

## Essential information

Please also refer to our enclosed Conditions of Participation.



Orgatec 2008  
Cologne, October 21–25, 2008

### The registration documents include

Essential information

- 1.10 Registration for main exhibitor\*
- 1.11 Enclosure to the registration for main exhibitor
- 1.20 Registration for co-exhibitors/additionally represented companies\*
- 1.30 List of Goods\*
- 2.10 Order form for Media Package "Catalogue/Internet/Matchmaking" \*
- 2.30 Catalogue advertisement
- 2.40 Trademark entry in the catalogue

**\*Must be returned**

Brochure "We'll create the perfect setting for your ideas – Our trade fair stands ensure your successful presentation"  
Conditions of Participation Special Section  
Conditions of Participation General Section

### 1 Opening times

For exhibitors: Daily from 8 a.m. to 7 p.m.  
For visitors: Daily from 9 a.m. to 6 p.m.

### 2 Registration

**Form 1.10** must be submitted by each main exhibitor. Please fill out the registration form completely, stamp it with your company seal, and have a responsible person sign it. The registration is only valid when accompanied by the list of goods on **Form 1.30**. Co-exhibitors\* or additionally represented companies\* are required to register using **Form 1.20**. A separate list of goods – **Form 1.30** – must be filled in for each of these companies.  
\*see Item V of the General Section of the Conditions of Participation

### 3 Participation fees

Renting a stand area costs 145.00 EUR per m<sup>2</sup>. In addition, a flat rate electricity fee\* of 5.00 EUR per m<sup>2</sup> and an AUMA fee\* of 0.60 EUR per m<sup>2</sup> are charged. Koelnmesse and Koelnmesse Service GmbH are entitled to collect an adequate down payment for the services provided at an event (electricity and water supplies, etc.). After the event is over, a separate final invoice is drawn up for the services provided; the down payment is credited to this amount.

All prices are net prices and do not include VAT at 19%.

**The rental fee for stand area does not include the cost for any constructions.**

\*see Item 3 of the Special Section of the Conditions of Participation

### 4 Turnkey stands / Koelnmesse Service stands

Tel.: +49 221 821-2727

Our subsidiary Koelnmesse Service GmbH offers turnkey stands. Why not take advantage of this service? These stands are available in various designs. You will find the corresponding order forms (S.01 to S.08) in the enclosed brochure, "We'll create the perfect setting for your ideas – Our trade fair stands ensure your successful presentation".

### 5 Construction times

**Start of construction period: Thursday, 16th October 2008.**

**End of construction period: Monday, 20th October 2008, 8 p.m.**

### 6 Dismantling times

**Start of dismantling period: 6 p.m. on Saturday, 25th October 2008**

**End of dismantling period: 6 p.m. on Thursday, 30th October 2008**

Dismantling may begin no earlier than **6 p.m. on 25th October 2008.**

### 7 Stand confirmation

Once your company has been accepted for participation, you will receive confirmation of your stand as of autumn 2007.

### 8 Technical guidelines / services

The **Service Package**, which includes technical construction guidelines and order forms for various services, will be sent along with the stand confirmation.

**Please respect the submission deadlines for the order forms!**

### 9 Stand construction declaration

Construction diagrams (view and layout plan, including measurements and a construction description) must be submitted to Koelnmesse in duplicate at least six weeks prior to the beginning of the event. The information contained in these documents is binding for all exhibitors (see Form W.01 in the Service Package).

### 10 Maximum stand height / special constructions

Where structurally and technically possible, the general stand height is 3.50 m. Requests for higher stands must be submitted in writing to Koelnmesse. Should you be planning a special construction or a stand with two floors, you must submit **two copies of the construction plans to the Koelnmesse Exhibition Technology department at least six weeks before the start of the fair.**

### 11 Scale-drawings of stands

Sketches of stands can be provided on a scale of 1:200 upon request by the exhibiting companies.

## 12 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.

## 13 Invoicing

You will receive the invoice for the stand area along with your free exhibitor and work passes **starting in** June 2008. Please observe the terms and conditions of payment listed under Item IV of the General Conditions of Participation.

## 14 VAT refunds

Foreign exhibitors (proprietors) may receive a refund of the VAT paid with the invoice as long as they fulfil the legal requirements. The appropriate service is offered by Koelnmesse Service in conjunction with G-VAT (Form M.07 in the Service Package).

## 15 Exhibitor passes

Each exhibitor receives free of charge and valid for the period from the first day on which construction work begins to the final day of dismantling:

- four passes for a stand of up to 20 m<sup>2</sup>
- one pass for each further unit or part unit of 10 m<sup>2</sup> up to a stand area of 100 m<sup>2</sup>
- one pass for each further unit or part unit of 20 m<sup>2</sup> above this area

## 16 Work passes

You will receive free work passes that allow your **company's** personnel access to the fair grounds during the construction and dismantling periods.

## 17 Media Package "Catalogue/Internet/Matchmaking"

Our service for your needs:

Media Package expanded to include Orgatec matchmaking – the exhibitor-visitor contact exchange on the Internet, see enclosed information.

**All main exhibitors, co-exhibitors and additionally represented companies are obligated** to order the Media Package, which guarantees them an entry in the catalogue. **A fee (137.00 EUR per entry) is charged for this service.**

Order forms for both of these entries (2.10 and 2.30) are included.

Please note: **The editorial and advertising deadline is 25th August 2008.**

The Orgatec catalogue will be printed approximately four weeks before the fair begins.

## 18 Koelnmesse representatives abroad

Koelnmesse has representative offices in over 80 countries, as well as in Berlin. They will gladly assist you at any time. A list of these offices is available on the Internet at [www.koelnmesse.de](http://www.koelnmesse.de)

### Important contacts

	Tel.: +49 221 821-	Fax: +49 221 821-
ORGATEC Project Team	-3785, -2912, -2386, -2662	-2864
Exhibition Technology	-2156	-3419
Visitor services	-2667	-3551
Accounts department	-2378	-2506
Box office (additional exhibitor passes & catalogues)	-2996	-3437
Turnkey stands	-2727	-2188
Technical services	-2981	-3922
Outdoor and hall advertising	-2925	-2188
Congresses, special events, conference rooms	-2223	-3430
Restaurants/stand catering	+49 221 284-9444	+49 221 284-9445
Messewache (security office) I, North	-2551, 2552	-3780
Messewache (security office) II, East	-2549, -2550	-3450
Arranging personnel (trade fair employment office)	+49 221 45559-634	+49 221 45559-636
Car parking	-3998	-3999
Press	-2915	-3285
Protocol	-2595	-3402
Forwarding agents (customs clearance/storage/transport)	-2853, -2850 +49 221 284-9240	
Traffic controlling (truck parking)	-2596, -3588	-3429
Insurance	+49 221 3709-0	+49 221 3709-390
Security	-2979	-3435
Hotel accommodation	-3857	-3739



0	2	7	1
---	---	---	---

Customer number:

--	--	--	--	--	--	--	--

Name of main exhibitor:

## Registration for main exhibitor

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

# 1.10

### 1 Main exhibitor

#### 1.1 Address:

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

\_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Town, postcode: \_\_\_\_\_

P.O. Box, postcode: \_\_\_\_\_

Country, state: \_\_\_\_\_

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

Fax: \_\_\_\_\_

e-mail\*: \_\_\_\_\_

Internet\*: \_\_\_\_\_

\*required for Media Package/Catalogue (see Form 2.10)

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

\_\_\_\_\_

Language of correspondence: **Sort alphabetically under the letter:**

German  English

--

Contact person for the event is:

Mr/Ms: \_\_\_\_\_

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

Fax: \_\_\_\_\_

e-mail: \_\_\_\_\_

#### 1.2 We are a/an:

- Manufacturer  Sales organization  
 Importer  Service provider  
 Dealer  Association / institution

#### 1.3 We are registered with the:

Commercial register

At the Magistrate Court in: \_\_\_\_\_

Commercial Register no.: \_\_\_\_\_

Place, date, legally binding signature and company stamp of the main exhibitor

#### 1.4 Value added tax identification number:

\_\_\_\_\_

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

Company / name: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Town, postcode: \_\_\_\_\_

Country, state: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

### 2 Desired stand (allocation as far as possible)

#### 2.1 We hereby order the following stand area in accordance with the Conditions of Participation at a price (excluding VAT) of:

145.00 EUR / m<sup>2</sup> stand rental fee  
 plus 5.00 EUR / m<sup>2</sup> proportional energy costs  
 plus 0.60 EUR / m<sup>2</sup> AUMA fee

Area in m<sup>2</sup> \_\_\_\_\_

Frontal width in metres      min      max

Depth in metres      min      max

Type of stand:  Terrace stand  Corner stand  
 Two-corner stand  Island stand

#### 2.2 Stand construction as follows:

- Ordered from Koelnmesse Service GmbH  
 Conducted by us  
 Ordered from a stand construction company

### 3 Exhibits

The List of Goods 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 the stipulations of the service package (in particular the technical regulations and the supplements contained in the order forms) are binding for our company.



0	2	7	1
---	---	---	---

Customer number:

--	--	--	--	--	--	--	--

Name of main exhibitor:

---

**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:

---



---



---

Address:

---

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:

---



---



---

Address:

---

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.



