# STAND BOOKING FORM

Start of layout planning: 30 September 2026
Mail to: intermodellbau@messe-dortmund.de

**NON-COMMERCIAL EXHIBITORS** | **22–25 APRIL 2027**

**Club/association/community of interest**

We want to be listed under letter ____ in the alphabetical list of exhibitors.

Street/no. (no post-box)

Country code/Postcode/City

Telephone | Company email

Website | Invoice email (if different)

CEO/Board

VAT Identification Number
(Required if based in the EU)

**Contact trade fair matters**
(correspondence address* – please state name)

Telephone | Mobile

Email

* The correspondence address is that address by which we will save you in our system – in particular in Online-Service-Center – and contact you. We expressly point out that only the indicated correspondence address contains the access data and the password.

## Exhibits

For the selection of clubs/associations/communities of interest and their respective stand locations, please send us a brief description of your exhibits as well as of your planned activities at the fair including some pictures in addition to your registration.

☐ Photo material — We enclose informative photographic material which Messe Dortmund is authorised to use in connection with INTERMODELLBAU.

☐ Press releases — We will enclose informative press releases and a programme overview or upload it in a timley manner to the Online Service Centre.

## Stand size

We require following front width and depth:

Front width of approx: ____ m | Depth of approx: ____ m | Total area approx: ____ sqm

## What is your main area of focus at INTERMODELLBAU? (please place a cross against one area only):

☐ Model car making
☐ Model steam engine making
☐ Model railway making
☐ Figures/standing model making Paper/plastic model making
☐ Model aircraft making
☐ Model-making materials, accessories, tools
☐ Radio-controlled model making
☐ Model boat making
☐ Technical toys/Building blocks
☐ Clubs, organisations, publishers

Our models have the following scales:

We are to be classified under the following numbers of the list of products and services (it is mandatory to declare number and product, please see page 2):

We certify that all information provided are complete and correct. The Special Conditions of Participation, the "General Conditions of Participation" as well as the information on data protection/data security have been read and are accepted.

Location and Date | Signature | Official stamp

**Messe Dortmund GmbH**
**Managing Director: Sabine Loos**

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Email: info@messe-dortmund.de
www.messe-dortmund.de

District Court Dortmund (HRB 2522)
Place of business: Dortmund
St.-Nr.: 314/5700/0434
USt-IdNr.: DE124643886

Sparkasse Dortmund 001 1114 50
BLZ: 440 501 99
IBAN: DE38 4405 0199 0001 1114 50
SWIFT/BIC: DORTDE33XXX

On behalf and for the account of Westfalenhallen Unternehmensgruppe GmbH
Chairman of the Board: Uwe Waßmann · CEO: Sabine Loos

# ADDITIONAL CLUBS/ASSOCIATIONS/COMMUNITIES OF INTEREST

**Club/association/community of interest**
(Full and correct designation, legal form)

**Registration of additional clubs/associations/communities of interest participating with their own personnel and exhibits**
Additional clubs/associations/communities of interest must be registered. They will be listed in the exhibitor list. The main club/association/community of interest must register the exhibits to be entered in the product list jointly with the additional clubs/associations/communities of interest.

**1. Additional club/association/community of interest**

**Contact person / Job title** | Telephone

Address | Email

Products (numbers in product list)

**2. Additional club/association/community of interest**

**Contact person / Job title** | Telephone

Address | Email

Products (numbers in product list)

**3. Additional club/association/community of interest**

**Contact person / Job title** | Telephone

Address | Email

Products (numbers in product list)

**4. Additional club/association/community of interest**

**Contact person / Job title** | Telephone

Address | Email

Products (numbers in product list)

**5. Additional club/association/community of interest**

**Contact person / Job title** | Telephone

Address | Email

Products (numbers in product list)

**6. Additional club/association/community of interest**

**Contact person / Job title** | Telephone

Address | Email

Products (numbers in product list)

**7. Additional club/association/community of interest**

**Contact person / Job title** | Telephone

Address | Email

Products (numbers in product list)

Despite carefully processing all of the details and bookings which come in on time, we cannot assume responsibility for complete and accurate entries. Compensation for incorrect and incomplete entries and indexes on the list of exhibitors, including ones that have not been made, is precluded.

# LIST OF PRODUCTS & SERVICES

## 1. MODEL CAR MAKING

| | |
|---|---|
| 1.1 | Model cars |
| 1.2 | Model car making accessories |
| 1.3 | Car racetracks |
| 1.4 | Model construction machines |
| 1.5 | Model emergency vehicles |
| 1.6 | Vehicle bodies |
| 1.7 | Model commercial vehicles |
| 1.8 | Military vehicles |
| 1.9 | Model motorbikes |
| 1.10 | Model trucks |

## 2. STEAM LOCOMOTIVES

| | |
|---|---|
| 2.1 | Burner and boiler technology |
| 2.2 | Steam-driven road vehicles |
| 2.3 | Steam locomotives |
| 2.4 | Steam railcars |
| 2.5 | Hot air and Stirling engines |
| 2.6 | Stationary steam engines |

## 3. MODEL RAILWAY MAKING

| | |
|---|---|
| 3.1 | Rail journeys |
| 3.2 | Model steam engine making |
| 3.3 | Model railway making accessories |
| 3.4 | Electronics, controls |
| 3.5 | Model buildings |
| 3.6 | Model landscape making [buildings, figures, vehicles] |
| 3.7 | Model railways |
| 3.8 | Model railway software |
| 3.9 | Rolling stock [locomotives, railcars, wagons, special vehicles] |
| 3.10 | Switching and signalling systems |
| 3.11 | Rails, track fixtures and fittings |
| 3.12 | Signals |
| 3.13 | Tram accessories, figure/standing model making |

## 4. FIGURE/STANDING MODEL BUILDING, PAPER/PLASTIC MODEL MAKING

| | |
|---|---|
| 4.1 | Miniature vehicles |
| 4.2 | Model aeroplanes |
| 4.3 | Model buildings |
| 4.4 | Historical models |
| 4.5 | Wooden model making |
| 4.6 | Cardboard model making |
| 4.7 | Model funfair making |
| 4.8 | Metal figures |
| 4.9 | Military model making |
| 4.10 | Plastic figures & models |
| 4.11 | Model postmen/postwomen Model Post Office vehicles |
| 4.12 | Miniature ships |
| 4.13 | Science fiction model making |
| 4.14 | Paper model making |
| 4.15 | Tin figure |
| 4.16 | Model circus making |

