



ISPO 18TH
WORLD CONGRESS
Guadalajara, Mexico

1 - 4
November
2021

Leipziger Messe GmbH
Messe-Allee 1
04356 Leipzig, Germany
Tel.: +49 341 678-8238
info@ispo-congress.com



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Registration papers

Please complete, print out, sign and return by e-mail.

Beginning of allocation:

17 May 2021

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Checklist

	Our deadlines	Your deadlines	Done
Registration recommended until		17 May 2021	<input type="checkbox"/>
Deadline for entry into the Preliminary Programme (exhibitor list)		17 May 2021	<input type="checkbox"/>
Beginning of allocation	17 May 2021		
Deadline for registration of exhibitor workshop		2 August 2021	<input type="checkbox"/>
Mailing of stand permit (with hall map, advertising material, PDF with forms for ordering services) and the trade fair traffic regulations	starting 30 June 2021		
Mailing of invoices			
- for rent	early September 2021		
- for stand construction, additional orders and further services	late September 2021		
Deadline for technical orders and permit applications		1 September 2021	<input type="checkbox"/>
Delivery of complimentary exhibitor badges (upon receipt of payment)	Exhibitor badges are issued on location on the last set-up day		
Stand construction		30 October 2021, 14:00 to 22:00 31 October 2021, 08:00 to 20:00	
Duration of the event	1 to 4 November 2021		
Opening times for exhibitors and stand personnel (during the trade fair)	1 November 2021, 08:00 to 20:00 2 November 2021, 08:00 to 19:00 3 November 2021, 08:00 to 19:00 4 November 2021, 08:00 to 22:00 (admission with valid exhibitor badge only)		
Opening times of exhibition	1 November 2021, 09:00 to 19:30 (including Welcome Reception) 2 and 3 November 2021, 09:00 to 18:00 4 November 2021, 09:00 to 16:00		
Stand dismantling		4 November 2021, 17:00 to 22:00 5 November 2021, 08:00 to 12:00	

Times subject to modifications!



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2a Application for Space

I accept the General and Special Conditions of Participation, the Technical Guidelines of Expo Guadalajara and current price lists of Leipziger Messe GmbH (available by e-mail upon request) and hereby submit my registration for the following trade fair:

Preferred language for correspondence:

English

German

ISPO World Congress 2021

Exhibitor's company information

To be entered
 alphabetically
 under letter

Full name of firm; surname, name for sole proprietorships

Street, number

Country, postal code, city

P.O.B.

Country, postal code, city of P.O.B.

Phone

E-mail

Website

Commercial register number

Registered address of the parent company

Surname, name of Managing Director

E-mail of Managing Director

Surname, name of contact person

Position

Phone of contact

E-mail of contact

We are Manufacturer Dealer Association

Publisher Providers of consultancy or other services Others

Mandatory information

IBAN

VAT identification number for main exhibitor

SWIFT

Business in the EU Community

Business not established within the EU Community

Private person

Proof of commercial registration issued by the competent national authority or court of registration must be attached for non-EU countries.

Other correspondence and billing address

Please complete only if you wish to receive the invoice digitally or if the correspondence or postal billing address differs from the contract address stated above.

All correspondence should be sent to this address:

Invoices should be sent **digitally** to the following email address only:

Name of firm / surname, name: sole proprietorships

E-mail for billing

Street, number / P.O.B.

Invoices must be sent **by mail** to the following address
 (specified service recipient remains the contract partner specified above):

Country, postal code, city

Surname, name of contact person

Name of firm / surname, name: sole proprietorships

Phone of contact

Street, number

E-mail of contact

Country, postal code, city



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2b Application for Space

Fair space required

Fair space required (min. 9 sqm) sqm Frontage m **X** Depth (min. 3 m) m

Stand variant	Price for empty floor space	Stand variant	Price for empty floor space
<input type="checkbox"/> Row stand (min. 9 sqm) 1 side open	310.00 EUR/sqm	<input type="checkbox"/> Peninsula stand (min. 18 sqm) 3 sides open	330.00 EUR/sqm
<input type="checkbox"/> Corner stand (min. 12 sqm) 2 sides open	320.00 EUR/sqm	<input type="checkbox"/> Island stand (min. 36 sqm) 4 sides open	340.00 EUR/sqm

The organizers will do their best to meet exhibitor's wishes for specific stand variant, locations and space, depending on availability (see Conditions of Participation). The prices are for raw exhibition space. All prices plus VAT if applicable. Exhibitors will be charged an additional **29.00 EUR** per sqm (including Mexican VAT) by the Mexican booth constructor as communication fee and for inspection and approval of stands which they have erected themselves.