0	2	7	1
---	---	---	---

Customer number:

--	--	--	--	--	--	--	--

Name of main exhibitor:

---

## Registration for co-exhibitors / additionally represented companies\*

# 1.20

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

In accordance with Item V of the General Section of the Conditions of Participation, we hereby register the following co-exhibitors/additionally represented companies at our stand:

If you wish to register more than two companies, please photocopy the corresponding blank form first.

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

---



---

Contact:

---

Street:

---

City, postcode:

P.O. Box, postcode:

---

Country:

Tel.:

---

Fax:

e-mail\*\*:

---

Internet\*\*:

\*\*required for Media Package "Catalogue/Internet" (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.

0	2	7	1
---	---	---	---

Customer number

--	--	--	--	--	--	--	--

Sort under the letter:

The company is a/an:

- Manufacturer  
 Importer  
 Dealer

- Sales organization  
 Service provider  
 Association / institution

The company is represented with:

- its own products  
 its own staff  
 its own company sign

The participation fee is 250.00 EUR (+ applicable VAT) for each co-exhibitor and will be invoiced to the main exhibitor. This fee does not include entry in the Media Package.

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

---



---

Contact:

---

Street:

City, postcode:

P.O. Box, postcode:

---

Country:

Tel.:

---

Fax:

e-mail\*\*:

---

Internet\*\*:

\*\*required for Media Package "Catalogue/Internet" (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.

0	2	7	1
---	---	---	---

Customer number

--	--	--	--	--	--	--	--

Sort under the letter:

The company is a/an:

- Manufacturer  
 Importer  
 Dealer

- Sales organization  
 Service provider  
 Association / institution

The company is represented with:

- its own products  
 its own staff  
 its own company sign

The participation fee is 250.00 EUR (+ applicable VAT) for each co-exhibitor and will be invoiced to the main exhibitor. This fee does not include entry in the Media Package.

The information provided here must be identical to that on the order form for the Media Package catalogue/Internet.

Please note that you must complete a separate List of Goods (Form 1.30) for every company entered here.

\* Explanation

"Co-exhibitors / additionally represented companies":

- Co-exhibitors are companies with their own products and their own personnel that use the stand area of a main exhibitor. Companies within groups and subsidiaries count as co-exhibitors.
- Additionally represented companies are companies that also use the stand area of a main exhibitor, but which do not fulfil one of the named conditions (products/personnel).

**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)

---



---

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

(two entries maximum) No.

--	--	--	--	--	--

No.

--	--	--	--	--	--

For co-exhibitors / additionally represented companies

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

---

List of Goods (Please check  the appropriate box)

- 1 Office facility planning, construction, extension and services
- 2 Furnishings for Office & Facilities
- 3 Office and administrative organisation
- 4 Software & services

### 1 Office facility planning, construction, extension and services

#### 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	Operator models
	101060	Project financing / leasing
	101070	Consulting
	101080	Office organization
	101090	Advice on ergonomics in the workplace

#### General planning of office facilities – turnkey facilities

	102010	Banks, counter halls, insurance companies
	102020	Office and administrative buildings
	102030	Office spaces
	102040	Business centres
	102050	Health and care facilities
	102060	Reception areas
	102070	Hotel / catering sector
	102080	Conference rooms
	102090	Congress centres and facilities
	102100	Warehouses, archives, records offices
	102110	Practices, chambers
	102120	Salesrooms / shop display
	102130	Workshops / Manufacturing Plants
	102140	Other Objects

#### Interiors and technical building equipment

	103010	Entrances and exits, door systems
	103020	Glazing systems
	103030	Sunshades, blinds
	103040	Heating, air conditioning and ventilation systems
	103050	Air humidifiers, ozone appliances
	103060	Hygiene systems / acoustic panelling
	103070	Soundproofing systems
	103080	Other supply systems

#### Security Systems

	104010	Identity card systems
	104020	Operational data processing
	104030	Movement sensors
	104040	Fire alarm and fighting systems

	104050	Direction and orientation systems
	104060	Security management
	104070	Monitoring and control systems
	104080	Access control systems

#### Lighting

	105010	Light architecture / light planning
	105020	Lighting management
	105030	Light installation, light technology
	105040	Office lighting systems
	105050	Two-components lighting systems
	105060	Office standard lamps
	105070	Workplace lamps
	105080	Lighting fixtures, lamps and luminaires

#### Acoustics / Wall / Ceiling

	106010	Acoustic elements
	106020	Acoustic ceiling systems
	106030	Acoustic wall systems
	106040	Building furnishing systems
	106050	Consulting / service
	106060	Partition wall systems
	106070	Wall panelling — textiles, etc.

#### Flooring

	107010	Double floors
	107020	Under-floor systems
	107030	Floor coverings — hard surfaces
	107040	Floor coverings — textiles
	107050	Floor coverings — wood

#### Decoration

	108010	Fabrics for the office – decoration and cover fabrics
	108020	Greening
	108030	Fountains for offices and office facilities
	108040	Art for the office
	108050	Miscellaneous

#### Facility management

	109010	Maintenance of external facilities
	109020	Messenger / transport services
	109030	Catering services
	109040	Reception services / telephone exchanges
	109050	Disposal services
	109060	Building sanitation services
	109070	Caretaker services / winter services
	109080	Integral property management
	109090	Removal management / relocation service

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

0 2 7 1

Customer number:

--	--	--	--	--	--	--	--

**2 Furnishings for Office & Facilities****Furnishing for business administration, practice, chambers**

201010	File and books cupboards
201020	Occasional furniture, containers also on castors
201030	Job-specific facilities
201040	Visitors' chairs
201050	Computer workplaces
201060	Office tables and desks, also on castors
201070	Call centre furnishing
201080	Furnishing for management offices
201090	Swivel armchairs, swivel chairs
201100	Reception area furnishings
201110	EDP furniture
201120	Fire-proof cabinets
201130	Postroom furniture
201140	Shelf systems
201150	Room furnishing systems / partitioning walls
201160	Wall cupboard units for office and -systems
201170	Seating furnishings
201180	Sideboards / High Boards
201190	Teleworking / Home Office / Small-Office
201200	Other furnishing

**Equipment for architectural, engineering and planning offices**

202010	CAD workstations – tables
202020	Drawing equipment, drawing implements
202030	Drafting machines, drafting boards
202040	Drawing tables and drawing boards
202050	Cupboards and equipment for storing drawings
202060	Accessories for the technical offices
202070	Other special furnishings

**Furnishing for records offices, storeroom and shop fittings**

203010	Filing hoists / Card index lifts
203020	Library shelves
203030	Mobile racks
203040	Revolving and rotary cupboards
203050	Filing shelves
203060	Filing cabinets
203070	Rack systems
203080	Other furnishings

**Furnishings for banks / cashier areas / financial service providers**

204010	External and late-night counters
204020	Bank cash dispenser
204030	Bank counters
204040	Bullet and bandit proof security glass and glassed ins
204050	Money chests, key-operated cupboards, safes
204060	Dealers' tables
204070	Teller's counters / booth
204080	Customer advisory service zone
204090	Counters
204100	Safes
204110	Counting desk
204120	Time-controlled cash boxes and day safes
204130	Other special fittings

**Furnishings for public areas, airports, stations etc.**

205010	Refuse containers
205020	Benches
205030	Counters
205040	Seating
205050	Quiet areas, waiting rooms, lounges

**Furnishings for hotels, congress centres, conference rooms**

206010	Visitors' room furnishings
206020	Reception area furnishings
206030	Coatracks
206040	Conference chairs
206050	Conference tables
206060	Media furniture
206070	Partitions

206080	Seminar chairs/stockable chairs
206090	Table systems/congress table
206100	Lecture furniture

**Furnishings for schools / kindergartens / universities / education institutes**

207010	Benches
207020	Bookcases and shelves
207030	Consoles
207040	Chairs
207050	Notice boards
207060	Tables
207070	Other furnishings

**Furnishings for canteens, social and sanitary facilities**

208010	Office kitchens
208020	Furnishing for First-Aid centers / First-Aid rooms
208030	Furnishings for workout rooms
208040	Furnishing for canteens
208050	Furnishing for day and rest rooms
208060	Furnishings for sanitary facilities

**Furnishings for assembly halls, sports and cultural facilities**

209010	Auditorium seating
209020	Cinema seating
209030	Concert hall seating
209040	Mobile stages
209050	Rostrums
209060	Stadium seating
209070	Theatre seating
209080	Platforms

**3 Office and administrative organization****Organizational materials**

301010	Filing / Old document storage systems / Correspondence trays
301020	Workplace aids
301030	Lettering equipment
301040	Labels
301050	Concept holders
301060	Monetary organizational materials
301070	Files
301080	Waste paper baskets
301090	Filing cabinets
301100	Writing equipment
301110	Writing pads
301120	Transport aids
301130	Other office supplies

**Media Technology**

302010	Display boards / information systems
302020	Audiovisual media
302030	PA systems
302040	Projectors
302050	Projection surfaces and walls
302060	Seminar room technology and control systems
302070	Other media technology

