



## Registration for Lighting Competence Centre

Must be returned. List of Goods (Form 1.30) must be filled in for registration to be valid.

**1.10A**

### 1 Main exhibitor

#### 1.1 Address:

Company / name: (give legal status such as "Limited", "Corporation" etc.)

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Address/P.O. Box:

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Town, postcode:

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P.O. Box, postcode:

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Country, state:

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general Tel.:

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general Fax:

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general e-mail\*:

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Internet\*:

\*required for Media Package (see Form 2.10). Please complete this section in full, otherwise we will be unable to set up a link to your company's website/e-mail address.

Proprietor / Managing Director: (please give first and last name)

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Language of correspondence:

German  English

Sort alphabetically under the letter:

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Contact person for the event is:

Mr/Ms:

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Tel.:

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Fax:

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e-mail:

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#### 1.2 We are a/an:

Manufacturer

Importer

Sales organization

Service provider

Association / institution

#### 1.3 We are registered with the: Commercial register

At the Magistrate Court in:

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Commercial Register no.:

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#### 1.4 Value added tax identification number:

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#### 1.5 We are a subsidiary / branch of the following company / group:

Company / name:

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Address:

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Town, postcode:

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Country, state:

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#### 1.6 We belong to the following associations:

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We hereby confirm our participation in the Lighting Competence Centre as part of ORGATEC 2010 for an all-inclusive price of **7,490.00 EUR plus statutory VAT.**

This all-inclusive price includes an 18 m<sup>2</sup> stand area, stand construction and media services as per the enclosed catalogue of services and conditions of participation for the Lighting Competence Centre.

#### Exhibits

**The List of Goods (form 1.30) must be filled in for your registration to be valid.**

Please check your products/services on the enclosed List of Goods. Please note that only those products/services registered with the List of Goods may be exhibited at the fair.

#### Please note:

The information on this form will be stored automatically by Koelnmesse GmbH in accordance with the stipulations of the Bundesdatenschutzgesetz (Federal Data Protection Law), and will be passed on to third parties within the framework of the contractual obligations.

**By signing and returning the registration form, we acknowledge that the General and the Special Sections of Koelnmesse GmbH's Conditions of Participation as well as in particular the Technical Guidelines and the supplements contained in the order forms are binding for our company.**



Attachment 1 for Form 1.10A

**Koelnmesse's services for every exhibitor as part of the Lighting Competence Centre:**

### **STAND CONSTRUCTION**

**18 m<sup>2</sup> including design stand construction in the Lighting Competence Centre:**

- § Flooring (mounting board, laminate in the stand area and grey carpet in the exhibition area)
- § Conference module (or as presentation module that can be used for laptop presentations)
- § 1 logo sticker on the back wall of the conference module as a slide plot
- § 2 barstools
- § 1 louvered wall including logo stele
- § 1 graphic wall (250 cm wide, 175 cm high, including 4 m<sup>2</sup> digital print (from print-ready file) for the presentation of your Best Practice Projects in the Lighting Competence Centre)
- § Lighting traverse (including suspensions from the hall ceiling)
- § Mains power supply: 3 KW
- § A 3-way socket in the conference module
- § Daily stand cleaning and removal of rubbish

### **MEDIA SERVICES**

- § Catalogue entry in the trade fair catalogue / website (Basic Media Package), including logo
- § Presentation of your Best Practice Projects in the editorial section of the trade fair catalogue (1/2 page, A4)
- § Advertising of the Lighting Competence Centre as an official accompanying event to ORGATEC 2010 by Koelnmesse (PR adverts, including company mention and logo)
- § Issue of a "Lighting Competence in Office & Facility" brochure for visitors to the Lighting Competence Centre, incl. facts & figures and logo of your company as a sponsor

Contact

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Germany

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Fax + 49 221 821-2574

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[www.koelnmesse.de](http://www.koelnmesse.de)

Executive Board:

Gerald Böse (CEO)

Oliver P. Kuhrt

Herbert Marnier

Chairman of the Supervisory Board:

Mayor of the City of Cologne Jürgen

Roters



Date  
January 2010  
Page  
2/2

### ADDITIONAL SERVICE

- § 100 free entry tickets (Visitor Promotion Package) to invite your key accounts
- § Further additional services can be ordered at extra cost

### Other agreements:

1. Participation in the Lighting Competence Centre is binding. In the event of a cancellation, Figure II, Paragraph 6 of the participation conditions, general section, applies for the entire participation fee.
2. The ready-to-print graphics, logos, your brief description and the catalogue advertorial (English and German) must be sent to Koelnmesse **by June 30th 2010**. The aforementioned services can only be provided if the files are delivered promptly to Koelnmesse.
3. Koelnmesse reserves the right not to carry out the Lighting Competence Centre in the event of too few participants. The decision regarding whether the Lighting Competence Centre takes place or not is made by August 31st 2010. In the event of a cancellation of the Lighting Competence Centre, the participants already registered have no right to take legal action against Koelnmesse.
4. Koelnmesse grants registered Lighting Competence Centre participants an extended registration period for additional stand space at ORGATEC 2010 according to the early-bird booking conditions if registration is made by February 28th 2010.
5. Furthermore, the relevant Koelnmesse General and Special Conditions of Participation apply insofar as no special regulations for the Lighting Competence Centre exist (see Form 1.10A and Attachment 1). Other conditions do not apply.



