

Terms & Conditions for AFCEA Exhibitions at the World Conference Center Bonn

Note: The German version is binding only!

1. Venue

World Conference Center Bonn
Main Building
Platz der Vereinten Nationen 2
53113 Bonn

2. Organizer

AFCEA Bonn e.V.
Borsigallee 2
53125 Bonn
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E-mail: buero@afcea.de

Contact person / Director Exhibition:

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3. Contract basics

The contractual basis for participation in the AFCEA Exhibition is the **General Terms and Conditions for the AFCEA Exhibitions** and the **Special Terms and Conditions for the AFCEA Exhibition**.

4. Exhibitors and approved exhibits

As an exhibitor are Admitted: Companies with products in the thematic spectrum of AFCEA Bonn e.V. in accordance with the association's statutes. Goods that violate the provisions of intellectual property rights in Germany (plagiarism) are not permitted.

5. Registration (as an expression of interest)

The registration of a stand for the AFCEA Exhibitions at the WCCB is done online by filling out the complete and submitting the online form. Only with an online registration as an expression of interest will the exhibitor be included in the exhibition planning for the respective exhibition. The registration cannot be subject to conditions and reservations; in particular, placement requests are not a condition for participation.

6. Approval/stand area confirmation

In the 2nd half of a year (Date in accordance with Special Terms & Conditions for the AFCEA Exhibition), the registered exhibitors will receive a stand proposal according to their stand request, or, if this is not feasible, an alternative stand proposal via their Exhibitor account with a request for confirmation.

Approval of stand placement in the exhibitor account is the binding registration, with which the exhibitor also complies with the General Terms and Conditions and the Special Terms and Conditions for the AFCEA Exhibition.

Planned stands that are not bindingly booked by the specified date can then be allocated to other interested exhibitors.

The contract is concluded with the approval. There is no legal entitlement to admission. If an exhibitor has already failed to meet his financial obligations to the organiser or has not fulfilled them in time, this exhibitor may be excluded from admission.

7. Stand space allocation

The allocation of stand space is determined by the Director Exhibition taking into account the available premises. Placement requests expressed in the registration will be taken into account as far as possible. The chronological order in which applications are received is not the only decisive factor for the allocation of stand space.

The Director Exhibition is entitled, in individual cases, to subsequently allocate to the exhibitor a stand space that deviates from the approval for good cause, to change the size, dimensions and position without the exhibitor being able to derive rights from this. The Court of First Instance makes the necessity of such a measure Director Exhibition notify the issuer without delay; if possible, an equivalent other stand space will be allocated. If the stand rent changes, a refund or recalculation will be made. The exhibitor is entitled to withdraw his application within 2 weeks of receipt of the notification. The exhibitor must accept that at the beginning of the exhibition, the location of adjacent stand areas may have changed compared to the time of admission. He cannot derive any claims from this.

An exchange of the allocated stand space with another exhibitor as well as a partial or complete transfer of the stand space to third parties is prohibited without the consent of the Director Exhibition is not permitted.

8. Co-exhibitors

For the use of the stand space by another company with its own products and/or staff (co-exhibitors), the main exhibitor must be booked in its exhibitor account. Co-exhibitors must be notified to the Director Exhibition by the main exhibitor in good time. The main exhibitor is liable for the fulfilment of all exhibitor obligations by the co-exhibitor(s).

Co-exhibitors within the meaning of the GTC are:

- Independent companies, regardless of legal form
- Independent companies of the group / group
- Advertising to third parties in the form of products, logos, brochures, etc. on the stand area

In case of doubt, the decision is made by the Director Exhibition.

Co-exhibitors are generally advertised in the same way as the main exhibitors (stand plan, exhibitor list, competence matrix and company profiles in the AFCEA magazine, etc.).

A fee will be charged for each co-exhibitor, which must be paid by the main exhibitor.

For the co-exhibitor(s), apart from telephone number, fax number and e-mail address, other personal data of the co-exhibitor will be recorded. By registering the co-exhibitor, the main exhibitor assures that he or she is sufficiently authorised to pass on this data of the co-exhibitor.

9. Stand fees

The amount of the stand fees and method of payment are specified in the Special Terms and Conditions for the AFCEA Exhibition of the respective year.

Cooperative members of AFCEA Bonn e.V. who have not paid their annual fee are considered non-member companies.

