

# APPLICATION FORM

## Benefit from preferential rates until October 17<sup>th</sup> 2008

Please return to: Reed Expositions France / Franchise Expo Paris  
Tour Vista – 52/54 quai de Dion Bouton – CS 80001 – 92806 Puteaux cedex – France

Reserved for the organisers: ID: \_\_\_\_\_ DOS: \_\_\_\_\_ A ☐ N ☐

Please fill out in CAPITAL LETTERS

Name of the main brand: \_\_\_\_\_ FFF Member: Yes ☐ No ☐

Other presented brands: \_\_\_\_\_

1 \_\_\_\_\_ FFF Member: Yes ☐ No ☐

2 \_\_\_\_\_ FFF Member: Yes ☐ No ☐

3 \_\_\_\_\_ FFF Member: Yes ☐ No ☐

Brand name's country origin: \_\_\_\_\_

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

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

Post Code: \_\_\_\_\_ City: \_\_\_\_\_ Country: \_\_\_\_\_

Web: \_\_\_\_\_ Company email: \_\_\_\_\_

Tel.: \_\_\_\_\_ Fax: \_\_\_\_\_

Development contact:

Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Job title: \_\_\_\_\_ Email: \_\_\_\_\_

Direct tel: \_\_\_\_\_ Direct fax: \_\_\_\_\_

Show contact:

Name: \_\_\_\_\_ Prenom: \_\_\_\_\_

Job title: \_\_\_\_\_ E-mail: \_\_\_\_\_

Direct tel: \_\_\_\_\_ Fax. direct: \_\_\_\_\_

Company name and address for invoicing (if different): \_\_\_\_\_

I declare that I am aware of the rules and regulations of Franchise Expo Paris 2009, that I possess a copy thereof, and that I accept without reservation all the clauses. I, the undersigned, affirm that I understand the insurance policy taken out by the organiser and renounce any legal recourse against the managing company of the premises in which the trade show takes place, and as well as against the organiser or any other exhibitor and against any party acting for the previously cited persons. You are liable to receive commercial information sent by the organiser in the scope of your business. If you wish to oppose to the use of the information concerning you, please contact the organiser by addressing Reed Expositions France – Franchise Expo, Tour Vista – 52/54 quai de Dion Bouton – CS 80001 – 92806 Puteaux cedex – France. I undersigned guarantee exact all informations declared above.

Name & first name of the signatories: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature: \_\_\_\_\_

Compulsory company stamp

## YOUR PARTICIPATION

If you are FFF Member: **-15% discount** (see member rates opposite)



Choose your price according to the date of your application:

- Early booking: registering of your application form and 1<sup>st</sup> instalment until October 17<sup>th</sup> 2008
- Standard booking: registering of your application form and 1<sup>st</sup> instalment after October 17<sup>th</sup> 2008

1 – Your stand	Quantity-Surface	Early booking Rate excl. VAT	Standard booking Rate excl. VAT	Total excl. VAT
Basic stand	_____ m <sup>2</sup>	<input type="checkbox"/> 405€/m <sup>2</sup>	<input type="checkbox"/> 422€/m <sup>2</sup>	_____ €
Schell scheme stand	_____ m <sup>2</sup>	<input type="checkbox"/> 520€/m <sup>2</sup>	<input type="checkbox"/> 542€/m <sup>2</sup>	_____ €
Ready-to-exhibit stand	_____ m <sup>2</sup>	<input type="checkbox"/> 620€/m <sup>2</sup>	<input type="checkbox"/> 640€/m <sup>2</sup>	_____ €
2 – Supplement per corner		505€	505€	_____ €
3 – Additional represented brand(s) fees	_____ Brand(s)	225€	225€	_____ €
4 – Your exhibitor pack (compulsory), including insurance under the conditions defined in the general regulations (art. 18, 19 and 20)		1 450€	1 450€	_____ €
5 – Electric meter 3Kw (compulsory)	1	294€	294€	_____ €
6 – Compulsory fixed registration fees	1	225€	225€	_____ €
TOTAL Excl VAT (1+2+3+4+5+6)				_____ €excl. VAT
VAT 19,6%				_____ €
TOTAL incl. VAT				_____ €incl. VAT

## PRECONTRACTUAL INFORMATION PACK

In order to be firmly accepted by the organizing committee, franchise and organized commerce networks must submit a precontractual information pack (D.I.P), as specified by the French Doubin law of 31/12/1989, for each brand with their application form.

