

General Terms and Conditions for Participation in Conferences Accompanying the IPM AG Exhibition (GTC)

1 Conference

- (1) The organizer and user of the General Terms and Conditions is

IPM AG

Institute for Production Management
Schiffgraben 42, 30175 Hannover
Telephone: +49 511 47314790, Fax: +49 511 47314791
E-Mail: info@ipm.ag
Internet: www.ipm.ag
(hereinafter referred to as “Organizer”)

- (2) The organizer holds conferences, each accompanied by an exhibition (hereinafter referred to as “conference”). These General Terms and Conditions govern the rights and obligations in connection with the contractual partner's participation in such a conference.
- (3) Contractual partners participating in the conference are hereinafter referred to as participants.
- (4) Contractual partners who have booked exhibition- or sponsorship-participation, such as the rental of a booth space or advertising measures by the organizer, and, if applicable, additional conference-participation, are hereinafter referred to as ASP (short for exhibitors, sponsors, partners). The entire General Terms and Conditions apply to them, with the exception of Section 14.
- (5) These General Terms and Conditions and all other special conditions included by the organizer, such as technical conditions for the respective conference, apply exclusively. The participants' general terms and conditions do not become part of the contract, even if the organizer does not expressly object to them.
- (6) In the event of any contradictions between these General Terms and Conditions and other special conditions included by the organizer, the special conditions shall take precedence.
- (7) If a contractual relationship with a third party is necessary for the technical implementation of the conference (e.g. registration and/or user account with an online service provider), the respective terms of use and/or general terms

and conditions of this third party must also be taken into account. Insofar as the services are provided by the third party, the organizer does not become a contractual partner.

2 Offer and restrictions on participation

- (1) The subject matter of these General Terms and Conditions is the participation of attendees in a conference, any exhibition- or sponsorship-participation, and the staging of the conference.
- (2) Participation in a conference is only permitted for business purposes. Participation for private purposes is not permitted.
- (3) Participation in a conference with children, minors, and animals is not permitted.

3 Conference/exhibition theme

- (1) The theme of the conference can be viewed on the website of the respective conference. The website contains content, schedule, and other information about the respective conference. The website of the respective conference is linked on the organizer's website (www.ipm.ag).
- (2) The organizer is free to design the conference as long as the overall character of the conference is retained. In particular, the organizer may replace speakers with others of similar qualifications, reschedule presentations, change the exhibition plan, or make changes to the content, provided that this does not alter the core theme of the conference. The organizer will update any changes to the conference program on the website of the respective conference as soon as possible.

4 Terms of payment

- (1) Participants are obliged to pay the invoiced fees (hereinafter referred to as “fees”). The amount of the fees is specified in the conference description or in an offer in

text form. Payment must be made in advance in accordance with the specified payment options and must be paid into the account specified in the invoice no later than 14 days after receipt of the invoice. The date of receipt of payment in the organizer's account is decisive. If payment is not received on time, the organizer is entitled to charge default interest in accordance with Sections 286 (2) No. 1, 288 (2) BGB (German Civil Code).

- (2) Timely receipt of payment is a prerequisite for the use of the booked services. If timely payment is not received, the organizer is entitled to deny participants access to the conference.

5 Resignation

5.1 The organizer's right of withdrawal

- (1) If participants fail to make payments due under the contract, the organizer may withdraw from the contract in accordance with Section 323 BGB.
- (2) In the case of (1), the organizer is entitled, in addition to withdrawal, to demand all agreed payments from participants as lump-sum compensation. Participants may prove that the organizer has incurred less damage or no damage at all.
- (3) In addition to the aforementioned lump sum, the organizer may assert further claims for damages.

5.2 Withdrawal of participants

- (1) Participants are not entitled to a contractual right of withdrawal or termination. If participants are unable to attend a conference for reasons beyond the organizer's control, or if they cancel for such reasons, the registration fee is still due and any payments already made will not be refunded.
- (2) Notwithstanding paragraph 1, the organizer may provide for a full or partial refund of the registration fees as part of a cancellation option. This may be specified on the website of the respective conference or in a written offer/contract.