## 5. MODEL AIRCRAFT MAKING

| | |
|---|---|
| 5.1 | Kite making |
| 5.2 | Electric flight accessories |
| 5.3 | Model aircraft making accessories |
| 5.4 | Flight simulators |
| 5.5 | Model aeroplanes |
| 5.6 | FPV accessories |
| 5.7 | Model helicopters |
| 5.8 | Helicopter accessories |
| 5.9 | Model jets |
| 5.10 | Propellers |
| 5.11 | Model motorised aircraft |
| 5.12 | Multicopters |
| 5.13 | Model rockets |
| 5.14 | Radio control electronics |
| 5.15 | Model gliders |
| 5.16 | Combustion engines and accessories |

## 6. MODEL-MAKING MATERIALS, ACCESSORIES, TOOLS

| | |
|---|---|
| 6.1 | 3D printer systems |
| 6.2 | Airbrush technology |
| 6.3 | Battery and charging technology |
| 6.4 | Drive systems |
| 6.5 | Etching technology |
| 6.6 | Construction plans |
| 6.7 | Kits, construction kits |
| 6.8 | Lighting systems |
| 6.9 | Labelling |
| 6.10 | CNC/CAD systems |
| 6.11 | Electronics |
| 6.12 | Specialist books, magazines |
| 6.13 | Paints, lacquers |
| 6.14 | Remote control and accessories |
| 6.15 | Radio video transmission |
| 6.16 | Engraving and milling machines |
| 6.17 | Hydraulics |
| 6.18 | Glue guns |
| 6.19 | Glues, industrial adhesives |
| 6.20 | Small drills |
| 6.21 | Ball bearings |
| 6.22 | Fretsaws, carving |
| 6.23 | Soldering and welding technology |
| 6.24 | Measuring devices |
| 6.25 | Profiles |
| 6.26 | Smoke generators |
| 6.27 | Silencers |
| 6.28 | Software |
| 6.29 | Special materials for models |
| 6.30 | Videos, DVDs |
| 6.31 | Display cabinets |
| 6.32 | Tools |
| 6.33 | Machine tools |
| 6.34 | Drawing instruments and equipment |
| 6.35 | Tin alloy |
| 6.36 | Other materials and accessories |

## 7. RADIO-CONTROLLED MODEL MAKING

| | |
|---|---|
| 7.1 | Radio-controlled cards |
| 7.2 | Radio-controlled vehicles |
| 7.3 | Radio-controlled remote controls |
| 7.4 | Radio-controlled aircraft |
| 7.5 | Radio-controlled helicopters |
| 7.6 | Radio-controlled boats |
| 7.7 | Radio control accessories |

## 8. MODEL BOAT MAKING

| | |
|---|---|
| 8.1 | Electric boats |
| 8.2 | Motorboats |
| 8.3 | Speedboats |
| 8.4 | Model ships |
| 8.5 | Model boat making accessories |
| 8.6 | Sailing boats |
| 8.7 | Floor-standing models |
| 8.8 | Submarines |
| 8.9 | Internal combustion boats |

## 9. TECHNICAL TOYS

| | |
|---|---|
| 9.1 | Battery-operated figures and vehicles |
| 9.2 | Building and construction toys |
| 9.3 | Tin toys |
| 9.4 | Digital toys/Toys 3.0 |
| 9.5 | Educational toys |
| 9.6 | Experimental toys/kits |
| 9.7 | Building blocks |
| 9.8 | Ball tracks |
| 9.9 | Plastic toys |
| 9.10 | Model railways, car racetracks, accessories |
| 9.11 | Toy vehicles |
| 9.12 | Other |

## 10. CLUBS, ORGANISATIONS, PUBLISHERS

| | |
|---|---|
| 10.1 | Clubs, interest groups, associations |
| 10.2 | Federation |
| 10.3 | Publishers |
| 10.4 | Insurance |

If it is not possible to assign your products to any of the existing product groups, it is only possible to include new keywords in exceptional circumstances. Please check to see whether your products are included in any of the existing product groups. Please enter the appropriate information on the registration form.

# Special Conditions of Participation
## INTERMODELLBAU 2026
## Non-commercial exhibitors

**1. Start of layout planning:**
30 September 2026

**2. Opening Hours / Build-up and Dismantling Dates**

| | |
|---|---|
| **Build-up:** | Sunday, 18 April 2027, from 7:00 |
| **Time of build-up:** | 7:00 to 18:00 daily |
| **Important:** | The stand material must be stored on the area of the actual exhibition stand, empty packaging must be removed immediately and the aisles must be kept clear of empty and full packaging. |
| **End of build-up:** | 21 April 2027, 18:00<br>(16:00 vehicles out of halls) |
| **Duration of the exhibition:** | 22–25 April 2027 |
| **Opening hours:** | 22–24 April 2027, 09:00–18:00<br>25 April 2027, 09:00–17:00 |

**Delivery of goods during the course of the trade fair:**

| | |
|---|---|
| 1st day: | 7:00–9:00, 18:00–19:00 |
| 2nd - 4th day: | 8:00–9:00 |
| **Beginning: of dismantling** | 25 April 2027, as of 17:00<br>Vehicle access to halls: 25 April 2027, from 18:00<br>Driving inside the halls with vehicles will be allowed, provided the logistical situation permits this. In the event of large-size events, for example in the remaining area of the Messe Dortmund or in the adjacent Signal-Iduna-Park, the possibility of accessing the halls with vehicles may be delayed. |
| **End of dismantling:** | Hall 3: 26 April 2027<br>Other halls: 27 April 2027, 18:00 |

Extended set-up and dismantling times are possible on request and subject to a fee.

**3. Stand construction**
(see General Conditions for Participation item 10)

If any deviations in the stand dimensions confirmed by the trade fair management become known during assembly, the trade fair management must be informed immediately! The trade fair management reserves the right to relocate entrances and exits, emergency exits and passages for compelling technical reasons, in particular for safety reasons.

The installation and presentation of exhibits in the aisles and in front of emergency exit doors is prohibited.

The minimum size of a stand is 12 sqm with a minimum depth of 3 m for row and corner stands.

The basis for measurement and calculation is the rectangular outer area of the stand. Projections, columns, fire extinguishing equipment and supports will not be deducted. The allocation of stand spaces can only be made in full meters (front width and depth).

**4. Marketing Package**
The package includes entries (company name, address and/or contact details) in the respective catalogues provided for the specific trade fair. The entries appear in the catalogue formats provided by the trade fair organiser, alternatively or cumulatively in the online exhibitor catalogue, on the monitors of the visitor information system, and as far as is available, on the trade fair app and in the printed catalogue. Aside from a default entry, it is also possible to enquire about and book additions with the trade fair organiser, subject to charge, according to the offers made by the respective trade fair. It is mandatory for the primary exhibitor to register co-exhibitors or additional companies attending and their exhibits. The remuneration for the marketing package is invoiced to the primary exhibitor per co-exhibitor for each additional company attending. If the exhibitor does not wish to name any additional companies attending in the catalogue, this must be expressly noted in the registration form.

