

## APPLICATION FORM AND CONTRACT

We accept the Exhibition Terms & Conditions of Participation, the Technical Guidelines and Price Lists of EPOC Messe Frankfurt GmbH and their partners and wish to register for Light Middle East 2013:

### 1: Exhibitor data

Full company name:

Street, number

Country

Postal Code: City:

P.O.Box

Postal Code for P.O.Box-Address (if deviating from above)

Country code:

Tel:

Fax:

E-mail

Managing Director (first name and surname):

Company homepage (internet):

www.

Contact responsible for trade show organisation:

Job title:

Mobile:

Mr.  Ms.

Country code

Tel:

Fax:

E-mail

Contact responsible for press and marketing:

Job Title

Mobile

Mr.  Ms.

Country code

Tel:

Fax:

E-mail:

### Deviating Correspondence and Billing address

To be filled out only in case the correspondence and / or billing address differ from the address above!

#### All correspondence should be sent to this address:

Full company name

Contact:

Tel.:

E-mail:

Street, No

Country, Postal Code, City

#### All invoices should be sent to this address:

Full company name

Contact:

Tel.:

E-mail:

Street, No

Country, Postal Code, City

**Please complete and return this booking form (consisting of 4 pages) to the address mentioned above. A down payment of 30% deposit will be levied upon receipt of the booking form. Please note that deposits are not refundable. The remaining 70% must be settled four months prior to the opening day of the exhibition. Booking forms received within those four months will be invoiced at 100%. Cancellations within the 4 months period will be charged a 100% cancellation fee. Prior to the 4 months period a 50% cancellation fee will be applied. All payments mentioned above are due within 14 days of receipt of the corresponding invoice. The form must be signed by an authorized signatory of the company. Please make sure to keep one copy of the contract for your files.**

## 2: Stand requirements

### Exhibition space required (subject to availability):

\_\_\_\_\_ m X \_\_\_\_\_ m = \_\_\_\_\_ Sq m  
Frontage Depth Total square metres

Stand no:  
(if applicable)

### Type of Space (Subject to availability) - THIS SECTION MUST BE COMPLETED BY ALL EXHIBITORS

Row Stand  USD 400 per sq m  
(one open side)

Corner Stand  USD 410 per sq m  
(two open sides)

Peninsula (Head-) Stand  USD 420 per sq m  
(three open sides)

Island Stand  USD 425 per sq m  
(four open sides)

#### ADDITIONAL ITEMS:

Second floor in double storey stands  USD 80 per sqm

Space only: minimum of 21 sqm

TOTAL \_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
TOTAL SQM SPACE PRICE TOTAL

## fairconstruction

For additional furniture elements provided by Fairconstruction, refer to the fair construction booth configurator at [www.fairconstruction.com](http://www.fairconstruction.com)

Basic Pure (without furniture)

59 USD per sqm x

Basic (with furniture, includes 1 table, 3 chairs, 1 lockable cabinet per 9 sqm)

USD 89 per sqm x

Tick here if you want to upgrade your Basic Pure stand or receive an individual stand design option. For further enquiries Please email [fairconstruction@uae.messefrankfurt.com](mailto:fairconstruction@uae.messefrankfurt.com)

Total \$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
TOTAL SPACE RENT TOTAL FAIRCONSTRUCTION (BASIC PURE/BASIC) GRAND TOTAL

COUNTRY PAVILION:  
(if applicable, indicate here)

PAVILION DESIGN:

Stand construction as per agreed offer and visual, including pavilion upgrade and furniture

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### 3: Exhibitor qualification

In order to qualify for admission to the exhibition, following section **MUST** be completed and approved by show management. Upon submitting the booking form and verification that your company's products are suited for the Light Middle East show format, you will receive a booking confirmation along with the invoice.

