

Dear RFID Journal LIVE! Europe Exhibitor / Sponsor,

We are excited to have you participating in our upcoming event: 2 – 4 November 2010 at the Darmstadt Science & Congress Center in Darmstadt, Germany. On behalf of our events team, we are pleased to send you the **RFID Journal LIVE! Europe 2010** Exhibitor Services Manual.

This manual will be posted online. Please check the online version for periodic updates and changes. You can access the most current information by going to <http://www.rfidjournalevents.com/europe/esm.php>

WHERE DO I BEGIN?

- **Go over the *Planning Checklist*** — We have put together a checklist, located on page 4, which will aid you in preparing for the event.
- **Reserve your hotel room** — RFID Journal has negotiated a special discounted rate of € 155 for RFID Journal LIVE! Europe attendees at the Welcome Hotel Darmstadt, located directly across the street from the Darmstadtium.

Welcome Hotel Darmstadt

Karolinenplatz 4
64289 Darmstadt

Web Site: http://www.welcome-hotels.com/go/welcomehotel_darmstadt
Phone: +49 (0) 6151 3914 0
Fax: +49 (0) 6151 3914 499

Book Your Reservation Early! Please note that there are a limited number of rooms at this rate and they are available on a first-come, first-served basis. The reservation form on page 8 can be faxed to the hotel, or go online to make your reservations today.

OTHER INFORMATION TO LOOK FOR INSIDE:

- **Exhibitor Marketing and Promotional Tools** — The RFID Journal Marketing Team can help you attract the most qualified decision-makers. To ensure best results, be sure to take advantage of the opportunities detailed on pages 11 through 14.
- **Additional Furnishings, Technical Services** — Available services can be found on pages 15 and 16.
- **Shipping / Customs / Freight Forwarding / Material Handling** — we have arranged for Danzas Messen GmbH, a recognized leader in shipping logistics to provide these services. Details can be found on pages 17 through 21.

If you have any questions about your organization's participation in this year's event, feel free to contact anyone on our Contact List found on page 5. We are excited about the upcoming event and are dedicated to making it successful for everyone!

Best regards,

RFID Journal LIVE! Europe 2010 Events Team

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Show Information

Exhibition Location:

Darmstadtium Science & Congress Center
 Schlossgraben 1
 64283 Darmstadt
 Germany

Tel: +49 (0) 6151 7806-0

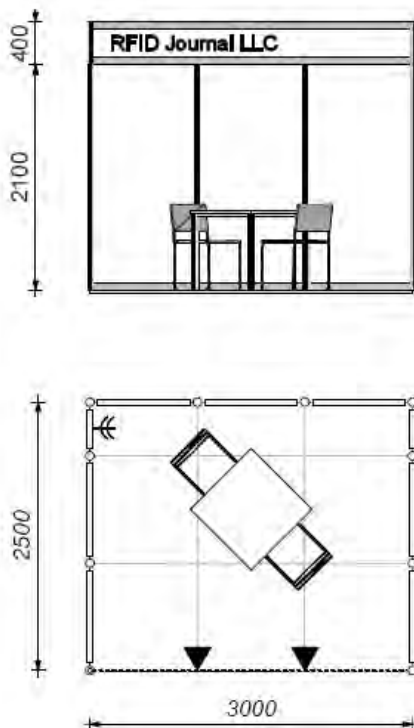
Fax: +49 (0) 6151 7806-119

Email: info@darmstadtium.de

URL: <http://www.darmstadtium.de>

Stands Include*:

- Shell scheme stand construction based upon 3 x 2.5 sq. m., including:
- White wall panels in aluminum frame construction, 250 cm high
- Aluminum fascia board, 40 cm high, with white panels 25 cm high
- Per stand, 1 x stand number and company name in letter type
- Basic lights with electricity



**When purchasing exhibit space, customers had an option of selecting raw space, or a shell scheme. Please check your sales contract to determine which type of space your company selected.*