The deadline for submitting entries in the catalogue is 01 March 2027. Non-compliance with this deadline can result in the existing details being adopted in the catalogue.

Exhibitors who only register after the submission deadline are not entitled to be included in a particular catalogue. Claims for faulty or incomplete entries or ones that have never been made in the catalogues mentioned above are excluded. The primary exhibitor is responsible for the content of the entries in the catalogues and the resulting damages.

**5. Stand activities**
(see General Conditions for Participation item 11)

Sweepstakes and auctions, whether with a conceptual or commercial objective, musical performances on the stands of the exhibitors and propagandistic activities are categorically prohibited. Special permission requires the written approval of the trade fair management.

Projection screens and monitors for presentations must be positioned far enough from the front of passageways so that visitors must enter the stand area to view the presentation, thus ensuring that visitor traffic is not hindered in the passageways.

**6. Protection of consumers and the environment**
When exhibiting, offering and distributing products, participants must observe the relevant regulations on protection of consumers and the environment. These include, in particular, the regulations on the supply and safety of products and, where applicable, the provisions of the Radio Equipment and Telecommunications Act (FTEG), the law on the Electromagnetic Compatibility of Equipment (EMVG), the Act Governing the Sale, Return and Environmentally-Sound Disposal of Electrical and Electronic Equipment (ElektroG), the Batteries Act (BattG), and the Recycling Act (KrwG), including all ordinances and directives related to these regulations.

A valid declaration of conformity for products for which a conformity assessment procedure is mandatory must be kept on the stand ready for inspection. Products that do not comply with the above-mentioned stipulations may be removed by the exhibition management at the exhibitor's expense.

**7. Direct- and cash sales**
(see General Conditions for Participation item 12)

The sale of goods is not permitted for non-profit exhibitors. Furthermore, the non-material exhibitors are not allowed to pursue commercial goals.

**8. Exhibitor passes, build-up and dismantling passes**
(see General Conditions for Participation item 13)

Each exhibitor receives two exhibitor passes free of charge. An additional exhibitor pass will be made available free of charge for every 10 sqm or part thereof over 12 sqm. As soon as the participation fee has been paid in full, the exhibitor receives access data to the exhibitor portal and creates personalized exhibitor passes there any further required exhibitor passes can be ordered from the organizer for a fee. Appropriate numbers of ID cards will be provided for assembly and dismantling at no charge.

**9. Bringing animals to the exhibition is prohibited.**

**Messe Dortmund GmbH**
Dortmund, April 2026 (Reprints not permitted)

# General Conditions of Participation of Messe Dortmund GmbH

(As of 01 April 2025)

**1. Principle**

In the case of contradiction, the following shall apply in the order listed for the participation in Trade Fairs and Exhibitions of Messe Dortmund GmbH (hereinafter referred to as the 'Organiser')

a) Individual Contract Agreements with the Organiser,
b) Special Conditions of Participation and
c) the following General Conditions of Participation.

The Messe Dortmund GmbH provides its services exclusively on behalf of and for the account of the Westfalenhallen Unternehmensgruppe GmbH (AG Dortmund HRB 2522).

1.1 Participant

1.1.1 A Participant in Trade Fairs or Exhibitions (hereinafter referred to as the 'Event') can be an Exhibitor, a Co-exhibitor or an Additionally Represented Company. They are hereinafter referred to as the 'Participant'.

1.1.2 A Participant is a party that registers for participation in an event with its own stand, own personnel and own offer. A Co-exhibitor is a party that attends a stand of an Participant with its own personnel and own offer. This includes group companies and subsidiaries. Third parties are also Co-exhibitors or Additionally Represented Companies if they have a close business or organisational relationship with the Participant. The participation by a Co-exhibitor or an Additionally Represented Company must be entered in the registration form by stating the full name, legal form, address and a contact person.
If a Participant is a manufacturer, every other company that has its goods or services offered by the Participant is an Additionally Represented Company. If a Participant is a sales company that exhibits not only products of one manufacturer but also additional goods or services of other companies, such companies are Additionally Represented Companies.

1.1.3 Co-exhibitors and Additionally Represented Companies must be registered by the Participant. Co-exhibitors and Additionally Represented Companies that are not registered may not exhibit on the stand space of the Participant. The Organiser is entitled to refuse Admission of Co-exhibitors and Additionally Represented Companies if it deems they give reason to make an Admission unacceptable. The Organiser is entitled to make the Admission subject to a separate fee, even retroactively. The Participant is always jointly and severally liable with the Co-exhibitors and Additionally Represented Companies for their compliance with their obligations.

1.1.4 Contract partner of the Organiser is only the Participant.

1.1.5 If several Participants want to jointly rent a stand space, they must authorise one of them in the registration form to make and receive all statements/declarations arising from or in connection with this contract on their behalf. They are jointly and severally liable for all claims arising from this contract.

1.1.6 If an invoice is issued to a third party after its issuance at the request of the issuer, the issuer nevertheless remains the debtor.

**2. Use of the Organiser digital trade fair platform**

At selected the Organiser trade fairs, Participants have the option of booking services on the digital trade fair platform in addition to their on-site presence, or without an on-site presence.The individual prices, pricing components, details on the scope of services and duration of use, and on the input and design options can be found in the fair-specific list of prices and services as amended from time to time.

2.1 Duties of the Participant within the Digital Platform / Participant liability

2.1.1 Responsibility for content supplied and published by the Participant on the digital trade fair platform shall rest solely with the Participant. The Participant shall be bound to ensure that it does not infringe third party rights and does not violate applicable law. The Participant shall indemnify the Organiser upon first request against all asserted claims arising from the execution of the order, including all costs of necessary legal defence.

2.1.2 The Organiser shall not be obliged to check entries or contents to see whether they infringe third party rights, comply with the provisions of competition (US: antitrust) law or violate applicable law.

2.1.3 The Organiser shall not be responsible for external content to which it merely provides access for use. This shall apply in particular to content that the user is able to access by using a hyperlink published by the Participant.

2.1.4 In the event of a breach of the terms and conditions set out herein, the Organiser shall reserve the right to remove all of the Participant's content and to block the Participant's access to the Digital Platform.

2.1.5 The Participant shall ensure that its login details to the Digital Platform are treated confidentially and adequately protected. The Participant shall not be permitted to pass the login details to third parties without authorisation. The Participant shall inform the Organiser immediately of any indications of unauthorised disclosure of login details and/or passwords and/or of any suspicion of unauthorised access to the content published by it.

