

Please make a copy for your files and return the original to us.



IT Solutions for Public Transport  
KARLSRUHE

**18 - 20 February 2014**  
**Karlsruhe Trade Fair Center**  
**Germany**

To  
Karlsruher Messe- und Kongress-GmbH  
Jochen Georg  
P.O. Box 1208  
76002 Karlsruhe  
Germany

## Registration

### Exhibitor

Name of exhibiting company/Institution:

Street/P.O. Box:

Post code, City:

Country:

Phone:

Fax:

Contact:

Extension:

E-mail:

Internet:

- The billing address is different from the above mentioned exhibitor.  
Please communicate the billing address.

### We order the following stand area:

Total area (sqm)	requested dimensions (frontage x depth)*

### Prices

- up to 49 sqm € 295,-/sqm + VAT
- 50 to 99 sqm € 245,-/sqm + VAT
- 100 sqm and above € 185,-/sqm + VAT

The above price is for non-equipped spaces. Shell schemes can be hired from the stand constructor. More information available in the Online Service Center. Allocation of stands due to availability. Free cancellation of your participation before 1 June 2012.

### Registration fee

The registration fee, marketing and PR package is of € 800,- + VAT. This package is compulsory for all exhibitors; it includes:

- Four-coloured logo (data format: tif, jpg, eps (fonts transformed in paths), resolution: 300 dpi, minimum, size: ca. 5 cm) in the exhibition catalogue
- The insertion of the company profile or company exhibits in the exhibition catalogue (in the alphabetical index) in the English and German languages (English: max 400 signs incl. blanks, German: max 400 signs incl. blanks)
- The insertion of the company profile or company exhibits on our website with a link to the exhibitor's site
- Exhibitors' badges: A maximum of 10 passes will be issued for each stand free of charge. For further badges please refer to the Online Service Center (OSC).

All the above apply for all exhibitors, members and non-members of UITP.

\*Minimum size of stands: 12 sqm

- We register companies as co-exhibitors (charge for application: € 750,- + VAT each). Exact postal address(es) (cf. annex 2).

We are

- manufacturer  retailer
- service provider  other

### Exhibits:

Prices do not include the VAT applicable in the year the event is held. The General Participants Guidelines for Trade Fairs and Exhibitions available at [www.it-trans.org](http://www.it-trans.org) for IDFA members and the Special Participants Guidelines, and all parts thereof, are hereby acknowledged to be legally binding. Verbal agreements that differ from the exhibition conditions and other circulars are not valid.

The place of performance and place of jurisdiction is Karlsruhe.

### Contact:

UITP	Messe Karlsruhe
Hicham Badran	Jochen Georg
Project Manager	Project Manager
Phone: +32 2 661 3186	Phone: +49 721 3720 5140
Fax: +32 2 660 1072	Fax: +49 721 3720-99-5140
<a href="mailto:hicham.badran@uitp.org">hicham.badran@uitp.org</a>	<a href="mailto:jochen.georg@kmg.de">jochen.georg@kmg.de</a>

### VAT ID number of beneficiary:

If affiliated with a VAT group, please specify the

VAT ID number of the group:

and the address of the parent company

Date, place

Company stamp, legally binding signature

Phone +49 721 3720-5140 Fax +49 721 3720-99-5148

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Jochen Georg  
P.O. Box 1208  
76002 Karlsruhe  
Germany

Please specify:

**Registration co-exhibitor\*:**

**Catalogue:**

Entry (alphabetical) in the official exhibitor catalogue under letter

The catalogue entry will be taken from the corresponding form in the Online Service Center. If you do not return this form, the address on the left will be published.

Company/Institution:

Street/P. O. Box:

Post code, City:

Country:

Phone:

Fax:

Contact:

Extension:

E-mail:

Internet:

**Exhibits:**

**VAT ID number** of beneficiary:

If affiliated with a VAT group, please specify the **VAT ID number** of the group:

and **the address of the parent company**

**Registration fee for co-exhibitors: € 750.- + VAT.**

**The registration fee includes the following:**

- Four-coloured logo (data format: tif, jpg, eps (fonts transformed in paths), resolution: 300 dpi, minimum, size: ca. 5 cm) in the exhibition catalogue
- The insertion of the company profile or company exhibits in the exhibition catalogue (in the alphabetical index) in the English and German languages (English: max 400 signs incl. blanks, German: max 400 signs incl. blanks)
- The insertion of the company profile or company exhibits on our website with a link to the exhibitor's site

Prices do not include the VAT applicable in the year the event is held. The General Participants Guidelines for Trade Fairs and Exhibitions available at [www.it-trans.org](http://www.it-trans.org) for IDFA members and the Special Participants Guidelines, and all parts thereof, are hereby acknowledged to be legally binding. Verbal agreements that differ from the exhibition conditions and other circulars are not valid. The place of performance and place of jurisdiction is Karlsruhe.

