

SPECIAL CONDITIONS OF PARTICIPATION (SCP)

ADDITIVE MANUFACTURING FORUM BERLIN 2025

1. EVENT

AM Forum Berlin 2025

Estrel Congress & Exhibition Center | Berlin, GERMANY

March 17 - 18, 2025

2. ORGANIZER

IPM AG

Institute for Production Management

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GERMANY

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3. SETUP AND REMOVAL

Setup time exhibition stands:

March 16, 2025 from 4 p.m. until 8 p.m.

March 17, 2025 from 7 p.m. until 8 p.m.

Removal time:

March 18, 2025 from 4 p.m. until 8 p.m.

Until the end of the removal time all supplier and setup vehicles must be removed from the premises. Vehicles remaining on the exhibition grounds after the aforementioned time will be removed by the organizer at the risk and expense of the respective exhibitor.

Exhibition times are on March 17, 2025 from 8 a.m. until 6 p.m., and on March 18, 2025 from 8 a.m. until 4 p.m.

4. REGISTRATION DEADLINE

The registration period for the exhibition ends on March 16, 2025. Registrations will only be considered in writing as well as via the online shop at www.am-forum.de.

The services included in the exhibitor/sponsoring packages are subject to a temporal forerun. Should a service be impossible to deliver due to a late registration, there will be no material/financial compensation.

5. CO-EXHIBITORS AND ADDITIONALLY REPRESENTED COMPANIES

Regarding the admittance of co-exhibitors please view the general terms and conditions subparagraph 2.4.

For every co-exhibitor and every additionally represented company a fee of 1,500 EUR (plus VAT) is due. Sub-exhibitors which are not registered but distinctly visible and recognizable are obliged to subsequently pay this fee within 10 days after billing. Additionally, a fixed rate fee of 200 EUR (plus VAT) will be levied.

6. PAYMENT DEADLINES AND CONDITIONS

Billing will take place immediately after receipt of the registration. The bill is due immediately and without deductions. The prior and complete payment of the bill is a precondition for receiving access to the exhibition space as well as for entry into the list of exhibitors. For reasons related to the sales tax, bills can only be issued in the name of the exhibitor as the contractual partner and receiver of the service, not to a different invoice recipient.

In case the billing amount does not reach the bank account of the organizer mentioned in the bill on time, the organizer has the right to demand default interest in the amount of 8% above the European Central Bank's base interest rate as per § 247 German Civil Code.

7. WITHDRAWAL/NON-PARTICIPATION OF THE PARTICIPANT / EXHIBITOR / SPONSOR

Standard tickets: In case of cancellation by the attendee 5 months before the event (by October 16, 2024), 30% of the purchase price will be refunded.

Premium tickets: In case of cancellation by the attendee 2 months before the event (by December 16, 2024), 100% of the purchase price will be refunded.

All Access Tickets: In case of cancellation by the attendee 2 weeks before the event (by February 28, 2025), 100% of the purchase price will be refunded.

Cancellations after the above mentioned dates will not be eligible for a refund. If the participant does not attend the event without cancellation, the participation fee must be paid in full.

8. STAFFING OF THE EXHIBITION STAND

The exhibitor approved by the organizer is obliged to participate in the event and to put the exhibition stand into operation on time. During the event, particularly during the prescribed opening hours, the exhibition stand has to be properly staffed and equipped.

9. EXHIBITION STAND DESIGN AND EQUIPMENT

Obtaining the necessary administrative permits and other permits governed by public law as well as the compliance with the registration duties (with authorities and the GEMA) and also the receipt of resulting costs and compliance with requirements posed by the authorities is the exhibitor's responsibility for the entire exhibition stand.

The exhibitor is responsible for the traffic safety, operational safety, and fire safety of the entire exhibition stand area as well as the compliance with all legal regulations in this regard, also in the case that the exhibition stand is created and/or operated by co-exhibitors or additionally represented companies. The exhibitor is obliged to stop operating the exhibition stand in case machines, equipment or facilities are not operable or in case the business regulations can not be adhered to.

10. TECHNICAL DISRUPTIONS

Possible technical disturbances will be immediately remedied by the organizer as far as possible. They do not constitute grounds for claims against IPM AG.

11. COMPLAINTS

Complaints about the renting of exhibition stands or bills must be issued in writing within 14 days of receipt, at the latest on the day before the event. Notices of defect are to be addressed to the renter or his agents. The organizer is not obliged to verify the legitimation of persons present at the exhibition stand.

12. ADMISSION TICKETS/RIGHT OF ACCESS

Each participant / exhibitor will be provided with personalized admission tickets (badges) free of charge. The admission tickets may not be transferred to third parties. Misuse will result in revocation of the ticket without substitution.

13. MONITORING/HALL OVERSIGHT

A monitoring of the stands does not take place, the organizer is not liable. Valuables may be deposited overnight in a separate, lockable room.

14. CHANGES

The organizer reserves the right to make changes and additions as far as these are necessary for the technical execution or for security reasons.

EFFECTIVE: MARCH 2024