



CLASSICAL:NEXT 2024 – EXHIBITION

On behalf of Classical:NEXT:

Classical:NEXT GmbH
Geisbergstraße 38
10777 Berlin
Germany

herein known as the organiser.

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Manual and signed Letter of Acceptance of the conditions by the exhibitor

Please note: your stand booking will not be completed until we have received your signed/returned copy. Please sign where indicated at the bottom of this manual.

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1 – Rental prices

Stand pre-built with or without shell schemes: €820 net per stand for **4m²**:

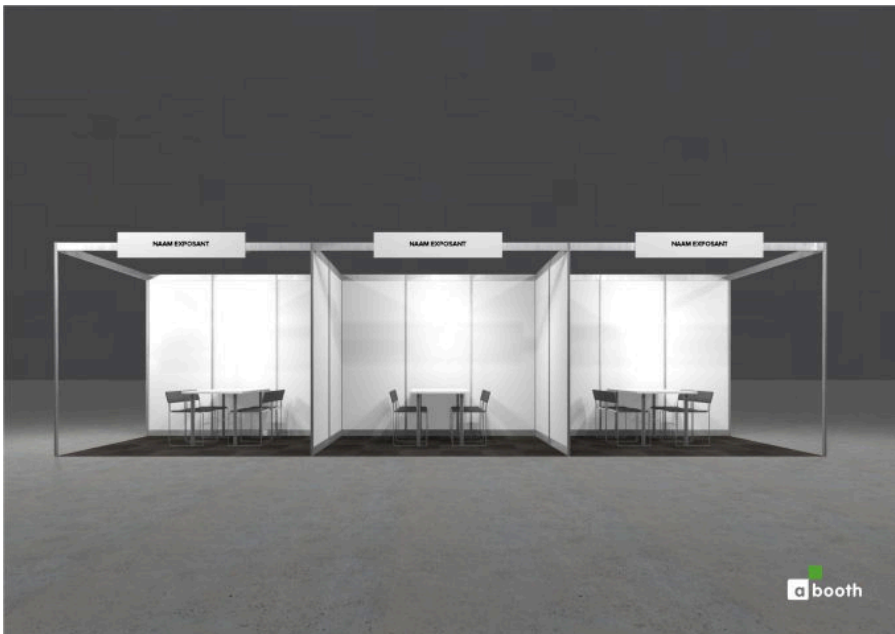
The dimensions for this stand is 4m² (2m wide, 2m deep), height is 2.5 m.



No rights can be derived from this impression

Stand pre-built with or without shell schemes: €950 net per stand for **6m²**:

The dimensions for each stand are 6m² (3m wide, 2m deep), height is 2.5 m.



No rights can be derived from this impression

The rental price includes:

Stand pre-build with shell scheme – **4m² or 6m²**:

- Standard shell schemes, walls towards neighbouring stands
- Wall elements white of 2,50 x 1,00 meter
- Carpet in tiles, color anthracite
- General lighting in exhibition hall
- 2 spots of 80 watt per 6 m²
- Power supply, a double wall socket of 1 kw connected to the main connection of Colosseum Berlin
- 1 fascia/ signboard facing the gangways, with company name and stand number / beam of 10 cm aluminum plint
- 1 table (120cm x 80cm) and 4 chairs per stand
- Cleaning of booth (daily)

The exhibitor's and delegate badges can be picked up at the Check-in counter at the entrance to Colosseum Berlin.

German VAT (at present 19%) might have to be added to the above price and must be paid when invoiced. VAT is at the present refundable for foreign exhibitors/companies who are VAT- registered in their own country.

Requests for refunds should be addressed to the national VAT authorities.

For more information, please see: <https://www.classicalnext.com/terms#vat>

The organiser reserves the right to adjust the rental prices and VAT if tax or other charges is changed by German law.

The organiser reserves the right to alter the present regulations with immediate effect in case orders from the Authorities or other compelling reason might make it necessary.

For technical supplies and additional stand furniture, the latest deadline for ordering is **24th of April 2024**.

