



# 11<sup>th</sup> Intern. Country Music Meeting Berlin

at the Fontane Haus - Feb. 4<sup>th</sup> - Feb. 5<sup>th</sup> 2022

event management: Frank Lange

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## Important information for vendors, information booths and musicians with an info booth

Dear exhibitors, participants and supporters of the International Country Music Meeting 2022, we'd like to give you some important notes for a cooperation without any complications.

### general information:

- The deadline date is just an indicative date and not definitely authoritative. The earlier the stand applications arrive, the easier it is for us to prepare. The event can only take place without any problems if we have the complete stand plans and applications for this event in our hands and can submit them to the authorities in good time. Especially because of the Fontane House reconstruction with even more escape doors, sprinkler system etc. this is very helpful in advance.
- To make the organization for the International Country Music Meeting easier, we kindly ask all musicians and exhibitors, who are interested in presenting themselves at the International Country Music Meeting, to fill out the application forms clearly and send these forms to our office. Especially phone numbers and email addresses have to be written clearly - it will save us a lot of "detective work".
- Should the event have to be cancelled due to bad weather, epidemics or official orders, the organizer does not assume any liability for travel or accommodation costs already incurred.

### for musicians and information booths:

- Musicians / artists who wish to share the stand space with other musicians / artists must inform us of this in advance on the stand application.
- The information stands must be occupied continuously. It is not permitted to rent stand areas that are only equipped with information material, as unoccupied tables are used to store foreign flyers and empty glasses / cups and this leaves a messy impression on the visitors.
- Information booths of artists, clubs and media present / sell only their registered products and no western trade goods like cowboy hats, shirts or similar, unless there is an advertising print of their band / club etc. on the products.
- The attachment of advertising media to the walls of the stand is only permitted with adhesive strips or other fasteners that can be removed 100% residue-free. **The attachment of advertising media, posters or flyers outside the rented stand area (including on the stages) is prohibited.** Exception: Roll-Up's may of course be set up at the stages for the duration of the performance as long as they don't block banners or Roll-Up's of our sponsors.
- After the event, the attached advertising media must be removed by the exhibitor without damaging the walls. Wildly glued advertising media will be removed by the organizer. It is prohibited to stick self-adhesive stickers on doors, walls, tables, chairs, glasses or other surfaces in the Fontane Haus! These will be removed by the organizer for a fee. If damage is found when removing the stickers, the professional repair of this damage will be charged. It is irrelevant whether the musician(s) applied the stickers themselves or only distributed them to third parties.

### more important information for all exhibitors and vendors:

- After receipt of your application, we will send you a confirmation after having checked the booth spaces still available. Latest end of the year we will also send you an invoice. If the invoice is not paid on time, the booth space will be given to another exhibitor/vendor.
- Every exhibitor/vendor up to 3 metres receives 2 (two) exhibitors wristbands, up to 6 metres 4 (four) exhibitors wristbands free of charge. Exhibitors wristbands exceeding this amount can be requested for a fee of 25,- € per wristband. Musicians do NOT get extra vendors wristbands except they haven't ordered the maximum amount of wristbands for accompanying persons (see form "band / artist application").
- It is important to ensure that the exhibition booths are presented in a visually appealing form.
- Stands or tables are to be brought along if possible, but can also be rented on request (for prices see stand registration form). Required cable drums, power strips, lighting up to 500 watts etc. must be brought along (everything in perfect technical condition)! We would welcome energy-saving lighting / LED spotlights.
- A portable fire extinguisher is to be brought along. Pavilions or stands with tarpaulins are not permitted for fire police reasons! The sales stands and decorations must all be flame resistant according to DIN B1.
- It is forbidden for commercial stand holders to sublet or rent their booth space to other companies without prior agreement with the organizer.
- Waste and cardboard disposal will be organized by the organizer. Where cardboard can be stored temporarily until disposal has to be arranged with the organization team of the Country Music Meeting during stand construction.

