

Renting of rooms and event areas



Grüne Woche

17 – 26 January 2025
www.gruenewoche.com

Messe Berlin GmbH
 Grüne Woche
 Messedamm 22
 14055 Berlin
 Phone: +49 30 3038 2027
 Email: gw@messe-berlin.de

Company name of the tenant (recipient of invoice)

Contact person

Street (recipient of invoice)

Postcode/City/Land (recipient of invoice)

OFFER

Rental of rooms/event space during the Grüne Woche 2025 (hereinafter referred to as "event")

Dear _____

thank you for your interest in the above-mentioned event and we hereby make you the following offer:

Price

1. Rental charge for: _____ €

Room size: _____

Purpose of use: _____

Rental period¹: _____ until _____
Date Start of event End of event

Additional setup time²: _____ until _____

2. Technical equipment:

_____ €

(Additional technical equipment can be ordered on page 3)

3. Furniture and additional equipment:

_____ €

(Additional furniture/equipment can be ordered on page 3)

4. Catering: (see on page 4)

Offer via Capital Catering GmbH

5. Cleaning fee: _____ €

	_____ €
Net price	
_____ €	
19% VAT	
Gesamt	_____ €
Gross price	

1: The rented room will be available for preparations about 30 min. in advance of the start of your event.
 2: An earlier assembly can be arranged by prior agreement and may incur additional costs.

6. Access regulations to the congress/event areas:

Every person attending or participating in the registered event must have an official access authorisation in the form of a congress ticket, press accreditation or exhibitor pass. These are issued in the form of a digital promotion code or individual digital codes by consulting the Grüne Woche team in advance. Each code costs EUR 2.52 net and can be purchased either by the organiser or by the participant on a self-pay basis. These codes must be redeemed in the Grüne Woche Trade Visitor Shop.

These congress tickets grant access to the registered event within the congress and event areas in the CityCube Berlin and hub27, but do not include admission to the Grüne Woche. When renting rooms within the exhibition grounds (e.g. in the Großer Stern or side rooms), participants must have an exhibitor pass, press accreditation or a Green Week admission ticket.

Combination codes including discounted admission to the Green Week can be ordered and purchased by prior arrangement with the Grüne Woche team at least 6 weeks before the start of the Grüne Woche.

7. Cancellation policy:

Up to 6 weeks before the start of the Grüne Woche (not the start of your own event), cancellation of the booked room is free of charge. Cancellations notified later will be charged at 100% of the room rental. Room bookings cancelled within the 6 weeks before the start of the Grüne Woche or during the Grüne Woche period will be charged immediately at 100% of the room rental fee. Ticket codes that have already been redeemed in the ticket shop will be invoiced at 100%.

By accepting our offer, you recognise the terms and conditions stated in points 1-7 as well as the General Terms and Conditions for the Rental of event space and premises.

We look forward to welcoming you at the Grüne Woche 2025.

Kind regards

Messe Berlin GmbH

Berlin, _____
Date

First and Last Name

First and Last Name

Position

Position

Tenant

Place, date

First and Last Name

First and Last Name

Position

Position



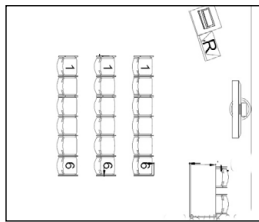
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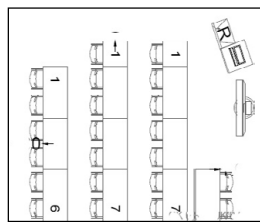
Messe Berlin GmbH
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Additional Equipment

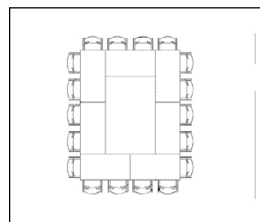
Preferred seating arrangement (shown seatings are examples and can differ depending on the room)



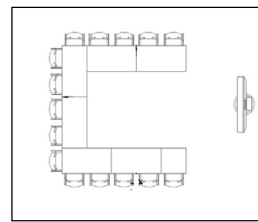
Row seating



Row seating with tables



Block seating



U-shape seating

The basic equipment includes row seating.

Seating at tables is additionally charged per table according to size.