2.1.6 The digital trade fair platform may be availed of by using the current version of a standard browser and an Internet access point. The Participant shall be bound to ensure that it meets these technical requirements for its participation in the digital trade fair platform. The minimum technical requirements will be announced by the Organiser in good time. The Organiser shall not accept any liability for any non-functioning or malfunction or damage resulting from non-compliance with the technical recommendations.

2.1.7 For the purpose of advertising and holding the trade fair or event, the Participant shall grant the Organiser or a third party engaged by the Organiser the right to use its logos / signs / company names, even where these enjoy trademark or copyright protection.

2.2 Liabilities on the part of the Organiser

2.2.1 Liability is excluded in respect of usability impairments which are merely insignificant or short-term in nature. The Organiser accepts no liability, except in cases of malicious intent or gross negligence, for disruptions, errors, delays or other impediments to performance that occur during the transmission of content via the Internet.

2.2.2 Furthermore, the Organiser assumes no liability for access to or availability of the Internet. Any liability for the consequences of restricted availability – of whatever kind and for whatever reason – is excluded.

**3. Registration, Contract Conclusion**

3.1 The stand booking for an event requires the completion of the Stand Booking Form, which is to be sent to the Organiser by post, by fax, online or by e-mail as attached file. The hard copy of the stand-booking form for the respective event must be signed to confirm the acceptance of the General Conditions of Participation, the price lists and, if applicable, the Special Conditions of Participation of the Organiser and returned in full. The Organiser reserves the right to make the acceptance of the stand-booking order dependent on the requirement that the stand-booking form for the respective event has been completely printed out and signed with legally binding signatures to confirm the acceptance of the General Conditions of Participation, the price lists, and, if applicable, the Special Conditions of Participation of the Organiser and the complete form has then been sent to the Oraniser by fax. Electronic stand bookings by previous Participants are only valid if the Online Form provided by the Organiser and the assigned password are used for online transmission.
The stand booking form is deemed to be an offer made by the Participant for contract conclusion; the sending of the form does not constitute a right to acceptance. The stand booking form must also be sent without any supplementary remarks or conditions as defined by Section 158 of the German Civil Code (BGB). If this provision is ignored, such supplementary remarks or conditions will not have any legal effect on the Organiser.

3.2 By submitting the registration form, the Participant accepts these General Conditions of Participation and, if available, the "Special Conditions of Participation" applicable for the specific Event, the "House Rules", the "Technical Rules" and the provisions of the "Service Documents" . The Participant is responsible for their compliance by the persons employed by him at the Event and by the other Participants registered by him.

3.3 The contract on the participation is concluded by means of a confirmation, i.e. the Organiser accepts the contract offer.

3.4 The Participant is obliged to comply with all relevant statutory and official regulations, including such of labour or trade law nature and such concerning environmental protection, fire protection and accident prevention regulations. The Participant shall continuously monitor their compliance by the persons he employs at the Event, the other Participants he has registered and other vicarious agents and intervene in the event of a violation and/or inform the Organiser about the violations.

**4. Admission, Permitted Exhibits**

4.1 The Organiser will notify the Participant of the acceptance of the Participant's offer in an acceptance notice and of the stand space assignment by post, fax or in electronic form. Complaints by the Participant must be notified in writing to the Organiser within three calendar days after receipt. If the confirmation differs from the Participant's registration, the contract is concluded in accordance with the confirmtion unless the Participant objects in writing within three calender days after receipt. Then the Organiser and the Participant need to reach an agreement immediately.

4.2 The Organiser shall take a decision, if necessary in agreement with the respective committees, regarding the admission of the Participant and registered exhibits to the Event via a written confirmation of admission. A contract shall come about with the admission of the Participant (see subsection 3.3).

4.3 The Organiser may exclude individual Participants from taking part in the Event for factually justified reasons, especially if the amount of space available is insufficient. The Organiser may also restrict the Event to certain groups of Participants if this is necessary to attain the purpose of the Event. The Organiser shall also be entitled to impose restrictions on the registered exhibits and change the amount of registered space.

4.4 Participants may only exhibit, offer and take orders for, the exhibits stated in the confirmation of admission and only at the location stated therein. Not permitted items can be removed by the Organiser at the Participant's cost, and in the case of emergency without prior warning. Goods and services, for which a use, possession or utilisation is not permitted in Germany must be legibly marked in the German language.
Participants must have full power of disposal of the registered exhibits and possess any necessary official permissions and approvals. Descriptions and brochures relating to the goods or services to be exhibited shall be submitted by the Participant on request.

**5. Space Assignment**

5.1 The Organiser shall personally assign space in accordance with the subject and structure of the particular Event and the actual amount of space available. Space assignment wishes of the Participant are not binding and will only be considered if possible. The order in which applications are received shall not be the sole decisive factor in assigning space.

5.2 The allocation of a form of stand (e.g. row instead of corner stand, head instead of block stand) at variance with the registration does not entitle the Participant to withdraw.

5.3 The Organiser is entitled, even after the confirmation, to relocate the stand in the hall within a reasonable and acceptable scope without such entitling the Participant to rescind the contract or demand a reduction in the participation fee.

**6. Unauthorized Transfer of Stand Space**

The assigned stand space may not be exchanged with another Participant. Partial or complete transfer of the stand space or subletting of the stand space to third parties shall also not be permitted without the approval of the Organiser.

**7. Fees, Payment Deadlines and Terms**

7.1 The participation fee can be inferred from the registration form and the Special Conditions of Participation; the amount will be invoiced to the Participant by the Organiser. Complaints about the invoice can only be considered if they are received by the Organiser in writing within 14 days after receipt of the invoice. When sending the invoice, the Organiser shall draw the Participant's attention in particular to the importance of his actions.

7.2 The Organiser is entitled to demand a reasonable payment in advance or security for anticipated additional charges, e.g. for electricity consumption or other services.

7.3 The invoice amounts are payable without deduction and in EURO by the due dates specified in the invoice, stating the invoice and customer number, to the account specified in the invoice. Invoices are sent by e-mail in PDF format to the e-mail address named by the exhibitor.

7.4 The Organiser is entitled to make the occupation of the stand space or issue of Participant ID cards dependent on the prior, timely and full payment of the invoice.

7.5 An AUMA service fee shall be charged for the activities of the Association of the German Trade Fair Industry (AUMA), Littenstrasse 9, 10179 Berlin. This service fee shall be listed separately on the invoice.

7.6 All invoice amounts shall be transferred in Euro without any bank charges or deductions quoting the customer number and invoice number to the account shown on the invoice.

7.7 If the Participant culpably fails to comply with his payment obligations on time, the Organiser shall reserve the right, after granting a reasonable period of grace with consideration of the circumstances and the remaining time, to terminate the contract with immediate effect for good cause.

