



**interzum guangzhou 2012**  
27 – 30 March, 2012



## 1. SPACE APPLICATION FORM

Koelnmesse (Beijing) Co., Ltd.  
Ms Karen Lee  
Room 3311, Metro Plaza,  
183 Tianhe Road (North),  
Tianhe District, Guangzhou,  
China

Tel : +86-20- 8755 2468 ext. 12  
Fax : +86-20- 8755 2970  
Email : [k.lee@koelnmesse.cn](mailto:k.lee@koelnmesse.cn)  
Website : [www.interzum-guangzhou.com](http://www.interzum-guangzhou.com)  
[www.interzum-guangzhou.cn](http://www.interzum-guangzhou.cn)

Official Use Only

Rep: \_\_\_\_\_

Date: \_\_\_\_\_

### Main Exhibitor:

Name of Company (English): \_\_\_\_\_

Name of Company (Chinese): \_\_\_\_\_

Address (English): \_\_\_\_\_

Address (Chinese): \_\_\_\_\_

Postal Code / City: \_\_\_\_\_ Country: \_\_\_\_\_

I am a / an  Manufacturer  Agent / Distributor representing the following brands in interzum guangzhou 2012:

1. \_\_\_\_\_

2. \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Tel.: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

### Invoice Information: (Only if different from the above)

Name of Company (English): \_\_\_\_\_

Name of Company (Chinese): \_\_\_\_\_

Address (English): \_\_\_\_\_

Address (Chinese): \_\_\_\_\_

Postal Code / City: \_\_\_\_\_ Country: \_\_\_\_\_

Tel.: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### Space Requirement:

**We want to pay the participation fees**  in RMB or  in EUR (please tick appropriate box)

\_\_\_\_sqm Space Only (minimum 24 sqm) **RMB 1300,--/sqm or EUR130,--/sqm**

\_\_\_\_sqm Space with Standard Shell Scheme Service\* (minimum 9 sqm) **RMB 1500,--/sqm or EUR150,--/sqm**

\_\_\_\_sqm Space with Premium Shell Scheme Service\* (minimum 18 sqm) **RMB 1700,--/sqm or EUR170,--/sqm**

Logo insertion into **List of Exhibitors** in show catalogue: **RMB 500,-- or EUR50,-- (Optional)**

\*Services included are listed in Form 1.2 "Shell Scheme Specification"

**Product Categories:** Please select the product group of your exhibits on Lists of Products, Form 1.1.

**Please specify in the enclosed Lists of Products, Form 1.1. In returning this space application the exhibitor agrees to abide by all points of the enclosed Conditions of Participation.**

\_\_\_\_\_  
Name and title of signatory

\_\_\_\_\_  
Company stamp and legally binding signature

## 1.1 LIST OF PRODUCTS

Koelnmesse (Beijing) Co., Ltd.  
Ms Karen Lee  
Room 3311, Metro Plaza,  
183 Tianhe Road (North),  
Tianhe District, Guangzhou,  
China

Tel : +86-20- 8755 2468 ext. 12  
Fax : +86-20- 8755 2970  
Email : [k.lee@koelnmesse.cn](mailto:k.lee@koelnmesse.cn)  
Website : [www.interzum-guangzhou.com](http://www.interzum-guangzhou.com)  
[www.interzum-guangzhou.cn](http://www.interzum-guangzhou.cn)

Exhibitor who signed Space Application Form: \_\_\_\_\_

List of products (please tick appropriate box)

### 1. Materials and Components for Furniture Production

- 1.1 Materials for Furniture Production
- 1.2 Semi-finished Products for Cabinet, Office and Modular Furniture
- 1.3 Surface Treatment and Finishing Products
- 1.4 Fittings and Structural Parts
- 1.5 Built-in Parts, Lighting Solutions for Furniture Production
- 1.6 Semi-Finished Products for Kitchen and Bathroom Furniture
- 1.7 Supplies and Materials for the Production of Kitchen and Bathroom Furniture
- 1.8 Kitchen and Bathroom Hardware
- 1.9 Wood and Wood Products
- 1.10 Foam, plastics and PVC materials
- 1.11 Adhesives, paint, glue and oil
- 1.12 Other Industrial chemicals

### 2. Machines, Materials and Components for Upholstery & Bedding

- 2.1 Covering Materials, leather and other fabrics
- 2.2 Upholstery Materials, Upholstery Articles and Accessories
- 2.3 Bedding & bedroom production and Accessories
- 2.4 Ticking and mattress fabrics
- 2.5 Semi-finished Products for Upholstery, Mattress and Bed Manufacturing Industry
- 2.6 Machines, Tools, Equipment and Aids for the Upholstery and Bedding Industry Processing
- 2.7 Electronic equipment and software for upholstery & bedding
- 2.8 Testing and measuring instruments for Upholstery & Bedding

### 3. Machines, Materials and Components for Interior Works

- 3.1 Ceilings, Walls and Accessories
- 3.2 Windows, Doors, Gates manufacturing supplies and accessories
- 3.3 Windows, Doors, and gates manufacturing machinery

- 3.4 Installation Tools, Installation and Insulating Underlays, Surface Protection
- 3.5 Machines / Accessories for Installing Parquet and Laminates
- 3.6 Parquet, cork and other wooden floorings
- 3.7 Floorings coverings, floor supplies and accessories
- 3.8 Machinery for floorings manufacturing
- 3.9 Machines, Tools, Equipment and Aids for surface treatment
- 3.10 Built-in Parts, Lighting Solutions for Interior Works
- 3.11 Materials and finished parts for Interior Fittings
- 3.12 Portable machines, tools, equipment and aids for Interior Works
- 3.13 Machinery for wood interiors (stationary)

