

Institut für Wissensarbeit | Sprudelhof 11 | 61231 Bad Nauheim

Institut für Wissensarbeit

Manfred Gerz

Sprudelhof 11

D-61231 Bad Nauheim

Germany

Registration Joint Exhibition „Success Factor Office“

For participation in the joint exhibition “Success Factor Office”, we will charge you certain fees. These are dependent on the scope of your participation.

The following Modules can be booked for the **A+A 2009**:

Tel.: +49 (0) 6032 73577

Fax: +49 (0) 6032 73566

Email: gerz@inqa-buero.de

Registrations as well as cancellations can be made until **15 June 2009**. Based on the number of registrations, the Institut für Wissensarbeit (*Institute for Knowledge Work*) will decide about the execution. Until this decision, there is no legal claim to this exhibition. Upon confirmation of your participation, the participation fee becomes due which will have to be paid in total by **31 July 2009**. Otherwise, participation in this fair will be denied.

I herewith bindingly register for the participation in the joint exhibition “Success Factor Office” during the **A+A** (Düsseldorf, 3 through 6 November 2009). I would like to book the following module for my participation:

- [] **Basic Module.** Inclusion into the information brochure of “Success Factor Office”. Booking this basic module is mandatory for the booking of further modules. The services included in this basic participation module are listed in Appendix 1.
2.350,-€
- [] **Module A.** Exhibition satellite with 9 m² of individual exhibition space. The services included in Module A are listed in Appendix 1.
2.500,-€
- [] **Module B.** Exhibition satellite with 18 m² of individual exhibition space. The services included in Module B are listed in Appendix 1.
4.400,-€
- [] **Module C.** Exhibition satellite with 27 m² of individual exhibition space. The services included in Module C are listed in Appendix 1.
5.500,-€

All prices plus legal V.A.T. (at this time 19%)

First Name / Name Position / Department

Company Name (Address of Invoice)

Country, Zip Code, City Street Name, Number

Telephone Telefax

Email Signature

With your signature, you accept the business conditions fairs and events.
Please send the **fill-in registration form** via fax to: +49 (0) 6032 73566.

Services Basic Module Inclusion into the information about “Success Factor Office”.

- We will offer to the visitors of the info-point comprehensive information about your contribution to the new office work quality (brochure, surveys, references)
- Your logo will be displayed at the info-booth under the heading “Partner of Success Factor Office”.
- A contribution will be printed with your logo and internet address in the booth flyer.
- Entry in the exhibition catalogue in the category chosen
- Inclusion in the exhibition data bank or under www.erfolgsfaktor-buero.de
- Representation in person at the joint booth during the complete fair by booth manager / fair hostesses
- Initial consultation of interested persons in the area of your main subjects
- Distribution of documentation about your products and services to interested persons
- Recording contact data of the interested persons
- Forwarding the contact data to your booth (if applicable)
- Providing all materials available for advertisement and public relations, i.e. logos, press releases, photographs, etc.
- Storage places for information material during the exhibition
- Possibility to receive visitors during the fair at the booth.

Additional Services, if an Exhibition-Satellite (Module A,B,C) will be booked as well

- Providing a special exhibition area in accordance with the module booked
- Erection of a booth in accordance with the booth concept “Success Factor Office”
 - Wall elements, carpeting, lighting, power outlets, graphics complying to the layout of “Success Factor Office”, bistro-tables
- Customer liaison and support / when personally absent
- Reception service at the central info-point and guidance to your area
- Exhibition badge in accordance to the regulations of the fair for sub-contractors
- Inclusion of your contribution during guided tours through the joint booth
- Usage of existing logistics like storage facilities, cloakroom, tea-kitchen, meeting- and presentation facilities

Other Extra-Services which can be booked upon agreement

- Addition of a further partner into your presentation (joint presentation)
- Hook-up services of the fair, i.e. water, internet, telephone, etc.
- Construction services like ceilings fixture for beamers etc., additional lighting, larger or additional graphics, other configuration wishes
- Services of the fair, i.e. parking tickets, entry tickets, press box, etc.
- Marketing support for promotion of your contribution to “Success Factor Office”
- Continuous support at your booth by a fair hostess, other services

Business Conditions Fairs and Events

§ 1 Preamble

1.1 The Institut für Wissensarbeit (in the following: Institute for Knowledge Work) is the responsible organizer of the joint exhibition booth and is obligated to run the joint exhibition booth in the course of the agreed upon event under the condition that the necessary number of exhibitors has previously registered.

1.2 The signed and turned-in registration form is no binding claim to admittance.

A legal claim for admission does not exist. The presentation of the signed registration form is an offer of contract which requires the written consent of the event manager. The admission of the exhibitor will be given in writing.

1.3 On the exhibition booth, no other exhibitor can participate than the one registered with the Institute of Knowledge Work, who has received consent in writing.

