



ENGER-  
HIDDENHAUSEN

18-23 September 2010



**Organizer:** Clarion Survey GmbH, Mittelstraße 55, 33602 Bielefeld  
Fon: +49 (0)521 96533-70, Fax: +49 (0)521 96533-72

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**Application of Participation**

Herewith we would like to make a **firm booking** to exhibit at the "Focus Küche & Bad" Exhibition Center, "Industriestrasse" Industrial Area, Enger-Hiddenhausen, Germany. The contract will come into effect with the written confirmation from the organizer and a legally binding signature of this application. In the case of oversubscription, bookings will be decided on a "first come, first served" basis.

Company: .....  
Street / PO Box: .....  
Zip code: ..... Town/City: ..... Country: .....  
Fon: ..... Fax: ..... VAT No.: .....  
Website: ..... email: ..... @ .....

Sales Manager: Mr. / Mrs. .... email: ..... @ .....  
Fon: ..... Fax: .....  
Show Organizer: Mr. / Mrs. .... email: ..... @ .....  
Fon: ..... Fax: .....

**Payment terms:** 20% of the price for the selected package + applicable VAT (19%) together with the application for participation, 40% + VAT (19%) until April 1st, 2010, 40% + VAT (19%) until July 1st, 2010.  
**Instalment:** 20% + VAT (19%)  cheque attached  copy of bank remittance attached € .....  
**Remittances and cheques to be drawn on:** Clarion Survey GmbH, Mittelstrasse 55, 33602 Bielefeld or:  
**Commerzbank Gütersloh:** BLZ: 478 400 65, Konto-Nr. 151 7325 00, IBAN: DE88 4784 0065 0151 7325 00, SWIFT-BIC: COBADEFF478  
**Transfer and cancellation:** Any exhibitor unable for legitimate and documented reasons to participate in the exhibition may until March 31th, 2010 request cancellation of their commitment, on forfeiture of the deposit 20 % of the selected package price + applicable VAT (19%). Any exhibitor may until July 15th, 2010 request cancellation of their commitment, on forfeiture of the deposit 60 % of the selected package price + applicable VAT (19%). Exhibitors cancelling after that time will be obliged to pay the whole fee for the exhibition space booked. If instalments due by the date of cancellation are unpaid, these liabilities are not affected by the cancellation and must be settled without delay.

**Different payment adress (accounting and billing will be effected on)**

Company: .....  
Street / PO Box: .....  
ZIP Code: ..... Town/City: ..... Country: .....  
Fon: ..... Fax: ..... VAT No.: .....  
email: ..... @ ..... Exhibitor name: .....

Contact: Mr. / Mrs. .... email: ..... @ .....  
Fon: ..... Fax: .....

**Additional exhibitors**

Additional exhibitors (co exhibitors) present themselves at the main exhibitor's space and they are allowed to get an own entry in the exhibitors list and if it is possible they get a separate booth sign. Generally own booth numbers are not possible. The whole organisation is only raised by the signatory of the booked space (main exhibitor). All details of the event must be coordinated between the co exhibitor and the main exhibitor (independent and self-liaible). A legally obligation between the organizer and the additional exhibitor is excluded.

Company: .....  
Street / PO Box: .....  
Zip code: ..... Town/City: ..... Country: .....  
Fon: ..... Fax: ..... VAT No.: .....  
Website: ..... email: ..... @ .....

Contact: Mr. / Mrs. .... email: ..... @ .....  
Fon: ..... Fax: .....

Short list inclusive website (obligatory; 250,- Euro + VAT / at service package inclusive)

- We register our co exhibitor in the context of the booked service package (free of charge attendance)
- Invoice will be effected on (at booked space package):

Company: .....  
Street / PO Box: .....  
Zip code: ..... Town/City: ..... Country: .....  
Fon: ..... Fax: ..... VAT No.: .....  
Website: ..... email: ..... @ .....

Town/City / Date ..... Signature / Stamp .....

**If required please fill in the form completely and send it back as well!**

## General services

**The exhibition hall** is suspended with a standard open, incremental Armstrong-ceiling (the maximum construction height may not exceed 3.40 m under any circumstances). The corridors are appointed with carpets. Complete service provision for the duration of the exhibition: reception, cloakroom and organizing staff, business centre, skilled trade personnel call-out service and car park supervision. Full marketing and promotional service for exhibition centre (advertising in trade magazines, invitations send out by direct mail, invitations for use by exhibitors, advertising stickers for business correspondence, external advertising and access signage, press liaison work). The following spaces and additional services are bookable:

## Spaces and additional services (all prices + applicable VAT 19%)

Basic price „service package“ (Lease contract for 3 years)		Basic price „own construction“
<input type="checkbox"/> 15 - 49 m <sup>2</sup> 299,- €/m <sup>2</sup> <input type="checkbox"/> 50 - 99 m <sup>2</sup> 285,- €/m <sup>2</sup> <input type="checkbox"/> 100 - 199 m <sup>2</sup> 275,- €/m <sup>2</sup> <input type="checkbox"/> 200 - 399 m <sup>2</sup> 259,- €/m <sup>2</sup> <input type="checkbox"/> ≥ 400 m <sup>2</sup> 249,- €/m <sup>2</sup>		<input type="checkbox"/> 15 - 49 m <sup>2</sup> 220,- €/m <sup>2</sup> <input type="checkbox"/> 50 - 99 m <sup>2</sup> 195,- €/m <sup>2</sup> <input type="checkbox"/> ≥ 100 m <sup>2</sup> 170,- €/m <sup>2</sup>
<input checked="" type="checkbox"/> inclusive (is contained in the package price) <input checked="" type="checkbox"/> inclusive (is contained in the package price) <input checked="" type="checkbox"/> inclusive (is contained in the package price) <input checked="" type="checkbox"/> inclusive (is contained in the package price) <input checked="" type="checkbox"/> inclusive (is contained in the package price)  <input checked="" type="checkbox"/> inclusive (is contained in the package price) <input checked="" type="checkbox"/> inclusive (is contained in the package price) <input checked="" type="checkbox"/> inclusive (is contained in the package price) <input checked="" type="checkbox"/> inclusive (is contained in the package price) <input checked="" type="checkbox"/> inclusive (is contained in the package price)  <input checked="" type="checkbox"/> 18 €/m <sup>2</sup> number: ..... <input checked="" type="checkbox"/> 26 €/m <sup>2</sup> number: ..... <input checked="" type="checkbox"/> 30 €/m <sup>2</sup> number: ..... <input type="checkbox"/> 1.450 €/Logo number: ..... <input type="checkbox"/> 300 € <input checked="" type="checkbox"/> 0,25 €/data set	<b>Additional services (obligatory)</b> Auma fee Flat-rate energy fee General cleaning per day Waste disposal per 100l Electrical connection (incl. counter light electrical connection 2 KW) Waste water/ water connection Booth limitation (wall) per running meter Advance payment for incidental expenses (lump sum) Parking lump sum for visitors Admission (lump sum)  <b>Additional services</b> carpet (light grey) OSB Platten Laminate (beech bright) Logo banner – outside facade Trade fair insurance Visitor data per visitor data set	<input type="checkbox"/> 0,60 €/m <sup>2</sup> number: ..... <input type="checkbox"/> 8,50 €/m <sup>2</sup> number: ..... <input type="checkbox"/> 0,50 €/ m <sup>2</sup> number: ..... <input type="checkbox"/> 8,00 €/100l number: ..... <input type="checkbox"/> 85 €/piece number: .....  <input type="checkbox"/> 350 €/piece number: ..... <input type="checkbox"/> 50 €/per meter number: ..... <input type="checkbox"/> 300 € number: ..... <input type="checkbox"/> 350 € number: ..... <input type="checkbox"/> 400 € number: .....  <input type="checkbox"/> 18 €/m <sup>2</sup> number: ..... <input type="checkbox"/> 26 €/m <sup>2</sup> number: ..... <input type="checkbox"/> 30 €/m <sup>2</sup> number: ..... <input type="checkbox"/> 1.450 €/logo number: ..... <input type="checkbox"/> 300 € <input type="checkbox"/> 0,25 €/data set

## Booth request

<input type="checkbox"/> Row booth (without additional charge)	booth space: ..... m <sup>2</sup>
<input type="checkbox"/> Corner booth (5% additional charge of the basic price)	.....
<input type="checkbox"/> Head booth (10% additional charge of the basic price)	.....
<input type="checkbox"/> Isle booth (15% additional charge of the basic price)	.....

## Exhibitors list and website

**Exhibitors list and website:** The entry of the exhibitors list (short list) is obligatory. The entry of the website takes place automatically, like stated in the short list.

<input checked="" type="checkbox"/> short list inclusive website (obligatory; 250,- Euro + VAT / at service package inclusive)
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Town/City / Date .....	Signature/ Stamp .....
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**Please fill in the form completely and send it back!**

# GENERAL TERMS AND CONDITIONS FOR PARTICIPATION

The following requirements concerning the setting out of the stands, security, liability, renunciation of exclusion from liability, and insurance form an integral part of the contract for participation in the "Focus Küche & Bad" exhibition. The exhibitor accepts them unconditionally by completing the registration form.

## 1. Name

This is a specialist event, entitled "Focus Küche & Bad".

