



# Booking Form

## Exhibiting Company<sup>1</sup>

Company Name	To be filled in by WIP			
Postal Address or Stamp	RN	PCG		
	RD	M	m <sup>2</sup>	
	BSP	FSP	DB	CC
	DS	D	Ø ACC	
	S	E / I		
Country	CoE	MD	MC	EB
	Email UA			

## Contact Person<sup>1</sup>

All exhibition related correspondence will be sent to this contact person (usually by e-mail). Please make sure to receive any e-mail sent from the address: [pv.exhibition@wip-munich.de](mailto:pv.exhibition@wip-munich.de)

Company Name	
Contact Person (Name, Surname) Mr. / Ms.	Postal Address or Stamp
E-mail (of Contact Person)	
Phone	Country

## Billing<sup>1</sup>

For further information on Payment Terms and Conditions, please see the General Terms and Conditions on pages 4-5

Company Name	Purchase Order Number (if necessary)
Contact Person (Name, Surname) Mr. / Ms.	Postal Address or Stamp
E-mail (of Contact Person)	
Phone	
<b>VAT-ID-No. (compulsory for EU members)</b>	Country
Proof of profit-orientated company status (entrepreneurship, business license) Please send us an official proof of your company having the status of a profit-orientated organisation drawing the benefits for your company and based in a country <b>outside the European Union</b> (e.g. copy of commercial register or business registration certificate)	

<sup>1</sup> IMAG has to be informed about changes concerning Contact Person, Exhibiting Company, Billing or Catalogue Entry.



**37th European Photovoltaic Solar Energy Conference and Exhibition  
Lisbon Congress Centre, Lisbon, Portugal  
Exhibition 07 – 10 September 2020  
Conference 07 – 11 September 2020**

**Type of Stand / Space**

type of booth	Price*	size	measures
Basic Service Package (Surface only)	2.700,00 €	9 m <sup>2</sup>	m x m
Basic Service Package (Surface only)	5.400,00 €	18 m <sup>2</sup>	m x m
Basic Service Package (Surface only)	300,00 € /m <sup>2</sup>	m <sup>2</sup>	m x m
Full Service Package	2.100,00 €	6 m <sup>2</sup>	m x m
Full Service Package	3.150,00 €	9 m <sup>2</sup>	m x m
Full Service Package	6.300,00 €	18 m <sup>2</sup>	m x m
Full Service Package	350,00 € /m <sup>2</sup>	m <sup>2</sup>	m x m

**Please note:**

- If your preferred measures are not realisable, there is no entitlement to a particular booth size.
- According to the Exhibitor's Booking Form, a down payment of 100 €/m<sup>2</sup>\* will be charged.
- All stands are bookable upon request and availability.
- All stands will be allocated on a first-come, first-served basis.
- 70% of the stand's open side length must be easily accessible and open to public view.
- Always respect the technical regulations of Lisbon Congress Centre.

\* All prices are net; additional VAT will be charged when applicable.

**Please let us know your special requirements**

Please note: services need to be booked separately.

**The following services for exhibitors are included in all booking packages:**

<ul style="list-style-type: none"> <li>• <b>Booking Space</b></li> <li>• <b>Stand Numbering</b></li> <li>• <b>Provision of Exhibitor Passes</b></li> <li>• <b>1 free Full-Week Conference admission every 18m<sup>2</sup> of booked stand space (registration required)</b></li> <li>• <b>Presentation in the Conference Programme / Catalogue of Exhibitors</b> <ul style="list-style-type: none"> <li>- listing in the catalogue</li> </ul> </li> <li>• <b>Presentation for Exhibitors on the EU PVSEC Website</b> List of Exhibitors with information about the exhibitor's company:           <ul style="list-style-type: none"> <li>- contact details from each exhibitor incl. logo</li> <li>- link to the exhibitor's website</li> <li>- link to your Product News</li> <li>- link to your job offers (Jobs4PV)</li> <li>- link to technical hall layouts and technical plans</li> <li>- layout plans incl. stand numbers</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Visitor Marketing</b> The exhibitor receives:           <ul style="list-style-type: none"> <li>- Exhibitors' Manual available on website</li> <li>- download of official banners</li> <li>- download of official EU PVSEC logo</li> </ul> <b>The organiser provides support by:</b> <ul style="list-style-type: none"> <li>- worldwide advertising</li> </ul> </li> <li>• <b>Press Services</b> <ul style="list-style-type: none"> <li>- press shelves / kits</li> <li>- press related information (press releases) of exhibitors, available during the event</li> <li>- press kit 'Information Material' information material distributed during the event, providing press related information for journalists and media representatives</li> <li>- international trade press points display of authorized international publications during the event</li> </ul> </li> <li>• <b>Forums</b> <ul style="list-style-type: none"> <li>- access to the Welcome Reception</li> <li>- presentation of your company's job ads at the 'Jobs4PV' booth</li> </ul> </li> </ul>
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**Further services are included in Full Service package:**

