

MESSE ERFURT GmbH

Exhibitor's Handbook



inoga

inoga – Trade Fair for the Hotel, Catering
and Hospitality Sector

6 th– 9 th October 2012

Information

Conditions of Exhibiting

Technical Regulations

Order Forms

**Messe Erfurt GmbH
Service Department**

Gothaer Straße 34
99094 Erfurt/ Germany

Tel. +49 (0)3 61/4 00-0
Fax +49 (0)3 61/4 00-11 11
e-mail inoga@messe-erfurt.de

Dear Exhibitor,

Thank you for registering for inoga trade fair 2012.

A successful stand requires careful planning and preparation. To support you in this, Messe Erfurt *Messeserviceabteilung* [Trade Fair Service Department] has put together an exhibitor's handbook for inoga 2012. The handbook will provide you with help and instructions on preparing to exhibit.

The guidelines and exhibiting conditions form a contractually binding condition of your participation in the trade fair. To ensure that the exhibition runs smoothly, we would ask you to note the information in the exhibitor's handbook.

We would also ask you to complete the order slips contained in this exhibitor's handbook and return them to the Messe Erfurt *Serviceabteilung* [Service Department] by the dates shown.

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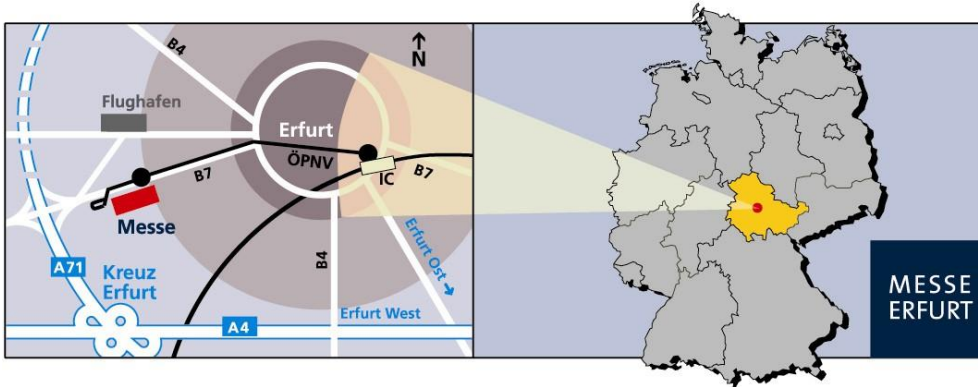
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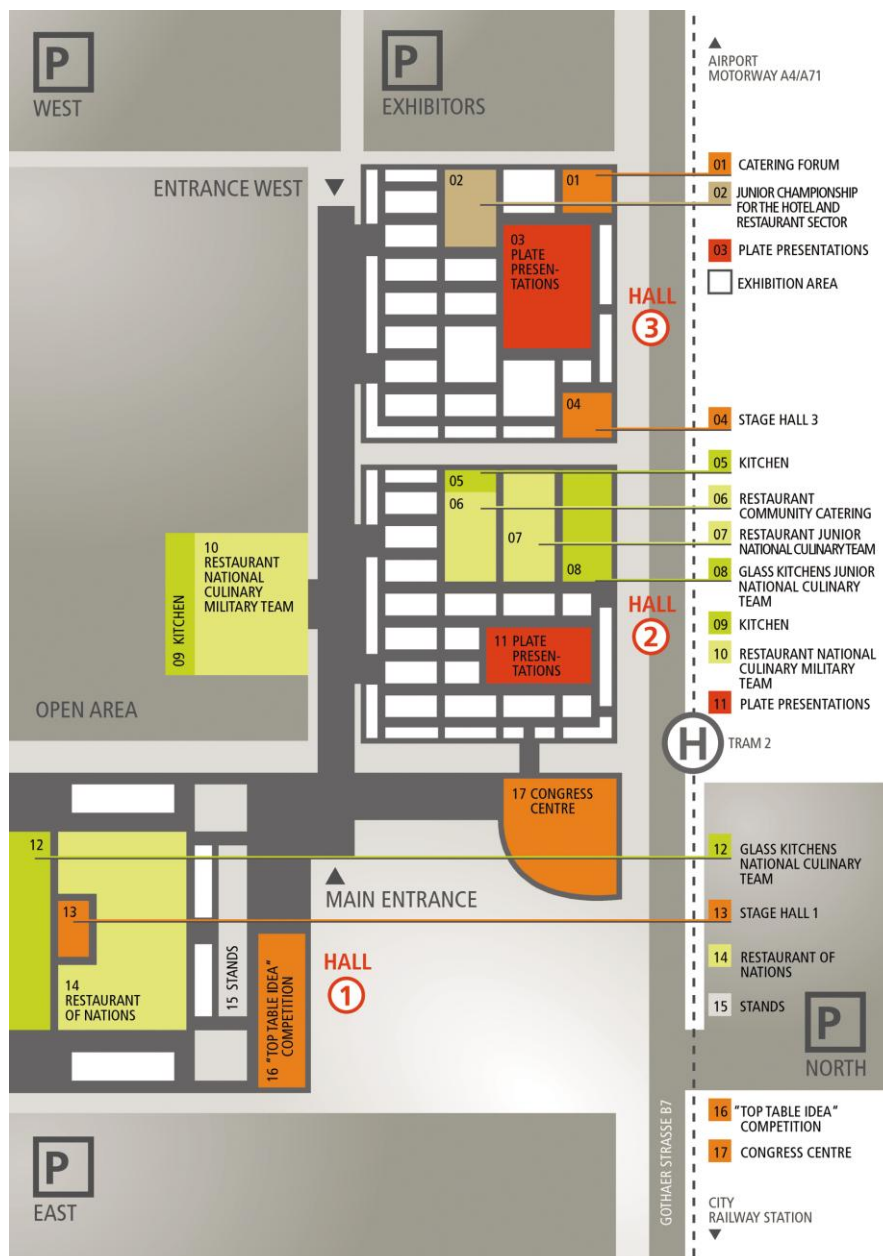
1. General Information

