

## Application for Main Exhibitor

# 1.10

### 1. Main Exhibitor

#### 1.1 Address (Please tick if this address is a P.O. Box )

Company Name: (Please provide company's legal status such as "Limited, Corporation" etc.)

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postal Code/City: \_\_\_\_\_

Country: \_\_\_\_\_

Internet: \_\_\_\_\_

#### Contact person for the exhibition is:

Mr/Mrs/Ms First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

#### 1.2 We are:

- Manufacturer  
 Trading Company  
 Agent / Distributor  
 Service Provider (IT, Media, etc)  
 Association / Institution

#### 1.3 The represented brand(s) is/are as follows:

\_\_\_\_\_

\_\_\_\_\_

#### 1.4 List of Exhibits (Please choose your main product groups)

1. Machines and Auxiliary Machines for Panel Production and Primary Processing  
 2. Machines and Auxiliary Machines for Furniture Production and Secondary Processing  
 3. Machines, Materials and Components for Interior Works  
 4. Machines, Materials and Components for Upholstery and Bedding  
 5. Materials and Components for Furniture Production  
 6. Others (Association, Media and Consulting Services)

### 2. Stand Requirements (subject to availability)

#### 2.1 According to the Conditions of Participation we order the following space at a price of: (before all applicable taxes)

Type of Stand Options	Early Bird Price until 31.05.2015	Regular Price	Min. Size
<input type="checkbox"/> Raw Space	SGD330/m <sup>2</sup>	350.00 SGD/m <sup>2</sup>	24 m <sup>2</sup>
<input type="checkbox"/> Standard Shell Scheme	SGD390/m <sup>2</sup>	420.00 SGD/m <sup>2</sup>	9 m <sup>2</sup>
<input type="checkbox"/> Premium Shell Scheme	SGD430/m <sup>2</sup>	450.00 SGD/m <sup>2</sup>	18 m <sup>2</sup>

Space in total m<sup>2</sup>: \_\_\_\_\_ (Space in total must be divisible by three)

#### 2.2 If you order "Space only", please choose one of the following options:

- Please send us an offer for an individual stand construction  
 The stand will be constructed by us  
 The stand will be constructed by a contractor appointed by us

### 3 Additional Services

#### 3.1 Logo Insertion

- We would like to include our Company Logo in the List of Exhibitors (print + online) at SGD150

#### 3.2 Show Catalogue Advertising

- We would like to advertise in the Show Catalogue at SGD2,000

#### 3.3 Free Marketing Materials

Invite your customers to furniPRO Asia 2016 with free promotion materials offered by Koelnmesse!

- Please send me the order form for free furniPRO Asia 2016 marketing materials.

#### 3.4 Individual Company Events

To increase the awareness of your participation, Koelnmesse will issue a time table with all official and also individual company side events to furniPRO Asia 2016. We will add your company event at furniPRO Asia 2016 free-of-charge to the official time table.

- Please send me the form to add our event(s).

#### PLEASE NOTE:

##### Payment terms and schedule

Date of receipt of application	Payment schedule
ON or BEFORE 16 October 2015	25% of total participation fee due upon date of receipt of application. Remaining 75% to be paid in full according to invoice.
AFTER 16 October 2015	100% of total participation fee due upon date of receipt according to invoice.

##### Cancellation terms and schedule

Date of cancellation	Cancellation fee
ON or BEFORE 15 January 2016	25% of total participation fee due upon cancellation. Remaining 75% of total participation fee due if cancelled stand space cannot be resold.
AFTER 15 January 2016	100% of total participation fee.

Please refer to the General and Special Sections of Koelnmesse Pte Ltd's Conditions of Participation for full terms and conditions.

By signing and returning the registration form, we acknowledge that the General and the Special Sections of Koelnmesse Pte Ltd's Conditions of Participation as well as the stipulations of the Exhibitor Service Manual (in particular the technical regulations and the supplements contained in the order forms) are binding for our company.