## 2. Place, date and times

The event takes place at the "Focus Küche & Bad" exhibition centre in Enger-Hiddenhausen from 18 to 23 September 2010. It will be open for visitors from 9 a.m. to 6 p.m., with special opening hours on Monday and Tuesday, namely from 9 a.m. to 8 p.m. The halls will be open for exhibitors from 8 a.m. to 7 p.m., and on Monday and Tuesday from 8 a.m. to 9 p.m.

## 3. Fees to be paid by exhibitors

15 - 49 sq.m. area: € 299.00 per sq.m. (basic price for "service package") + turnover tax at the applicable rate (19%)  
50 - 99 sq.m. area: € 285.00 per sq.m. (basic price for "service package") + turnover tax at the applicable rate (19%)  
100 - 199 sq.m. area: € 275.00 per sq.m. (basic price for "service package") + turnover tax at the applicable rate (19%)  
300 - 399 sq.m. area: € 259.00 per sq.m. (basic price for "service package") + turnover tax at the applicable rate (19%)  
≥ 400 sq.m. area: € 249.00 per sq.m. (basic price for "service package") + turnover tax at the applicable rate (19%)  
15 - 49 sq.m. area: € 220.00 per sq.m. (basic price for "own stand construction" + turnover tax at the applicable rate (19%)  
50 - 99 sq.m. area: € 195.00 per sq.m. (basic price for "own stand construction" + turnover tax at the applicable rate (19%)  
≥ 100 sq.m. area: € 170.00 per sq.m. (basic price for "own stand construction" + turnover tax at the applicable rate (19%)

This global price includes: the display area, with an Armstrong suspended acoustical ceiling and carpeted passageways; wireless local network (WLAN) in designated hotspots; gastronomic restaurant for exhibitors and visitors (service used to be paid for); business centre; toilet service; parking spaces; security service for the communal areas.

The obligatory catalogue entry will be invoiced at 250.00 Euros + turnover tax at the applicable rate (included in the "service package").

## 4. Acceptance of the terms and conditions for participation

Submission of an application form for a display area, apart from fulfilling the requirements set out in Article 3 above, constitutes acceptance of these general rules in their entirety, together with all the rules and requirements that will be circulated at a later date concerning the organisation and holding of the exhibition.

Registration is furthermore a firm obligation on the part of registering parties to participate and will be used by the organisers in arranging the order of applications for display areas. Registrations will only be taken into consideration if they have been properly completed, and signed. The general terms and conditions of "Focus Küche & Bad" for rentals and exhibitions shall also apply.

## 5. Payment

20% of the total price for the selected services + turnover tax (at 19%) must be paid at the time of application to participate, 40% + turnover tax (at 19%) no later than 01 April 2010, and the balance (40%) + turnover tax (at 19%) no later than 01 July 2010.

## 6. Transfer and cancellation

The transfer of all or part of the display area, even if no money changes hands, is completely forbidden. An exhibitor unable to take part in the exhibition on reasonable and proven grounds would have until 31 March 2010 to request cancellation of its obligation, although payments already made and the turnover tax at the applicable rate (at 19%) would be forfeited. An exhibitor would have until 15 June 2010 to cancel its obligation to take part in the exhibition, although payment of 60% of the price for the selected package, plus the statutory turnover tax (at 19%), would be forfeited. An exhibitor cancelling after this deadline would be obliged to pay the full charge for the reserved display area. If instalments were still outstanding at the time of cancelling, this would still be due regardless of the cancellation and would have to be settled immediately. The organisers alone shall decide whether the reasons preventing an exhibitor from taking part in the exhibition are valid or not.

## 7. Allocation of display areas

The display areas will be allocated solely at the organisers' discretion. In doing so, the following points will be taken into consideration: the proper completion of the registration form and payment, the date on which the registration was received, and the amount of space available. As far as possible and subject to availability, the organisers will make every attempt to comply with the preferences of the registering parties, but will not let this interfere with the general advantage for the exhibition; the organisers reserve the right to alter the allocated display areas.

## 8. Construction work

During the days allocated to constructing and dismantling the stands inside the halls, no machinery that creates dust may be used unless it is fitted with adequate dust extraction devices.

The maximum construction height inside the hall depends on the height of the ceiling.

There must be absolutely no damage done or alterations made to the walls, floors or ceiling of the exhibition hall (as caused by fastenings, etc). The organiser reserves the right to remove any samples, holders for samples, items on display or structural elements that do not meet these prescriptions. Any cost incurred would be borne by the exhibitor.

## 9. Promotion of sales

In addition to the obligation to abide by the prescriptions of law and public safety, any activity to promote sales to be carried out exclusively within the exhibition area designated to the participant must be organised in such a way that other exhibitors and visitors are not injured, harmed, disturbed or pestered.