Stand construction

Stand construction	Price for package (without rent for floor space)	Stand construction	Price for package (without rent for floor space)
<input type="checkbox"/> STANDARD (see form 3a)	142.00 EUR/sqm	<input type="checkbox"/> PREMIUM (see form 3b)	318.00 EUR/sqm
<input type="checkbox"/> DELUXE (see form 3a)	192.00 EUR/sqm	<input type="checkbox"/> INDIVIDUAL booth design	on request

Attention: Please be informed that the invoice for stand construction will be issued by the Mexican booth constructor directly by March 2021. All prices including VAT.

Co-exhibitors

For each co-exhibitor we agree to a fee of **365.00 EUR** inclusive communication fee (entry in online and printed Exhibitor Directory) plus VAT if applicable. We apply for the following firms to be admitted as co-exhibitor with their own exhibits and staff on our stand.

Full name of firm; surname, name for sole proprietorships	
Street, number	Country, postal code, city
P.O.B.	Country, postal code, city of P.O.B.
Surname, name of contact person	Position
Phone	E-mail
Co-exhibitor is: <input type="checkbox"/> Manufacturer <input type="checkbox"/> Dealer <input type="checkbox"/> Association	<input type="checkbox"/> Publisher <input type="checkbox"/> Provider of consultancy or other services <input type="checkbox"/> Other

Rent a meeting room

We are interested to rent a meeting room. Please contact us.

Exhibitor workshop

We are interested in offering an exhibitor workshop. Please contact us.

Comments

Data privacy policy

In connection with the exhibitor application, Leipziger Messe GmbH reserves the right to inform you about this trade fair and other similar in-house events.

Yes, you may continue to contact me/you may contact me in the future for advertising purposes regarding ISPO World Congress by telephone.

In addition, you have the right to withdraw your consent for the use of your data at any time by sending an e-mail to noad@leipziger-messe.de. Leipziger Messe will process entered data for customer service purposes in compliance with data protection laws and other legal provisions.

Place and date Firm's stamp and signature of authorised representative

3a Stand Construction

Stand construction

Description STANDARD stand construction:

- Walls, h: 250 cm, similar to octanorm
- Floor covering, carpet, grey
- Inscription on one panelling, max 10 letters (logo not included)
- 1 table
- 3 black chairs
- 1 plug point 1 kW, 110 V
- Basic lighting, approx. 100 W per 3 sqm, fixed at fascia board
- 1 waste bin
- Price includes Mexican VAT

Price per sqm (in addition to rental fee)

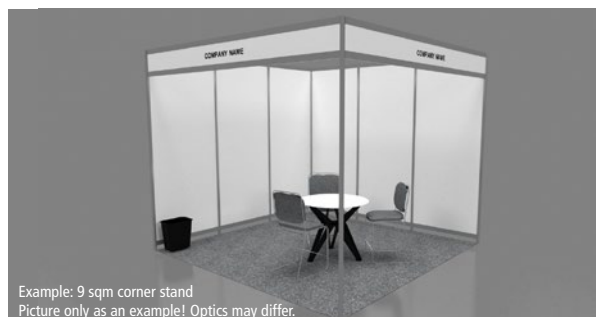
142.00 EUR

Description DELUXE stand construction:

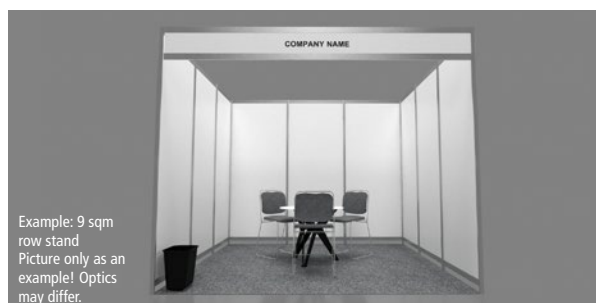
- Walls, h: 250 cm, similar to octanorm
- Floor covering, carpet, grey
- 1 cabin, 1 sqm with lockable door
- 1 poster DIN A1 (59,4 x 84 cm, art work to be provided)
- 1 fascia board (245 x 30 cm) on each open side with company name and/or logo (art work to be provided)
- 1 table
- 1 black chair, each 3 sqm
- 1 bar counter, lockable
- 1 plug point 1 kW, 110 V, each 9 sqm
- Basic lighting, approx. 100 W per 3 sqm, fixed at fascia board
- 1 waste bin
- Daily carpet cleaning of the stand
- Price includes Mexican VAT

Price per sqm (in addition to rental fee)

192.00 EUR



Example: 9 sqm corner stand
 Picture only as an example! Optics may differ.