**List of Goods  
 for Main Exhibitor**

**1.10/2**

**List of Goods** Must be returned by Main exhibitor / Co-exhibitor (Please complete and return with registration form 1.10)

**1. Machines and Auxiliary Machines for Panel Production and Primary Processing**

- Auxiliary Machinery and Equipment (Including Machines for Tool Maintenance)
- Belts, Forming and Pressing Lines
- Boilers, Burners, Heat and Energy Systems
- Chip-less Cutting Machines
- Chip-removing Cutting Machines
- Complete Panel Board Manufacturing Lines
- Cooling Systems and Board Turning Equipment
- Cyclones, Dust Handling and Extraction
- Generation of Energy using Wood Fuel
- Electronic Equipment and Software for Woodworking and Furniture Production
- Energy Saving and Environmental Protection
- Fire and Sparks, Moisture, Density, Thickness and Blow Detection
- Forming Machines
- Impregnating Lines for Decorative Paper
- Joining and Assembling Machinery and Plant, Including Coating
- Laminating and Surfacing Equipment
- Machinery and Plant for the Conditioning of Wood, Wood Materials and Surfaces
- Machines for Specialized Manufacturing
- Material Handling Systems
- Multi-stage Automatic Machines for Two or more Different Operations
- Panel Finishing & Handling Equipment
- Portable Machines, Tools, Cutting Tools and Aids for Furniture
- Production of Lightweight/Honeycomb Board
- Production of Veneers and Plywood
- Resins, Chemical & Adhesives
- Sawmilling Technology
- Secondhand (Used) Machinery
- Testing and Measuring Instruments for Woodworking and Furniture Production
- Testing, Inspection and Technical Advisory
- Wood and Fibre Preparation Equipment
- Others (Please State) \_\_\_\_\_

**2. Machines and Auxiliary Machines for Furniture Production and Secondary Processing**

- Assembly Technology
- Built-in Parts, Lighting Solutions for Interior Works
- Ceilings, Walls and Accessories
- Edgebanding Machines
- Electronic Equipment and Software for Woodworking and Furniture Production
- Finger-jointing Technology
- Floorings Coverings, Floor Supplies and Accessories
- Forming Machines
- Installation Tools, Installation and Insulating Underlays, Surface Protection
- Machinery for Floorings Manufacturing
- Machines, Tools, Equipment and Aids for Surface Treatment
- Machines /Accessories for Installing Parquet and Laminates
- Machines for Boring, Dowel-Driving and Hardware Inserting
- Machines for Surface Finishing
- Machinery for Wood Interiors (stationary)
- Materials and Finished Parts for Interior Fittings
- Mortising Machines
- Moulding and Planing Machines
- Multi-stage Automatic Machines for Two or more Different Operations
- Packaging Technology
- Parquet, Cork and other Wooden Floorings
- Polishing and Buffing Machines
- Portable Machines, Tools, Equipment and Aids for Interior Works
- Postforming Machines
- Presses, Laminating and Profile Wrapping Machines
- Presses/Clamps for Corner Joints
- Profiling and Sizing Machines
- Punch Presses
- Sanding Machines
- Secondhand (Used) Machinery
- Stationary Processing Machining
- Tenoning Machines
- Testing and Measuring Instruments for Woodworking and Furniture Production
- Tool and auxiliaries
- Turning Machines
- Veneer Processing
- Windows, Doors, and Gates Manufacturing Machinery
- Windows, Doors, Gates Manufacturing Supplies and Accessories
- Others (Please State) \_\_\_\_\_

**3. Machines, Materials and Components for Interior Works**

- Built-in Parts, Lighting Solutions for Interior Works
- Ceilings, Walls and Accessories
- Floorings Coverings, Floor Supplies, and Accessories
- Installation Tools, Installation and Insulating Underlays, Surface Protection
- Machinery for Floorings Manufacturing
- Machinery for Wood Interiors (Stationary)
- Machines /Accessories for Installing Parquet and Laminates
- Machines, Tools, Equipment and Aids for Surface Treatment
- Materials and Finished Parts for Interior Fittings
- Parquet, Cork and other Wooden Floorings
- Portable Machines, Tools, Equipment and Aids for Interior Works
- Printed Paper, Kraft, Primer, Overlay, Flooring Films
- Windows, Doors, and Gates Manufacturing Machinery
- Windows, Doors, Gates Manufacturing Supplies and Accessories
- Others (Please State) \_\_\_\_\_

**4. Machines, Materials and Components for Upholstery & Bedding**

- Bedding & Bedroom Production and Accessories
- Covering Materials, Leather and other Fabrics
- Electronic Equipment and Software for Upholstery & Bedding
- Machines, Tools, Equipment and Aids for the Upholstery and Bedding Industry Processing
- Semi-finished Products for Upholstery, Mattress and Bed Manufacturing Industry
- Ticking and Mattress Fabrics
- Testing and Measuring Instruments for Upholstery & Bedding
- Upholstery Materials, Upholstery Articles and Accessories
- Others (Please State) \_\_\_\_\_