Date, place

Company stamp, legally binding signature

\* All the firms exhibiting or featuring on a stand with their own personnel and products together with the main exhibitor, including those having close economic or organisational ties with the main exhibitor, shall be considered sub-contracted exhibitors or co-exhibitors.

# Stand construction service

## Professional presentation with all-round service

We will plan and organise your trade fair stand and ensure that it is constructed on schedule. All you have to do is set your stand up shortly before the trade fair opens. On the final day of the trade fair, simply pack up all your exhibits and furniture and we will dismantle the stand.



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KARLSRUHE

### Basic package

**The right setting for a professional presentation!**

- Plastic-coated panels, white, Octanorm system, construction height: 250 cm, white rear and side panels, ceiling beams on the open stand sides
- Grey carpeted floor
- Power connection: 230 V / 3 kW with multiple socket-outlet and flat-rate power consumption
- Lighting: 1 spotlight (150 W) per 3 sqm of stand area
- Cover panels on the open stand sides, incl. lettering and logo (max. 25 letters per cover panel, "Helvetica semi-bold" font, dark grey)
- 1 cabin (1 m x 2 m) with swing door, lockable, as of 15 sqm stand area
- Furniture: 1 table (75 x 75 cm) and 2 chairs, light grey/chrome
- Exhibitor passes as per Participants Guidelines
- Planning and organisation with set-up and dismantling



### Comfort package

**Make the most of our all-inclusive package containing everything you need to ensure a successful trade fair presence!**

**Services such as the basic package, also featuring:**

- 1 brochure shelf
- 1 coat rail (white) – only in conjunction with cabin, as of 15 sqm stand area
- Furniture: 1 table 75 x 115 cm, 4 chairs, light grey/chrome, 1 counter with bar fixture, 1 bar stool
- Daily stand cleaning service



### Basic package MAXIMA 40 (bookable as of 12 sqm)

**The right setting for your individually designed presentation!**

- Plastic-coated panels, white, Octanorm system, Maxima 40, panel height: 250 cm, construction height: 300 cm, white rear and side panels, 2 Octanorm panels, exterior, available in the following colours: red, blue, green and dark grey
- Carpeted floor available in red, blue, green and dark grey
- Power connection: 230 V / 3 kW with multiple socket-outlet and flat-rate power consumption
- Lighting: 1 spotlight (150 W) per 3 sqm of stand area
- Cover panels on the open stand sides, incl. lettering and logo (max. 25 letters per cover panel, "Helvetica semi-bold" font, dark grey)
- 1 cabin (1 m x 2 m) with swing door, lockable, as of 15 sqm stand area
- Exhibitor passes as per Participants Guidelines
- Planning and organisation with set-up and dismantling



### Comfort package MAXIMA 40 (bookable as of 12 sqm)

**Stand out from your fellow exhibitors with our customised all-inclusive package!**

**Services such as the basic package MAXIMA 40, also featuring:**

- 1 coat rail (white) – only in conjunction with cabin, as of 15 sqm stand area
- 2 brochure shelves, 1 pillar 30 cm x 30 cm x 100 cm, 4 brochure compartments
- Furniture: 1 table 75 x 115 cm, 4 chairs, light grey/chrome, 1 sideboard, 1 bar stool
- Daily stand cleaning service



#### Contact:

Stand construction and service:

**Mona Taller**

**Phone: +49 721 3720-5183 | Fax: +49 721 3720-5189**

**mona.taller@kmg.de**



**CONNECTING IDEAS.**  
Karlsruhe –  
Messen und Kongresse

Pictures: Design of corner stand 12 sqm

**Important information overleaf**

Please order additional design components via our Online Service Center (OSC).