**Planning and Presenting**

303010	Flip charts
303020	Laminating equipment and machines
303030	Pin boards
303040	Presentation systems
303050	Black-out equipment
303060	Showcases / display cabinets
303070	Time management systems
303080	Accessories for presentation technology / learning aids

**Communication & information technology**

304010	Printers, scanners
304020	IT equipment
304030	Talk / call systems
304040	Fax equipment and machines

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

Customer number:

0	2	7	1
---	---	---	---

--	--	--	--	--	--	--

	304050	Telephones, private branch exchanges, mobile phones
	304060	Miscellaneous
<b>Post administration</b>		
	305010	Letter and package scales
	305020	Envelopes / padded envelopes
	305030	Envelope and sorting machines
	305040	Post distribution carriage
	305050	Stamps, stamping machines and accessories
	305060	Miscellaneous
<b>Accessories</b>		
	306010	Paperweights
	306020	Decorations
	306030	Desk sets
	306040	Blotters
	306050	Clocks
	306060	Other accessories and lifestyle products

#### 4 Software & services

##### EDP solutions for...

	401010	Office planning systems
	401020	CAD systems (architects, engineers etc.)
	401030	Call centres
	401040	Document management systems
	401050	Facility Management
	401060	Financial management
	401070	Property management
	401080	General industry and commerce
	401090	Communications solutions
	401100	Management information systems (MIS)
	401110	Online services / providers
	401120	Lawyers and notaries
	401130	Tax advisers

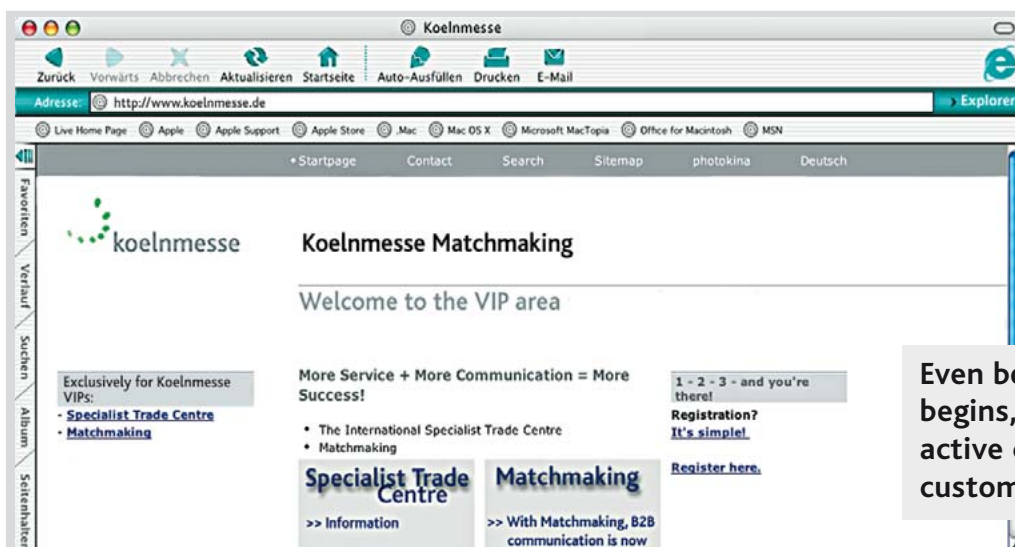
<b>Services</b>		
	402010	Record destruction
	402020	Archiving
	402030	Further education, training
	402040	Office services
	402050	Special media
	402060	Health at work
	402070	Leasing
	402080	Logistics, transport, dispatch
	402090	Mail-handling
	402100	Assembly services
	402110	Furniture testing / testing systems
	402120	Organizational consultancy
	402130	Personnel consultancy and management
	402140	Management consultancy
	402150	Associations, organizations
	402160	Renting and management of offices and properties
	402170	Advertising and research
	402180	Miscellaneous

## Matchmaking: The tool for contacting visitors

Matchmaking allows you to contact qualified trade visitors in the weeks leading up to the fair.

### What exactly is "Matchmaking"?

Matchmaking is a contact exchange that trade visitors can use to contact exhibitors via the Internet before the fair begins. First of all, visitors use the web-based Matchmaking system to make an enquiry. They then select the product groups for which they are looking for exhibitors and simply submit their enquiry. Finally, they receive a list of all exhibitors in the Matchmaking system from the selected product groups.



### What do I still have to do?

As part of the Media Package, you are automatically able to use the Matchmaking system, provided you filled out Form 2.10 to book at least one product group. The number and selection of product groups ordered has a decisive effect on the number of qualified trade visitor contacts generated by the Matchmaking system in the run-up to the fair.

- 1 Order your product groups by using Form 2.10.
- 2 Enter the name and e-mail address of the relevant sales representative in Form 2.10.  
This person will later receive any Matchmaking requests from visitors.

That's all you have to do. All additional information (activation dates, guided tours, etc.) will be automatically sent to you in good time. We will be happy to answer any further questions you may have.

Please return to:  
 A. Sutter Fair Business GmbH  
 Postfach 10 33 34  
 45033 Essen  
 Germany  
 Tel. +49 201 8316-091  
 Fax +49 201 8316-219091  
 e-mail: orgatec@sutter.de



0 2 7 1

Customer number:

--	--	--	--	--	--	--	--

Name of exhibitor:

**Order for Media package  
 "Catalogue/Internet/Matchmaking"**

**2.10**

Must be returned by  
 – Main exhibitors, – Co-exhibitors,  
 – Additionally represented companies  
 Deadline for submission: 25th July 2008

**The Media package includes:**

- Catalogue entry in the list of exhibitors
- Entry in the exhibitor database on the Internet
- Inclusion into and activation of Orgatec matchmaking (exhibitor-visitor contact exchange) with the product groups ordered under Item 2

- Hyperlink to your company website
- Link to your e-mail address

The catalogue and the electronic media and functions in the Media package provide all interested parties with indispensable lists of products and exhibitors before, during and after the event.

Please read the information on the reverse side before completing this form.

This form is used by the printers. Please complete in block capitals. Immediate completion and return ensures careful processing.

**1 List of exhibitors**

In accordance with the conditions on the reverse of Form 2.10 (see Item 7, Conditions of Participation, Special Section), we order the following **obligatory entry** in the Media package at a price of 137.00 EUR.

Sort alphabetically in the list of exhibitors under the letter:

- We are:  Main exhibitor  
 Co-exhibitor / additionally represented company

Name:

Town, postcode:

P.O. Box, postcode:

Address:

Country:

Tel.:

Fax:

e-mail:

Internet:

Sector:

(only the name registered in accordance with commercial law, not your production programme)

**2 List of products / picture of logo / matchmaking**

We order the following **entries (not obligatory)** at an additional cost of 89.00 EUR for each product group entry of up to 10 lines of print in the catalogue's list of products (the complete address and information on placement is contained in the 10 printed lines. Each additional line is charged at a tenth of the price for the basic entry).

Your company or product logos can also be inserted into the catalogue's list of products, and in the exhibitor database on the Internet for 57.50 EUR b/w, coloured 78.00 EUR each.

Technical requirements for logos:

**Print** not more than 35 mm wide and 13 mm high. Please provide us with a reproducible print template – a PC-TIFF file with a resolution of 300 dpi or the note "logo from the previous event's catalogue".

**New media:** .TIF file up to 150 pixels wide, 300 dpi.

A one-time fee will be charged for the use of new logos (in accordance with the costs incurred). If logos suitable for Internet use have to be created or processed by the printing company, an additional fee (in accordance with the costs incurred) will be charged.

Please reuse the logo from the previous event's catalogue.

Name of salesperson:

**Contact person for matchmaking:**  
 e-mail:

We have used the product group numbers from the binding list of products in the following sections.  
**Please note:** These product groups will be included in Orgatec matchmaking.

Product group	With logo
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Additional text (please attach a separate page if required)

All prices given are net prices. In cases where value added tax applies, it will be added to the price.

**By making this order, we acknowledge the Conditions of Participation laid down by Koelnmesse GmbH as well as the conditions regulating the entry in the Media package "Catalogue/Internet/Matchmaking".**

Company

Responsible

Full address

Telephone

Fax

e-mail

Date, place, legally binding signature and company stamp

**Media package "Catalogue/Internet/Matchmaking"**

As part of the Media package for Orgatec, Koelnmesse GmbH publishes a printed catalogue which includes an alphabetical list of exhibitors, a list of products and a list of trademarks.

This printed catalogue and the related electronic media is therefore an important, up-to-date reference work for all interested parties that remains useful even after Orgatec has come to a close.

Koelnmesse Service GmbH is responsible for the production of the catalogue and for the advertisements. Printing will be carried out by the publisher

A. Sutter Fair Business GmbH  
Postfach 10 33 34, 45033 Essen, Germany  
Tel. +49 201 8316-091  
Fax +49 201 8316-219091  
e-mail: orgatec@sutter.de

Customers are responsible for the content of their advertisements and entries and are liable for any damages related thereto.

Koelnmesse GmbH is not liable for printing errors, incorrect placement, mistakes and other gaps or faults in the printing.