Number of presidium seats: _____

2.1 Technical equipment: (Please always specify the required number of technical equipment)

<input type="checkbox"/> Notebooks	EUR 64.00
<input type="checkbox"/> Lectern	EUR 168.50
<input type="checkbox"/> Presidium microphones	EUR 9.50
<input type="checkbox"/> Gear microphones	EUR 9.50
<input type="checkbox"/> Wireless microphones (handheld microphone)	EUR 98.00
<input type="checkbox"/> Headset microphone incl. transmitter	EUR 113.00
<input type="checkbox"/> Mobile projection screen (16:9)	Price on request
<input type="checkbox"/> Simultaneous receiver with headphones (one-way)	EUR 4.50
<input type="checkbox"/> Flipchart including paper and pens	EUR 45.00
<input type="checkbox"/> Press distribution list (split box)	EUR 37.50
<input type="checkbox"/> Video/data projector (beamer)	Price on request
<input type="checkbox"/> Digital sound recording	EUR 64.00
<input type="checkbox"/> If you use your own equipment (except notebooks): Electricity flat rate + projection table	EUR 228.00

Please note that the use of sound, lighting and projection technology will incur additional personnel costs for setting up and dismantling and for the duration of the event. (EUR 615.00 daily rate/ technician, additional worker EUR 45.00/hour)

3.1 Additional furniture:

<input type="checkbox"/> Clothes rack (long)	EUR 39.00
<input type="checkbox"/> High table (height: 1.02 m, Ø:70 cm)	EUR 39.00
<input type="checkbox"/> Stage platform (1 x 2 m, incl. carpet)	EUR 90.00
<input type="checkbox"/> Rosconi partition wall (1085 x 1670 mm)	EUR 39.00
<input type="checkbox"/> Table (70 x 140 cm)	EUR 30.00
<input type="checkbox"/> Table (70 x 70 cm)	EUR 21.00



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3.2 Interpreting technology

Mobile interpreting booth on request.

Conference language:

german english other: _____

Interpreter translation in:

ger. engl. other: _____

The interpreting booth does not include translation services.

Quotations must be requested separately by the organiser from the Braunstein Dolmetscher Service, Mrs Claudia Flumenbaum, Phone: +49 30 3231467, E-Mail: service@dolmetscher-braunstein.de.

4.1 Catering:

Capital Catering GmbH will take care of the catering during your event and will invoice the service to you separately. Please send the form for regular conference catering directly to projekte@capital-catering.de, Phone: +49 30 3038 3914.

The Capital Catering team will be happy to advise you on special requests.

Please note that external catering is only permitted in consultation with Capital Catering.

Your online entry on the Grüne Woche website!

Your event will appear **automatically** and **free of charge** in the programme overview on the Grüne Woche website.

For publication, you can also send short descriptions as Word files in GER/EN as well as logos/ images (JPG), flyers (PDF) or links to mai.grams@messe-berlin.de.

We need the following information for the entry:

Official event title (max. 50 characters)

GER

EN

No publication desired

Publication only with additional tag "closed event"

Participation only possible with registration/special invitation?

Yes no with costs/a participation fee

Enter the event as (only 1 selection option):

Professional event Public event

Entry under 'Press Events' desired: yes no

(subject to approval by the press department):

Place, date

First and Last Name

First and Last Name

Position

Position

General Terms and Conditions for the rental of premises and event areas

1. Scope of application

- 1.1. These General Terms and Conditions (hereinafter referred to as „GTC“) apply to contracts for the rental of premises and other event areas on the exhibition grounds of Messe Berlin GmbH, Messedamm 22, 14055 Berlin (hereinafter referred to as „MB“) by MB as well as to all other related services and deliveries to the Lessee. In the following, MB and the Lessee are also referred to as „Contractual Partner“.
- 1.2. In addition to these GTC, the fire safety regulations and the house rules for the Berlin ExpoCenter City exhibition grounds apply. These are available online at <https://www.messe-berlin.de/de/zusatzeiten/downloadcenter/for-download>.
- 1.3. Deviating provisions, including those contained in the Tenant's General Terms and Conditions, are hereby rejected. They shall only apply if they have been expressly recognized by MB in writing.

2. Establishment of the tenancy

- 2.1. MB sends the tenant a contract offer. By countersigning the contract offer and returning the original by letter post, returning a scan of the countersigned contract offer by e-mail or with signature by electronic signature, the tenant accepts MB's contract offer.
- 2.2. If the tenant recognizably concludes the contract in the name of a third party or if the tenant has commissioned a commercial agent or organizer for the commercial agent or organizer, the tenant, the third party, the agent and the organizer shall be jointly and severally liable. Irrespective of this, the tenant is obliged to forward all information relevant to the booking, in particular these GTC, to the third party.