Payment of the invoice for the stand fees on the fixed dates is a prerequisite for the use of the allocated stand space. Complaints about the invoice will only be considered within 14 days of the invoice being issued.

10. Revocation of authorisation

The organiser is entitled to revoke the admission and to allocate the stand space to another person in the following cases:

- The stand space will not be clearly occupied in time, i.e. at least 24 hours before the official opening (deviating written agreements with the Director Exhibition are possible).
- In the event of non-payment of the stand fee on the fixed dates, the exhibitor will allow a grace period set by the organiser to pass without result.
- The requirements for the confirmation of stand space on the part of the registered exhibitor are no longer met or the organiser subsequently becomes aware of reasons whose timely knowledge would have justified non-admission.

In these cases, too, the organizer reserves the right to assert claims for damages. The exhibitor has no claims for damages.

11. Change of stand placement

The organiser reserves the right, if the space conditions, official orders or other compelling circumstances in the opinion of the organiser so require, to change the dimensions and to limit the space made available to the exhibitor.

This does not give the issuer the right to withdraw from the contract.

12. No premature dismantling of exhibition stands

The event ends on the last day of the exhibition at 5:00 p.m.

Each exhibitor undertakes to

1. to occupy its stand area with stand personnel
2. not to start dismantling the exhibition stand before the end of the exhibition

Any infringement may be punished by the organiser with a contractual penalty to the exhibitor. The contractual penalty amounts to 20% of the net stand rent, but at least €1,000. The organizer also reserves the right to exclude the exhibitor from participating in future AFCEA Exhibition.

13. Payment Terms

With the **stand space confirmation**, the exhibitor will be charged the entire stand space fee according to the schedule. The invoices are due on the date stated on the respective invoice and are payable without deduction. All payments are free of charge and are to be made in EURO, stating the invoice number. Before invoicing, the exhibitor must deposit the current and correct invoice address and the e-mail address that is binding for sending invoices in the corresponding exhibitor account in due time.

For **subsequent changes to the invoice**, for which the exhibitor is responsible, the organizer will charge a **processing fee of 50.00 euros**.

There is only an entitlement to the allocated stand space after the invoices have been paid in full. Proof of payment must be provided by the exhibitor.



As of June 24, 2026

The exhibitor agrees to the sending of invoices by the organizer by e-mail (electronic invoicing). If the exhibitor is unable to receive an electronic invoice for good cause, he must inform the organiser in writing.

Invoicing by AFCEA Bonn e.V. will only be sent as an e-mail attachment to the e-mail address stored in the exhibitor account of the respective company for sending invoices.

An entry of the invoice into another payment system **is not done by the organizer**, but must be arranged by the respective company/organization.

14. Withdrawal from registration, cancellation of the stand space by the exhibitor

If the exhibitor cancels after binding registration or does not participate in the event, cancellation fees will be charged - depending on the time of cancellation. Notices of cancellation by the exhibitor must always be made in writing to Fachausstellung@AFCEA.de.

The cancellation deadlines/conditions are set out **in the Special Terms and Conditions for the AFCEA Exhibition**.

15. Stand construction, stand equipment, stand design

The exhibition stand must be adapted to the overall plan of the event. The organiser reserves the right to prohibit the construction of unsuitably or inadequately equipped stands or to change them at the expense of the exhibitor. The stand area must be properly equipped and staffed by expert staff during the entire duration of the event during the fixed opening hours. The assembly must be completed by the end of the construction date at the latest and the stand must be cleared of packaging material. Exceeding the fixed height limit for the stands requires the consent of the organiser. The same applies to the exhibition of particularly heavy exhibits. Anchoring in the hall floor and suspensions from the ceiling are not permitted. Damage caused by improper handling of the stand area must be reported immediately after the damage has occurred. Irrespective of this, the exhibitor concerned will also be held liable for any damage found afterwards.

16. Exhibitor passes

For the duration of the event, exhibitors and co-exhibitors will receive personalised exhibitor passes for themselves and the persons they employ (2 exhibitor passes per 10 sqm of exhibition space or part thereof, co-exhibitors will receive an additional 2 exhibitor passes each).