**Entry in the catalogue's list of exhibitors and list of products**

- a) For an obligatory fee of 137.00 EUR, each exhibitor is entered once into the catalogue's alphabetical list of exhibitors, complete with their company designation, address and business segment (only the name registered in accordance with commercial law).  
Company or product logos cannot be inserted into the catalogue's alphabetical list of exhibitors.
- b) The product groups listed are definitive for inclusion in the list of products. Each entry in the list of products costs 89.00 EUR for up to ten lines of copy at 35 strokes, including the basic entry. Each additional line is charged at a tenth of the price for the basic entry.  
As part of the logo package, company logos can be reproduced at a price of 57.50 EUR b/w, coloured 78.00 EUR each.  
Entries in the list of products are based on the above mentioned product group numbers taken from the list of products/index.  
The information given by the exhibitor on Order Form 2.10 is authoritative. Immediate return of the completed forms (even without a stand number) will ensure careful processing. Koelnmesse will pass on the stand numbers to the printing company.
- c) The exhibitor must order at least one entry in the list of products (see Item 2) in order to use matchmaking. The exhibiting company with the selected product group(s) will then automatically be included in the Orgatec matchmaking. Please note that the number of product groups ordered has a decisive effect on the number of qualified trade visitor contacts generated by the Orgatec matchmaking in the run-up to the fair.

**The printing company will be responsible for printing the correct stand number.****Deadline: 25th July 2008.**

If an exhibitor has not submitted Form 2.10 by the editorial deadline, the information from the exhibitor's registration (Form 1.10) will be used for the obligatory entry in the catalogue and the relevant charge will be made.

Late submissions will be included in the supplement to the catalogue at the exhibitor's expense.

**Terms and conditions of payment of Koelnmesse Service GmbH**

- a) All invoices are payable in full within seven days of receipt.
- b) The due amount must be paid in EUR, at the risk and expense of the contract partner, to one of the accounts of Koelnmesse Service GmbH listed on the invoice.
- c) In the event of default, interest will be charged at 5 % above the basic rate of interest. Koelnmesse Service GmbH reserves the right to claim higher damages if the preconditions are met.

The General Terms and Conditions of A. Sutter Fair Business GmbH also apply.

The place of jurisdiction for merchants entered in the commercial register is Cologne. For all other customers, Cologne is the place of jurisdiction for default actions.

Please return to:  
 A. Sutter Fair Business GmbH  
 Postfach 10 33 34  
 45033 Essen  
 Germany  
 Tel. +49 201 8316-091  
 Fax +49 201 8316-219091  
 e-mail: orgatec@sutter.de



Customer number:

0 2 7 1

--	--	--	--	--	--	--	--

Name of exhibitor:

---

## Catalogue advertisement

**2.30**

Deadline for submission: 25th July 2008

The following prices apply to advertisements in the printed catalogue:

Size	Width	Height	b/w price EUR*
<b>Positioning in product section (b/w advertisements only)</b>			
1/1 page	97 mm	180 mm	<b>1,312.50</b>
1/2 page	45 mm	180 mm	<b>692.97</b>
	97 mm	88 mm	
1/4 page	45 mm	88 mm	<b>372.44</b>
	97 mm	43 mm	

### Special positions (colour adverts possible)

1/1 flyleaf	97 mm	180 mm	<b>1,820.00</b>
Inside front / back cover page	97 mm	180 mm	<b>2,499.00</b>

Divider card – front

Information/hall plans	93 mm	146 mm	<b>1,704.86</b>
Supporting programme/ trademarks	93 mm	121 mm	<b>1,534.37</b>
Exhibitors/products	93 mm	106 mm	<b>1,448.89</b>
Countries/index	93 mm	86 mm	<b>1,278.40</b>
1/1 divider card - reverse	97 mm	180 mm	<b>1,999.40</b>
Colour surcharges per Euroscale colour: 30 % of b/w price			
Special colours and bleed:	on request		

With colour advertisements, a preprint/proof is required.

**NEW**

### Positioning in exhibitor section

Product focus*	<b>850.00</b>
Company profile*	<b>1,590.00</b>
Logo image	<b>225.00</b>

\*specified layout

### The following prices apply to bookmarks/inserts, in EUR\*:

Simple inserts/bookmarks	<b>252.00/per 1000</b>
Complex inserts/bookmarks	<b>258.00/per 1000</b>
Glued inserts/bookmarks	<b>395.00/per 1000</b>

Samples or blind/dummy samples are requested with the order.

Maximum permitted format: 97 mm wide x 180 mm high

Maximum scope of the insert: up to four pages

Paper thickness: on request

Total circulation volume: on request

Printing materials for advertisements:

TIF, PDF or EPS files with 300 dpi resolution.

\*The prices stated are net. In so far as statutory value added tax applies, it will also be charged at the respective rate.

On the basis of the prices quoted above and in accordance with the General Terms and Conditions printed overleaf applying to advertisements, bookmarks and brochure inserts in the trade fair catalogues, and also taking into account the General Terms and Conditions of Payment and Delivery of the publisher A. Sutter Fair Business GmbH, we hereby order the following advertisement:

**Advertisement in product section:**

Positioned in product group number: \_\_\_\_\_

Format (width x height) \_\_\_\_\_

Price \_\_\_\_\_

**(Colour) advertisement with special position**

Desired position\*\*:

Colour \_\_\_\_\_

Format (width x height) \_\_\_\_\_

Price \_\_\_\_\_

\*\* If this special position is already taken, we will immediately inform you about the vacant positions.

The materials to be printed will be supplied by us by the closing date for submission as stated in the order confirmation.

**Advertisement in the full list of exhibitors**

Type desired: \_\_\_\_\_

Price \_\_\_\_\_

**Bookmark**

**Insert**

(Please check all boxes that apply)

The bookmarks/inserts will be delivered by us to the specified address no later than the latest permissible date as specified in the order confirmation.

Company

Responsible

Full address

Telephone

Fax

e-mail

Date, place, legally binding signature and company stamp

### Media package

As part of the Media package for Orgatec, Koelnmesse GmbH publishes a printed catalogue which includes an alphabetical list of exhibitors, a list of products and a list of trademarks.

This printed catalogue is therefore an important, up-to-date reference work for all interested parties that remains useful even after Orgatec has come to a close.

Koelnmesse Service GmbH is responsible for the production of the catalogue and for the advertisements.

Printing will be carried out by the publisher

A. Sutter Fair Business GmbH

Postfach 10 33 34, 45033 Essen, Germany

Tel.: +49 201 8316-091, fax: +49 201 8316-219091

e-mail: orgatec@sutter.de

Customers are responsible for the content of their advertisements and entries and are liable for any damages related thereto.

Koelnmesse GmbH is not liable for printing errors, incorrect placement, mistakes and other gaps or faults in the printing.

### General Terms and Conditions for advertisements and brochure inserts in the trade fair catalogues

1. Only exhibiting companies may place advertisements in the trade fair catalogue, apart from service companies.
2. Only advertisements occupying page sections in the pre-set sizes or their corresponding format (e.g., 1/2 + 1/4 page) are accepted. If the printing materials are larger than the confirmed page section, the next largest will be invoiced. Advertisements with positioning requests cannot be accepted. Positioning requests are, however, taken into account as far as possible.
3. The advertiser is responsible for the contents of the advertisement. In the event of copy corrections by telephone, Koelnmesse Service and the publisher A. Sutter Fair Business GmbH shall accept no liability whatsoever for errors in data transfer. In addition, Koelnmesse Service and the publisher A. Sutter Fair Business GmbH shall not be liable for errors due to unclear, illegible hand-written orders.
4. A. Sutter Fair Business GmbH reserves the right to reject orders for advertisements and inserts on the grounds of their content, their origin or their technical form, in accordance with uniform, objectively justified principles of the printers, if the content of such infringes the laws or legal regulations or their publication is deemed unacceptable by the printers. Koelnmesse reserves the right to reject orders placed without stating reasons. Orders for inserts are binding only after submission of a sample of the insert and after approval by the printers. The client will be immediately informed of the rejection of an order.
5. The client is responsible for supplying on time printing material or inserts in perfect condition (the closing date for submission of materials to be printed is: 25th July 2008). Submitted materials for printing will be handled with care. In the case of clearly unsuitable or damaged printing materials, the publisher A. Sutter Fair Business GmbH will immediately demand a replacement from the client. If any possible deficiencies in the printing materials are not immediately recognisable, but only become apparent during the printing process, the client placing the advertisement shall not be entitled to any claims in the event of inadequate reproduction quality. Koelnmesse Service and the publisher A. Sutter Fair Business GmbH shall guarantee the usual printing quality standard for the trade fair catalogue containing the insertion, within the scope of the possibilities provided by the printing materials/advertising materials.
6. Printing materials shall be returned to the client only if this has been specifically requested. The obligation to retain the copy shall expire two months after the advertisement has appeared. Changes to or the complete new preparation of printing materials/advertising materials will be invoiced separately.
7. Claims for reimbursement of any costs incurred due to a change in the catalogue circulation at short notice by Koelnmesse cannot be lodged against A. Sutter Fair Business GmbH.
8. If the publication of an advertisement is not possible because the advertiser has not supplied the required printing materials by the agreed closing date for copy, 50 % of the advertising price will be invoiced.
9. The cancellation of an advertising order is possible up to 14 days after the closing date for advertisements. If an advertisement is cancelled after this date, 50 % of the advertisement price shall be invoiced.
10. On request, A. Sutter Fair Business GmbH shall supply an extract of the advertisement with the invoice. If the type and scope of the advertisement order justify it, up to two complete voucher copies will be supplied. If a voucher can no longer be obtained, it shall be replaced by a legally binding declaration by the publisher.
11. In the event of a wholly or partially illegible, incorrect or incomplete reprint of the advertisements, the client shall be entitled to a reduction in the amount payable or to a replacement advertisement, but only to the extent to which the purpose of the advertisement was impaired. Claims extending beyond this are excluded. Complaints must — with the exception of non-apparent deficiencies — be lodged within four weeks after receipt of the invoice and voucher copy. In the event of force majeure or other events which are beyond the control of Koelnmesse Service and the publisher A. Sutter Fair Business GmbH, every obligation to fulfil orders and comply with payment of damages shall expire. In particular, no damages will be due either for non-published advertisements or advertisements not published on time.
12. The publisher A. Sutter Fair Business GmbH is entitled, in the event of an important reason, even during an ongoing advertisement order, without taking into consideration an originally agreed payment deadline, to make the appearance of further advertisements dependent on the advance payment of the invoiced amount and the settlement of outstanding invoices, without the client being able to lodge any claims against Koelnmesse Service and/or A. Sutter Fair Business GmbH which might possibly arise from this.