Example: 9 sqm row stand
 Picture only as an example! Optics may differ.



Example: 9 sqm corner stand
 Picture only as an example! Optics may differ.



Example: 9 sqm row stand
 Picture only as an example! Optics may differ.

General information

- To order a stand package, please fill out the Application for Space, especially form 2b. There you can choose your package.
- Additional equipment is available for extra charge; see the exhibitor manual.
- Fees for technical approval, fire inspection, certificates, communication (entry in the online and printed Exhibitor Directory) and registration are already covered.
- We would appreciate to assist you with any questions or special wishes!
- The mounting of displays, posters, and pictures on the wall elements is only permitted through hanging or taping. Please do not nail, drill, or drive screws into the wall elements!

Contact person for stand construction and exhibitor workshops:

Mr Ulrich Briese
 Tel.: +49 341 678-7917
 E-mail: u.briese@LM-international.com

Mrs Jana Muehler
 Tel.: +49 341 678-7919
 E-mail: j.muehler@LM-international.com

3b Stand Construction

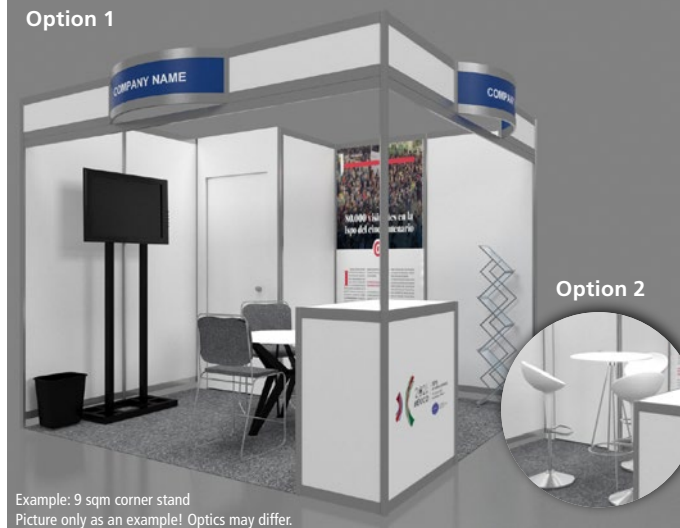
Description PREMIUM stand construction (from 9 sqm):

- Walls, h: 250 cm, similar to octanorm
- Floor covering, grey carpet or different colors to choose
- 1 cabin, 1 sqm with lockable door
- 1 coat hanger
- 1 free standing screen, 42"
- 1 graphic panel (h: 250 cm), colored print (art work to be provided)
- 1 one full printed fascia board (curved) on each open side with company name and/or logo (art work to be provided)
- Please choose:
 - Option 1: 1 table with 3 black office chairs
 - Option 2: 1 bar table with 3 bar chairs
- 1 unit counter including logo
- 1 plug point 1 kW, 110 V, each 9 sqm
- Basic lighting, approx. 100W per 3 sqm, fixed at fascia board
- 1 catalog stand
- 1 waste bin
- Daily carpet cleaning of the stand
- Price includes Mexican VAT

Price per sqm (in addition to rental fee)

318.00 EUR

Option 1



Option 2

Example: 9 sqm corner stand
 Picture only as an example! Optics may differ.

Description SPECIAL OFFER PREMIUM stand construction (from 18 sqm):

- Walls, h: 250 cm, similar to octanorm
- Floor covering, grey carpet or different colors to choose
- 1 cabin, 2 sqm with lockable door
- 1 standing shelf (3 shelves) inside the cabin
- 1 coat hanger
- 1 free standing screen, 42"
- 1 graphic panel (h: 250 cm), colored print (art work to be provided)
- 1 one full printed fascia board (curved) on each open side with company name and/or logo (art work to be provided)
- 2 catalog stand
- Please choose:
 - Option 1: 1 table with 3 black office chairs and 1 bar table with 3 bar chairs
 - Option 2: 1 low table with 4 tub chairs
- 1 curved counter with logo and 2 bar chairs
- 1 plug point 1 kW, 110 V, each 9 sqm
- Basic lighting, approx. 100W per 3 sqm, fixed at fascia board
- 1 waste bin
- Daily carpet cleaning of the stand
- Price includes Mexican VAT

Price per sqm (in addition to rental fee)

318.00 EUR

Option 1



SPECIAL OFFER
PREMIUM
FROM 18 SQM!

Option 2

Example: 18 sqm corner stand
 Picture only as an example! Optics may differ.