6 Force majeure, cancellation of the conference

- (1) The organizer reserves the right to cancel or terminate the conference in whole or in part for good cause in accordance with the following provisions. Good cause shall be deemed to exist if, taking into account all circumstances of the individual case and weighing the

interests of both parties, it is unreasonable for the organizer to hold the conference. In particular, good cause shall be deemed to exist in the event of a justified risk of terrorist attacks, severe natural disasters, force majeure (e.g., acts of war, strikes, epidemics, operational disruptions), the prevention, illness, or death of a person or persons who are essential to the content and implementation of the conference program.

- (2) If the conference is canceled in accordance with paragraph 1, the obligation to pay shall lapse. Participants may request a refund for payments already made. If the conference is canceled, participants shall receive a pro-rata refund commensurate with the extent of the program items lost. Participants shall not be entitled to any further claims due to the cancellation or termination, provided that the organizer is not responsible for the reason for the cancellation or termination.

7 Liability, indemnification, statute of limitations, Offsetting

- (1) The organizer accepts no liability for the topicality, accuracy, completeness, and legal admissibility of information and content provided by third parties and at the instigation of a third party within the framework of the conference and its preparation and follow-up. Furthermore, the organizer accepts no liability for damages arising from the application or disclosure of knowledge acquired and/or imparted within the framework of the conference.
- (2) Should a third party assert claims against the organizer within the meaning of (1) on the basis of information or content provided by participants, the respective participants shall indemnify the organizer against these claims and bear the necessary costs incurred by the organizer for legal defense and/or prosecution.
- (3) The organizer shall be liable without limitation for intent and gross negligence as well as in accordance with the German Product Liability Act ("ProdHaftG"). The organizer shall be liable without limitation for negligence in the event of damage resulting from injury to life, body, or health of persons.
- (4) The organizer shall only be liable for slight negligence in the event of a breach of essential contractual obligations (cardinal obligations), i.e., obligations that enable the proper execution of the contract and on whose fulfillment the contractual partner may regularly rely. In this case, the scope of liability shall be limited to the typically occurring, foreseeable damage.
- (5) Notwithstanding the preceding paragraphs, the organizer shall not be liable for indirect damages, consequential damages, or lost profits.
- (6) The limitation of liability shall also apply in the event of fault on the part of a legal representative or vicarious agent of the organizer.

8 Claims of participants, statute of limitations

- (1) Claims by participants against the organizer arising from the contractual relationship and all related claims must be asserted in text form to the organizer within two months of the end of the conference.
- (2) If defects or disruptions occur during the conference, these must be reported to the organizer without undue delay. Otherwise, the assertion of corresponding claims is excluded if the organizer suffers damage as a result.
- (3) This does not apply to claims for injury to life, body, or health of persons, as well as to tortious claims, fraudulent intent, and culpable impossibility. Claims by participants shall become time-barred within one year, unless mandatory law provides for a longer period or liability is based on intent. In this case, as well as in the case of claims due to injury to life, body, or health of persons, as well as in the case of tortious claims, fraudulent intent, and culpable impossibility, the statutory limitation period shall apply.

9 Offsetting, retention

Participants are only entitled to rights of set-off and retention against the organizer if their claims have been legally established, are undisputed, or have been acknowledged by the organizer.

10 House rules, exclusion of participants

- (1) The organizer has the right to enforce house rules throughout the entire conference, including setup and dismantling, and may exercise this right at any time and against anyone. The instructions of the organizer or its agents must be followed.
- (2) In addition, the respective house rules and safety guidelines at the conference location apply.
- (3) The organizer is entitled to exclude participants who significantly or continuously violate these General Terms and Conditions despite a warning from the organizer, infringe on the rights of third parties, or violate general laws. In particular, participants may be excluded if they disseminate offensive, defamatory, or political content, harass other participants or other persons participating in the conference, or disrupt the course of the conference.

11 Photography, filming, video recording, drawing

- (1) Filming, photography, and the making of sketches or video recordings within the exhibition premises are

permitted only for persons who have been authorized by the Organizer and who possess a valid pass issued by the Organizer. The creation of photographic or any other recordings of the stands of other Participants is inadmissible in all cases. In the event of non-compliance, the Organizer may demand the surrender of the recorded material, if necessary by taking legal action.