### Terms and conditions of payment of Koelnmesse Service GmbH

- a) All invoices are payable within seven days of receipt.
- b) The invoice amount must be paid by giro transfer at the costs and risk of the contractual partner in EUR into one of the accounts of Koelnmesse Service GmbH specified on the invoice.
- c) In the event of default, interest of 5 % above the basic rate of interest is payable. Koelnmesse Service GmbH reserves the right to claim higher damages if the requirements are satisfied.

The General Terms and Conditions of A. Sutter Fair Business GmbH also apply.

The place of jurisdiction for merchants entered in the commercial register is Cologne. For all other customers, Cologne is the place of jurisdiction for default actions.

Please return to:  
 A. Sutter Fair Business GmbH  
 Postfach 10 33 34  
 45033 Essen  
 Germany  
 Tel. +49 201 8316-091  
 Fax +49 201 8316-219091  
 e-mail: orgatec@sutter.de



0 2 7 1

Customer number:

--	--	--	--	--	--	--	--

Name of exhibitor:

---

**Trademark entry  
 in the catalogue**

**2.40**

Deadline for submission: 25th July 2008

Why not have your trademark included in the trade fair catalogue? The catalogue is widely used as a list of products and suppliers by all interested trade representatives from your sector before, during and after the event.

**We hereby order the following entry** in the list of trademarks under the letter:

a uniform space in size and shape (97 mm wide and 20 mm high) at a net price of 225.00 EUR. VAT will be charged separately as applicable.

**Text for the entry:** (See examples below)

Name of company:

---



---



---

Address:

---

Town, post code:

---

Sector:

---

**Technical requirements for logos:**

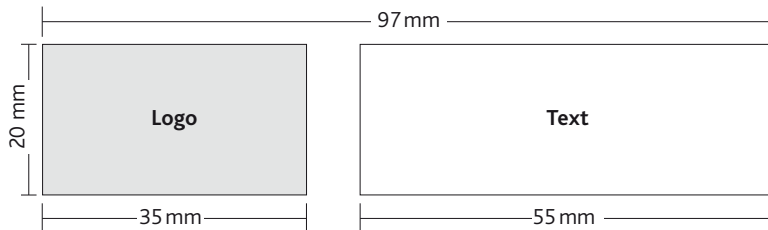
Please send us your logo as an image file (TIFF or EPS) with a resolution of 300 dpi, or as reproducible artwork for scanning. If you would like to reuse the logo from the catalogue of the previous event, please check the appropriate box below.

If you wish to use a new logo motif, you will be invoiced an additional fee in accordance with the costs incurred.

- Artwork enclosed
- Data enclosed (CD, disk)
- Please reuse the logo from the previous event's catalogue.

**Please note the terms and conditions on the reverse!**

**Example**



**By completing this order form, we recognise the Conditions of Participation of Koelnmesse GmbH and the conditions for the list of trademarks.**

Company Responsible

Full address

Telephone Fax e-mail

Date, place, legally binding signature and company stamp

**Media package**

As part of the Media package for Orgatec, Koelnmesse GmbH publishes a printed catalogue which includes an alphabetical list of exhibitors, a list of products and a list of trademarks.

This printed catalogue is therefore an important, up-to-date reference work for all interested trade representatives that remains useful even after Orgatec has come to a close.

Koelnmesse Service GmbH is responsible for the production of the catalogue and for the advertisements. Printing will be carried out by the publisher

A. Sutter Fair Business GmbH  
Postfach 10 33 34, 45033 Essen, Germany  
Tel. +49 201 8316-091  
Fax +49 201 8316-219091  
e-mail: orgatec@sutter.de

Customers are responsible for the content of their advertisements and entries and are liable for any damages related thereto.

Koelnmesse GmbH is not liable for printing errors, incorrect placement, mistakes and other gaps or faults in the printing.

**Entry in the catalogue's list of trademarks**

The list of trademarks comprises fields of a standardised shape and size (97 mm wide and 20 mm high).  
The net price per entry is 225.00 EUR.

**Deadline for submissions: 25th July 2008.**

**Terms and conditions of payment of Koelnmesse Service GmbH**

- a) All invoices are due and payable within seven days of receipt.
- b) The due amount must be paid in euros, at the risk and expense of the contract partner, to one of the accounts of Koelnmesse Service GmbH listed on the invoice.
- c) In the event of default, interest will be charged at 5% above the basic rate of interest. Koelnmesse Service GmbH reserves the right to claim higher damages if the preconditions are met.

The General Terms and Conditions of the publisher A. Sutter Fair Business GmbH also apply. These can be requested from A. Sutter Fair Business GmbH.

Place of jurisdiction for general merchants is Cologne. For all other customers, Cologne is the place of jurisdiction for default actions.

Example page (non-binding information)

**Schutzmarken · Trade Marks · Marques déposées · Marchi di fabbrica**

**Bolon AB,**  
**Industrivaegen,**  
**S-523 22 Ulricehamn/Schweden**  
Flooring manufacturer  
Halle 10.1, G44



**KÖHL GmbH,**  
**Paul-Ehrlich-Str. 4,**  
**D-63322 Rödermark**  
Herstellung und Vertrieb von  
Bürositzmöbeln  
Halle 10.2, K10/L11



**König + Neurath AG**  
**Büromöbel-Systeme,**  
**Industriestraße,**  
**d-61184 Karben**  
Hersteller von Büromöbel-, Raum-  
und Sitzmöbelsystemen  
Bürositzmöbeln  
Halle 10.2, J10/L11



**MANADE,**  
**B.P. 27,**  
**F-37190 Azay-le-Rideau/Frankreich**  
Halle 11.2, B48



**UNIFOR S.p.A.,**  
**Via Isonzo 1,**  
**I-22078 Turate (CO)/Italien**  
Produzione e vendita di mobili per ufficio  
Halle 10.2, M60/P61



**Zumtobel Lighting GmbH,**  
**Schweizer Straße 30,**  
**A-6851 Dornbirn/Österreich**  
Licht- und Lichtmanagementsysteme  
Halle 10.1, F10/G11

# Conditions of Participation

## Special Section



Orgatec 2008  
Cologne, October 21–25, 2008

### 1 Event organizer, event, venue, dates

Orgatec Cologne 2008 is organized by Koelnmesse GmbH, Messeplatz 1, 50679 Köln, Germany.

**It will take place at the Koelnmesse exhibition grounds from Tuesday to Saturday, 21st to 25th October 2008.**

#### 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 16th October 2008.

Dismantling of all stands and exhibits should be finished by 6:00 p.m. on 30th October 2008.

### 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 to you:

**Participation fee: 145 euros per m<sup>2</sup> of floor space.**

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

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 50 per cent of the price per m<sup>2</sup> of floor 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-messen.de](http://www.auma-messen.de).

#### Energy costs

A proportional flat-rate energy fee of 5 euros per m<sup>2</sup> of occupied stand area will be charged.

#### 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 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 450 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

Insofar as other companies are permitted to exhibit at your stand (see Item V of the General Section of the Conditions of Participation), a co-exhibitor fee of 250 euros per company will be charged.

The price of an entry in the Media Package is not included in this fee (see Item 8).

### Catalogue

Entry in the Media Package "Catalogue/Internet/Matchmaking" is obligatory and costs 137 euros (see Item 8).

### VAT

All prices given are net prices. The statutory VAT will be charged separately where applicable.

### VAT refunds

Foreign exhibitors (proprietors) may receive a refund of the VAT paid with the invoice as long as they fulfil the legal requirements. The appropriate service (subject to a fee) is offered by Koelnmesse Service in conjunction with G-VAT (Form M.07 in the Service Package). Alternatively, send your refund claim directly to

Bundeszentralamt für Steuern, Dienstsitz Schwedt,  
Passower Chaussee 3 b, 16303 Schwedt/Oder, Germany,  
Tel. +49 228 406-1200, Fax +49 228 406-2661,  
E-Mail: vorsteuervergütung@steuerliches-info-center.de, 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.