7.8 Should a Participant fail to comply with his payment obligations, the Organiser may exercise his right of lien, retain the exhibits and the stand fittings, and have them auctioned at the expense of the Participant, each time after prior written notification, or to sell them privately if they have a stock exchange price or a market price.

7.9 All charges and fees stated in the Registration Form, these General Conditions of Participation and the Special Conditions of Participation are plus VAT at the statutory rate, if nothing different is legally stipulated.

**8. Non-participation by the Participant**

8.1 A cancellation of participation by the Participant is possible until confirmation of admission. Such cancellation must be made in writing to be effective. In such a case, the Participant shall owe the Organiser a fee of 275.00 EUR for the to-date services of the Organiser unless he proves that the Organiser did not incur such a cost or incurred a much lower cost.

8.2 A non-participation by the Participant despite confimation of participation does not release the Participant from his contractual obligations. The Participant shall be obliged, in particular, to pay the contractually due fees. The Organiser shall not be obliged to accept a replacement participant nominated by the Participant. If the Organiser is able to otherwise let the stand, the Participant will be credited with the proceeds obtained by the Organiser from such letting less a remuneration of 25% of the net participation fee, but at least 400.00 EUR.

8.3 In the case of a non-participation, the Organiser shall be entitled to let the stand space not used by the Participant to a third party or redesign the stand layout at the cost of the Participant in order to ensure a gapless appearance of the Trade Fair or Exhibition.

8.4 The Participant will also not be released from his obligation to pay the participation fee if the

assigned stand space is otherwise let but the total available space for the Trade Fair/Exhibition could not be entirely let.

8.5 If a Co-exhibitor and/or Additionally Represented Company does not participate, the obligation to pay the fee for their Admission (see Section 1.1.3) will remain.

**9. Cancellation, postponement or change of duration of an Event**

9.1 Taking the interests of Participants into account, the Organiser shall be entitled to cancel the Event for good cause and/or, in cases of force majeure, to postpone it or change its duration. The following occurrences in particular shall constitute force majeure: war, terror, terror warnings, orders from higher authorities, sabotage, strikes and lockouts, natural disasters, geological changes and impacts, pandemics, epidemics, official measures, decrees, legal ordinances or laws prohibiting an Event, or the existence of urgent government recommendations. The infeasibility of adequate supplies of auxiliary items, such as electricity, heating, etc., shall be equivalent to a case of force majeure unless they are of short duration or the Organiser is held responsible for them.

9.2 The Organiser shall also be entitled to cancel, postpone or change the duration of an Event if, for one of the reasons listed in 9.1, the smooth running of the Event is impaired or jeopardized to such an extent that the purpose of the Event cannot be achieved or can only be achieved to a considerably limited extent. The interests of the Participants must be taken into account when making such judgements. If the Event is cancelled for the aforementioned reasons, the Organiser shall be entitled to claim up to 25% of the participation fee from the Participant for general reimbursement of costs unless the Organiser is held responsible for cancellation of the Event. The participation fee shall be arrived at on the basis of the participation costs which can be found on the registration form and in the Special Conditions of Participation. Further costs shall be charged where the Participant has made use of additional chargeable services.

9.3 A change in location or timing or a change in duration shall become part of the contract upon notification to the Participant. The Participant must be notified of this fact immediately. Other conditions shall apply where the Participant objects in writing immediately, no later than two weeks following receipt of the notification. In the event of an objection, the Participant shall pay participation fees amounting to 25% unless the Organiser is held responsible for the relocation or alteration of the Event.

9.4 In the event of premature cancellation, temporary interruption or late start of an Event, the Organiser shall reimburse expenses saved to the Participant.

9.5 In the instances set out in 9.2 - 9.5, claims for damages against the Organiser shall be excluded unless a case of gross negligence or malicious intent exist on the part of the Organiser or its vicarious agents. Furthermore, there shall be no entitlement to withdrawal or reduction of the participation fee.

9.6 Cases of force majeure that prevent the Organiser from fulfilling its obligations in full or in part shall release the Organiser from the obligation to fulfil this contract until such time as the force majeure ceases.

**10. Stand construction, fittings and design**

10.1 All exhibition stands and other event areas shall be measured and marked by the Organiser. In case of doubt, the Organiser shall have the right to make a final decision (§ 315 of the German Civil Code).

10.2 The participant shall be obliged to erect a trade fair or exhibition stand (stand) on the rented stand space and to move into it appropriately and in good time before the end of stand construction specified in the Special Exhibiting Conditions. If the stand is not set up on time or is not set up completely, the organizer reserves the right to commission the most favourable stand construction package offered in the application at the participant's expense. If the stand is not occupied on time, the organizer shall also be entitled to terminate the contractual relationship with immediate effect for good cause.

10.3 The Organiser can, if requested by the Participant, grant the Participant, in writing, an earlier construction time or extended dismantling time if the local situation allows such. The Organiser shall be entitled to charge an additional fee for each additional construction/dismantling day.

10.4 Exhibits, stand equipment and/or other items, which were not shown on the application form or whose appearance, smell, lack of cleanliness, noise or other characteristics create an unreasonable nuisance or disturbance affecting the smooth running of the Event or which otherwise turn out to be unsuitable shall be removed immediately at the request of the Organiser. If these items are not removed at once, the Organiser may dispose of them at the Participant's expense and terminate the contract immediately for good cause.

10.5 The Participant shall be responsible for the design and equipping of the stand. However, the specific criteria of the Event and all rules of the Organiser, particularly the 'Technical Rules', the 'Special Conditions of Participation' and the provisions of the 'Service Document' must be complied with. The Organiser shall be entitled to request the Participant to submit plans and stand descriptions that are true to dimensions. The name or the company and the address or head office of the Participant shall be clearly marked on a stand sign. The names of the companies commissioned to design and build the exhibition stand shall be notified to the Organiser.

10.6 The stand shall be properly equipped and occupied by knowledgeable personnel at the fixed opening times throughout the duration of the Event stipulated in the Special Conditions of Participation.

10.7 The design and equipment of the stand shall be the responsibility of the participant. However, the specific criteria of the event and all provisions of the organizer shall be taken into account, in particular the 'Technical Guidelines', the 'Special Exhibiting Conditions' and the instructions in the service documents. If the design and/or equipment of a stand does not comply with the relevant specifications, the organizer may demand that the stand be modified accordingly by the participant at the latter's expense. If this adjustment is not made in due time or if the equipment is missing completely, the organizer shall be entitled to commission the most favourable stand construction package offered in the application at the participant's expense.

10.8 The Participant shall not be entitled to remove exhibits from the stand or start dismantling the stand before the beginning of the stand dismantling times stipulated in the Special Conditions of Participation.