**5. Materials and Components for Furniture Production**

- Adhesives, Paint, Glue and Oil
- Decorative Papers
- Edgebanding, Profiles, Wrapping Products
- Fittings and Structural Parts
- Foam, Plastics and PVC materials
- Foils, PVC
- Furniture Components
- Impregnated Paper
- Kitchen and Bathroom Hardware
- Lacquers, Paints, Powder
- Laminated Sheets
- Materials for Furniture Production
- Mouldings
- Plywood and Plywood Boards
- Postforming-elements, Worktops
- Sawn Timber (Hardwoods/Softwoods)
- Semi-finished Products for Cabinet, Office and Modular Furniture
- Semi-finished Products for Kitchen and Bathroom Furniture
- Semi-finished Wood-Based Materials
- Semi-finished Wood Products
- Supplies and Materials for the Production of Kitchen and Bathroom Furniture
- Surface Treatment and Finishing Products
- Uncoated Wood-Based Panels (Chipboard/MDF/OSB/ParticleBoard/FiberBoard/Lightweight and Others)
- Veneers and Veneer-Coated Boards
- Wood and Wood Products
- Other Industrial Chemicals
- Others (Please State) \_\_\_\_\_

**6. Others (Association, Media and Consulting Services)**

- Media and Trade Publications
- Services (including financing, project management and consultancy services)
- Associations and Professional Industry Groups
- Others (Please State) \_\_\_\_\_

Main Exhibitor:

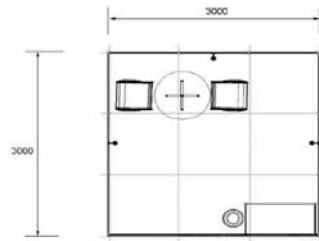
Booth number (For Organizer's use only)

--	--	--	--	--	--	--	--

## Shell Scheme Specifications

### 1 Standard Shell Scheme\*

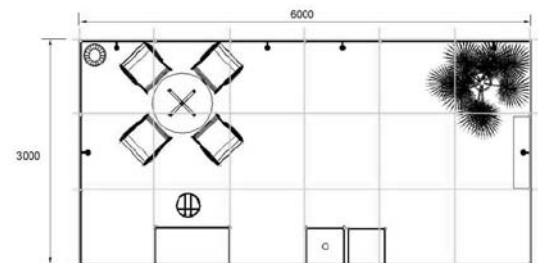
<b>Booth Area in m<sup>2</sup></b>	9 - 12	15	18+
<b>Information Counter, Lockable</b> 1 m L x 0.5 m W x 0.76 m H	1	1	2
<b>Chair</b>	2	3	4
<b>Meeting Table</b>	1	1	2
<b>Waste Basket</b>	1	1	1
<b>Spotlights (100 W)</b>	1 per 3 m <sup>2</sup>	1 per 3 m <sup>2</sup>	1 per 3 m <sup>2</sup>
<b>Power Socket (13 Amp)</b>	1	1	2



### 2 Premium Shell Scheme\*



<b>Booth Area in m<sup>2</sup></b>	18 - 24	27 - 33	36+
<b>Booth Tower with Logo</b> - Exhibitor Logo (Landscape Orientation) - Exhibitor Logo (Portrait Orientation)	1	1	2
		1600mm W x 400mm H	400mm W x 700mm H
<b>Meeting Table</b>	1	1	2
<b>Chair</b>	4	6	8
<b>Information Counter, Lockable</b> 1 m L x 0.5 m W x 1 m H	1	1	2
<b>Waste Basket</b>	1	1	2
<b>Spotlights (100 W)</b>	1 per 3 m <sup>2</sup>	1 per 3 m <sup>2</sup>	1 per 3 m <sup>2</sup>
<b>Power Socket (13 Amp)</b>	1	1	2
<b>Slope Shelves</b>	3	4	6
<b>Bar Stool</b>	1	1	2



**\*Note:**

If exhibitors do not want any item(s) stated in the Standard Shell Scheme or Premium Shell Scheme booth packages, the cost of the packages will not change and there will be no replacement with another item(s). Additional stand furniture and electrical items can be rented by completing the respective forms in the Exhibitor Service Manual and returning the completed forms by the stipulated deadlines.