### 4. Machines and Auxiliary Machines for Woodworking and Furniture Production

- 4.1 Chipless Cutting Machines
- 4.2 Chip-removing Cutting Machines
- 4.3 Forming Machines
- 4.4 Joining and Assembling Machinery and Plant, Including Coating
- 4.5 Machinery and Plant for the Conditioning of Wood, Wood Materials and Surfaces
- 4.6 Auxiliary Machinery and Equipment (Including Machines for Tool Maintenance)
- 4.7 Multi-stage Automatic Machines for two or more different Operations
- 4.8 Machines for Specialized Manufacturing
- 4.9 Generation of Energy using Wood Fuels
- 4.10 Energy Saving and Environmental Protection
- 4.11 Electronic equipment and software for woodworking and furniture production
- 4.12 Testing and measuring instruments for woodworking and furniture production
- 4.13 Portable machines, Tools, Cutting Tools and aids for Furniture

### 5. Others

- 5.1 Media
- 5.2 Trade Association
- 5.3 Others, please specify \_\_\_\_\_

In returning this form the exhibitor agrees to abide by all points of the enclosed Conditions of Participation.

\_\_\_\_\_  
Name and title of signatory

\_\_\_\_\_  
Company stamp and legally binding signature

## 1.2 SHELL SCHEME SPECIFICATIONS

### A) Standard Shell Scheme

	9sqm	12sqm	15sqm	18sqm	21sqm
Carpet	As per stand space				
System Wall Elements (2.5mH)	As per stand space, on all closed sides				
Fascia Board with English & Chinese Company Name and Booth Number	On all open sides				
Information Counter	1	1	1	2	2
Lockable Sideboard	1	1	1	2	2
Round Table	1	1	1	2	2
Leather Arm Chair	3	3	3	6	6
Long-arm Spotlight (100W)	3	4	5	6	7
Power Socket (5 Amp)	1	1	1	2	2
Waste Paper Basket	1	1	1	2	2
Daily Booth Cleaning	Incl.				

### B) Premium Shell Scheme

	18sqm	21sqm	24sqm	27sqm	36sqm
Carpet	As per stand space				
System Wall Elements (2.5mH)	As per stand space, on all closed sides				
Fascia Board with English & Chinese Company Name and Booth Number	On all open sides				
Tall Show Case (1m x 0.5m x 2.5m)	1	1	1	1	2
Low Show Case (1m x 0.5m x 1m)	1	1	1	1	2
Round Table	1	1	1	1	2
Leather Arm Chair	6	6	6	9	12
Long-arm Spotlight (100W)	6	7	8	9	12
Power Socket (5 Amp)	1	1	1	1	2
Waste Paper Basket	1	1	1	1	2
Store Room	2sqm				4sqm
Shelf Rack (1m x 0.3m)	1	1	1	1	1
Daily Booth Cleaning	incl				

Booth facilities listed above are **subject to change at the discretion of the Organizers without prior notice**. If exhibitors do not want any item in the booth package, they must accept that the cost of the package will not change and there will be no compensation by other equipment.

For all other booth sizes, please enquire with the Organizers for the entitlements.

Additional furniture and electrical items can be rented from the Official Stand Contractor. Please place your order by completing the respective forms in the Exhibitor Service Manual and returning these by the stipulated deadline.



**interzum guangzhou 2012**  
27 – 30 March, 2012



## 2. CO-EXHIBITOR APPLICATION FORM

Koelnmesse (Beijing) Co., Ltd.  
Ms Karen Lee  
Room 3311, Metro Plaza,  
183 Tianhe Road (North),  
Tianhe District, Guangzhou,  
China

Tel : +86-20- 8755 2468 ext. 12  
Fax : +86-20- 8755 2970  
Email : [k.lee@koelnmesse.cn](mailto:k.lee@koelnmesse.cn)  
Website : [www.interzum-guangzhou.com](http://www.interzum-guangzhou.com)  
[www.interzum-guangzhou.cn](http://www.interzum-guangzhou.cn)

**Application charge of RMB 2500.00 or EUR250.00 per company will be charged to the main exhibitor's account. Co-exhibitor will receive free listing on show catalogue by completing Form 1.1 & 3 of the application package.**

**Exhibitor who signed Space Application Form:** \_\_\_\_\_  
(If you have more than two co-exhibitors on your stand, please copy this form first and send one page to each of the co-exhibitors or request more copies from Koelnmesse.)

**We will be co-exhibiting on the stand of the exhibitor mentioned above (please fill in for registration):**

**1.)**

Name of Company (English): \_\_\_\_\_  
Name of Company (Chinese): \_\_\_\_\_  
Address (English): \_\_\_\_\_  
Address (Chinese): \_\_\_\_\_  
Postal Code / City: \_\_\_\_\_ Country: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Tel: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

**2.)**

Name of Company (English): \_\_\_\_\_  
Name of Company (Chinese): \_\_\_\_\_  
Address (English): \_\_\_\_\_  
Address (Chinese): \_\_\_\_\_  
Postal Code / City: \_\_\_\_\_ Country: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Tel: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

**In returning this co-exhibitor application the exhibitor agrees to abide by all points of the enclosed Conditions of Participation of Koelnmesse GmbH.**

\_\_\_\_\_  
Name and title of signatory

\_\_\_\_\_  
Company stamp and legally binding signature  
of the main exhibitor



interzum guangzhou 2012  
27 – 30 March, 2012



### 3a. MEDIA PACKAGE - COMPULSORY

**Deadline for submission: 15 December 2011**

Koelnmesse (Beijing) Co., Ltd.  
Ms Karen Lee  
Room 3311, Metro Plaza,  
183 Tianhe Road (North),  
Tianhe District, Guangzhou,  
China

Tel : +86-20- 8755 2468 ext. 12  
Fax : +86-20- 8755 2970  
Email : [k.lee@koelnmesse.cn](mailto:k.lee@koelnmesse.cn)  
Website : [www.interzum-guangzhou.com](http://www.interzum-guangzhou.com)  
[www.interzum-guangzhou.cn](http://www.interzum-guangzhou.cn)

#### 3.1 Basic Catalogue Entry (Free-of-charge)

Basic Catalogue Entry includes Alphabetical Listing with address, product and company description, as well as Listing by Stand Number and Product Category. This is compulsory in both English and Chinese.