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Customer number:

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Name of main exhibitor:

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**Enclosure to the registration for main exhibitor**

Invoice address / Address for correspondence

**1.11**

**1 Invoice address**

If the **invoice** should be sent to an address other than the one given in Form 1.10, please enter it below:

Company/Name:

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Address/P.O. Box:

Town, postcode:

P.O. Box, postcode:

Country, state:

Tel.:

Fax:

e-mail:

Language of correspondence:

German  English

**Please note:**

The registered company will be obliged to settle the invoice if the recipient of the invoice fails to effect payment.

**2 Address for correspondence**

If **correspondence** should be sent to an address other than the one given in Form 1.10, please enter it below:

Company/Name:

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Address/P.O. Box:

Town, postcode:

P.O. Box, postcode:

Country, state:

Tel.:

Fax:

e-mail:

Language of correspondence:

German  English

**Please note:**

The information on this form will be stored automatically by Koelnmesse GmbH in accordance with the stipulations of the Bundesdatenschutzgesetz (Federal Data Protection Law), and will be passed on to third parties within the framework of the contractual obligations.

## List of Goods

Must be returned by

– Main exhibitors

– Co-exhibitors

– Additionally represented companies

Please fill in and return with your registration

1.30

Name of exhibitor / co-exhibitor / additionally represented company: (Please fill in a separate list of goods for each company)


For co-exhibitors / additionally represented companies

Name of the main exhibitor at whose stand you are represented:

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Main focus of our product range: (Please make sure you fill this in!)

(two entries maximum)

No.

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No.

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List of Goods (Please check  the appropriate box)

The product groups that are marked here will represent you in the online catalogue and in the Mobile Exhibition Guide (M.E.G.). To order the entry of your products in the printed catalogue please use form 2.10.

- Office Facility Planning, Construction, Extension and Management
- Office and Office Facility Equipment
- Furnishings for Office and Facilities
- Organisational/Planning Systems, Accessories
- IT, Telecommunications, Software and Services

### Office Facility Planning, Construction, Extension and Management

#### Individual planning of offices and office facilities

	101010	Architecture and interior design in new construction
	101020	Restoration measures
	101030	Location analysis
	101040	Spatial structures and utilisation
	101050	Consulting
	101060	Office organisation
	101070	Advice on ergonomics in the workplace
	101080	Advice on energy efficiency/sustainability

#### General Planning of Office Facilities – Turnkey Facilities

	102010	Banks and financial service providers
	102020	Office and administration
	102030	Call centres
	102040	Hotel and catering sector
	102050	Convention and conference centres
	102060	Educational institutes
	102070	Other facilities

#### Interiors and Technical Building Equipment, Security Systems

	103010	Entrances and exits, door systems
	103020	Glazing systems
	103030	Sunshades, blinds
	103040	Heating, air conditioning and ventilation systems
	103050	Direction and orientation systems
	103060	Security management
	103070	Monitoring and control systems
	103080	Access control systems

#### Facility management

	104010	FM consulting for offices/administration buildings
	104020	Commercial facility management
	104030	Technical facility management

	104040	Infrastructural facility management
	104050	CAFM systems
	104060	Integral property management
	104070	Removal management/relocation services
	104080	Other FM services

### Office and Office Facility Equipment

#### Acoustics

	201010	Acoustics consultation, planning, management
	201020	Acoustic ceiling systems
	201030	Acoustic wall elements
	201040	Acoustic partition walls/cabinets
	201050	Acoustic room dividers
	201060	Acoustic textiles (Flooring/Wall/Ceiling)
	201070	Acoustic furniture
	201080	Special acoustic applications
	201090	Services and miscellaneous

#### Flooring

	202010	Double Floors
	202020	Under-floor systems
	202030	Flooring - textile coverings
	202040	Flooring - elastic coverings
	202050	Flooring - parquet and wooden flooring
	202060	Flooring - ceramic tiles
	202070	Door mats, dirt traps
	202080	Flooring materials and solutions
	202090	Special flooring solutions
	202100	Services and miscellaneous

#### Lighting

	203010	Light architecture/light planning
	203020	Lighting management and lighting systems
	203030	Light installation, light technology
	203040	Recessed/surface-mounted lamps
	203050	Luminous ceiling systems
	203060	Floor/standard lamps
	203070	Workplace lamps
	203080	Indirect lamps
	203090	Daylight technology
	203100	Sun-protection technology
	203110	Combined lighting solutions
	203120	Services and miscellaneous

#### A/V Technology

	204010	Planning and consultation for integrated systems
	204020	Display panels/information systems, POI and room booking systems
	204030	Room and media control systems
	204040	RFID applications/systems

Name of exhibitor / co-exhibitor /  
additionally represented company:

0 2 7 1

Customer number:

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	204050	P.A. systems
	204060	Projectors
	204070	Projection areas and screens
	204080	Screens
	204090	Touch screens, touch systems, touch-sensitive solutions
	204100	Video conferencing
	204110	Other seminar room technology
	204120	Call centre technology
	204130	Cable management
	204140	Services and miscellaneous

<b>Other Furnishings for Office Facilities</b>		
	305010	Waiting and beam benches
	305020	Refuse containers
	305030	Coat racks
	305040	Other furnishings

**Organisational/Planning Systems, Accessories**

<b>Organisational Systems, Planning and Presentation</b>		
	401010	Filing/filing systems
	401020	Lettering systems
	401030	Filing cabinets
	401040	Postrooms
	401050	Waste paper baskets
	401060	Flip Charts
	401070	Boards, magnetic boards, pin boards
	401080	Presentation systems
	401090	Showcases, display cabinets, presentation furniture
	401100	Brochure stands, information furniture
	401110	Other accessories, learning aids, office supplies

