



## APPLICATION FORM

# "MATERIALS HANDLING EQUIPMENT & SYSTEMS"

Please return the original to Reed Expositions France/ SITL Europe 2012 Show - 52-54 quai de Dion-Bouton - CS 80001 - 92806 Puteaux Cedex - France or fax: +33 (0)1 47 56 67 86

### EXHIBITOR (Unless otherwise requested, this information will be used as your reference on the event [www.sitl.eu](http://www.sitl.eu))

Company name: .....

Stand name: .....

Intra-EU tax registration number (compulsory): 

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Address: .....

Post code: ..... City: .....

Country: .....

Phone: ..... Fax: .....

Website address: .....

### CONTACTS

#### ► Contact person:

Name: Mr  Mrs  .....

Job title: ..... Direct Phone: .....

E-mail: ..... Direct Fax: .....

#### ► CEO/Managing Director:

Name: Mr  Mrs  .....

Job title: ..... Direct Phone: .....

E-mail: ..... Direct Fax: .....

#### ► SALES DIRECTOR/Development:

Name: Mr  Mrs  .....

Job title: ..... Direct Phone: .....

E-mail: ..... Direct Fax: .....

### INVOICING ADDRESS (if different from above)

Organisation name: .....

Intra-EU tax registration number (compulsory): 

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Address: .....

Post code: ..... City: .....

Country: .....

Phone: ..... Fax: .....

Invoice to the attention of (compulsory): Mr  Mrs  .....

E-mail: .....

### REED EXPOSITIONS FRANCE CHOOSES ELECTRONIC INVOICING

From today, you will not receive your invoice on paper by postal mail. Your invoices will be sent by e-mail. A duplicate will be archived and can be consulted via your secure invoicing space. The electronic document is considered as the original invoice. Please could you supply an e-mail address to which we can send your documents (including the original invoice if accepted) as well as the e-mail informing you that your documents are available in your invoicing space.

#### INVOICING CONTACT

Mrs  Miss  Mr  Last Name: ..... First name: .....

E-mail: .....

No, I do not want to receive the original invoices in electronic format.

### Organiser only

Date of receipt: .....

Stand number: .....

Stand name: .....

Sector: .....

Stand equipment: .....

ADV: .....

ISG: .....

Surface area: .....

Sales: .....

Previous exhibitor  France

New exhibitor  Intern.

#### Registration number:

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Observations: .....

# 1 YOUR STAND

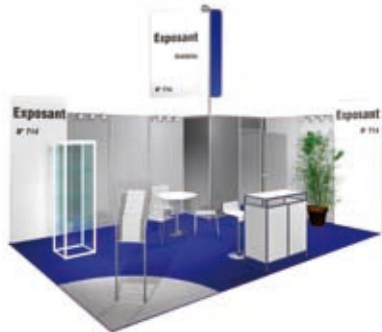
## A/ Your exhibiting space (compulsory)

	SQM	COST
<p>► <b>Comprising:</b> The price per square meter comprises: floor space, floor layout (partitions and carpets not included).</p> <p><input type="checkbox"/> <b>A</b> - from 9 to 26 sqm</p> <p><input type="checkbox"/> <b>B</b> - from 27 to 59 sqm</p> <p><input type="checkbox"/> <b>C</b> - from 60 to 99 sqm</p> <p><input type="checkbox"/> <b>D</b> - from 100 to 160 sqm</p>	<p>Per sqm: <b>317€ excl. VAT</b> x _____ = _____ € excl.VAT</p> <p>Per sqm: <b>312€ excl. VAT</b> x _____ = _____ € excl.VAT</p> <p>Per sqm: <b>307€ excl. VAT</b> x _____ = _____ € excl.VAT</p> <p>Per sqm: <b>291€ excl. VAT</b> x _____ = _____ € excl.VAT</p>	

## B/ Your stand equipment and decoration (choose between options 1, 2 or 3)



<p><b>OPTION 1</b> Pre-equipped stand</p> <p>► <b>Comprising:</b> Partition with aluminium frame, laminated panelling, aluminium edging, carpeting (choice of 4 carpet colours), stand sign, lockable store room and lighting (100W spotlight per 3 sqm of space).</p>	<p>Per sqm: <b>67 € excl. VAT</b> x _____ * = _____ € excl.VAT</p>	
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<p><b>OPTION 2</b> Shell scheme stand</p> <p>► <b>Comprising:</b> Partition (choice of colours) with aluminium frame, laminated panelling, aluminium edging, carpeting (choice of colours), grey carpet corner print, stand sign 4.8 high tower sign and lighting (100W spotlight per 3 sqm of space), 1 set of 3 sockets in the store room. Furniture (to the value of 33€ excl. VAT/sqm chosen from catalogue) plus floral decoration and lockable store room (registration deadline: 17/02/12).</p>	<p>Per sqm: <b>191 € excl. VAT</b> x _____ * = _____ € excl.VAT</p>	
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<p><b>OPTION 3</b> Stand "design" (minimum area: 15 sqm min)</p> <p>► <b>Comprising:</b> A customed booth at your company's colours. Choice in a catalogue provided by the organisation. All services included: Furniture (to the value of 33€ excl. VAT/sqm chosen from catalogue), wooden dividing partition covered in blushed cotton (choice of colours), Lockable store room, 100W spotlight per 3 sqm of space, lighting on three-dimensional by means of 300W spotlight, 1 set of 3 sockets in the store room, doubled-sided exhibitor logo suspended from three-dimensional structure, stand sign on one side (1 per aisle at top of partition), a floral decoration (registration deadline: 17/02/12).</p>	<p>Per sqm: <b>259 € excl. VAT</b> x _____ * = _____ € excl.VAT</p>	
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\* Please note: total stand size must be reported