# Special Terms and Conditions for Participation

in events organised by

Karlsruher Messe- und Kongress-GmbH  
P.O. Box 12 08  
76002 Karlsruhe, Germany  
Phone: +49 721 3720-0  
Fax: +49 721 3720-2116  
E-mail: info@kmsg.de  
www.messe-karlsruhe.de



## 01. Event IT-TRANS 2014

### 02. Organiser

Karlsruher Messe- und Kongress-GmbH (KMK)  
P.O. Box 12 08, 76002 Karlsruhe, Germany  
and  
International Association of Public Transport (UITP),  
Rue Sainte-Marie 6, 1080 Brussels, Belgium

### 03. Date(s) and venue

18 – 20 February 2014

Karlsruhe Trade Fair Center, Germany

### 04. Assembly and dismantling periods

#### Assembly:

16 – 17 February 2014

#### Dismantling:

21 – 22 February 2014

### 05. Registration and admission

Registration shall be made via the attached registration form and shall be sent to Karlsruher Messe- und Kongress-GmbH with a legally binding signature. The exhibitor shall print out a copy of the document for his own files. The exhibitor shall receive confirmation of the receipt of his registration, which shall also be the required admission document. The trade fair / exhibition management will endeavour to meet your requests concerning the choice of a stand shape but reserves the right – upon consultation with you – to make any changes necessitated by layout planning.

Closing date: 15 November 2013

Once admission has been granted, the exhibitor cannot rescind the agreement outside the legal regulations and the following provisions. If the exhibitor cancels participation after the date of admission or declares rescission or cancellation of the agreement, he shall bear the full cost of the stand and of all additional charges incurred by the organiser until that date. Please note the following cancellation fees applicable to service packages:

- from 6 days before the beginning of assembly under clause 04: cancellation fee: 50% of stand construction and services

- from the beginning of assembly under clause 04: cancellation fee: 100% of stand construction and services

### 06. Admission requirements

Admission is granted to all German and non-German manufacturers and all companies that are authorised by a manufacturing plant to exhibit its products. All exhibits shall be specified accurately in the registration form and shall match the groups of exhibits as detailed in the nomenclature. Items shall not be brought to the exhibition unless they have been registered and admitted. Admission shall be at the discretion of the trade fair / exhibition management. Admission shall be granted by the trade fair / exhibition management in writing. The lease contract shall not be considered as concluded in a legally binding manner until admission has been granted. However, the trade fair / exhibition management shall be entitled to withdraw admission if the admission requirements turn out to be inapplicable or cease to be applicable.

### 07. Prices

○ up to 49 sqm € 295,-/sqm + VAT

○ 50 to 99 sqm € 245,-/sqm + VAT

○ 100 sqm and above € 185,-/sqm + VAT

These prices are for net space, excluding stand construction, side panels and partitions. Should you require further services, please order them via the Online Service Center (OSC).

### 08. Stand construction service

Basic package € 72.00 per sqm

(stand construction, excluding stand space)

Comfort package € 93.00 per sqm

(stand construction, furnishings and services, excluding stand space)

Basic package „MAXIMA 40“ € 82.00 per sqm

(stand construction, excluding stand space)

Comfort package „MAXIMA 40“ € 103.00 per sqm

(stand construction, furnishings and services, excluding stand space)

**Please note:** If the exhibitor orders a basic or comfort package, he cannot claim offset or reimbursement for any stand construction material that is not required. Both packages can only be ordered through registration on the registration form. Once registration has taken place, stand construction can only be ordered via the Online Service Center (OSC).

### 09. Photography

The trade fair / exhibition management is entitled to authorise staff to make drawings, video recordings and photographs of trade fair stands and exhibits and to use the resulting material for its advertising purposes. The exhibitor shall waive all objections arising from his rights of ownership and rights of use. Other persons require express written permission from the trade fair / exhibition management for recordings of any kind.

### 10. AUMA fee

Net fees of € 0.60 per square metre for indoor and outdoor spaces are levied for the Association of the German Trade Fair Industry (AUMA). This amount shall be invoiced along with the stand rental. AUMA upholds the manifold interests of German industry in matters of exhibitions and trade fairs.

### 11. Co-exhibitors

Inclusion of a co-exhibitor requires prior written indication on the registration, specifying complete address details including contacts (see form 2). A registration fee incl. marketing fee of € 750 + VAT is payable for each co-exhibitor.

### 12. Two-level stands

Two-level stands are subject not only to the stand rental but also to another 50% for the upper level.

### 13. Stand space

Minimum stand space shall be 12 sqm. Smaller stand space can only be leased if such space results from the layout planning. Any structural columns that are located within the stand space shall form part of the stand. The final rental invoice shall be based on the dimensional survey taken by the trade fair / exhibition management. Each square metre or part thereof shall be charged in full, and the stand space shall generally be calculated as a rectangle, irrespective of installations, minor deviations, etc.