General information

- To order a stand package, please fill out the Application for Space, especially form 2b. There you can choose your package.
- Additional equipment is available for extra charge; see the Exhibitor Manual.
- Fees for technical approval, fire inspection, certificates, communication (entry in the online and printed Exhibitor Directory) and registration are already covered.
- We would appreciate to assist you with any questions or special wishes!
- The mounting of displays, posters, and pictures on the wall elements is only permitted through hanging or taping. Please do not nail, drill, or drive screws into the wall elements!

Contact person for stand construction and exhibitor workshops:

Mr Ulrich Briese
 Tel.: +49 341 678-7917
 E-mail: u.briese@LM-international.com

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4 Entry Exhibitor List and Product Index

Entry in Exhibitor Directory

The basic entry in the online and printed Exhibitor Directory is already covered.

**Application deadline for entries
 in the congress programme:
 17 May 2021**

Basic entry

To be entered
 alphabetically under letter:

Full name of firm; surname, name for sole proprietorships _____

Street, number _____ Country, postal code, city _____

Phone _____ E-mail _____ Website _____

Product index

Which main product area will you be presenting? Please choose up to 3 product areas.
 Your choice will be taken for the basic entry in the exhibitor database.

- | | |
|--|---|
| <input type="checkbox"/> 1. Activity Monitoring | <input type="checkbox"/> 13. Orthotics |
| <input type="checkbox"/> 2. Assistive Technology | <input type="checkbox"/> 14. Podiatry |
| <input type="checkbox"/> 3. Associations and other Organisations | <input type="checkbox"/> 15. Prosthetics |
| <input type="checkbox"/> 4. Care of the Elderly | <input type="checkbox"/> 16. Raw/Ancillary Material, Factory Supplies |
| <input type="checkbox"/> 5. Clothing | <input type="checkbox"/> 17. Research and Development |
| <input type="checkbox"/> 6. Compression Supplies | <input type="checkbox"/> 18. Robotics |
| <input type="checkbox"/> 7. Digital Manufacturing | <input type="checkbox"/> 19. Services |
| <input type="checkbox"/> 8. Disability Sports | <input type="checkbox"/> 20. Therapeutic Equipment |
| <input type="checkbox"/> 9. Education and Training | <input type="checkbox"/> 21. Wheelchairs and Customized Solutions |
| <input type="checkbox"/> 10. Elastic Supports | <input type="checkbox"/> 22. Workshop Fixtures and Fittings |
| <input type="checkbox"/> 11. Movement Analysis | <input type="checkbox"/> 29. Wound Care/Tissue Viability |
| <input type="checkbox"/> 12. Orthopaedic Footwear | |

Additional advertising options

Logo package **265.00 EUR**

We would like to order the placement of our logo, subject to costs

Placement alphabetically in the online and printed Exhibitor Directory. Please send your logo as PNG or JPG with at least 300 dpi, max. size (w x h) 27 x 17 mm and max. file size 2 MB to: info@ispo-congress.com All prices excluding VAT.

Place and date

Firm's stamp and signature of authorised representative



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5a Special Conditions of Participation

1. Organiser and contact

1.1 Hosting the event

International Society for Prosthetics and Orthotics (ISPO)
Co/ICAS ApS, Trekronervej 28, Strøby Ergede, 4600 Køge, Denmark
Tax No. DK-39539519

Office:

22-24 Rue du Luxembourg, 1000 Brussels, Belgium

1.2 Organising the fair

Leipziger Messe GmbH (hereinafter called LM)
Messe-Allee 1, 04356 Leipzig, Germany
Tel.: +49 341 678-8238, E-mail: info@ispo-congress.com

LM has been commissioned by the host to organise the fair, i.e. to approach international exhibitors and to acquire sponsors, including commercial management.

LM shall be the sole contracting partner for all questions involving stand reservation, stand construction in general and stand construction packages, for the inspection and licensing under construction law of stands commissioned individually by the exhibitor.

LM or its assigned partners shall be also the sole contracting partners for additional exhibitor services mentioned in the Exhibitor Manual. Orders have to be sent solely to LM or to its assigned partners as indicated in the Order Forms.

2. Venue

Expo Guadalajara
Av. Mariano Otero #1499 CP.44550,
Verde Valle, 44550 Guadalajara, Jalisco, Mexico
www.expoguadalajara.mx

3. Dates

3.1 Duration of the event

Monday, 1 November to Thursday, 4 November 2021

3.2 Stand construction

Saturday, 30 October 2021 14:00-22:00
Sunday, 31 October 2021 08:00-20:00

Conditions and times governing the delivery of exhibitors' own stand-construction materials or of larger products for exhibition and their assembly must be agreed with LM no later than 30 days prior to the start of the fair.