# 2 YOUR COMFORT

NEW

	Quantity	COST
<p><input type="checkbox"/> <b>EQUIPMENT PACKAGE</b></p> <p>► <b>Includes:</b> 1 electricity supply (3 kW*), normal mains voltage during show opening hours + 1 refrigerator (140 L) with soft drinks + 1 coffee machine supplied with 150 doses and consumables + cleaning the day before and each day during the show (from Monday to Thursday after closing) * For the possibility of increasing the power rating of the electricity supply (see the exhibitor space for details).</p>	<p><b>1,150 € excl. VAT</b> x _____ = _____</p>	<p>_____ € excl.VAT</p>
<p><input type="checkbox"/> <b>EQUIPMENT PACKAGE + PARKING</b></p> <p>► <b>Includes:</b> Equipment package (described above) + 2 parking spaces for the 4 days of the exhibition (Vehicles &lt; 3.5T and 1.90m in height)</p>	<p><b>1,319 € excl. VAT</b> x _____ = _____</p>	<p>_____ € excl.VAT</p>
<p><input type="checkbox"/> <b>PARKING PACKAGE</b></p> <p>► <b>Includes:</b> 2 parking spaces for the 4 days of the exhibition (Vehicles &lt; 3.5T and 1.90m in height)</p>	<p><b>170 € excl. VAT</b> x _____ = _____</p>	<p>_____ € excl.VAT</p>
<p><input type="checkbox"/> <b>"GOURMANDISE" PACKAGE</b></p> <p>During exhibition days, pack for 6 persons (mini pastries, coffee/tea, fruit juices, cola, mineral and sparkling waters, salted snack, mini macaroons, consumables)</p>	<p><b>1,600 € excl. VAT</b> x _____ = _____</p>	<p>_____ € excl.VAT</p>

### 3 YOUR CO-EXHIBITORS

Co-exhibitors can participate in the exhibition on the stand of an exhibiting company or organisation (main exhibitor) with their own staff and material. The main exhibitor is responsible for ensuring that co-exhibitors follow regulations terms, technical and other requirements specified by the organisers.

**The following companies will be on my stand as co-exhibitors:**

Please list the companies:

Name: ..... Name: .....

Name: ..... Name: .....

Name: ..... Name: .....

You will receive (or will download) the form for each company which has to be returned

**Cost per co-exhibitor paid by my company:**

400€ exd. VAT x \_\_\_\_\_ = \_\_\_\_\_ € exd.VAT

▶ This fee comprises the same as the main exhibitor's except the badge reader

**At this point, I do not know which companies will be co-exhibitors on my stand:**

- I want to be contacted later     I do not want to be contacted

*I hereby guarantee the acceptance of the General Regulations, Special Regulations, and waiver of recourse clause as worded herein, by all of the partners, hosted at my stand. I also declare that said partners are all insured for third-party liability, and that I am liable for any damage they cause during their participation in the show.*

### 4 YOUR COMMUNICATION

▶ **Logo on the website**

• Your logo on your company profile and on the exhibitors search results list on the website

220€ exd. VAT x \_\_\_\_\_ = \_\_\_\_\_ € exd.VAT

▶ **Logo on the floor map in the visitor's guide**

980€ exd. VAT x \_\_\_\_\_ = \_\_\_\_\_ € exd.VAT

▶ **Logo on the show floor plan**

• Logo on the direction maps (limited availability)

988€ exd. VAT x \_\_\_\_\_ = \_\_\_\_\_ € exd.VAT

▶ **Logo package**

• Logo on the website, logo on the floormap in the visitor's guide, logo on the show floorplan

1,978€ exd. VAT x \_\_\_\_\_ = \_\_\_\_\_ € exd.VAT

▶ **Your advertising page in the visitor's guide**

• 4 colour page

2,500€ exd. VAT x \_\_\_\_\_ = \_\_\_\_\_ € exd.VAT

▶ **Your press release**

Press release edited by a professional journalist

1,000€ exd. VAT x \_\_\_\_\_ = \_\_\_\_\_ € exd.VAT

▶ **Pack web**

• Your logo on your company profile and on the exhibitors search results list on the website  
• Company profile with your contact details, presentation text of your product or service, a photo and link to your website