It is imperative that the D.I.P. is received by 31/12/07 at the latest. Even brands present in 2008 must submit a complete DIP for their registration in 2009. (No application will be accepted without this document).

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## STANDS DESCRIPTION

Franchises, shop networks, new concepts, international groups, every one of you has something different to offer to your future partners.

Find the best way to stand out from the crowd by opting for one of the three stand packages on offer:

### BASIC STAND

You wish to re-create the atmosphere and concept of your shop

- Floor marking only
- Dividing partitions only

### SHELL SCHEME STAND

Your franchise provides services or you are a new concept and you need a minimum of equipment

- Carpet
- Dividing partitions only
- Fascia
- One sign
- One track with three spotlights per 9m<sup>2</sup>

### READY-TO-EXHIBIT STAND

You want to offer to your visitors a welcoming and comfortable stand but you do not have enough time to work on the stand

- Carpet
- Dividing partitions
- Fascia
- One sign
- One track with three spotlights per 9m<sup>2</sup>
- The furniture
- Your brand concept digitally reproduced on fabrics and stretched over bottom structure

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## EXHIBITOR PACK

The exhibitor package is compulsory for any exhibitor.

### PROMOTIONAL TOOLS

- 90 stickers Franchise Expo Paris
- A marcom guide to prepare the show
- 1/2 day marketing & communication training to prepare your show
- Invitation in your name of your 10 best French leads
- Invitation in your name of your 10 best leads (out of France) with a Business Card
- “Do it for me”, Franchise Expo send your mailing

### OFFICIAL CATALOGUE

- Entry in the official show catalogue

### PACK INTERNET [WWW.FRANCHISEPARIS.COM](http://WWW.FRANCHISEPARIS.COM)

- Inclusion of your details
- 2 news company / product

### INVITATIONS

- 30 for a 6 to 30m<sup>2</sup> stand
- 60 for a stand bigger than 30m<sup>2</sup>

### EXHIBITOR SERVICES

- Insurance, under the conditions defined in the general regulations (art.18,19 and 20)
- Exhibitor badges (4 badges per 9m<sup>2</sup>)
- Free access to the VIP Club, privileged work area to meet your partners
- The services of the show Press Office
- Daily cleaning of your stand
- The exhibitor handbook

## FFF BRAND MEMBERS SPECIAL RATES

Members of the French franchise federation benefit of special rates on Franchise Expo Paris:

■ 15% discount on m<sup>2</sup>      ■ 15% discount on corner      ■ Free registration fees

The discount on surface and corner rates applies to 100% if the brand member is the only brand present on the stand.

In case other brands are present on the stand, the conditions are applied according to the table below:

- two brands, one FFF member, one non-member: discount on 70% of the stand surface.
- three brands and more, one FFF member, two or more non-members: discount on 50% of the stand surface.

The members advantages will be applied if the membership in the FFF is confirmed (contribution paid to the FFF before 2008 December 31), from confirmation by the FFF either by a credit note, or by a refund.

If you wish to subscribe, contact the FFF:

### FFF

9, rue Alfred de Vigny – 75008 Paris – France

Tel.: 01 53 75 22 25 – Fax: 01 53 75 22 20

Email: [info@franchise-fff.com](mailto:info@franchise-fff.com)

## TERMS OF PAYMENT

The down payment must imperatively be attached to the application form.

### 3 instalments

**Initial deposit : 40%**

**November 15<sup>th</sup> 2008: 30%**

**Balance by January 31<sup>st</sup> 2009**

**For exhibitors registered after November 15<sup>th</sup> 2008: 70% initial deposit, balance by January 31<sup>st</sup> 2009**

**For exhibitors registered after January 31<sup>st</sup> 2009: 100% of payment with application form**

☐ By Credit Card

☐ Visa

☐ Mastercard

☐ Eurocard

Card number:

Expiration date:   /

Amount:

Compulsory signature:

Name:

☐ By Bank tranfer

Bank code	Branch code	Account n°	RIB Key	Bran	EEC registration N°	Name
30066	10947	00010067602	68	CIC Sud St-Augustin 102, bd Haussmann 75008 Paris	FR 92 410 219 364	Franchise 2009

**Code IBAN: FR76 3006 6109 4700 0100 6760 268 – Code SWIFT: CMCI FR PP**

It is essential that for payments by transfer the bank instructions stat the following. "ALL CHARGES ARE TO MET BY SENDER". A copy of the instructions should be sent to us.