The stand designs provided herewith are for illustrative purposes and may be subject to change at the Organizer's discretion.



--	--	--	--	--	--	--	--

Name of Main Exhibitor:

**Enclosure to the application  
for Main Exhibitors**

**1.11**

Invoice address/Address for correspondence

**1. Invoice Address –**  
if different from Main Exhibitor

If **invoice** should be charged to address other than the one of the Main Exhibitor please enter below:

**(Please tick if this address is a P.O. Box  )**

Company/Name: \_\_\_\_\_

Street: \_\_\_\_\_

P.O. Box (if applicable): \_\_\_\_\_

City, Postcode: \_\_\_\_\_

Country/State: \_\_\_\_\_

Contact person: Mr./Mrs/Ms. \_\_\_\_\_

Designation: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Customer Number:

--	--	--	--	--	--	--	--

**Please note:**

The registered company will be obliged to settle the invoice if the recipient of the invoice fails to effect payment.

**2. Address for Correspondence -**  
if different from Main Exhibitor

If **correspondence** should be sent to address other than the one of the Main Exhibitor please enter below:

**(Please tick if this address is a P.O. Box  )**

Company/Name: \_\_\_\_\_

Street: \_\_\_\_\_

P.O. Box (if applicable): \_\_\_\_\_

City, Postcode: \_\_\_\_\_

Country/State: \_\_\_\_\_

Contact person: Mr./Mrs/Ms. \_\_\_\_\_

Designation: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Customer Number:

--	--	--	--	--	--	--	--

**Please note:**

By signing and returning this form, we acknowledge that the General and the Special Sections of Koelnmesse Pte Ltd's Conditions of Participation as well as the stipulations of the Exhibitor Service Manual (in particular the technical regulations and the supplements contained in the order forms) are binding for our company.



10 - 12 March 2016

## Application for Co-exhibitor

1.20

We hereby register companies represented by us on our stand according to the Conditions of Participation.

If you have more than one application for co-exhibitors, please photocopy the blank form first.

### 1 Co-exhibitor

#### 1.1 Address (Please tick if this address is a P.O. Box )

Company Name: (Please provide company's legal status such as "Limited, Corporation" etc.)

\_\_\_\_\_

Address: \_\_\_\_\_

Postal Code/City: \_\_\_\_\_

Country: \_\_\_\_\_

Internet: \_\_\_\_\_

#### Contact person for the exhibition is:

Mr/Mrs/Ms First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

#### 1.2 The co-exhibitor is:

- Manufacturer  Service Provider (IT, Media, etc)  
 Trading Company  Association/Institution  
 Agent/Distributor

#### 1.3 The represented brand(s) is as follows

(Please list the product brands represented by the co-exhibitor):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### 1.4 Main exhibitor details:

Company: \_\_\_\_\_

Booth No\*: \_\_\_\_\_

*\* If already confirmed by the Organizer*

The co-exhibiting  
company is represented  
with:

- own products  
 own staff  
 own company graphics

### 2 List of Exhibits

(Please choose your main product groups)

1. Machines and Auxiliary Machines for Panel Production and Primary Processing  
 2. Machines and Auxiliary Machines for Furniture Production and Secondary Processing  
 3. Machines, Materials and Components for Interior Works  
 4. Machines, Materials and Components for Upholstery and Bedding  
 5. Materials and Components for Furniture Production  
 6. Others (Association, Media and Consulting Services)

We hereby declare that we will adhere to the List of Exhibits. We will not present items at our stand that are not included in this list.

#### PLEASE NOTE:

The application for a co-exhibitor is free-of-charge, including a basic entry in the show catalogue according to the Special Conditions of Participation.

The co-exhibitor is not permitted to relocate, exchange, share or in any other way make the stand space allocated to him completely or partially accessible to third parties, without the prior consent of the Organizer.

The acceptance of this application for co-exhibitor is subjected to the sole discretion of the Organizer.

By signing and returning the registration form, we acknowledge that the General and the Special Sections of Koelnmesse Pte Ltd's Conditions of Participation as well as the stipulations of the Exhibitor Service Manual (in particular the technical regulations and the supplements contained in the order forms) are binding for our company as well as for the company registered by us.



furniPRO Asia 2016  
10 - 12 March 2016 (Thursday - Saturday)

## SPECIAL CONDITIONS OF PARTICIPATION

### 1. The Fair, The Organizers, The Venue, The Dates

The Trade Fair furniPRO Asia 2016 is being organized by Koelnmesse Pte Ltd, 152 Beach Road #25-05 Gateway East Singapore 189721 – hereinafter referred to as the organizer.

