

MesseRendsburg GmbH
Grüner Kamp 15 – 17
D-24768 Rendsburg
Germany

Fax: +49 - 4331 / 9453-429
 by email: info@norla-messe.de

To be completed by Organizer :

Kunden-Nr.: _____

Hallenstand: _____

Freigelände: _____

Space Rental Application

(Each Exhibitor is solely responsible for its own enterprise and the correctness of this application)

Exhibitor (binding registration for catalogue and internet)		Invoice Address (if different from left column):	
Name of company: _____		Name of company: _____	
Contact person: _____		Contact person: _____	
Postal code, address: _____		Postal code, address: _____	
Postal code, P.O. Box: _____		Postal code, P.O. Box: _____	
Town: _____		Town: _____	
Country: _____		Country: _____	
Telephone: _____		Telephone: _____	
E-Mail: _____		E-Mail: _____	
Internet: _____		Internet: _____	
<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Service Provider	<input type="checkbox"/> Importer	<input type="checkbox"/> Wholesaler
Description of goods: _____			
Please indicate your main focus of display referring to the classified directories given on page 6:			Alphabetical Index letter: <input style="width: 50px; height: 20px;" type="text"/>

Every co-exhibitor and / or firm indirectly represented must be explicitly announced and registered separately to the MesseRendsburg GmbH within the application period!

We hereby request the following exhibition space for the above exhibition:

Indoor (minimum space 10 m ²)	Total area m ²	Front m	Depth m
Row Stand (1 side open)			
Corner Stand (2 Sides open)			
Peninsula stand (3 sides open)			
Do you bring a prefabricated stand? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, any side-walls required? <input type="checkbox"/> yes <input type="checkbox"/> no			
Outdoor (min. ground space 30 m ²)	m ²	m	m
<input type="checkbox"/> Row Stand (1 side open) <input type="checkbox"/> Corner Stand (2 Sides open) <input type="checkbox"/> 2-ways-Stand (2 Sides open) <input type="checkbox"/> Peninsula stand (3 sides)			
<input type="checkbox"/> Please send information concerning the 3-years-contract			

Comment(s): _____

A file regarding the additional services for exhibitors (service package) will be provided with the confirmation of the booth. All application and order forms, delivery conditions, information regarding access and parking etc. will be contained therein.

Signature of this document constitutes legally binding acceptance of the Exhibition Conditions and Regulations.

Place, Date _____

Stamp, Legally binding signature _____

Please send to:

MesseRendsburg GmbH
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D-24768 Rendsburg
Germany

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by email: info@norla-messe.de

Internal use

Halle	Freigelände Block	R E K 2-Wege	Standmiete à	Re.Nr. /2018
St.-Nr.	St.-Nr.	m ²	Rabatt %	Netto
Alphabet	Straße	Front in m	Hallenklimatisierung	MwSt. 19 %
		Tiefe in m	Katalogeintrag	Brutto

1. The Fair

Norla is a special fair about farming and nourishment, alternative energy, forest, hunting, gardening, communal technology and any consumer's questions.

Organizer, legal entity and promoter: **MesseRendsburg GmbH**.

2. Location

Norla 69 in 2018 will take place in the fair area as given in **Messegelände in Rendsburg**.

3. Dates

Date:	30 Aug - 2 Sep 2018
Hours of opening	daily 9.00 a.m. – 6.00 p.m.
Closing date for registration:	until the end of availability

Commencement of Stand Construction

Indoor:	23 Aug 2018 7.00 a.m. - 6.00 p.m.
Outdoor:	20 Aug 2018 7.00 a.m. - 6.00 p.m.

Completion of Construction: 29 Aug 2018, 8.00 p.m.

Dismantling

Indoor:	2 Sep 2018, 7.00 p.m. until 5 Sep 2018, 6.00 p.m.
Outdoor:	2 Sep 2018, 7.00 p.m. until 10 Sep 2018, 6.00 p.m.

4. Admission

Norla 2018 refers primarily to: administrative agencies, federations, organizations, domestic and foreign manufacturing firms, any crafts enterprise, importers, traders whose main objectives might be following:

Farming, Farming technology, Farming Techniques concerning Stables and Plains, Building, New Energy, Environment Technology, Any kind of Service, Consulting and Information, Hunting und Forest Economy and Management, Food Supply, Gardening and Landscaping, Technology for municipal applications, Water Supply, Home Economy, Sports and Games, Leisure.

5. Prices and costs

Prices are given in our price-list; tax is NOT included.