### This fee does not include stand construction.

If needed as stand construction elements, trade fair partition walls for dividing the stand can be ordered for a fee by using Form S.10 from the Service Package (enclosed with the stand confirmation). Koelnmesse will erect partition walls only if this is necessary for safety reasons due to the installation of water pipes or electrical systems. Koelnmesse Service GmbH also offers a completely outfitted turnkey stand system, which can be ordered by using the enclosed order forms.

Information on alternative types of stand construction is available on request from Koelnmesse Service GmbH, tel.: +49 221 821-2727, fax: +49 221 821-2188.

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

The maximum permissible stand height is 3.5 metres.

Stands which are planned to exceed this height require prior written approval from Koelnmesse.

If at all possible, the organizer 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 confirmed form of the stand.

Plans for non-standard structures or designs for stands with meeting areas or where static calculations are required, as well as plans for technical fittings of all kinds, should be submitted to Koelnmesse GmbH in duplicate for perusal not later than ten weeks prior to the beginning of the event.

Where these plans must be inspected by the City of Cologne Building Supervisory Board (Bauaufsichtsamt der Stadt Köln), Koelnmesse assumes responsibility for submitting the plans at the expense of the exhibitor, and shall inform the exhibitor of the results. Koelnmesse will not release the exhibition space in question for construction work until the results of the inspection have been received.

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

### Banners and company signs are not permitted to encroach into the aisles.

Detailed construction instructions can be found in the Service Package, which you will receive with the confirmation of admission.

On the last day of construction, the aisles must be completely cleared by **8:00 p.m.**

## 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 Service Package).

If stand personnel change during the event, you can exchange a used exhibitor pass (bearing a name) one time and free of charge for a new pass. The passes are issued in the Exhibitor Services office. You will also receive free 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 "Catalogue/Internet/Matchmaking" (Forms 2.10, 2.30, 2.40)

For the Media Package for each of its events, Koelnmesse publishes a catalogue which includes an alphabetical list of companies, a list of goods, and advertisements.

Our service for your needs:

Media Package expanded to include Orgatec matchmaking – the exhibitor-visitor contact exchange on the Internet.

The catalogue and the electronic media and functions in the Media Package provide all interested trade visitors with indispensable lists of goods and exhibitors before, during and after the event.

**Each participating company, co-exhibitor and additionally represented company must be listed in the Media Package. A fee of 137.00 EUR is charged for this service.**

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 or Form 1.20 and are subject to a fee.**

Late submissions will be included in the supplement to the catalogue at the exhibitor's expense.

The catalogue will be produced by Koelnmesse Service GmbH.

Printing of the catalogue and advertisements will be carried out by

Druckerei J.P. Bachem GmbH & Co KG

Cottbuser Str. 1, 51063 Köln, Germany

Postfach 80 01 09, 51001 Köln, Germany

Tel.: +49 221 6478-0, fax: +49 221 6478-399,

e-mail: katalog@bachem.de.

Customers are responsible for the content of their advertisements and entries and are liable for any damages related thereto.

Koelnmesse is not liable for printing errors, incorrect placement, mistakes and other gaps or faults in the printing.

## 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. Exceeding the specified stand height.
2. Distributing printed matter or advertising material in the aisles, halls or elsewhere on the exhibition grounds.
3. Staging visual or audio presentations without prior registration and approval.
4. Staging any kind of presentation in the aisles.
5. 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.
6. Advertising of an ideological or political nature.
7. Accompanying events on or outside the exhibition grounds during the open 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 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.

## 12 "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 Service Package to specify this offer in terms of products, countries or regions.

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

## 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-Überleitungsgesetz (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 conclude an exhibition insurance policy which can be obtained via the service package. In addition you can order special security measures. You will find the appropriate order forms in the Service Package.
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.

# Koelnmesse Tochtergesellschaften, Repräsentanzen, Auslandsvertretungen

## Koelnmesse subsidiaries, representatives and information centres

**Africa** (for Botswana, Kenya, Malawi, Mauritius, Namibia, Tanzania, Zambia, Zimbabwe): Jorrit H. F. Plambeck, 31 Josiah Chinamano Ave, P.O. Box 3794, Harare-Zimbabwe, Tel. +263 4 251490-93, Fax +263 4 251489, E-Mail: JHPlambeck@region-online.de

**Argentina:** Cámara de Industria y Comercio Argentino-Alemana, Av. Corrientes 327, piso 23, C. 1043 AAD Buenos Aires, Tel. +54 11 5219-4000, Fax +54 11 5219-4001, E-Mail: ferias@cadicaa.com.ar

**Australia:** Trade Australia, Suite 702, Level 7, 332-342 Oxford St. Bondi Junction NSW 2022, Australien, Tel. +61 2 9386 9309, Fax +61 2 9386 9307 E-Mail: Miriam@tradeaustralia.com.au

**Belgique/Belgie:** Koelnmesse Belgique en Luxembourg / Koelnmesse Belgique et Luxembourg, Park Atrium, Kolonienstraat 11 Rue des Colonies, Brussel 1000 Bruxelles, Tel. +32 2 5176175, Fax +32 2 5176670, E-Mail: belux@koelnmesse.be

**Bolivia:** Cámara de Comercio e Industria Boliviano-Alemana, Calle 15 Calacoto Nr. 7791, Torre Ketal, of. 311, P.O. Box 2722, La Paz, Tel. +591 2 2795151, Fax +591 2 2790477, E-mail: info@ahkbol.com, velasco@ahkbol.com

**Bosna i Hercegovina:** Brandt, d.o.o., Reljkoviceva 2, HR-10000 Zagreb, Tel. +385 1 3770333, Fax +385 1 3702173, E-Mail: brandt@inet.hr

**Brazil:** MDK Feiras Internacionais S/C Ltda, Rua Barão do Triunfo, 520-7º and. cj / 71, 04602-002 São Paulo - SP, Tel. +55 11 55354799, Fax +55 11 50936041, E-Mail: mdkfeira@terra.com.br

**Bulgaria:** Deutsch-Bulgarische Industrie- und Handelskammer, F. J. Curie 25 A, 1113 Sofia, Tel. +359 2 81630-32, +359 2 81630-11, +359 2 81630-10, Fax +359 2 81630-19, +359 2 81630-39, E-Mail: t.mutafova@ahk-bg.org

**Canada:** Koelnmesse Inc., One Dundas Street West, Suite 2500, P.O. Box 84, Toronto, Ontario M5G 1Z3, Tel. +1 (800) 2063360, Fax +1 (877) 7990063, E-Mail: info@canada@koelnmesse.ca

**Central America:** Deutsch-Regionale Industrie- und Handelskammer für Zentralamerika und die Karibik, 15 Calle 3-20, zona 10, Edificio Centro Ejecutivo, Oficina 403, 1010 Guatemala City/Guatemala, Tel. +502 2367 5552, Fax +502 2333 7044, E-Mail: ahkregion@ahkzakk.com, Postanschrift: Section 2969, P.O. Box 02-5339, Miami, FL 33102-5339

**Česká Republika:** Jan Besperát, Zastoupení Koelnmesse pro CR a SR, K Brečkám 108, CZ-143-00 Praha 4, Tel. +420 2 61 91 01 73, Fax +420 2 61 91 20 80, E-Mail: besperat@koelnmesse.cz

**Chile:** Cámara Chileno-Alemana de Comercio e Industria, Casilla 19 correo 35, Santiago de Chile, Tel. +56 2 2035320-19, Fax +56 2 2035325, E-Mail: awandelt@camchal.cl

**China:** Koelnmesse Co. Ltd., Unit 801, Landmark Tower II, No. 8 Dong San Huan North Road, Beijing 100004, Tel. +86 10 65907766 / 6590 / 7878, Fax +86 10 65906139, E-Mail: info@koelnmesse.cn

Koelnmesse Guangzhou Representative Office, Room 3311, Metro Plaza, 183 Tianhe Road (North), Tianhe District, Guangzhou 510620, Tel. +86 20 87552467, Fax +86 20 87552970, E-Mail: e.cheung@koelnmesse.cn

Koelnmesse Shanghai Representative Office Unit 2003 (South), 283 Huai Hai Road (M), Shanghai 200021, P.R. China, Tel. +86 21 63906161, Fax +86 21 63906858, E-Mail: m.zhang@koelnmesse.cn

**Colombia:** Cámara de Industria y Comercio Colombo-Alemana, EDInternacional Ltda., Carrera 13, No. 93-40, Piso 4, Bogotá, Tel. +57 1 6513777, Fax +57 1 6513772, E-Mail: ferias.alemania@deinternacional.com.co

**Costa Rica:** Cámara de Comercio e Industria Costarricense Alemana, Apdo. Postal 10746-1000, San José, Costa Rica C.A., Tel. +506 290 7621, Fax +506 220 3064, E-Mail: info@cacoral.com

**Danmark** (Grönland, Island, Färöer-Inseln): Intermess APS, Radhusvej 2, 2920 Charlottenlund, Tel. +45 45 505655, Fax +45 45 505027, E-Mail: info@intermess.dk

