



Status date: 01 January 2024

Special Terms and Conditions for the AFCEA Trade Exhibition at the World Conference Centre Bonn

Only the German version is binding

- 1. Venue:** World Conference Centre Bonn (WCCB)
Hauptgebäude Platz der Vereinten Nationen 2
53113 Bonn
- Time: Zeit: 26th and 27th June 2024
- Opening hours: Wednesday, 26th June 2024, 09:00 hrs – 18:00 hrs
Thursday, 27th June 2024, 09:00 hrs – 17:00 hrs

- 2. Organizer:** AFCEA Bonn e.V. Borsigallee 2
53125 Bonn
Tel.: +49 228 925 82 52
E-Mail: buero@afcea.de

Organizer/Exhibition Director

Wolfgang Quirin
Mobil: +49 170 161 9854
E-Mail: fachausstellung2024@afcea.de

3. Dates for stand registration/binding booking of the stand

- Registration tool for stand registration (expression of interest) activated 15th May 2023
- Registering "grandfathering"/previous status until 30th June 2023
- Publication of the status of vacant stands 3rd July 2023
- Scheduling of the registered stands in consultation with the exhibitors until 15th August 2023
- Publication of the first official overall stand plan 15th August 2023
- Binding confirmation of stand planning through feedback 3rd December 2023
- Unconfirmed scheduled stands can be assigned to other exhibitors 10th December 2023

4. Rental prices for stand space per m2 of stand space or part thereof (1 m2 less is charged per column)

a. Stand fee Exhibition space FOYER ENTRANCE LEVEL:

Corporative AFCEA-Member companies: Normal stand 250 €/qm; Corner stand: 275 €/qm
Non-AFCEA-Member companies: Normal stand 270 €/qm; Corner stand: 305 €/qm

b. Stand fee exhibition space FOYER GALERIE:

Corporative AFCEA-Member companies: Normal stand 240 €/qm; Corner stand: 265 €/qm
Non-AFCEA-Member companies: Normal stand 260 €/qm; Corner stand: 295 €/qm



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c. Stand fee exhibition space SAAL WIEN + SAAL NAIROBI:

Corporative AFCEA-Member companies: Normal stand 235 €/qm; Corner stand: 260 €/qm

Non-AFCEA-Member companies: Normal stand 255 €/qm; Corner stand: 290 €/qm

d. Stand fee exhibition space SAAL NEW YORK/GENF (Great Hall):

Corporative AFCEA-Member companies: Normal stand 210 €/qm; Corner stand: 235 €/qm

Non-AFCEA-Member companies: Normal stand 230 €/qm; Corner stand: 265 €/qm

e. Stand fee for outdoor area (area = base area of vehicle/container + 1 m all around for required surroundings)

Corporative AFCEA-Member companies: 130 €/qm

Non-AFCEA-Member companies: 150 €/qm

f. Stand fee for startups in the Startups exhibition area:

500 €/Startup

including Internet (node):720 €

All prices are subject to VAT at the statutory rate applicable at the time the service is provided.

The minimum stand area is 6 square meters.

The stand fee includes:

- Rental of the stand space during set-up, running time and dismantling.
- An electrical connection of the desired dimensions, including installation, distribution, and consumption.
- General cleaning of the aisles (see No. 23 of the GTC).
- Cleaning of the stand before both exhibition days and waste disposal service. The waste disposal service includes the professional removal and recycling of any waste produced on the exhibition stand during set-up and dismantling and throughout the entire duration of the exhibition.
- General surveillance of the exhibition halls.
- General lighting of the exhibition halls.
- The marketing services for exhibitors as described under No. 18 of the GTC.

The waste disposal service includes the professional removal and recycling of waste generated on the exhibition stand during set-up and dismantling and throughout the entire duration of the trade fair.

5. Conditions for cancelling the stand space/cancellation fees

If the exhibitor cancels after binding registration or does not take part in the event, the following cancellation fees will be charged:

- 25% Stand Fee after 1st March 2024
- 50% Stand Fee after 15th April 2024



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- 100% Stand Fee after 15th May 2024

6. Cancellation of event by AFCEA Bonn e.V.

If the organizer has to cancel the trade exhibition 2024 for reasons according to clause 27 of the GTC, cancellation fees will be charged:

- 20% der Stand fee until 30th April 2024
- 40% der Stand fee after 1st May 2024

If the event cannot be held due to a general decree, a prohibition order or an official COVID order, cancellation costs of

- max. 20% der Stand fee until 30th April 2024
- max. 40% der Stand fee after 1st May 2024

might be applied.

If the organizer has to shorten or cancel an event that has already begun (the beginning is the start of set-up) due to force majeure or other circumstances for which he is not responsible, the exhibitor is not entitled to a refund or waiver of the stand rental fee.