**Decoration, Lifestyle, Accessories**

	402010	Fabrics for the office – decoration and cover fabrics
	402020	Greening
	402030	Office fountains
	402040	Graphic art and sculpture for the office
	402050	Decorations
	402060	Clocks
	402070	Calendars, organisers, etc.
	402080	Desk sets, Blotters
	402090	Writing equipment
	402100	Water coolers
	402110	Coffee dispenser
	402120	Other accessories and lifestyle products

**IT, Telecommunications, Software and Services**

<b>IT/telecommunications (hardware)</b>		
	501010	Printers, scanners
	501020	Other IT equipment
	501030	Telephones, extension lines, mobile phones
	501040	Fax equipment and machines
	501050	Other telecommunications equipment
	501060	Services and miscellaneous

**IT Solutions (software) for ...**

	502010	Call centres
	502020	Document management
	502030	Facility Management (CAFM)
	502040	Property management
	502050	General industry and commerce
	502060	Online services/providers
	502070	Room and facilities planner
	502080	Lawyers/notaries/tax advisers

**Services**

	503010	Further education, training
	503020	Health at work
	503030	Leasing
	503040	Logistics, transport, dispatch
	503050	Assembly services
	503060	Furniture testing/testing systems
	503070	Organisational consultancy
	503080	Management consultancy
	503090	Process consulting
	503100	Publishing houses
	503110	Associations, institutes, organisations
	503120	Miscellaneous

**Furnishings for Office and Facilities****Furnishings for the office**

	301010	Multiroom systems
	301020	Space structuring systems/room dividers
	301030	Wall units and partition walls
	301040	Office cupboards and shelving systems
	301050	Fireproof cabinets/safes
	301060	Filing cabinets
	301070	Containers and occasional furniture
	301080	Work tables/desks/computer workplaces
	301090	Sit-stand work tables
	301100	Lecterns/poseur tables
	301110	Swivel armchairs, swivel chairs
	301120	Visitor and conference seating
	301130	Workplace seating
	301140	Counter seating
	301150	Compact kitchens
	301160	Other furnishings

**Furnishings/Solutions for Specific Administrative Areas**

	302010	Management offices
	302020	Architect offices, offices for planners, technical professions
	302030	Small office/home office (SoHo)
	302040	Conference/meeting rooms
	302050	Lounges and quiet areas
	302060	Reception and lobby
	302070	Smoking areas
	302080	Gym and wellness rooms
	302090	Changing and locker rooms
	302100	Sanitary rooms
	302110	Cafeterias/canteens
	302120	Archive rooms
	302130	First-aid centres/first-aid rooms
	302140	CAD workstations

**Furnishing for Congress and Seminar Centres**

	303010	Conference tables/table systems
	303020	Banqueting tables
	303030	Folding tables
	303040	Bistro and bar tables
	303050	Seminar tables and chairs
	303060	Conference chairs
	303070	Row and stackable chairs
	303080	Bar stools and standing supports
	303090	Lecterns/presentation furniture
	303100	Media furniture
	303110	Catering modules and furniture
	303120	Other furniture for communication areas

**Special Furnishings and Equipment for Facilities**

	304010	Banks and financial service providers
	304020	Public institutions
	304030	Schools/educational institutes
	304040	Sports facilities/arenas
	304050	Cinema/theatre
	304060	Call centre
	304070	Production/laboratory/cleanroom
	304080	Hotel/catering sector
	304090	Transport buildings/facilities (Airports etc.)

# Conditions of Participation Special Section



Orgatec 2010  
Cologne, October 26–30, 2010

## 1 Event organizer, event, venue, dates

Orgatec Cologne 2010 is organized by Koelnmesse GmbH, Messeplatz 1, 50679 Köln, Germany.

**It will take place at the Koelnmesse exhibition grounds from Tuesday to Saturday, 26th to 30th October 2010.**

### Opening times

For visitors: daily from 9:00 a.m. to 6:00 p.m.

For exhibitors: daily from 8:00 a.m. to 7:00 p.m.

### Stand construction and dismantling

You may begin stand construction on October 16th, 2010, 8:00 a.m.

Construction should be completed by 6:00 p.m. on Monday, October 25th, 2010.

Dismantling may begin not earlier than 6:00 p.m. on Saturday, October 30th, 2010.

Trucks cannot enter the exhibition grounds until 8:00 p.m.

Dismantling of all stands and exhibits must be finished by 6:00 p.m. on November 4th, 2010.

## 2 Eligibility to participate

Orgatec, the International Trade Fair for Planning, Furnishing and Management of Business Worlds, is intended to provide an overview of the relevant products and services offered by the companies in the sector.

In keeping with this objective, acceptance to exhibit at Orgatec is essentially restricted to manufacturers and their distributors and importers whose products correspond to the focus of the event (see List of Goods).

**Products from the supplier segment (components) that are used for furniture manufacturing may not be exhibited at Orgatec.**

Koelnmesse also requires that proof of the nature of the manufacturer's business or of the activities of the manufacturer's distributor or importer be submitted in appropriate form.

If several of the manufacturer's distributors or importers satisfy the same requirements, those companies with exhibits of a quality and market position that is most dispensable for Orgatec on the whole can be denied permission to participate.

Distributors can be permitted to participate as co-exhibitors if they provide representative support for the manufacturer at the manufacturer's stand. Such participation as co-exhibitor, however, requires registration by the exhibiting manufacturer in question.

If a company does not satisfy the requirement of being a manufacturer or manufacturer's distributor but offers, in addition to the products listed in the List of Goods, related services that serve the intended use and practical application of these products, such a company can be admitted as an exhibitor if and insofar as the products to be exhibited come from manufacturers who satisfy this requirement and are represented as exhibitors at the event.

