Application

Closing date: 16 September 2017

Please click here for the online application.

Phone +49 40 3569-2146/-2147, Fax +49 40 3569-2149
info@smm-hamburg.com
smm-hamburg.com

4–7 sept 2018
tue–thu 9.30am–6pm
fri 9.30am–4pm

smm-hamburg.com

the leading international maritime trade fair • hamburg

SMM

All required fields are marked in BOLD. Please complete in block letters.

1. Company:

please tick: ❑ **private person** ❑ **registered entrepreneur** (or legal entity with VAT-Reg.-No.) VAT-Reg.-No. (EU):

Commercial/Company Reg.-No. (non-EU): Country of the head office:

Address/P.O. Box:

Country abbr.: Postcode: Town/City:

Phone incl. country code: Fax:

E-mail:

Director First name/surname:

2. Contact person First name _____ Surname _____

Department _____ Function _____

Phone _____ Mobile _____

E-mail _____

3. Correspondence address as 1. ❑ other ❑: _____

4. Invoice address as 1. ❑ as 3. ❑ other ❑: _____

5. E-mail for electronical invoicing: _____

❑ **We agree to receive e-mail information from Hamburg Messe und Congress GmbH. We can withdraw this consent at any time with effect for the future.**

6. Application is herewith made for the inclusion of ____ co-exhibitors. (Please use the application for co-exhibitors.)

7. The following **products** will be presented **(please itemize)**: _____

Prices/Costs (plus VAT)

8. Order exhibition space (Minimum 20 sq.m.) _____ sq.m., if possible _____ m wide and _____ m deep.

Stand requirements	Price (participation fee) per sq.m.
Row stand, 1 side open	❑ € 260.–
Corner stand, 2 sides open	❑ € 290.–
Front stand, 3 sides open	❑ € 310.–
Island stand, 4 sides open	❑ € 325.–
Official National Pavillons	❑ € 325.–
Open-air site	❑ € 170.–

❑ Please send us your stand construction offers (no complete offer).

9. Placement requirements/remarks:
❑ same as SMM 2016 or hall _____ Stand-no. _____

10. Main product category
(see main points of the classified directory, please tick)

- ❑ Shipbuilding/industry
- ❑ Prime movers/propulsion systems
- ❑ Ship operation equipment
- ❑ Electrical engineering/electronics
- ❑ Port and port technology
- ❑ Alternative/ecologically propulsion technology
- ❑ Maritime services
- ❑ Maritime security and defence
- ❑ Ship fittings and equipment
- ❑ Cargo handling systems
- ❑ Media

11. Mandatory payments

☑ Media package per main exhibitor:	€ 500.–
❑ Media package per co-exhibitor:	€ 500.–
❑ Co-exhibitor fee per co-exhibitor:	€ 300.–
☑ AUMA fee per sq.m.:	€0.60

12. Technical Details (This information is necessary for stand location.) Max. floor load/sq.m. _____ kg (only required if over 450kg/sq.m.)
Height of stand/fair item: _____ m (only required if over 2.50 m) **Two floor stand:** yes ❑ no ❑ **Water supply/outlet:** yes ❑ no ❑

13. General Terms of Participation, Specific Terms of Participation, Technical Regulations and House Rules of Hamburg Messe and Congress GmbH shall be an integral part of the contract. They are applicable in the version valid at the time of signing of contract, and can be inspected at smm-hamburg.com/applicationforms.
We are also happy to send you these documents by e-mail on request (please contact: info@smm-hamburg.com). In case of application on behalf of a foreign exhibitor by an inland agent the inland agent is liable for the obligations of the foreign exhibitor resulting from this agreement.

Place and date _____ Surname, first name _____ Signature (please print and sign) _____

Specific Terms of Participation 2018

Conditions applicable to specific event, supplementary to General Terms of Participation (ATB), Technical Regulations (TR) and Internal Regulations of Hamburg Messe und Congress GmbH