The catalogue is available on their website: <https://webshop2.a-booth.nl/en/>

2 – Customize your stand

If you would like to **remove some/all walls** or have special company name wishes for the signboard (no additional fee), please fill out the [stand info sheet](#):

https://docs.google.com/forms/d/1YL9U5KfTxW--ARILpJ9sL_8T6ilAgmAUBltHappUW9k/edit?pli=1

Companies that want to build higher than 2.50 metres or have other special requests must forward their proposed

floor plan and booth design to the organiser. (also see §4)

Additional furniture, equipment & printing services for your stand can be ordered directly with the stand building company. Please see the separate catalogue “Additional Furniture and Equipment Catalogue” for prices and conditions. The catalogue will be forwarded to you after booking and paying for your stand or can be downloaded here: <https://webshop2.a-booth.nl/en/>

Please fill out the ordering form by deadline **24th of April 2024!** Forms received after this deadline will be processed subject to availability of materials and transport. All rates within the “Additional Furniture and Equipment Catalogue” will be increased by 20% after the given deadline!

Hostess/Attendant

In case of hiring a hostess or attendant, the exhibitor has to pay a full registration for all persons hired.

3 – Exhibitor manual

The Exhibitor shall be bound to comply with the regulations issued by the organiser, the Venue, the Exhibition Architect, the Fire Authorities, the Health Authorities, and any other Public Authority, and in other respects to comply with the “Conditions, Rules and Regulations” from the venue. See more at Paragraph 19.

No Exhibitor may obstruct or allow his goods, decorative materials, furniture, etc. to obstruct or fill open passages and open spaces, just as there must be no construction above the height of the stand without special permission from the organiser.

The Exhibitor shall be obliged to observe all time limits fixed regarding construction, stand set-up etc.

The Exhibitor shall be obliged to keep his stand open and suitably staffed during the official opening hours of the exhibition.

The exhibition building and the material therein must not be damaged (for example by nails, screws, etc. in doors and walls). For the Shell schemes you are allowed to use tape for the posters.

No inflammable decorations or exposed flames may be used at any time. All decoration material of paper and inflammable fabric must be made fireproof. Obstructing the fire alarm equipment, especially linear detectors (motion detectors) with decorations or installations shall be prohibited.

It is absolutely forbidden to mount any signs, decorations, or design elements for an event at the exterior of the building.

The venue has to be given as follows without exception on all printed and published material, **please use the exact designation of Colosseum Berlin as follows:**

Colosseum Event Berlin GmbH

Gleimstraße 33, 10437 Berlin, Germany

4 – Booth size/height

The standard booth size A is 2 meters deep, 2 meters wide and 2.5 meters high incl. signs.

The standard booth size B is 2 meters deep, 3 meters wide and 2.5 meters high incl. signs.

Companies who want to build higher than 2.5 meters incl. signs or have other special requests must forward floor plan and booth design to the organiser.

If approved – the organiser will return with further information to the exhibitor.

5 - Rules within Expo Area and Exhibition Space

Catering at Stands

Deadline: 14 days before the event, 29th of April 2024.

Contact: David Boldt db@colosseumberlin.com

There is a strict “**no smoking**” policy throughout all Expo areas. This also applies to the use of e-cigarettes.

Public performing or playing of music is not permitted at the Expo area! Any musical activity perceived by the organiser as a disruption to business within the Expo will be terminated. This also applies to stand receptions.

Please respect the Expo is a networking space and keep the noise level as low as possible!

Waste: During set-up/ take-down, the exhibitor must place the waste in the containers and recycle bins in the Expo area. Each booth will be cleaned every evening after the Expo closes. There will be **no bin bags** available during Expo hours, except if you have ordered a bin and bags from the technical catalogue.

The exhibitor shall be bound to comply with the regulations issued by the organiser, the exhibition architect, the fire authorities, the health authorities, any other public authority and in other respects to comply with the rules and regulations from the venue. These regulations will be available for consultation on demand from the organiser; further information can also be found here:

<https://www.colosseumberlin.com/agb>

Special arrangements, if any, agreed between the organiser and the exhibitor, which are not included in this exhibition manual, are only binding when confirmed in writing by the organiser and signed by both parties.