## 10. Catalogue

The printing and distribution of the official exhibition catalogue may not incur any liability on the part of the organisers or the publisher. One entry with the company's name, address and details of a contact person is compulsory for all exhibiting companies, and will be invoiced at € 250.00 + turnover tax at the applicable rate. Additional packages may be reserved as an option. The details published in the official exhibition catalogue will be taken from the registration forms. Any changes that may be wished for in the catalogue must be received in good time by the organisers' secretariat; it cannot be guaranteed that any changes that are communicated later will be made.

The organisers may either directly or indirectly plan the production and distribution of other publications of any kind and reserve the right to use such publications in order to advertise and raise awareness of the exhibition at any time and in any environment.

## 11. Photographs and reports

Stands and the products on display may not be photographed, filmed, drawn or recorded in any other way without the permission of the appropriate exhibitor and the organisers. The organisers may not however be held responsible for any infringements of this by third parties. Notwithstanding, the organiser reserves the right to take or allow general shots or close-ups outside or inside the hall for the purpose of keeping a proper record of the exhibition.

No photographic or filming equipment may be brought into the exhibition area without the written permission of the organisers. A copy of every authorised illustration must be sent to the organiser.

## 12. Security

The exhibition halls shall be guarded before, during and after the exhibition days between 6 p.m. and 8.00 a.m. This protection covers the buildings as a whole, but not the individual display areas.

If an individual security post for an individual display area is required, this must be specifically reserved. On request, the organiser can provide the addresses of approved security services.

## 13. Protection of property

Each exhibitor shall be responsible for the protection of its own property.

## 14. Liability

Neither the organisers nor the exhibition hall may be held liable for any damage, particularly damage to display material (fittings, items on display, samples, and the personal property of people working for the exhibitor), or for any damage suffered by any third party as a result of the exhibition, unless it is proven that the damage was caused by gross negligence on the part of the organisers' representatives.

Because of the risks referred to above, exhibitors must, at their own expense, insure the items on their stands at "Focus Küche & Bad" (fittings, items on display and other goods). The organisers have taken out insurance covering the organisers' liability, but no specific insurance covering items on display and stand fittings.

Exhibitors are also obliged to take out insurance covering their liability as employers and, if so requested by the organisers, to provide proof of having the benefit of adequate insurance cover. This releases the organisers from any obligation to provide compensation for any damage suffered.

Exhibitors must notify the organisers immediately of any damage in connection with the risks against which the organisers are insured, so that the organisers are in a position to report the damage in good time to their insurance company. If the organisers suffer any disadvantage because an exhibitor fails to notify damage immediately, the exhibitor would have to bear the corresponding cost.

## 15. Force majeure

In cases of force majeure or for a reason beyond the organiser's control, the exhibition may be postponed or cancelled. The organisers may not be held liable for any prejudice suffered for any reason whatsoever.

## 16. Contractual penalties

Once the registration has been confirmed, the exhibitor undertakes to keep the stand open and operational for the entire official opening hours of the "Focus Küche & Bad" exhibition (including manning the stand). If the stand is dismantled early, a contractual penalty of 4,000 Euros would be charged.

## 17. Bans

In addition to the bans already referred to in the individual Articles above, the following general bans shall also apply: the sale of products with delivery there and then is prohibited; prices may not be indicated; no exhibitor, employee of an exhibitor or visitor may remain on a stand or within the exhibition area other than during the times laid down for the purpose of the exhibition without the specific permission of the organisers; nothing with an offensive smell, or that is dangerous or might cause damage, injury or nuisance may be brought into the exhibition - this is in addition to all the legislation, regulations and special requirements that apply to meetings in public places; all sound installations other than loudspeakers for official announcements of general interest or in the event of an emergency are prohibited; the trade marks of the exhibition centre, the organisers and the exhibition may not be used without written authorisation; exhibiting companies may not advertise outside the pavilion, or in the passageways, streets or neighbourhood of the district where the exhibition is being held, and the distribution of articles serving as a support for advertising is also prohibited. No posters may be displayed within the exhibition area about competitions or prizes being offered by companies, organisations or daily or weekly publications or specialist journals. Infringements of the rules set out above would lead to penalties, in addition to exclusion from the exhibition in future years.

## 18. Changes to the regulations

The organisers reserve the right to lay down rules and requirements as they see fit - even if these diverge from the present general regulations - to ensure that the exhibition and the services offered at the exhibition run smoothly. Such rules and requirements shall be as valid as the present general rules and consequently shall be equally binding. In the event of infringing any part of these general rules, the organisers reserve the right to exclude an exhibitor, which would then have no claim to any refund or compensation.

## 19. Place of jurisdiction

The place of jurisdiction is the town of Bielefeld in Germany.

## 20. These regulations are legally binding.