-----> For Catalogue Listing  
**In alphabetical order:**

Company Name **(English)**: \_\_\_\_\_

Address **(English)**: \_\_\_\_\_

Postal Code / City **(English)**: \_\_\_\_\_ Country **(English)**: \_\_\_\_\_

Company Name **(Chinese)**: \_\_\_\_\_

Address **(Chinese)**: \_\_\_\_\_

Postal Code / City **(Chinese)**: \_\_\_\_\_ Country **(Chinese)**: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Tel.: ( )-( ) \_\_\_\_\_ Fax: ( )-( ) \_\_\_\_\_  
Country Code - Area Code Country Code - Area Code

Email: \_\_\_\_\_ Website: \_\_\_\_\_

- Major markets:**  Mainland China  Hong Kong SAR/ Macau SAR/ Taiwan Province  Japan / Korea  
 South East Asia  India  Middle East  United States of America / Canada  
 Europe  Others: \_\_\_\_\_

**Short company profile and / or product description:**

**English (Max. 50 words):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Chinese (Max. 100 characters):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



interzum guangzhou 2012  
27 – 30 March, 2012



### 3b. MEDIA PACKAGE - OPTIONAL

**Deadline for submission: 15 December 2011**

Koelnmesse (Beijing) Co., Ltd.  
Ms Karen Lee  
Room 3311, Metro Plaza,  
183 Tianhe Road (North),  
Tianhe District, Guangzhou,  
China

Tel : +86-20- 8755 2468 ext. 12  
Fax : +86-20- 8755 2970  
Email : [k.lee@koelnmesse.cn](mailto:k.lee@koelnmesse.cn)  
Website : [www.interzum-guangzhou.com](http://www.interzum-guangzhou.com)  
[www.interzum-guangzhou.cn](http://www.interzum-guangzhou.cn)

#### 3.2 Company Description – Translation Service from English to Chinese / Chinese to English

---



Please provide translation services for our Company Description.

**Entry fee:** RMB 350. - Or EUR35. -

#### 3.3 Company Logo / Trademark

---



We would like to include our trademark / company logo above our entry in the **List of Exhibitors** in show catalogue:

**Entry fee:** RMB 500. - Or EUR50. -

Please send the logo (**300 dpi** in **ai** or **eps format**) to [k.lee@koelnmesse.cn](mailto:k.lee@koelnmesse.cn)

---

Name and title of signatory

---

Company stamp and legally binding signature

*(To return form via email)*



interzum guangzhou 2012  
27 – 30 March, 2012



interzum guangzhou 2012  
China Import and Export Fair Complex  
Guangzhou, P.R.China  
Tuesday 27 March to Friday 30 March, 2012

## Conditions of Participation

### Special Section

1

**The fair**  
**The organizers**  
**The venue**  
**The dates**

(a)

interzum guangzhou 2012 is being organised by  
**Koelnmesse (Beijing) Co., Ltd**  
**Unit 1018, Landmark Tower II,**  
**No. 8 Dongsanhuan North Rd.,**  
**Beijing 100004,**  
**P. R. China**  
and  
**China Foreign Trade Center (Group)**  
**Floor A, Hall 16, Area C,**  
**Canton Fair Complex, No. 980,**  
**Xin Gang Dong Road, Haizhu District,**  
**Guangzhou 510335, P.R. China**

- hereinafter referred to as the organizer.

(b)

The exhibition is being held from Tuesday 27<sup>th</sup> March to Friday 30<sup>th</sup> March, 2012, at the China Import and Export Fair Complex, No. 382 Yue Jiang (Middle) Road, Hai Zhu District, Guangzhou, China

(c)

The exhibition is open to exhibitors daily from 09:00 a.m. to 5:30 p.m. and to visitors from 9.30 a.m. to 5.00 p.m. – admission up to 4.00 p.m.

(d)

The period for setting up in the Machinery Hall is from Friday 23<sup>rd</sup> March to Monday 26<sup>th</sup> March 2012, daily from 9.00 a.m. to 5.30 p.m. The period for setting up in the Accessories Hall is from Saturday 24<sup>th</sup> March to Monday 26<sup>th</sup> March 2012, daily from 9.00 a.m. to 5.30 p.m. The period for dismantling is on Saturday 31<sup>st</sup> March 2012, from 9.00 a.m. to 5.00 p.m.

2

#### Eligibility to take part

(a)

Exhibitors should be manufacturers of goods that are included in the nomenclature of the exhibition (cf. No. 1 "Space Application Form") and if they are produced by the exhibitor at his own manufacturing plant or are offered as parts or accessories thereof.

(b)

Admission is also open to exhibitors displaying items which, in accordance with the list of goods are in keeping with the overall theme of the event and which the exhibitor has had manufactured under his own name, provided that the items in question are aimed at retailers and other marketing agents.

(c)

You can as well take part as a servicing company with your own products if your service activity is mentioned corresponding to the correct group of the list of goods (cf. No. 1 "Space Application Form").

(d)

The organizer will decide upon the acceptance of firms or products.

