

## Separate terms and conditions for sponsors

In addition to the general conditions of participation, the following conditions apply to sponsorship.

### Scope of services and costs

All services and costs can be found in the overview of sponsorship packages.

### Registration and processing

Registration is made directly with the organiser using the booking form by email to [info@bugg.de](mailto:info@bugg.de) or by fax to 0049 681 9880572.

After successful registration, a confirmation of receipt will be sent and, after verification, a confirmation of registration and invoice will be issued. After receipt of payment, the respective services are booked and reserved.

The Basic Sponsorship Package can only be booked if at least one person is also registered to attend in presence both days of the congress for a fee.

The registration of participants who can be registered free of charge via the sponsoring packages takes place via the online registration with the help of a code for free registration. The code will be communicated in good time before the start of the event. The use of the personalised code is limited to the respective number of persons described in the sponsoring package.

The Gold Sponsorship Package includes the placement of a speaker. No fees, travel or accommodation costs will be paid for this speaker. The speaker must be registered via the contingent of free tickets included in the Gold Sponsorship Package or for a fee for at least the day of the congress on which the lecture is held. Name and title of the lecture must be communicated as soon as possible. If the programme has already been printed at the time of notification, it will only be published in the pdf version of the programme.

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The logo of the sponsoring company to be used, as well as the company name to be used, must be made available to the organiser immediately in order to be able to display them correctly in printed matter and on the homepage. The image file (logo) should be provided as a vector graphic (eps file) or as a high-resolution PNG (min. 300dpi - transparent).

The accompanying trade exhibition will take place on 27 and 28 June 2023 in various areas of the "Mercure Hotel MOA Berlin". The exhibition space varies depending on the sponsorship package, please refer to the booking form for details. If a power connection (230 volts, no heavy current) is required, this must be registered. All exhibits must be free-standing, no brochure stands will be provided. The BuGG does not offer a set-up service. The trade exhibition will be set up on 26.06.2023 (between 08.00 and 18.00 hrs). For organisational reasons, it is not possible to set up the exhibition later than this. Material not set up by then can no longer be considered. This does not entitle the exhibitor to withdraw from the event. Claims for damages arising from this are excluded. The organiser accepts no liability for damage to or loss of material. We therefore ask you not to deposit any valuables in the exhibition area. If you wish to have the materials or the exhibition area guarded for a fee, please contact the congress office or the organiser at least 7 days before the congress.

The organiser will allocate the exhibition space if it has not been agreed and confirmed in advance.

All materials and exhibits must still be dismantled on 28.06.2022 between 18.00 and 20.00 hrs. Any material not dismantled by then will be disposed of at the exhibitor's expense.

The sponsoring companies will be notified of the dates for advertisements and print data two weeks before the advertising deadline. Print data must be submitted to the organiser by the advertising deadline. Print data submitted later cannot be considered.

This does not give rise to a claim for reimbursement of fees or compensation.

Materials to be enclosed with the congress documents must be agreed with the organiser.

Corresponding materials are to be delivered at the latest 3 weeks before the event. The delivery address will be communicated in good time.

For participation in the poster exhibition, please note the separate conditions for participation in the poster exhibition, which also apply in addition.

Reference objects to be considered for an excursion must be named as soon as possible, at the latest 16 weeks before the event, so that they can be included in the tour planning. It is up to the organiser to decide whether an object can be included in an excursion. If this is not possible, the reference object can be presented as part of the poster exhibition.

The companies concerned will be informed separately about the information required for virtual representation during online transmission.

#### **Withdrawal and cancellation conditions**

Cancellation of booked sponsoring services must be made in writing to the Bundesverband GebäudeGrün e.V., the following deadlines for cancellation apply:

Until 26.11.2022: 100 % free cancellation.

Until 26.01.2023: 50 % cancellation free of charge

Until 26.03.2023: 25 % cancellation free of charge

From 27.03.2023 a cancellation can no longer be processed for organisational reasons and the respective fee will be due in full.

In the case of a booking after 26.11.2022, in deviation from the above-mentioned deadlines, a cancellation 14 days after confirmation by the organiser can be cancelled 100% free of charge. After that, the above-mentioned deadlines apply.

The date of receipt of the written cancellation by the organiser is decisive for the deadlines.

#### **General conditions**

All bookings are binding. Changes and cancellations must be made in writing and addressed to the office named in the order form. Verbal agreements are not binding unless they are reconfirmed in writing by the organiser. Bank charges for return debit notes shall be borne by the sponsoring company.

If the congress cannot be held or cannot be held in the offered and booked form for reasons for which the organiser or the implementing agency is not responsible (e.g. natural disasters, pandemics, strikes or force majeure), there shall be no claim to reimbursement of the (pro rata) sponsorship fee or to compensation for other (financial) losses.

We would like to point out that the organiser is only liable for claims due to bodily injury caused by intent or negligence or due to property damage caused by intent or gross negligence on the part of the organiser. Further claims are excluded. The organiser shall not be liable for the loss or theft of items brought along or motor vehicles, except in the case of intent or gross negligence.

No liability is accepted for changes to the programme or postponements of events. The organiser reserves the right to postpone or relocate events or parts thereof (seminars etc.). This also includes the cancellation of individual programme items. This does not entitle the sponsoring company to withdraw from the event. Claims for damages arising from this are excluded. The organiser undertakes to inform the sponsoring company immediately after becoming aware of any necessary changes.

Furthermore, the organiser is not liable for the presence of announced speakers. In the event of cancellation, the participant shall have no claim for damages of any kind whatsoever. The organiser will make every effort to find an adequate replacement. The current status of the speakers can be found in the online publication, subject to a deadline of one week before the start of the event. Later changes are no longer possible online for technical reasons.

Furthermore, any claim for damages for incorrect, non-existent or incomplete publications in the printed materials or on the congress homepage is excluded.

Berlin, 01.12.2022