6. Registration

6.1 Booking

For booking please use our application form. Do not forget to sign your application. By signing the application form you offer MesseRendsburg GmbH a legally binding contract that can't be drawn back.

6.2 Parts of the contract

Essential parts of the contract:

- The space rental application
- The conditions of participation in Norla 2018
- House-Rules as given in the service-booklet.

By signing the booking all regulations are legally binding accepted.

6.3. Co- exhibitors

If a group of firms likes to book just one stand for the whole group, one of the firms has to be named partner to MesseRendsburg GmbH. Any negotiation will be conducted with this partner only.

7. Sub-letting, allowing third party companies on stands, selling stands to third party companies or persons

Any kind of sub-letting, exhibition of external or third party fabricates on the stand, Exchanging stands with other exhibitors or allowing parts of the stand to other exhibitors requires the prior, express approval from the fair management.

In case of an unapproved sub-letting, sub-renting or allocation of the booth the fair management, upon its sole discretion, can either ask for the immediate vacation of the concerned booth and the whole fairground or charge additional payment in the amount of 50% of the usual booth rental fee.

8. Signing the contract

8.1 Admission

If your offer of contract is accepted, MesseRendsburg GmbH will send you a confirmation of your order.

8.2 Restrictions for exhibitors or goods

MesseRendsburg GmbH is entitled to restrict goods of display or change the stand area due to conceptual reasons. MesseRendsburg GmbH is further entitled to exclude exhibitors, especially if the space of the fair ground is exhausted. If necessary, MesseRendsburg GmbH is entitled to constrain the admission to special groups of exhibitors or certain goods.

Exclusion of competition must not be required nor confirmed.

9. Allocation

Allocation of stand follows only the theme and concept of the fair. Date of application is of no relevance for the booth position. If possible, exhibitor's special wishes will be considered. Order of stands comes with number of hall or block as part of confirmation of order. Any complains have to be announced to Fair management within 8 days after reception of confirmation of order in written form

9.1 Changing of stands

If necessary, MesseRendsburg GmbH is entitled to restrict stand areas in a marginal way and not more than 10 cm in wide and depth due to technical reasons. Exhibitors are not entitled to reduce rent due to this reason. This does not refer to prefabricated or system stands.

Transfer of stands is possible provided that organizational reasons require this relocation. MesseRendsburg GmbH has to use best efforts to offer an equivalent stand/area/place.

Exhibitors are entitled to deny the new contract within 2 days after reception of transfer. This requires written form.

If the stand remains in the same hall/block/space and just has to be moved a few meters, denying the contract is not possible.

MesseRendsburg GmbH is entitled to determine entries, exits and emergency exits as well as passageways. Exhibitors have to be informed about any of such changes immediately and in written form.

10. Goods on display

Only goods as described in the application may be shown, exhibitors may not remove them without special permission. Replacement of goods is possible within an hour before opening and an hour after the fair's admission times and this requires written agreement with MesseRendsburg GmbH.

10.1 Display of animals

Exhibitors who wish to show livestock on their stand must contact the MesseRendsburg GmbH. Species, number of animals, age and origin must be declared. Animal epidemic measures must be considered. Exhibitors are solely responsible to strictly adhere to all compulsory conditions of the veterinary and food supervisory office.

11. Terms of Payment

11.1 Timing

Please pay the rent as a lump sum upon receipt of invoice. Customer's and invoice numbers have to be indicated. Make sure the rent is transferred to the account of MesseRendsburg GmbH within the invoice timing.

11.2 Complaints

Complaints concerning the invoices have to be issued within 14 days of the invoice's date and have to be forwarded in a written form.

11.3 Deposit of rent

MesseRendsburg GmbH is entitled to secure their rent by means of pledge. The deposit can be sold by MesseRendsburg GmbH after written announcement except for willful intent or gross negligence, MesseRendsburg GmbH is not responsible; for any damage to the deposit, if not in money.

12. Cancellation, non-participation of exhibitor, withdrawal by MesseRendsburg GmbH

12.1 Withdrawal and non-participation

If, subsequent to binding registration or contract conclusion, MesseRendsburg by way of exception assents to the exhibitors request for a complete or partial withdrawal from the contract, the exhibitor is obliged to pay a flat compensation charge to MesseRendsburg

Table of cancellation charges:

Percent charged based on the regular participation price for the amount of stand space registered or confirmed.

