

November 6 - 7, 2009

5% Early bird discount until
May 1, 2009!

Application Form

Please complete and return to:

ICWE GmbH

Leibnizstrasse 32, 10625 Berlin, Germany
Tel.: +49 (0)30 310 18 18-0, Fax: +49 (0)30 310 18 18 29
E-Mail: prague@expolingua.com
www.expolingua.cz

Organisation: _____

Contact person: _____

Address: _____

Tel.: _____ **Fax:** _____ **VAT No.**
for exhibitors from the EU only: _____

E-Mail: _____ **http://** _____

Sub-exhibitor(s): _____

Contact person: _____

E-Mail: _____ **http://** _____

We hereby book a fully equipped stand as follows:

The equipment included depends on the size of your stand.

Example: a 9 m² stand includes 1 counter, 1 table, 2 chairs, spotlights, stand ID (max. 22 characters), 1 triple socket, electricity, cleaning.

Stand size*	Row stand*	Corner stand*
1 - 2 m ²	_____ m ² x € 225/m ² = € _____	_____ m ² x € 250/m ² = € _____
4 m ²	<input type="checkbox"/> € 900	<input type="checkbox"/> € 1 000
6 m ²	<input type="checkbox"/> € 1 350	<input type="checkbox"/> € 1 500
9 m ²	<input type="checkbox"/> € 2 025	<input type="checkbox"/> € 2 250
12 m ²	<input type="checkbox"/> € 2 700	<input type="checkbox"/> € 3 000
15 m ²	<input type="checkbox"/> € 3 375	<input type="checkbox"/> € 3 750
More than 15 m ²	_____ m ² x € 225/m ² = € _____	_____ m ² x € 250/m ² = € _____
Registration and catalogue entry fee (compulsory)	<input checked="" type="checkbox"/> € 150	<input checked="" type="checkbox"/> € 150
Sub-exhibitor(s) Registration and catalogue entry fee of 150 € for each sub-exhibitor	<input type="checkbox"/> sub-exhibitor(s): _____ x € 150 = € _____	<input type="checkbox"/> sub-exhibitor(s): _____ x € 150 = € _____
Total amount	€ _____	€ _____

All prices are exclusive of 19% VAT.

By signing this form, we accept the terms and conditions.

* Stand size and type are subject to availability.

Place and date

Signature and stamp

1 General

Participation is open to individual exhibitors and groups of exhibitors who are in a position to contribute directly to the subject area of the exhibition. Groups of exhibitors are kindly requested to nominate a responsible representative, who is authorised to sign and who will accept the responsibility and liability of the group towards the organisers (ICWE GmbH). ICWE must be informed of each individual sub-exhibitor of the group stand. The exhibition management must approve each individual sub-exhibitor and will confirm their participation in writing. Should the exhibitor accommodate a sub-exhibitor or a company which is additionally represented, without the permission of the organisers (written confirmation), this shall be grounds for dissolving the contract without notice and to have the stand space vacated at the exhibitor's risk and expense. Sub-exhibitor are companies within groups and subsidiaries or with their own products and their own personnel that use the stand area of the main exhibitor. The exhibition management will be entitled to decide on the allocation of exhibition space, the execution of instructions concerning the building of the stands and passages, and on all required safety measures. Any exchange of space between two exhibitors will be subject to the approval of the exhibition management. Participation in the exhibition will be confirmed by the exhibition management and will be made definitive by the dispatch of the invoice.

ICWE GmbH reserves the right, at its sole discretion and without further explanation, to limit or deny access to any entity or individual to the said exhibition. When registering for any of ICWE GmbH's exhibitions, applicants waive the right to appeal against any decision made by ICWE GmbH to refuse or limit access to the exhibition.

ICWE GmbH's receipt of an application and/or payment does not constitute acceptance. Applications and payments that are not accepted will be returned.

2 Cancellation of contract

2.1 Cancellation by exhibitor

The exhibitor's application is considered binding. The exhibition contract becomes effective with the dispatch of the invoice. Once they have submitted a binding Application Form, applicants cannot be discharged from their contractual duties. Exhibitors who cancel their participation by registered mail up to 10 weeks prior to the first day of the exhibition will be charged 50% of the full stand rental fee. Thereafter the full amount is payable.

