

# **CWIEME Berlin 2012**

## **Coil Winding, Insulation & Electrical Manufacturing International Conference and Exhibition**

**26, 27 & 28 June 2012 - Messe Berlin, Berlin, Germany**

### ***Application and Contract for Exhibit Space***

#### **THIS APPLICATION MUST BE COMPLETED USING YOUR COMPUTER.**

All 4 pages of this document must be fully completed and signed, otherwise this Application cannot be processed as it will not constitute a legal document.

#### **NOTES:**

Page 1 - "Application Page" - List 3 stand choices unless a stand choice has been previously approved by CWIEME management. Sign this page in the appropriate box.

Page 2 - "Exhibitor Contact Details" - Failure to complete this Page completely may result in us contacting the wrong personnel in the wrong department and therefore deadlines, etc. may be missed. Make sure the invoicing address and your VAT number (where applicable) are correct.

Page 3 - "Represented Companies" - This page must be signed even if you do not represent any companies. If you represent a greater number of companies than there is space for on this form submit a separate page(s) with same data as on the form. You must sign the Represented Companies page.

Page 4 - "Terms and Conditions" This page must be signed with no amendments or strike outs.

When all 4 pages have been completed using your computer,

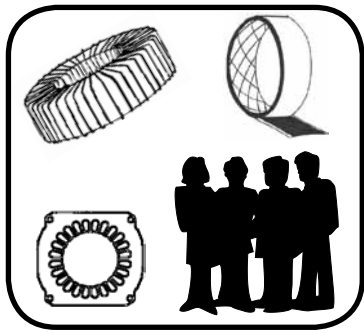
1. Print the Application
2. Sign all 4 pages
3. Email a PDF of the Application to [cwiemeusa@coilwindingexpo.com](mailto:cwiemeusa@coilwindingexpo.com),  
or  
Fax the Application to +01-630-355-0956 (USA)

**Coil Winding, Insulation & Electrical Manufacturing Exhibitions. (CWIEME Ltd - German VAT Registration Number DE 25/246/80317)**

**U.K. Office:** East by North, Tudor Road, Newtown, Alderney, Channel Islands GY9 3XP  
Tel: +44 1481 822909 Fax: +44 1481 823292  
e-mail: [cwiemeuk@coilwindingexpo.com](mailto:cwiemeuk@coilwindingexpo.com)

**U.S.A. Office:** 28W117 Countryview Drive, Naperville, IL 60564  
Tel: 630-355-0955 Fax: 630-355-0956  
e-mail: [cwiemeusa@coilwindingexpo.com](mailto:cwiemeusa@coilwindingexpo.com)

**Email a PDF of this Application to: [cwiemeusa@coilwindingexpo.com](mailto:cwiemeusa@coilwindingexpo.com)  
or Fax this Application to: +01-630-355-0956 (USA)**



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### *Application and Contract for Exhibit Space*

**These Services Are Provided as Part of All Contracted Stand Packages.**

1. Listing in the Exhibition Show Catalogue for all Contracted Companies – 50 Words English, 50 Words German.
2. Listing in the Exhibition Show Catalogue for all Officially Registered Represented Companies – Basic Company Details.
3. Entrance Passes for Exhibitors – 3 Per 12sqm
4. Opportunity to Participate in a Dedicated Marketing Forum
5. Opportunity to Present a Technical Paper at the Inductica Conference
6. Unlimited Mailing of Visitor Invitation Letters to Your Customers.
7. Unlimited Supply of Visitor Invitation Tickets
8. Reciprocal Links With Our Website
9. Press Information Service Distributing Exhibitor Press Packs.
10. Unprecedented Marketing of CWIEME Exhibition, Inductica and the Marketing Forum Worldwide Including Your Participation – Subject to Contract Date

**Stand Space / Freebuild:** The rental fee for all exhibit space is €359.50 per square meter

**Shell Scheme Basic:** €454.50 per square meter - includes White Stand Wall Elements, White Facia Board (with Company Name and Stand Number), Floor Carpeting, Lighting Elements (one spotlight per four square meters), Stand Cleaning.

**Shell Scheme Deluxe:** An additional onetime fee of €399 gives you the following: One 220V Electrical Outlet, Waste Bin, Two Chairs, One Table and One Display/Presentation Counter.