A listing in the commercial register (or in a comparable register) must be substantiated and supported in the registration.

The organizers decide which companies may be permitted to participate, which products and services may be exhibited, and the location of exhibitor stands at Orgatec.

## 3 Commercial property rights

Koelnmesse GmbH does not want any exhibitors who, in the process of producing, disseminating, selling, owning or advertising their products, violate laws regarding the protection of intellectual property or commercial property rights in the broadest sense.

If a final court decision has determined that an exhibitor at one of Koelnmesse GmbH's events has violated laws of the kind mentioned in paragraph 1, Koelnmesse GmbH is entitled to bar that exhibitor from the next event of this kind after the court decision is res judicata if there is sufficient suspicion that the exhibitor will again and repeatedly violate laws for the protection of intellectual property or commercial property rights.

## 4 Participation fees and other costs

**As an exhibitor, the following costs will apply:**

**152.00 euros/m<sup>2</sup> early-bird discount**

**(Registration until November 30th, 2009)**

**162.00 euros/m<sup>2</sup> standard rate**

**(Registration from December 1st, 2009)**

**The participation fee does not include the provision of stand partition walls or any other construction.**

The stand costs cover the rental of exhibition space for the entire trade fair, including the stipulated construction and dismantling periods; a specific number of exhibitor and work passes; the use of all technical and service facilities in the trade fair halls; advice from Koelnmesse experts on organization, advertising and publicizing your company's presentation; complimentary advertising materials for your own advertising activities; provision of rooms for press conferences; press contact service.

For two-storey exhibition stands, the actual allotted area in the upper storey according to the technical inspection is calculated at the rate of 76.00 euros per m<sup>2</sup> of surface area.

### AUMA fee

The Association of the German Trade Fair Industry (AUMA) charges you a fee of 0.60 euros per m<sup>2</sup> for representing your interests. Koelnmesse will calculate and collect the fees in the name of, and on the account of, AUMA. More detailed information is available at [www.auma.de](http://www.auma.de).

### Energy costs

A proportional flat-rate energy fee of 6.50 euros per m<sup>2</sup> of occupied stand area will be charged.

### Visitor promotion package / entry ticket vouchers

After receiving a stand confirmation, every exhibitor receives an obligatory visitor promotion package (VPP) up to 20 weeks before the event.

It contains:

- A folder of promotional materials to order things such as Orgatec's complementary promotional material
- a set number of day pass vouchers at a preferred price. The number of obligatory entry ticket vouchers and the price of the given VPP are dependent on the size of an exhibitor's stand.

The following scale serves as a basis:

Stand sizes up to 20 sq m*	10 vouchers	120.00 EUR
Stand sizes up to 100 sq m	50 vouchers	450.00 EUR
Stand sizes larger than 100 sq m	100 vouchers	700.00 EUR

\*also valid for group participants within an official group participation („GP“)

The prices of the obligatory VPP mentioned above are invoiced in addition to the cost of participation. The actual area occupied at the event is applicable in determining the scale.

Exhibitors can order as many day pass vouchers as they like from Koelnmesse in addition to those included in the obligatory VPP. After the event you will receive a listing of the vouchers that were actually redeemed. If the number of redeemed vouchers exceeds the number included in an exhibitor's VPP, then the exhibitor will be charged 15.00 EUR (incl. German VAT) for each additional voucher redeemed.

Koelnmesse reserves the right to make all vouchers available electronically.

#### Down payment for services

Koelnmesse and Koelnmesse Service GmbH are entitled to collect an adequate down payment for the services provided at an event, e.g. electricity and water supplies, media services (in particular the Media Package etc.). The amount of the down payment for services is based on the services invoiced at the previous event.

For exhibitors that did not take part in the previous event, the down payment amounts to 654.00 euros.

A separate invoice will be drawn up for the services provided after the trade fair is over; the down payment will be credited towards this amount. Invoice amounts are payable immediately upon receipt. If the down payment exceeds the amount charged for services provided, the excess amount will be paid back to the exhibitor. Exhibitors are not entitled to have interest paid on their down payment.

#### Co-exhibitor fee

In so far as the inclusion of other companies is permitted (see point V of the General Conditions of Participation), a co-exhibitor fee in the amount of 300.00 EUR per company will be charged. Media package enrolment (see section 8) is obligatory for every co-exhibitor. The price of an entry in the Media Package is not included in this fee.

#### Media package

Media package (see section 8) is obligatory for every exhibitor and co-exhibitor as well as for every additional represented company and costs 249.00 EUR per entrant, the sum of which is charged to the respective main exhibitor.

#### Withdrawal / non-participation

Cancelling registration is possible up to the point that an admission or stand confirmation has been received. This incurs a cancellation fee in the amount of 500.00 EUR. Release from the contractual agreement is no longer possible after an admission or stand confirmation has been issued. 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.

This is pursuant in particular to the Conditions of Participation, General Section, section II, point 6.

#### VAT

All prices given are net prices except a price including VAT is stated separately. In so far as value added tax is applicable, it will be added to the price.

#### VAT refunds

Foreign exhibitors (proprietors) may receive a refund of the VAT paid with the invoice as long as they fulfil the legal requirements. To apply for your refund, please use the VAT refund service offered by Koelnmesse Service in conjunction with our partner C-VAT (For information and to order this service, go to the Koelnmesse Service Portal:

Marketing Services > VAT refund).