3.3 Opening times of exhibition

Monday, 1 November 2021 09:00 to 19:30 (including Welcome Reception)
Tuesday, 2 November 2021 09:00 to 18:00
Wednesday, 3 November 2021 09:00 to 18:00
Thursday, 4 November 2021 09:00 to 16:00

3.4 Opening times for exhibitors and stand staff during the fair

Monday, 1 November 2021 08:00 to 20:00
Tuesday, 2 November 2021 08:00 to 19:00
Wednesday, 3 November 2021 08:00 to 19:00
Thursday, 4 November 2021 08:00 to 22:00

3.5 Stand dismantling

Thursday, 4 November 2021 17:00 to 22:00
Friday, 5 November 2021 08:00 to 12:00

Times are subject to change and will be finalized once the Congress programme is finalized.

3.6 Welcome Reception

Monday, 1 November 2021

Separate application must be made for access outside the times stated.

4. Visa

Visa is required for selected countries. In any case each exhibitor is recommended to find out about the current entry regulations in good time.

5. Prices for exhibition space, all-inclusive charges, fees, and terms and conditions of payment

5.1 All invoices shall be issued by LM in Euro. Further services will be billed by the contractor designated in the order documents (exhibitor manual) in US-Dollars or Mexican Peso.

5.2 Invoicing

The invoice will be sent by e-mail. Please contact us if you require your invoice by post mail.

5.3 Credit-card payment

In the case of credit-card payments, all fees will be charged to the exhibitor.

5.4 Value Added Tax (VAT)

All prices listed are net prices. In the case VAT is regulated by LAW it will be charged. Businesses from the EU have to submit a valid VAT Number and this confirmed by the European Commission. Businesses from non-EU countries submit a valid corporate certificate issued by the competent authorities or registration courts in their own country.

a) Fee for stand area: Leipziger Messe issues the invoices in the name and on the account of International Society for Prosthetics and Orthotics (ISPO) from Denmark.

· Companies outside Denmark don't have to pay VAT. Reverse charged method.
· The VAT rate of 25 % in force of Denmark will be charged on businesses registering from Denmark.

b) Fee for stand construction, additional orders and further services invoiced by the service partners

· For all services invoiced by Mexican service partners applies Mexican VAT (at the moment 16 % tax).

For services (i.e. orders for catering) booked via Order Forms in the exhibitor manual, VAT and other local taxes may be charged. Details can be found on the concerned Order Forms.

5.5 Exhibitor passes

According to the size of stand, each exhibitor will receive exhibitor passes (entitling entry to fair) for their stand as follows: 2 exhibitor passes for a minimum space of 9 sqm; for each additional 9 sqm of exhibition or part thereof 1 additional exhibitor pass; maximum 25 passes. You will receive one free pass for each registered co-exhibitor. Further passes can be ordered at an additional charge.

5.6 Withdrawal and failure to attend

Withdrawal shall be possible until acceptance. Should the exhibition space left empty by the exhibitor's failure to attend be subsequently let, only 25 % of the agreed rent shall be payable by the exhibitor, but a minimum of **260.00 EUR**. After having received the official acceptance notification to the event, the exhibitor is obliged to pay 100 % of the rent, even if he withdraws his participation.

5.7 Stand construction

a) Exhibition space only: **310.00 EUR** per sqm (row stand). Exhibitors who construct their own stand, or commission a third party to do so, if the height of the entire stand or of its individual components exceeds 2.50 m, must submit the stand design and other requisite proofs in accordance with technical guidelines to LM for agreement and confirmation no later than 2 months prior to the fair. Otherwise permission for the stand cannot be given, or may be withdrawn on the spot. This shall also apply in cases where the documents show discrepancies from the actual stand structure.

b) Surcharges

Corner stand: + **10.00 EUR** per sqm

Peninsula stand: + **20.00 EUR** per sqm

Island stand: + **30.00 EUR** per sqm

Stand parties: Stand parties or similar events on the exhibitor's booth that shall take place during the congress programme is running need to be confirmed by the ISPO.

c) Surcharges for stand construction according to forms 3a and 3b.



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5b Special Conditions of Participation

5.8 Management fee for exhibitor's own stand

Exhibitors with custom-made stands erected by third parties or themselves will be charged a management fee of additional **29.00 EUR** per sqm (including Mexican VAT) for technical approval, fire inspection, communication (entry in the online and printed Exhibitor Directory).

5.9 Co-exhibitor fee

The fee per registered co-exhibitor will be **365.00 EUR** inclusive communication fee.