### Deutschland

für Sachsen, Thüringen, Sachsen-Anhalt, Brandenburg, Berlin, Mecklenburg-Vorpommern: Petra Ritter, Weidenweg 60, 10247 Berlin, Tel. +49 30 54984340, Fax +49 30 54984338, E-Mail: koelnmesse.PR@firstweb.de

für Nordrhein-Westfalen, Niedersachsen, Hamburg, Bremen und Schleswig-Holstein: Anne Meil, Spiekershäuser Str. 80, 34125 Kassel, Tel. +49 561 8705052, Fax +49 561 8705052, E-Mail: meil@koelnmesse-gv.de

für Hessen, Rheinland-Pfalz, Saarland und in Teilen Nordrhein-Westfalens und Bayerns: Hildegard Fischer, Im Sand 84, 72636 Frickenhausen, Tel. +49 7025 841272, Fax +49 7025 2976, E-Mail: fischer.fairconsulting@gmail.com

für Baden-Württemberg und Teile Bayerns: Ulrike Englmann, Georg-Zorn-Str. 37, 90765 Fürth, Tel. +49 911 200184-0, Fax +49 911 200184-5, E-Mail: koelnmesse@fit4airs.de

**Rep. Dominicana:** Cámara de Comercio, Industria y Turismo Dominicano-Alemana, Centro Dominicano-Alemán, 2do. Piso, Calle Isabel la Católica No. 212, Zona Colonial, Santo Domingo, Tel. +1 809 68 86700, Fax +1 809 68 89681, E-Mail: ccdomalemana@codotel.net.do

**Ecuador:** Cámara de Industrias y Comercio Ecuatoriano-Alemana, Avenida Eloy Alfaro # 2921 y Portugal, Edificio Millenium Plaza, 4to piso Of. 401, Quito, Tel. +593 02 3332048/3332047/3332046, Fax +593 02 3331637, E-Mail: ferias@ahkecuador.org.ec

**El Salvador:** Cámara Salvadoreña Alemana de Comercio e Industria, Apdo. Postal 01-550, San Salvador/El Salvador C.A., Tel. +503 22432428, Fax +503 22432093, E-Mail: ahkelsalvador@navegante.com.sv

**Egypt (Arab Republic):** German-Arab Chamber of Commerce, 21, Soliman Abaza St., Mohandessin - Giza, P.O. Box 385, 11511 - Ataba - Cairo, Tel. +202 33368183, Fax +202 33368026, E-Mail: fairs@ahk-mena.com

**España:** Koelnmesse Spain S.L., Calle Arenal, 20, 3º Izquierda, 28013 Madrid, Spanien, Tel. +34 91 3598141, Fax +34 91 3500476, E-Mail: info@koelnmesse.es

**Eesti/Estland:** Eesti Kaubandus-Tööstuskoda, Toom-Kooli 17, 10130 Tallinn, Tel. +372 6 460244, Fax +372 6 460245, E-Mail: liis@koda.ee

**Finland:** Edelte Oy, Ms. Päivi Ahvenainen, Sahakyläntie 5, FIN-04770 Sahakylä, Tel. +358 10 6168400, Fax +358 10 6168402, E-Mail: koelnmesse@kolumbus.fi

**France:** Chambre Franco-Allemande de Commerce et d'Industrie, 12, rue Chernoviz, 75782 Paris Cedex 16, Tel. +33 1 45258211 + 42244711, Télécopie +33 1 45256396, E-Mail: koelnmesse@wanadoo.fr

**Great Britain:** Koelnmesse Ltd., 4th Floor, 205/207 City Road, London EC1V 1JN, Großbritannien, Tel. +44 20 7566 6344, Fax +44 20 7566 6341, E-Mail: info@koelnmesse.co.uk

**Griechenland/Hellas:** Deutsch-Griechische Industrie- und Handelskammer, Doriaiou Str. 10 -12, 11521 Athen, Tel. +30 210 6419028, Fax +30 210 6445175, E-Mail: koelnmesse@mailahk-germany.de Voulgari 50, 54249 Thessaloniki, Tel. +30 231 327733, Fax +30 231 327737, E-Mail: Koelnmesse@mail.ahk-germany.de

**Guatemala:** Cámara de Comercio e Industria Guatemalteco-Alemana, 6a Avenida 20-25, Zona 10, Edificio Plaza Maritima, 01010 Guatemala C.A., Guatemala, Tel. +502 2 3336036-8, Fax +502 2 3682971, E-Mail: gerencia@deinternacional.com.gt

**Honduras:** Cámara de Comercio e Industria Hondureño Alemana, Edificio Plaza del Sol, Avenida la Paz # 2326, Apdo. Postal 3811, Tegucigalpa, Honduras, C.A., Tel. +504 238 5363, Fax +504 238 5371, E-Mail: info@deinternacional.com.hn

**Hong Kong:** Koelnmesse Ltd., Unit 2602, 26/F, Tung Chiu Commercial Centre, 193 Lockhart Road, Wanchai, Hong Kong, Tel. +852 25118117, Fax +852 25118119, E-Mail: info@koelnmesse.com.hk

**Hrvatska (Kroatien):** Brandt, d.o.o., Reljkoviceva 2, HR-10000 Zagreb, Tel. +385 1 3770333, Fax +385 1 3702173, E-Mail: brandt@inet.hr

**India:** Koelnmesse IYA Tradefair Pvt. Ltd., B 501/502, Kemp Plaza Mind. Space, Off Link Road, Chincholi Bunder, Malad (West) Mumbai 400064, Indien, Tel. +91 22 40037766-68, Fax +91 22 40034433, E-Mail: info@yatradefair.com

**Indonesia:** Perkumpulan Ekonomi Indonesia-Jerman, EKONID, Jl. H A Salim 115, Jakarta 10310, Indonesia, Tel. +62 21 3155644, Fax +62 21 3155276, E-Mail: warda.sungkar@ekonid.or.id

**Iran:** Iranian Chamber of Industry and Commerce, P.O. Box 3478, Ave. Africa, Navak Street No. 7, 1518633741 Tehran, Iran, Tel. +98 21 81331000, Fax +98 21 88794401, E-Mail: tradefair\_rr@dihk.co.ir

**Ireland:** Koelnmesse Ltd., 4th Floor, 205/207 City Road, London EC1V 1JN, Großbritannien, Tel. +44 20 7566 6344, Fax +44 20 7566 6341, E-Mail: info@koelnmesse.co.uk

**Israel:** ITEX Exhibition and Data Services (1991) Ltd., P.O. Box 32154, Tel-Aviv 61321, Tel. +972 3 6882929, Fax +972 3 6883031, E-Mail: itex@itex.co.il

**Italia:** Koelnmesse S.r.l., Via Brera 4, 20121 Milano, Tel. +39 02 86961326, Fax +39 02 89095134, E-Mail: info@koelnmesse.it

**Japan:** Koelnmesse Co. Ltd., 5-13-1, Toranomon, Minato-ku, Tokyo 105-0001, Tel. +81 3 54052202, Fax +81 3 54052203, E-Mail: kmjpn@koelnmesse.jp

**Jordan:** Al-Mohanned Trading & Development Corporation, P.O. Box 211446, Amman 11121, Tel. +962 6 5534436, Fax +962 6 5532947, E-Mail: mkhader\_almohead2005@yahoo.com

**Korea:** Rheinmesse Co., Ltd., 27-7, Hannam-dong, Yongsan-gu, Seoul, Korea 140-883, Tel. +82 2 7984343, Fax +82 2 7984383, E-Mail: info@rmesse.co.kr

**Latvija:** ASTRA TURE, Maza Pils iela 5, 1050 Riga, Tel. +371 67358699, Fax +371 67222612, E-Mail: vitausts@astrature.lv

**Lebanon:** INTER ARAB EST., P.O. Box 1547, Jounieh, Tel. +961 9 642884, Fax +961 9 642884, E-Mail: INTRARAB@cyberia.net.lb

**Liechtenstein:** see Schweiz, Suisse, Svizzera

**Lietuva (Litauen):** ProBiznis GmbH, Vytenio 9/25 - 410, 03113 Vilnius, Tel. +370 5 2685465, Fax +370 5 2685464, E-Mail: info@probiznis.lt

**Luxemburg:** see Belgique, Belgie

**Magyarország/Ungarn:** MON-ART Kft, Beszterce u.6.VI/8., 1034 Budapest, Tel. +36 1 2400810, Fax +36 1 2400810, E-Mail: office@monart.axelero.net

**Malaysia:** Promo Era Sdn Bhd, Lot 8.12, 8th Floor, Wisma Cosway, Jalan Raja Chulan, 50-199 Kuala Lumpur, Malaysia, Tel. +603 2031 6686, Fax +603 2031 9686, E-Mail: Koelnmesse@gmail.com

**Malta:** Koelnmesse S.r.l., Via Brera 4, 20121 Milano, Tel. +39 02 86961326, Fax +39 02 89095134, E-Mail: thomas.rosolia@koelnmesse.it

**Maroc:** Chambre Allemande de Commerce et d'Industrie, 140, Bd Zerkouti, 6ème étage, 20000 Casablanca, Tel. +212 22 429420, Fax +212 22 475031, E-Mail: monika.riviere@dihkcasao.org