In accordance with French tax legislation, V.A.T. will be added to each invoice. Foreign companies may recover this tax after settlement of the invoice. The recorey procedure is described in the exhibitor handbook.

# DEFINE YOUR FIELDS OF ACTIVITY

**You are:**

☐ Franchisor

☐ Media

☐ Expert

☐ Institutional

☐ Local authority

☐ Service provider

For the commercial networks, please tick the appropriate boxes in the following list of categories (4 choices maximum - only the first 4 boxes will be registered).

## Food shops

- ☐ 101 Bakery, cakes and pastries
- ☐ 102 Caterer
- ☐ 103 Delicatessen, regional specialities
- ☐ 104 Diet food, natural products
- ☐ 105 Frozen food
- ☐ 106 Wines and beverages
- ☐ 107 Sweets, chocolates, ice-cream
- ☐ 108 Teas, coffees
- ☐ 109 Miscellaneous specialised Foodstuffs

## Mini, super and hypermarkets

- ☐ 201 Minimarkets and self-service shops
- ☐ 202 Supermarkets and hypermarkets
- ☐ 203 Departement stores
- ☐ 204 Miscellaneous non-specialised foodstuffs

## Fashion and personal items

- ☐ 301 Ready to wear clothes
- ☐ 302 Children's fashion
- ☐ 303 Bridal
- ☐ 304 Maternity wear and nursery items
- ☐ 305 Lingerie
- ☐ 306 Shoes
- ☐ 307 Leather goods, travel goods, accessories
- ☐ 308 Jewellery, fashion jewellery, clocks and watches
- ☐ 309 Optical goods, Glasses

## Decoration and household goods

- ☐ 401 Furniture, chairs, beds, lighting
- ☐ 402 Floor and wall coverings
- ☐ 403 Kitchens and bathrooms
- ☐ 404 Tablewear, kitchen items
- ☐ 405 Decoration & Household textiles and linen
- ☐ 406 Diy, materials, hardware
- ☐ 407 Electrical appliances

## Leisure and other specialised outlets

- ☐ 501 Leisure goods, creative leisure
- ☐ 502 Sports, outdoor articles
- ☐ 503 Bookshop, stationery
- ☐ 504 Hi-Fi, TV, video, photography
- ☐ 505 Computers, office machines & office supplies
- ☐ 506 Video Rental
- ☐ 507 Gifts and toys
- ☐ 508 Flowers, seeds and garden supplies
- ☐ 509 Hunting, fishing and pet shops
- ☐ 510 Sale goods, second-hand goods
- ☐ 511 Hire of equipement and miscellaneous materials

## Beauty, health and fitness

- ☐ 601 Hairdressing salons
- ☐ 602 Beautician
- ☐ 603 Sports, leisure clubs
- ☐ 604 Beauty products, perfume and health chemist's

## Automobiles, cycles and motorcylces

- ☐ 701 Car accessory sales and repair
- ☐ 702 Miscellaneous automobile services
- ☐ 703 Vehicle hire
- ☐ 704 Bicycles and motorcycles

## Rapid services and proximity services

- ☐ 801 Rapid services: keys, shoe repair, printing, photos
- ☐ 802 Laundry
- ☐ 803 Other cleaning services
- ☐ 804 Security
- ☐ 805 Removal services
- ☐ 806 Animal parlours, miscellaneous animal services
- ☐ 807 Household, miscellaneous repairs

## Personal services

- ☐ 901 Marriage bureaux
- ☐ 902 Assistance, home care

## Real estate, advices, miscellaneous services

- ☐ 1001 Real estate
- ☐ 1002 Citizens' advice bureaux
- ☐ 1003 Company advice and assistance services
- ☐ 1004 Temporary employment
- ☐ 1005 Printing
- ☐ 1006 Publicity
- ☐ 1007 Training, teaching
- ☐ 1008 Transport, travel, tourism
- ☐ 1009 Deliveries and transport
- ☐ 1010 Bank, insurance

## Hotels - Restaurants

- ☐ 1101 Hotel
- ☐ 1102 Fast-food restaurant, sandwich bar
- ☐ 1103 Take away food
- ☐ 1104 Cafeteria
- ☐ 1105 Theme catering
- ☐ 1106 Traditional restaurant
- ☐ 1107 Bar