- (2) Filming, photography, and the making of sketches and video recordings for purely private purposes are permitted.
- (3) Participants agree that the organizer may take photographs, make drawings, and take film and video recordings of the conference/exhibition proceedings, the booths, and the exhibits, and to produce and use such recordings for the purposes of documentation, accompanying and subsequent reporting, follow-up promotion of a conference, and the announcement of future conferences. The Organizer is further entitled to make the recordings available to third parties (e.g., including the press) for the aforementioned purposes and to publish them on media platforms (e.g., Facebook, TikTok, Instagram, LinkedIn, and its own website).
- (4) Speakers, moderators, panelists, workshop leaders, and other presenters agree to the recordings in accordance with clause 11 (3) and grant the organizer the right to use the materials shown or used in their presentations, lectures, workshops, or other program items, insofar as they have them at their disposal, for use in accordance with clause 11 (3). This includes, in particular, the right of reproduction, distribution, making available to the public, broadcasting/streaming, screening, and editing, while respecting legitimate author's personal rights. The organizer is entitled to name the speakers. No separate remuneration will be paid for this.
- (5) The organizer will ensure that the personal rights of the participants are respected when using and exploiting the aforementioned media material.
- (6) Participants are obliged to inform any persons participating for or on their behalf about the provisions of clause 11.

12 Food Service

Catering services are reserved exclusively for catering service providers of the conference venue or the organizer. The use of the exhibition areas for catering purposes by participants is generally prohibited, unless a special exemption has been granted.

13 Advertisement

The distribution of printed matter and the use of advertising materials are permitted only within the Participant's own stand area. Conducting advertising activities outside the Participant's own stand area on the conference premises is prohibited. This prohibition applies in particular to the use of persons for advertising purposes and to the distribution or display of advertising material of any kind (posters, stickers, brochures, etc.). The Organizer is entitled to expel from the

exhibition grounds any persons deployed as advertising media in an impermissible manner. Improperly placed advertising materials may be removed by the Organizer and kept in safekeeping until collected by the Participants. The Organizer may demand from Participants who have conducted impermissible advertising activities a lump-sum reimbursement of expenses in the amount of EUR 5,000.00 plus VAT per individual case. The Organizer's right to claim further compensation for higher expenses remains unaffected. Participants may request a reduction of the reimbursement if they prove that the Organizer incurred lower expenses.

Additional provisions for participants without exhibition- or sponsorship-participation

The following provisions apply exclusively to participants **without** exhibition-/sponsorship-participation.

14 Registration and conclusion of contract

- (1) Registration for a conference can be done using the registration forms provided by the organizer on the website of the respective conference. Participants are obliged to provide truthful information about themselves.
- (2) By completing and submitting the registration form provided, an offer to participate in the conference is made. A contract for participation in a conference is concluded upon acceptance of this offer by the

organizer. Acceptance is confirmed by a registration confirmation sent by email.

- (3) Registration confirmations are binding and entitle participants to attend the conference in question. Entitlement to participate in specific parts of the program only exists if these have been expressly booked in advance. This applies in particular to parts of the program with a limited number of participants.
- (4) The registration confirmation must be brought to the conference and presented if necessary. Participation cannot be guaranteed without presentation of the confirmation. The same applies in the event that participants are unable to prove their identity.

Additional provisions for exhibitors, sponsors, and partners (ASP)

The following provisions apply exclusively to participants **with** exhibition-/sponsorship- participation.

14.1 Co-exhibitors and additionally represented companies

- (1) The admission of co-exhibitors and additionally represented companies (this also includes affiliated companies such as subsidiaries or sister companies) must be applied for in text form. An additional fee is payable for each co-exhibitor and each additionally represented company, which can be viewed on the registration form.
- (2) For each co-exhibitor not registered by the ASP, the ASP must pay the aforementioned fee plus an organizational fee of EUR 200.00 (plus VAT). The total amount must be paid to the organizer within 10 days of invoicing.

15 Duties and responsibilities of the ASP

15.1 Obligations and responsibilities when renting a booth space

- (1) The ASP approved by the organizer is obliged to participate in the conference and to have the booth operational in due time.
- (2) During the duration of the conference, in particular during the prescribed opening hours, the booth must be properly equipped and staffed by competent personnel.
- (3) The ASP is responsible for obtaining the necessary official and other public law permits, complying with registration requirements (with authorities and GEMA), and covering the costs associated with this and with compliance with official requirements for the entire booth.
- (4) The ASP is responsible for the traffic, operational, and fire safety of the entire booth area, as well as for compliance with all applicable legal provisions, even if the booth is set up or operated by co-exhibitors or additional companies represented. The ASP is obliged to cease booth operations if the machines, systems, equipment, or devices it uses are not operational or if the operating regulations cannot be complied with.
- (5) The ASP is solely responsible for its booth area.
- (6) The organizer does not provide security for the booths. Valuables can be stored overnight in a separate, lockable room upon request.