**Mazedonien (FYROM):** Brandt, d.o.o., Reljkoviceva 2, HR-10000 Zagreb, Tel. +385 1 3770333, Fax +385 1 3702173, E-Mail: brandt@inet.hr

**Mexico:** CAMEXA SERVICIOS, S.A. DE C.V., Centro Alemán / German Centre, Av. Santa Fé 170, piso 1, Oficina 4 -12, Col. Lomas de Santa Fé, Del. Álvaro Obregón, 1210 México, D.F., Tel. +52 55 15005911, Fax +52 55 15005910, E-Mail: expos@camexaservicios.com.mx

**Niederland:** Koelnmesse BV, Weena 246, 3012 NJ Rotterdam, Tel. +31 10 2064850, Fax +31 10 2019555, E-Mail: info@koelnmesse.nl

**New Zealand:** Messe Repts. & Travel Ltd., Robert Laing, P.O. Box 26522, 90 Owens Road, Epsom, Auckland 1030, New Zealand, Tel. +64 9 6239000, Fax +64 9 6239009, E-Mail: info@messereps.co.nz

**Nicaragua:** Cámara de Industria y Comercio Nicaraguense-Alemana, Apdo. Postal 1125, Managua, Nicaragua C.A., Tel. +505 2 227840, Fax +505 2 227829, E-Mail: cica@munditel.com.ni

**Norge:** Norsk-Tysk Handelskammer, Drammensveien 111B, 0273 Oslo, Postboks 603 Skoyen, 0213 Oslo, Tel. +47 22 128213, Fax +47 22 128222, E-Mail: wiesse-hansen@handelskammer.no

**Österreich:** Gesell GmbH & Co. KG, Sieveringer Str. 153, 1190 Wien, Tel. +43 1 3205037, Fax +43 1 3206344, E-Mail: office@gessel.com

**Pakistan:** Liaison Office for Koelnmesse: Gardee Trust Building, Napier Road, Lahore 54000, Tel. +92 42 7238484, Fax +92 42 7220175, E-Mail: messe@liaison.lcci.org.pk

**Panama:** Cámara de Comercio e Industria Panameña Alemana, Apdo. Postal 55-2537, Paitilla, Panamá C.A., Tel. +507 2699358, Fax +507 2699359, E-Mail: ihkpanam@cableonda.net

**Paraguay:** Cámara de Comercio e Industria Paraguayo-Alemana, Independencia Nacional 811, Casilla Correo 919, piso 9, Asunción, Tel. +595 21 446594, Fax +595 21 449735, E-Mail: ferias@ahkasu.com.py

**Peru:** Cámara de Comercio e Industria Peruano-Alemana, Camino Real 348, Torre el Pilar, P. 15, Lima 27-San Isidro, Casilla 27-0069, Lima 27-San Isidro, Tel. +51 1 4418616, Fax +51 1 4426014, E-Mail: ferias@camara-alemana.org.pe

**Philippines:** fairs&more Inc., c/o ECCP, 19 / F Phil. AXA Life Centre, Sen. Gil Puyat Avenue cor. Tindalo Street, C.P.O. Box 1302, 1253 Makati City, M.Mla., Tel. +63 2 7596680 / 8451324, Fax +63 2 7596690 / 8451395, E-Mail: sabado@eitsc.com

**Polska:** Przedstawicielstwo Targów Koelnmesse w Polsce Grenke Jakubaszek SP. z ul. Chmielna 5/7, 00-021 Warszawa, Tel. +48 22 8274670, Fax +48 22 8273456, E-Mail: info@koelnmesse.pl

**Portugal:** Câmara de Comércio e Indústria Luso-Alemã, Av. da Liberdade, 38-20, 1269-039 Lisboa, Tel. +351 21 3211203, Fax +351 21 3211240, E-Mail: feiracolonia@ccila-portugal.com

**Romania:** Intermesse Concept SRL, Sos. Colentina nr. 20, Bl. 9B/122, 021178 Bucuresti, Tel./Fax +40 31 4094176, E-Mail: roberta.moldoveanu@rdslink.ro

**Russia:** Koelnmesse International Representation Office Russia, Vernadskogo 401, Build. 1, Office 802, 119991 Moskva, Russische Föderation, Tel. +7 495 6452048, Fax +7 495 6452049, E-Mail: info@Koeln-messe.ru

**Saudi Arabia:** German-Saudi Arabian Liaison, Office for Economic Affairs (GESALO), Head of Trade Fair Dept., 6th Floor, Meezan Tower, Intersection of Olaya Main Street & Makkah Rd., P.O. Box 61695, Riyadh 11575, Saudi Arabien, Tel. +966 01 4623800, Fax +966 01 4628730, E-Mail: valappil@ahk-arabia.com

**Schweiz, Suisse, Svizzera – Liechtenstein:** Handelskammer Deutschland-Schweiz, Tödistrasse 60, 8002 Zürich, Tel. +41 44 2836111, Fax +41 44 2836121, E-Mail: info@koelnmesse.ch

**Singapore:** Koelnmesse Pte. Ltd., 152 Beach Road, #25-05 Gateway East, Singapore 189720, Tel. +65 65006700, Fax +65 62948403, E-Mail: info@koelnmesse.com.sg

**Slovenija:** Brandt, d.o.o., Reljkoviceva 2, HR-10000 Zagreb, Tel. +385 1 3770333, Fax +385 1 3702173, E-Mail: brandt@inet.hr

**Slovenská Republika:** Zastoupení Koelnmesse pro CR a SR, K Brečkám 108, CZ-143 00 Praha 4, Tel. +420 2 61910173, Fax +420 2 61912080, E-Mail: besperat@koelnmesse.cz

**South Africa:** Southern African-German Chamber of Commerce and Industry, No. 47, Oxford Road, Forest Town 2193, P.O. Box 87078, Houghton 2041, Tel. +27 11 4862775, Fax +27 11 4863625 + 4863675, E-Mail: mhirse@germanchamber.co.za

**Sverige:** Swedish Fair & Trade Service AB, Erik Dahlbergsgatan 29B, BV, SE-11532 Stockholm, Tel. +46 8 6678500, Fax +46 8 6678605, E-Mail: t.wennerblom@swedishfairtrade.se

**Syria:** INDEKO, Ibrahim Damlakhi, P.O. Box 3543, Aleppo, Tel. +963 21 4643993, Fax +963 21 4645994, E-Mail: indeko@scs-net.org

**Taiwan:** Kaigo Co., Ltd., 8-F-3, No. 9, Dehuei Street, Taipei 10461, Tel. +886 2 25954212, Fax +886 2 25955726, E-Mail: koelnmesse@kaigo.com.tw

**Thailand:** Expolink Global Network Ltd., B.B. Building, 10th Floor, # 1007, 54 Sukhumvit 21 (Asoke Rd.), Klong Toey Nua, Wattana, Bangkok 10110, Thailand, Tel. +66 2 6408013, Fax +66 2 6642076, E-Mail: Koelnmesse@expolink.net

**Tunisie:** Chambre Tuniso-Allemande de l'Industrie et du Commerce, Immeuble le Dome, Rue du Lac Leman, 1053 Les Berges du Lac, Tel. +216 71 965280, Fax +216 71 964553, E-Mail: info@ahktunis.org

**Türkiye:** Alman-Türk Ticaret ve Sanayi Odası, Yeniköy Cad. No: 88, 34457 Tarabya-Istanbul, Tel. +90 212 3630530, Fax +90 212 3630569, E-Mail: tezulas@dtr-ihk.de

**Ukraine:** Target Exhibitions Ltd., Official Representation of Koelnmesse in Ukraine, Starokievskaya Str. 10, Of. 29, P.O. Box 42, Kiev, 04116, Ukraine, Tel. +380 44 5313833, Fax +380 44 9068881, E-Mail: info@koelnmesse.com.ua

**United Arab Emirates:** Jamil A. Naz / Ikhtiar Baig / Ruthesa E. Aguilar, Photo Magic International, P.O. Box 13185, Dubai, 412 (4th Floor) Jashan Mall Building, Satwa, Dubai, Tel. +971 4 3984718, Fax +971 4 3987511, E-Mail: koelnmesse@photomagic.ae

**Uruguay:** Cámara de Comercio Uruguayo-Alemana, Plaza Independencia 831 p.2, 11000 Montevideo, Tel. +54 +598 2 9080898, E-Mail: cazarini@ahkurug.com.uy

**USA:** Koelnmesse Inc., 8700 West Bryn Mawr Avenue, Suite 640 North, Chicago, Illinois, 60631, Tel. +1 773 3629920, Fax +1 773 7140063, E-Mail: info@koelnmesseusa.com

**Venezuela:** Cámara de Comercio e Industria Venezolano-Alemana, Centro Coínasa, Piso 4, Av. San Felipe, La Castellana, Apdo. 61236, Caracas 1060-A, Tel. +58 212 2773840, Fax +58 212 2773811, E-Mail: rosalba.zepeda@cavenal.org

**Vietnam:** The North Ltd., Foreign Trade, Research & Development, 35 bis Phung Khac Khoan, District 1, Hochiminh city, Vietnam, Tel. +84 8 8227655, Fax +84 8 8224775, E-Mail: koelnmesse@export2global.com