## Construction

- ☐ 1201 Construction of detached houses
- ☐ 1202 Fireplaces, heating, air conditionning
- ☐ 1203 Swimming pools
- ☐ 1204 Building services and maintenance
- ☐ 1205 Miscellaneous specialised equipment
- ☐ 1206 Windows, conservatories, garden huts
- ☐ 1207 Industry

# GENERAL REGULATIONS FOR EXHIBITIONS

## GENERAL PROVISIONS

### Article One – General

Franchise Expo Paris is organized by Reed Expositions France. The show is open to French and foreign professionals and the general public, and specifically:

- potential candidates (manufacturers, distributors, existing tradesmen) who are interested or wish to invest in franchising or sales networks;
- all professionals interested in the development of franchising or organized commerce (developers of shopping centres, architects, designers, manufacturers, bankers, journalists, advertising agents, IT experts, representatives of international chambers of commerce, economic and social partners, representatives of international ministries of tradesmen and industry);
- tradesmen and manufacturers that already hold franchises;
- the general public who are more or less specifically interested in franchising and organized commerce.

By signing their application form, exhibitors undertake to comply with the clauses of these regulations without restriction or reservation, as well as all new provisions that may be imposed by the circumstances and adopted in the interest of the event by the organizers, who reserve the right to notify them of these verbally.

If, for reasons beyond the control of the organizer, such as security or safety problems, administrative measures, etc., the show cannot take place, applications for admission shall purely and simply be cancelled. The organizer shall immediately inform the exhibitors in writing of this and the sums remaining available after payment of all the expenses incurred will be divided between the exhibitors pro rata to the sums paid by each of them and, by express agreement, no appeal shall be made against the organizer on any grounds whatsoever.

## PARTICIPATION

### Article 2 – Conditions of Participation

French and foreign firms presenting a franchise or organized commerce concept or capable of contributing to the development of franchising and organized commerce and which fall within the categories covered by Franchise Expo Paris shall be allowed to exhibit.

The exhibitor may only show the concepts or services listed in its application for admission and accepted by the organizing committee as complying with the categories at the exhibition on its stand. It may not advertise exhibiting firms in any form whatsoever. The management committee shall consider applications and make a decision on each of them without being obliged to provide reasons for its decision. Rejection of an application shall not give rise to compensation. The sums that have been paid shall, in such an eventuality, be purely and simply returned.

The products and services presented by the exhibitors must comply with law and order and the laws in effect. For this reason, it is strictly forbidden to exhibit products illicit or proceeding from illicit activities. It is also forbidden for unauthorized person, under the law, to propose services and products which do not comply with the relevant regulated activities by the law.

Any violation of these provisions may result in legal proceedings against the offending exhibitor without measure which could take the organizer to cease the disorder.

### Article 3 – Application for Admission

The application must be signed and must be made on the official form produced by the organizer. It must provide all the information requested and it must be returned to the organizer as quickly as possible and in any event by the date specified on the form, together with the payment specified by article 8. If the show consists of different specialist sections in which a single exhibitor wishes to exhibit, an application form for each section of interest to the exhibitor must be completed. No application will be considered without submission of the pre-contractual information pack specified by article 1 of the law of 31/12/89 (Doubin Law), the franchise or partnership agreement, and your financial elements for the last two years.

As by exception from the abovementioned paragraph, the exhibitors who have taken part in the last three Franchise Expo, and who produced a complete Predisclosure sheet (the French Document d'information précontractuelle), only have to join either their current DIP or an attestation by which they express their commitment to article L. 330-3 of the French Code de Commerce. The French Franchise Federation delivers templates for the attestation. If the exhibitor has been the subject of a written complaint from a dealer or distributor during the year previous to the submitting of the inscription, he will have to produce his current DIP.

As concerns the foreign exhibitors, their inscription cannot be taken into account without the following items :

- a faithful attestation testifying of a thorough knowledge of the legal aspects of franchising in France, and of the exhibitor's commitment to the loi Doubin
- the aforementioned attestation, delivered by the FFF or

- a legal opinion regarding the reputation of the exhibitor's brand
- and system and his commitment to the loi Doubin

- or
  - a complete DIP
- The attestations produced by the exhibitors must respect the templates published by the FFF, which communicates them on request to the said exhibitors.

The documents referred to above must be delivered to the organizer at least one month prior to the opening date of the show. The application form constitutes an irrevocable offer for a stand area equal to or less than (up to 50%) of that requested, which the organizer is at liberty to accept or refuse in accordance with the conditions set out below.

