

REGULATIONS FOR THE PLANTARIUM NURSERY TRADE FAIR 2019

1. General

- 1.1 Only ornamental products may be shown.
- 1.2 Registration for participation in the trade fair shall be effected by means of a registration form supplied to the prospective participant. All visibly present companies are considered participants.
- 1.2.1 The participant may not withdraw or modify his/her registration unilaterally. If a participant wishes to withdraw a registration that he/she has already submitted, a written request to this effect shall be forwarded by registered mail to the organizers. The organizers may consent to such a withdrawal request under the conditions to be set to such an effect in which the participant requesting cancellation of his/her registration will be liable to pay a cancellation fee.
This fee is equal to:
25% of the stand rental: when withdrawing the registration after the advance billing note has been forwarded;
100% of the stand rental: when withdrawing the registration after the layout of the trade fair exhibition is complete (24 May 2019).
The participant shall also be liable to pay the VAT that is applicable to the cancellation fee. The stand rental shall be calculated by the number of square meters of stand for which the participant has submitted his/her registration, or the number of square meters of stand allocated.
- 1.2.2 On signing the registration form, the participant agrees to comply with the conditions contained in the regulations and in the supplementary conditions to the regulations.
- 1.2.3 Upon signing the registration form you acknowledge that you have read the privacy statement as stated on the Plantarium.nl website.
- 1.3 The participant is liable to pay the fee indicated in the supplementary conditions to the regulations for every square metre that he/she has registered or which has been allocated. In the calculation of the stand area, any part of a square metre will be considered to be one square meter.
- 1.3.1 The payment of the stand rental shall be effected in two parts, viz.:
Part 1: 25% for the number of square meter for which the participant has registered within 30 days of the date of the advance billing note.
Part 2: The remainder within 30 days after the date of the definitive allocation billing note. If the definitive billing note is dated less than 30 days before the first day on which the trade fair is to be set up, the outstanding rental fee shall be paid by return and be received by the organizers no later than one week before the first day on which the trade fair is to be set up. If a participant has not paid the fees for which he or she is liable within the periods allocated, the organizers retain the right not to allocate the stand to the participant, to rescind any previous allocation of a stand, or not to allocate any stand without prejudice to the right of the organizers to the full remuneration of said fees.
- 1.3.2 The cost of stand construction and arrangement, of installing an electrical supply to the stand, the connection of a telephone, the use of electricity, and the costs of telephone calls costs of waste processing, damage etc. and all other additional costs shall be met by the participant. These costs which will be included in a deposit shall be met by the participant within 30 days after the said costs have been charged to the participant.
- 1.4 The Nursery Trade Fair Foundation cannot in any way be held liable for the theft, loss or damage of or to articles or goods that have been brought to the trade fair by or on behalf of the participant. The foundation is furthermore not liable for any damage that may result if, owing to some disaster, through no fault of the organization, the fair has to be partly or entirely cancelled.
- 1.5 The Nursery Trade Fair Foundation Board of Management retains the right to increase or decrease the requested stand area by no more than 10%. The rental fee will be adjusted accordingly.
- 1.6 The Board of Management retains the right not to accept a prospective registration without any further indication of its reasons for doing so.
- 1.7 All activities on the stand that are not connected with horticulture are forbidden.
- 1.8 In any circumstance not accounted for in the regulations, the decision of the Nursery Trade Fair Foundation Board of Management is binding.

2. Displaying products

- 2.1 The participants shall observe the instructions issued by the Board of Management and those persons acting on behalf of the Board of Management.
- 2.2 All displays are subject to the approval of the chief arranger and to the responsibility of the Fair Manager. Further regulations will be established for each trade fair (please refer to the Supplementary Conditions to the Regulations for the Plantarium Nursery Trade Fair).
- 2.3 No other implements may be used than those designated by the Board of Management.

3. Arrangement/unkeep of the stand area

- 3.1 Round tables and terrace chairs will be put at the participants' disposal. The organizers should be informed of the required numbers of tables and chairs.
- 3.2 Electrical appliances, such as refrigerators, coffee machines, video- and film equipment with a maximum size of a p.c. screen, may be used provided they are noiseless. The caterer is exclusively authorized to use beverage draught systems and food and drink.
- 3.3 Electricity and extra lighting are available on request at cost price.
- 3.4 All the pots and containers on display must appear clean and carefully tended.
- 3.5 Products cultivated in the soil may be displayed with their ball of soil or with their bare roots. When displaying products with their bare roots, it is advised to remove the leaves. Products cultivated in the soil and displayed with their ball of soil must be exhibited in such a way that the ball of soil remains visible.
- 3.6 The participants are responsible for watering their own products.
- 3.7 During construction of the trade fair, the trade fair's actual duration and during the dismantling stage, participants are responsible for the removal and disposal of their own rubbish and refuse or to have this carried out at cost price.