### 14. Design, fittings and furnishings

It is a requirement that each stand area must have constructionally defined borders separating it from neighbouring stands. If you do not have your own stand construction system or if you do not rent such a system via KMK, then stand separation partitions (back and side panels) are mandatory. Such stand separation partitions are subject to a fee which is not included in the stand rental. Please remember that flooring is mandatory on all stand space. Should you require stand separation partitions, please refer to the Online Service Center (OSC). If you do not order stand separation partitions but your stand space is surrounded by partitions of your neighbours or by existing partitions, then you will be charged for those partitions on the terms specified in the Online Service Center (OSC). Approx. 5 cm shall be deducted from the width of an allocated stand, unless you have specifically requested clear width on account of standard stand construction. For safety reasons, stand separation partitions in basic stand construction are secured by support partitions which may only be removed by the exhibitor upon securing the structural stability of the separation partitions with other constructional elements. The exhibitor is liable for any damage resulting from failure to ensure the renewed structural stability of stand separation partitions after the dismantling of his stand. The exhibitor shall submit drawings and sketches of the intended stand construction. To set up his own marquees, pavilions or roofed-over facilities on outdoor premises, the exhibitor requires permission which shall be dependent on the prior submission of a draft plan. Any decoration material used by the exhibitor shall be flame-retardant and must comply with all other police regulations. Any damage to partitions and flooring and any modifications to the rented stand space by the exhibitor, his staff or his agents shall be the exhibitor's liability. Any compensation claims resulting from such damage shall be billed separately. The exhibitor shall notify the trade fair / exhibition management of any contracted design companies unless those are companies which the exhibitor runs himself. The exhibitor shall use local companies if this becomes relevant. The interior finish of the halls shall not be modified by exhibitors. Pillars, wall projections, fire extinguishers, partitions, distribution boxes and other technical facilities form part of the allocated stand space.

### 15. Assembly and dismantling

The exhibitor shall receive the access details for the Online Service Center (OSC) in good time and undertakes to note the content of the

same. If a company's stand is still unoccupied 12 hours prior to the beginning of the event or if there is no indication that the exhibitor will arrive at a later stage, then his space shall be given side and back panels at the expense of the exhibitor, upon instruction of the trade fair / exhibition management, and the entire stand shall be either decorated with a view to creating a good overall impression or the space shall be given to other customers. In such a case stand rental shall be payable in full. The trade fair / exhibition management shall under no circumstances be held liable for damage caused by the exhibitor's delay in submitting order forms or failure to submit those forms (incorrect obligatory entry in the exhibitors' directory, incomplete electric power lines during assembly, etc.). If the exhibitor dismantles his stand before the end of the exhibition, then the trade fair / exhibition management shall be entitled to charge a contractual penalty of € 500 + VAT.

#### **16. Exhibitors' badges**

Exhibitors' badges are issued by the office of the trade fair / exhibition management. A maximum of 10 passes will be issued free of charge for each stand. Further badges can be issued subject to charge. Please refer to the relevant notes in the Online Service Center (OSC).

#### **17. Technical facilities**

Requests for electricity, water, compressed air, telephone connections, etc. can only be met if orders are received on time via the Online Service Center (OSC). A sufficient amount of general illumination will be available. However, the exhibitor can ask for additional electric lines to be installed at his own expense. Charges for such lines shall be based on the nearest connection point from the relevant stand. The installation of supply lines may only be entrusted to contractors licensed for this purpose by the trade fair / exhibition management. The use of electricity, water and gas within the stand space shall be at the exhibitor's expense. The trade fair / exhibition management accepts no liability for damage due to technical faults resulting from supply fluctuations, power cuts or force majeure or due to power disruptions effected upon the orders of the fire department, police or public utilities.

#### **18. Exhibitors' directory**

The organiser shall issue an exhibitors' directory. The obligatory entry comprises basic details (company name, address, e-mail/web address, hall, stand no., four-coloured logo, company profile) in the alphabetical directory. And company name, hall, stand no. on the website. This can only be provided if registration has been received on time. Further entries are possible against payment of fees. Please refer to the relevant forms in the Online Service Center (OSC).

#### **19. Terms of payment**

Rent for stand space (stand rental) and all other charges are net prices and exclusive of German VAT which is payable at the relevant statutory rate, specified in addition to each price. The exhibitor shall receive an invoice for the stand space upon/after confirmation of the stand; where additional charges and stand construction packages are concerned, invoicing shall depend on the order date. All invoices are payable upon receipt. If an invoice is not settled by the exhibitor within 30 days of receipt, then the exhibitor shall be considered as being in arrears irrespective of a reminder. If the exhibitor is in arrears, then the trade fair / exhibition management shall be entitled to charge default interest at the statutory rate. In the event of continuing arrears despite a reminder the trade fair / exhibition management reserves the right to cancel the agreement with immediate effect on the grounds of a compelling reason.

