



APPENDIX 4

Contractual penalties, sanctions and procedural rules



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APPENDIX 4 – Contractual penalties, sanctions and procedural rules



As a general rule, before imposing contractual penalties/suspensions, the exhibitor shall be heard and warned, if time permits. The organiser shall exercise its discretion with due regard for proportionality. Any expenses saved shall be taken into account; the exhibitor reserves the right to prove that the damage was less than this. Decisions shall be documented briefly.

1. Late payment

Facts: No payment received for the first and second partial invoices by the set-up date.

Penalties:

- Refusal of set-up permission.
- Immediate blocking of the online profile.

Legal consequences:

The exhibitor loses all rights to use the stand. Payments already made will not be refunded.

2. Unregistered co-exhibitors

Definition of co-exhibitor

A **co-exhibitor** is any company, association, organisation or individual that cannot be clearly/legally assigned to the main exhibitor.

A co-exhibitor is anyone who participates at the main exhibitor's stand with their own market presence (logo, own staff, own sales/lead generation). Pure promotional appearances without sales/lead generation are excluded.

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2. Unregistered co-exhibitor

Exceptions:

- Influencers, athletes or autograph guests who are present at the stands for a limited time for promotional purposes

Important principle:

Anyone offering something for sale is to be considered a co-exhibitor without exception, regardless of the time limit.

Cases of doubt:

In case of uncertainty, the organiser can and should be informed and consulted in advance. Timely clarification prevents subsequent sanctions.

Facts:

Presentation of unregistered co-exhibitors at the stand

Sanctions:

- Subsequent billing of the co-exhibitor at the usual costs
- Additional surcharge of 25% on the regular co-exhibitor fees

Follow-up:

The main exhibitor is fully responsible for the proper follow-up of the exhibitor profile (registration of the co-exhibitor).

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3. No-show without payment received

Facts: Failure to appear at the trade fair with outstanding payment

Sanctions:

- Immediate deletion of the exhibitor profile
- Exhibition ban for all subsequent years

Lifting of the ban:

The ban applies for the following two years; earlier lifting of the ban may be considered if all claims have been settled in full.

4. No-show despite receipt of payment – service provided by the organiser

Facts: Short-term impediment with written notification to the exhibition management

Service measures provided by the organiser:

- Short-term public announcement in the exhibitor profile
- Reference to the exhibitor's online availability
- Textual notice on the stand area about the cancellation
- Reference to the exhibitor's online profile

Prerequisite:

Timely written notification of the exhibition management by the exhibitor.

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5. Disposal of stand structures

Facts: Leaving stand structures behind for disposal during dismantling

Penalties:

- Contractual penalty: 2.000,00 € – payable immediately in cash
- Immediate suspension of the exhibitor profile until the contractual penalty has been paid in full
- Exhibition suspension until the contractual penalty has been paid in full

Additional costs:

Actual disposal costs will be charged in addition to the contractual penalty.

6. Premature degradation

Facts: Dismantling before 4 p.m. on the last day of the fair without permission

Penalties:

- Contractual penalty: 500,00€ – payable immediately in cash

Exceptions:

- Approved early dismantling after written application to the fair management (up to one day before the start of the fair)
- Medical emergencies or force majeure after written notification to the exhibition management

Control:

Random checks by the organiser from 3 p.m. on the last day of the exhibition.

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7. No-show for online presentations

Facts: Failure to attend registered online presentations without providing sufficient advance notice

Penalties:

- Contractual penalty: 200,00 € – payable immediately in cash

Exceptions:

- Proven technical problems
- Prior consultation with the SightCity administrators
- Timely written cancellation with justification

Proof:

In the event of technical problems, documented communication with the SightCity administrators is required.

Legal information

These regulations are a binding part of the conditions of participation for SightCity 2026.

Valid from: SightCity 2026

Organiser: SightCity

Venue: Kap Europa, Osloer Straße 5, 60327 Frankfurt am Main

As of: September 2025

27–29 May 2026

SightCity



**Further information is available
on the SightCity website.**