1. General

- 1.1 The registration form must be submitted before 1 April 2019, to the trade fair organizers: Proba bv, Italiëlaan 4, 2391 PT Hazerswoude-Dorp, The Netherlands. Registrations submitted after 1 April 2019 are accepted in order of receipt.
Tariff per m²:
* **Basic stand** (bare stand, no stand construction allowed): € 60,- per m². Carpet (anthracite) optional € 5,50 per m².
* Stand with **system construction**: 3 md deep, incl. aluminium walls 2,5 high (black or white), and floor covering anthracite: € 125,- per m²
Choice of an asily stand starting from 12 m² or a corner stand starting from 27 m².
* Stand with **wood construction**: 4 md deep, incl. wooden walls and floor covering (color optional) : € 120,- per m²
Choice of an aisly stand (from 16 m²), cornerstand (from 32 m²), endstand (from 64 m²), island stand (from 104 m²).
Different stand designs are only possible after the request, accompanied by a clear sketch, has been approved by the organization.
Prices include service charges: cleaning (excluding waste disposal), hire of chairs and tables, exhibitors tickets and one car park ticket. Prices are not including VAT.
- 1.2 **Catering**
Catering contribution (compulsory): €150 per exhibitor (coffee/tea/sandwiches/water, also for your customers).
- 1.3 **Mediapakket**
Entrance tickets for business associates can be ordered for a modest fee from the organizing bureau Proba.
The costs are as follows:
Media package A (Compulsory): € 125,- Your company name in the digital fair catalogue, 50 complimentary tickets, Digital complimentary ticket (PDF file) stating your company name/stand number.
Expansion media package:
* Logo with your name in the digital fair catalogue: € 50,-
* Logo/stand number printed on the complimentary ticket: € 100,- (for 1000 , 2500. or 5000 pieces)
The participant will be charged for any costs associated with the forwarding of any materials.
- 1.4 The organization will not place barriers for **basic stands**.
For the **system stands**, the organization will place 2.50-metre high barriers at the rear of the stand and to the left and right side of the stand up to the aisle. The barriers are black or white, wooden panels in aluminum frames. Nothing may be attached to the barriers and any damage and/or cleaning costs will be charged to the participant. Installation materials permitted (hooks, chains, special tape) can be obtained from the organization.
For the stands with **wooden construction**, the organization will place 2.50-metre high wooden walls. When the participant prefers a different stand design (wall height, floor covering) inform the organization before 1 May 2019. A specification of the increased/decreased costs will be following.
Exhibitors are allowed to place barriers in consultation with the organization and with its approval on the understanding that the (rear) neighbors are taken into consideration (e.g. neat and finished barriers). No deviations from the aforementioned heights will be permitted.
- 1.5 It is forbidden to close off a stand along the aisle side by means of walls and/of Danish trolleys.
N.B. the area of the walls forms part of the rented stand area. It is forbidden to expand the stand area into an aisle. The objects in the booths may not take up more than 25% of the partitioning wall and the back wall respectively. (E.g. in a booth measuring 8 by 4 metres, the object may not be larger than 2 metres wide and 1 metre deep.) The object may be higher than the back and partitioning walls, but not higher than 4.5 metres, a minimum of 5 cm apart from the wall and only if the back of those objects is finished off nicely.
- 1.6 If the participant wishes to deviate from the full range of facilities offered in the arrangement for the trade fair as far as the height or internal arrangement of the stand and/or the materials to be used are concerned, he or she should indicate this on the registration form. (Not after the first of may 2018). A different arrangement is permitted only with the express approval of the organization.
- 1.7 Illustrative material other than company signs, company logos and company photos are not permitted.
- 1.8 The dimensions of the signs must not exceed one sign of 100 x 100 cm per 16 m² of floor space with a maximum height of 4 m from the floor. Signs etc. taller than 4 m and any items in excess of the quantities allowed are to removed as directed by the organization without delay.
- 1.9 Exhibitors must leave their stands no later than 1 hour after the trade fair is closed in connection with the setting up and conducting of other events in the tent.

2. Product delivery and removal

- 2.1 *Stand construction may taken place only on 15, 16, 17, 19 and/or 20 August and must be completed by 4.00 a.m. on 20 August 2019.*
- 2.2 Products may be delivered and dispatched in the area in which the trade fair is being held at times indicated by the organizers. During the construction and the duration of the trade fair, vehicles may be parked in a location allocated by the organizers.
- 2.3 *The stands can be dismantled on Friday 23-08-2019 from 17.00 until 20.00 p.m, Saturday 24-08 from 08.00 until 12.00 a.m., Monday 26-08-2019 from 08.00 untill 12.00 a.m.* It is not permitted to remove plants from the stand before the dismantling of the stand has begun. The booths may be taken down from one hour after closing time until 20.00 p.m.
- 2.4 Participants are at all times responsible for all the materials in use on their stands, both their own property and that which has been rented.