

# Application

Closing date: 12 September 2019

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

Please click here for  
the online application.

8-11 sept 2020  
tue - thu 9.30am - 6pm  
fri 9.30am - 4pm

smm-hamburg.com

the leading international  
maritime trade fair • hamburg



1. **Company** (if EU entrepreneur: full company name including legal form and address according to VAT registration)

☐ 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 \_\_\_\_\_ Fax \_\_\_\_\_

E-mail (company) \_\_\_\_\_ Internet \_\_\_\_\_

Director First name/surname \_\_\_\_\_

2. **Contact person** E-mail \_\_\_\_\_

First name \_\_\_\_\_ Surname \_\_\_\_\_

Department \_\_\_\_\_ Function \_\_\_\_\_

Phone \_\_\_\_\_ Mobile \_\_\_\_\_

3. **Correspondence address** ☐ as 1. ☐ other \_\_\_\_\_

4. **Invoice address** ☐ as 1. ☐ as 3. ☐ other \_\_\_\_\_

5. **E-mail for electronical invoicing** \_\_\_\_\_

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.		10. Main product category	
<b>Stand requirements</b>	Price (participation fee) per sq. m exhibition space	<input type="checkbox"/> Ships (including repairs and refits)	<input type="checkbox"/> Cargo handling systems and special vessel equipment
Row stand, 1 side open	<input type="checkbox"/> € 275.-	<input type="checkbox"/> Shipyard installations and equipment	<input type="checkbox"/> Electrical engineering/electronics
Corner stand, 2 sides open	<input type="checkbox"/> € 300.-	<input type="checkbox"/> Ship fittings and equipment	<input type="checkbox"/> Marine technology
Front stand, 3 sides open	<input type="checkbox"/> € 320.-	<input type="checkbox"/> Prime movers, gears and drive systems	<input type="checkbox"/> Ports and port technology
Island stand, 4 sides open	<input type="checkbox"/> € 335.-	<input type="checkbox"/> Auxiliary systems for prime movers	<input type="checkbox"/> Maritime services
Official national pavilions	<input type="checkbox"/> € 335.-	<input type="checkbox"/> Propulsors, manoeuvring devices, stabilisers and energy-saving devices	<input type="checkbox"/> Naval weapon systems
Open-air site	<input type="checkbox"/> € 180.-	<input type="checkbox"/> Ship operation equipment	<input type="checkbox"/> Shipbrokers and charterers
<input type="checkbox"/> Please send us your stand construction offers (no all-inclusive package).		<input type="checkbox"/> Media	
<b>9. Placement requirements/remarks</b>		<b>11. Mandatory payments</b>	
<input type="checkbox"/> same as SMM 2018 or Hall _____ Stand-no. _____		<input checked="" type="checkbox"/> Marketing package per main exhibitor	€ 600.-
		<input type="checkbox"/> Marketing package per co-exhibitor	€ 600.-
		<input type="checkbox"/> Co-exhibitor fee per co-exhibitor	€ 300.-
		<input checked="" type="checkbox"/> AUMA fee per sq. m	€ 0.60

12. **Technical Details** (required for stand allocation)

☐ Water supply/outlet ☐ Two floor stand Max. floor load/sq. m \_\_\_\_\_ kg (if > 450 kg/sq. m) Height of stand/fair item: \_\_\_\_\_ m (if > 3.0 m)

13. **General and 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](http://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) \_\_\_\_\_



**Hamburg Messe**

Hamburg Messe und Congress GmbH · P.O. Box 30 24 80 · 20308 Hamburg · Messeplatz 1 · 20357 Hamburg · Germany · Telephone +49 40 3569-0 · Fax +49 40 3569-2203 · E-mail info@hamburg-messe.com  
hamburg-messe.com · Managing Directors: Bernd Aufderheide (President and CEO), Uwe Fischer · Chairman of the supervisory board: Johann C. Lindenberg · Commercial Register: Local Court Hamburg (HRB 12 054)  
Legal form: limited liability company · VAT-Reg.-No.: DE811214125 · HSH Nordbank AG · BIC: HSHNDE33 · IBAN: DE10 2105 0000 0228 1300 00

# Specific Terms of Participation 2020

Event-specific additions to General Terms of Participation (ATB), Technical Regulations (TR) and House Rules of Hamburg Messe and Congress GmbH (HMC)



## 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  
Fax: +49 40 3569-2203

info@hamburg-messe.de  
hamburg-messe.de

## Event title:

**SMM 2020**  
the leading international maritime trade fair, hamburg

## Venue:

Exhibition site of HMC

## Duration of event:

8–11 September 2020

## 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

Tel.: +49 40 35 69-2149  
E-mail: info@smm-hamburg.com  
Website: smm-hamburg.com

## Final date for registration /

## Start of hall space allocation:

12 September 2019

## Deadline for Exhibitor Directory:

May 2020

## Opening times:

Tue.–Thu. 09:30–18:00 hours  
Fr. 09:30–16:00 hours  
From 8–11 September the fairground is open for exhibitors from 7:30 hours.