5.10 Services and additional facilities

Additional facilities (electricity, water, furnishings, staff, contact broker, shows, sponsoring etc.) will be charged in accordance with the relevant price lists. Separate orders, depending on specification by LM, must be made for such services. Electricity, internet and water connection as well as trusses and any other hangings/riggings have to be ordered with the official appointed contractor (ORMEX) only. Details will be found on the Order Forms. Bookings according to "Order Forms PART C" will be managed by third parties bearing the sole responsibility for provision of services. LM does not assume any liability.

5.11 Should LM be unable to provide services to circumstances beyond its control, the exhibitor shall be entitled to demand the refund of services fees except for fees which LM has already paid to third parties. Any additional payment claims on the part of the exhibitor are ruled out.

5.12 Should terms and conditions be amended due to local statutory regulations, LM or one of its agents shall be entitled to badge on any additional costs to the exhibitors pro rata.

5.13 Interest of 9 percentage points per annum above the current base rate of the ECB shall be payable from the due date if the exhibitor is a merchant. Arrears interest of the statutory amount shall be paid upon commencement of arrears. Should the exhibitor be in arrears, LM or one of its agents may withdraw from the contract and, along with losses caused by delay, claim damages for non-fulfilment.

5.14 Cancellation of stand packages and additional services

Cancellation of stand packages 5 months prior to the show are free of charge. The upgrade from a lower package to a higher package is possible, e.g. standard or deluxe stand up to Premium. Downgrades are not allowed. All orders are binding latest 2 weeks after receiving by LMI. Even without confirmation as the orders are already booked with the service partners.

5.15 The exhibitor shall have a duty to pay the agreed fees for stand packages and other ordered services in full even if he does not attend the fair, or does not attend it for its whole period, and the reason for this is not due to culpability on the part of LM or its agents. The transport of exhibits and construction material by the official shipping company is excluded expressly from this provision. The exhibitor bears all transportation risks.

5.16 The exhibitor must order additional services and facilities by the dates listed in the respective order documents at latest. Should the exhibitor fail to meet these dates, a surcharge of up to 100 % on the list price may be imposed. Fees must also be paid in full in case of cancellation, if the host or its agents have already placed the orders with the stand builder or service partner. They shall be automatically deemed to have been ordered compulsory on if five days have elapsed since the date given in the order.

5.17 In case of additional local facilities, the fees payable for these shall be rendered immediately in cash in Euros.

6. Registration, acceptance, co-exhibitor, billing

6.1 Start of allocation: 17 May 2021

6.2 Registrations by all exhibitors (see 1.2) must be sent solely to LM. LM will issue the notice of acceptance to the order of the host. There shall be no legal entitlement to acceptance. By registering, the applicant recognises these Terms & Conditions of Participation. Approvals may be issued by e-mail, fax or another written form.

6.3 Upon acceptance, the rental contract between the organizer and the exhibitor shall have been concluded.

6.4 Co-exhibitors are only allowed at the stand if they have been previously registered with LM and LM has given its confirmation. Should other firms co-exhibit at your stand without permission and the co-exhibitors' fee being paid, the organizer may terminate the contract without notice and have the stand removed at the exhibitor's expense. Co-exhibitors must recognise these Terms & Conditions of Participation in writing by making a co-exhibitors' registration.

6.5 Acceptance may be revoked by the organizer if it has been issued on the basis of false assumptions or statements, or if the conditions governing acceptance no longer apply.

6.6 The stand must be staffed during exhibition opening times.

6.7 LM shall be authorised to bill all exhibitors for the contractual services. LM shall have power of attorney for collection. All exhibitors may make payment to LM by way of debt discharge.

6.8 Exhibitors with own stands have to submit their stand design and other requisite proofs in accordance with all guidelines of the Exhibitor Manual to LM for agreement and confirmation no later than 2 months prior to the trade fair. Otherwise the permission for stand construction cannot be given or may be withdrawn on the spot. Furthermore the acceptance of exhibition participation can be revoked in such an event. There are no claims for damages resulting for the exhibitors. This shall also apply in cases where the documents show discrepancies from the actual stand structure.

7. Registration, particular wishes and conditions

7.1 Registrations submitted with conditions or reservations shall not be considered. Place preferences, which will be considered as far as possible, shall not represent any conditions for attendance. No exclusion of competition shall be granted.

7.2 Registration shall be binding from delivery to LM until notification of acceptance or non-acceptance.

7.3 Should compelling technical or organisational reasons so require, LM shall be entitled, as far as is necessary and reasonable, to supply the exhibitor with a stand in another position from that originally allocated, to alter the size of the exhibition area as far as is necessary and reasonable, and to relocate or close entries and exits to the Fair & Exhibition Centre.