1.1. Getting there



1.2 Overview of site

1.2. Site plan



1.3. Technical information on the exhibition halls

	Multi-purpose hall	Halls 2 and 3
Total available space	5 600 m ²	7 000 m ²
Available height	12 m *	5 m *
Max height (entrance)	4.10 m	4.60 m
Max. width of doors	4.20 m	5.65m
Number of doors	4	10
Minimum illumination up to 1m	400 lx	200 lx
Max. air consumption	240 000 m ³ /h	80 000 m ³ /h
Floor load capacity	4 000 kp/m ²	4 000 kp/m ²
Max. axle load	10 t	10 t
Load hung from the ceiling	only after consulting us!	only after consulting us!
Number of floor channels	11	12
Supplies and waste removal	Electrical supply Water /Waste Water, Telephone	Electrical supply Water /Waste Water, Telephone

All "two-storey constructions" must be examined by the *Bauordnungsamt* [Municipal Buildings Regulation Department] and may only be authorised after approval by the Messe Erfurt Service Department.

1.4. Important telephone numbers

Police/Emergency call	110
Fire brigade/Emergency call	112
Rescue services switchboard	112
Erfurt Hospital	+49 (0) 3 61/78 10
Taxi	+49 (0) 3 61/ 55 555

Messe Erfurt GmbH

Project Team

Anke Fischer	+49 (0)3 61/4 00-18 20
Yvonne Escheberg	+49 (0)3 61/4 00-17 40

***Serviceabteilung* [Service Department]**

Daniel Krug	+49 (0)3 61/4 00-18 40
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Authorities

<i>Amt für Arbeitsschutz</i> [Department of Industrial Safety] Linderbacher Weg 30 99099 Erfurt	+49 (0)3 61/3 78 00
<i>Amt für Brandschutz</i> [Fire Prevention Department] St. Florian-Straße 4 99092 Erfurt	+49 (0)3 61/7 41 50 00
<i>Bauordnungsamt</i> [Municipal Buildings Regulations Department] Löberwallgraben 19 99096 Erfurt	+49 (0)3 61/6 55 35 01
<i>Ordnungsamt</i> [Office of Public Affairs] Friedrich-Engels-Straße 27a 99005 Erfurt	+49 (0)3 61/6 55 45 01

1.5. Dates

Setting up (Hall 2, Hall 3 and Empty space)

Thursday	4 th October, 2012	08:00am to 20:00pm
Friday	5 th October, 2012	08:00am to 22:00pm

Hall 1

For Hall 1 are special construction conditions because the opening-ceremony at the evening of the 5th October 2012.

Exhibition period

Saturday	6 th October till	
Tuesday	9 th October 2012	10:00am to 18:00pm

Clearing up (Hall 2, Hall 3 and Empty space)

Tuesday	9 th October 2012	18:00pm to 22:00pm
Wednesday	10 th October 2012	08:00am to 20:00pm
Thursday	11 th October 2012	08:00am to 20:00pm

Hall 1

For Hall 1 are special dismantling conditions because the winner-ceremony at the evening of the 10th October 2012.



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6th – 9th October 2012

Authorisation/Licences

01

Messe Erfurt GmbH
Serviceabteilung/Service Department
Gothaer Straße 34
99094 Erfurt

Tel. +49 (0)3 61/4 00-18 40
Fax +49 (0)3 61/4 00-11 11

Name of Exhibitor Stand Number
Billing Address

Company Name

Street

Postcode

Town/City

Name and Telephone Number of Contact

Please send this form to the Messe Erfurt Service Department by 05.09.2012!