Alternatively, send your refund claim directly to:

Bundeszentralamt für Steuern, Dienstsitz Schwedt,

Passower Chaussee 3b, 16303 Schwedt/Oder, Germany,

Tel. +49 228 406-1200, Fax +49 228 406-2661,

E-mail: vorsteuerverguetung@steuerliches-info-center.de,

Internet: www.bzst.bund.de

## 5 Stand sizes and construction

The minimum stand size is 12 m<sup>2</sup>.

Please note that hall pillars and other fixed construction elements may be present in any part of the rented stand area. The participation fee will be calculated according to the exact dimensions of the stand area allocated. Trade fair partition walls for dividing the stand area are not automatically provided. If needed as stand construction elements, however, they can be ordered for a fee (information at Koelnmesse Service Portal).

This fee does not include stand construction.

Koelnmesse will erect partition walls only if this is necessary for safety reasons due to the installation of water pipes or electrical systems.

Stand construction and design must adhere to all regulations that are valid in Germany (including the NRW venue regulations, the DIN and EN standards, the VDE regulations, and the accident prevention regulations of the professional associations in the currently valid versions). All these provisions apply to both the company's own as well as to independent stand designers, decorators, and signwriters and to all persons, in as far as they perform activities as commissioned by the exhibitor or on the exhibitor's behalf in connection with the construction and design of the stand. The exhibitor is responsible for ensuring that all regulations are complied with. The exhibitor must supervise construction personnel and other persons working for him/her to make sure they adhere to the regulations.

As long as the Technical Guidelines are observed when designing and erecting stands, there is no need to submit for approval drawings for one-storey stands that do not exceed 3.50 m in height. All other stands and designs must be approved, particularly if the stand features special structures or meeting areas, or static calculations are required. Plans must be submitted in duplicate for approval by Koelnmesse in good time before the work is carried out, and at **least 6 weeks before the event commences**.

These documents, which can be scrutinized, consist of ground plans, views and design cross sections with all measurements.

Stand construction may not commence until the exhibitor has received a copy bearing Koelnmesse's notice of approval. This notice of approval does not release the exhibitor from the observance of the relevant provisions. It only states that Koelnmesse has no objections in the context of stand design/arrangement. If requested to do so by Koelnmesse, the exhibitor is obliged to submit any additionally required information relating to the stand immediately.

There is no obligation on the part of Koelnmesse to ensure the observance of other provisions.

Nevertheless, if an infringement of the relevant provisions is found to have been committed, Koelnmesse can, for this reason, also refuse to provide the notice of approval. The exhibitor is also aware of the fact that in exceptional cases – at his/her request and on his/her account – the stand construction documents must be submitted to the responsible authorities for scrutiny.

Irrespective of official approvals of the stand, any objections made by Koelnmesse concerning the stand must be immediately complied with. In case of imminent danger, Koelnmesse is entitled to determine at its absolute discretion the measures necessary and have them implemented at the exhibitor's expense.

If at all possible, the trade fair company (Koelnmesse) will try to provide the stand in the desired form. The following terms are used for the stands:

Terrace stand:	one side open
Corner stand:	two sides open
Two-corner stand:	three sides open
Island stand:	four sides open

The stand must be constructed to comply with the form of the stand confirmed. The arrangement of the stand is left to the exhibitor but should be appropriate for the event in question.

The exhibitor has to obtain information on the load capacity of the hall floor and the hall headroom. Only the on-site measurements apply to stand space.

Banners and company signs are not permitted to encroach into the aisles. Koelnmesse Service GmbH also offers a completely outfitted turnkey stand system. Order Forms S.01 to S.08 will be at the Koelnmesse Service Portal. For information about alternative types of stand construction, please contact Koelnmesse Service GmbH.

For a surcharge, exhibitors can rent further equipment in addition to the standard furnishings.

## 6 Exhibitor passes and work passes

As an exhibitor you receive, free of charge and valid from the first day of construction to the last day of dismantling:

- four exhibitor passes for each stand of up to 20 m<sup>2</sup>;
- one exhibitor pass for each additional 10 m<sup>2</sup> or partial 10 m<sup>2</sup>, up to a stand size of 100 m<sup>2</sup>;
- and one exhibitor pass for each additional 20 m<sup>2</sup> or partial 20 m<sup>2</sup>.

The passes are sent together with the invoice for your stand.

If more exhibitor passes are needed for stand personnel, they can be requested from Koelnmesse for a fee (Order Form Z.01 from the folder for promotional materials).

You will also receive free work passes that allow your company's personnel access to the fair grounds during the construction and dismantling periods. These passes are only valid up to the start of, and after the end of, the event. They do not entitle the holders to enter the grounds during the event. These passes will also be sent together with the invoice for your stand.

## 7 Rules on selling

In view of the specialist nature of the event, direct sales of exhibits or samples from the booths are not permitted. Furthermore, exhibits may not carry a price tag.

This regulation does not apply to printed matter such as trade publications and specialist journals.

## 8 Media Package (Form 2.10)

Koelnmesse offers exhibitors a Media Package for its events.

The Media Package consists of the following elements:

- One entry in the alphabetical list of exhibitors (printed catalogue)
- Two entries in the product group list (printed catalogue)
- One entry in the online catalogue: Company name, address, stand location, website and e-mail address and all of the product groups you marked in Form 1.30
- Entry and activation for Orgatec Online Matchmaking with all product group entries given in Form 1.30
- Activation for the online schedule planner
- Entry in the online route planner
- One entry and image in the Mobile Exhibition Guide (M.E.G.): Company name, address, stand location, website and e-mail address and all of the product groups you marked in Form 1.30

The printed catalogue includes an alphabetical list of companies, a list of goods and advertisements. The printed catalogue is therefore an important, up-to-date reference work for all interested trade representatives that remains useful even after the event has come to a close.