No exhibitor may obstruct or allow her/his goods, decorative materials, furniture and so on to obstruct or fill open passages and open spaces, just as there must be no construction above the height of the stand without special

permission from the organiser.

No inflammable decorations or exposed flames may be used at any time. All decoration material of paper and inflammable fabric must be made fireproof.

The exhibitor shall be obliged to observe all time-limits fixed regarding construction, stand set-up, stand take-down, and so on.

The exhibitor shall be obliged to keep her/his stand open and suitably staffed during the official opening hours of the Expo.

No exhibited article or display equipment may be removed from the stands until the official take-down period of the Expo. The exhibitor shall restore the stand to its original form/condition.

Exhibitors are allowed to use non-destructive tape for sticking posters on the shell schemes. For consultation, please contact the organiser or ask the stand building company on site!

The Expo area and exhibition space and the material therein must not be damaged (by, for example, nails, screws, wrongly-used sticky tape and so on used on doors, (stand-)walls, pillars and other venue surfaces and units).

The exhibitor shall be held responsible for any damage done to the premises, fixtures, and for any injury to persons caused by the exhibitor, her/his staff or any exhibited articles or exhibition material. The exhibitor shall not be entitled to repair any such damage themselves.

The exhibitor/s are obliged to comply with the EU labour regulations.

6 – Use of Exhibition Stands, Forbiddance of Retail Sale and Piracy

Exhibits may be on display at the rented stand only. They must be exhibited in such a manner so as not to interfere with neighbouring exhibition stands visually or because of noise, and obstruction of exhibition stands or corridors must be avoided. In cases of non-compliance, Classical:NEXT may, at its discretion, ban exhibits that interfere or obstruct. If the exhibitor does not comply, Classical:NEXT has the right to remove said exhibits and evict the exhibitor from the stand without any liability.

The organiser has the right to remove exhibits that do not comply with exhibition product categories or that deviate from the principles of exhibition competitiveness or violate the exhibition schedule or if proven that said exhibits violate third party intellectual rights/copyrights.

The exhibitor shall indemnify and keep Classical:NEXT GmbH as well as their local partners fully indemnified from and against all actions, claims and demands brought against these resulting (directly or indirectly) from any infringement of intellectual property rights of any third party effected by exhibitor/s.

If a court finds an exhibitor guilty of third-party intellectual rights/copyright violation, the organiser is entitled to forbid the exhibitor from participating in current or future exhibition events and the exhibitor shall have no right of compensation for any reason whatsoever.

Exhibitors are not permitted to sub-let their stand/s directly, or to lend their stand/s to, a third-party, either in part or in whole. Shared stands are permitted: if you wish to share a stand with another company, please contact the organiser.

Shared, umbrella, network stands: the main exhibitors will be held responsible for all co-exhibitors.

No change in stands between exhibitors may take place without the written consent of the organiser.

Exhibitors holding networks, shared or umbrella stands are not allowed to sell any part of the stand(s) to any third-party or network member for commercial benefit beyond recouping the original published and paid stand price and any reasonable administration, production and stand decoration costs to enable their participation.

7 – Exhibition area

The organiser shall be entitled to change allocation of stands and exhibition area, if there is a high demand for extra exhibition space or other matters.

Please listen to music at your stands with headphones only, **no “LIVE” music in the exhibition area at any time, including stand receptions**. Any musical activity perceived by the organiser as a disruption to business within the Expo will be terminated.

Hosting of receptions at stands is allowed, for more information, booking of catering and reception items, please get in touch with the organiser. While hosting a reception, please have consideration for other/neighbouring exhibitors and delegates.

8 – WiFi

Please note: **WiFi is subject to capacity!** WiFi is available in the Expo halls, although heavy usage may affect the stability.

The organisers cannot guarantee a stable WiFi and assume no liability for the connection. In case you need a reliable connection for around the clock streaming services and so on, we suggest to book extra cable internet, which is not included in the standard stand package.

9 – Advertising and Merchandise

Advertising may be carried out – free of charge – by means of flyers, samples and promotional material to be handed out to delegates visiting the event.