<ul style="list-style-type: none"> <li>• <b>Shell Scheme Stand</b> white wall elements, white fascia with company name on all open sides, carpet tiles in blue colour, 1 spotlight per 4m<sup>2</sup>, 2 KW electricity incl. consumption for 4 days (1KW for own use), daily cleaning, waste bin</li> <li>• <b>6m<sup>2</sup> Full Service Package includes:</b> 1 counter and 1 high chair</li> <li>• <b>9m<sup>2</sup> Full Service Package includes:</b> 1 table and 3 chairs</li> <li>• <b>18m<sup>2</sup> Full Service Package includes:</b> 1 counter with 1 high chair and 1 table with 3 chairs</li> </ul>
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**Catalogue entry<sup>1</sup>**

(this data will be published on the website and in the catalogue, please respect the correct spelling and the use of capital/small letters)

Company Name	
Address	
Country	
Phone	
E-mail	
Website	
Company Profile (max. 500 characters)	

**Please note that we can only process completed and signed Booking Forms.  
The General Terms and Conditions have to be accepted.**

**I noticed and herewith accept the General Terms and Conditions.  
The signed Booking Form constitutes a legally binding contract for the exhibitor.**

**Yes, please send me global EU PVSEC information.**  
A compact summary of latest news, reviews, how-to-articles and downloads

\_\_\_\_\_

Place and Date

\_\_\_\_\_

Name and Surname of the Contact  
Person in Capital Letters

\_\_\_\_\_

Signature

**Please send this Booking Form to [pv.exhibition@wip-munich.de](mailto:pv.exhibition@wip-munich.de)  
[www.photovoltic-exhibition.com](http://www.photovoltic-exhibition.com)**

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**37th European Photovoltaic Solar Energy Conference and Exhibition  
– GENERAL TERMS AND CONDITIONS FOR THE EXHIBITION –**

WIP Wirtschaft und Infrastruktur GmbH & Co Planungs-KG (WIP) is the organiser of the event. IMAG GmbH (IMAG) is WIP's cooperation partner for the organisation of the exhibition. Only WIP and IMAG are empowered to accept or reject applications and to allocate stands. For written correspondence with IMAG regarding exhibition matters the usage of the email address [pv.exhibition@wip-munich.de](mailto:pv.exhibition@wip-munich.de) is obligatory.

The signed Booking Form constitutes a legally binding contract for the exhibitor. The technical regulations of the venue have to be respected. Deadlines set by WIP, IMAG and Lisbon Congress Centre must be met. WIP as well as IMAG and Lisbon Congress Centre cannot guarantee to provide the offered service if forms or orders are handed in too late.

### 1. STAND ALLOCATION

No stand proposals will be made without the Booking Form being received by IMAG. The stands will be allocated solely by IMAG on availability and confirmed in writing by IMAG. The position allocated is definite. IMAG shall have the right to change the allocation of a stand in case of unforeseen and/or unavoidable circumstances beyond its control, changes of the size or type of stand, as well as for unforeseen technical reasons.

- The booked space de facto has to be used for the presentation of the company that is stated as "Exhibiting Company" in the Booking Form.
- Every Co-exhibitor who shares the space has to be announced as such in the Booking Form for CoExhibitors.
- Reselling of stand space or transferring the right to exhibit on the relevant stand to third party is strictly forbidden without prior written authorisation of IMAG.
- All stands are bookable upon request and availability.
- The stand sides facing the visitors' aisles must be designed in a transparent and open form. 70% of the stand's open side length must be easily accessible and open to public view. Railings up to a height of 1m are not regarded as walls. If the exhibitor closes more than 30% of a stand side facing an aisle, IMAG reserves the right to reallocate the stand.