The receipt of the application by the organizer implies that the exhibitor is familiar with the present regulations, the specific regulations as well as the descriptions in law applicable to exhibitions organized in France and that it agrees to be bound by them without reservation. It also implies the acceptance of all the new provisions that may be imposed by the circumstances and which the organizer reserves the right to notify the exhibitor thereof, including by verbal means, as soon as the provisions have been adopted in the interests of the show. The application for admission by an exhibitor that is in a state of insolvency may be cancelled, even after acceptance by the organizer which is aware of this situation. In such an event, the deposits paid shall be retained by the organizer.

### Article 4 – Control of Admissions

The sending by the organizer of an application form does not constitute an offer on its part to participate. The organizer shall receive the applications and decide upon the admissions. It may delegate this task to any organization concerned with the proper progress of the show. An application may in particular be rejected when it relates to an exhibitor:

- showing products and/or services of which the nature, operation or presentation is liable to impair the prestige of the show or alter its character;
  - showing products and/or services that do not conform with the regulations
  - whose advertising does not conform with the regulations
  - whose solvency or whose commercial methods are dubious;
  - whose presence could detract from the homogeneity or the quality of the image of the show as conceived by the organizer.
- Acceptances may only be considered up to the limits in area set by the organizer for each of the groups or sectors of the show. Admission shall be signified by official notification from the organizer to the exhibitor with which will be enclosed the invoice and the plan of the site that has been allocated to it. So far as the exhibitor is concerned, it then becomes final and irrevocable.

Any claim regarding the rejection of an application for admission or the decision itself must be sent by registered mail with acknowledgement of receipt to the organizer within a period of 10 days following notification of the disputed decision. It is expressly agreed that once this period has passed the rejection cannot be disputed in any way or in any form whatsoever.

The rejection of an application by the organizer shall not give rise to any compensation. The sums paid by the exhibitor will be returned to it with the exception of the handling charges for the application, which will be retained by the organizer.

Admission to a specific show does not entail the acquisition of any right by the exhibitor and in no way prejudices subsequent decisions that may be made for subsequent shows regarding participation in the show, the area that may be offered or the location of its stand.

### Article 5 – Assignment / Sub-letting

Without the organizer's prior consent in writing, an exhibitor shall not transfer, sub-let or share, with or without payment, all or part of his concession within the Exhibition.

Nevertheless, several exhibitors may be granted joint authorisation to make a group presentation, providing each of them should submit a prior request for the approval to the organizer and sign a application for joint-participation.

### Article 6 – Withdrawal

In the event of withdrawal or non-occupation of the stand for whatever reason any sums paid and/or due in whole or in part towards the hire of the stand, shall be retained by the organizer, even if the stand is let again to another exhibitor.

An exhibitor shall be deemed to have withdrawn if, for any reason whatsoever he should fail to take possession of his stand 24 hours before the day on which the Exhibition is due to open. The organizer may therefore dispose of the defaulting exhibitor's stand and the latter shall have no right to claim a refund or compensation, even if the stand is allocated to another exhibitor.

## FINANCIAL CONDITIONS

### Article 7 – Price

The price of stands is decided by the organizer and may be revised by the organizer if there is a modification to its components, including but not limited to variations in the cost of materials, labour, transportation and services as well as tax and social charges.

### Article 8 – Payment conditions

Payment for hire of the stand and other associated costs is to be made by the settlement dates and by methods fixed by the organizer and notified to the exhibitor in the Exhibition information package.

For any late application of participation, the first payment is equal to amounts already due at the date of receipt of the application. The same provision applies to exhibitors on the waiting list who are allocated a stand which becomes vacant.

### Article 9 – Failure to pay

If an exhibitor should fail to pay on due dates and by the specifications stipulated in the preceding article, the organizer shall be entitled to apply the conditions contained in article 6 "Withdrawal"

Moreover, any late payment shall also entail the application of interest at the Eonia rate increased by five (5) points. This interest shall be due as of right, and shall be calculated against the aforementioned sum from the date upon which the payment should have been made until the effective date of payment. Debt-collection costs shall be payable by the debtor.

## STANDS

### Article 10 – Allocation of stands

The organizer establishes the layout of the Exhibition and allocates sites at his free will, taking into account as far as possible, the wishes expressed by the exhibitor, the nature of the products and/or services which he is presenting, the layout of the stand he proposes to install as well as, if necessary, the date on which the application was registered and the exhibitor's seniority in applying to the Exhibition.