30 days and later before opening day of the fair	100 %
60 to 31 days before opening day of the fair	50 %
90 to 61 days before opening day of the fair	25 %
120 to 91 days before opening day of the fair	10 %
until 121 days before opening day of the fair	0

The exhibitioner has to prove contrarily. Any other rights are reserved.

12.2 Cancellation by MesseRendsburg GmbH

MesseRendsburg GmbH is entitled to cancel if

- The full rent has not been transferred within the invoice's dates and even not after the exhibitor has been reminded and has been allowed a later date.
- If the exhibitor is no longer entitled to receive admission to the fair or if MesseRendsburg GmbH gets to know facts that should have lead to non-admission if known before. Exhibitors are obliged to inform MesseRendsburg GmbH about any of such facts immediately.
- The Exhibitor violates the house rules and keeps doing so even if reminded. MesseRendsburg GmbH can issue compensation; see point 12.1.

Exhibitors have to abide by all regulations concerning fire security and fire prevention d. Regulations regarding the aforementioned installations and the DIN 4102 or EN 13501-1 (fire behaviour of building materials and building components) must be observed and abided by.

Every stand, with the exception of pre-fabricated stands, has to be furnished with a bezel of 20 cm height.

The deviation in size of the booth can be ± 5 cm.

12.3 Force majeure

If the fair has to be cancelled, postponed or reduced due to force majeure, MesseRendsburg GmbH will inform the exhibitors immediately. MesseRendsburg GmbH hereby disclaims any liability in case of a force majeure event. MesseRendsburg GmbH is not obliged to any compensation or indemnification, whatsoever. Any payments received to the date are to be considered as rightfully acquired and won't be reimbursed

13. Stands

13.1 Solid and flying buildings

All solid and moveable fixings are subject to the following statutory requirements:

- Approval by the Fair Management, submission of any plans at the local construction authority, City of Rendsburg.
- Any construction work as in ground or foundation has to be approved by the fair management.
- In the end of the fair, or upon termination of the contract, any and all modifications and changes to buildings have to be restored to their initial status to the entire satisfaction and approval of the fair management. If approval is denied due to insufficient performance, the fair management is entitled to organize a proper restoration at the Exhibitor's expense Exhibitors with solid buildings are obliged to participate in each Norla trade fair and keep the buildings in a good and operative condition.
- Solid Buildings in the vicinity of other events of MesseRendsburg GmbH have to be at MesseRendsburg GmbH's rent free disposal - if not used by the owner himself.

13.2 Outdoor

Any outdoor stands are let on an "as-is" basis t. At the end of the fair, this condition has to be restored. Open fire has to be declared and requires permission by the fair management and the local authorities. **Use of ANY Gas-Equipment – regardless of said equipment's type or size - has to be approved by the fair management. Please include a valid control certificate when you declare the use to the fair management.**

13.3 Indoor

The walls of indoor stands, the back and sidewalls are neither painted nor papered. **They shall not be pasted, painted, papered or damaged.**

Building's height shall not exceed 2,50m, except for the company name and/or brand for which additional 50 cm (max) can be added on. In the vicinity of pillars, the height of 2,50m must not be exceeded.

All special exceptions to this rule have to be approved by the fair-management.

If there are joint back walls, firm signs or other signs have to be one-sided. The back side is to be kept neutral. No commercials may exceed the stand's area. You may not hang any signs to the hall's construction structure.

Open fire, pressure gas containers – or bottles or fluid gas bottles are strictly forbidden in the halls!

Exception is the use of equipment as used in kitchens provided that there is a barrier between customer's passageway. Permission of fair management is mandatorily to be obtained!

13.4 Complaint

Any kind of complaint has to be issued in written form before the stand's set-up. Oral claims won't be considered.

13.5 Company signs and Enterprises' Addresses

Every stand has to show the firm's name and the exhibitor's complete address visibly to the public. If you use family names, do not forget that at least one christian name has to be provided and clearly shown.

13.6. Price tags

All goods on display have to be provided with valid price tags according to the „Price Tag Regulation“.

14. Manning the stand

14.1 Compulsory

Exhibitors are admitted from 7.30 p.m. and are obliged to man their stand from 8.45 p.m. in the latest. You have to make sure that your stand is manned throughout the general opening times.

1 hour after closing time in the latest, all exhibitors and their personnel must have left the fair area, if not approved otherwise by the fair management. **No stand may be removed before the official end of the fair.**

14.2 How to run your stand

You have to address visitors politely and you may not leave your stand to do so. Do not hinder visitors in passing or even pull their clothes! Any question or complaint, justified or not, has to be answered or evaluated carefully and in due time.