10.9 The stand dismantling and the restoration of the original condition must be completed no later than by the end of the dismantling time/date stated in the Special Conditions of Participation. Any exhibits exceeding the fixed height limits for the stands shall require the permission of the Organiser. This provision shall also apply to the presentation of very heavy exhibits for which foundations or special equipment are required.

10.10 The Organiser has no responsibility for the items or goods left on the Event site by the Participant or for such that were sold to a third party during the Event. The Organiser shall be entitled to charge a reasonable storage fee for goods which are not dismantled and taken away on time. The Organiser shall also be entitled to remove and store goods immediately at the Participant's expense and risk.

10.11 If an Event is postponed or relocated the Organiser shall be entitled to relocate the Participant's stand area and/or change its dimensions if the space conditions, government orders or other serious circumstances render this necessary. The Participant must be notified of this fact immediately. In such instance any entitlement to withdrawal and/or compensation shall be excluded. Where the stand area is reduced, the participation costs shall be reduced on a pro rata basis.

**11. Advertising, Stand Activities**

11.1 Advertisement areas and activities must be requested separately with the "Advertising Form" in the Service Documents and require a written approval of the Organiser.

11.2 The Participant shall only be entitled to use any kind of advertising on his stand for his own company and solely for the goods which he produces or sells, provided they have been registered and admitted to the Event.

11.3 Loudspeaker advertising, other acoustic measures and slide, film, video or computer presentations and other noisy measures shall require the written approval of the Organiser. This provision shall also apply to the use of audio or visual equipment for the purpose of attaining a better advertising impact. This also applies if the presentation of exhibits produces noise or other emissions or is annoying.

11.4 The Organiser is entitled to prevent, remove or have removed unauthorised measures of the aforementioned type at the cost of the Participant without recourse to the help of a court or the police. Licences that have already been issued may be subjected to restrictions or revoked in the interest of maintaining an orderly Event if no other remedial measures are possible.

11.5 If the Participant plays back mechanically reproduced music, he shall be obliged to obtain the necessary public performance licence and pay the fees in this respect.

11.6 The carrying or driving around of advertising aids on the Event site and the distribution of printed material or samples off the stand are only allowed with the express and written permission of the Organiser.

11.7 The Participant shall be strictly forbidden to approach and interview visitors outside the stand. In the event of an infringement of this provision, the Organiser shall be entitled to terminate the contract immediately for good cause.

11.8 Political advertising and/or political statements shall not be permitted, unless the political statement forms part of the Event. In the case of political statements or political advertising which are capable of disturbing the smooth running of the Event or public order, the Organiser shall be entitled but not obliged to request the Participant to stop showing the offending items and to remove them from his stand. If the Participant fails to comply with this request, the Organiser shall be entitled to terminate the contract immediately for good cause.

**12. Direct and Cash Sales**

Direct and cash sales shall not be permitted, unless it is expressly permitted in the event-related "Special Conditions of Participation". If direct selling is permitted according to the "Special Conditions of Participation", the items for sale shall be marked with clearly legible price tags according to the Price Quotation Ordinance.

**13. Exhibitor ID Cards**

13.1 After the invoice amounts have been paid in full (see Section 7), each exhibitor receives access data to the exhibitor portal for his stand and creates there personalized exhibitor passes that entitle the holder to free entry (see "Special Conditions of Participation"). The number of exhibitor passes does not increase through the inclusion of additional participants. Additional exhibitor passes can be requested from the organizer for a fee (see "Special Conditions of Participation"). The exhibitor passes are intended exclusively for stand personnel, to be filled out in accordance with the specifications on the pass and may not be passed on to third parties.

**14. Security, Cleaning, Waste Disposal**

14.1 Stand security and supervision during the daily opening hours of the Event shall normally be the responsibility of the Participant, also during the stand construction and dismantling periods. The Organiser shall only be responsible for general supervision of the halls and the trade fairgrounds outside the opening hours of the Event. No services shall be provided in connection with custody, safekeeping or protection of interests of the Participants. Valuable, easy-to-remove items belonging to the Participant shall be placed under lock and key at nighttime. A stand security guard can be hired by the Participant, if he so wishes and at his own cost, from the security company used by the Organiser.

14.2 The Organiser shall pay the costs for general cleaning of the trade fairgrounds and the exhibition hall aisles. The Participant shall be responsible for cleaning his stand/stand area. Cleaning of the stand shall be completed each day before the Event starts. The Participant can also hire the cleaning company employed by the Organiser for the cleaning of his stand. The use of own cleaning staff is only permitted one hour before and after the daily opening hours of the specific Event.

14.3 In the interest of environmental protection and environmentally-friendly trade fairs, the Participant shall be obliged in principle to reduce the amount of packaging and waste; this obligation shall also include the use of brochures. The waste disposal solely through the Organiser necessary for compliance with the statutory regulations must be requested with the 'Waste Disposal Form' in the Service Documents. If separate waste disposal systems are used, the Participant shall utilize them and also pay his share of any waste disposal costs according to the "polluter principle".

14.4 If the Participant leaves waste or other items behind after vacation of the stand space, the Organiser shall be entitled to dispose of such at the Participant's cost, and after the end of the dismantling period also without prior warning.

**15. Photography and other visual recordings**

15.1 All types of commercial visual recordings, especially photography and film/video recordings, on the trade fairgrounds may only be carried out by persons who have been authorized to do so by the Organiser and are in possession of a valid pass issued by the Organiser. Stand photographs, which are to be taken outside the daily opening hours and require special lighting, shall be subject to the approval of the Organiser. Any resulting costs shall be borne by the Participant, unless they are paid by the photographer.

15.2 The Organiser – and with consent of the Organiser – the press, radio and TV stations, are entitled to have photographs, drawings and sound, film, video and other pictures of the Event happening, of the exhibition constructions and stands and the exhibits taken or be made and to use such free of charge for advertising or press releases.

**16. Laws, Regulations and Industrial Property Rights**

16.1 The Participant is solely responsible for the compliance with all statutory and official regulations and the obtainment of all permissions and approvals required pursuant to trade and health or other laws/regulations. The same applies for the compliance with, and protection of, copyrights or other industrial property rights in respect of the exhibits and services of third parties. The so-called 'exhibition protection', i.e. a 6-month protection starting from the beginning of an Event as a result of the German Act on the Protection of Designs and Exhibits dated 18 March 1904 (Reich Gazette p. 141) and the German Trademark Law Reform Act dated 25 October 1994 (Federal Gazette p. 3082) only applies if the Federal Minister of Justice published such a notification for the specific Event in the Federal Gazette. By request a written certificate can be offered by the Organiser.

16.2 In the event of a proven breach of industrial property rights by the Participant, the Organiser shall be entitled to terminate the contract with immediate effect for an important reason.