7. Assembly and dismantling

Assembly:

Sunday,	23 rd June 2024; 8:00–22:00 hrs
Monday,	24 th June 2024; 8:00–23:00 hrs
Tuesday	25 th June 2024; 8:00–23:00 hrs

Exhibition stands whose construction has not begun by Tuesday, 23rd June 2024, 3:00 p.m., will be designed by the organizer, unless otherwise agreed. Any resulting costs shall be borne by the exhibitor.

Dismantling:

Thursday,	27 th June 2024, 17:00–24:00 hrs
Friday,	28 th June 2024, 08:00–15:00 hrs

8. Stand design

Exhibitors are responsible for their own stand equipment and design. The overriding principle for the design of all exhibition stands is transparency. **All open sides must be freely accessible. This means that at least 50 % of each aisle side must not be obstructed by superstructures.**

Stand heights:

FOYER Entrance Level	max. 4,00 m
in front of the halls VIENNA	1-3: 3,00 m
FOYER GALERIE	3,00 m
NAIROBI hall	3,00 m



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VIENNA hall:	3,00 m
NEW YORK/GENF halls:	3,00 m
RHEIN level	3,00 m, in parts 2,50 m
BANGKOK hall:	3,00 m

The rear sides of the stand boundaries, advertising media or other design elements facing the neighbouring stand over 2.50 m in height **must be white, clean, and visually flawless and may not contain any text or graphics.**

We reserve the right to impose further conditions on stand design.

All floors, hall walls, pillars, installation and fire protection equipment and other fixed hall fixtures may not be pasted, nailed, painted, or damaged in any other way. Any damage will be charged to the exhibitor. Any pillars located in the stand area as well as installation and fire protection equipment are part of the allocated stand space and must be accessible at all times. Floor coverings in the exhibition stands may only be attached with double-sided adhesive tape (only with solvent-free adhesive tapes: tesafix No. 4964).

The exhibitor also undertakes to comply with the requirements of the World Conference Centre Bonn from the

- Safety regulations for events (Annex A)
- Safety regulations for exhibitions (Annex B) and the
- House rules of the World Conference Centre Bonn (Annex C).

Violations may result in claims for damages by the organizer or the affected neighbouring exhibitors.

9. Schedule for the AFCEA trade exhibition 2024

The current schedule (important dates for exhibitors at the AFCEA Trade Exhibition 2024) can be found on the AFCEA homepage at

<https://www.afcea.de/veranstaltungen/fachausstellung/infos-fuer-aussteller.html>

Exhibitors will also find further important information about the AFCEA trade exhibition as well as various registration tools for stand registration, ordering online, ordering meeting rooms, etc., which are available for a limited time.

10. Fees for industry lectures

In response to many requests from exhibitors, we are setting up two speaker corners for industry presentations at the AFCEA Trade Exhibition 2024 - as we did at the AFCEA FA 2022 and FA 2023.

- **Speaker corner 1: Former Plenary Hall of DEU Bundestages**
- **Speaker corner 2: Hall ADDIS ABEBA Room 3**

There, exhibitors can present a topic of their choice from 11.15 a.m. during the times when there are no lectures at the symposium.

Duration of presentations: 20 minutes + 5 minutes discussion



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Fees Speaker corner 1:

AFCEA Member Companies: 1200 €; Non-AFCEA Member Companies: 1500 €

Fees Speaker corner 2:

AFCEA Member Companies: 800 €; Non-AFCEA Member Companies: 950 €

Registration for the industry lectures will be possible from November 2, 2023, using the registration tool provided.

11. Consideration of the CORONA-related official requirements

The safety of our guests, exhibitors and employees is our top priority. For this reason, we are organizing the trade exhibition 2024 - if necessary and if the situation develops accordingly (which is not foreseeable today !!!) - with a special hygiene and infection protection concept in accordance with § 2 b of the Corona Protection Ordinance (CoronaSchVO) of the federal State of North-Rhine-Westphalia in the version valid on the date of the trade exhibition. In order to ensure traceability within the meaning of the CoronaSchVO, the necessary data of exhibitors and visitors and of all set-up personnel (stand constructors and exhibitors' set-up personnel) might then be recorded and stored. The official requirements may also make it necessary to limit the number of participants depending on the location. If the maximum number of participants permitted for one (half) day is reached, we will keep a waiting list of further participation requests. In addition to the protective measures, we have provided particularly accommodating registration deadlines. Registration for visitors is possible up to one day before the second day of the exhibition, subject to availability.

12. Scope of these Special Terms and Conditions

The Special Terms and Conditions for the AFCEA Trade Exhibition 2024 expire at the end of June 30, 2024.

Annexes:

Annex A – Security regulations for events at the World Conference Centre Bonn

Annex B – Security regulations for exhibitions at the World Conference Centre Bonn

Annex C - House rules for the World Conference Centre Bonn