3

#### Participation fees

Your participation will entail the following fee:

(a)

##### Stand fee

aa)

In the halls per square metre excluding stand construction, excluding provision of stand partition walls (minimum size 24 sqm) EUR130 or RMB1,300 / sqm  
The construction of the stand shall be obligated to the exhibitor.

**The stand costs for space only include** the rent for the exhibition space for the entire duration of the event including the build up and dismantling periods, a specific number of exhibitor and work badges, the use of all general technical and service facilities in the fair halls like lighting, ventilation, air conditioning, electrical consumption, general surveillance of the halls and cleaning of the aisles; consulting on organisational matters by Koelnmesse employees, catalogue entry according to Item 7 and one free copy of the catalogue

The stand costs do not include the installation and use of electrical connections, compressed air, and the installation of water connections on the stand.

**Double-storey stands** are applicable for contracted ground area of 100 sqm and above (to be considered on a case-by-case basis). The exhibiting company of the lower tier of a particular booth must be same as that of the upper tier.

The rental rates for the contracted floor area at the upper tier shall be one third (1/3) that of the lower tier: EUR43 or RMB433 /sqm.

ab) In the halls per square metre with Standard Shell Scheme

(minimum size 9 sqm) EUR150 or RMB1,500 / sqm

ac) In the halls per square metre with Premium Shell Scheme

(minimum size 18 sqm) EUR170 or RMB1,700 / sqm

**The stand costs for the standard shell scheme and premium shell scheme construction include** the rent for the exhibition space for the entire duration of the event including the build up and dismantling periods, a specific number of exhibitor and work badges, the use of all general technical and service facilities in the fair halls like lighting, ventilation, air conditioning, electrical consumption, general surveillance of the halls and cleaning of the aisles; consulting on organisational matters by Koelnmesse employees, catalogue entry according to Item 7.

The stand costs do not include the installation and use of compressed air, and the installation of water connections on the stand.

General setting up and dismantling of the stand for standard and premium shell scheme booths, incl. all additional costs consisting of:

- Cleaning of the booth areas
- Laying carpet over the entire booth area
- Booth partition walls (rear and side walls) as per stand space
- Fascia Board with Company Name in English and Chinese
- Booth furniture per booth: as specified in Form 1.2 "Shell Scheme Specification"

(b)

##### Co-exhibitor fee

As far as accommodation of other firms will be permitted on the stand (see figure V of the General Conditions of Participation), **EUR250** or **RMB2,500** will be charged for each co-exhibitor. This includes the catalogue entry according to item 7. All and any costs caused by the co-exhibitor or services additionally ordered shall be payable separately.

4

#### Fitting and arrangement of the stands

(a)

Please take into account that where necessary hall pillars and other permanent construction features are contained in the rented stand spaces, the participation fee is calculated on the basis of the exact measurements of the stand space allocated.

(b)

Stand construction will only then commence if the exhibitor orders stand construction.

(c)

**Any planned structure** must be approved in advance by the organizers and the hall proprietor in writing. The stand must be constructed to comply with the dimension of the space allocated. Plans for non-standard structures or designs for stands with meeting rooms or where technical calculations are required, as well as plans for technical fittings should be submitted to the organizer and the hall proprietor in duplicate for perusal not later than 6 weeks prior to the beginning of the event.

In the event of these plans having to be scrutinised by the proprietor of the halls, the organizer shall assume responsibility for forwarding them as commissioned by and for the account of the exhibitor and shall notify the exhibitor of the outcome. The organizer will not release the exhibitions space in question for construction work until the results of the inspection have been received.

Any other fitting and arrangement of the stand is left to the exhibitor but should be appropriate for the event in question. The exhibitions company's name and full address must be clearly visible on each stand.

Each exhibitor will receive a standsign with number of the booth according to the stand confirmation. The standsign has to be clearly visible during all the exhibition time.

## 5

### Exhibitors badges and badges for stand construction staff

(a)

Exhibitors are entitled to receive free exhibitor badge accordingly to below criteria:

Size of booth	Quantity of badges (max)
Up to 12 sqm	3
13 to 24 sqm	6
25 to 36 sqm	9
37 to 48 sqm	12
49 to 72 sqm	15
73 to 120 sqm	18
121 to 200 sqm	25
More than 200 sqm	30

The badges will be valid from the first day of the setting up until the last day of the dismantling of the stand.

You can order additional passes with the correct order form in the Exhibitor Manual.

(b)

You will also receive free passes to enable the company personnel to enter the trade fair complex for the purpose of erecting and dismantling the stand. These cards are only valid up to the beginning and after the end of the exhibition. They do not entitle the holder to enter the complex during the exhibition.

Exhibitors can order these passes with the correct order form in the Exhibitor Manual.

## 6

### Rules of Sale

#### Sales Restrictions

#### Penalties

(a)

In view of the special trade character of interzum guangzhou 2012.

(1) It is not permissible to openly mark prices on exhibited products

(2) It is not permissible to offer, sell or otherwise transfer articles which are related to the theme of this fair (cf. No. 1 "Space Application Form") to the final consumer.

Such transactions are prohibited throughout the entire fair, including the initial set-up and the final dismantling phases.

(b)

In view of these special trade character and prestige of interzum guangzhou 2012 and rules governing equality of opportunity, it is essential that the regulations stated in subsection 6a are observed strictly and without exception.

(c)

The organizer has the right to

(1) immediately close the stand of an exhibitor who violates (has violated) the sales restriction stated in subsection 6a. The stand will be closed while interzum guangzhou 2012 will still be in progress and without a court order. The exhibitor in question is responsible for any costs or consequences resulting from the stand closure and/or

(2) The organizer has the right to deny admission to any exhibitor who has violated the sales restriction in subsection 6a.

Compensation or claims for reimbursement by the exhibitor are ruled out in the case of the afore-mentioned measures.