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## page 2 of the important information for vendors, information booths and musicians with an info booth

### more important information for all exhibitors and vendors:

- Parking of vans, trailers and other vehicles on the fire brigade parking areas at the Fontane House and the TMO School is prohibited by the police.
- Due to official regulations, no disposable tableware may be used at the booths.
- The sale of weapons of any kind is prohibited on the entire event area. It is not possible that the security guards at the entrance collect the weapons and that these are offered again in case of exhibitors who are not on their guard. The International Country Music Meeting is not a weapons exchange, but a peaceful event.

### prices and stand dimensions:

- For the sales booths, the running meter of stand space costs 135 € for both days + 15% garbage / electricity flat rate + 19% VAT.
- For the sales booths we charge for the linear meters with a stand depth of 2.50 m. If the stand depth is 2.50 m or more, each additional meter used will be charged as a meter in length at 135 €.
- For information booths for musicians, arts and crafts, clubs, magazines and other media, we charge 75 € for the linear meter + 15% waste / electricity flat rate + 19% VAT. Here we only charge for the linear meters, not for the depth or width meters (stand depth up to 2.50 m, max. height 2.40 m / in the basement of the Fontane Haus 2.15 m).
- For safety reasons and due to escape routes, stand depths cannot be guaranteed at all stand locations.
- Musicians and event organisers also have the option of booking only the space for setting up a standard Roll-Up with a maximum width of 1.00 m. The price for this is 100 € plus VAT for the complete Country Music Meeting weekend. When renting a Roll-Up space, no vendors wristbands are included.
- **The organizer has the exclusive right for space allocation.**

### booth set-up and dismantling times

- Exhibitor access exclusively via Königshorster Strasse 8 / fire department access to the Fontane Haus.
- Assembly / set-up on Wednesday, Feb. 2<sup>nd</sup> 2022 is possible after prior consultation with the organizer and with his approval. However, there will be no security personnel available at the Fontane Haus from Wednesday. The organizer is not liable for any damage or theft that occurs before the security personnel is deployed!
- The regular assembly/ set-up starts from Thursday, Feb. 3<sup>rd</sup> 2022, early from 7:00 AM and ends at midnight!
- The security personnel will be provided at all important entrances and exits from Thursday, Feb. 3<sup>rd</sup> 2022, starting at 8:00 AM.
- The exhibitor documents can be collected on Thursday, Feb. 3<sup>rd</sup> 2022, but not before 4:00 PM in front of the American Western Saloon entrance in the basement (contact Susi Paulick or Yvonne Paul).
- On Friday, Feb. 4<sup>th</sup> 2022, stand construction will be possible from 7:00 AM to 2:00 PM. The Country Music Meeting office will be open on Friday, Feb. 4<sup>th</sup> 2022 from 9:00 AM for the purpose of collecting the stand documents. By the opening of the event at 2:00 PM, the assembly / set-up of all stands has to be completed, taking into account escape routes and escape doors.
- **All stands may only be dismantled on Saturday, Feb. 5<sup>th</sup> 2022, from the beginning of the Goodbye-Session at the earliest. Dismantling is also possible on Sunday, Feb. 6<sup>th</sup> 2022, from 8:00 AM. In the event of earlier departures due to main job reasons, the exhibitor must ensure that the stand is still occupied by at least 1 person until Saturday, Feb. 5<sup>th</sup> 2022, beginning of the Goodbye-Session.**

### another reminder:

- On Friday evening after the end of the event and after security personnel have secured the event, it is forbidden to stay or enter the exhibition stands! Please take everything you need and your personal belongings from your booth / stand.
- Should you fail to comply with the requests of the security personnel, this will result in the dismantling of your stand on Saturday morning and exclusion from further participation at the International Country Music Meeting (also for the following events).
- Smoking is absolutely forbidden in the entire indoor area of the International Country Music Meeting! This also applies to e-cigarettes! Smoking areas are signposted.