**SIZE OF STAND REQUESTED:**

X  meters =  M<sup>2</sup> Total

Freebuild Stand Minimum size 15m<sup>2</sup> **€359.50 m<sup>2</sup>**  
 Shell Scheme Basic Minimum size 12m<sup>2</sup> **€454.50m<sup>2</sup>**  
 Shell Scheme Deluxe Minimum size 12m<sup>2</sup> **€454.50m<sup>2</sup> plus €399**  
one time charge per stand

We intend to have a Double Height Stand

Stand Option changes after April 7th, 2012 subject to €250.00 fee

**PREFERRED LOCATIONS:**

First Choice	<input type="text"/>	Total Cost EUROS	<input type="text"/>
Second Choice	<input type="text"/>	Total Cost EUROS	<input type="text"/>
Third Choice	<input type="text"/>	Total Cost EUROS	<input type="text"/>

**BRIEF DESCRIPTION OF PRODUCTS/SERVICES TO BE DISPLAYED**

WEB SITE URL:

**PARTICIPATION ACCEPTANCE: (CWIEME USE ONLY)**

Accepted on behalf of Coil Winding, Insulation & Electrical Manufacturing Exhibitions by:

Signature

Date

Stand Assignment

Please note this application for exhibit space will become a binding legal contract upon receipt and acceptance.

**EXHIBITING COMPANY**

Complete this form using your Computer, Print, Sign, Fax or e-mail as instructed on the cover page of this contract.

Company Name:

Contact Name:

Title:

Address:

Country:

Telephone:

Mobile Telephone:

Fax:

E-Mail:

Authorized Name (Print):

Authorized Signature (Sign)

Title  Date

*(Signing above confirms you have read CWIEME Ltd Terms & Conditions)*

**PAYMENT TERMS:**

- 1) Fifty percent (50%) of the exhibit rental fee is due and payable upon receipt of this contract
- 2) The remaining fifty percent (50%) balance of exhibit space rental is due and payable on or before January 31st, 2012
- 3) **Applications submitted after January 1st, 2012 must be accompanied by 100% of the exhibit space rental fee.**
- 4) All payments are subject to applicable V.A.T.
- 5) **The Organisers have the right to sell any stand space for which full payment is not received as per the payment terms.**
- 6) **Payment must be made in EUROS by Wire Transfer and all bank charges paid at source for whole transaction.**

**Coil Winding, Insulation & Electrical Manufacturing Exhibitions**

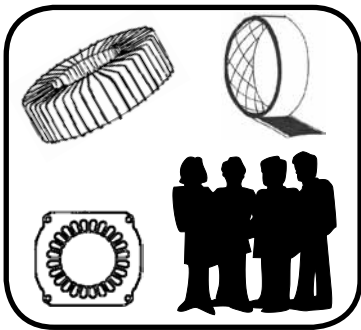
**U.K. Office:** East by North, Tudor Road, Newtown, Alderney, Channel Islands GY9 3XP  
Tel: +44 1481 822909 Fax: +44 1481 823292  
e-mail: cwiemeuk@coilwindingexpo.com

**U.S.A. Office:** 28W117 Countryview Drive, Naperville, IL 60564  
Tel: 630-355-0955 Fax: 630-355-0956  
e-mail: cwiemeusa@coilwindingexpo.com

**FAX THIS CONTRACT TO: +01-630-355-0956 (USA) or  
EMAIL THIS CONTRACT TO: cwiemeusa@coilwindingexpo.com**

Contract Page 1 of 4 - Sign and return all 4 pages

Contract Page 1 of 4 - Sign and return all 4 pages



# CWIEME Berlin 2012

## Coil Winding, Insulation & Electrical Manufacturing International Conference and Exhibition

26, 27 & 28 June 2012 - Messe Berlin, Berlin, Germany

### Exhibitor Contact Details

Complete this form using your Computer, Print, Sign, Fax or e-mail as instructed on the cover page of this contract.

List below the contact details for the following departments. Please note that failure to complete the below may result in us contacting the wrong personnel in the wrong department and therefore deadlines etc may be missed.