995€ exd. VAT x \_\_\_\_\_ = \_\_\_\_\_ € exd.VAT

### 5 REGISTRATION FEE (COMPULSORY)

▶ **Comprising:**

- Your presence on [www.sitl.eu](http://www.sitl.eu) in the exhibitors list
- Official catalogue entry
- Invitations to the exhibition for your clients, subject to availability
- 40 VIP badges
- Free access to the VIP Club for you and your clients
- Administrative registration costs
- Access to exhibitor meetings

- A Copy of the official exhibition catalogue
- Obligatory exhibitors insurance (policy costs included)
- Supply of a badge reader (on request before 10 February 2012 depending on available stocks)
- Access to the press service at the exhibition
- Exhibitor badges
- E-invitation (sent it to an unlimited number of your clients and leads)

750 € exd.VAT

### TOTAL

Total exd. VAT **1 A + 1 B + 2 + 3 + 4 + 5** = \_\_\_\_\_ €

VAT 19.6 % = \_\_\_\_\_ €

**TOTAL INCL. VAT** = \_\_\_\_\_ €

## YOUR ACTIVITY

### ► Tick below the sections corresponding to your activity

- |                                                               |                                                                      |                                                                                           |
|---------------------------------------------------------------|----------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Transport Services                   | <input type="checkbox"/> Handling equipment and materials            | <input type="checkbox"/> Logistics property                                               |
| <input type="checkbox"/> Overseas services, multimodal        | <input type="checkbox"/> Transport and logistics security and safety | <input type="checkbox"/> Information technologies and systems for transport and logistics |
| <input type="checkbox"/> Logistics Services                   | <input type="checkbox"/> Logistics Infrastructures                   | <input type="checkbox"/> RFID                                                             |
| <input type="checkbox"/> Freight forwarding/ express delivery |                                                                      |                                                                                           |

## PAYMENT TERMS

### 1 Schedule of payment

#### ► Registration before 24 June 2011:

- With application form \_\_\_\_\_ **10% of the total cost incl. VAT, as deposit**
- Before 09 September 2011 \_\_\_\_\_ **30% of the total cost incl. VAT**
- Before 02 December 2011 \_\_\_\_\_ **Final balance (60%) of the total cost incl. VAT**

#### ► Registration after 24 June 2011 and before 02 December 2011

- With application form \_\_\_\_\_ **40% of the total cost incl. VAT, as deposit**
- Before 02 December 2011 \_\_\_\_\_ **Final balance (60%) of the total cost incl. VAT**

#### ► Registration after 02 December 2011: Payment of the total cost including VAT must be send with application form

### 2 Payment

- Payments should **expressly** mention: company or corporate name and the following phrase **"All charges to be paid by the sender"**.

Bank sort code <b>30066</b>	Branch code <b>10947</b>	Account number <b>00010067602</b>	RIB key <b>68</b>	Ref <b>SITL2012</b>	Address <b>CIC SUD SAINT AUGUSTIN GCE 102, bd Haussmann - 75008 Paris</b>	Intra EU tax number <b>FR 92 410 219 364</b>
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**RIB-For foreign payments:** IBAN code: FR 76 3006 6109 4700 0100 6760 268 Swift code CMCIFRPP

I, the undersigned declare that I am aware of the rules and regulations and general terms and conditions of sale of this exhibition, that I possess a copy thereof, and that I accept all the clauses without reservation or restriction.

In pursuance of commitments vis-à-vis venue managing company, venue owner, I the undersigned, and my insurance company abandon rights of recourse against these companies and its insurance company due to any damage. Furthermore, the exhibitor and its insurance company abandon rights of recourse against Reed Expositions France, its insurance company, any other exhibitor and any company acting in their name, due to any corporal, material and/or immaterial, direct or non direct, fire, explosion or water damage or "business loss".

I, the undersigned, expressly, agree to receive by mail, fax or email commercial information sent by the organiser and promotional offers made by Reed Expositions France. If you do not wish to receive information from Reed Expositions France, please mail to: **Reed Expositions France/ SITL EUROPE SHOW 2012 – 52-54 quai de Dion-Bouton – CS 80001 – 92 806 Puteaux Cedex France.**

Signatory name and job function: .....

.....

On: .....

Date: .....

Stamp & signature

**Box must be completed  
to validate your request** ►

**Application forms must be accompanied by first payment mentioned above  
(see Payment terms)**

# GENERAL REGULATIONS FOR EXHIBITIONS 2011 ORGANISED BY REED EXPOSITIONS FRANCE

## GENERAL PROVISIONS

### Article 1 - General

Specifications concerning the organisation of the Exhibition, in particular its opening and closing dates, its location, its opening hours and admission price are decided and may be modified according to the will of the organiser.