14.3 Sleeping and partying on the stands after the end of the fair (daily)

For security reasons sleeping on the fair area can not be allowed neither by the fair management nor by the police, even if in a trailer. Partying after 7.00 p.m. is not allowed for the same reasons.

It is not permitted to overnight at the exhibition Centre or in the parking area without written permission through MesseRendsburg.

15. Exhibitor's wristband

Exhibitors and their personnel obtain limited numbers of wristbands with free admittance to the fair. For further information, see our price list.

16. Parking areas

Every exhibitor is granted the absolutely necessary number of parking places. Parking is admitted due to the date of application. For prices, see our price list.

17. Catalogue and Internet

Appearance in catalogue and in the official internet presentation is mandatory service and has to be paid for. Catalogue dates have to be passed completely, readable and in time, there will be no guarantee that they are reported correctly and completely.

18. Commercializing

- Any advertising is restricted to the stand area, the exhibitor's firm and to his own goods.
- Loudspeaker, slides or films as well as shows require special permission by the fair management. Any other equipment optical and/or acoustical commercials require special permission, too.
- Tombola's, competitions, Bingos etc. have to be applied for and permitted by the fair management.

19. Street Signs, Masts, Loudspeakers, Energy Distributors

Any street signs, masts, loudspeakers or energy distributors etc provided by the fair management have to be tolerated and may not be removed. No reduction of rent because of those items.

20. Insurance

- Every exhibitor has to prove his own liability insurance.
- MesseRendsburg GmbH does not insure goods against fire, robbery, burglary. Special Fair-Insurance against fire, robbery, transport, etc. is recommended.
- MesseRendsburg GmbH disclaims any kind of liability for any items on the stand.

21. Security of Data

Exhibitors hereby acknowledge and expressly agree that MesseRendsburg GmbH stores and proceeds personnel data for business reasons according to the rules of „Bundesdatenschutzgesetz“. The use of automatic data procession is included in this agreement. The Agreement also includes storage and proceeding of data for purposes of MesseRendsburg GmbH or enterprises connected with MesseRendsburg GmbH if this is necessary.

22. Forfeiture

Exhibitor's claims against MesseRendsburg GmbH have to be issued within 2 weeks after the closing of the fair. If not, they are forfeited.

23. Householder's Right

Every exhibitor is submitted to the domestic authority and of MesseRendsburg GmbH any time while the fair is at the planning stage, at set-up, under process or closing. Exhibitors and their personnel are obliged to follow any announcement and/or directive of legitimated fair personnel (see valid working wristband).

24. Acknowledgement of Conditions

The tenant and his commissioners acknowledge by signature of the rental contract all terms and conditions stipulated herein, including all amendments and the survey of costs as far as no other agreements have been accepted. The exhibitor is liable for his personnel.

25. Place of Jurisdiction

Place of Jurisdiction is Rendsburg, if both parties are merchants.

Classified directory

1.0 Technology and production facilities in crop production

- 1.1 Working the ground, tillage, drilling,
- 1.2 Fertilizing, crop protection, irrigation
- 1.3 Grain harvesting, root crop / sugar beets harvesting, forage harvesting
- 1.4 Processing, storage and conservation of harvest products, upgrading
- 1.5 Seeds, seed stock
- 1.6 Fertilizer, plant protection products
- 1.7 organic farming
- 1.8 any other production facilities in crop production

2.0 Tractors and components

- 2.1 Loaders, high-lift trucks and accessories
- 2.2 Transport vehicles, lifting equipment, scales
- 2.3 Components, spare parts, workshop supplies

3.0 Technology and farm inputs in animal production / livestock farming

- 3.1 Breeding animals, breeding programs
- 3.2 Animal housing, shed construction
- 3.3 Husbandry techniques
- 3.4 Heating, aeration and controlled environment technology
- 3.5 Pasture management technology
- 3.6 Feed storage
- 3.7 Feedstuff preparation and distribution
- 3.8 milking and cooling technology
- 3.9 solid manure and slurry technology
- 3.10 feedstuff, feed additives, silage additives
- 3.11 Veterinary medicine products, hygiene
- 3.12 Cleaning and disinfecting products
- 3.13 organic livestock-farming
- 3.14 Misc. Farm inputs in livestock farming
- 3.15 Gates
- 3.16 around horses
- 3.17 marketing of animal products