Exhibit Area Schedule-at-Glance

Tuesday, 2 November 2010		Preconference Sessions	12:00 – 18:00
13:00 – 18:00	Exhibitor/Sponsor Setup		
Wednesday, 3 November 2010		Conference Sessions	08:00 – 17:00
08:00 – 10:30	Exhibitor/Sponsor Setup		
10:45 – 11:15	Exhibit Hall Open: Refreshment Break in Exhibition Area		
12:30 – 14:00	Exhibit Hall Open: Networking Lunch in Exhibition Area		
Thursday, 4 November 2010		Conference Sessions	08:00 – 16:00
10:45 – 11:15	Exhibit Hall Open: Refreshments in Exhibition Area		
12:00 – 13:30	Exhibit Hall Open: Networking Lunch in Exhibition Area		
13:45 – 16:00	Exhibitor/Sponsor Move - Out		

Planning Checklist

√	Task	Due By
	Artwork Submitted for Event Guide & Onsite Advertising (See pages 11-14 for more details)	17 September 2010
	Hotel Reservation	As Soon as Possible
	Exhibitor / Sponsor Badge Registration	15 October, 2010
	Audio Visual, Computer and Monitor Rentals	19 October 2010
	Furniture Requests – Counters, Chairs and Wastebaskets	19 October 2010
	Advance Shipments to arrive at the warehouse (See pg. 17 for more details)	Sea Freight 20 October, 2010 Air Freight 26 October 2010
	Direct Shipments to arrive at the Darmstadtium	2 November, 2010

RFID Journal LIVE! Europe Contacts

Event Operations Exhibitor / Sponsor Logistics	Paul Meyer, Operations Tel: +1 781.455.1188 ext. 205 Email: paul.meyer@roieventmanagement.com Cheryl Johnson, Director of Events Management Tel: +1 508.778.1974 Email: cjohnson@rfidjournal.com
Event Sponsorship / Exhibit Sales	Alan McIntosh, Director of Sales Tel: +1 212.584.9400 ext. 4 Email: amcintosh@rfidjournal.com Matthew Singer, Director of Sales Tel: +1 212.584.9400 ext. 6 Email: msinger@rfidjournal.com
Conference Program Content Speaker Questions / Issues	Debbie Hughes, Editorial Director of Events Tel: +1 561.504.2627 Email: dhughes@rfidjournal.com
Marketing Materials, Submission of Logos, Descriptions, Ads, Company Profiles, etc.	Kathleen Roach, Marketing Coordinator Tel: +1 212.584.9400 ext. 505 Email: kroach@rfidjournal.com
Registration Badges for Exhibitors / Sponsors	Cheryl Johnson, Director of Events Management Tel: +1 508.778.1974 Email: cjohnson@rfidjournal.com
Other Questions	Kim Ray, Vice President of Events Tel: +1 860.461.7168 Email: kray@rfidjournal.com
Decorator Services Furniture Graphics Lighting Other Stand Accessories	i. A. Jens Gliedstein, Marketing Isinger + Merz GmbH Tel.: 06122 / 53379-29 Fax: 06122 / 53379-10 E-Mail: j.gliedstein@isinger-merz.de URL: http://www.isinger-merz.de/
Venue Audio Visual Rental Computer Rental	Darmstadt Science & Congress Center Schlossgraben 1 64283 Darmstadt Germany Tel: +49 (0) 6151 7806-0 Fax: +49 (0) 6151 7806-119 Email: info@darmstadtium.de URL: http://www.darmstadtium.de
Freight Forwarder / Customs Broker	DHL Trade Fairs & Events, GmbH Cargo Center Ludwig-Erhard-Anlage 1 60327 Frankfurt Germany Tel: +49 69 97 6714 116 Fax: +49 69 97 67 14 130 Email: nick.herzberger@dhl.com

Registration Information

Exhibitor/Sponsor Staff and Complimentary Passes

With the event fast approaching, your next step will be to take advantage of your complimentary Conference Passes for your staff and VIPs. These complimentary passes provide access to the keynote and general sessions, breakout sessions, the exhibit area, and all food functions on 2-4 November.

IMPORTANT! This pass does not include access to any of the Preconference Seminars on 2 November. If you wish to upgrade your complimentary Conference Pass to a Conference + Preconference Pass, which includes access to the Preconference Seminar of your choice, you may do so for € 199. Please contact Cheryl Johnson at cjohnson@rfidjournal.com for more information.