The exhibition is being held from Thursday, 10th to Saturday, 12th March, 2016.

The exhibition is open to exhibitors daily from 8.00a.m. to 6.00p.m. and to visitors on 10th - 11th, 2016, from 9.00a.m. to 6.00p.m. – admission up to 5.30p.m. – and on March 12th, 2016, from 9.00a.m. to 5.00p.m. – admission up to 4.30p.m.

The period for setting up and the period for dismantling shall be determined by the organizer as set out in the Exhibitor Service Manual. The period for dismantling sets the timeframe in which the exhibitor has to leave (cf. II. (16) in the General Conditions of Participation).

### 2. Eligibility to Take Part

Exhibitors should be manufacturers of goods that are included in the nomenclature of the exhibition ("List of Exhibits" as stated in the application forms) and if they are produced by the exhibitor at his own manufacturing plant or are offered as parts or accessories thereof. Admission is also open to exhibitors displaying items or offering services which, in accordance with the List of Exhibits, are in keeping with the overall theme of the event, and which the exhibitor has had manufactured or offered under his own name.

In addition, importers and dealers may participate, if their application for furniPRO Asia is approved by the manufacturer(s) of the respective products and brands and if they are not to be exhibited by the original manufacturer. The agreement of the manufacturer(s) must be documented upon request. In case of failure of this pre-condition, the organizer has the right to withdraw the acceptance of the importer and/or dealer.

The organizer will decide upon the acceptance of firms or products.

### 3. Participation Costs, Payment Terms and Cancellation Terms

Your participation will entail the following costs:

#### Stand Costs – Exhibition

- In the halls per square metre excluding stand construction, excluding provision of stand partition walls (minimum size 24 m<sup>2</sup>): SGD350  
The construction of the stand shall be obligated to the exhibitor.
- In the halls per square metre with standard shell scheme construction (minimum size 9 m<sup>2</sup>): SGD420
- In the halls per square metre with premium shell scheme construction (minimum size 18 m<sup>2</sup>): SGD450

The rented space in total must be divisible by three m<sup>2</sup> (3, 6, 9, etc.). The stand costs include the rent for the exhibition space for the entire duration of the event including the setting up and dismantling periods, a specific number of exhibitor and work badges, the use of all general technical and service facilities in the fair halls like lighting, ventilation, air conditioning, use of electricity on the stand, general surveillance of the halls and cleaning of the aisles; consulting on organisational matters by Koelnmesse Pte Ltd employees, catalogue entry according to Item 7. The stand costs do not include the installation and use of compressed air, the installation of water connections and the use of water on the stand.

If the Application for Main Exhibitor 1.10 is received by the organizer ON OR BEFORE 16 October 2015, a down-payment of 25% of total participation fee incurred is due upon date of receipt. An invoice of the said amount will be issued and sent to you. The application will not be processed until the 25% down-payment is paid (in the event of non-acceptance of your registration,

this down-payment will be refunded). A second invoice amounting to the remaining 75% of total participation fee incurred will be issued and sent to you after 16 October 2015 to be paid in full before commencement of the event according to the terms of payment as indicated on the invoice.

If the Application for Main Exhibitor 1.10 is received by the organizer AFTER 16 October 2015, 100% of total participation fee incurred is due upon date of receipt. An invoice of the said amount will be issued and sent to you. This invoice is to be paid in full before commencement of the event according to the terms of payment as indicated on the invoice.

The aforementioned payments may be made by cheque or wire transfer according to the terms of payment as indicated on the said invoices.

If an exhibitor fails to pay according to the abovementioned terms and payment schedule, the organizer reserves the right to release without notice to the exhibitor the stand space reserved for exhibitor. The exhibitor shall remain liable to the organizer for liquidated damages in the amount of 25% of the total participation fee if the stand space in question can be rented to another exhibitor. If the stand space in question cannot be rented to another participant before the commencement of the event, the exhibitor shall be liable to the Organizer for liquidated damages in the amount of 100% of the total participation fee.