**17. House Authority, Smoking Ban**

17.1 The Participant shall comply with the Organiser's house authority throughout the trade fairgrounds during the Event. The Participant shall follow the instructions of the Organiser's employees, who shall identify themselves by means of an official pass.

17.2 The length of stay on the trade fairgrounds for Participants and their employees or authorized representatives shall be limited to one hour before and after the daily opening hours of the particular Event.

17.3 Stands of other Participants may not be visited outside the daily opening times without the permission of the stand owner.

17.4 The Organiser reserves the right to enforce a general ban on smoking in all rooms accessible to members of the public and the Participants if this is ordered by legal or official regulations, or if the Organiser views such a regulation to be appropriate according to due discretion.

**18. Violations of Duty by the Participant, Right to terminate the Contract, Contractual Penalty**

18.1 Should the Participant contravene the General Conditions of Participation, the Special Conditions of Participation or the Technical Guidelines, the Organiser is entitled, after prior warning, to impose a contract penalty of 520.00 EUR for each case of contravention. In cases of repetition, to impose a penalty of 1040.00 EUR where the Participant is a merchant. The right of the Organiser according to these conditions to eliminate the contraventions in another manner at the expense of the Participant or to close the stand remains notwithstanding intact.

18.2 The Organiser has the right to withdraw the use of supply points and conduction from the electricity network from any Participant who is arrears with due payments and/or infringed against the General and Special Conditions of Participation particulary Advertising and Stand Activities. This also applies to arrears arising from previous events.

18.3 Culpable breaches of the duties and obligations of the Participant arising out of the contract or culpable breaches of the 'House Rules' entitle the Organiser to immediately terminate the contract with immediate effect for an important reason if such breaches do not immediately cease after request.

18.4 If the contract is terminated for good cause, the Organiser shall be entitled to close down the Participant's stand immediately and request the Participant to dismantle the stand straightaway and vacate the stand space.

18.5 If the Participant does not dismantle the stand or clear the stand area on time, the Organiser shall be entitled to either personally dismantle the stand and/or clear the stand area or have this work carried out by third parties at the expense of the Participant.

18.6 The Participant shall be obliged to pay the due participation fee for the rest of the Event if the stand area cannot be hired or can only be hired for a consideration through exchange with the stand area of another Participant.

18.7 The contract condition in Section 8.2 applies analogously. The flat-rate fee for the redesign in such a case is 25% of the net participation fee, but at least 400.00 EUR, unless the Participant proves that the Organiser did not incur any cost or incurred a much lower cost.

18.8 The Organiser shall be entitled to request the Participant to pay in every individual case a maximum contractual penalty of 10,000 EUR, which is to be fixed by the Organiser according to his fair judgement and judicial revisable in the event of dispute, if the Participant culpably violates his obligations from

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|---|---|
| 4 | the exhibition of unpermitted items, |
| 6 | unauthorized transfer of stand space, |
| 10.2 | the stand construction, |
| 10.4 | non-removal of annoying objects, |
| 10.6 | the missing equipping or manning of the stand, |
| 10.7 | the stand design/equipping, |
| 10.8 | the premature stand dismantling and/or timely vacation, |
| 11.7 | the unauthorized approaching/interviewing of visitors, |
| 11.8 | the ban on political advertising, |
| 14.2 | breaches of the cleaning obligations, |
| 16 | the infringements of industrial property rights. |

If the Organiser is also entitled to compensation on account of the culpable infringement of obligations by the Participant, the contractual penalty shall be offset against the compensation claim.

**19. Liability and isurance**

19.1 In the case of gross negligence, the Organiser shall only be liable for the actions of his legal representatives and managers, except in the case of material contractual obligations (cardinal obligations) or in the event of loss of life, physical injury or damage to health.

19.2 In the case of slight negligence, the Organiser shall only be liable for the violation of material contractual obligations or in the event of loss of life, physical injury or damage to health.

19.3 The Organiser shall only be liable, irrespective of the legal reason, for foreseeable damage which can typically be expected to arise.

19.4 In the case of slight negligence and except for cases of bodily injury, damage to health and death, the liability of the Organiser is limited to 10,000.00 EUR.

19.5 The Organiser's liability without fault for already existing defects in accordance with § 536 a (1) of the German Civil Code (e.g. stand equipping) and for any subsequent losses of the Participant shall be expressly excluded.

19.6 For property damage, the Organiser shall only pay compensation at the current value, provided that written proof of the purchase cost is submitted.

19.7 If damage occurs during the Event, such must be immediately reported to the Organiser and if caused by a third party and/or deliberately also to the police.

19.8 A compensation for damage is excluded if a late damage reporting for which the Participant is responsible results in compensation payment being refused by the Organiser's insurance company or a third party liable for compensation payment.

19.9 The Participant shall be liable to the Organiser for the damage caused by the Participant himself, his employees, authorized representatives or exhibits and stand fittings.

19.10 If the Participant is an Event Organiser as defined by the German Ordinance on Places of Public Assembly as amended (Versammlungsstättenverordnung) he has the responsibility resulting from such. In this case, the Participant is obliged to indemnify the Organiser and his vicarious agents, regardless of their duties pursuant to Section 19.1 against all claims of recourse and fines due to their liability as operator.

19.11 The Organiser has not taken out any insurance cover for the Participant. The Organiser expressly points out the Participant's own insurance possibilities and that the Participant can obtain insurance cover on the basis of the skeleton contracts concluded by the Organiser. Further details can be found in the 'Insurance' form in the Service Documents.

**20. Consolidation into a Lump Sum, Saving Clause, Statutory Limitation, Right of Retention**

20.1 In all cases of lump-sum damages and fees, the right of the Organiser to prove a higher loss or cost to the Participant remains unaffected. The Participant is entitled to prove that no loss or cost was incurred or that a loss or cost much lower than the lump sum was incurred.

20.2 If one of the clauses of the General and Special Conditions of Participation is or becomes invalid or unenforceable, the validity of the contract and/or the other clauses of the Conditions shall not be affected.
In such a case, the Organiser and the Participant undertake to agree on a valid and enforceable clause that is deemed applicable from the start and comes as close as possible to the purpose of the clause to be replaced. This analogously applies for the filling of any gaps.

20.3 The limitation period for claims against the Organiser shall be one year, unless they are due to gross negligence or intent on the part of the Organiser or the claims are subject to a statutory limitation period of more than three years. The period of limitation begins with the last day of the Event.

20.4 The Participant can only offset counter-claims that have become res judicata, are undisputed or acknowledged by the Organiser against the Organiser's claims. This provision shall also apply to rights of retention if the Participant is a registered trader, a legal person under public law or a special public asset. If the Participant does not belong to this group of persons, he shall be entitled to exercise a right of retention in so far as his counterclaim is based on the same contractual relationship.