The organizer may modify the size and layout of the area requested by the exhibitor. Such modification shall not entitle the exhibitor to unilaterally terminate his engagement to participate.

An exhibitor is notified of the location of the stand allocated to him by means of a layout. This layout gives the characteristics of the stand as precisely as possible. Where possible, it is the exhibitor's responsibility to verify the conformity of the layout before setting up his stand.

The organizer is not liable for any difference between the characteristics given on the layout and the actual measurements of the stand.

The layout shows the general layout of the other stands surrounding the site allocated.

These indications, valid on the date the layout is drawn up, are given for information only and are liable to modifications which may not be able to be communicated to the exhibitor.

Any claim concerning the location set out in the layout must be presented within one week. After this time limit, the location proposed shall be deemed accepted by the exhibitor.

Under no circumstances can the organizer reserve a specific location, nor book such a location for the next Exhibition. Furthermore, participation in previous Exhibitions shall not confer any right to a particular location nor confer any priority in the allocations.

### Article 11 – Installation and decoration of stands

Stand installation is in accordance with the plans drawn up by the organizer. Subject to the organizer prior consent in writing, exhibitors may build split-level stands provided the conditions set out in Exhibitor's Handbook are complied with. Regulations concerning the construction of such stands are available from the organizer on request.

Exhibitors are responsible for the specific decoration of their own stands. They shall comply with safety regulations issued by the public authorities and adhere to the general layout for decoration and signage drawn up by the organizer.

The organizer decides the specifications of how visual information is displayed and the conditions governing the use of all sound, light or audio-visual techniques, as well as the conditions under which all shows, attractions promotional activities, surveys or opinion polls may be carried out within the confines of the Exhibition. In the same way, the organizer decides on the conditions in which photography or sound recording is authorised within the confines of the Exhibition.

The organizer reserves the right to require that any fitting detrimental to the general appearance of the Exhibition, to neighbouring exhibitors or the public, or which does not conform to the layout and model submitted for his prior approval, shall be removed or modified. The organizer may withdraw an authorisation already given in the event of hindrance caused to neighbouring exhibitors, to circulation or to the running of the Exhibition.

### Article 12 – Deinstallation

The organizer declines all responsibility for structures or installations built by exhibitors.

Exhibitors shall accept and leave the sites as delivered, and shall be liable for any damage, in particular to venue halls and venue equipment, caused by themselves or by their installations, equipment or goods.

## TIME LIMIT FOR STAND ERECTION AND REMOVAL

### Article 13 – Assembly and dismantling

The organizer determines the programme for erection and

installation of the stands prior to the opening of the Exhibition. He also fixes dates and times for dismantling the stands, and removing equipment, materials and products as well as deinstallation of the site at the end of the Exhibition. With regard in particular to the dismantling and removal of stands and deinstallation of the site, the organizer may complete tasks which have not been carried out by the exhibitor within the deadlines, for which the exhibitor accepts all costs and risks. If an exhibitor should fail to vacate the site in due time, the organizer shall be entitled to penalties and damages.

### Article 14 – Specific authorisations

Any installation of machines, equipment or structures which require special equipment, materials and products as well as an exhibitor may only be done with the authorisation of the organizer and on the date fixed by him.

### Article 15 – Goods

Each exhibitor provides for transport and reception of goods sent to him. He must act in accordance with the organizer's instructions concerning the delivery and dispatch of goods, particularly with regard to vehicle circulation within the confines of the Exhibition.

Under no circumstances shall products and materials brought to the Exhibition, leave the Exhibition until it has ended.

## CLEANING

### Article 16 – Cleaning

Each stand is cleaned in accordance with the conditions and at times notified by the organizer to the exhibitor.

## INSURANCE

### Article 17 – Organizer's public liability insurance

The organizer subscribes to an insurance policy covering the financial consequences of his public liability in his role as organizer.

Exhibitors may ask the organizer to provide them with an insurance attestation specifying the nature of the risks covered, the limits of the cover and the period of cover.

### Article 18 – Exhibitor's Insurance

Exhibitors are required to carry insurance, via the organizer against the financial consequences of their public liability as exhibitors and against the financial consequences of any losses they incur. The principal characteristics of the cover provided by this insurance are those described in paragraphs A and B below.

Exhibitors may ask the organizer for the right to examine a copy of the policy which alone is proof of the risks covered and the conditions governing it.