- Authorisation by the Messe Erfurt GmbH Service Department**
Stands which are higher than 2.50m require authorisation.
Please enclose a plan for authorisation by the Service Department.
(This does not apply to stands which require authorisation from the *Bauordnungsamt* [Municipal Building Regulations Department])
- Authorisation by the *Ordnungsamt* [Municipal Office of Public Affairs]**
The exhibitor must submit the application for a public entertainment licence to the *Ordnungsamt, Abteilung Gewerbeangelegenheiten* [Department of Trade Affairs], Stauffenbergallee 18, 99085 Erfurt, Tel.: +49 (0) 361 655 2678.
You must be able to produce this licence at your stand if requested to do so.
- Authorisation by the *Bauordnungsamt* [Municipal Buildings Regulations Department]**
Our company has submitted, in duplicate, all stand plans requiring authorisation to the *Bauordnungsamt*, Löberwallgraben 19, 99096 Erfurt, Telephone +49 (0)3 61/6 55 35 01, Fax +49 (0)3 61/6 55 35 09. Please enclose a copy.

The use of liquid gas in the exhibition hall is prohibited.

- Authorisation from the *Amt für Brandschutz* [Fire Prevention Department]**
This section must be completed.
Our stand will include the following facilities and equipment of which we must notify the authorities, and which are subject to inspection and approval:

- Our company has submitted an application for authorisation to the *Amt für Brandschutz, Rettungsdienst und Katastrophenschutz Erfurt* [Erfurt Fire Protection, Rescue Service and Emergency Prevention Department], Sankt- Florian- Straße 4, 99092 Erfurt, Telephone +49 (0)3 61/7 41 50 00, Fax +49 (0)3 61/7 41 50 09. Please enclose a copy.

Operations may only start once the stand has been inspected and approved by the professional body acting on behalf of the Messe Erfurt AG Service Department. The costs of the inspection and approval process shall be borne by the exhibitor.

Messe Erfurt GmbH
Serviceabteilung/Service Department
Gothaer Straße 34
99094 Erfurt
Tel. +49 (0)3 61/4 00-18 40
Fax +49 (0)3 61/4 00-11 11

Exhibitor:

Place, Date
Company stamp and valid signature



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Exhibitor Passes

02

Messe Erfurt GmbH
Projektteam inoga/IKA
Gothaer Straße 34
99094 Erfurt

Tel.: +49 (0)3 61/4 00-18 20
Fax: +49 (0)3 61/4 00-11 11

Name of exhibitor Stand Number
Billing Address

Company Name

Street

Postcode Town/City

Name and Telephone Number of Contact

Please send this form to the Project Team inoga/IKA by 05.09.2012!

In accordance with the exhibition regulations in the registration form, we would like to order:

Item No. 4431000

Exhibitor Passes

will be provided free of charge according to the area hired.

- up to 10m²: 2 exhibitor passes will be provided free of charge
- 1 further exhibitor pass will be provided free of charge for every further 10m² of space in the hall.
- 1 further exhibitor pass will be provided free of charge for every extra 50m² of space hired outside

As our stand will occupy _____ m² in the hall/outside*, we wish to apply for _____ free exhibitor passes.
(*please underline as applicable)

We also wish to order _____ additional exhibitor passes at EURO 12.00 € (including VAT)

Messe Erfurt GmbH
Projektteam inoga/IKA
Gothaer Straße 34
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Place, Date
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Tel. +49(0)3 61/4 00-18 20
Fax +49(0)3 61/4 00-11 11

Parking Permit

03

Name of exhibitor Stand Number
Billing Address

Company Name

Street

Postcode Town/City

Name and Telephone Number of Contact

Please send this form to the Project Team inoga/IKA by 05.09.2012!

Please enter the number of parking permits you wish.

Number	Type of parking permit	Price in EURO
	Parking space (car)	€ 30.00 (Item No.: 4465200)
	Car with trailer	€ 40.00 (Item No.: 4465201)
	Van	€ 40.00 (Item No.: 4465202)
	Parking space (HGV)	€ 60.00 (Item No.: 4465203)
	Camper van, incl. electricity supply	€ 16.00 per day (Item No.: 4465204)

All prices shown include the current rate of VAT.

Parking permits ordered can be collected from the Messe Erfurt information stand on setting up day upon payment in cash.

Car park Conditions of Use

1. Passengers in the vehicles must be in possession of a valid exhibitor pass.
2. The parking permit is only valid for the spaces shown. The organiser may, at the cost of the vehicles' owners, remove vehicles which are not parked in these spaces.
3. The parking permit must be clearly displayed on the inside of the windscreen for the duration of the exhibition.
4. The parking permit is non-transferable.
5. It is strictly forbidden to place advertisements, flags, company notices etc. in the car park.