1.4 All national and foreign manufacturers whose products are in line with the theme of the exhibition can be admitted. The exhibiting company should be recognized as main exhibitor. Subsidiaries, importers or agents etc. can be presented as sub-exhibitors on this booth and can be presented in the fair catalogue or in any other way at the booth, by name, text or address as belonging to the exhibitor. In case of over-booking, the Institute of Knowledge Work distinctly reserves the right to chose from the registered exhibitors. The companies who register early have priority. The Institute of Knowledge Work reserves the right to exclude certain exhibitors from the fair for objectively justifiable reasons, if it becomes necessary to limit the fair to a certain group of exhibitors in order to achieve the purpose of the event. The Institute of Knowledge Work can adapt the exhibition space accordingly.

1.5 Sub-letting or renting the exhibition space to third parties is prohibited, unless written consent of the organizer has been obtained.

1.6 Every participating company is obliged to familiarize itself with the regulations of the fair organizer and to adhere to these.

§ 2 Participation Charges

2.1 The charges for participation depend on the service package booked.

2.2 Individual additional services will be invoiced directly by the chosen service provider.

2.3 The charges will be invoiced as soon as the costs have been calculated and approved. If flat-rates are levied for certain services, they can be invoiced immediately,

2.4 The participation fees become payable upon receipt of the invoice. They will be paid in one sum.

2.5 Upon written approval of the Institute of Knowledge Work, the registration becomes legally binding.

2.6 If the participant cancels his participation, fees in accordance with point 3 of these business conditions will be levied.

2.7 Should the participant wish to reduce his size of exhibition space, the regulations as stipulated under point 3 of these business conditions apply.

§ 3 Cancellation

3.1 If a participant resigns his participation or reduces the size of the exhibition space booked, the following applies:

- The exhibitor is liable to pay 50 % of the agreed participation fees if the cancellation is handed in up to 4 months prior to the date of the fair.
- The exhibitor is liable to pay the whole agreed participation fee, if the cancellation is handed in less than 4 months prior to the date of the fair.

3.2 The Institute of Knowledge Work reserves the right to reduce the size of the joint booth or to terminate the complete execution of the event, should not enough participants register or in case of over-booking of the fair.

§ 4 Configuration of the Booth

4.1 The assembly and disassembly of the booth is neither responsibility nor obligation of the Institute of Knowledge Work. The assembly and disassembly of the booth will be performed by the fair construction company which will be hired by the Institute of Knowledge Work. Further jobs, i.e. the arrangement of exhibits, have to be ordered by the participant or done by himself.

4.2 The Institute of Knowledge Work is responsible for a consistent configuration of the joint booth. This applies mainly to the placement of the individual participants with their products, models and display walls. Individual wishes will be taken into consideration if at all possible.

4.3 The choice of the construction company is responsibility of the Institute of Knowledge Work.

4.4 The products to be exhibited shall be listed previously, in order not to inhibit the impression of the joint booth. The responsible person from the Institute of Knowledge Work has the right to previously view the exhibition booth plans of each participating company.

4.5 The time schedule agreed upon must be adhered to. Additional efforts caused by late arrival of information or material shall be invoiced to the originator.

4.6 The participants are responsible for the timely erection and correct function of the products / models, before the joint booth will be opened or at a time point stipulated by the organizer.

§ 5 Booth Management

5.1 If no other agreement with the responsible person of the Institute of Knowledge Work exists, the booth must be manned at all times.

5.2 If no other agreement with the responsible person of the Institute of Knowledge Work exists, the participants in the booth shall meet at the latest 18 hours before opening of the booth.

5.3 The responsible person of the Institute of Knowledge Work is obliged to be available to the exhibitors before and after participation in the fair, unless otherwise decided.

§ 6 Logistics

6.1 The Institute of Knowledge Work will find a logistics company for the transport of the equipment should this be desired.

6.2 The exhibitors shall pay the freight expenses incurred through the transportation of their own goods.

6.3 If insurance for the transportation process is desired, it should be decided between the exhibitor and the logistics company directly. The costs shall be borne by the exhibitor.

§ 7 Insurance

The Institute of Knowledge Work is not responsible for theft or damages which concern persons or equipment which are in the vicinity of the joint booth. Each and every person is individually responsible for the insurance of the personnel and equipment.

§ 8 Force Majeure

8.1 The Institute of Knowledge Work is not liable if participation in the fair is prevented or significantly compromised due to war, strike, blockades, lockouts, new or changed laws, regulations or force majeure.

8.2 The Institute of Knowledge Work is not liable if the organizer of the fair changes the date of the event or calls it off.

8.3 If the participation in the fair fails due to one of the above mentioned reasons or changes significantly, the participants are liable for a part of the participation charges. This share depends on the amount of the so far incurred expenses.

§ 9 Final Provisions

9.1 Deviations from the content of this agreement as well as side letters are only valid if confirmed in writing by the Institute of Knowledge Work.

9.2 If a clause of this business agreement is invalid or impossible to perform, the validity of the rest of the agreement remains intact.

In such a case, the parties are obliged to replace the invalid clause with a clause which would be plausible and executable, adhering to the purpose of the replaced clause as precisely as possible. The same applies to eventual gaps in the participation conditions.