**Company Name**

**Marketing Contact Name**

**(this is the person who will be responsible for ordering Customer Pre-Registration Tickets etc)**

Telephone  Mobile Tel

Fax  E-mail

**Accounts Department Contact Name**

Address

Telephone  Mobile Tel

Fax  E-mail

**COMPANY NAME AND INVOICE ADDRESS if different than "Exhibiting Company" name as listed on page 1 of this contract.**

Company Name

VAT Number

Contact Name

Address

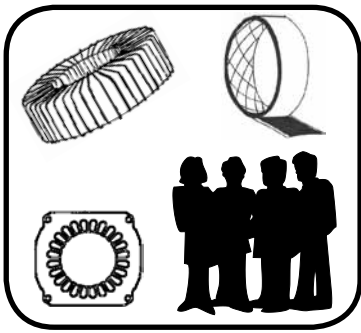
Telephone  Mobile Tel

Fax  E-mail

**Signature:** ..... **Company:** ..... **Date:** .....

Contract Page 2 of 4 - Sign and return all 4 pages

Contract Page 2 of 4 - Sign and return all 4 pages



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### Represented Companies

Complete this form using your Computer, Print, Sign, Fax or e-mail as instructed on the cover page of this contract.

**All represented companies** must be registered with the organisers. Only registered represented companies will be listed in the official exhibition catalogue and be issued Exhibitor Staff Badges. List all companies that you represent on this form. If you do represent any companies enter none.

Company Name   
Address

Telephone  Fax   
Contact Name  JobTitle   
E-mail  WebPage

Company Name   
Address

Telephone  Fax   
Contact Name  JobTitle   
E-mail  WebPage

Company Name   
Address

Telephone  Fax   
Contact Name  JobTitle   
E-mail  WebPage

Company Name   
Address

Telephone  Fax   
Contact Name  JobTitle   
E-mail  WebPage

**Signature:** ..... **Company:** ..... **Date:** .....

Contract Page 3 of 4 - Sign and return all 4 pages

Contract Page 3 of 4 - Sign and return all 4 pages

# TERMS AND CONDITIONS

**Location of Exhibits:** The Exhibition will be held in the Messe Berlin, Berlin, Germany. All measurements and stand layouts shown on the floor plan are as accurate as possible, but CWIEME Ltd reserves the right to make such modifications and change stand assignments as may be necessary to adjust the floor plan at any time to meet its needs.

**Eligible Exhibits:** CWIEME Ltd. (Show Management) has the sole right to determine the eligibility of any company or product for inclusion in CWIEME Berlin.

**Stand Size:** Minimum stand size for Freebuild stands is 15 square meters. Minimum stand size for Shell Scheme and Deluxe Shell Scheme stands is 12 square meters.

**Contract for Space:** Acceptance of this application and assignment of space shall constitute a contract with CWIEME Ltd. In the event of the cancellation of the exhibition by Show Management, the participation fee paid will be refunded. But if the cancellation was caused by force majeure, the fee will not be refunded. The Show Management reserves the right to change the venue, duration and dates of the Exhibition if exceptional circumstances demand. In this case, the fee paid will not be refunded and the exhibitor shall have no claim for compensation as a result of the changes.

**VAT (Value Added Tax):** Any changes in the percentage of VAT will be reflected to the exhibitor. Accepted VAT percentage is the official rate on the last day of the event.

**Cancellation:** In the event the Exhibitor cancels all or part of the exhibit space contracted hereunder, the following provisions shall apply.

- (1) If written notice of the cancellation is received by Show Management prior to November 30th, 2011, the Exhibitor shall pay a cancellation fee equal to twenty percent (20%) of the cancelled exhibit space rental fee.
- (2) If written notice of the cancellation is received by Show Management on or after November 30th, 2011 and prior to January 31st, 2012, the Exhibitor shall pay a cancellation fee equal to fifty percent (50%) of the cancelled exhibit rental fee.
- (3) If written notice of cancellation for partial or full stand space is received by Show Management on or after January 31st, 2012, the Exhibitor shall pay a cancellation fee equal to the full (100%) cancelled exhibit space rental fee. This cancellation policy includes reduction in stand space.
- (4) Whenever the cancellation fee payable exceeds the total of payments already made to Show Management, Show Management shall promptly refund such excess to Exhibitor. Except to such excess, all payments made to Show Management under this exhibit space contract shall be deemed fully earned and non-refundable when made in consideration for expenses incurred by Show Management and Show Management's loss or deferred opportunity to provide exhibit space to others.

(5) If the Exhibitor does not make full payment when due under this contract, Show Management reserves the right to terminate such contract.

(6) Show Management has the right to move exhibitor to another location if exhibit space is not paid in full. This does not relieve the exhibitor of the obligation to pay cancellation fee according to the above schedule.