## 7

### Withdrawal / non-participation

The contractual relationship can no longer be terminated once the stand has been bindingly registered and confirmed. The organizer can agree to the request for release from the contract only in exceptional cases if the stand space not required can be rented to another exhibitor. In this instance the organizer is entitled to demand a general reimbursement of the costs incurred corresponding to 25% of the participation fee. If the space cannot be re-rented, the full participation fee must be paid.

Please see "General Conditions of Participation", item II.

## 8

### Catalogue

The organizer issues for their fairs and exhibitions a catalogue which includes an alphabetical list of firms, a list of goods and advertisements. This makes the catalogue an important and up-to-date source of reference for all interested persons and also gives it added value after the fair.

The space application includes free entry in the Trade Fair Directory, including name and address of exhibitor, executive, telephone and fax. The reproduction of logos and texts as well as advertisements are offered separately and are subject to an extra charge.

All entries in the catalogue must be submitted to the organizer or to the company commissioned by the organizer 6 weeks prior to the first day of the event. The organizer of the fair reserves the right to commission a third company with the production of the catalogue.

The organizer does not accept any liability for printing errors, incorrect placing, mistakes and other gaps or faults in printing. The advertiser shall be responsible for the subject matter of advertisements and entries and for any omission or mistake resulting from them.

## 9

### Verbal agreements

Any verbal agreements, individual permissions and exceptions outside the framework of these contracts are not valid until confirmed in writing by the organizer.

## 10

### Exhibitor Manual

After signing the Space Application Form and the formal admission of the exhibitor by the organiser, the exhibitor will receive the Exhibitor Service Manual. In this manual the exhibitor can order the different free-of-charge and chargeable services (such as e.g. additional furniture, additional stand cleaning, etc.) that the organiser offers. The Exhibitor Service Manual will also include technical regulations that the exhibitors have to comply with regarding their participation.

## 11

### General Conditions of Participation

We would like to draw your attention to the provisions contained in the General Section of the Conditions of Participation for Koelnmesse GmbH events held outside the Federal Republic of Germany.

# General Conditions of Participation for Trade Fairs outside Germany



## I. Application

1 By signing and returning the registration form, these General Conditions of Participation shall – together with the Special Conditions of Participation – be acknowledged as legally binding. The information and data being provided by the exhibitor will be electronically saved by the organizer but always observing the regulations stipulated under the Federal Data Protection Law of the Federal Republic of Germany and such information will be transmitted or disclosed to third parties only to fulfil contractual duties.

2 The regulations stipulated in the Special Conditions of Participation shall prevail over the regulations stipulated in these General Conditions of Participation should there be a conflict between the regulations stipulated in the Special Conditions of Participation and the regulations stipulated in these General Conditions of Participation. The house rules, the technical specifications and the regulations stipulated in the Special Conditions of Participation constitute also a part of the contract.

3 The application shall constitute a legally binding offer of the exhibitor to conclude a contract from the date the organizer receives the application, irrespective of acceptance; the application cannot be appended with conditions or reservations.

## II. Acceptance / Transfer of Stand Space / Contractual Obligation

1 The organizer shall accept the application in accordance with the Conditions of Participation, which apply to all participants (acceptance).

2 The acceptance is subject to the organizer's discretion. If the number of application forms complying with the requirement profile and received by the organizer prior to the expiration of the registration period exceeds the number of available exhibition space, the organizer shall have the right to make a discretionary decision regarding the admission of applicants to the exhibition.

3 The exhibitor may be disqualified from admission to the exhibition, if the exhibitor failed in the past to fulfil his financial obligations vis-a-vis the organizer at any time, or if he failed to fulfil such financial obligations within the prescribed period of time.

4 The legally binding contract shall be concluded upon written notification of acceptance. Should the content of the acceptance differ from that of the application (registration), the contract shall be concluded under the terms of the acceptance – even if the acceptance differs from the application – unless the applicant objects in writing within 2 weeks after receipt of the acceptance. At the beginning of the period, the organizer has to particularly point the exhibitor to the right to object and the consequences of the non-objection in writing. The same shall apply, if it is necessary to postpone the event or to transfer the venue of the event, provided that the change can be regarded to be reasonable; in this case, the corresponding notification of change from the organizer shall supersede the admission.

5 The acceptance only applies to the respective event, the company or corporation applying, its products and services. Products, which do not conform to the list of permitted goods, must not be exhibited at the trade fair.

6 The organizer allocates stand space in accordance with the exhibits being registered to belong to a certain topic or theme within the exhibition.

7 There is no legal entitlement for the allocation of stand space in a certain hall or in a certain hall area. If deemed necessary by the organizer, the organizer is entitled to subsequently allocate the stand space other than stated in the acceptance, to change the size and dimensions of the stand space, to relocate or close entrances or exits from and to the stand and to undertake structural changes in the exhibition halls without legal claims against the organizer, provided there is substantial cause for doing so. In the event of a reduction in stand space size, the exhibitor will be credited with the prorated difference arising from the correspondingly lower space cost.

The exhibitor will be notified without undue delay, if the stand space becomes unavailable due to reasons, which are beyond the organizer's control. In this case, the exhibitor will be entitled to a reimbursement of the participation fee. Any further claims for damages, exceeding the aforementioned reimbursement, shall be expressly excluded.

8 Any complaints by the exhibitor must be submitted in writing without undue delay but at the latest while the event is in progress; the organizer cannot consider complaints at a later date.

9 Furthermore, the organizer shall have the right to rescind the contract for a substantial cause. Such a substantial cause shall be constituted, in particular, if an admissible application for opening insolvency proceedings against the exhibitor's assets has been made or such an application has been dismissed due to lack of funds. The exhibitor must inform the organizer of such circumstances without undue delay.