In the event of an extension, exhibitors who so request, may be authorised to close their stands on the date initially agreed, but they may not remove products on display nor change the appearance of the stand before the date fixed by the Exhibition organiser.

If for major, unpredictable or economic reasons (such as fire, flooding, destruction, accident, force majeure, local or national strike, riot, insecurity risks, storm, terrorist threat, ...) the Exhibition cannot be held, exhibitors' applications will be cancelled and sums available, after payment of expenses incurred, will be distributed between the exhibitors, pro rata to the sums deposited by each of them. The exhibitor leaves it up to the organiser to appreciate if the Exhibition must be suspended or evacuated for major, unpredictable or economic reasons or in the event of threat for the safety of the public and undertakes not to make any objection against its decision whatsoever.

The exhibitor shall undertake to respect, and make respected, the measures of the Exhibitor Services Manual.

The exhibitor is responsible to the organiser for non observance of the schedule of conditions ("le cahier des charges") established by the owner or the main tenant of the site placed at the disposal of the Exhibition organiser.

The organiser is not liable for any consequences arising from the enforcement of the provisions of these general regulations.

## PARTICIPATION

### Article 2 - Conditions for participation

The organiser determines the categories of exhibitors and establishes the list of products and/or services exhibited.

An exhibitor may present only equipment, products, processes or services manufactured or designed by himself, or for which he is an agent or distributor; in the latter case, he must attach to his application, the list of brands whose products he intends to exhibit or whose services he intends to present.

After consideration, the organiser may exclude products and/or services which do not appear to him to correspond to the aim of the Exhibition, or allow the presentation of products and/or services which do not appear on the list but which may be of benefit to the Exhibition.

Sales comprising immediate on-site delivery to the buyer are prohibited.

In pursuance of the regulation concerning authorised exhibitions, any exhibitor agrees to exhibit only products or equipment in conformity with French regulations, except for products or equipment destined for use exclusively outside French territory. Moreover, any exhibitor agrees not to proceed with any advertising liable to induce into error or to constitute unfair competition.

The products and services presented by the exhibitors must comply with law and order and the laws in effect. For this reason, it is strictly forbidden to exhibit products illicit or proceeding from illicit activities. It is also forbidden for unauthorized person, under the law, to propose services and products which do not comply with the relevant regulated activities by the law.

Any violation of these provisions may result in legal proceedings against the offending exhibitor, without measure which could take the organiser to cease the disorder.

### Article 3 - Applications

Any person wishing to exhibit must present an application of participation to the organiser. Unless the organiser does not accept the application, the submission thereof shall be a binding and irrevocable undertaking to pay the full price of the stand hire and associated costs.

### Article 4 - Control of admissions

The organiser is not obliged to justify his decisions concerning applications.

In the event that participation is refused, any sums paid by the party having presented an application of participation will be repaid, after deduction of administrative expenses incurred by the organiser and which remain due to him. The same provision applies to a party having presented an application of participation placed on the waiting list, to whom a stand cannot be allocated for lack of available space when the Exhibition opens.

Acceptance of the application is confirmed by the reply from the organiser to the exhibitor. This reply may be in the form of an invoice addressed to the exhibitor.

Despite initial acceptance by the organiser and even after allocation of a stand, the organiser is allowed, without restriction, to cancel an application of participation from an exhibitor whose affairs are, for whatever reason, administered by, or with the assistance of a trustee in bankruptcy.

This applies notably to any application by a company filing a petition in bankruptcy between the date of the application and the Exhibition opening date.

### Article 5 - Assignment / Sub-letting

Without the organiser's prior consent in writing, an exhibitor shall not transfer, sub-let or share, with or without payment, all or part of his concession within the Exhibition.

Nevertheless, several exhibitors may be granted joint authorisation to make a group presentation, providing each of them should submit a prior request for the approval to the organiser and sign a application for joint-participation.

### Article 6 - Withdrawal

In the event of withdrawal or non-occupation of the stand for whatever reason any sums paid and/or due in whole or in part towards the hire of the stand, shall retained by the organiser, even if the stand is let again to another exhibitor.

An exhibitor shall be deemed to have withdrawn if, for any reason

whatsoever he should fail to take possession of his stand 24 hours before the day on which the Exhibition is due to open. The organiser may therefore dispose of the defaulting exhibitor's stand and the latter shall have no right to claim a refund or compensation, even if the stand is allocated to another exhibitor.

## FINANCIAL CONDITIONS

### Article 7 - Price

The price of stands is decided by the organiser and may be revised by the organiser if there is a modification to its components, including but not limited to variations in the cost of materials, labour, transportation and services as well as tax and social charges.

### Article 8 - Payment conditions

Payment for hire of the stand and other associated costs is to be made by the settlement dates and by methods fixed by the organiser and notified to the exhibitor in the Exhibition information package.

For any late application of participation, the first payment is equal to amounts already due at the date of receipt of the application. The same provision applies to exhibitors on the waiting list who are allocated a stand which becomes vacant.