The premium payable for this insurance is given in the Exhibition Information Package.

**A – Comprehensive risk insurance for stands and items exhibited** This coverage casual loss or damage to goods belonging to an exhibitor or of which he has charge. The coverage shall take effect from the moment said items are deposited at the stand of the exhibitor. The coverage shall take termination from the moment said items leave the stand at the end of the exhibition.

The following are covered:

- items exhibited, display equipment, furniture and all other goods intended for inclusion on the exhibition stand;
  - property hired or lent, including the stand or the exhibition module supplied by the exhibition organisers.
- The coverage does not include, in particular, cash, cheques and all other means of payment.

Ceiling for coverage : Euros 15,000

The exhibitor may, on application to the organizer, subscribe to an additional optional insurance (cf. terms within the Exhibitor's Manual).

### B – Exhibitor's public liability insurance

This covers the exhibitor against the financial consequences of his public liability. The coverage operates in addition to any other public liability insurance policy.

The different ceilings for coverage of the guarantee are included in the Exhibitor's Manual.

### Article 19 – Exemption clauses and exclusions

**A –** For the coverage stated in paragraph A of article 18, the exemption per claim is Euros 400 per exhibitor (thrift only).

**B –** For the coverage stated in paragraph B of article 18, the exemption per claim in the event of material damage to third parties is Euros 330 (Euros 330 for unforgivable fault, Euros 551 in case of pollution and harm to the environment).

**C –** The main exclusions from coverage are (no exhaustive list):

- (a) War, civil war, Foreign enemy invasion, revolution, confiscation of property, nationalisation, orders given by any government or any public or local authority, radioactive contamination, supersonic bang.
- (b) Loss or damage to goods in the open air, caused by theft or bad weather.
- (c) Financial loss, including loss of money and indirect loss.
- (d) Variation in temperature deliberately caused by a supplier.
- (e) Electrical or mechanical break down or malfunction.
- (f) Staff injury.

(g) Motorised vehicles and mechanical equipment, except the case in which motorised vehicles and mechanical equipment are used as tool for demonstration in the stand ; Damages to motorised vehicles and mechanical equipment, except the case in which the vehicle is exhibited.

(h) Theft of property or goods on the site of the Exhibition, where this property or these goods have been left without supervision and the theft has taken place at a time when the site is open for occupation or use by the exhibitors, as defined or stated by the organizers of the Exhibition.

(i) Inventory deficiency.

(j) Personal effects and objects, jewelry, phototaking devices, radios, electronic pocket calculators and all other objects which belong to natural persons directly or indirectly participating in an event.

(k) Telephones plugged into or connected to the telecommunication network.

(l) removable software programs and packages.

(m) Plasma screens (the exhibitor has the possibility, asking for the organizer, to subscribe a complementary guarantee covering the plasma screens)

(n) Theft of audio-visual equipment used for advertising purposes (such as VCR's, laptop computer, cameras, camcorders) when these goods, during closing hours, are not stored in a specific piece of furniture and/or a room equipped with a safety lock.

The aforementioned list mentions only the main exceptions and constitutes only an abstract of the General and Special Terms of the insurance policy which shall alone take precedence in the settlement of any claims.

In pursuance of commitments vis a vis a venue managing company, the exhibitor abandons rights of recourse against this company due to any corporal, material and/or immaterial, direct or non direct, fire, explosion or water damage or "business loss". Furthermore, the exhibitor abandons rights of recourse against the organizer or any other exhibitor, or any company acting in their name, due to any corporal, material and/or immaterial, direct or non direct, fire, explosion or water damage or "business loss".

### Article 20 – Operation of the coverage

Any claim must be notified in writing to the organizer. Failing which the insured party loses his right to claim from the insurer, all claims must be moreover notified to the insurance company, on the standard forms which are available to the exhibitor, within twenty-four hours in the case of a theft or within five days in the other cases, stating the circumstances

of the claim and the approximate total sum of the loss. All thefts must be notified by the exhibitor to the police department having territorial jurisdiction over the exhibition premises. The statement to the police must be attached to the claim.

To obtain payment in compensation, the exhibitor must produce detailed inventories indicating the values of the equipment exhibited and the stand equipment (fittings, decoration, lighting, etc.).

## SERVICES

### Article 21 – Fluids

Connections to electricity, telephone, water and compressed air mains are charged as stated in Exhibitor's handbook to exhibitors who must request connection within the time limits specified and within the technical possibilities offered by the exhibition site.