10 The organizer is entitled to rescind the contract, if the event utilization falls below 50 % of the rental stand space. In this case the organizer is not liable for any damages or losses but has to refund already paid fees or downpayments.

11 After the binding registration and the consequent acceptance, release from the contractual relationship is not possible without the organizer's consent.

12 The organizer may agree to the request for release from the contract only in exceptional cases, e.g. if the stand space in question can be rented to another exhibitor. In this case, the organizer is entitled to demand liquidated damages in the amount of 25 % of the participation fee without providing any proof. The exhibitor shall have the right to prove that a damage or loss has not been incurred or that the quantum of damage or loss incurred is considerably less. In addition to the liquidated damages, the exhibitor is liable for catalogue fees and other costs and expenses, which in particular, have been incurred as a result of a claim by a third party. The occupancy of stand space by an already accepted and allotted participant by means of a stand exchange does not constitute a mitigating form of stand area rental.

13 Should the exhibitor fail to assume the stand space allotted to him at the beginning of the construction period, the organizer will demand the exhibitor to assume the stand space by setting a reasonable timeframe.

14 Should the timeframe set in accordance with II 13 fruitless expire, the organizer shall have the right to rescind the contract and to assert a claim for damages due to non-performance.

15 The following cases will fall solely within the exhibitor's scope of risk:

- a) the products, which have been stipulated for the presentation, cannot be introduced at the venue of the event due to legal requirements prevailing there or due to other reasons, or
- b) such products do not arrive in time, do not arrive undamaged or do not arrive at the venue of the event at all – e.g. as a result of any loss, delay in transport or customs, etc. – or

c) the journey, the journey of the exhibitor's employees or the exhibitor's stand or installation personnel is delayed or becomes impossible. The exhibitor will in all these cases remain under the obligation to pay all the contractual charges and fees agreed upon.

16 After the exhibition has ended the exhibitor is obliged to leave and return the allotted stand space in a condition that equals the condition when the exhibitor took over the stand space. The timeframe in which the exhibitor has to leave shall be determined by the organizer in the Special Terms of Participation. Should the exhibitor fail to comply with this obligation to vacate in time, the organizer is entitled to remove the exhibitor's belongings from the exhibition place on the exhibitor's expense. Furthermore the organizer shall have the right to sell the exhibitor's belongings and to set off claims against him.

### III. Construction and Arrangement of Stands

1 All stand constructions and stand designs must comply with statutory safety regulations, and comply with the specified requirements stipulated in the Special Conditions of Participation.

2 All stand construction service providers must have a special permit from the organizer in order to construct the trade fair stands in the exhibition halls. Any additional technical services that may be required, particularly the installation of electricity, water and safety devices, the recruitment of local auxiliary personnel, etc., may be ordered exclusively through the organizer by means of special order forms and against a separate charge, whereas the charges shall be in accordance with the usual charges being market price at the place of venue.

3 For the duration of the event the stands must display the exhibits and be staffed by personnel as stated in the acceptance.

4 The organizer is entitled to demand the removal of exhibits from the stand, which could constitute a considerable disruption to the operation of the event or put the safety of exhibitors and visitors at risk due to their odor, noise, other emissions or appearance. Furthermore, the exhibitor will be responsible for ensuring compliance with all statutory provisions of the host country. In case of non-compliance, the organizer shall also have the right to demand the removal of exhibited articles or the forbearance of a certain activity. Should the exhibitor fail to comply with this demand without undue delay, the organizer is entitled to have the exhibits in question removed at the exhibitor's expense and risk and to close the exhibitor's stand, without any claims for loss or damages against the organizer.

5 The exhibitor is obliged to co-ordinate the construction and design measures for his stand with the organizer in advance. The organizer has to notify the exhibitor about any requested amendments or alterations as early as possible. Furthermore, the exhibitor is obliged to inquire about the relevant statutory regulations, laws etc. or building regulations on his own initiative. Should the exhibitor violate those regulations, the organizer is entitled to vacate or alter the stand on the exhibitor's expense. The organizer does not assume liability for any information provided by him.

### IV. Participation Fee and Other Costs / Terms of Payment

1 The amount of the participation fee, the down payment as well as the flat-rate cost of energy will be calculated according to the rates specified in the Special Conditions for Participation. The Invoicing amount will be calculated on the basis of the total stand floor space as allocated and will not exclude any projecting or overhanging parts, pillars, installation connections and other permanent internal fittings.

2 After the exhibitor's admission, the exhibitor will receive an invoice for the participation fee and other costs and possibly a registration fee invoice. The invoice less the downpayment must be paid not later than 10 weeks before the commencement date of the event. The aforesaid invoice amount is to be paid in full without any deductions. Invoices being issued less than 10 weeks prior to the commencement date are due immediately.

3 The organizer is entitled to request a downpayment whereas the due day of such downpayment is stipulated in the Special Conditions of Participation or the downpayment invoice. The rates contractually agreed upon (in the acceptance) are net fixed rates plus legally applicable taxes.

4 The organizer shall have the right to increase the rates by the amount of the corresponding cost increment in the event of any increase in its own prime cost, particularly as a result of higher production, purchasing and labor costs as well as higher fees, taxes and other fiscal charges imposed at the venue of the event. Should the increment exceed 10% of the rates being published by the Organizer in the application forms the Organizer grants the exhibitor the right to terminate the contract within 10 working days from the date of the receipt of such an increment notice.

5 The payment of all invoices on or before the due date shall be a prerequisite for the occupation of the stand space.

6 Failure to conduct payment in time will result in interest charges amounting to 6% per annum. Should the damages incurred by the organizer exceed this interest amount, he shall be entitled to these additional damages. The claim for compensation will cease or be reduced, if the exhibitor may prove that the organizer has incurred substantially less or no damage as a result of the payment default.