3. Subject matter of the contract

- 3.1. MB provides the Tenant with the rental object for the agreed period and exclusively for the agreed purpose of use. The additionally booked services are provided by MB or third parties, in particular subsidiaries of MB (Capital Services GmbH or Capital Catering GmbH).
- 3.2. MB reserves the right to make an equivalent exchange of rooms after conclusion of the contract, provided that such

changes are necessary for technical or operational reasons and are made to an extent that is reasonable for the tenant.

- 3.3. If subsequent changes result in a reduced rental price, only the lower rental price shall be owed. Further claims against MB are excluded. The rented property is deemed to have been handed over properly if the Lessee does not give notice of defects immediately after the rented property has been handed over.

4. Rent, other costs and invoicing

- 4.1. The rent for the provision of the rental object as well as the costs for further services and expenses to third parties, insofar as the services and expenses have been agreed or approved by Lessee, result from the contractual offer of MB and any subsequent orders.
- 4.2. After the event, the total price is due and is to be invoiced with a final invoice.
- 4.3. MB is free to invoice its services by letter post or electronically by e-mail, fax or e-invoicing. The Lessee agrees to the electronic transmission of invoices. At the Tenant's express request, the invoice may be sent to the Tenant by letter post.
- 4.4. Payments are due without deduction within the period stated in the invoice and must be transferred to one of the accounts stated on the invoice, stating the customer and invoice number. If invoices are sent to a third party on the instructions of the Hirer, the Hirer shall nevertheless remain the debtor.

5. Use of the rented property

- 5.1. The Lessee may only use the rental object for the agreed use within the scope of the contractual event. Any change or extension of the type of use of the rental object as well as subletting and other partial or complete transfer of the rental object to third parties requires the prior consent of MB in text form.
- 5.2. Up to one week before the event, the Lessee shall name to MB a contact person (if different from the previous contact person) who is authorized to make and receive all declarations and who is either present or permanently available for the duration of the use of the rented property.

- 5.3. MB accepts no liability whatsoever for items brought in by the Tenant, except in the cases specified in Section 10. The Tenant is responsible for securing and insuring these items.

- 5.4. At the end of the rental period, the tenant shall restore the rental property to its original condition at his own expense by removing the items he has brought in.

- 5.5. In the event of late return of the rental object, MB shall be entitled to claim compensation from the Lessee in the amount of the full daily price or hourly rate for the room agreed in the contract, including (technical) equipment costs. Payment of the compensation does not exclude the assertion of any further compensation for damages if appropriate evidence is provided.

6. Provision of personnel

- 6.1. At the request of the Lessee, MB shall provide personnel within the scope of its capacities and resources. The resulting costs are to be borne by the tenant and will be invoiced to him on the basis of a separate order.

§ 7 Domestic authority

MB has the domiciliary rights with regard to the rented property and may also exercise these through authorized persons. When exercising the domiciliary rights, the legitimate interests of the tenant, in particular the rights of use to which he is entitled under these terms and conditions rights of use to which he is entitled under these terms and conditions.

8. GEMA fees

A license from GEMA is required for the public performance of copyrighted music, irrespective of whether as background music or as part of a separate event and irrespective of whether for trade fair visitors or for invited guests and irrespective of the form of performance (live, audio/CD/MP3/vinyl/streaming) or video (DVD/MPEG/streaming)). Registrations must be made via the online portal <https://www.gema.de/musiknutzer/> (if you have any questions, please contact GEMA on +49 (0) 30 58858 999 | kontakt@gema.de). Registration and payment of fees to GEMA is the responsibility of the tenant.

9. Data protection

- 9.1. With regard to the processing of personal data in connection with the performance of this contract, the contracting parties are each independent controller within the meaning of the EU General Data Protection Regulation (hereinafter „GDPR“). This means that each contracting party is solely responsible for the lawfulness of the processing of personal data in its area of responsibility and compliance with all applicable legal provisions on data protection, including the GDPR.
- 9.2. Insofar as a contracting party transmits personal data to the other contracting party, it warrants that (i) it has lawfully collected this data and may transmit it to the other contracting party within the framework of the implementation of this contract, (ii) it has informed the data subjects of the transmission to and processing by the other contracting party in accordance with the applicable statutory provisions on data protection and (iii) the other contracting party may lawfully process this data within the framework of the notified purpose. The contracting parties shall process personal data transmitted to it by the other contracting party under this contract in compliance with the provisions of the applicable statutory data protection regulations

10. Liability of the tenant

- 10.1. The tenant must treat the rented property and any items provided with it carefully and with due care and return them in proper condition and complete, including the keys, equipment and facilities provided.
- 10.2. If the Tenant fails to exercise due diligence or if the Tenant's vicarious agents breach their duty of care, the Tenant shall be liable to MB for compensation for the resulting damage. The Tenant shall be liable for damages caused by third parties if he or his vicarious agents are at fault.
- 10.3. The Lessee shall indemnify MB against all claims for damages asserted by third parties against MB insofar as they are attributable to the Lessee or its vicarious agents and are connected with the Lessee's event.