### Article 9 - Failure to pay

If an exhibitor should fail to pay on due dates and by the specifications stipulated in the preceding article, the organiser shall be entitled to apply the conditions contained in article 6 "Withdrawal"

Moreover, any late payment shall also entail the application of interest at the Eonia rate increased by five (5) points. This interest shall be due as of right, and shall be calculated against the aforementioned sum from the date upon which the payment should have been made until the effective date of payment. Debt-collection costs shall be payable by the debtor.

## STANDS

### Article 10 - Allocation of stands

The organiser establishes the layout of the Exhibition and allocates sites at his free will, taking into account as far as possible, the wishes expressed by the exhibitor, the nature of the products and/or services which he is presenting, the layout of the stand he proposes to install as well as, if necessary, the date on which the application was registered and the exhibitor's seniority in applying to the Exhibition.

The organiser may modify the size and layout of the area requested by the exhibitor. Such modification shall not entitle the exhibitor to unilaterally terminate his engagement to participate.

An exhibitor is notified of the location of the stand allocated to him by means of a layout. This layout gives the characteristics of the stand as precisely as possible. Where possible, it is the exhibitor's responsibility to verify the conformity of the layout before setting up his stand. The organiser is not liable for any difference between the characteristics given on the layout and the actual measurements of the stand.

The layout shows the general layout of the other stands surrounding the site allocated.

These indications, valid on the date the layout is drawn up, are given for information only and are liable to modifications which may not be able to be communicated to the exhibitor.

Any claim concerning the location set out in the layout must be presented within one week. After this time limit, the location proposed shall be deemed accepted by the exhibitor.

Under no circumstances can the organiser reserve a specific location, nor book such a location for the next Exhibition. Furthermore, participation in previous Exhibitions shall not confer any right to a particular location nor confer any priority in the allocations.

### Article 11 - Installation and decoration of stands

Stand installation is in accordance with the plans draw up by the organiser. Subject to the organiser prior consent in writing, exhibitors may build split-level stands provided the conditions set out in the Exhibitor Services Manual are complied with. Regulations concerning the construction of such stands are available from the organiser on request.

Exhibitors are responsible for the specific decoration of their own stands. They shall comply with safety regulations issued by the public authorities and adhere to the general layout for decoration and signage drawn up by the organiser.

The organiser decides the specifications of how visual information is displayed and the conditions governing the use of all sound, light or audio-visual techniques, as well as the conditions under which all shows, attractions promotional activities, surveys or opinion polls may be carried out within the confines of the Exhibition.

In the same way, the organiser decides on the conditions in which photography or sound recording is authorised within the confines of the Exhibition.

The organiser reserves the right to require that any fitting detrimental to the general appearance of the Exhibition, to neighbouring exhibitors or the public, or which does not conform to the layout and model submitted for his prior approval, shall be removed or modified. The organiser may withdraw an authorisation already given in the event of hindrance caused to neighbouring exhibitors, to circulation or to the running of the Exhibition.

### Article 12 - Deinstallation

The organiser declines all responsibility for structures or installations built by exhibitors.

Exhibitors shall accept and leave the sites as delivered, and shall be liable for any damage, in particular to venue halls and venue equipment, caused by themselves or by their installations, equipment or goods.

## TIME LIMIT FOR STAND ERECTION AND REMOVAL

### Article 13 - Assembly and dismantling

The organiser determines the programme for erection and installation of the stands prior to the opening of the Exhibition. He also fixes dates and times for dismantling the stands, and removing equipment, materials and products as well as deinstallation of the site at the end of the Exhibition.

With regard in particular to the dismantling and removal of stands and deinstallation of the site, the organiser may complete tasks which have not been carried out by the exhibitor within the deadlines, for which the exhibitor accepts all costs and risks.

If an exhibitor should fail to vacate the site in due time, the organiser shall be entitled to penalties and damages.

### Article 14 - Specific authorisations

Any installation of machines, equipment or structures which cannot be carried out without using space allocated to another exhibitor may only be done with the authorisation of the organiser and on the date fixed by him.

### Article 15 - Goods

Each exhibitor provides for transport and reception of goods sent to him. He must act in accordance with the organiser's instructions concerning the delivery and dispatch of goods, particularly with regard to vehicle circulation within the confines of the Exhibition.

Under no circumstances shall products and materials brought to the Exhibition, leave the Exhibition until it has ended.

## CLEANING

### Article 16 - Cleaning

Each stand is cleaned in accordance with the conditions and at times notified by the organiser to the exhibitor.

## INSURANCE

### Article 17 - Public liability insurance

17.1 - Organiser's public liability insurance  
The organiser subscribes to an insurance policy covering the financial consequences of its public liability in his role as organiser.

Exhibitors may ask the organiser to provide them with an insurance attestation specifying the nature of the risks covered the limits of the cover and the period of cover.