**Each participating company, co-exhibitor and additionally represented company must be listed in the Media Package. A fee of 249.00 EUR is charged for this service for each registered company.**

If the exhibitor fails to submit Order Form 2.10 before the deadline, **entries in the media package are based on the information given in Form 1.10 etc. and are subject to a fee.**

Applications received subsequently will be included in the catalogue supplement under the above mentioned conditions.

Printing of the catalogue and sales of advertisements will be carried out by

A. Sutter Fair Business GmbH  
Postfach 10 33 34, 45033 Essen, Germany  
Tel. +49 201 8316-001, Fax +49 201 8316-099  
info@fair-business.de

The Koelnmesse 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 Advertising

In order to ensure that the overall image of the event is retained and exhibitors are protected from unfair campaigns, the following advertising measures are forbidden:

1. Distributing printed matter or advertising material in the aisles, halls or elsewhere on the exhibition grounds.
2. Staging visual or audio presentations without prior registration and approval.
3. Staging any kind of presentation in the aisles.
4. Competitions or prize drawings, including those outside the trade fair booth, during which participants are obliged to enter the booth of the advertiser are not permitted. The exhibitor bears responsibility for the legality of competitions, raffles etc.
5. Advertising of an ideological or political nature.
6. Accompanying events on or outside the exhibition grounds during the opening hours of the trade fair.

Should it be unclear whether an exhibitor's advertising measures are permitted on the exhibition grounds, Koelnmesse must be consulted early enough to allow sufficient time to assess the matter.

Should the terms of exhibition be violated, Koelnmesse may immediately close the stand of the exhibitor in question and clear it without resorting to legal assistance.

## 10 Verbal agreements

Verbal agreements that go beyond the scope of this contract are not valid until confirmed in writing.

## 11 "Infoscout" – Visitor Information System

Information about your company, as provided on Forms 1.10 to 1.30, will be made available to interested visitors at the information stands in the halls during the trade fair. In addition, you may use Koelnmesse's "Infoscout" electronic information system to **publish vacancies for trade representatives**.

You can use Form Z.03 in the folder for promotional materials to specify this offer in terms of products, countries or regions.

Exhibitors and visitors can use the "Infoscout" system **free of charge**.

## 12 Severability clause

Should a provision of this contract prove to be wholly or partly void or should the contract have omissions, this shall not affect the validity of the remaining provisions. A provision shall take the place of the invalid provision or fill the omission that, as far as legally possible, comes closest to what the contractual parties intended or, given the sense and purpose of this contract, would have intended if they had considered the matter.

Should the invalidity of provision have arisen from a specific figure given therein with regard to performance or time (deadline or date), the nearest legally permissible figure shall replace the invalid one in the provision.

## General Conditions of Participation

### I Application

1. To indicate your intention to take part in the event, you must return to us a completely filled in and signed registration form (Registration).

By signing and returning the form, you acknowledge that the General and the Special Sections of the Conditions of Participation as well as the Technical Guidelines are binding for your company.

You can download the Technical Guidelines from the event's website or from [www.koelnmesse-service-portal.de](http://www.koelnmesse-service-portal.de). There is also always the option of requesting the Technical Guidelines in printed form or on CD-ROM.

We will store the information provided in this form via an automated procedure that takes the regulations stipulated under the Federal Data Protection Law of the Federal Republic of Germany into account, and such information will be transmitted to third parties within the framework of the fulfilment of contractual duties.

2. The registration shall be regarded as legally binding on your part, irrespective of admission; no conditions or reservations may be appended to the aforesaid registration.

### II Acceptance / Transfer of stand space

1. The organizer shall accept your application in accordance with the conditions which apply to all participants (acceptance / stand area confirmation).

There is no legal claim to acceptance. If the number of registration 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 spaces, the organizer shall have the right to make a discretionary decision regarding the admission of registrants to the exhibition.

You may be disqualified from admission to the exhibition if you failed to fulfil your financial obligations to the organizer at any time, or if you failed to fulfil such financial obligations within the prescribed period of time.

2. The contract comes into effect at the latest upon receipt of the admission (by post, fax or other, electronic, means of transmission), which is valid without a signature. Should the content of the confirmation of acceptance differ from that of your application, then the contract shall be concluded under the terms of acceptance if you do not lodge a written objection within 2 weeks of receipt of confirmation of acceptance. The same shall apply, if it is necessary to postpone the event or to transfer the event to another location, and the change is deemed to be reasonable with respect to yourself; in this case, the corresponding notification of change from the organizer shall supersede the admission.

The acceptance only applies to the respective event, the company applying, its products and services. Products which do not conform to the list of commodities may not be exhibited at the trade fair.

3. The organizer allocates stand space on condition that the products registered by you correspond to the theme of the exhibition within the event.

There is no right claim for the allocation of stand space in a certain hall or in a certain hall area. In special cases for important reasons, the organizer is entitled to subsequently allocate you stand space other than stated in the confirmation of acceptance, to change the size and dimensions of your stand space, to relocate or close entrances or exits and to undertake structural changes in the exhibition halls without claims arising on your part.

In the event of a reduction in stand space size, you will be credited with the difference arising from the correspondingly lower space cost. You 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, you will be entitled to a reimbursement of the participation fee.

Any further claims for damages, which will exceed the aforementioned reimbursement, shall be excluded in this case.

Any complaints on your part must be submitted in writing immediately or at the latest while the event is in progress; we cannot consider complaints at a later date.

