

# Special Conditions of Participation

## HAM RADIO 2025

### Associations/ Organizations

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#### Definitions

MFN: Messe Friedrichshafen GmbH shall hereafter be referred to as "MFN".

OSC: Exhibitors receive their login data for the Messe Friedrichshafen Online Service Center (hereafter referred to as "OSC") upon stand allocation. Media features as well as technical and organizational orders must be executed via the OSC.

General Conditions of Participation, Technical Guidelines, House Rules, Privacy Policy and further documents are available at: [www.messe-friedrichshafen.com/exhibiting-guidelines](http://www.messe-friedrichshafen.com/exhibiting-guidelines).

#### General event information

##### 1. Opening times

The HAM RADIO 2025 will take place from Friday, June 27 to Sunday, June 29, 2025, at the MFN exhibition grounds in Friedrichshafen. The exhibition is open Friday through Saturday from 9 a.m. to 6 p.m. and Sunday from 9 a.m. to 3 p.m. The right to alter the opening times due to serious reasons is reserved. Changes will be announced in good time. Access for exhibitors: 1 hour before start of the exhibition and one hour after the end of the exhibition.

##### 2. Set-up and dismantling times

###### 2.1 Set-up

Wednesday, June 25, 2025      7 a.m. - 6 p.m.

Thursday, June 26, 2025      7 a.m. - 10 p.m.

Advanced stand set-up must be approved by the project management and is subject to charge. It can be ordered via OSC.

###### 2.2 Dismantling

Sunday, June 29, 2025      3 p.m. - 10 p.m.

Monday, June 30, 2025      7 a.m. - 6 p.m.

Tuesday, July 01, 2025      7 a.m. - 12 noon

Early dismantling is not permitted. In case of non-compliance, MFN reserves the right to impose sanctions. Please note the MFN General Conditions of Participation ([www.messe-friedrichshafen.com/exhibiting-guidelines](http://www.messe-friedrichshafen.com/exhibiting-guidelines)).

##### 3. Registration and admission

Registration for HAM RADIO 2025 is made by completely filling out the online form. With this intention to exhibit, the company declares to MFN its sincere interest to participate as an exhibitor. The submission of the online registration form does not constitute a claim to admission.

MFN shall submit a written placement proposal to the exhibitor, which shall require the written consent of the exhibitor within the response time set for him. The exhibitor's acceptance of the placement constitutes the contractual offer, from which the exhibitor can no longer withdraw once it has been received by MFN.

The contract with MFN for participation shall only be concluded upon confirmation of participation by MFN, which constitutes acceptance of the contract. By sending the placement agreement, which does not yet constitute a claim to participation, the exhibitor accepts the Special and General Terms and Conditions of Participation, the Technical Guidelines, the House Rules, the Data Protection Guidelines as well as all further conditions of participation listed at <https://www.hamradio-friedrichshafen.com/exhibit/become-an-exhibitor>.

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#### 4. Participation fee/ Exhibitor passes, Parking Permits, Co-Exhibitors

**4.1** The **participation fee** includes the provision of the floor space, a certain number of exhibitor passes, exhibitor service by the project management, provision of the exhibition's in-house information systems, target group specific marketing, hall security, cleaning of the halls and complimentary promotional material for the exhibitor's own visitor advertising.

Pricing scale:

up to 15 sqm	€ 130.00
16 - 30 sqm	€ 240.00
for each further 30 sqm or part thereof	€ 130.00

#### 4.2 Stand equipment

The participation fee includes partition walls, 1 panel with lettering, 1 table (1.40 x 0.80 m) and 4 chairs. Additional required furniture (tables, chairs, beer tables or counters), can be ordered separately (subject to charge). Tables and chairs will be delivered to your stand during set-up.

#### 4.3 Exhibitor passes and parking permits

The participation fee includes the following free amount of exhibitor passes and parking permits:

Up to 15 sqm:	2 exhibitor passes and 1 parking permit
From 16 sqm:	4 exhibitor passes and 1 parking permit

**4.4.** The **co-exhibitor fee** is € 95.00 / co-exhibiting association/ organisation. Definition of co-exhibitor: see General Conditions of Participation. Co-exhibitors shall receive 2 exhibitor passes free of charge.

#### 5. Terms of payment

The participation fee is to be paid in full immediately upon receipt of the admission invoice without any deduction. This also applies to all further invoices from MFN. Please note the payment due dates and information about the bank accounts on the MFN invoices.