17-2 - Exhibitor's public liability insurance  
The exhibitor has to conclude an insurance policy covering the financial consequences of its public liability as an exhibitor for the duration of the show (build-up and dismantling included).

This cover has to be subscribed with an insurance company well-known as a creditworthy company and for sufficient amounts. The exhibitor shall, upon first request of the organiser, provide it with a copy of its insurance policy.

### Article 18 - Exhibitor's Damages Insurance

Exhibitors are required to carry insurance, via the organiser against the financial consequences of any losses they incur. The principal characteristics of the cover provided by this insurance are those described in paragraph "Comprehensive risk insurance for stands and items exhibited" below.

Exhibitors may ask the organiser for the right to examine a copy of the policy which alone is proof of the risks covered and the conditions governing it.

### Comprehensive risk insurance for stands and items exhibited

This coverage casual loss or damage to goods belonging to an exhibitor or of which he has charge. The coverage shall take effect from the moment said items are deposited at the stand of the exhibitor. The coverage shall take termination from the moment said items leave the stand at the end of the exhibition.

The following are covered:

- items exhibited, display equipment, furniture and all other goods intended for inclusion on the exhibition stand;
  - property hired or lent, including the stand or the exhibition module supplied by the exhibition organisers,
  - Audiovisual material and Plasma/LCD screens.
- The coverage does not include, in particular, cash, cheques and all other means of payment.

Ceiling for coverage : Euros 15,000

The exhibitor may, on application to the organiser, subscribe to an additional optional insurance (cf. terms within the Exhibitor's Services Manual).

### Article 19 - Exemption clauses and exclusions

A - For the coverage stated in paragraph "Comprehensive risk insurance for stands and items exhibited" of article 18, the exemption per claim is Euros 400 per exhibitor (theft only).

B - The main exclusions from coverage are (no exhaustive list) :

- (a) War, civil war, Foreign enemy invasion, revolution, confiscation of property, nationalisation, orders given by any government or any public or local authority, radioactive contamination, supersonic bang.
- (b) Loss or damage to goods in the open air, caused by theft or bad weather.
- (c) Financial loss, including loss of money and indirect loss.
- (d) Variation in temperature deliberately caused by a supplier.
- (e) Electrical or mechanical break down or malfunction.
- (f) Staff injury.
- (g) Theft of property or goods on the site of the Exhibition, where this property or these goods have been left without supervision and the theft has taken place at a time when the site is open for occupation or use by the exhibitors, as defined or stated by the organisers of the Exhibition.
- (h) Inventory deficiency.
- (i) Personal effects and objects, jewellery and master pieces, cameras, radios, electronic pocket calculators and all other objects which

belong to natural persons directly or indirectly participating in an event.

- (j) Telephones plugged into or connected to the telecommunication network.
- (k) Removable software programs and packages.
- (l) Theft of audio-visual equipment used for advertising purposes (such as VCR's, laptop computer, cameras, camcorders) when these goods, during closing hours, are not stored in a specific piece of furniture and/or a room equipped with a safety lock.

The aforementioned list mentions only the main exceptions and constitutes only an abstract of the General and Special Terms of the insurance policy which shall alone take precedence in the settlement of any claims.

In pursuance of commitments vis-à-vis venue managing company, venue owner, the exhibitor and its insurance company abandon rights of recourse against these companies and its insurance company due to any corporal, material and/or immaterial, direct or non direct, fire, explosion or water damage or "business loss". Furthermore, the exhibitor and its insurance company abandon rights of recourse against Reed Expositions France, its insurance company, any other exhibitor and any company acting in their name, due to any corporal, material and/or immaterial, direct or non direct, fire, explosion or water damage or "business loss".

#### Article 20 - Operation of the coverage

Any claim must be notified in writing to the insurer.  
Failing which the insured party loses his right to claim from the insurer, all claims must be moreover notified to the insurance company, on the standard forms which are available to the exhibitor, within twenty-four hours in the case of a theft or within five days in the other cases, stating the circumstances of the claim and the approximate total sum of the loss.  
All thefts must be notified by the exhibitor to the police department having territorial jurisdiction over the exhibition premises. The statement to the police must be attached to the claim.  
To obtain payment in compensation, the exhibitor must produce detailed inventories indicating the values of the equipment exhibited and the stand equipment (fittings, decoration, lighting, etc.).

#### SERVICES

##### Article 21 - Fluids

Connections to electricity, telephone, water and compressed air mains are charged as stated in the Exhibitor Services Manual to exhibitors who must request connection within the time limits specified and within the technical possibilities offered by the exhibition site.  
Any request concerning these services must be addressed to the distributor designated on the appropriate forms made available to exhibitors.

##### Article 22 - Customs

It is the responsibility of each exhibitor to complete customs

formalities for equipment and products arriving from abroad. The organiser cannot be held responsible for any difficulties arising during these formalities.