7 Should settlement of the invoice not be effected within the deadline (due date), the organizer is entitled to terminate the contract.

8 As a security for all claims the organizer might have against the exhibitor, the organizer has a pledge on all movable objects belonging to the exhibitor on the stand area.

9 Any services that the organizer has provided will be invoiced either in EUR, in USD or in another currency to be determined by the organizer at the organizer's discretion. The exhibitor is obliged to pay the amount and currency stipulated on the invoice ("billing currency"). Should the organizer, as a courtesy, accept settlement of the invoice in a currency other than the billing currency, such payment must be calculated based on the conversion on the official buying rate of the billing currency on the date of payment. Any exchange rate losses in relation to the billing currency after the invoice becomes due for payment are at the exhibitor's expense.

10 Any complaints relating to the invoice must be made in writing, without undue delay, at the latest 2 weeks after receipt; complaints submitted at a later date cannot be considered.

11 Any projecting or overhanging parts, pillars, installation connections and other permanent internal fittings in the stand space do not entitle the respective exhibitor to any reduction in the participation or other costs.

12 The organizer shall also be entitled to the payment of the full amount, should the exhibitor fail to fulfil any of his contractual obligations. This does not affect further claims for damages. Should the organizer fail to fully or partially fulfil his contractual obligation, the exhibitor is entitled to a proportional reimbursement of any payments already made by the exhibitor. Exceeding claims are excluded in accordance with section VII.

**13** In the event of counter claims being made against those claims arising from the contract, the exhibitor may only set off or assert his right of retention in as far as these claims are undisputed or have been awarded by an enforceable judgement.

**14** Should an invoice upon request of the exhibitor be sent to a third party, this does not constitute any waiver of claims or obligations of the exhibitor. The latter remains obliged to pay until such time as the account receivable has been settled in full.

**15** All payments being due to the organizer must be made in full without deductions, whereas bank charges, currency exchange fees etc. have to be borne by the exhibitor or debtor.

## V. Co-exhibitors, Additional, Group and Joint Stands

**1** Stand spaces shall be rented out only as a whole unit and only to one contracting party. The exhibitor is not permitted to relocate, exchange, share, or in any other way make the stand space allocated to him completely or partially accessible to third parties, without the prior consent of the organizer.

**2** Use of the stand area by another company with its own products and own staff (co-exhibitor) requires a special application for admission and the consequent approval by the organizer. This also applies to companies for which one of the requirements mentioned (own products or own staff) is not fulfilled (additionally represented company). Companies, which are members of a corporate group as well as subsidiaries, are considered to be co-exhibitors. The organizer reserves the right to demand an additional participation charge and other costs for the admission of co-exhibitors/ additionally represented companies. Such charges and costs will be invoiced to the exhibitor.

**3** Co-exhibitors and additionally represented companies are accepted only under the conditions stipulated in section II of these General Conditions of Participation; these Co-exhibitors and additionally represented companies are equally subject to the Conditions of Participation as they apply to exhibitors.

**4** Should an exhibitor accommodate a co-exhibitor or an additionally represented company without the express permission of the organizer, this shall entitle the organizer to immediate termination of the entire contract and to have the stand space vacated at the exhibitor's risk and expense.

**5** After the acceptance has been received, the contractual relationship remains exclusively between the organizer and the exhibitor, who is liable for his and the co-exhibitor's and the additionally represented company's non-performance, breach of contract etc.

**6** Should several exhibitors wish to participate at the event together on one stand, the General and Special Conditions of Participation are binding for each exhibitor. In addition, they are obliged to name a contact person in their application, jointly appointed as an authorized representative. Moreover the conditions stated in section IV apply analogously. In the event of permitted joint use of the stand space, all exhibitors are liable to the organizers for payment of the participation and other costs and the fulfilment of other obligations – regardless on which legal grounds – as co-debtors.

## VI. Domestic Authority

**1** The organizer has the right to establish rules of the house for every event. These rules come into force after their publication at the place of the event. The rules of the house become part of the contract. There is no obligation to hand out these rules of the house to each exhibitor and the exhibitors have to inform themselves about the content of the rules of the house.

**2** The organizer shall exercise domestic authority throughout the exhibition area. The organizer is entitled to have exhibits removed from stands if their display contravenes statutory laws, is offensive or do not comply with the list of permitted goods.

**3** The promotion of political and ideological contents is prohibited. In the event of serious offences against these Conditions of Participation, the organizer is entitled to close the stand or have it vacated.

## VII. Warranty / Liability / Insurance

**1** The organizer does not assume any obligation to exercise proper care of exhibits, stand fittings and objects, which are the property of the stand personnel. Any liability for damages and losses is expressly excluded, if it is possible to underwrite the risks. This does not affect the liability incurred by wilful acts or grossly negligent misconduct. This exclusion of liability is not affected by security measures of the organizer.

**2** Within the scope of liability, the statutory regulations concerning the burden of proof shall continue to apply; they will not be affected by this clause except in cases concerning liquidated damages.

**3** It is recommended to conclude an exhibition insurance policy, which can be obtained via the Exhibitor Service Manual. In addition the exhibitor may order special security measures by applying so with the corresponding form in the Exhibitor Service Manual.

**4** The exhibitor is liable to the organizer for any damage inflicted on the organizer, provided that such damage is attributable to the exhibitor's culpable (wilful action or negligence) action or the culpable action of the exhibitor's personnel, the exhibitor's employees or any third party which the exhibitor has appointed or any other third parties, whose services the exhibitor is using for the purpose of fulfilling his obligations.

