

## 1. Exhibitor

Company: .....	
Street: .....	No : .....
Post code:..... City: .....	Country: .....
Phone: .....	Fax: ..... VAT No: .....
Internet: .....	Email: .....

  

Person in charge of the fair participation (for post, vade-mecum,...):	
Mr. / Mrs. / Ms. Name: .....	First Name: .....
Position: .....	Email: .....
Phone: .....	Fax: .....

  

Invoicing (If destination different) :	
Company's name: .....	
Street: .....	No: .....
Post code: ..... City: .....	Country: .....
Person in charge:	
Mr. / Mrs. / Ms. Name: .....	First Name: .....

## 2. Participation's conditions

### A. Inscription and catalogue fee:

**Compulsory: € 200.00 without VAT**

- Covering: \* registration fees  
 \* catalogue  
 \*presentation of the company on Internet before and after the fair + link with the company's website

### B. Booths

Booths are available – bare surface and fitted stand - by 12m<sup>2</sup> module, with the possibly of juxtaposition (24, 36, 48,... m<sup>2</sup>)

→ **Bare surface (without wall): €130.00/m<sup>2</sup> without VAT**  
 includes carpet, power socket and cleaning

→ **Fitted stand : €175.00/m<sup>2</sup> without VAT**  
 It includes also : carpet, wall (2,40 m high) on three or two sides, company name on fascia board, power socket (1Kw), one table and four chairs, lighting, energy consumption, one display for documentation and cleaning.  
 Option : Occultation roof

**Allocation of site will be done according to the arriving of entry Form. Invoices will have to be paid before the opening day.**

## 3. Reservation

Company subscribes to general conditions explained here opposite or below (depends on the page setting), after having taken cognizance of the general provisions listed on the back which company accept without reserve.

### **BOOTH**

No of m<sup>2</sup>: .....

Bare surface:  x 130.00€ Without VAT  
 Fitted stand:  x 175.00€ Without VAT

Total Stand: .....€.

### **CHARGES (compulsory)**

Inscription fee 200.00€ + VAT

**TOTAL** .....€ +VAT

Date : ...../...../2010	Stamp of company
Signatory's name: .....	
Position : .....	
Signature :	

## General regulations

### 1. GENERAL PROVISIONS

- 1.1.** Registration will be considered to be official only on reception by the exhibitor of the deposit invoice sent by ENJEU. ENJEU reserves the right to refuse the registration of any exhibitor without having to justify such a refusal.
- 1.2.** The participant may not assign, make available or share, even free of charge, all or part of the concession within the trade fair enclosure without the prior written consent of ENJEU. Similarly, the exhibitor may not advertise goods or firms on the stand without the consent of ENJEU.
- 1.3.** The stand will only be made available to the exhibitor when he has paid in full the sums due.
- 1.4.** ENJEU may use the emplacement in the event of a cancellation or breach of the contract.
- 1.5.** All exhibitors undertake, in their own interest, to keep the stand permanently manned during the opening hours of the trade fair with a person qualified to represent the company and to conduct business.
- 1.6.** No stand may be dismantled before the trade fair is closed.
- 1.7.** ENJEU reserves the right to install an electrical cabinet on the stands (in the corner cupboard where possible) for the needs of the organisation.
- 1.8.** Any stand plan not constructed by ENJEU must be submitted to the technical coordination unit for approval.
- 1.9.** All exhibitors that have reserved bare space undertake to enclose properly the closed sides of their stand, to leave open the free sides and to cover the ground with carpeting (clean material in good condition). Failing this, ENJEU will take steps to fit out the stand (carpeting and enclosures) if this is technically possible. In all cases, an amount of € 40/m<sup>2</sup> will be billed to the defaulting exhibitor.
- 1.10.** Exhibitors must comply with the provisions of the exhibitor reference manual, which contains general technical information concerning the event and instructions concerning the construction and fitting out of stands, as well as all provisions relating to fire safety and electrical installations. The reference manual will be sent to all exhibitors. Its contents will include order forms for a range of optional services that ENJEU will provide for exhibitors: furniture, telephone connections, flowers, catering, etc.
- 1.11.** Signature of this registration form is deemed to entail acceptance by the enterprise of these general conditions. In addition, it agrees to respect all instructions necessary for the proper running of the trade fair notified by ENJEU or its representatives.
- 1.12.** In the event of a dispute, the courts of Liège shall have sole jurisdiction.