#### Article 23 - Intellectual property rights

The exhibitor ensures the Organiser that he had obtained all Intellectual Property Rights held in equipment or products/ creation/ trade mark which he exhibits or permission for this exhibition. The organiser will accept no responsibility in this regard.  
The organiser will be allowed to exclude the exhibitors condemned in Intellectual Property matter, such as counterfeiting.  
The exhibitor entitles the Organiser as a favour, free of charge and for the duration of the concerned rights, to reproduce and use, in any territories, the equipment or products/ creation/ trademarks exhibited, for all communication tools of the trade show (Internet website show's, official catalogue, invitations, plan, promotional video, newsletter, etc.) and for all tools used to promote the exhibition (picture taken on the exhibition destined to be published in a newspaper or on Internet, TV program dealing with or shoot on the exhibition...).  
The exhibitor ensures the Organiser that he had obtained permission for the uses above mentioned. The organiser will accept no responsibility in this regard.

#### Article 24 - Society of collective management

In the absence of an agreement between collection and allocation's societies of Rights (SACEM...) and the organiser, the exhibitor must deal directly with these societies or any other competent organisation if he uses music in any way whatsoever within the confines of the Exhibition, as the organiser declines all responsibility in this regard. The organiser can verify all these agreements.

#### CATALOGUES

##### Article 25 - Catalogues

The organiser reserves the exclusive right to publish and sell the catalogue of exhibitors, together with the advertising which appears in the catalogue. He may subcontract all or part of this right.  
The information necessary for the writing of the catalogue is furnished by the Exhibitors who are responsible for all information they supply for entry in the catalogue. The organiser cannot be held responsible for any omissions or errors in reproduction or composition or any other mistakes which may occur.  
The organiser reserves the right to modify, remove or group entries wherever he judges this to be useful as well as to refuse an entry to or modify texts for paid advertisements if they may cause harm to other exhibitors.

#### ADMISSION PASSES

##### Article 26 - "Exhibitors passes"

"Exhibitors passes" giving right of entry to the Exhibition subject to the conditions fixed by the organiser are issued to exhibitors. Unused "exhibitors passes" may be neither returned nor reimbursed after the organiser has issued them against payment.

#### Article 27 - Invitation cards

Invitation cards intended for visitors whom the exhibitors wish to invite are issued to exhibitors subject to the conditions fixed by the organiser.

Any unfair request and/or any other use may result in legal proceedings.

Cards which remain unused may be neither returned nor reimbursed after the organiser has issued them against payment.

Only passes, invitation cards and entrance tickets issued by the organiser give right of entry to the Exhibition.

#### SAFETY

##### Article 28 - Safety

The exhibitor shall undertake to respect all safety measures imposed by administrative or legal authorities, as well as any safety measures which may be taken by the organiser. The organiser reserves the right to verify that these measures are respected.

Surveillance is carried out under the control of the organiser; his decisions concerning the application of safety regulations are implemented immediately.

#### APPLICATION OF THE REGULATIONS - DISPUTES

##### Article 29 - Application of the regulations

Any violation of the provisions of the present regulations or internal regulations issued by the organiser may result in the exclusion of the offending exhibitor even without prior warning. This applies, specifically, to non conformity of stand fittings, failure to comply with safety regulations, failure to occupy the stand, display of products which do not conform to those stated in the initial application, sale of goods with immediate on-site delivery to the purchaser.

An indemnity is then due from the exhibitor as damages and as reparation for moral or material harm suffered by the Exhibition. This indemnity is at least equal to the sum still due by the exhibitor to the organiser, without prejudice to any additional damages which may be demanded. The organiser requires, in this respect, the right to retain exhibited products and furniture or articles of display belonging to the exhibitor.

##### Article 30 - Modification of the regulations

The organiser reserves the right to give a ruling on all cases not provided for within the present regulations and to add new provisions whenever he believes this to be necessary.

##### Article 31 - Disputes

In the event of a dispute, the exhibitor undertakes to submit his claim to the organiser before taking any other action. The exhibitor formally agrees that any legal action undertaken in less than fifteen days from the date of this submission and more than one year after this expired fifteen days time is declared inadmissible.

In the event of dispute, the courts seated in the area which includes the organiser's registered address alone are competent and the French version of this text will be referred to.

## General terms and conditions of sale

These terms and conditions apply to the sale of advertising space in the derivative products of the SITL EUROPE (show's official catalogue, newsletter, etc...) and on the website located at <http://www.sitl.eu>. The derivative products and website of the SITL EUROPE are hereinafter referred to as the "Communication Tools".

Any request to place an advertisement in SITL's communication tools is considered firm and binding on the advertiser as soon as it has been registered by Reed Expositions France. If the request is made by an agent, it is binding on both the agent and the advertiser, in particular concerning payment. The agent must have a letter of authority from the advertiser which must specify the scope and duration of his mandate.

In the event of inconsistency between these general terms and conditions of sale and the terms and conditions of purchase of any advertiser, it is agreed that these general terms and conditions of sale shall prevail.