The distribution of flyers or any other advertising material is not allowed at any other point apart from an exhibitor's exhibition stand, unless special permission by the organiser has been secured.

Exhibitors must not sell any merchandise at their stands.

Unsanctioned 'off C:N' events and the like, and/or events seen to be competing with Classical:NEXT may not be promoted on the Classical:NEXT event sites, in the Classical:NEXT bag or online. Use of the Classical:NEXT name or brand, or of any 'passing-off' versions of the Classical:NEXT name and brand in connection with any unsanctioned events is not permitted. If the exhibitor does not comply, Classical:NEXT has the right to remove any offending material and evict the exhibitor from the stand without any liability, or provision of refund or compensation.

10 – Terms of Payment and Business

For all persons attending Classical:NEXT 2024 the terms of payment and business apply. Main exhibitors are held responsible for their co-exhibitors and must make sure co-exhibitors adhere to the terms of this exhibition manual and to the Classical:NEXT 2024 terms of payment and business:

- Full payment of rental price upon receipt of the invoice. No exhibitor will be allowed access to the exhibition stand if the organiser has not received the full stand rental price before the set-up time of the Expo.
- You can find all terms of payment and business here:
<https://www.classicalnext.com/terms#classicalnextterms>

Please note: Your stand booking will not be completed until we have received your signed copy of this manual. Signature is required at bottom of this document.

11 – Cancellation

The organiser must receive notification of cancellation of exhibition space in writing.

No refunds will be made after **Friday, 22 March 2024**. Refunds are subject to a 20% administrative charge.

12 – Opening hours

Stand set-up and Check-in (exhibitors only)

Tuesday, 14 May 2024 | 09:00 – 12:00 hrs

Registration and Check-in times (for all delegates)

Tuesday, 14 May 2024 | 09:00 – 18:00 hrs

Wednesday, 15 May 2024 | 10:00 – 18:00 hrs

Thursday, 16 May 2024 | 10:00 – 18:00 hrs

General Expo times (for all delegates):

14 May 2024 | 12:00 – 18:00 hrs

15 May 2024 | 10:00 – 18:00 hrs

16 May 2024 | 10:00 – 18:00 hrs

17 May 2024 | no Expo!

Stand take-down (exhibitors only)

16 May 2024 | 18:00 – 19:00 hrs

additional break down time on request only, please contact registration@classicalnext.com

Please contact the organiser if you need more time for build-up and dismantling of your stand.

No exhibited article may be removed from the stands until the exhibition is closed.

The Exhibitor shall restore the stand to its original form/condition.

Parking

Colosseum Berlin has no Parking lot. Please use the Car park Schönhauser Allee Arcaden. Please see the address, directions and prices here:

<https://www.apcoa.de/parken/berlin/schoenhauser-allee-arcaden/>

Delegate Badges and Wristbands

The exhibitor's delegate badge and wristband can be picked up at the check-in counter (please present your ID/ Passport). Wristband and badge must be worn at all times during Classical:NEXT and are not transferable or replaceable.

The delegate badge lists the company name (if applicable), the given name and surname of the delegate as well as the stand number (all data according to online registration).

Badges and wristbands are strictly for personal use only and:

- If lost, it will not be replaced
- If asked, the holder must also present his/her identity card
- If found in the possession of a third party, it will be confiscated

13 – Force majeure

In case of war, mobilisation, strike, lock-out, fire, regulations of the authorities or other circumstances beyond the control of the organiser, that might render it impossible or difficult to carry through the arrangement, the organiser shall be entitled to transfer, in whole or in part, the arrangement to other premises, to postpone the implementation of the arrangement to another time or to cancel the arrangement, and the organiser shall not be liable to pay compensation to the Exhibitor or be bound to reimburse the stand rental paid.

14 – Transport/ Storage

You can deliver to the venue Colosseum Berlin directly!

Please schedule deliveries for the following time slot **Friday, 10th of May, 2024 10-16 Uhr**

Please use the following address for delivery.