8. Liability and insurance

8.1 The host and its agents shall undertake no duty of care for fair goods and stand furnishings and, this being so, hereby excludes all and any liability for loss and damage. Nor shall this limitation of liability be subject to restriction through any general security measures taken by LM.

8.2 The host shall be liable in accordance with statutory regulations. In case of minor negligence the host shall be liable only insofar as essential (cardinal) contractual duties have been infringed, and only for such losses as are contractually typical and foreseeable.

8.3 Liability for personal injury and under the German Product Liability Act shall not be affected hereby.

8.4 The exhibitor shall be liable for all losses incurred by Third Parties or the host and its agents through the exhibitor's attendance at the fair. Culpability of his co-exhibitors and of his and their agents, vicarious agents and servants shall be the same as his own culpability.

8.5 Every exhibitor must insure himself appropriately at his own expense against the usual insurable risks run during his attendance at the fair, including risks of delivery and collection.

8.6 All loss and damage occurring must be notified immediately to the police, the insurance company and the host.

8.7 The exhibitor shall have a duty to insure his statutory liability to an appropriate extent by concluding a third-party liability insurance.



5c Special Conditions of Participation

8.8 The exhibitor shall be liable in full for loss and damage incurred by the host or his partners through failure to meet the dismantling deadline set out in Section 3. Application must be made for additional erection and dismantling times, and a charge shall be made. The exhibitor shall have no right to a grant of such additional time.

9. Reservations

9.1 Should the host be obliged, as a result of force majeure or on other grounds for which he is not responsible, to empty one or more exhibition areas temporarily or for a longer time, or to extend, shorten, postpone or even cancel the fair, the exhibitor shall enjoy no rights of withdrawal or termination thereby, nor any other claims, particularly claims for damages, against the host. Should the fair fail to be held, the scheduled rental payment shall be null and void. Sums already paid shall be reimbursed. The exhibitor must pay in full, however, for work already carried out and services already rendered.

9.2 Should the host be responsible for the cancellation, no rent shall be owed. Any claims for damages against the host shall be restricted to foreseeable and contractually typical damages.

10. German law, precedence of local regulations

10.1 Unless regulated otherwise in these Terms & Conditions of Participation, the law of the Federal Republic of Germany shall apply. Application to this contract of the law on the international sale of goods (CIGS) is hereby excluded.

10.2 Rules, statutes or guidelines of the host country or of the host or of the venue which deviate from the said conditions and impose additional restrictions shall have priority. The host shall not be liable if loss or other detriment arise thereby.

10.3 Safety and fire-prevention regulations in the Fair & Exhibition Centre must be obeyed. Smoking is strictly prohibited.

10.4 The Technical Regulations according to exhibitor manual shall be an integral part of the contract.

11. Guarantee

Complaints must be made in writing to LM or one of its agents immediately following acquisition of the stand, or on the last erection day at the latest, so that it is possible to remove defects. Later complaints cannot be accepted and shall not ground any claims against the host, against LM, or against its agents.

12. Reservation of Rights

12.1 Cancellation, Interruption, Postponement, Closure of the Event

12.1.1 In justified circumstances, ISPO has the right to postpone, relocate, shorten, cancel, temporarily interrupt, partially close, or cancel the event. A situation justifying such an action exists if there are sufficient indications that holding the scheduled event or continuing to hold the event can lead to a concrete threat to life and limb or to material damage of substantial value.

12.1.2 ISPO is also entitled to the rights listed under 12.1.1 if, due to force majeure (e.g. government measures, urgent regulatory recommendation or advice, labor disputes, acts of terror or other dangers to life and limb, natural events or catastrophes), the smooth conduct of the event is compromised or threatened to such a degree that the intended purpose of the event cannot be met for the exhibitors, visitors or ISPO, or can only be met with considerable restrictions.

12.1.3 ISPO shall make this decision in accordance with 12.1.1 and 12.1.2 in its function as event organizer according to its due assessment. In reaching the decision, the interests of all affected trade fair participants (especially exhibitors, visitors, conference participants, speakers, sponsors, etc.), the purpose of the event and the necessary safety considerations must be taken into account.

12.2 Legal Consequences of Actions taken in pursuance with 13.1

12.2.1 In the case of total cancellation prior to the start of the event, the exhibitor shall be obligated to pay an adequate amount to be determined by ISPO using equitable discretion, but not exceeding 15 % of the participation price for general reimbursement of costs. The participation price relevant for the calculation shall be comprised of the rent for the booth and the communication fee. The cost of trade fair rent and other fees (price of participation) can be found in the registration form and the currently applicable price list. Any fraction of square metre shall be calculated as a whole square metre. ISPO shall be released from its contractual obligation to perform beginning with the moment in time the cancellation is made.