Messe Erfurt GmbH
Projektteam inoga/IKA
Gothaer Straße 34
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Fax +49(0)3 61/4 00-11 11

Exhibitor:

Place, Date
Company stamp and valid signature



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Advertising Material

4a

Messe Erfurt GmbH
Projektteam inoga/IKA
Gothaer Straße 34
99094 Erfurt

Tel. +49 (0)3 61/4 00-18 20
Fax +49 (0)3 61/4 00-11 11

.....
Name of Exhibitor Stand Number
Billing Address

.....
Company Name

.....
Street

.....
Postcode Town/City

.....
Name and Telephone Number of Contact

Please send this form to the Project Team inoga/IKA by 05.09.2012 !

Please use the table to enter the advertising items you wish to order from us.

Item	Description	Unit price in EURO	Number
Guest tickets for exhibitors (Item No. 44250000)	Invite your customers and business partners to the trade fair and buy them free entry (normal admission cost EURO 17.00). After the event, you will only be charged for those guest tickets which have been used. The guest tickets must be marked with the customer's address, the company stamp and the name of the visitor.	8.00	
Posters	<i>DIN</i> [German Industrial Standard] A1	free of charge	
Flyer with information for visitors	Format DIN long	free of charge	

Excepting those for flagpoles, all prices shown include the current rate of VAT.

Messe Erfurt GmbH

Projektteam inoga/IKA
Gothaer Straße 34
99094 Erfurt

Tel. +49 (0)3 61/4 00-18 20
Fax +49 (0)3 61/4 00-11 11

Exhibitor:

Place, Date
Company stamp and valid signature



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6th – 9th October 2012

Messe Erfurt GmbH
Serviceabteilung
Gothaer Straße 34
99094 Erfurt

Tel.: +49 (0)3 61/4 00-18 40
Fax: +49 (0)3 61/4 00-11 11

Refuse disposal

06

Name of Exhibitor Stand Number
Billing Address

Company Name

Street

Postcode Town/City

Name and Telephone Number of Contact

The exhibitor must complete and return this form by 05.09.2012!

1. Waste generated

Messe Erfurt charges a flat rate of €25 per exhibition stand for refuse. This is charged along with the stand hire. Each exhibition stand will be allocated 3 different 120 litre coloured bin bags on the first day of setting up. As exhibitor, you will be able to dispose of your waste in the bin bags in accordance with the guidelines in Table 1.1. To do so, please simply place the bin bags in the aisle in front of your stand at the end of the event.

1.1.

Colour of bin bags	Type of waste
Yellow	“grüner Punkt” [Green Dot]
Black	Consumer waste
Blue	Cardboard/Paper

2. Other waste not listed in Point 1

Hazardous waste may not be added to the waste listed in Point 1 and Point 1.1. The exhibitor must apply for this to be disposed of appropriately using Table 2.1.

When you leave your stand, please ensure that there are no items of rubbish or waste remaining. The cost of disposing of all rubbish left at the stand will automatically be charged to the exhibitor responsible. Sums of up to €20.00 in cash must be paid immediately at the stand.

2.1.

Type of waste	Amount of waste	Cost per type	Total cost
Oil/Emulsion		€ 1.30 / kg	
Acid		€ 2.22 / kg	
Alkaline solutions		€ 2.13 / kg	
Construction and demolition waste		€ 138.57 / t	
Glass		€ 2.00 / m ³	
Metal		€ 1.50 / m ³	
Disposal of carpeting		€ 0.95 / m ²	
Paint		€ 1.46 / kg	

Note: There will be a 10% surcharge on the total price of orders made on 06.09.2012 or later.

Orders made on site must be paid for immediately in cash as must the 10% surcharge.

All prices shown exclude the current rate of VAT.

Contractor

Avant Gebäudedienste GmbH
Rudolfstraße 55
99092 Erfurt

Tel.: +49(0)3 61/6 72 62 10
Fax: +49(0)3 61/6 72 62 19

Exhibitor:

Place, Date
Company stamp and valid signature



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6th – 9th October 2012

Stand cleaning

6a

Messe Erfurt GmbH
Serviceabteilung/ Service Department
Gothaer Straße 34
99094 Erfurt

Tel. +49(0)3 61/4 00-18 40
Fax +49(0)3 61/4 00-11 11

Name of Exhibitor Stand Number
Billing Address

Company Name

Street

Postcode Town/City

Name and Telephone Number of Contact

Please return this form to the Messe Erfurt Service Department by 05.09.2012!