15.2 General duties and responsibilities

- (1) The ASP is solely responsible for the legal admissibility (in particular, but not limited to, trademark law, copyright law, and competition law) of all content made available by him or at his instigation. This applies in particular, but not exclusively, to directories, databases, catalogs, etc. created by the organizer that are made available before, after, or during the conference. In this context, the ASP undertakes to respect and not infringe the intellectual property rights of third parties.
- (2) Each ASP is obliged to take out insurance with sufficient coverage for the risks applicable to it with an insurer licensed in the European Union and to make all payments due for this in a timely manner.

16 Registration

- (1) Registration for an exhibition accompanying the conference and the ordering of additional services shall be effected by notifying the organizer of the desired services and accepting these General Terms and Conditions of Participation and, if applicable, the Technical Conditions.
- (2) Registration for a conference shall be effected in the aforementioned form 14 days prior to the start of the conference. Registration is permitted until the first day of the respective conference. If registration takes place within 14 days before the start of the conference, individual services of the booked exhibitor/sponsorship/partner package cannot be guaranteed for organizational reasons.
- (3) A booth and any exhibits of the ASP must be specified in detail, including a description and, in the case of equipment and machines, their weight and dimensions. At the request of the organizer, product descriptions, plans, concepts, or comparable illustrative documents must be submitted for presentation. Registration is complete upon receipt by the organizer and is binding until notification of approval or rejection by the organizer or if the organizer does not respond within 14 days. There is no legal right to approval.

17 Admission, conclusion of contract

- (1) The organizer decides on the acceptance of the application and the admission of the ASP. Admission as an ASP is

confirmed by the organizer by sending an offer in text form. With the digital countersignature of the offer by the ASP, the exhibition contract and/or the agreement on further/other services between the ASP and the organizer are deemed to have been legally concluded.

- (2) If the content of the confirmation of admission (e.g., booth space, occupancy plan) deviates from the content of the ASP's registration, the contract shall be concluded in accordance with the content of the confirmation of admission, unless the ASP objects in writing within two weeks. The organizer shall indicate any such deviation in the confirmation of admission.
- (3) The organizer is entitled to revoke the admission if it was granted on the basis of false information or conditions.

18 Cleaning, waste disposal during booth operation

- (1) The ASP is responsible for cleaning the booth / booth area. This must be completed daily before the start of the conference. When engaging cleaning services for the booth, the ASP shall employ a cleaning company designated by the Organizer.
- (2) The ASP undertakes to avoid waste and to comply with the organizer's waste disposal concepts. If the ASP has left behind waste or other items after vacating the booth area, the organizer is entitled to have these removed and destroyed at the ASP's expense.

Final provisions for participants and ASP

19 Data protection

The organizer processes personal data collected in connection with registration and participation in the conference in compliance with the applicable data protection regulations. Further information, in particular on the purposes and scope of processing, as well as the rights of data subjects, can be found in the organizer's data protection information (<https://www.ipm.ag/datenschutz>), which is referred to when registering for the conference.

20 Final provisions

- (1) The contract language is German. Only the German version is authoritative for the interpretation and execution of the contract.
- (2) There are no ancillary agreements to this contract. Amendments and additions must be made in text form.
- (3) The transfer of rights and obligations under this contract by participants requires the prior consent of the organizer in text form.
- (4) All contractual agreements between participants and the organizer, as well as amendments to this contract, including ancillary agreements, must be made in text form. This does not apply to individual contractual agreements that take precedence over these General Terms and Conditions.
- (5) Should individual provisions of these General Terms and Conditions be wholly or partially invalid or unenforceable, the validity of the remaining provisions shall remain unaffected. The parties undertake to replace the invalid or unenforceable provision with one that comes as close as possible to the economic intent.

- (6) The legal relationship between the organizer and participants shall be governed exclusively by the laws of the Federal Republic of Germany, excluding the United Nations Convention on Contracts for the International Sale of Goods (CISG).
- (7) The place of jurisdiction for all disputes arising from or in connection with this contractual relationship shall be Hanover.

Effective: October 2025