4.0 Service

- 4.1 Business administration, book-keeping, management
- 4.2 Services, consulting services
- 4.3 soft- and hardware
- 4.4 Financial services, financial consulting, insurance companies
- 4.5 trade publications, journals, publishers
- 4.6 Research and education
- 4.7 Associations, organizations, institutions
- 4.8 Rural area, leisure time
- 4.9 Health

5.0 Energy technology and bio-energy

- 5.1 Energy-producing plants, renewable raw materials
- 5.2 Electricity from renewable energy sources
- 5.3 Solar technology
- 5.4 Wind energy installations
- 5.5 Biogas

5.6 Heating systems

5.7 Energy supply

5.8 Energy saving

6.0 Technology for municipal applications / Landscape conservation

6.1 Municipal machinery

6.2 Technology for municipal applications

7.0 Food industry

7.1 Processed foods

7.2 Fresh foods

7.3 Meat products

7.4 Fish products

7.5 Dairy products

7.6 Bakery products

7.7 Beverages

7.8 Candies etc.

7.9 Direct marketing

7.10 Fruits and vegetables

7.11 Catering

7.12 organic food and farming

8.0 Garden and leisure time

8.1 Horticulture technology

8.2 Gardening tools

8.3 Shrubs, plants, seeds

8.4 Summer-, greenhouses

8.5 Garden furniture and accessories

8.6 Toys

9.0 Forestry and timber industry

9.1 Forestry technologies

9.2 Timber harvesting

9.3 Timber processing facilities

9.4 Forestry supplies and lubricants

10.0 Hunt, hunting equipment

10.1 Hunting equipment

10.2 Hunting clothes

10.3 Equipment for the hunting area

11.0 Around the house

11.1 Household appliances

11.2 Clothing, jewelry

11.3 Furniture, home accessories

11.4 Cleaning supplies, disinfectant and tools

11.5 construction, renovation, refurbishment, living & decoration

11.6 Health, cosmetics

11.7 Water filter, purification

11.8 around the pet

12.0 Mobility

12.1 Cars and electric vehicles

12.2 Trailers

12.3 Misc. Mobility

13.0 AOB



Price list Norla 2018

(The listed prices are net prices. They are subject to the value-added tax (VAT) at the rate stipulated by law at the time of the exhibition.)

1. Prices

Stand rent indoor (minimum stand space 10 m²)

		Price per m ²
Row Stand	1 side open	65.00 €
Corner Stand	2 sides open	75.00 €
Peninsula stand	3 sides open	80.00 €
Plus heating and air conditioning of the fair hall / per m ²		5.00 €

Stand rent outside (minimum stand space 30 m²)

	Price per m ²		Price per m ²
< 49 m ²	19.00 €	> 200 m ²	13.00 €
> 50 m ²	17.00 €	> 300 m ²	11.00 €
> 100 m ²	15.00 €	> 400 m ²	9.00 €
		> 500 m ²	5.00 €

Any beginning square meter has to be paid for in full price. Subsequently required space has to be paid for; same conditions.

2. Media Entries (catalogue, internet)

		Price
Basic media entry (catalogue, internet)	mandatory	61.00 €
co-exhibitor / firm indirectly represented	Application fee	30.00 €
	Basic media entry mandatory	61.00 €
Premium entry (placement of company logo)		30.00 €
Placement of print ad (DIN A5)	1/1 4c or black & white	150.00 €
	1/2 4c or black & white	75.00 €
	1/3 4c or black & white	60.00 €

Mandatory for every exhibitor: Name of Firm, Postal Address; Goods on display, hall, outdoor area and number of stand in the alphabetical register as well as Name of Firm and number of stand in the classified directory.

Please forward the data completely and readable, otherwise the fair management will forward the data without any liability as to correctness and completeness.

You can put adverts into the catalogue.

3. Exhibitor's wristbands

Every exhibitor receives a number of free wristbands according to the size of his stand.

Indoor: Up to 10 m² 2 wristbands
full more 10 m² 1 wristband up to 100 m² and
from 100 m² for every full 50 m² 1 wristband.

Outdoor: Up to 50 m² 2 wristbands, for every full 50 m² 1 wristband.

More wristbands are available for 12.61 € each.

Misuse of wristbands is followed by double prize of wristbands available or by confiscating the wristband. Wristbands can be handed out to adults only.

4. Parking

Exhibitors apply for the absolutely necessary number of parking spaces. The applications are granted according to the date of application. The price includes the whole fair and is 12.61 € for cars and 40.00 € for trucks.

Your service booklet includes all necessary forms and comes with confirmation of your stand!

The fair manager is prepared to answer all further questions!