2.2 Cancellation by the organisers

If the exhibition management, for whatever reason, fails to fulfil its contractual obligation concerning the allocation of exhibition space, the exhibitor will be entitled to reimbursement of the full amount of rent paid.

3 Force Majeure

3.1 Cancellation of the event

If the exhibition management is prevented from holding the event for reasons beyond its control, all claims to the stand rental become void. However, the exhibition management may still invoice the exhibitor for work carried out according to the exhibitor's instructions, to cover any expenses already incurred.

3.2 Rescheduling of the event

If the exhibition management is in a position to hold the event at a later date, it must notify exhibitors immediately. Exhibitors are entitled to cancel their participation in the event if it is rescheduled, provided that this cancellation is made within a week following receipt of this notification. In such cases, claims for payment of stand rental no longer apply.

3.3 For events that have already commenced

If the exhibition management is obliged to shorten or cancel an event that has already begun, due to force majeure, exhibitors are not entitled to assert claims for reimbursement or for exemption from the stand rental charges.

4 Allocation of exhibition space

The organisers will allocate the stands and try, wherever possible,

to comply with the requests of the exhibitor. However, the organisers cannot guarantee that all wishes will be fulfilled.

5 Catalogue

The exhibitor's profile and contact details will be listed in the exhibition catalogue. The fee for the catalogue entry is obligatory. The catalogue will be distributed during the exhibition.

6 Payment

All fees are payable in Euros (€). A free copy of the exhibition catalogue and two permanent exhibition passes will be provided to exhibitors on arrival. For stand rental charges, please refer to the application form. Rent and additional charges are payable within 14 days of the invoice date. The amount due and payment method is specified on the invoice. Applications received after September 15, 2009 must be paid immediately on receipt of the invoice. Reminders sent for invoices which are not paid within the specified time frame will be billed at an additional € 10 a piece.

7 Transport and delivery of exhibits

Material cannot be directly sent to the venue. An official forwarder will handle all freight / packages. The exhibition management shall not be held liable for loss or incorrect delivery or return of materials. The exhibition management is not responsible for customs clearing of any foreign shipping. At the end of the fair, i.e. November 7, 2009 at 18:00, the exhibitors must clear their stands, removing all materials placed on the walls of their respective exhibition stands, promotional boards etc., and must hand the stand over to the exhibition management in the state in which they received it, i.e. including all rented items. Due to fire regulations, crates and other packaging material may not be stored in the stand or the exhibition halls.

8 Advertising during the exhibition

Advertising is only permitted within the allocated exhibition space. Any exhibits / displays outside this allocated exhibition space will be subject to written approval from the exhibition management. In the interests of all exhibitors, distributing flyers and other advertising material outside the stand will not be tolerated. The exhibition management is entitled to prohibit unauthorised advertising without judicial order.

9 Liability and insurance

Exhibitors should be insured against fire and theft. The organisers will not be held liable for any loss of or damage to exhibits or equipment, for instance through fire or theft, regardless of whether this damage or loss is sustained prior to, during, or after the exhibition. The exhibitors on their part will be held liable for any damage to persons or objects caused by them, their employees, their representatives or by their exhibits or items of their equipment. The exhibitors also carry the full risk for their stand and exhibits.

10 Security and cleaning

Between November 5, 2009, 22:00 and November 7, 2009, 18:00, the exhibition area will be guarded. However, no liability will arise from this for the exhibition management. The daily cleaning of the passages in the exhibition halls will be arranged by the management and is included in the rent.

11 Electricity

The cost of general lighting is included in the rent paid for the allocated exhibition space. Outlet boxes for special lighting and equipment can be installed by staff at the expense of the exhibitor. Payment can be made on a lump sum basis according to the connected load.

12 Opening hours

November 6 – 7, 2009, 10:00 – 18:00

13 Concluding provisions

No exhibit may be removed from the exhibition premises prior to November 7, 2009 at 18:00 without the special permission of the exhibition management. Oral agreements, in particular those concerning the modification of these conditions, will be subject to the written approval of the exhibition management. This contract is valid under German law. The legal venue is Berlin, Germany.