Organiser and Holder of Rights: Hamburg Messe und Congress GmbH POB 30 24 80 · 20308 Hamburg Messeplatz 1 · 20357 Hamburg – hereinafter called **HMC** –	Tel.: +49 40 3569-0 Telefax: +49 40 3569-2203	info@hamburg-messe.com hamburg-messe.com
Event title:	**SMM 2018** **the leading international maritime trade fair, hamburg**	
Venue:	Exhibition site of HMC	
Duration of event:	**04 – 07 September 2018**	
Project Management:	**Trade Fairs & Exhibitions**	
	Claus Ulrich Selbach Project Director	Tel.: +49 40 3569-2140
	Carin Steinbach Deputy Project Director	Tel.: +49 40 3569-2147
	Telefax: +49 40 35 69-2149 E-mail: info@smm-hamburg.com Website: smm-hamburg.com	
Final date for registration / Start of hall space allocation:	16 September 2017	
Deadline for Exhibitor Directory:	May 2018	
Opening times:	Tue. – Thu. Fr. The fairground is open for exhibitors on the 4th of September from 7:30 hours.	09:30 – 18:00 hours 09:30 – 16:00 hours
Assembly times:	A1 – A4 and B1 – B7 ground floor **28 / 08 – 02 / 09 / 2018** B1 – B4 upper floor **31 / 08 – 02 / 09 / 2018** **03 / 09 / 2018** A5 and B8 assembly times will be added separately.	7:00 – 24:00 7:00 – 24:00 7:00 – 20:00
Disassembly times:	**07 / 09 / 2018** A1 – A4 and B1 – B7 ground floor **08 / 09 – 12 / 09 / 2018** B1 – B4 upper floor **08 / 09 – 10 / 09 / 2018** A5 and B8 assembly times will be added separately.	From 18:00 7:00 – 24:00 7:00 – 24:00
Early disassembly:	Early stand disassembly is not allowed (see Art. 7.3 and 7.10, General Terms of Participation). Therefore a contract penalty payment according to clause 7.10 of the General Conditions of Participation has to be paid by early stand disassembly before 16:00 hours on the 7th of September 2018.	
Early stand construction / Extended disassembly time:	Early stand assembly / extended disassembly time is subject to application in writing to and approval by the Technical Department, Fairs and Exhibitions (see Online Service Center / Approvals and Applications). If you have any questions regarding this, please contact the Technical Department, Fairs and Exhibitions at HMC (Tel: +49 40 3569 2528 / e-mail: messetechnik@hamburg-messe.de).	
Minimum stand size:	**20 m²** exhibition space	
Participation fee: (see Art. 6, General Terms of Participation)	The invoice will be sent directly after admission has been given. 100% of the invoice amount is payable within 14 days from receipt of invoice (see Art. 6 General Terms of Participation)	
Application:	Please note that the application gives no legal claim to a certain size or position of the stand (see Art. 2.2 General Terms of Participation).	
Administration fee before admission:	If the Exhibitor withdraws his application before admission (before receiving the log-in access data for the Online Service Center) or if he raises objection to the placement proposal pursuant to 3.5 General Terms of Participation, HMC is entitled to charge an **administrative fee** of €300.00 plus VAT.	
Withdrawal after admission:	Please note Art. 8 of the General Terms of Participation	
Limitations for admission:	Please note Arts. 3 and 11 of the General Terms of Participation	
Exhibitor passes: (see Art. 16 General Terms of Participation)	For a stand area of 20 m² the Exhibitor shall receive three exhibitor passes free of charge. For every additional 10 m² or part thereof, he shall receive one further exhibitor pass free of charge. The maximum allocation is limited to 30 free-of-charge exhibitor passes. Additional exhibitor passes may be obtained on payment of a charge via the Online Service Center.NO exhibitor passes are required for assembly and disassembly. NO exhibitor passes are required for assembly and disassembly.	

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Media package:
(see Art. 14 General Terms of Participation)

The fee for compulsory entry in the SMM 2018 catalogue and the online directory is EUR 500.00 plus VAT for the main-exhibitor and for any co-exhibitors.

HMC shall prepare a printed main - catalogue and an online directory for SMM 2018 on the basis of the exhibitor data submitted by the exhibitor . The online directory will be published on the website smm-hamburg.com. The main catalogue will be available from HMC approx. seven weeks before the start of the event.

By submitting his application, the Exhibitor gives his consent for a company entry to be made for himself and any co-exhibitor(s) in the alphabetical exhibitor directory of the main catalogue and the online directory for SMM 2018. The details of these entries are shown in the entry forms of the agency mandated by HMC, that is A. Sutter Fair Business GmbH. If the Exhibitor fails to meet the deadline for response (deadline to be announced) and/or in the case of application/approval after the deadline, compulsory entries in the Exhibitor Catalogue will be made on the basis of the available data, and invoiced as normal compulsory entries. Only entries of approved main exhibitors and co-exhibitors will be shown in the Catalogue and in the Internet database. This does not apply to any additional companies represented.

Contents:
– Entry in print catalogue
– Entry in online directory
– Smart phone app
– Matchmaking tool

The deadline for applications (catalogue deadline) for entry in the Directory will be communicated via the SMM website. If this deadline is not met, existing data from application/approval will be used. Exhibitors with application/approval after the deadline will have only an entry in the online exhibitor directory, but the full amount will be invoiced.

Exhibition stand design:

Please note Art. 7 of the General Terms of Participation and Art. 5.7 of the Technical Regulations.

Stand partition walls:

Please note Art. 7 of the General Terms of Participation and Art. 5.7.6 of the Technical Regulations.

Two-floor exhibition stands:
(see Art. 7.5 General Terms of Participation, Art. 5.9 Technical Regulations)

For two-floor exhibition stands, the spaces used on the upper floor will be charged at **50% of the charge** applicable for the ground floor. Two-floor exhibition stands are subject to approval (see Online Service Center) by the technical department of HMC.

Stand construction height:

Please note in your planning the regulations on construction heights, Technical Regulations Art. 5.3.

Stand roofing:
(see Art. 5.4.2 Technical Regulations)

Please note that roofing may impair the effect of the sprinkler system. It may then be necessary to install a sprinkler system on the stand itself.