#### 6. Stand cancellation/ cancellation fee

If the exhibitor fails to participate after admission has been granted, the exhibitor shall be obliged to pay a fee. Withdrawal from the application is possible free of charge until admission. After admission, withdrawal is subject to the following costs: 100 % of the participation fee. Stands that are not occupied by June 26, 2025, 6:00 p.m. may be reallocated by the exhibition management at short notice.

#### 7. Stand construction requirements

The general stand height is 3.50 m. Stands that exceed the standard construction height of 3.50 m or are special constructions must be submitted to the project management for approval by means of a dimensioned plan up to 4 weeks before the start of construction. Ceiling suspensions also require approval. Further details on stand construction are available online in the Technical Guidelines: [www.messe-friedrichshafen.com/exhibiting-guidelines](http://www.messe-friedrichshafen.com/exhibiting-guidelines).

#### 8. Sales Regulations

Associations and organisations are not entitled to exhibit and/ or to sell goods. Exceptions to this rule are only made by the trade fair management. Goods that are not authorized by the trade fair management will be removed at the expense of the association/ organisation.

#### 9. WiFi

MFN has its own WiFi, which exhibitors and visitors can log onto free of charge. Exhibitor's own WiFi must be registered and comply with specific conditions. Registration and prerequisites can be accessed via the OSC.



**10. Use of operations equipment**

For logistical and safety reasons, the use of cranes, forklifts and lifting platforms/ hydra ladders is exclusively limited to the official contract partners of MFN. These services can be ordered via the OSC.

**11. Guarding/ Liability**

MFN does not assume any obligation to exercise proper care of exhibits, stand fittings and objects which are the property of the stand personal or the exhibitors. Stand guarding can be ordered via the OSC.

**12. Use of Music/ GEMA**

Exhibitors must register the use of copyright music, videos, or movies with the German authority GEMA. Registration forms are available at: [www.messe-friedrichshafen.com/exhibiting-guidelines](http://www.messe-friedrichshafen.com/exhibiting-guidelines).

**13. Deposit regulations**

A deposit of € 50.00 for cars and trailers and € 100.00 for trucks will be charged upon entry to the exhibition grounds during set-up. This will be refunded if the vehicles leave the exhibition grounds in good time. During the event, a deposit will also be charged when entering the exhibition grounds without a parking ticket.

**14. Floor Covering**

The hall floor is made of rare asphalt. Colour defects are possible (re-colouring is not possible). The use for floor covering is recommended.

**15. Additional services**

In addition to the participation fee, the acceptance of the following services is obligatory:

- Fee for general waste disposal: € 1.50 / sqm stand space, maximum € 75.00
- The AUMA fee of € 0.60 / sqm to be paid by the exhibitor will be invoiced by MFN for the AUMA and passed on (see General Conditions of Participation)
- Energy fee: 37,17€
- All exhibitors will be included in a printed version of the index of exhibitors as well on the website of the HAM RADIO. An entry will be made in the alphabetical directory with information about the exhibitor's offerings. The mandatory entry in the exhibitor's directory is included, additional entries can be booked for a fee. The entry must be edited in advance by the exhibitor in the OSC. Otherwise, the MFN assumes no responsibility for incorrectly listed data. The deadline for the close of editing will be announced with the notification of the OSC login data.

Additional services can be ordered via the OSC.

**16. Pricing/ Reverse-Charge-Procedure**

All quoted prices are net prices. If the statutory VAT applies, it will be invoiced in addition. Please note concerning this the explanations of the reverse charge procedure and the VAT identification number in the General Conditions of Participation.

**17. Reservations, force majeure, cancellation, and other changes to the event**

Unforeseen events, in particular cases of force majeure (for example natural disasters, war, terror, failure, or massive disruptions in traffic and/or communication links, as well as special epidemic risks when contagious diseases occur) which make it impossible or irresponsible to hold the event as planned, entitle MFN to postpone, shorten and extend an event, to completely cancel its opening and to close an already started event temporarily, finally, in individual parts or in total. (More details: [www.messe-friedrichshafen.com/exhibiting-guidelines](http://www.messe-friedrichshafen.com/exhibiting-guidelines)).

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#### **18. Legal notices**

Serious violations of the exhibition terms and conditions gives MFN the right to close stands immediately and to clear them off without requiring court action. This applies to cases of advertising in contravention and in case of advertising for political or ideological purposes.

The German version of the contract is binding.

Place of fulfilment: Friedrichshafen, place of jurisdiction: Tettnang/ Ravensburg  
HRB-No. 1179 Registration Court, District Court Tettnang