**5** Instead of proving the quantum of an incurred damage, the organizer shall be entitled to demand liquidated damages in the amount of 25 % of the participation fee (including rent and additional services) without providing any proof. However, in this case the exhibitor shall have the right to prove that a damage or loss has not been incurred or that the quantum of the damage or loss incurred is less than the liquidated damage. The organizer may choose to claim damages exceeding the amount of 25 % of the participation fee if the organizer can prove such higher damage.

**6** The exhibitor is obliged to strictly comply with the Technical Guidelines, which will be handed over to the exhibitor by the organizer, as well as with the information from the organizer's circular letters with regard to questions on the preparation and implementation of the event. The exhibitor is furthermore obliged to inform himself about legal requirements and necessary permits and to obtain the same.

7 The organizer may request from the exhibitor to obtain an insurance to cover certain risks, which have been specifically addressed to the exhibitor.

8 In the event of any claims regarding fatal injuries, bodily or health injuries, the organizer shall be liable for damages caused intentionally or by gross negligence in accordance with statutory obligations. Other contractual and/or legal damage claims of any type, including damage claims for consequential damages, shall be excluded, unless the damage was caused by the intentional or grossly negligent action of the organizer.

9 The foregoing limitations of liability shall apply, to the full extent, to the executive organs, employees, legal representatives, persons employed in performing an obligation and vicarious agents, whose services are used by the organizer for the performance of the contract. However, all claims shall be restricted to the payment of typical, foreseeable damages. Furthermore, the organizer shall be liable for every culpable infringement of an essential contractual obligation. Essential contractual obligations shall include only those contractual obligations, which are indispensable to the execution of the contract. This applies to all claims, which could arise as a result of, and in connection with, this contract. If the organizer is compelled to temporarily vacate or permanently close the exhibition area or parts thereof, to postpone, shorten or extend the event as the result of a force majeure, or for other reasons beyond his control, the exhibitor is not entitled to any claims, in particular, not to claims for damages or losses against the organizer.

10 The responsibility of the event organizer is limited to fault in all cases without prejudice to any limitations of liability under these Conditions of Participation. If a contract provides for the procurement of certain items, the organizer does not assume the risk of procurement, unless expressly agreed otherwise in individual cases.

11 The warranty period for deliveries of new items is 1 year if there is no shorter statutory warranty period applicable. For second hand articles, any liability based on warranty is excluded. There is no warranty or liability for normal wear and tear, force majeure, faulty or negligent handling, excessive demands or failure to comply with statutory provisions or operating instructions.

12 The exhibitor shall be liable and bear the risk for all damages incurred during transportation to and from the exhibition venue including all damages incurred during transportation within the exhibition building.

## VIII. Period of Limitation

Any claims of the exhibitor, which may be asserted against the organizer and which may arise from the contractual relationship, as well as all other claims relating thereto, shall become time-barred after one year, unless a shorter statutory limitation period applies or the liability of the organizer results from an intentional action. The longer statutory limitation period for tortious claims, fraudulent intent and culpable impossibility of performance shall remain unaffected. The limitation period shall commence at the close of the month, in which the closing date of the event falls.

## IX. Reservations / Final Provisions

1 The exhibitor is solely responsible for compliance with all the laws, guidelines, and other regulations being applicable at the place of venue of the event, even if the contents of the organizer's conditions for participation deviate from such regulations. The exhibitor must inquire about the relevant

regulations prevailing at the venue of the event promptly and comprehensively, and thereby obtain the required information. The organizer will not assume any liability for damages and other losses, which might result from any non-compliance with this obligation.

2 The organizer shall have the right to postpone, shorten, extend or cancel the event, as well as to terminate the event temporarily or definitely, as well as individually or collectively, if such an action is required due to unforeseen events such as force majeure, natural disasters, wars, disturbances, strikes, breakdown or obstruction of traffic and communication. In the event of any postponement, shortening, extension or termination, the exhibitor shall not be entitled to the payment of any resulting damages, which the exhibitor may suffer. The exhibitor shall have the right to rescind the contract, if he loses interest in participating because of such an action and if the exhibitor consequently waives the reservation for the stand space allotted to him. Upon full knowledge of the change, the rescission of the contract must be declared in writing and without undue delay.

3 In case of the cancellation of an event, the organizer shall not be liable for damages and/or other losses, which might be incurred for the exhibitor. Upon request of the organizer, the exhibitor will be obligated to defray a reasonable share of the expenses resulting from the preparation of the event. The amount of the share to be paid by each exhibitor shall be stipulated by the organizer after consultation with the business organizations concerned, whereas the maximum shall be 5% of the total costs. By signing the application form the exhibitor acknowledges the organizer's Conditions of Participation (the General and Special Sections) together with all other regulations relating to the contractual relationship, as legally binding.

4 Should these provisions be or become partially legally invalid or void, this shall not effect the validity of the remaining provisions or the contract. In this event, the parties bind each other to replace the invalid provision with a valid provision that comes to the commercial purpose of the invalid provision as close as possible. The same applies to loopholes.

5 All agreements, approvals and alterations to the contract must be made in writing. The same shall also apply to any amendment or waiver of this written-form clause itself.

## X. Place of Fulfilment / Place of Jurisdiction

1 Place of fulfilment for monetary obligations of the exhibitor – no matter on which legal basis – shall be the principal place of business of the organizer as far as there is no other place of fulfilment stipulated in the Special Terms of Participation.

2 The place of jurisdiction, also in cases involving documents, bills of exchange and cheques is Cologne, provided the exhibitor is a businessman, a corporation, a legal entity of public law or a separate asset under public law. The organizer shall also be entitled, at his option, to lodge claims at the court of the place where the exhibitor has his place of business or his branch.

3 The entire legal contractual relationship between the exhibitor and the organizer is subject to German Law. The contract is governed by German Law.