If an exhibitor cancels its participation, the exhibitor shall remain liable to the Organizer for liquidated damages in the amount of 25% of the total participation fee if the stand space in question can be rented to another exhibitor. If the stand space in question cannot be rented to another participant before the commencement of the event, the exhibitor shall be liable to the Organizer for liquidated damages in the amount of 100% of the total participation fee.

If an exhibitor cancels its participation or fails for any reason whatsoever to utilize the stand space allotted to him, the exhibitor shall remain liable to the Organizer for liquidated damages in the amount of 100% of the total participation fee (including any balance due at the time of cancellation).

Any notice of cancellation to be given hereunder is required to be in writing to Koelnmesse Pte Ltd and shall not be effective until such cancellation notice is received by Koelnmesse Pte Ltd. No cancellation shall relieve the exhibitor of his obligation to pay any sums due to Koelnmesse Pte Ltd prior to the effective date of such cancellation.

If a written request to change (downsize) the assigned exhibit space(s) is received by Koelnmesse Pte Ltd, a downsize and / or re-allocation of the stand space is subject to the absolute discretion of the organizer. The exhibitor is obligated to pay Koelnmesse Pte Ltd liquidated damages of total participation fee of change (downsize) in the event that the original space cannot be rented to another participant before the commencement of the event.

#### The stand costs for the standard shell scheme construction include:

- (cf. also Application for Main Exhibitor 1.10/3 "Shell Scheme Specification")
- General setting up and dismantling of the stand, incl. all additional costs consisting of:
    - Cleaning of the booth areas
    - Laying carpet over the entire booth area
    - Booth partition walls (rear and side walls) as per stand space
    - Fascia on all open sides resp. on each aisle side, max. 20 letters
    - Booth furniture per booth: lockable information counter: 1 (9-15 m<sup>2</sup>), 2 (18 m<sup>2</sup>+); chairs: 2 (9-12 m<sup>2</sup>), 3 (15 m<sup>2</sup>), 4 (18 m<sup>2</sup>+); meeting table: 1 (9-15 m<sup>2</sup>), 2 (18 m<sup>2</sup>+); 1 waste basket; 100 W spotlights (1 per 3 m<sup>2</sup>), 13 Amp power socket: 1 at fixed location.

#### The stand costs for the premium shell scheme construction include:

- (cf. also Application for Main Exhibitor 1.10/3 "Shell Scheme Specification")
- General setting up and dismantling of the stand, incl. all additional costs consisting of:
    - Cleaning of the booth areas



furniPRO Asia 2016  
10 - 12 March 2016 (Thursday - Saturday)



- Laying carpet over the entire booth area
- Booth partition walls (rear and side walls) as per stand space
- Fascia on all open sides resp. on each aisle side, max. 20 letters
- Booth furniture per booth: booth tower with logo: 1 (18-33 m<sup>2</sup>), 2 (36 m<sup>2</sup> +); lockable information counter: 2 (18-33 m<sup>2</sup>), 3 (36 m<sup>2</sup>+); leather chairs: 4 (18-24 m<sup>2</sup>), 6 (27-33 m<sup>2</sup>), 8 (36 m<sup>2</sup>+); meeting table: 2 (18-33 m<sup>2</sup>), 3 (36 m<sup>2</sup>+); waste basket: 1 (18-33 m<sup>2</sup>), 2 (36 m<sup>2</sup>+); 100 W spotlights (1 per 3 m<sup>2</sup>); 13 Amp. power socket at fixed location: 1 (18-33 m<sup>2</sup>), 2 (36 m<sup>2</sup>+); slope shelves: 3 (18-24 m<sup>2</sup>), 4 (27-33 m<sup>2</sup>), 6 (36 m<sup>2</sup>+); bar stool: 1 (18-33 m<sup>2</sup>), 2 (36 m<sup>2</sup>+).

#### Co-exhibitors

As far as accommodation of other companies or firms will be permitted on the stand (cf. figure V. (2) in the General Conditions of Participation, whereas co-exhibitors and additionally represented companies will be treated as the same), their application will be free-of-charge. This includes the basic catalogue- entry according to item 7.

All and any costs caused by the co-exhibitor or services additionally ordered shall be payable separately by the main exhibitor.