### 2. STAND STRUCTURE & DESIGN

The setting-up of stands (structure and design) must be pre-approved. The technical regulations of the venue have to be respected.

The setting-up of stands (structure and decoration) must be executed with materials that are not easily inflammable and which do not emit harmful gases under the effect of heat. Any installations or decorative elements that could affect another exhibitor in any way are prohibited.

- No part of the stand may exceed the given stand limits.
- Parts or exhibits exceeding the dimensions of the stand limits may be removed from the exhibition area by WIP, IMAG or Lisbon Congress Centre at the expense of the exhibitor.
- Any part facing an adjacent stand that is over 2.50m in height shall be designed with neutral surfaces (white). Noncompliance can implicate a renovation at the expense of the exhibitor.
- No Pop-Up Stands are allowed; all stands need to have fixed walls.

### 3. PAYMENT TERMS AND CONDITIONS

Payment has to be made by the due date indicated on the invoice. All invoices must be paid before the Exhibition starts. Only those exhibitors who have made payment due in time are allowed to build up their stand and exhibit.

1. A down payment of 100 €/m<sup>2</sup> will be charged after receipt of booking form.
2. A new down payment invoice will only be sent if the exhibitor expands the stand size by 40% or more.
3. The down payment invoicing is independent from the allocation process.
4. Any other changes in the kind of stand (e.g. Basic Service Package / Full Service Package) will be balanced with the final payment invoice. WIP will not send a new down payment invoice.
5. All discounts or surcharges will be balanced with the final payment invoice.
6. The final payment invoice will be sent from June 2020 onwards.
7. Any changes made after invoicing the final payment will be credited or debited with a separate credit note or invoice.
8. Changes from Full Service Package to Basic Service Package made 4 weeks before set-up cannot be credited.
9. If the exhibitor's payment is not received in due time by WIP, IMAG is entitled to give the booked space to third party.
10. Late payment will cause a surcharge of 10% payable latest with final payment invoice.
11. Bank charges are to be borne completely by the exhibitor.
12. Exhibitors reducing the size of their stand will be charged with 30 €/m<sup>2</sup> of reduced space after 22 June 2020.

**3.1 PAYMENT BY INTERMEDIARIES** (e.g. Agents) The intermediary shall be responsible for the payment, irrespective of the client's payment to the intermediary.

### 4.2 CANCELLATION

Any cancellation must be made in written form.

After receipt of the Exhibitor's Booking Form a cancellation fee will be due:

- For cancellations before 17 July 2020 the down payment of 100€/m<sup>2</sup> has to be paid.
- For cancellations after 17 July 2020 the full amount has to be paid.
- Overpayments will be reimbursed.

### 4. EXHIBITORS' MANUAL

Detailed information about the event such as opening hours, technical regulations, hotel booking, etc. will be available for download as a compiled Exhibitors' Manual on the event's website: [www.photovoltic-exhibition.com](http://www.photovoltic-exhibition.com).

Extra services are at the expense of the exhibitor as are the costs for consumption and use. The exhibitor is responsible for passing the information of the Exhibitors' Manual to his stand constructor, advertising agency and other sub-contractors involved in this event. The exact set-up / dismantling times will be given in the Exhibitors' Manual. The exhibitor must follow these instructions.



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## 5. EXHIBITION RULES

In case a neighbour stand is located aside from power supply, the exhibitor may have to grant access to power supply. The exhibitor undertakes to keep his stand open throughout the duration of the exhibition. He also undertakes not to remove any exhibits or dismantle his stand before the end of the exhibition. Furthermore the exhibitor undertakes to take care of the waste disposal.

## 6. ADVERTISEMENT

Advertising on site is only allowed by the respective channels offered by WIP or IMAG. Noisy publicity of any kind, in particular the use of loudspeakers, is prohibited. Publicity material may only be handed out at the exhibitor's stand.