ONLINE REGISTRATION

How to Register Your Staff, Customers & Prospects

Instructions:

1. The person you provided to us as your primary point of contact for this event will receive an email from Cheryl Johnson, cjohnson@rfidjournal.com
2. This email contains your unique Promo code and instructions for registering your complimentary passes. Please follow the instructions carefully.
3. Should you require further assistance please contact either europereg@rfidjournal.com or Cheryl Johnson at cjohnson@rfidjournal.com.

Please note that your exhibitor account is pre-programmed with the number of complimentary passes that you are entitled to receive. Once your allotment of complimentary passes is reached, the system will require that you pay for any additional passes at the rates indicated below:

Exhibitor Conference Pass _____ € 599*

Exhibit Booth Staff Passes _____ € 199*

Upgrade from Complimentary Conference Pass to
 Conference + Preconference Pass _____ € 199*

**These prices do not include 19% VAT

If you have questions regarding Online Registration, please contact europereg@rfidjournal.com or Cheryl Johnson at cjohnson@rfidjournal.com. The number of complimentary All-Conference passes included for each level of participation is outlined below:

Passes:	
Cornerstone Sponsor – 10 passes	Silver Sponsor – 4 passes
Signature Sponsor – 8 passes	Exhibitor – 3 passes
Platinum Sponsor – 6 passes	

Travel Information

The Darmstadtium Science & Congress Center is conveniently located in the heart of the Rhine-Main region with direct access to and from the A5 and A67 motorways. Frankfurt International Airport is just 20 minutes away by car and around 15 minutes by rail. Darmstadt's main railway station (Hauptbahnhof) is just under five minutes from the Science & Congress Center and is easy to reach by both car and tram.

Arriving by air

Frankfurt International Airport is just a little more than a 20 minute taxi ride from Darmstadt. And from the regional airport in Egelsbach the journey to the Science & Congress Center is even shorter. There are also fast shuttle bus and rail connections to and from Frankfurt Airport. Every 30 minutes, the "Airliner" shuttle transports airline passengers from Frankfurt Airport (Terminal 1 and Terminal 2) to the east side of Darmstadt main railway station (Hauptbahnhof) providing excellent connections to bus and rail services.

Arriving by rail

Darmstadt main railway station offers all kinds of rail services including intercity express (ICE) high speed trains. From here, public transport services can take you to the Congress Center in just 5 minutes. Bus and tram services run to and from the main entrance on the east side of the station at the central bus station (Zentraler Omnibusbahnhof, ZOB). The tram routes no.'s **2** and **3** and the bus routes **F** and **H** take you directly to the Darmstadtium (use the stop called "Schloss"). Darmstadt Ostbahnhof (east station) is an important railway hub between Frankfurt and the Odenwald region and is just 800 m away.

Arriving by car

If you are using a navigation system enter:

Schlossgraben 1, Darmstadt

Entrance to the car park via Alexanderstrasse

Darmstadt has several direct connections to the A5 and A67 motorways. The Congress Center is in the city center, right next to the Residential Palace (Residenz-Schloss). From the exit "Darmstadt/Stadtmitte" drive straight ahead along "Rheinstrasse". Follow this through the tunnel and stay on the "Cityring". At the next traffic light turn left into Kirchstrasse and follow the road for approx. 600 m. In the direction of the palace ("Schloss"), you will be directly in front of the main entrance of the Darmstadtium Congress Center at Schlossgraben 1.

ALTERNATIVE HOTELS IN THE DARMSTADT AREA

As an alternative to the Welcome Hotel, attendees may elect to stay at one of the local hotels listed below. Please contact each hotel directly for the best rates and reservations.

Maritim Konferenzhotel Darmstadt

Rheinstrasse 105 Web: <http://www.maritim.com/en/hotels/germany/konferenzhotel-darmstadt>
64295 Darmstadt Phone: +49 (0) 6151 303-125

Maritim Rhein-Main Hotel Darmstadt

Am Kavalleriesand 6 Web: <http://www.maritim.com/en/conference/germany/rhein-main-hotel-darmstadt>
64295 Darmstadt Phone: +49 (0) 6151 303-125

Ramada Hotel Darmstadt

Eschollbrücker Strasse 16 Web: http://www.ramada.de/hotels/hotels_index_page_eng.php?hotel_code=15709
64295 Darmstadt Phone: +49 (0)6151 385-0