#### 4. Fitting and Arrangement of the Stands

The organizer will only provide stand construction if the exhibitor orders standard shell scheme construction or premium shell scheme construction. Any planned structure must be approved in advance by Koelnmesse Pte Ltd and the hall proprietor in writing. The stand must be constructed to comply with the dimension of the space allocated. Plans for non-standard structures or designs for stands with meeting rooms or where technical calculations are required, as well as plans for technical fittings shall be submitted to Koelnmesse Pte Ltd and the hall proprietor in duplicate for perusal not later than 6 weeks prior to the beginning of the event.

In the event of these plans having to be examined by the proprietor of the halls, Koelnmesse Pte Ltd shall assume responsibility for forwarding them as commissioned by and for the account of the exhibitor and shall notify the exhibitor of the outcome. Koelnmesse Pte Ltd will not release the exhibition space in question for construction work until the plans are approved. Any other fitting and arrangement of the stand is left to the exhibitor but should be appropriate for the event in question. The exhibiting company's name must be clearly visible on each stand.

#### 5. Exhibitor Badges and Badges for Stand Construction Personnel

As an exhibitor you will receive:

Size of Booth	Quantity of Exhibitor Badges
(max.) Up to 12 m <sup>2</sup>	4
13-36 m <sup>2</sup>	8
37-54 m <sup>2</sup>	12
55-100 m <sup>2</sup>	15
More than 100 m <sup>2</sup>	20

The badges will be valid from the first day of the setting up period until the last day of the dismantling period.

Used exhibitor badges, i.e. those with the names of stand personnel printed on them, may be exchanged once for new badges free of charge in case the stand personnel will be replaced during the exhibition. The new badges can be obtained at the Exhibitor Service Office.

You will also receive free badges to enable the company personnel to enter the trade fair complex for the purpose of setting up and dismantling the stand (worker badges). These badges are only valid during the setting up period and dismantling period. They do not entitle the holder to enter the complex during the exhibition. You can order these badges with the correct order form in the Exhibitor Service Manual.

Non-company stand designers require a special permit to undertake construction work in the halls.

#### 6. Rules on Selling

In view of the professional nature of the event, the organizer shall have the right to prohibit the direct sale and open-price-labeling of exhibits or samples on the stands, in particular in case of official order or to intervene in all cases where safety and orderly conduct on the exhibition floor is at peril.

Compensation or claims for reimbursement by the exhibitor are ruled out in the case of the afore-mentioned measures.

#### 7. Catalogue

Koelnmesse Pte Ltd issues for its fairs and exhibitions a catalogue which includes an alphabetical list of firms, a list of goods and advertisements. This makes the catalogue an important and up-to-date source of reference for all interested persons and also provides it added value after the fair. The corresponding catalogue entry form is provided within the Exhibitor Service Manual.

The participation costs consist of the basic catalogue entry, including an

- entry in the alphabetical list of exhibitors with company name in English, address, telephone and fax number, e-mail and website, as well as a short description of the company or the products (max. 200 characters including punctuation and spaces);
- entry in the list of products with the main product group, company name and stand number;
- entry in the list of exhibitors by stand number with company name;
- entry in the list of exhibitors by country with company name and stand number.

The reproduction of logos and texts as well as advertisements are offered separately in the Exhibitor Service Manual and are subject to an extra charge. All entries in the catalogue must be submitted to Koelnmesse Pte Ltd or to the company commissioned by Koelnmesse Pte Ltd 6 weeks prior to the first day of the event. The organizer of the fair reserves the right to commission a third company with the production of the catalogue.

Koelnmesse Pte Ltd does not accept any liability for printing errors, incorrect placing, mistakes and other gaps or faults in printing. The advertiser shall be responsible for the subject matter of advertisements and entries and for any omission or mistake resulting from them.

#### 8. Verbal Agreements

Any verbal agreements, individual permissions and exceptions outside the framework of this contract are not valid until confirmed in writing by the organizer.

#### 9. Exhibitor Service Manual

After signing the application form and the formal admission of the exhibitor by the organizer, the exhibitor will receive the Exhibitor Service Manual. In this manual the exhibitor can order the different free-of-charge and chargeable services (such as e.g. additional furniture, additional stand cleaning, extra stand security, etc.) that the organizer offers.

#### 10. General Conditions of Participation

We would like to draw your attention to the provisions contained in the General Conditions of Participation for Trade Fairs outside Germany. All legal relationships between you and the organizer are subject exclusively to the laws of Singapore and shall be subject to the exclusive jurisdiction of its courts and the text of these Conditions of Participation. The house rules and the regulations set down in the Special Section of the Conditions of Participation form part of the contract.