately. They are to be removed immediately on completion of this activity—to avoid obstructing the fire service. Road traffic regulations apply on the exhibition site.

Traffic regulations

1. Assembly days
From Thursday, 10 October 2019, access to the exhibition site is only permitted to vehicles with an entrance permit obtainable on payment of a deposit of € 100.00. This entrance permit is valid for 1 hour for cars and 3 hours for trucks. The deposit will be returned if the vehicle leaves the site on time and retained if the vehicle exceeds the time limit. These times may be reduced and the deposit increased depending on the amount of traffic.

2. Exhibition days
Driving and parking on the exhibition site is strictly prohibited during the event! On payment of a security charge deposit of € 100.00, you may use one of the parking spaces approved by the fire service for loading and unloading (provided a spare parking space is available). The deposit charge is forfeited and the vehicle towed away at the owner's cost if the maximum parking time of 30 minutes is exceeded.

3. Dismantling days
Free access for all vehicles (subject to compliance with paragraph "Prohibited parking") from 6:30 p.m. on Friday, 18 October 2019. Subject to alteration.

4. Exceptional rule
Situational the exhibition management may vary on the guidelines mentioned above or define social rules. These may include, among other things, to increase or to discontinue the deposit.

Protection against theft

Incidents of theft are comparatively seldom at our exhibitions. Constant efforts are necessary to prevent theft. AFAG Messen und Ausstellungen GmbH achieves this by security checks and guarding, but this guarding does not cover the individual stands. Please support these efforts by observing the following instructions:

1. Assembly
Do not leave your stand unattended after delivery of your exhibits. Although the halls are closed and guarded at night, you should still safeguard all handy and valuable exhibition goods. We therefore recommend an additional stand guard for the nights during the event. You can hire lockable cabinets and show-cases from our approved contractors. Your cubicle can also be equipped with a lockable door (Forms S and T).

2. Duration of event
Man your stand before the opening time for visitors and do not leave it unmanned during the lunch break. Exhibition stands at risk to theft should be specially secured. We recommend that you also secure your complete stand at night with a curtain.

3. Dismantling
Most thefts occur in the first 3-4 hours of dismantling. You should therefore not leave your stand until valuable exhibits have been loaded or handed over to the forwarding agent. Should this not be possible for special reasons, please order a stand guard for the period from the end of the event until the start of dismantling your stand.

The organizer carries out random checks of the authorization of the persons engaged in dismantling. You should therefore issue the person responsible for dismantling your stand with a certificate indicating which stand the team is to dismantle.

4. Theft reporting
Report any incident of theft without delay to the exhibition management, who will also inform you to which police station you should report the theft. The project management and technical department will be pleased to advise. The exhibition management reserves the right to issue special instructions on theft prevention to individual exhibitors. Please check your theft insurance. It is recommended that exhibition insurance be taken out (Form 11).

Thank you for your assistance.

AFAG Messen und Ausstellungen GmbH