Room Reservation
Fax: +49 6151 3914 499

WELCOME HOTEL Darmstadt
 Karolinenplatz 4
 64289 Darmstadt
 Tel: +49 6151 3914 0

We would like to make a booking out of the allotment "RFID Journal"

Company: _____
 Name: _____
 Street: _____
 ZIP-Code/City: _____
 Phone: _____
 Fax: _____
 Day of Arrival: _____
 Day of Departure: _____

single room in the category comfort: € 155,00 /per room/night*
 double room in the category comfort: € 186,00 /per room/night*

(*including breakfast, service and VAT)

date, signature:

GUARANTEE

credit card AX VS MC

credit card number:valid to:...../.....

Terms of cancellation

A cancellation free of charge is possible until 7 days prior the arrival day. This reservation is guaranteed with your credit card details mentioned on your reservation. Guaranteed bookings we hold until 5 a.m. next day. In case of no-show or late cancellation we will charge 90% of the above room rate. After check-in it is not possible to reduce your stay free of charge. For cancelled reservations you need a written confirmation of the hotel.

reconfirmation (will be completed by the hotel)

Thank you very much for choosing our hotel
 We would like to confirm the reservation as mentioned above; reservation number:.....

The Reservation is not possible. The Allotment is fully booked.

date:..... signature:.....

Frequently Asked Questions

What additional costs should I be aware of?

Generally, the most common expenses outside the rental of the exhibit space are incurred through shipping, freight handling, furniture ordering, installation labor & booth cleaning. Please take a minute to review the shipping and other order forms provided in your Exhibitor Services Manual.

Do I need to carpet my booth?

Carpet is not required. The floor in the exhibit area is decorative concrete.

How many badges do I receive with my sponsorship?

This depends on your company's level of sponsorship. Please refer to the Registration Information Section for a detailed description.

What shipping method should I use?

We suggest that you use the international shipping method your firm normally uses, and is most comfortable with. You will likely need to fill out a customs declaration form or commercial/pro forma invoice. As with any international shipment, additional time should be allowed for your materials to clear customs. ***Remember to keep copies of all shipping documents in case you need to track the shipments.***

Exhibit freight can be shipped to arrive directly at the venue, or in advance at the freight forwarder's warehouse.

Small packages can be sent to the venue or the hotel where your staff are staying. When possible, it is suggested that small packages be sent to the hotel where your staff are staying. We suggest that exhibitors use Federal Express or DHL for time sensitive deliveries of small packages. These should be addressed to a member of your staff who is staying at the hotel.

Small Package Shipments:

The Welcome Hotel Darmstadt will accept small shipments for guests several days prior to the event. If you wish to ship larger materials farther in advance of the event dates, please refer to the Advance Shipping information above. If your shipment originates outside the EU, remember to include a customs declaration or pro-forma invoice with your shipment.

Customs clearance:

If your shipment originates from outside the EU then please include a pro forma invoice with your pre advice consigned to your self at the above domestic delivery address.

Is there an Advance Shipping / Freight Forwarder?

RFID Journal has arranged for DHL Trade Fairs & Events, GmbH, a recognized leader in shipping logistics to provide these services. Contact information is listed on the next page.

Shipping Information

Advance Shipping of International freight and courier shipments:

Latest delivery to the below address is as follows:

Via Sea freight 20 October 2010
 Via Air freight 26 October 2010
 Via Cargo Center 27 October 2010

Please allow extra time for overseas shipping.

Customs clearance for Advance Shipping:

If your shipment originates from outside the EU then please include a pro forma invoice consigned to Danzas Messen GmbH at the below advance warehouse address.

Advance Shipment to local warehouse

Advance Freight, please ship to:

DHL Trade Fairs & Events, GmbH
 Messegelände/Cargo Center
 Ludwig-Erhard-Anlage 1
 60327 Frankfurt
 Germany

Customs Paperwork, please consign to:

Mr. Nick Herzberger
 Mr. Daniel Bonn
 Danzas Messen GmbH
 60327 Frankfurt
 Germany

On-Site, Direct Shipment to Darmstadtium (domestic freight):

Delivery only on Tuesday, 2 November 2010. Schedule to arrive between 08:00 and 13:00 hr.

Customs clearance for Direct Shipments:

If your shipment originates from outside the EU then please include a pro forma invoice consigned to your company at venue address listed below.