12.2.2 In the case of a postponement or relocation or a shortening of the event prior to its start, the signed contract regarding trade fair participation shall apply to the new event location or time period as long as the exhibitor does not immediately object in writing to ISPO, at the latest two weeks after receiving communication of the change. If an objection is made, the exhibitor shall be liable to pay an amount to cover costs as provided for under 12.1.2. The amount in this case shall be 25 % of the participation price.

12.2.3 In the case of early cancellation (cancellation, shortening), temporary interruption or a partial closure after the start of an event, or in the case of a delayed start, the exhibitor shall be obligated to participate in the non-cancelled part of the event and to pay the full participation price. ISPO shall proportionately reimburse the exhibitor for the costs that are not incurred as a consequence of the cancellation or partial closure (saved costs or costs not incurred).

12.3 Cancellation of the Event for Economic Reasons

ISPO has the right to distance itself from the conduct of the event at its own discretion and with regard for the justified interests of the trade fair participants if the economic feasibility cannot be realized or the status of registrations indicates that a sufficient representation of the industry aimed for by the event cannot be guaranteed. With the cancellation all mutual and reciprocal obligations to perform shall fall away for both contractual partners. ISPO shall be obligated to reimburse any payments which have already been made by the exhibitor if the service paid for has not already been performed at the time of the cancellation. No claims asserted by the exhibitor for reimbursement of payments already made in connection with his participation in the event or for damage compensation can result from the cancellation.

12.4 Payment regulations for cancellation and postponement for booth packages or other services can be found in the Exhibitor Manual.

13. Data Protection

The personal data collected on or from the exhibitor may be used to fulfill the business purposes of ISPO and the Leipziger Messe GmbH within the scope permitted by data protection law. The Leipziger Messe GmbH, its affiliated businesses and foreign representatives are also entitled to use this personal data to regularly inform about services provided by the Leipziger Messe GmbH, its affiliated businesses and foreign representatives via letter, email, telephone or fax. A list of these businesses and foreign representatives, who are located in part outside the European Union (EU) and the European Economic Area (EEA), is available on the Internet: www.ispo-congress.com.

The exhibitor must ensure that the pre-requisites for data privacy are met for the aforementioned uses through suitable measures (e.g. written consents by his employees).

The exhibitor is liable to ISPO and the Leipziger Messe GmbH for damage and expenses that arise from the breach of this duty and shall indemnify ISPO and the Leipziger Messe GmbH against related third party claims upon the first request to do so.

14. Concluding provisions

14.1 All agreements, grants and ancillary accords shall only be valid if they are in writing. This shall also apply to any amendment to this requirement of written form.



ISPO 18TH
WORLD CONGRESS
Guadalajara, Mexico

1 - 4
November
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LEIPZIGER
MESSE

5d Special Conditions of Participation

14.2 Contractual claims by the exhibitor against the host shall expire within 12 months. Time shall begin to run upon the ending of the month in which the final day of the fair falls. Claims for deliberate breaches of duty shall be subject to statutory time limitation.

Claims for damages by the host for changes or impairments to the item rented shall expire in one year from the time when the host receives the said rental item back. Such claims for damages shall expire prior to return only in 30 years from their creation.

14.3 Should the exhibitor fail to supply the host (or LM) with his new address, and if the host cannot find it even through a research of addresses for this purpose, time shall cease to run. The host shall have a duty after approximately one, two and four years to repeat the address research. The time during which time ceases to run shall be a maximum of five years. The exhibitor shall have a duty to pay the costs of the research(es).

14.4 Should out-of-court warnings be without result, LM shall be entitled under assigned rights to sue all exhibitors for the host's receivables.

14.5 The place of jurisdiction for all mutual obligations, including all duties of payment, shall be Leipzig, providing the contracting partner is a trader, an entity under public law, or a special public asset, or the contracting partner does not have his registered office or general place of jurisdiction in the Federal Republic of Germany.

14.6 The host or LM shall further have the right, as they shall choose, either to take all requisite legal steps or proceedings before the court in whose jurisdiction the exhibitor's registered office lies, or before the court in whose jurisdiction the host's registered office lies.

14.7 The exhibitor shall in any case pay the costs of pre-judicial debt collection (detective agencies, collection agencies, lawyers). If and insofar as the exhibitor loses a legal dispute with the host or LM, he shall pay the costs of the legal proceedings and of the requisite legal representation, particularly the lawyers, courts, interpreters, experts and witnesses, and the costs of translating all documents submitted in the course of legal proceedings.