11. Liability of MB

- 11.1. MB shall make the rented property available to the Tenant in proper condition at the agreed time. MB's strict liability for damages for initial defects in the rented premises is excluded.

- 11.2. MB shall be liable for damage caused intentionally or through gross negligence by MB, its legal representatives, executives or vicarious agents, irrespective of the legal grounds.
- 11.3. MB is liable for damages in the event of simple negligence, subject to statutory limitations of liability (e.g. B. care in its own affairs), only
- for damages resulting from injury to life, body or health;
 - for damages arising from the breach of a material contractual obligation. „Material contractual obligations“ are those obligations whose fulfillment is essential for the proper execution of the contract and on whose compliance the other party to the contract may regularly rely. In the event of a breach of material contractual obligations, MB's liability for damages in cases of simple negligence is limited to the amount of damage typically foreseeable at the time the contract was concluded.
- 11.4. Insofar as the liability of MB is excluded or limited, this also applies to the vicarious agents and legal representatives of MB.
- 11.5. The above exclusions and limitations of liability do not apply in the event of negligent injury to life, limb or health of persons, the express warranty of characteristics and in the event of liability under the Product Liability Act.

12. Withdrawal from the contract; force majeure

- 12.1. MB may withdraw from the rental agreement after setting a deadline to no avail if
- the tenant does not fulfill important contractual obligations or unilaterally changes the purpose of use significantly,
 - there is a reasonable likelihood that the use of the room will lead to a disturbance of public safety and order, or
 - legal regulations are violated or official requirements are not complied with.
- 12.2. Should the event be canceled due to a special exceptional situation, either contracting party may declare its withdrawal from the rental agreement. A justified exceptional situation is the existence of force majeure or another comparable event.
- 12.3. „Force majeure“ is an external event that was unforeseeable at the time the rental agreement was concluded, no operational or personal connection connection or attributable to the sphere of one of the contracting parties, which cannot be attributable to the sphere of one of the contracting parties, which

cannot be averted even with the utmost care that could reasonably be expected. This includes in particular the following exemplary but not exhaustive list of events:

Natural disasters and their consequences, war, terrorist attacks, pandemics, endemics, the interruption or massive disruption of transport, supply and telecommunications connections.

The cases of force majeure also include (but are not limited to) the enactment of legal requirements (e.g. laws or regulations) or official or public law measures for which the contracting parties are not responsible or urgent official warnings or recommendations relating to the fact that the event cannot or may not be held as planned.

- 12.4. „Other comparable events“ are unforeseeable lawful strikes and lawful lockouts as well as other business interruptions or disruptions for which the contracting parties are not responsible. interruptions or disruptions of operations for which the contracting parties are not responsible.
- 12.5. An event was „unforeseeable“ if, at the time of the conclusion of the rental agreement, it could not be assumed with sufficient probability that a case of force majeure or another comparable event within the meaning of the aforementioned provisions was imminent, based on a reasonable assessment of the evidence actually available and with regard to the time of the event.

12.6. Furthermore, a justified exceptional situation exists if at the time of the time of cancellation, it can be assumed with sufficient probability, based on a reasonable assessment of the evidence actually available, that a case of force majeure or another comparable comparable event is imminent at the time of the event. This is also the case, for example, if a justified exceptional situation existed at an earlier point in time, this has since been remedied, but a new justified exceptional situation is to be expected at the time of the event.

12.7. In this case, the obligations to transfer use and to pay rent shall lapse. However, any additional services already provided by MB shall be remunerated by the tenant.

13. Final provisions

- 13.1. The place of performance for all obligations arising from the contractual relationship with MB is Berlin, unless otherwise agreed.

- 13.2. The relationship between the tenant and MB shall be governed exclusively by German substantive law.
- 13.3. The German version of these GTC shall prevail.
- 13.4. The place of jurisdiction for any disputes arising from the business relationship between MB and the Lessee is Berlin.
- 13.5. Should individual clauses of these GTC be or become invalid, this shall not affect the validity of the remaining provisions of these GTC or the existing contract with MB. The contracting parties undertake to agree other effective provisions in place of the ineffective provisions which most closely correspond to the economic purpose of the ineffective provisions.