We wish to order the following services:

Cleaning on	Time	Area of stand in m ²	Type of cleaning	Price in EURO
<input type="checkbox"/> 05.10.2012 m ²	<input type="checkbox"/> By the hour <input type="checkbox"/> By the m ²	€ 19.00 / hour € 0.95 / m ²
<input type="checkbox"/> 06.10.2012 m ²	<input type="checkbox"/> By the hour <input type="checkbox"/> By the m ²	€ 19.00 / hour € 0.95 / m ²
<input type="checkbox"/> 07.10.2012 m ²	<input type="checkbox"/> By the hour <input type="checkbox"/> By the m ²	€ 19.00 / hour € 0.95 / m ²
<input type="checkbox"/> 08.10.2012 m ²	<input type="checkbox"/> By the hour <input type="checkbox"/> By the m ²	€ 19.00 / hour € 0.95 / m ²
<input type="checkbox"/> 09.12.2012 m ²	<input type="checkbox"/> By the hour <input type="checkbox"/> By the m ²	€ 19.00 / hour € 0.95 / m ²

All prices shown exclude the current rate of VAT.

All prices include all additional charges for Sundays, public holidays and nights.

Payments of up to EURO 100.00 must be paid on site in cash immediately; payment is to the contractual partner of Messe Erfurt, Avant Gebäudedienste GmbH.

The exhibitor must provide a power supply/socket so that a vacuum cleaner may be used.

Any complaints will only be accepted if they are made immediately after the work has been carried out.

Note: There will be a 10% surcharge on all the total price for orders made on 06.09.2012 or later. Orders on site must be paid for immediately in cash along with the 10% surcharge.

Contractor

Avant Gebäudedienste GmbH
Rudolfstraße 55
99092 Erfurt

Tel. +49(0)3 61/6 72 62 10
Fax +40(0)3 61/6 72 62 19

Exhibitor:

Place, date
Company stamp and valid signature



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Telecommunications

10a

Messe Erfurt GmbH
Serviceabteilung/Service Department
Gothaer Straße 34
99094 Erfurt

Tel. +49(0)3 61/4 00-18 40
Fax +49(0)3 61/4 00-11 11

Name of Exhibitor Stand Number
Billing Address

Company Name

Street

Postcode Town/City

Name and Telephone Number of Contact

Please return this form to the Messe Erfurt Service Department by 05.09.2012!

Connections with terminal device	Price per connection in EURO	Number of connections	Total price
Telephone connection, analogue ⁽¹⁾ (Item No.: 4470110)	85.00		
Fax connection ⁽²⁾ (Item No.: 4470120)	123.00		

⁽¹⁾ Siemens EuroSet 805 /815 (hands free and last number recall functions)

⁽²⁾ A4 laser fax (plain paper, copier function, automatic last number recall)

Connections <u>without</u> terminal device (RJ 45)	Price per connection in EURO	Number of connections	Total price
Modem connection (Internet dial-up exclusively via T-Online) (Item No.: 4470210)	72.00		
Analogue telephone/fax connection (Item No. 4470200)	72.00		
ISDN connection (Item No.: 4470250)	175.00		
DSL connection without modem; no access code ⁴⁴⁷⁰²⁶⁰	230.00		

All prices shown exclude the current rate of VAT.

- All connectors available are **RJ45** (western)
- The exhibitor is fully liable for all losses of, damage to or destruction of terminal devices or facilities hired out to him.
- The devices must be returned in person by the end of the clearing up/dismantling phase.
- The stand is connected to power supplies etc. via existing ducts. In the case of larger stands, please include a plan of the area with your order so that we can put in connections at the desired points.
- Please start by dialling 0 for external calls.
- One call charge unit costs €0.10

Note: There will be a 10% surcharge on the total price of all orders made on or later than 06.09.2012. Orders made on site must be paid for immediately in cash including the 10% surcharge.

Messe Erfurt GmbH

Contact:
Herr Muche
Gothaer Straße 34
99094 Erfurt

Tel. +49(0)3 61/4 00-11 70
Fax +49(0)3 61/4 00-11 11

Exhibitor:

Place, date
Company stamp and valid signature



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6th – 9th October 2012

Electricity supply

11a

Messe Erfurt GmbH
Serviceabteilung/Service Department
Gothaer Straße 34
99094 Erfurt

Tel. +49(0)3 61/4 00-18 40
Fax +49(0)3 61/4 00-11 11

Name of Exhibitor Stand Number
Billing Address

Company Name

Street

Postcode Town/City

Name and Telephone Number of Contact

Please return this form to the Messe Erfurt Service Department by 05.09.2012!