## Assembly times:

A1–A4 and B1–B7 ground floor	31 August–6 September 2020	7:00–24:00 hours
B1–B4 upper floor	3 September–6 September 2020	7:00–24:00 hours
All halls	7 September 2020	7:00–19:00 hours

Hall A5 and B8 as well as open-air-site assembly times will be added separately.

## Disassembly times:

All halls	11 September 2020	From 17:00 hours, open end
A1–A4 and B1–B7 ground floor	12 September–15 September 2020	7:00–24:00 hours
B1–B4 upper floor	12 September–14 September 2020	7:00–24:00 hours

Hall A5 and B8 as well as open-air-site disassembly times will be added separately.

## Early disassembly:

(see Art. 7.3 and 7.10  
General Terms of Participation)

Dismantling of the stand before the period set for dismantling is a breach of contract. HMC is entitled to impose a penalty charge of €1,000.–.

## Early stand construction/ Extended disassembly time:

Early stand assembly on 29 or 30 August 2020 is subject to application in writing to and approval by the Technical Department, Fairs and Exhibitions (see Online Service Center/Approvals and Applications). There is no claim for approval. Extended disassembly cannot be granted. In case of any questions please contact the Technical Department, Fairs and Exhibitions at HMC (Tel.: +49 40 3569 2528 / e-mail: ops@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.

## 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 3.6 General Terms of Participation, HMC is entitled to charge an **administrative fee** of €300.– 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 via the Online Service Center at own cost. NO exhibitor passes are required for assembly and disassembly.

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and House Rules of Hamburg Messe and Congress GmbH (HMC)



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

The charge for the mandatory Marketing package for main and co-exhibitors is **€ 600.– each plus VAT**. This fee includes an entry in all of the trade fair media (printed & online list of exhibitors, app, and Visitor Information System), plus online matchmaking, free visitor Wi-Fi as well as advertising materials (posters, visitor bulletin, mailing labels).  
The deadline for requesting an entry in the trade fair media (catalogue copy date) will be communicated by the responsible service partner in a timely fashion. Requests not received by the deadline will result in existing information from the event registration / acceptance data being used. Exhibitors registered / accepted after the deadline will be entered into the online list of exhibitors only; full charges apply. Feel free to direct any enquiries to our partner, A. Sutter Fair Business GmbH. For contact information refer to our Online Service Center.

**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)

Applications for co-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.  
The co-exhibitor fee is € 300.– plus VAT per co-exhibitor and will be charged to the main-exhibitor.  
The marketing package fee is € 600.– plus VAT per co-exhibitor and will be charged 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.

## Specific provisions for official national pavilions:

**Exhibitor passes:**  
(see Art. 16 General Terms of Participa-  
tion)

Companies which exhibit within an official national pavilion will receive one free-of-charge exhibitor pass up to an occupied stand size of 9 m<sup>2</sup>. The exhibitor will receive two free-of-charge exhibitor passes for a stand size up to 15 m<sup>2</sup>. The exhibitor will receive three free-of-charge exhibitor passes up to a stand size of 20 m<sup>2</sup>. One additional pass will be provided for every additional 10 m<sup>2</sup> 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 m<sup>2</sup>.

**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 5 May 2020. 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 m<sup>2</sup> 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.

Marketing package: An entry will be made in the SMM 2020 catalogue and the associated online exhibitor database. The fee for the marketing package is € 600.00 excluding VAT.

Name of the main exhibitor

Registration No.

**We hereby request the following co-exhibitor to be included at SMM 2020** (To register additional co-exhibitors, please use copies of this form.):

**Company** (if EU entrepreneur: full company name including legal form and address according to VAT registration)

☐ 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

Fax

E-mail (company)

Internet

**E-mail for electronical invoicing**

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

Main product category			
<input type="checkbox"/> Ships (including repairs and refits)	<input type="checkbox"/> Auxiliary systems for prime movers	<input type="checkbox"/> Cargo handling systems and special vessel equipment	<input type="checkbox"/> Maritime services
<input type="checkbox"/> Shipyard installations and equipment	<input type="checkbox"/> Propulsors, manoeuvring devices, stabilisers and energy-saving devices	<input type="checkbox"/> Electrical engineering/electronics	<input type="checkbox"/> Naval weapon systems
<input type="checkbox"/> Ship fittings and equipment	<input type="checkbox"/> Ship operation equipment	<input type="checkbox"/> Marine technology	<input type="checkbox"/> Shipbrokers and charterers
<input type="checkbox"/> Prime movers, gears and drive systems		<input type="checkbox"/> Ports and port technology	<input type="checkbox"/> Media

**By submitting this registration, the undersigned accepts the General and 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](http://smm-hamburg.com/applicationforms). The main exhibitor agrees that the co-exhibitor is allowed to place orders via the online service centre at his own expense.**

Place and date

Surname, first name main exhibitor

Signature main exhibitor (please print and sign)



**Hamburg Messe**

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[hamburg-messe.com](http://hamburg-messe.com) · Managing Directors: Bernd Aufderheide (President and CEO), Uwe Fischer · Chairman of the supervisory board: Johann C. Lindenberg · Commercial Register: Local Court Hamburg (HRB 12 054)  
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