#### **20. Advertising**

Active advertising outside the rented stand is not permitted. In the event of violations, the trade fair / exhibition management reserves the right to take immediate action. It may also cancel existing agreements for subsequent events on the grounds that essential requirements for contractual fulfilment are no longer met.

#### **21. Prevention of accidents**

It is mandatory for the exhibitor to ensure that his exhibited machinery, equipment, devices, etc. have safety devices that comply with the accident prevention regulations of the relevant trade association. Any personal injury or property damage arising from the operation of exhibited machinery, equipment, technical systems, etc. shall be the exhibitor's liability. Fire extinguishers and their signs shall not be removed or covered, and emergency exits shall not be covered or concealed by exhibition stands or exhibits.

#### **22. Cleaning**

The cleaning of outdoor exhibition premises and halls shall be conducted by the trade fair / exhibition management. The exhibitor undertakes to clean the stand he has rented. Packaging and similar materials shall not be stored in halls.

#### **23. Insurance and security**

The exhibitor shall be liable for any personal injury and property damage caused by his company. As detailed in the participation regulations of IDFA (the Interest Group of German Trade Fairs and Exhibition Cities), the trade fair / exhibition management accepts no liability for damage caused by fire, burglary, theft, burst pipes or weather conditions. We therefore urgently recommend the conclusion of an exhibition risk insurance. The trade fair / exhibition management has concluded a special agreement with an insurance company for the

duration of the exhibition. In view of the special reduced rates that are available, it is recommended that exhibitors join this agreement. Should the exhibitor wish to obtain special chargeable stand security, then this shall be conducted exclusively by companies commissioned for this purpose by the trade fair / exhibition management on the terms which are applicable at the time. The relevant forms can be found in the Online Service Center (OSC).

#### **24. Animals**

Animals are not admitted to the exhibition. The only exceptions are guide dogs for disabled persons and for the blind and service dogs.

#### **25. GEMA**

The exhibitor shall contact GEMA (German Society for Musical Performing Rights and Mechanical Reproduction Rights) in the following cases: use of live music, band music, records, cassettes, CDs, DVDs, presentations of films with sound or videos with music or in the event of membership of an AV or TV medium. GEMA, Postfach 10 17 53, 70015 Stuttgart, Germany, Phone: +49(0)711 22526, Fax: +49(0)711 2252800.

#### **26. Data protection**

Details specified by yourself will be recorded and saved to the database of Karlsruher Messe- und Kongress-GmbH. Karlsruher Messe- und Kongress-GmbH will use your details, including company details, for the purpose of conducting the exhibition. Karlsruher Messe- und Kongress-GmbH will share your personal details with third parties to the extent that this is required for the fulfilment of the agreement between yourself and Karlsruher Messe- und Kongress-GmbH. Your surface mail address, your e-mail address and your company details will serve the purpose of keeping you informed about forthcoming events on the premises of Karlsruher Messe- und Kongress-GmbH, either by surface mail or e-mail. You are entitled to withdraw your consent to the promotional use of your details at any time.

#### **27. Domiciliary right**

The trade fair / exhibition management exercises a domiciliary right on the outdoor premises and in the exhibition halls. Instructions of the trade fair / exhibition management, their employees and their stewards shall be observed.

#### **28. Recognition of the terms and conditions of exhibition and the house rules**

By registering for participation in the exhibition, the exhibitor bindingly recognises these Special Terms and Conditions for Participation, the General Exhibiting Guidelines for Trade Fairs and Exhibitions of IDFA Members and the House Rules both for himself and for his agents. In the event of a violation, the trade fair / exhibition management shall be entitled to remove the faults or disruptions at the expense of the relevant exhibitor and to close down the stand without compensation.

#### **29. Period of limitation**

All contractual and pre-contractual claims of the exhibitor towards the trade fair / exhibition management shall come under the statute of limitation for a period of 6 months. This period shall start on the working day after the end of the exhibition.

#### **30. The place of jurisdiction and performance is Karlsruhe.**

#### **31. Voidance**

Should any of the aforementioned provisions be or become invalid, then this shall not affect the validity of the remaining Special Terms and Conditions for Participation or the entire agreement. Should one of these provisions be invalid, then the parties agree that it shall be replaced by whatever provision comes as close to it as possible in terms of its economic meaning and purpose.