Address for delivery:

Colosseum Berlin
Classical:NEXT 2024
<Exhibitor name>, <Your stand number>
Gleimstraße 33,
10437 Berlin
Germany

Please mark all packages clearly with the following information:

Classical:NEXT Berlin
C/O Colosseum Berlin
Name of exhibitor
Stand number
Case / Nr
Contact person
Your contact phone number during Classical:NEXT

We will store your freight at Colosseum Berlin and your goods will be delivered to your stand on Tuesday, 14th of May 2024. Colosseum Berlin also can facilitate storage of your empties during the event.

If you need further freight services, e.g. custom clearance, please contact our official freight forwarder:

Colosseum Berlin

David Boldt

Email:db@colosseumberlin.com

Mobile phone: +491719627168

Freight pick-up

All goods can be picked up by your transport company from the Colosseum Berlin **Friday, 17th May 2024, 8-17.**

Please note that all handling charges are payable before the collection of your goods from the Colosseum Berlin unless agreed differently.

Waste

During build-up/ breakdown, waste may be placed in the waste containers in the exhibition area. See § 5 “Rules within Expo Area and Exhibition Space” for further information.

15 – Transfer of space

Exhibitors are not permitted to sublet their stand/s directly, or to lend their stand/s to a third-party, either in part or in whole. Shared stands are permitted: if you wish to share a stand with another company, please contact the organiser.

No change in stands between exhibitors may take place without the written consent of the organiser.

Exhibitors holding network, shared or umbrella stands are not allowed to sell participant shares in the stand/s to any third-party or network member for commercial benefit beyond recouping the original published and paid stand price and any reasonable administration, production and stand decoration costs to enable their participation.

16 – Responsibility

The Exhibitor shall be responsible for any damage done to the premises, fixtures or injury to persons caused by the Exhibitor, his staff or his exhibited articles and exhibition material. The Exhibitor shall not be entitled to repair any such damage themselves.

17 – Claims

Any complaint shall be made forthwith and not later than at the closing of the exhibition and shall be sent by registered letter to the Exhibition organiser.

18 – German law

In the event of any dispute arising in connection with or incidental to this agreement, the parties hereto shall first make an effort to settle the matter by negotiation, and the parties shall be bound to participate therein.

If a settlement by negotiation cannot be achieved, place of jurisdiction for disputes concerning the present agreement is Berlin, Germany. The Agreement shall be governed and construed respectively according to the laws of Germany.

19 – Special arrangements

Special arrangements, if any, between the organiser and the Exhibitor, which are not included in the agreement, are only binding when accepted in writing by the organiser.

20 – Damage to Facilities

No part of any exhibits, signs, posters or displays can be nailed or attached to columns or walls or any parts of the venue. If an exhibitor makes any damage to the venue, the exhibitor will be held financial responsible. For the Shell schemes you are allowed to use tape for the posters.

21 – Insurance and Security

Insurance will NOT be offered to the exhibitor neither by the organiser or venue.

The Venue and the organiser cannot guarantee the exhibitor against loss or theft of any kind. It shall be the responsibility of each exhibitor to maintain such insurances against injury to person or theft, fire damage or loss of property in such amounts as the exhibitor shall deem adequate.

22 – General Information

The agreement of the stand allocation is based on these conditions, rules and regulations.

The Exhibitor is also bound to comply with the technical rules stated in the information from the venue.

23 – Contact

Classical:NEXT, c/o Piranha Arts AG, Kreuzbergstrasse 30, 10965 Berlin, Germany

Fabienne Krause, Managing Director, T: +49 30 318 614 55, email: fabienne@classicalnext.com

24 – Venue – Colosseum Berlin Terms and Conditions

House Rules

The house rules apply in all rooms and to Colosseum Berlin property, so far as the domestic laws are not accorded the force of law in the renters' building. The domestic laws can also be enforced by the assigned personnel of the Colosseum Berlin, whose directions are to be obeyed at all times.

General Terms and Conditions for Events in Colosseum Berlin can be found here:

<https://www.colosseumberlin.com/agb>

Letter of Acceptance

The exhibitor confirms to have read and understood this exhibition manual.

Please sign and send to registration@classicalnext.com

Place, date

Stand number

Company

Signature