## 7. EXHIBITOR INFORMATION ON THE WEBSITE OF THE EVENT

WIP or IMAG on WIP'S behalf may allow exhibitors to provide information for visitors and other participants on the website of the event, in particular in relation to exhibitor logos, exhibitor profiles, job offers and product information (summarised "exhibitor information"). The exhibitor is responsible for this information himself, applicable laws must be observed. The exhibitor shall ensure before publication that he is legally entitled to publish the information (that he possesses the rights to distribute and to make available to the public) and that the published information complies with applicable competition laws and does not infringe any third party rights. The access authorisation (username and password) granted by WIP or by IMAG on behalf of WIP is not transferable and must be protected according to the current state of technology against loss or theft, unauthorised access or unauthorised transfer. The exhibitor shall inform WIP and IMAG immediately after discovering loss or theft, possible unauthorised access or transfer. As a principle, neither WIP nor IMAG are obliged to review and control the exhibitor information before it is made available for access on the web. If the rights of a third party are infringed due to or in connection with the exhibitor information and if (a) WIP or IMAG are informed of the infringement by the third party or (b) a third party lodge the appropriate claim against WIP or IMAG, WIP respectively IMAG shall inform the exhibitor immediately after receiving the notice or notification of the claim by the third party. The exhibitor shall revise the exhibitor information without delay so that it no longer infringes the rights of a third party or by other means make the exhibitor information compliant with applicable laws. In the interim, WIP respectively IMAG are entitled to temporarily withdraw from publishing the exhibitor information in question and may change it without prior approval of the exhibitor.

## 8. CIVIL LIABILITY

Exhibitors guarantee conclusion of any insurance agreement by an insurance company covering civil liability, stand material and the goods exhibited, whether these goods or material are their own or a third party's property during the time of exhibition, incl. construction/dismantling of stands. In the event of an accident or damage, exhibitors relinquish all claims against:

- WIP
- IMAG
- Lisbon Congress Centre
- the exhibitors at the exhibition, the exhibition visitors and the conference participants • the participants of the event

**The exhibitor is responsible** for any damage to a third party, caused either by himself or by his employees or his material. The exhibiting company and its representatives confirm that neither WIP nor IMAG take responsibility for loss, injury or damage to items or persons, whatever the cause may be, before, during, or after the event.

**WIP is responsible under civil law** in its capacity as organiser of the event. This liability shall in no case extend to the damage caused neither to participants of the event, nor to rented goods by third parties.

**Lisbon Congress Centre is responsible under civil law** in its capacity as owner of the premises and of fixed or temporary installations used for the exhibition, for any loss or damage resulting from intent or gross negligence on the part of Lisbon Congress Centre in performing its contractual obligations.

Exhibitors shall not be entitled to any compensation should political or economic circumstances or a case of 'force majeure' prevent the exhibition from being held or limit its size or modify its nature. Should it not be possible for the exhibition to start, the rental fees shall remain the property of the organiser up to a sum corresponding to the amounts for which the organiser is already committed. The organiser reserves the right to modify or complete at any time the provisions of the present regulations.

In any disputes that may arise concerning the execution or interpretation of the present General Regulations, both parties declare that they agree to the competence of the relevant tribunal in Munich, Germany.

## 9. Privacy Policy

We and – on our behalf – our cooperation partner IMAG collect, process and use personal data only to the extent necessary for the establishment, content organization or change of the legal relationship (data inventory). These actions are taken on the basis of Art. 6 Sect. 1 lit. b GDPR, which permits the processing of data for the fulfilment of a contract or pre-contractual actions. We collect, process and use personal data only to the extent that this is necessary to make it possible for users to utilize the services and to bill for them.

For further information please visit

<https://www.photovoltconference.com/privacy-policy.html>

Furthermore, IMAG and its affiliated companies, as well as its foreign representative offices, some of which are situated outside of the EU and the EEA, are also authorised to use these personal data to provide information on a regular basis about the services of IMAG and its affiliated companies, as well as its foreign representative offices, by letter, e-mail, telephone or telefax. For further information please visit

<https://www.imag.de/en/data-protection/>

Exhibitor gives the EU PVSEC organiser the permission to publish any picture taken during the event. These images could be broadcasted in the EU PVSEC organiser's different digital channels but always with informative aims, never for commercial purposes. Only written arrangements are binding. Sole legal venue is Munich, Germany. Registration of a participant entails acceptance of these conditions.

General Terms and Conditions for the exhibition prepared in Munich, Germany, March 2020.

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