Please ship to:

RFID Journal LIVE! Europe 2010
 C/O *Company Name and Stand #*
 Darmstadtium Science & Congress Center
 Schlossgraben 1
 64283 Darmstadt Germany
 Tel: +49 (0) 6151 7806-0

Any freight needing customs clearance should be pre-advised at least 1 week in advance to:

DHL Trade Fairs & Events, GmbH
 Messegelände/Cargo Center
 Ludwig-Erhard-Anlage 1
 60327 Frankfurt Germany

Main Contact	Additional Contact
Mr. Nick Herzberger Tel: +49 69 97 6714 116 Fax: +49 69 97 67 14 130 Email: nick.herzberger@dhl.com	Mr. Daniel Bonn Tel: +49 69 97 67 14 123 Fax: +49 69 97 67 14 130 Email: daniel.bonn@dhl.com

EXHIBITOR MARKETING & PROMOTIONAL TOOLS

Time to Prep!

Don't wait until the last minute to brief staff members, customers and prospects on your organization's involvement in RFID Journal LIVE! Europe 2010. **RFID Journal's marketing team can help you drive the most qualified leads to your booth, and get purchasing decision makers to proactively seek you out at the show.** To ensure maximum exposure, be sure to take advantage of all of the traffic-driving opportunities listed below.

5 Easy Ways to Maximize Your Exposure at RFID Journal LIVE! Europe 2010:

Dates	Action Item	Cost
Ongoing	Online Marketing: Post the RFID Journal LIVE! Europe event logo, URL, banner and/or text calendar listing on your company's Web site. Browse and select creative to suit your needs at www.rfidjournal.com/media . For customized creative, please contact Kathy Roach (kroach@rfidjournal.com).	FREE
ASAP thru 30 Sept.	Customized HTML Invites: Request a customized e-mail invitation to promote your participation and provide a special 10% discount to your top prospects and best customers. Please contact Kathy Roach (kroach@rfidjournal.com).	FREE
ASAP thru 30 Sept.	Customized Electronic Event Brochure: Target your message to your audience by sending an electronic brochure including your company's logo and a special registration discount. Please contact Kathy Roach (kroach@rfidjournal.com).	FREE
ASAP thru 30 Sept.	Media Program: Submit new product information or other news announcements to be included in a LIVE! Europe announcements e-mail, sent out to attendees to gain extra pre-event visibility. Please contact Kathy Roach (kroach@rfidjournal.com).	FREE
Sept. 17	Program Guide Ad: Place an ad in the official event program guide, to be distributed to all attendees upon registration.	Contact your sales rep for pricing



EXHIBITOR MARKETING & PROMOTIONAL TOOLS (cont.)

Post the RFID Journal LIVE! Europe 2010 logo, banner and/or calendar listing on a prominent page of your company's Web site or in your newsletter as soon as possible. (See *sample banners below.*)

Sample Web Banners:



Downloading banner images or text ads is easy, simply follow these 3 steps:

1. On your Internet Browser, proceed to <http://www.rfidjournalevents.com/media>
2. Find RFID Journal LIVE! Europe 2010 Event listing
3. Select the banner or text advertisement to suit your specifications and link it directly to the RFID Journal LIVE! Europe 2010 Web site at <http://www.rfidjournalevents.com/europe>

**Don't see what you need?
To request custom sizes, please contact Kathy Roach
kroach@rfidjournal.com.**

EXHIBITOR MARKETING & PROMOTIONAL TOOLS (cont.)

Invite customers to see you and your products in action!

Deadline: ASAP thru 30 Sept.

As a growing number of products enter the marketplace, the ability to foster intimate relationships with customers is vital. Engaging clients and prospects in an interactive setting is the best way to garner new business and close deals.

Offer your best customers and prospects a special 10% registration discount with these FREE marketing tools that are easy and proven methods of attracting more potential buyers and prospects to your booth.

E-mail Invitations:

Request a customized HTML e-mail that includes a 10% registration discount offer and a hyperlink to a PDF of our latest event brochure. Send out the e-mail on your own, or have *RFID Journal's* event-management team e-mail the invitations on your behalf. There's no need to worry about having an e-mail designed or coded—we'll take care of everything.