Any request concerning these services must be addressed to the distributor designated on the appropriate forms made available to exhibitors.

### Article 22 – Customs

It is the responsibility of each exhibitor to complete customs formalities for equipment and products arriving from abroad. The organizer cannot be held responsible for any difficulties arising during these formalities.

### Article 23 – Intellectual property rights

The exhibitor ensures the Organizer that he had obtained all Intellectual Property Rights held in equipment or products/ creation/ trade mark which he exhibits or permission for this exhibition. The organizer will accept no responsibility in this regard. The organizer will be allowed to exclude the exhibitors condemned in Intellectual Property matter, such as counterfeiting. The exhibitor allowed the Organizer as a favour to reproduce and utilise equipment or products/ creation/ trade mark which he exhibits, in all the communication tools of the trade show (Internet web site show's official catalogue, invitations, plan, promotional video, newsletter, etc.) and all tools used to promote the exhibition (picture taken on the exhibition destined to be published in a newspaper or on Internet, TV program dealing with or shot on the exhibition...)

The exhibitor ensures the Organizer that he had obtained permission for the uses above mentioned. The organizer will accept no responsibility in this regard.

### Article 24 – Society of collective management

In the absence of an agreement between collection and allocation's societies of Rights (SACEM...) and the organizer, the exhibitor must deal directly with these societies or any other competent organisation if he uses music in any way whatsoever within the confines of the Exhibition, as the organizer declines all responsibility in this regard. The organizer can verify all these agreements.

## CATALOGUES

### Article 25 – Catalogues

The organizer reserves the exclusive right to publish and sell the catalogue of exhibitors, together with the advertising which appears in the catalogue. He may subcontract all or part of this right.

The information necessary for the writing of the catalogue is furnished by the Exhibitors who are responsible for all information they supply for entry in the catalogue. The organizer cannot be held responsible for any omissions or errors in reproduction or composition or any other mistakes which may occur.

The organizer reserves the right to modify, remove or group entries wherever he judges this to be useful as well as to refuse an entry to or modify texts for paid advertisements if they may cause harm to other exhibitors.

## ADMISSION PASSES

### Article 26 – "Exhibitors passes"

"Exhibitors passes" giving right of entry to the Exhibition subject to the conditions fixed by the organizer are issued to exhibitors. Unused "exhibitors passes" may be neither returned nor reimbursed after the organizer has issued them against payment.

### Article 27 – Invitation cards

Invitation cards intended for visitors whom the exhibitors wish to invite are issued to exhibitors subject to the conditions fixed by the organizer.

Cards which remain unused may be neither returned nor reimbursed after the organizer has issued them against payment. Only passes, invitation cards and entrance tickets issued by the organizer give right of entry to the Exhibition.

## SAFETY

### Article 28 – Safety

The exhibitor shall undertake to respect all safety measures imposed by administrative or legal authorities, as well as any safety measures which may be taken by the organizer. The organizer reserves the right to verify that these measures are respected.

Surveillance is carried out under the control of the organizer ; his decisions concerning the application of safety regulations are implemented immediately.

## APPLICATION OF THE REGULATIONS - DISPUTES

### Article 29 – Application of the regulations

Any violation of the provisions of the present regulations or internal regulations issued by the organizer may result in the exclusion of the offending exhibitor even without prior warning. This applies, specifically, to non conformity of stand fittings, failure to comply with safety regulations, failure to occupy the stand, display of products which do not conform to those stated in the initial application, sale of goods with immediate on-site delivery to the purchaser.

An indemnity is then due from the exhibitor as damages and as reparation for moral or material harm suffered by the Exhibition. This indemnity is at least equal to the sum still due by the exhibitor to the organizer, without prejudice to any additional damages which may be demanded. The organizer requires, in this respect, the right to retain exhibited products and furniture or articles of display belonging to the exhibitor.

### Article 30 – Modification of the regulations

The organizer reserves the right to give a ruling on all cases not provided for within the present regulations and to add new provisions whenever he believes this to be necessary.

### Article 31 – Disputes

In the event of a dispute, the exhibitor undertakes to submit his claim to the organizer before taking any other action. The exhibitor formally agrees that any legal action undertaken in less than fifteen days from the date of this submission is declared inadmissible.

**In the event of dispute, the courts seated in the area which includes the organizer's registered address alone are competent and the French version of this text will be referred to.**