In accordance with the enclosed connection and delivery agreement and the notes in the technical code of practice, we wish to order the following electrical points/connections:

Number	Note	Voltage	Connection	Price per item	Total
	Connection with plug, including power, Item No.:4436112	220 V	1 kW	€ 100.00	
	Connection with plug, including power, Item No.: 4436122	220 V	2 kW	€ 110.00	
	Connection with plug, including power, Item No.:4436132	220 V	3 kW	€ 120.00	
	*Connection and socket in the stand, Item No.:4436216	380 V	CEE 16 A	€ 150.00	
	*Connection and socket in the stand, Item No.:4436232	380 V	CEE 32 A	€ 170.00	
	*Connection and socket in the stand, Item No.:4436264	380 V	CEE 63 A	€ 180.00	
	*Billed for power used Item No.:4435010		1 kW	€ 0.30	

Number	Note	Voltage	Price per item	Total
	Radiator, including installation Item No.:4436910	up to 100W	€ 22.00	

All prices shown exclude the current rate of VAT.

We require the electrical connection in time for setting up from2012

We require the electrical connection for setting up the stand from2012

Note: There will be a 10% surcharge on the total price of orders made on 06.09.2012 or later. Orders made on site must be paid for immediately in cash, as must the 10% surcharge.


Messe Erfurt GmbH
Serviceabteilung/Service Department
Gothaer Straße 34
99094 Erfurt
Tel. +49 (0)3 61/4 00-18 40
Fax +49 (0)3 61/4 00-11 11

Exhibitor:

Place, date
Company stamp and valid signature

Technical leaflet for electrical installations on fair stands

Electrical systems are to be installed in the stands in accordance with the most recent *VDE* [German Association for Electrical, Electronic and Information Technologies] regulations. Particular attention should be paid to the follow points should be noted in particular:

1. The following lines/leads should be used for installation:
 - a) NYM (sheathed cable) in junction boxes for fixed wiring
 - b) Mobile cables using plug and socket connections as outlined in Point C.
Load: max. 60% of the rated load depending on the diameter.
 - c) For connection with mobile appliances: at least NMH (medium CTS cable) or NYMHY (medium thermoplastic cable or equivalent). Minimum diameter: 1.5mm², excepting pre-assembled radiators.
2. Looping wires in lamps, plugs, switches and sockets is prohibited (exception: lamps with completely sealed terminal chambers housing fixed terminals, e.g. fluorescent lamps). There must be a separate feed from the junction boxes or distribution unit for each lamp and device.
3. The cables must not be under strain/tension. The outer insulation should be installed in the devices, lamps, plugs etc.
4. There must be no open strip connectors. All cables must be joined in completely sealed junction boxes.
5. The relevant *VDE* regulations must be adhered to when attaching light fittings to flammable building materials (wood, fabric etc.).
6. When installing lights, please ensure that:
 - a) the lights are completely sealed and bear the  sign (so-called F-lights);
 - b) are backed with non-flammable material, there is a fireproofing layer of at least 12mm between lights and the surface to which they are attached.
- c) there is at least a 35mm space between the lights and the surface to which they are attached. This also applies to the socket mentioned above or similar.
7. All lights or devices must be earthed unless they are double insulated or run under safety extra low voltage.
8. Stands in which live metal components are connected to each other and larger metal parts to which electrical wiring or appliances are connected must be linked to the earth ("earthing").
9. In a dangerous situation, it must be possible to switch off the entire stand installation excluding fridges, fax machines and electronic accumulators by means of a single switch (master switch).
10. The master switch must be installed in such a way that it is always accessible.
11. In cases where electrical installations are put in by other firms, there must be a guarantee, in particular for prefabricated stands, that any electrical problems arising during the trade fair will be dealt with immediately.
12. A K6 fire extinguisher (6kg CO2 extinguisher) must be available for stage and show lighting facilities.
13. N.B.: New IEC standard!
Alternating current permitted
207-244V
Three-phase current permitted
360-424V

Stands which violate these regulations will be excluded from the electrical supply circuit (no power).



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Water supply outlet

12a

Messe Erfurt GmbH
Serviceabteilung/Service Department
Gothaer Straße 34
99094 Erfurt

Tel. +49(0)3 61/4 00-18 40
Fax +49(0)3 61/4 00-11 11

Name of Exhibitor Stand Number
Billing Address

Company Name

Street

Postcode Town/City

Name and Telephone Number of Contact

Please return this form to the Messe Erfurt Service Department 17.09.2008!

We wish to order:

Number	Description	Price per item	Total price
	Water (DN15) and waste water pipe up to 10m long for a standard tap, including a flat rate for water and waste water	€ 280.00	
	per m over 10 m	€ 14.00	
	Installation of a sink exclusively for the exhibitor with water heater connected to the supply and drain pipe.	€ 48.00	
	Installation of a dishwasher exclusively for the exhibitor with connections for the water and waste water pipes	€ 48.00	
	Installation of a combi-kitchen exclusively for the exhibitor connected to the supply and drain pipe	€ 48.00	
	Hire sink with cover and water heater, including installation	€ 81.00	
	Hire grease trap, including disposal	€ 230.00	
	Installation of additional objects (subsequent additional extra costs)	€ 31.00	
	Water pipes outside	€ 92.00	
	1x filling and emptying tanks, pools etc of up to 3m ³ Each extra ³	€ 72.00	
	Net total		

All prices shown exclude the current rate of VAT.