(7) If the exhibitor is a party to other contracts with Show Management, including but not limited to contracts for exhibit space, advertising space or direct marketing services, and the exhibitor fails to make payment when due under this contract, Show Management may in its sole discretion and without prior notice to the exhibitors, reapply any or all funds paid by the exhibitor under this contract. Show Management will then notify the exhibitor of such application.

**Direct Mail Program: All Exhibitors are required to participate in the Direct Mail Program by;**

A/ Either supplying CWIEME with their complete customer database, or B/ Supplying a CWIEME designated bonded mailing house with their complete customer database, or C/ Provide proof of mailing of their complete customer database with CWIEME supplied Visitor Invitation Tickets, or D/ Provide postal proof and example of written invitation letter sent to their complete customer database at own expense.

CWIEME will pay complete postage costs for Options A and B. CWIEME will supply unlimited Visitor Invitation Tickets at no charge to Exhibitors for options A, B or C.

**Set Up/Show/Dismantle:** Hours and dates for set up, show, and dismantle shall be those specified by Show Management. Exhibitor shall be liable for storage and handling resulting from failure to remove exhibit material from the Exhibition at conclusion of dismantling as specified by Show Management. Exhibitor is responsible for storage of all empty packing cases during the exhibition. Exhibitor is responsible for removal of all garbage and waste material from exhibit area during and following set up, the show and dismantling of exhibit. **Advanced Construction and Prolonged Dismantling** days not pre-ordered by deadline date will be subject to an additional fee.

**Stand Representatives:** Exhibitor's stand representatives shall be restricted to employees of exhibiting companies. Stand representatives shall wear badge identification furnished by Show Management at all times.

**Exhibitor Admittance During Non-Show Hours:** Stand representatives will not be permitted to enter the exhibition area earlier than one hour before the scheduled opening time each day of the show and will not be permitted to remain in the exhibition area more than 90 minutes after Show hours each night unless by prior arrangement, with the exception of the set up and dismantle days. Exhibitors having special requirements that need additional time should check with Show Management on the previous day.

**Exhibit Construction and Design:** The construction, design and safety of stands are the responsibility of the exhibitor and must be in accordance with the general rules and technical regulations of Messe Berlin. Presentations on exhibition stands must be so arranged as to cause no visual or acoustic nuisance to neighboring stands and no obstructions on the stands or in aisles. Show Management is entitled to have exhibits removed from the stand if their display runs counter to the principles of fair competition or does not accord with the range of exhibits for the event.

**Two Storey Stands** are subject to additional stand space fees and must be approved by CWIEME Management and Messe Berlin Technical Department.

**Insurance:** Exhibitors shall take out adequate insurance in respect of all liabilities of the Exhibitor in relation to the Exhibition including but not limited to the liabilities referred to in the next paragraph.

**Limitation of Liability:** Exhibitor agrees to make no claim for any reason whatsoever against CWIEME Ltd. for loss, theft, damage or destruction of goods; nor for any injury to himself or employees or attendees as a result of negligence on the part of the exhibitor while in the exhibition quarters, nor for the damage of any nature including damage to his business by reason of failure to provide space for his exhibit; nor for any action of service suppliers of CWIEME Ltd, nor for the failure to hold the exposition as scheduled.

**Floor Load:** Under no circumstances may the weight of any equipment or exhibit material exceed the hall's maximum floor load. Exhibitor accepts full and sole responsibility for any injury or damage to property or persons resulting from failure, knowingly or otherwise, to distribute the load of his exhibit material to conformity with the maximum floor load specifications.

**Sub-Leasing:** Exhibitor may not sublet his space, nor any part thereof, nor offer for sale the allocated space without the knowledge and written consent of Show Management. Exhibitors must show only goods manufactured or dealt by them in their regular course of business. No firm or organization not assigned exhibit space will be permitted to solicit business within the exhibit area.

**Default of Occupancy:** Any exhibitor failing to occupy contracted space is not relieved of the obligation of paying the full rental of such space. If not occupied by the time set for completion of installation of displays, such space may be possessed by Show Management for such purposes as it may see fit. If stand space is not occupied by 8:00 a.m. on opening day of the show, Show Management will have the right to use such space.

**Other Terms & Conditions:** This application and contract for exhibit space is subject to acceptance by CWIEME Ltd. and may be amended in writing.

**I confirm that I have read the above Terms & Conditions:**

**Signature:** ..... **Company:**..... **Date:**.....