### 2. PAYMENTS

- 2.1.** Payments must be made in euros, in cash, as indicated below:
- The REGISTRATION FEE of € 200.00 and the DEPOSIT of 50% of the reservation amount must be paid on receipt of the corresponding invoice
  - The BALANCE must be paid on receipt of the corresponding invoice, 45 days before the start of the trade fair to 3D MEDIA.
- 2.2.** In the case of registration less than 2 months before the trade fair, a single invoice for the total sum will be sent to the exhibitor.
- 2.3.** In the event of a cancellation before 30 September 2010, the registration fees and the deposit of 50% will remain due. Beyond this date, in the event of a cancellation or a reduction in the surface area, the total amount of the initial reservation (registration fee, deposit and balance) will be due. All cancellations must be sent by registered letter to ENJEU to be taken into account.
- 2.4.** Claims concerning invoices must be made in writing as soon as they are received. No subsequent claims will be admitted.

**2.5.** All payments must mention the invoice number and the name of the trade fair.

**2.6.** Any failure to make a payment when due will incur, automatically and without notification, interest of 12% in compensation for the loss of return of capital for the unpaid debt. In addition, any payment not made within 8 days of notification by registered letter will be increased by 10% in compensation for the administrative costs caused by the delay in payment. In the case of non-payment on the due dates indicated, ENJEU reserves the right to dispose of the reserved stand, but the exhibitor is still required to pay all of the scheduled sums.

### 3. RESPONSIBILITIES

- 3.1.** ENJEU declines all responsibility, in particular concerning any fault or damage caused by a member of the exhibitor's staff, as well as any damage or theft that may occur to the material exhibited by the exhibitor, for whatever reason.
- 3.2.** Without prejudice to the previous paragraph, and without this giving rise to any duty of surveillance or control, ENJEU reserves the right to prohibit any activity likely to place persons and/or goods in danger.
- 3.3.** ENJEU reserves the right to change the dates and opening hours of the trade fair. In this case, the contract remains in force between ENJEU and its exhibitors.
- 3.4.** Unless it is its own fault, ENJEU cannot be held responsible if, for whatever reason, the venue in which the trade fair is to be held is totally or partially unavailable and/or access to the venue is totally or partially impossible.
- 3.5.** If, once the trade fair is open, it has to be interrupted for a reason outside of the control of ENJEU, ENJEU will make no reimbursements.
- 3.6.** If the event is cancelled, for whatever reason, ENJEU undertakes to reimburse the amount of the invoices already paid. Under no circumstances will the exhibitor be entitled to claim damages or interest.

### 4 INSURANCE

- 4.1.** ENJEU insures against fire, on its own behalf and for the exhibitors, covering the material and furnishings provided for ENJEU by the *Palais des Congrès*. This insurance does not cover the material belonging to the exhibitor or provided by any person other than ENJEU.
- 4.2.** The exhibitor is required to insure:
- Third party liability
  - His own material against any damage: fire, theft, degradation, etc.
  - The material and/or furnishings provided by ENJEU or by the *Palais des Congrès* of Liège against any damage. The exhibitor expressly declares that he renounces all claims against the *Palais des Congrès*, "ENJEU", and the occupants of the *Palais des Congrès*, in his name and in the name of his principals, the enterprise he represents and his own insurers for which he stands as guarantor, for damage caused to their goods due to a fire, explosion, lightning, falling aircraft, storm and hail, water damage, labour disputes and attacks, vandalism and malevolent acts, smoke and corrosive vapours. This abandonment of the right to claim is only agreed provided that and insofar as such renunciation is reciprocal.

### 5 NO SMOKING

Under the terms of the Royal Decree on the prohibition of smoking in public places, in application as from 01/01/2006, smoking is not allowed in the exhibition halls. Exhibitors are required to comply with this obligation and to ensure that it is respected by their staff. They are also required to ensure that any person present on their stand complies with this rule. This prohibition is valid throughout the period of the trade fair, as well as during set-up and dismantling operations.