Send Customers a Customized Event Brochure:

Have an electronic event brochure customized with your company's message and a special registration discount. There's no need to worry about design or copy writing—we'll take care of everything.

For more information, please contact Kathy Roach (kroach@rfidjournal.com).

RFID Journal LIVE! Europe 2010 Media Program

Deadline: ASAP thru 30 Sept.

Get the word out about new products and other announcements related to the event.

Key benefits:

1. A headline, blurb and hyperlink to the news story will be posted on *RFID Journal's* Event Announcements page.
2. A special e-mail with event announcements will be sent to our 50,000+ active newsletter subscribers, as well as to pre-registered LIVE! Europe attendees.

This is a unique opportunity to promote awareness of new product launches, and to reach the entire RFID community interested in purchasing and implementing RFID hardware, software and services. To be included, please send your news announcements as soon as possible to Kathy Roach (kroach@rfidjournal.com), and note that it is an RFID Journal LIVE! Europe 2010 announcement.

EXHIBITOR MARKETING & PROMOTIONAL TOOLS (cont.)

ON-SITE EVENT PROGRAM GUIDE SPECIFICATIONS

Deadline: 17 Sept.

The RFID Journal LIVE! Europe 2010 event program guide will be distributed to all attendees. Key industry buyers will refer to the guide, both during and after the conference.

The program guide offers you the opportunity to communicate your company's message and capabilities to attendees. Please note that copy submitted for the program guide will be edited based on *RFID Journal's* style guidelines, and that final copy approval for the guide remains at the discretion of the event-management team. Depending on your level of participation, please submit the following items to Kathy Roach (kroach@rfidjournal.com) by 17 Sept., 2010.

SPONSORSHIP

Cornerstone Sponsor:

- Corporate profile (100 words maximum)
- One-page, four-color ad
- Speaker biographies and photograph (50 words maximum)

Signature Sponsor:

- Corporate profile (100 words maximum)
- One-page, four-color ad
- Speaker biographies and photograph (50 words maximum)

Premium Sponsor:

- Corporate profile (50 words maximum)
- Speaker biographies and photograph (50 words maximum)

Platinum Sponsor

- Corporate profile (50 words maximum)
- Speaker biographies (50 words maximum)

Silver Sponsor

- Corporate profile (30 words maximum)
- Panelist biography and photograph (50 words maximum)



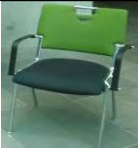

Exhibitor

- Corporate profile (30 words maximum)

Please e-mail your corporate profile and other deliverables to Kathy Roach (kroach@rfidjournal.com) by 17 Sept., 2010, to ensure your inclusion in the program guide.

We look forward to greeting you in Darmstadt on 2-4 Nov.!

Technical Services

Title	Price Excluding 19% tax	Unit	Photo
Glastable	12,00 €	Per day	
Congress table 140x70cm	12,50 €	Per day	
Cocktail table „exclusiv“ D80cm, H110cm	15,00 €	Per day	
panel for congress table 140cm	5,00 €	Per day	
Couch 2-Seats, black leather	50,00 €	Per day	
Loungeseat black leather	25,00 €	Per day	
Congresschair with armrest	5,00 €	Per day	
Congresschair without armrest	5,00 €	Per day	
Barchair	15,00 €	Per day	

Technical Services

Floor lamp	8,00 €	Per day	
Paper tray	4,00 €	Per day	
Electric socket schuko 16amper	20,00 €	Per day	
Schuko-3 way distributor 16A/230V	1,00 €	Per day	
Power connection CEE 400V/16A,	55,00 €	Per day	
Power connection CEE 400V/32A,	80,00 €	Per day	
TFT Monitor 19" / Format 4:3	45,00 €	Per day	
TFT Monitor 46" / Format 16:9	350,00 €	Per day	
Port, 10GB Transfer volume	450,00 €	Per day	
Notebook incl. Standard software package	125,00€	Per day	
W-LAN Voucher 1 Stunde	4,20 €	Per piece	
W-LAN Voucher 24 Stunden	25,20	Per piece	
W-LAN Voucher 4 Stunde	8,40 €	Per piece	
W-LAN Voucher 8 Stunde	18,80 €	Per piece	