The advertiser agrees to provide any and all documents or offset transparencies necessary for the printing and/or on-line placement of the advertiser's message within the agreed lead times. Technical costs if any shall be borne by the advertiser.

The advertiser shall comply with any and all instructions issued by Reed Expositions France and indicated in Reed Expositions France's commercial documents concerning the supply of technical materials (e.g. format of advertising banners).

In the event that the production of the advertisement is followed up by the communication unit of the SITL EUROPE, a proof may be submitted to the advertiser, in which case the advertiser shall be obligated to indicate any required changes by return mail. Failure to respond within the applicable lead time shall be deemed tacit acceptance. In the event of non-compliance with the lead times for the submission of technical materials, an advertisement indicating the advertiser's corporate name and particulars shall be produced at the advertiser's expense.

Lead time for on-line placement: 3 working days from the date of receipt of technical materials.

If an order is cancelled for any reason whatsoever, the 50% down payment shall be vested with Reed Expositions France.

Reed Expositions France waives any liability in respect of any and all technical materials that have not been recovered by the advertisers or their agents within three months from the last time such materials have been published.

The registration by Reed Expositions France of a request for the

insertion of an advertisement only grants the advertiser the right to occupy the space reserved for such advertisement. The space, form and mode of posting of the proposed advertisements and the related prices are indicated in the purchase order attached hereto. Prices do not include technical costs such as, where applicable, the cost of creation and production of the advertisements. Except for those spaces indicated in the publication price list, no space may be guaranteed, regardless of the indications placed by the advertiser on the request for advertising publication.

The copy and visuals of an advertisement and in particular brands and designations are published under the sole responsibility of the advertiser. In particular, the advertiser alone is responsible for the payment of any reproduction rights for photographs used.

The advertiser hereby releases Reed Expositions France, the publisher, the printer and any and all third parties from any civil or criminal liability they may incur because of advertisements that have published at the advertiser's request. The advertiser guarantees Reed Expositions France, the publisher, the printer and any and all third parties against any claims asserted by third parties in respect of the content of such advertisements. The advertiser accordingly agrees to defend at its own expense Reed Expositions France, the publisher, the printer and any and all third parties in the event that proceedings or claims are brought or asserted against them in respect of the contents, data, information, messages etc. included in the advertisements, and the advertiser shall be responsible for any indemnification due to make whole any loss that may have been sustained.

Reed Expositions France may in no event be held liable beyond a total amount corresponding to 2/12th of the total annual amount collected for the corresponding service, not including any extension or renewal period.

The advertiser waives all recourse against Reed Expositions France or a third party, in the event of loss, destruction, damage or prejudice resulting from the interruption or disruption of the Activity, caused directly or indirectly by the failure of any computer, data processing equipment, multimedia micro-circuit, operating system, microprocessor (computer chip), integrated circuit or similar component, or by any software, whether or not it is the property of Reed Expositions France.

No error due to Reed Expositions France, the publisher, the printer or any and all third party in respect of an advertisement shall in any event result in the cancellation of such advertisement.

The correction shall be made in the catalogue or the following advertising products.

No claim shall be accepted unless it is made in writing within eight days from the date of insertion or on-line placement.

No delay in, suspension of or cancellation of the circulation of the advertisement in particular because of technical default due to the operation of the Internet or for any reason beyond the control of Reed Expositions France shall justify any refusal to pay even part of the amounts due by the advertiser or its agent, or shall create a right to a new insertion at the expense of Reed Expositions France or to indemnification in any manner whatsoever, in favour of the advertiser or his agent.

Also, Reed Expositions France may in no event be held liable for accidental or voluntary damage made to the advertiser by third parties because of their being connected to the Internet.

In accordance with the French Computing and Civil Liberties Act No. n° 78-17 of 6 January 1978, the advertiser has a right of access, modification, correction and deletion of personal data related to the advertiser. To exercise such right, the advertiser must contact Reed Expositions France - direct marketing department.

In accordance with press and publishing practice, Reed Expositions France is free to refuse an advertisement without being obliged to give reasons for its refusal.

Placements are made in accordance with the dates reserved by advertisers. Invoices are issued on the basis of such reserved dates and must be paid upon receipt. Where an advertiser places an order through an agency appointed as the advertiser's agent, the invoice shall be sent to the agency with a copy to the advertiser. 50% of the pre-tax price of the advertisement shall be payable upon delivery of the purchase order, the remainder being due upon receipt of the invoice.

If the advertiser fails to make any payment upon the due date, all amounts due shall become immediately payable in full, plus liquidated damages set at 10% of all amounts that have fallen due and remain unpaid. In addition, any late payment shall give rise to the application of an indemnity for late payment at a rate equal to one and a half times the legal rate. Collection costs shall be borne by the debtor.

Any dispute shall fall within the jurisdiction of the Nanterre Courts. All applications for insertion of advertisements imply the acceptance of the above general terms and conditions.