Events held by Exhibitors:

If an Exhibitor wishes to conduct an event at his own exhibition stand after the daily opening times, this must be applied for in writing. Respective forms can be found in the Online Service Center, accessible only after admission as an exhibitor. The resulting costs for additional supervision and security staff will be charged to the Exhibitor. Events are permissible up to 22:00 hours at the latest.

Audio presentations:
(see Art. 13 General Terms of Participation)

Please limit your volume to a level that is acceptable for your neighbours. Relevant indications are shown in Art. 6.12 of the Technical Regulations.

Application fee for co-exhibitors:
(see Art. 4.3. General Terms of Participation)

Application for c-exhibitors must be made by the main exhibitor to HMC in writing, indicating the company name, address and products/services. Please use the separate application form for co-exhibitors, available on the SMM website.

a) The co-exhibitor fee is €300 plus VAT per co-exhibitor, and will be charged to the main-exhibitor.
b) The media package is €500 plus VAT and will also be charged per co-exhibitor and invoiced to the main-exhibitor.

Exhibition protection:

HMC offers exhibitors – subject to the ruling by the German Ministry of Justice – a certificate for submission to the German Patent and Trade Mark Office, showing that the exhibit/object (consumer/investment product/sample/model) has been exhibited at SMM. For further information see Online Service Center, Approvals and Applications.

Invitations:

Exhibitors can use invitations in order to offer their customers free-of-charge admission. After the end of the exhibition, only invitations which have been used will be charged to the exhibitor. Costs for purchasing these vouchers are displayed at the Online Service Center.
Invitations can be ordered in the exhibitor ticket shop (accessed via the Online Service Center). It is possible to order printed invitations or digital codes in the exhibitor ticket shop or to send the invitations to your customers directly from the shop.
The exhibitor ticket shop also provides you with a list of the invitations which have already been used and, after the exhibition has started, a list of the invitations with admittance.

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Specific provisions for official national pavilions:

Exhibitor passes:
(see Art. 16 General Terms of Participation)

Companies which exhibit within an official national pavilion will receive one free-of-charge exhibitor pass up to an occupied stand size of 9 m². The exhibitor will receive two free-of-charge exhibitor passes for a stand size up to 15 m². The exhibitor will receive three free-of-charge exhibitor passes up to a stand size of 20 m². One additional pass will be provided for every additional 10 m² or part thereof. The total number of passes per exhibitor is limited to 20 exhibitor passes. The organiser of the pavilion will also receive five exhibitor passes free of charge, provided that the stand size of the pavilion is more than 100 m².

Exhibitor status:

All companies participating in an official national pavilion are entitled to main- exhibitor status.

Stand sketch:

The organiser of the national pavilion is required to notify HMC of the exhibiting companies within the pavilion, including their complete address, a detailed stand sketch, including company names and square meters taken must be submitted by 05/05/2018. The organiser of the national pavilion will be sent a questionnaire for national pavilions for this purpose, to be returned to the Project Manager. The stand sketch must show where which company is allocated within the pavilion, and how many m² it occupies. HMC will allocate the stand numbers on the basis of this sketch.

Please also complete the separate form for national pavilions.

Application Co-exhibitors

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Please note that all co-exhibitors must be registered and require permission to attend from Hamburg Messe und Congress GmbH.

Co-exhibitors: Co-exhibitors are companies other than the main exhibitor with representation by their own staff in a rented stand area. They are also considered to be co-exhibitors if they are associated with the main exhibitor in financial or organisational terms.

Registration fee: € 300.00 excluding VAT per co-exhibitor.

Media package: An entry will be made in the SMM 2018 catalogue and the associated online exhibitor database. The fee for the media package is € 500.00 excluding VAT.

All required fields are marked in BOLD. Please complete in block letters.

Name of the main-exhibitor:

Registration No.:

We hereby request the following co-exhibitor to be included at SMM 2018:

Company:

please tick: ❏ **private person** ❏ **registered entrepreneur** (or legal entity with VAT-Reg.-No.)

VAT-Reg.-No. (EU):

Commercial/Company Reg.-No. (non-EU):

Country of the head office:

Contact Person:

Address/P.O. Box:

Country abbr.: Postcode: Town/City:

Phone incl. country code:

Fax:

E-mail:

Internet:

E-Mail for electronical invoicing: _____

The following **products** will be presented **(please itemize)**: _____

Main product category (please tick)

❏ Shipbuilding/industry
❏ Prime movers/propulsion systems
❏ Ship operation equipment
❏ Electrical engineering/electronics
❏ Port and port technology
❏ Alternative/ecologically propulsion technology
❏ Maritime services
❏ Maritime security and defence
❏ Ship fittings and equipment
❏ Cargo handling systems
❏ Media

**To register additional co-exhibitors, please use copies of this form.*

By submitting this registration, the undersigned accepts the General Terms of Participation, Specific Terms of Participation, Technical Regulations and House Rules of Hamburg Messe und Congress GmbH. Furthermore, the undersigned undertakes to extend these terms and rules to any co-exhibitors. They can be inspected at smm-hamburg.com/applicationforms. The main exhibitor accepts liability for all registered co-exhibitors (including payment obligations).

Place and date | Surname, first name main-exhibitor | Signature main-exhibitor (please print and sign)