More Exhibitor passes are subject to a fee and in the Exhibitor account. They are non-transferable and only valid in conjunction with an official ID. In the event of misuse, the ID card will be confiscated without replacement. The information for these exhibitor passes must be provided by the main exhibitor by the time specified in the schedule in the trade fair shop of the exhibitor account. After placing an order, you will receive a ticket by e-mail, with which you will receive the exhibitor pass at the WWCB. With the exhibitor pass, staff already has on the last set-up day Access to his stand.

17. Marketing services for exhibitors

The Organizer provides marketing services to each exhibitor with the following services:

- **Invitation flyer** (distributed with the Hardthöhenkurier and electronic dispatch to offices of the Bundeswehr and organizations with security tasks (BOS) by the organizer, as well as provision as download on the homepage AFCEA Bonn e.V.).
- Inclusion of the **exhibitor's company profile** and logo in the AFCEA magazine published for the exhibition, provided that the provision of the necessary information has been discontinued in time for the date published in the exhibitor tool.
- An **e-competence matrix** in which the exhibitor can enter his or her contact details and the company logo, his skills and a comprehensive company profile.
- Providing photos of the exhibition. The rights to the photos are held by the organizer. Exhibitors are authorized to use these photos for their internal purposes. The application must be sent to Fachausstellung@afcea.de.

18. Exhibitor Advertising

Advertising of any kind is permitted within the stand space rented by the exhibitor for the exhibitor's own company and only for the products and/or services produced or distributed by it.

The use of devices and devices that are intended to achieve an increased advertising effect visually and/or acoustically requires the written permission of the organizer. Advertising outside the stand space rented by the exhibitor is only permitted with the express permission of the organiser. Advertising of a political nature is generally inadmissible.

During the exhibition, the organizer will provide various opportunities for advertising at the event for a fee.

19. Photographs, drawings, film recordings

The organiser is entitled to have photographs, drawings and film recordings of the exhibition events, the exhibition buildings and stands and the exhibited objects made and to use them for advertising or press publications, without the exhibitor being able to raise objections to this for any reason. This also applies to recordings made directly by the press or television with the consent of the organizer. The exhibitor is permitted to make film recordings, drawings and photographs of his own stand, but not of the stands and exhibits of other exhibitors.

20. Direct sales

Direct sales at the AFCEA Exhibition by exhibitors are not permitted.

21. Cleaning and clearing of stand areas

The organiser will take care of the general cleaning of the exhibition grounds and the hall corridors. The stand fee includes the cleaning of the exhibition stands (floor only) before each day of the exhibition by a company commissioned by the organiser/WCCB. If the cleaners are not to enter the stand and the stand is not to be cleaned, this must be clearly marked ("No stand cleaning desired").

If the stand area has not been cleared in time for the end of the official dismantling period, the organiser is entitled to charge a fee of 300.00 euros per square metre. The organizer is also entitled to dispose of abandoned exhibition stands and/or exhibits at the expense of the exhibitor. The organizer assumes no liability for damage to abandoned exhibition stands and/or exhibits or their loss.

22. Guarding

The general guarding of the exhibition and exhibition grounds is carried out by WCCB personnel hired by the organiser. The general guarding does not affect the liability regulation made in point 25.

The exhibitor is responsible for supervising his stand and his exhibits. He is strongly advised to have his stand supervised and to avert damage with suitable insurance cover. At night, valuable, easy-to-remove items must be locked or guarded.

The exhibitor must order additional stand security as a service in the trade fair shop.

23. Event cancellation by AFCEA Bonn e.V.

The organizer is entitled to cancel in the event of compelling reasons for which it is not responsible or unforeseen events, such as force majeure, natural disasters, war, strikes, terror, massive failure or disruption of traffic, supply and/or to postpone, shorten or cancel an event as well as to close it temporarily, permanently, in individual parts or in its entirety, insofar as the occasion requires such a measure. The organiser will inform the exhibitor of this without delay, unless he is also prevented from doing so by a case of force majeure. In this case, the exhibitor is not entitled to compensation for the damage he suffers as a result.

The amount of these cancellation costs will be determined by the respective time of cancellation and will be shown in the **Special Terms and Conditions of the AFCEA Exhibition of the respective event year**.

If the organiser is in a position to hold the event at a later date, he must inform the exhibitors thereof immediately. Exhibitors are entitled to cancel their participation on the changed date within two weeks of receipt of this notification. In this case, they are entitled to a refund of 80% of the stand fees.