**TRANSPORTATION GUIDELINES FOR SHIPMENTS TO
RFID Journal Live Europe 2010
Darmstadt, Germany – 2010 November 2-4**

1. Deadlines

- 1.1 Airfreight = No later than October 26th
1.2 Seafreight = No later than October 20th

2. Waybill instructions

2.1 Airfreight

Consignee MAWB:

DHL Trade Fairs & Events GmbH
Ludwig-Erhard-Anlage 1
Cargo Center
60327 Frankfurt
Germany

Consignee HAWB:

DHL Trade Fairs & Events GmbH
c/o RFID Journal Live Europe 2010
Hall # Booth #
60327 Frankfurt

2.2 Seafreight

Consignee MB/L:

See above = MAWB

Consignee HB/L:

see above = HAWB

2.3 Full truck loads:

2.4 Groupage:

Consignee:

DHL Trade Fairs & Events GmbH
c/o RFID Journal Live Europe 2010
Ludwig-Erhard-Anlage 1
Messegelände/Cargo Center
60327 Frankfurt

3. Contacts:

Mr. Nick Herzberger

Phone: +49-69-97 67 14 – 116
Fax: +49-69-97 67 14 – 130
E-mail: nick.herzberger@dhl.com

Mr. Daniel Bonn

Phone: +49-69-97 67 14 – 123
Fax: +49-69-97 67 14 – 130
E-mail: Daniel.bonn@dhl.com

Pre-alerts are to be sent before the show to a. m. contact persons.

4. Customs clearance procedures

4.1 customs documents

For either temporary or definitive customs procedure a commercial invoice and packing list (in ENGLISH language) is needed besides (maybe) certificates of origins, preferential papers, etc. Please make sure that the invoice contains detailed description of the items packed inside your commercial cargo and its single values. In case you ship either goods to be declared temporarily and definitively please issue separate invoices or declare these items separately on one invoice.

4.2 special commodities

Special commodities such as meat, fish, dairy products (and their derivatives) are not allowed to be imported onto Frankfurt Fairground.

Others such as "normal" foods, drinks, alcohol please declare extra on your invoices with single weight, pieces, Vol.-% Alcohol per bottle, litres, etc...

4.3 duties and taxes for permanent entries

Please note that in case your cargo will not be exported again and needs to be permanently customs cleared in Germany duties and taxes will be applicable. The exhibitor will be responsible to pay or it's transport/DHL Trade Fairs and Events partner agency abroad.

4.4 Export

The export cargo should not contain any extra items (such as souvenirs, personal belongings, etc.). In case it does anyway please note that there will be massive problems with outbound export clearance and schedules cannot be matched.

5. Fumigation

Shipments from all Non-European-Community-Countries need to be fumigated when packed into wooden packing before entering into EU.

Following Countries need to be fumigated for Export from Germany (EU):

- | | | | |
|-------------|-----------|---------------|----------------|
| - Australia | - Chile | - China | - Costa Rica |
| - India | - Nigeria | - Philippines | - South Africa |
| - Columbia | - Canada | - Korea | - Mexico |
| - Turkey | - USA | | |

For further information please contact our staff at Frankfurt fairground.

6. Handling of empties and storage goods

6.1 Collection

Please note that your collection of empty packing material will be done upon request. You can order this extra service before the show together with your pre-alert or you can order it directly with us onsite last-minute.

Remaining exhibition materials, tools, etc. need to be declared extra in order to be able to provide extra storage from our side.

Building and Fire authorities do not allow the storage of empty packing materials at the exhibition halls/booths. Charges for collection, storage and redelivery are as to our tariff.

6.2 Redelivery

The redelivery of empties will start approximately 2 hours after the end of the show. Thanks for paying attention to the point that we cannot offer any priority redelivery. The empties will be redelivered one after another.

Redelivery of storage goods need to be advised with date and time for redelivery in order to avoid theft, damage, etc..

7. Liability

The responsibility and liability for the freight ends once the goods have been delivered to the exhibitors stand, whether the exhibitor is present or not. In the absence of written instructions to the contrary, goods may be delivered to the stand commencing on the first day of the official build-up period.

The responsibility and liability for storage during the exhibition of empty packing material and/or freight commence with collection of same from the exhibitors stand and ends when the material has been returned at the close of the exhibition.