4. The organizer shall have the right to rescind the contract, if there is a substantial reason or good cause. Such an important reason exists, in particular, if an admissible application for opening insolvency proceedings against your assets has been made or such an application has been dismissed due to lack of funds. You must inform the organizer of this immediately.

5. Prior to receipt of acceptance / stand area confirmation, revocation of registration shall only be possible if permitted by the Special Section of the Conditions of Participation. In this event, a fee specified in the Special Section of the Conditions of Participation shall be paid.

6. Following receipt of acceptance / stand area confirmation, in general, revocation is no longer possible. 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 general reimbursement of the costs incurred corresponding to 25 % of the participation fee without providing proof, unless otherwise specified in the Special Section of the Conditions of Participation. You shall have the right to provide proof that a damage or loss has not been incurred or that the extent of the damage or loss incurred is considerably less. Liability for catalogue fees and other costs, which in particular, have been incurred as a result of a claim by a third party, is not affected.

Occupation of a space which becomes available in the form of an exchange of stand areas by a participant already approved and allotted a space for the event does not represent an alternate form of stand area rental.

7. The following cases will fall solely within your scope of risk as exhibitor:

- if the products, which you have stipulated for the presentation, cannot be introduced at the venue of the event due to the legal requirements prevailing there or due to other reasons, or
- if such products do not arrive in due 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
- if your journey, the journey of your employees or your stand or installation personnel should be delayed or should become impossible.

You will remain under obligation to pay all the charges agreed upon.

8. Event-related regulations are detailed in the Special Section of the Conditions of Participation.

### III Construction and arrangement of stands

1. The construction and arrangement of stands must conform to statutory regulations and be in accordance with the Rules of the Special Section of the Conditions of Participation applicable to the event. As an exhibitor, you are obliged to define your restructuring measures in advance with the organizer. A stand design which does not conform to the construction regulations of the venue and / or the technical guidelines of the organizer or rental company of the venue can be removed or changed by the organizer at your expense.

All stand-construction companies shall require 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., can be ordered exclusively through the organizer by means of special order forms against a separate charge.

2. For the duration of the event the stands must be staffed by personnel and display the products specified in the application and confirmation of acceptance. Vacating the stand prior to the end of the event represents a serious breach of these Conditions of Participation and shall entitle the organizer to assert damage claims and exclude your company from future participation in Koelnmesse Group events.

3. The organizer is entitled to demand that you remove products from your stand that do not correspond to the List of Goods or, which through their odour, noises, other emissions or appearance, could constitute a considerable disruption to the operation of the event or put the safety of exhibitors and visitors at risk. Furthermore, you will be responsible for ensuring compliance with all the statutory provisions of the host country. If this is not the case, then the organizer shall also have the right to demand the removal of exhibited articles or the non-performance of an activity. Should you fail to comply with this demand immediately, the organizer is entitled to have the products in question removed at your expense and risk and to close your stand, without any claims arising against the organizer.

### IV Participation fee and other costs / Terms of payment

1. The amount of the participation fee as well as the flat-rate cost of energy will be calculated according to the rates specified in the Special Section of the Conditions of Participation.

Invoicing will be 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 your admission, you will receive an invoice for the participation fee and the other costs; the invoiced amount is due immediately upon receipt of the invoice. The rates stipulated at the time of the admission are net fixed rates plus any accruing turnover tax as well as any comparable taxes which may be imposed at the venue of the event. 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 labour costs as well as higher fees, taxes and other fiscal charges imposed at the venue of the event.

The payment of all liabilities within the prescribed period shall be a prerequisite for the occupation of the stand space.

3. Failure to execute payment will result in interest being charged of 8 % above the base rate according to § 1 of the Diskontsatz-Überleitungs-Gesetz (DÜG - Transitional Discount Rate Law).

If the damage incurred by the organizer is greater, he shall be entitled to lodge a claim for these damages. The compensation shall become invalid or be reduced, if you can provide evidence that the organizer has incurred little or no damage as a result of the payment default.

Should settlement of the invoice not be effected by the deadline, the organizer is, in addition, entitled to dissolve the contract with you.

4. Resulting from the organizer's claim in regard to stand space rental, your exhibits are subject to a contractual lien in the organizer's favour.

5. Any services that we have provided will be invoiced in euros. You are obliged to pay the amount shown on the invoice in the currency shown on the invoice ("billing currency"). If we should be prepared, as a courtesy, to accept settlement of the invoice in a currency other than the billing currency in individual cases, without being under any obligation to do so, such payment must be based with regard to 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, therefore, at your expense.

6. Please submit any complaints relating to the invoice in writing, immediately, at the latest 2 weeks after receipt; we cannot consider complaints made at a later date.

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

8. The organizer shall also be entitled to the payment of the full amounts, if you fail to fulfil any of your obligations arising from the contractual relationship. This does not affect claims to damages. In the event of the contract not being fulfilled at all, or being fulfilled only in part, by the organizer, you have claims to a proportional reimbursement of any payments you have already made. Claims above and beyond this are ruled out in accordance with the regulations in sections VII and VIII. The regulations in section XI shall remain unaffected.

9. In the event of counter claims being made against those claims arising from the contract, you can only set off or assert your right of retention in as far as your claims have been found to be uncontested or legally valid.

10. In the event that an invoice is sent to a third party at the request of the Exhibitor, this does not constitute any waiver of the right to claim the account receivable from the Exhibitor. The latter remains obliged to pay until such time as the account receivable has been settled in full.