24. Insurance

The issuer is generally obliged to provide sufficient insurance cover himself. It is recommended that you take out exhibition insurance to cover the risk of transport and stay.

25. Liability, insurance, accident protection

The organiser is liable without limitation only in cases of intent or gross negligence for which he is responsible.

In all other cases, the organizer is only liable

- in the event of a breach of cardinal obligations.
Cardinal duties are duties whose fulfilment is essential for the proper execution of the contract in the first place and on the observance of which the issuer may regularly rely.
- insofar as the organiser is legally obliged to take out liability insurance.
- insofar as the organiser has claimed a particular degree of trust for himself or has a qualified position of trust.

In these cases, however, the organiser is only liable for the foreseeable damage (and therefore usually not for consequential damage) and even then only up to a maximum of EUR 100,000 per claim. The limitation of liability only applies to entrepreneurs, legal entities under public law and special funds under public law. In all other respects, liability for simple or medium negligence is excluded. This limitation of liability also applies to the conduct of the organizer's vicarious agents and vicarious agents. For its part, the exhibitor/co-exhibitor and joint exhibitor shall be liable for any damage caused to persons or property by him, his employees, his agents or his exhibits and equipment.

It is strongly recommended to take out exhibitor insurance. The exhibitor is obliged to attach protective devices to the machines and equipment on display that comply with the accident prevention regulations of the employers' liability insurance association. The organiser is entitled to prohibit the exhibition or commissioning of machines and equipment at its discretion.

26. Domiciliary rights and house rules, violations, smoking ban

During the event, the exhibitor submits to the domiciliary rights of the organizer. The house and user rules of the WCCB must be observed. The instructions of the organizer as well as the employees and agents of the WCCB must be followed.

Violations of the General and Special Terms and Conditions or of the regulations within the framework of the domiciliary rights as well as the house rules and rules of use entitle the organiser to immediately close the stand without compensation at the expense of the exhibitor, provided that the violations are not stopped after request. There is a general ban on smoking on the entire exhibition grounds. Smoking is only permitted in the specially marked areas.

27. Privacy Policy

Personal data will be processed by the organiser as the responsible body within the meaning of the data protection law in compliance with the relevant data protection regulations for the support and information of customers and interested parties as well as for the processing of the offered

services (legal basis: Data Protection Regulation). In accordance with the principle of data economy and data avoidance, only data that is absolutely necessary for the purposes mentioned will be processed. Personal data will of course be treated confidentially and protected by appropriate security measures. Only authorized persons who are involved in technical, commercial and customer management support have access to your data.

Personal data will be stored until the contractual relationship with the organiser has ended and the data is no longer required for other legal reasons (e.g. due to statutory retention periods).

Every exhibitor has the right to lodge a complaint about this data processing with the competent supervisory authority for data protection and, under the legal conditions, can request information, correction, deletion or restricted processing, object to the processing or assert his right to data portability.

28. Use of data for statutory purposes of AFCEA Bonn e.V.

The organizer is interested in maintaining the customer relationship with its exhibitors and providing them with information in the context of the preparation of the AFCEA exhibition and offers about other events and services. Therefore, the data provided with the submission of the registration (company name, address, telephone/fax number and e-mail address) will be processed by the organizer in order to send appropriate event-related information.

29. Exhibitor claims, written form

Claims of the exhibitor against the organizer arising from the contractual relationship and all related claims shall become statute-barred within 6 months and must be asserted in writing. The limitation period begins at the end of the month in which the closing day of the event falls.

30. Place of Performance, Place of Jurisdiction

Only German law and the German text are authoritative. The place of performance and jurisdiction is Bonn. However, the organiser reserves the right to assert his claims in the court of the place where the exhibitor has his registered office.

31. Mismatch

In the event of a disagreement, the **Special Terms and Conditions** shall prevail over the **General Terms and Conditions**.

32. Severability clause

If the terms and conditions are partially invalid or incomplete, this shall not affect the validity of the remaining provisions or the contract. In this case, the parties undertake to replace the invalid provision with such a provision or to fill the gap with such a provision that most closely fulfils the economic purpose pursued by the parties.

33. Validity

The T&Cs are effective upon their publication Immediately valid. With the Publication of this General Terms and Conditions for AFCEA Exhibitions lose all previous T&Cs their validity.