Please enclose a plan with each order showing where you wish the water supply outlet to be installed. Please use the following page to do so. All installation will be done by a company employed by Messe Erfurt.

Installation costs shall be paid in cash at the stand.

Note: There will be a 10% surcharge on the total price of all orders made on or later than 06.09.2012. Orders made on site must be paid for immediately in cash including the 10% surcharge.

Contractor

THS GmbH
Mittelhäuser Str. 22
99089 Erfurt

Tel. +49(0)3 61/7 40 70-0
Fax +49(0)3 61/7 40 70-121

Exhibitor:

Place, date
Company stamp and valid signature



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6th – 9th October 2012

Haulage

13

Messe Erfurt GmbH
Serviceabteilung/Service Department
Gothaer Straße 34
99094 Erfurt

Tel. +49(0)3 61/4 00-18 40
Fax +49(0)3 61/4 00-11 11

Name of Exhibitor
Billing Address

Stand Number

Company Name

Street

Postcode Town/City

Name and Telephone Number of Contact

Please return this form to the Messe Erfurt Service Department by 05.09.2012!

We are: [] Exhibitor [] Haulier [] Booth builder [] Supplier

The following form of transportation shall be used:

[] Ocean freight [] Air freight [] HGV [] Full load [] Part load [] Loose cargo
Number of packages: Weight in kg (approx.)

Times

Date of despatch: Expected date of arrival

The item is required at the stand on at

Equipment required

[] We require the following equipment for unloading/assembling the stand: forklift truck t.
Mobile crane ... t.
Weight of heaviest item kg
Largest dimensions..... (L) (W) (H) in cm

[] We require an empty bottles/containers service, including collection from the stand, storage and processing at
The end of the event for ... cbm (approx.) on ... at ...

[] We require storage space for our brochures including delivery during the event
On request. ...square metres at ...

[] Payment of duty for temporary imports

Any other requirements:

Goods for the trade fair should be delivered ONLY to Schenker Messelager at Binderslebener Landstraße 100, 99092 Erfurt by two days before the start of the trade fair.

Contractor

Schenker Deutschland AG
Binderslebener Landstraße 100
99092 Erfurt

Tel. +49(0)3 61/5 5110
Fax +49(0)3 61/5 51 11 09

Exhibitor:

Place, date
Company stamp and valid signature



inoga

6th – 9th October 2012

Stand security

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Messe Erfurt GmbH
Serviceabteilung/Service Department
Gothaer Straße 34
99094 Erfurt

Tel. +49(0)3 61/4 00-18 40
Fax +49(0)3 61/4 00-11 11

Name of Exhibitor Stand Number
Billing Address

Company Name

Street

Postcode Town/City

Name and Telephone Number of Contact

Please return this form to the Messe Erfurt Service Department by 05.09.2012!

We wish to order the following security staff for our stand:

Date	Time	Cost per person per hour in EURO	Total price
<input type="checkbox"/> For setting up on 04.10.2012	from until	22.00	
<input type="checkbox"/> For setting up on 05.10.2012	from until	22.00	
<input type="checkbox"/> The event on 06.10.2012	from until	22.00	
<input type="checkbox"/> The event on 07.10.2012	from..... until	22.00	
<input type="checkbox"/> The event on 08.10.2012	from..... until	22.00	
<input type="checkbox"/> The event on 09.10.2012	from..... until	22.00	

All prices shown exclude the current rate of VAT.

A surcharge of 50% for Sunday and 100% for public holidays will be charged on top of the prices given. You will be invoiced for the services ordered after they have been provided.

A surcharge of 50% will be charged to the exhibitor for orders received after the deadline (see above).

Note: There will be a 10% surcharge on the total price of all orders made on or later than 06.09.2012. Orders made on site must be paid for immediately in cash, as must the 10% surcharge.

Contractor
Condor Thüringen
Schutz- und Sicherheitsdienst GmbH
Magdeburger Allee 34
99086 Erfurt

Tel: +49(0)3 61/5 62 42 42
Fax: +49(0)3 61/5 66 82 12

Exhibitor:

Place, date
Company stamp and valid signature



inoga

6th – 9th October 2012

Insurance

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Messe Erfurt GmbH
Serviceabteilung/ Service Department
Gothaer Straße 34
99094 Erfurt

Tel. +49(0)3 61/4 00-18 40
Fax +49(0)3 61/4 00-11 11

Name of Exhibitor Stand Number
Billing Address

Company Name

Street

Postcode Town/City

Name and Telephone Number of Contact

Please return this form to the Messe Erfurt Service Department by 06.09.2012!