Under no circumstances are goods to be left in cases labelled for empty case storage. In such instances no liability can be accepted for such goods. Goods which are required to be stored during the exhibition are to be separately declared and labelled as such. The responsibility and liability for freight at the close of exhibition commences with its collection from the stand during the official dismantling period whether the exhibitor is present or not.

The surrendering of documents by the exhibitor at DHL Trade Fairs and Events onsite office and the acceptance of same does not constitute any admission of responsibility or liability for freight which has not yet been collected from the stand.

DHL Trade Fairs and Events can not be held responsible for any verbal order or instructions given by the exhibitor directly to the labour force.

8. Labelling

For Inbound labelling please use our attached layout.



SHIPPER:

Consignee:

Exhibitors Name:

Showname:

Hall

Stand No.

Number of pieces:

1/1



DHL TRADE FAIRS & EVENTS GMBH - FRANKFURT/MAIN - GERMANY

RFID Journal Live Handling Tariff 2010

From free arrival Air-/Seaport or Cargo Center up to free delivered exhibitions stand, first time spotted, not unpacked including:

Air-/Seaport handling fees, transit customs clearance, bonded warehouse storage (up to 5 days), temporary customs clearance based on full kgs /cbm, delivery to exhibition center in Darmstadt.

Shipments up to 2 CBM will be charged based on the weight.

Shipments over 2 CBM will be charged on the higher basis (weight or volume). Each CBM = 150,0 Kgs

arrival at:	Airport	Seaport	Cargo Center
up to 50 kg	75,00 €	100,00 €	50,00 €
100 kg	105,00 €	175,00 €	75,00 €
200 kg	135,00 €	250,00 €	100,00 €
300 kg	165,00 €	325,00 €	125,00 €
400 kg	195,00 €	400,00 €	150,00 €
500 kg	245,00 €	475,00 €	175,00 €
600 kg	295,00 €	550,00 €	200,00 €
700 kg	345,00 €	625,00 €	225,00 €
800 kg	395,00 €	700,00 €	250,00 €
900 kg	445,00 €	775,00 €	275,00 €
1000 kg	495,00 €	850,00 €	300,00 €
1100 kg	545,00 €	925,00 €	325,00 €
1200 kg	595,00 €	1.000,00 €	350,00 €
1300 kg	645,00 €	1.075,00 €	375,00 €
1400 kg	695,00 €	1.150,00 €	400,00 €
1500 kg	745,00 €	1.225,00 €	425,00 €

from 1501 on special request

Excluding:

Definitive or temporary customs clearance for each exhibitor declaration	75,00 €
Customs bond fee (on temporary clearance only)	0,75% of CIF-Value
Customs Inspection	35,00 €
Duty and Taxes	as per outlay
Disbursement fees on total value of Duty and Taxes	2%
Handling of empties (per started cbm)	35,00 €
Forwarders commission (per order)	5% on the invoice amount

All other and special requests will be charged based on separate offers.

The a.m. rates are also valid for the export handling from re-packed exhibition stand up to fot/fob.

All charges are subject to the German VAT 19% in case of non exportation.



Kreditkarten-Abrechnung
Credit card authorization

DANZAS Messen GmbH
Messegelände-Cargocenter
Ludwig-Erhard-Anlage 1
D-60327 Frankfurt/ Main
Tel.:+49 (0) 69 97 67 14 – 100
FAX.: +49 (0) 69 97 67 14 – 130

Hiermit genehmigen ich der Firma DANZAS die Belastung meiner Kreditkarte mit den Kosten des Messehandlings (Transport, Be-/ Entladung, Leergutlagerung etc.) in Verbindung mit meinem Ausstellungsgütern.

I hereby authorize DANZAS to charge my credit card for payment of charges in connection to my exhibition shipments (Transport, Unloading/Loading, Storage of empty boxes etc.).

Zahlungsinformationen:
Payment Information:

Kreditkarte

Datum:

Payment Information:

Date: _____

Kreditkarte: Visa Master Amex

Kartennummer

Gültig bis

Credit Card No _____

Valid thru _____

Karteninhaber

Cardholder

Block Letters

Signature

Rechnungsadresse

Billing Address

Austeller

Exhibitor

Halle

Stand

Hall

Booth

Messe

Exhibition