## V Co-exhibitors, additionally represented companies, group and joint stands

1. In principle, stand spaces shall be hired out only as a whole unit and only to one contracting party. As an exhibitor, you are not permitted to relocate, exchange, share, or in any other way make the stand space allocated to you completely or partially accessible to third parties, without the prior consent of the organizer.
2. A stand area may only be used by several companies at once, if the stipulations of the Special Section of the Conditions of Participation allow the participation of co-exhibitors and/or additionally represented companies.
3. Use of the stand area by another company with its own products and own staff (co-exhibitor) requires a special application for permission and approval by the organizer. This also applies to companies who have their own products at the stand but none of their own staff (additionally represented company). Companies which are members of a group as well as subsidiaries are considered to be co-exhibitors. The organizer reserves the right to demand a special participation charge and other costs for approving co-exhibitors. Such charges and costs will be invoiced to you as the exhibitor. If co-exhibitors and additionally represented companies are to be accepted, the preconditions laid out in section II apply; these companies are subject to the Conditions of Participation in as far as they apply. Should you accommodate a co-exhibitor or a company which is additionally represented, without the express permission of the organizer, this shall be grounds for dissolving the contract with you without notice and to have the stand space vacated at your risk and expense.

After confirmation of acceptance has been received, the contract exists exclusively between the organizer and the exhibitor, who is liable for the negligence on the part of his co-exhibitors/additionally represented companies as well as for his own negligence.

4. If several companies wish to participate at the event together on one stand, then the existing Conditions of Participation are binding for each individual company. 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 companies 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 Domiciliary rights

The organizer exercises domiciliary rights throughout the exhibition complex. He is entitled to have exhibits removed from stand if their display contravenes statute law, offends good morals or is not in keeping with the event programme. Promotion of political and ideological ends is prohibited. In the event of serious offences against the Conditions of Participation, the organizer is entitled to close your stand or have it vacated.

## VII Warranty

The warranty period for deliveries of new items is 1 year. For used articles, all liability based on warranty is excluded. No warranty claims are available if the damage is due to normal wear and tear, force majeure, faulty or negligent handling, excessive loads or failure to comply with statutory provisions or operating instructions.

## VIII 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.
2. Any liability for property damages and pecuniary damages shall be excluded, if it is possible to underwrite the risks. This does not affect liability on the basis of wilful or gross negligent misconduct. This exclusion of liability is not restricted by the security measures of the organizer.

Within the scope of liability, the statutory burden of evidence regulations shall continue to apply; they will not be affected by this clause.

3. We recommend that you take out exhibition insurance. In addition to this, you can also order various security measures for your stand.
4. As an exhibitor, you will be liable to the organizer for any damage inflicted on the organizer, provided that such damage is attributable to your culpable action or the culpable action of your personnel, your employees or any third party which you have appointed or any other third parties, whose services you are using for the purpose of fulfilling your obligations. It is necessary to observe strict compliance with the Technical Guidelines which will be handed over to you by the organizer, as well as with the information from the organizer's circular letters pertaining to questions on the preparation and implementation of the event.

5. In accordance with statutory obligations, the organizer shall be liable for damages caused intentionally or by gross negligence in the event of any damage claims resulting from fatal injuries, bodily or health injuries. 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. 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 damage 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 pertain only to those contractual obligations which must be complied with during 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 the event, shorten or extend in due to an Act of God, or for other reasons beyond its control, then you are not entitled to any rights, in particular, to claims for damages against the organizer.

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. In the event of contracts that provide for the procurement of certain items, then, unless otherwise expressly agreed in individual cases, the organiser does not assume the risk of procurement.

## IX Period of limitation

Any of your claims, 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 statute-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.

## X Place of fulfilment / place of jurisdiction

1. The place of fulfilment shall be the principal place of business of the organizer. The place of jurisdiction, also in a process involving documents, bills of exchange and cheques is, in so far as you are a businessman, legal entity of public law or a separate asset under public law, Cologne. The organizer shall also be entitled, at his option, to lodge his claims at the court of the place where you have your place of business or your branch.

2. All legal relationships between you and the organizer are subject to Federal German Law as well as to the German text of these Conditions of Participation. The regulations set down in the Special Section of the Conditions of Participation form part of the contract, as do the Technical Guidelines.

## XI Reservations / Final Provisions

1. As an exhibitor, you will be solely responsible for compliance with all the laws, guidelines, and other regulations which are in force in the host country, if the content of the organizer's conditions of participation deviate from such regulations. You must inform yourself promptly and comprehensively of the relevant regulations prevailing at the venue of the event, and obtain the required knowledge.

The organizer will not be liable for damages and other losses which could be incurred on your part as exhibitor.

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, you shall not be entitled to the payment of any resulting damages which you may have incurred. You shall have the right to rescind the contract, if you lose your interest in participating because of such an action, and if you waive the reservation for the stand space allotted to you as a result of this. Upon full knowledge of the change, the rescission of the contract must be declared in a written statement and without undue delay. In case of the cancellation of an event, the organizer shall not be liable for damages and/or other losses which may be incurred on your part. Upon request of the organizer, you 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. By signing the application form you recognize the organizer's Conditions of Participation (the General and Special Sections) together with all other regulations relating to the contractual relationship, as binding.

3. Should these provisions be partially legally invalid or contain gaps, this shall not effect the validity of the remaining provisions or the contract. In this event, the parties shall undertake to replace the invalid provision with such a provision or to fill the gap with such a provision, which comes closest to enabling the commercial purpose pursued by the parties to be fulfilled.

4. All alterations to the contract must be made in writing. The same shall also apply to any amendment or cancellation of the written-form clause itself.