**21. Written Form, Place of Performance, Place of Jurisdiction, Applicable Law**

21.1 All claims of the Participant against the Organiser must be asserted in writing. Changes and supplements to the Contract of Participation, the General Conditions of Participation and the Special Conditions of Participation including the written form requirement clause and all notices of termination of the contractual relationship must be made in writing to be effective.

21.2 The entire legal relationship between the Organiser, his employees and vicarious agents on one side and the Participant, his employees and vicarious agents on the other side is subject to the laws of the Federal Republic of Germany. The German texts of the contract conditions are solely decisive and legally binding.

21.3 For both contracting parties, the place of performance and place of jurisdiction (also for legal proceedings for dishonoured cheques or bills) shall be the domicile of the Organiser, provided the Participant is a registered trader, a legal person under public law or a special public asset, or if there is no general place of jurisdiction in Germany. However, the Organiser shall reserve the right to take legal action at the general place of jurisdiction of the Participant.

# Data Protection / Data Security (As of 01 September 2021)

1. **Processing Purpose, Data Categories and Types**
   Messe Dortmund GmbH (hereinafter referred to as 'MD') processes the following personal data (hereinafter referred to as 'data') in compliance with Art. 6 (1) lit. b) of the General Data Protection Regulation (GDPR) for the purpose of processing purchase orders for services and initiating future business:

   a) First name and surname of the Customer's contact person,
   b) address of the Customer's contact person,
   c) telephone and fax number of the Customer's contact person,
   d) email address of the Customer's contact person.
   e) IP address
   f) Personal data (first and last name) of the exhibitor stand personnel for whom a digital exhibitor pass is ordered

   If a purchase order is placed by a third party for, and in the name of, the Customer, MD will process the following data in addition to the data mentioned in sentence 1:

   a) First name and surname of the third party's contact person,
   b) address of the third party's contact person,
   c) telephone and fax number of the third party's contact person,
   d) email address of the third party's contact person.
   e) IP adress
   f) Personal data (first and last name) of the exhibitor stand personnel for whom a digital exhibitor pass is ordered

2. **Order processing**
   a) The data mentioned in Clause 1 of this Data Protection Notice will also be processed by Westfalenhallen Unternehmensgruppe GmbH, Strobelallee 45, 44139 Dortmund, Germany for invoicing purposes. Although invoicing will be done by Westfalenhallen Unternehmensgruppe GmbH, MD continues to be liable to the Customer for the lawfulness of data processing. MD concludes a separate order processing contract with Westfalenhallen Unternehmensgruppe GmbH, in which MD also secures itself the necessary rights of influence and control in respect of the processing and use of the data vis-à-vis Westfalenhallen Unternehmensgruppe GmbH.
   b) If the Customer orders one or several services for which MD only acts as an intermediary, the data mentioned in Clause 1 of this Data Protection Notice will be processed by the respective service partner for the purpose of rendering and invoicing the respective service. In such a case, the respective service partner will be responsible for the lawfulness of data processing. MD concludes a separate order processing contract with each service partner, in which the respective service partner also secures itself the necessary rights of influence and control in respect of the processing and use of the data vis-à-vis MD.
   c) The online purchase order system is maintained by MD. The data mentioned in Clause 1 of this Data Protection Notice will be stored on a server of infoteam GmbH Berlin, Königsberger Str. 14, 12207 Berlin, Germany. MD concludes a separate order processing contract with infoteam GmbH Berlin in which MD also secures itself the necessary rights of influence and control in respect of the processing and use of the data vis-à-vis infoteam GmbH Berlin.
   d) For the purpose of creating digital exhibitor passes, the data mentioned in section 1 of this data protection declaration will be stored on a server operated by doo GmbH, Hultschiner Str. 8, 81677 Munich. MD concludes a separate order processing contract with doo GmbH in which MD also secures itself the necessary rights of influence and control in respect of the processing and use of the data vis-à-vis doo GmbH.

3. **Erasure, correction**
   MD will immediately erase the data mentioned in Clause 1 of this Data Protection Notice as soon as the data pursuant to Art. 5 (1) lit. e) of the GDPR will no longer be needed for the fulfilment of the purchase order and invoicing. That does not apply if an immediate erasure conflicts with, for example, statutory retention periods (cf. Art. 17 (3) of the GDPR and/or a further case under Art. 17 (3) of the GDPR and/or a new purpose justifies further processing. MD will erase incorrect and/or incomplete data or – if possible – rectify such without delay in accordance with Art. 5 (1) lit. d).

4. **Customer's Rights**
   The Customer can demand from MD a confirmation concerning the data processing pursuant to Art. 15 (1) of the GDPR. The Customer can also demand from MD the immediate correction of incorrect data and the immediate completion of incomplete data for processing purposes pursuant to Art. 16 of the GDPR. The Customer can also demand from MD the immediate erasure of data pursuant to Art. 17 (1) of the GDPR provided that one of the cases mentioned in Art. 17 (1) of the GDPR applies. The Customer can demand from MD that it restricts the processing of the data mentioned in Clause 1 of this Data Protection Notice if one or several preconditions specified in Art. 18 (1) of the GDPR lit. a) to d) is/are fulfilled: The Customer shall have the right to receive the data mentioned in Clause 1 of this Data Protection Notice from MD in a structured, commonly-used and machine-readable format and also have the right to transmit such data to a different Controller without hindrance from MD pursuant to Art. 20 (1) of the GDPR.

5. **Requirement of Data Provision, Consequences of Non-Provision**
   The provision of data mentioned in Clause 1 of this Data Protection Notice is required for contract conclusion. That means that a contract with MD via the OSC will not be concluded if the Customer fails to enter the entire, or part of, data mentioned in Clause 1 of this Data Protection Notice into the purchase order system.

6. **Data Protection**
   MD uses an encryption method for secure transmission of the data mentioned in Clause 1 of this Data Protection Notice and obtained from the Internet. That means that communications between the Customer and MD's online purchase order system via a browser cannot be read by other Internet users.

7. **Data Protection Officer**
   MD's Data Protection Officer is:
   Christian Volkmer
   Datenschutzbeauftragter (Data Protection Officer)
   Projekt 29 GmbH & Co. KG
   Ostengasse 14
   93047 Regensburg
   Tel: +49 231 1204 368
   Email: datenschutz@westfalenhallen.de

8. **Right of Appeal**
   Notwithstanding any other administrative or judicial remedy, the Customer has the right to file a complaint with the responsible supervisory authority if he or she is of the opinion that the processing of data mentioned in Clause 1 of this Data Protection Notice and concerning him or her violates the provisions of the GDPR.