We wish to apply for the following insurance cover:

Category	Description of objects to be insured	Total insurance in EURO	Premium rate in %
Stand equipment			
Exhibitor's goods			
Other			

Period of insurance cover: from... to ...

Cover for transport to and from the exhibition is included in the insurance.
Should the total insured be more than € 52 000, you must apply separately to L.Funk & Söhne GmbH.

The terms and conditions and scope of the insurance are contained in the enclosed insurance information sheet (see overleaf).

Contractor

L.Funk & Söhne GmbH
Valentinskamp 20
20354 Hamburg

Tel. +49(0)40/35 91 4-255
Fax +49(0)40/35 91 42 70

Exhibitor:

Place, date
Company stamp and valid signature

Insurance information

Please read this carefully before completing the form (application for insurance).

Messe Erfurt AG accepts no liability for damages to and loss of the goods and products shown/used in the exhibition.

Messe Erfurt AG has concluded a basic insurance contract with L.Funk & Söhne GmbH.

Versicherungsmakler [Insurance Brokers]

Postfach 301760- 20306 Hamburg

Telephone: +49(0)40- 35914-0

Fax: +49(0)40- 359 14-270

This contract appropriate insurance cover is for account of and to the benefit of the individual exhibitors.

The contract covers transport and exhibiting risks in accordance with the *Allgemeinen Bedingungen für die Ausstellungsversicherung* [General Terms and Conditions for Exhibition Insurance] (*AVB Ausstellung 1988*).

The insurance provides continuous cover for transportation to and from the trade fair (provided all objects are carefully and professionally packed and loaded) and for the period of the exhibition itself in which these objects remain on the exhibition site; this includes storage before and afterwards while exhibition items and equipment are being set up/cleared up.

The policy provides cover for damages resulting from:

Accidents involving the transport vehicles; industrial accidents; forces majeure; fire; burglary; theft; tap water; leakage; normal breakage and damage, also wilful and malicious actions by third parties.

The insurance does not, however, cover damage to objects in the exhibition which occurs during start up or demonstration.

Irrespective of any insurance policies specifically drawn up to insure against the danger of all forms of theft, objects stored on the exhibition and trade fair site are only insured if the exhibition stand is supervised by the insured party's (policy holder's) staff or specially employed security personnel during setting up and clearing up and during opening hours until the hall is closed, and if there is surveillance for the exhibition halls during the night.

Scope of insurance cover (excerpt)

1. Risks covered

During transportation and the stopovers involved in normal transport, and during the period the objects remain at the exhibition, the insurance covers all risks to which the exhibition materials/objects are exposed if nothing is specified to the contrary below.

2. Risks not covered

The insurance does not cover damages, costs and losses resulting from:

- a) the direct and indirect dangers of war, civil war, the actions of troops and their commanders, orders of higher authority, riots, looting, civil commotion, unlawful assembly, strike, lock-out and sabotage;
- b) all forms of confiscation/seizure;
- c) nuclear energy;
- d) the construction and condition of the exhibition materials, namely intrinsic defects, spontaneous ignition, fermentation, rot, odour absorption, weathering, rust, drying, fading, spillage; atmospheric effects on objects on display outside, vermin, rats and mice;
- e) failure to meet delivery deadlines; delays in the journey, manufacturing or processing and the

processing or presentation itself. This also includes damage caused to the exhibition object by fire to which it has been exposed in accordance with its function and purpose;

- f) embezzlement, misappropriation or deliberate malice on the part of staff of the insured party.

Categories and description of the product groups with premium rates

- a) Premium 0.25% machines, as long as they are neither listed separately below nor bicycles, motor vehicles, machines used in the textile industry or furniture
- b) Premium 0.25% household and office equipment and devices; non-piped appliances, foodstuffs
- c) Premium 0.25% tools, cosmetics items, clocks, cameras and other optical devices; musical instruments
- d) Premium 0.25% textiles, leather goods and clothes, costume jewellery; radio, phonographic and video equipment as well as electrical devices and attachments
- e) You must register and request separate premiums for the following: genuine rugs, antiques, pictures, graphics, artworks, fur goods and genuine jewellery
- f) Premium 1.25% applies to all goods which cannot be allotted one of the above categories as well as to exhibition objects particularly prone to breakage and leakage (glass, marble, porcelain, stone, stoneware, ceramics, clay, glass bottles and flasks)

You may apply to extend the policy to cover transportation risk.

A bill for the premium will be issued instead of the insurance policy document. This is to be paid as soon as it is received. The regulations set out in the *Versicherungsvertrags-Gesetz* [Insurance Contract Law] apply.

The minimum premium is € 38.50 plus a € 0.50 issue fee and statutory insurance tax.

Please note

Damages resulting from theft, burglary, extortion by force and wilful and malicious damage must immediately be reported to the exhibition management and local police. The terms and conditions of the insurance will be provided on request.