



Luxembourg, March 2024



LUXEMBOURG
SPACE AGENCY

Ref.: Fairs without transport 2024

Statement of conditions for participation in Luxembourg collective stands organized by the Ministry of Foreign and European Affairs, Defence, Development Cooperation and Foreign Trade (below MAE) Specialized Fairs and Trade Shows Abroad

A) General conditions of admission as exhibitor:

1. The applicant company must be in possession of a commercial license - in the event of a first participation, a copy of this authorization has to be sent along with registration form n ° 1.
2. The products / technologies / services presented on the collective stands organized by the MAE must be of Luxembourg origin, i.e. manufactured / developed in the Grand Duchy. Companies exclusively active in trade are not allowed as exhibitors, unless they can prove that they ensure the general import at European level of all the products on display.
3. To be financially sound i.e. publication of balance sheets; having a positive equity position; being in a financially viable position.
4. Must have a minimum staff of two.
5. Represents a considerable added value to the Luxembourg economy.
6. Ensures to comply with the law of 27 June 2018 on export control and the regulation of 14 December 2018 on export control, as amended.

B) Special conditions of participation:

1. Payment of the invoice for the financial flat-rate contribution

This contribution is non-refundable if the exhibitor cancels his participation or if the MAE has:

- a) Reserved a location
- b) Committed to construction and stand construction costs

Without prejudice to the above, all additional costs related to the cancellation will be entirely borne by the exhibitor.

The financial flat rate contribution includes:

the rental and planning costs of a standard module of 20m² at most;

- N.B. Upon request, to be submitted simultaneously with the registration form, the exhibitor can obtain, if available, a bigger stand. The surface exceeding the above standard module surface will be charged to the exhibitor after the fair at a price per m² (rental price of floor space and construction cost of the stand) certain related costs, e.g. technical connections (water, electricity, etc.);

All other costs resulting from orders that the exhibitor might place in the context of his participation will be borne by him and charged directly either by the service providers or by the MAE.

These include, but are not limited to, listings in the fair catalog, technical communication connectors, parking cards, invitation cards, advertising material, etc.

2) The exhibitor must be in possession of the following insurance:

Liability coverage for damage or harm that may be caused during the event by its staff on the stand to third parties and during mounting and dismounting of the exhibition;

Accidents for the guarantee of damages its personnel could be victim of;

All risks covering the damage that may be caused to its exposed equipment.

These insurances include a waiver of the right to appeal against the MAE.

2) Participation in the Luxembourg collective stand implies the permanent presence of at least one of the company's delegates throughout the duration of the event. This presence also needs to be ensured in the eve of the opening of the fair for the mounting of the company's exhibition section as well as for the closing night for the repackaging of his exhibition material.

Concerning the presentation of the exhibitor's activities, it should be noted that any kind of signs (poster, roll-up, umbrella stand, etc.) are not admitted to the official collective stands, in order to preserve the uniformity of the presentation of all the exhibitors, unless an exception has been granted by the MAE. The MAE makes adequate presentation material (totem, screen, etc.) available

(*) A reduction of 50% of the flat-rate financial contribution may be granted by the Minister of Foreign Affairs to the company that meets the following eligibility conditions

- participate for the first time in the fair in question
- have fewer than 50 employees and an annual turnover of less than 10 million euros
- to produce, at the time of application, added value for the Luxembourg economy

and which applies for it by returning the appropriate form which will be sent to it on request by e-mail to:
trade.fairs@mae.etat.lu

This application must be submitted, under penalty of inadmissibility, together with form 1.