#### Our products can be classified as (please mark all that apply):

<input type="checkbox"/>	Technical Lighting and Accessories (lighting controls and solutions, display technologies, architectural lighting, dynamic lighting, interior illumination, intelligent controls, lighting electronics, luminaires, optics, outdoor lighting, theatrical lighting, waterfront/marine lighting, light control systems)	<input type="checkbox"/>	LED Lighting (LEDs)
<input type="checkbox"/>	Decorative Lighting and Accessories (decorative lighting, luminaires)	<input type="checkbox"/>	House and Building Automation (lighting automation, multi-room solutions)
<input type="checkbox"/>	Electric Lamps (compact and normal fluorescent lamps, incandescent and halogen lamps)	<input type="checkbox"/>	Other (please specify): _____
<input type="checkbox"/>	Electrical and Electronic Components and Accessories for Lighting Systems (ballasts)	<input type="checkbox"/>	_____

#### Our products are suitable for application in (please mark all that apply):

<input type="checkbox"/>	Hotels	<input type="checkbox"/>	Restaurants, bars, and clubs
<input type="checkbox"/>	Luxury private residences	<input type="checkbox"/>	Exterior environments
<input type="checkbox"/>	Office spaces	<input type="checkbox"/>	Hospitals and schools
<input type="checkbox"/>	Water features	<input type="checkbox"/>	Cultural venues (museums, galleries, theatres)
<input type="checkbox"/>	Interior entertainment venues	<input type="checkbox"/>	Other (please specify): _____
<input type="checkbox"/>	Exterior entertainment venues		

**Brands - The following brands will be presented on our stand:** \_\_\_\_\_

#### Our prime target groups are (mark all that apply):

<input type="checkbox"/>	Lighting Designers	<input type="checkbox"/>	Architects,/Engineers/Specifiers
<input type="checkbox"/>	Developers/Investors	<input type="checkbox"/>	Wholesalers/Distributors/Retailers
<input type="checkbox"/>	Educators/Researchers	<input type="checkbox"/>	Other (please specify):

**Briefly describe the product(s), technology, and any special feature (product launch, innovation, system solution) you intend to feature in the exhibition.** \_\_\_\_\_

\_\_\_\_\_

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**Along with this booking form, please forward high resolution image(s) of your product/technology you will be exhibiting as well as proof of ISO certification to: Senior Show Manager, Jasmeet Bakshi at [jasmeet.bakshi@uae.messefrankfurt.com](mailto:jasmeet.bakshi@uae.messefrankfurt.com), subject to review and approval by show management.**

## 4: Discounts, Co-exhibitors, Signature

### Discounts:

#### Early- bird- discount (5 %)

5% off space only price for bookings received by

**March 31, 2013.**

#### Innovations Discount (5%)

Any company announcing and presenting a new product or service at Light ME 2013 will be refunded 5% of the space only rental fee (to qualify and process, please inquire about the Innovations Discount Form)

#### Major-presence-discount (up to 15 %)

Any single exhibitor booking at least the following no. of sqm is entitled to the indicated discounts:

70 + sqm	- 5% of space rental
90 + sqm	- 10% of space rental
120 + sqm	- 15% of space rental

For organiser use only:

Applicable y/n

For organiser use only:

Applicable y/n

For organiser use only:

Applicable y/n

**Co-exhibitors:** The following companies will be present as co-exhibitors with their own exhibits and staff on our stand:

Kindly note: co-exhibitors will be listed free of charge in the online-list of exhibitors and are entitled to a catalogue entry (with costs)

Full company name

Full company name

Contact:

Tel.:

Contact:

Tel.:

E-mail:

E-mail:

Street, No

Street, No

Country, Postal Code, City

Country, Postal Code, City

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-----  
Place and Date

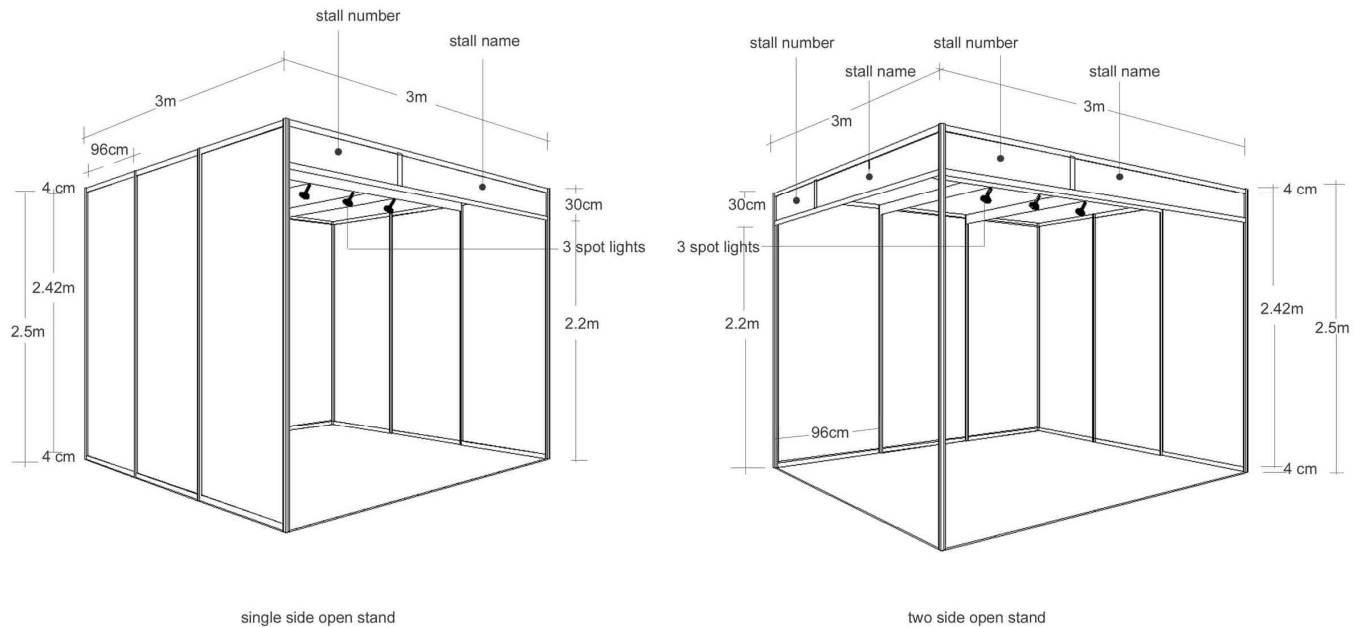
-----  
Company stamp and signature of authorized representative

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## 5: Basic and Upgrade Shell Scheme Specifications

### Shell Scheme Stands (basic)

Please note: With stand sizes smaller than 21 sq m booking a shell scheme stand construction with the organizers is compulsory.



Exhibitors who have ordered shell scheme stands will receive a stand erected to the following specifications:

**Floor covering** All stands are carpeted.

**Walling** 2500mm high (2430mm to underside of ceiling beams) comprising 1000mm wide panels. White vinyl covered infill panels set in aluminium frame. No fixings may be made to the walls. Brackets are available for Exhibitors' display panels, signs etc. Each panel can take a maximum weight of 4 to 5 kg. The inside of each panel measures 946mm x 2400mm and half panel measures 451mm x 2400mm (h) (approx.)

**Fascia** 300mm deep at 2200mm high to the underside comprising of aluminum frame with infill panel fitted between dividing walls with additional supports at corners and where fascias exceed 4000mm in length.

**Name Board (Fascia)** Stand lettering fitted to the shell scheme fascia. Where the stand fascia exceeds 6000mm an additional name panel will be fitted. Only Exhibitors with Shell Scheme Stands will be provided with a stand name and number on the stand fascia. No company logos or fittings may be attached to the name panel or fascia.

**Roof Beams** 70mm deep aluminum beams will be fitted to take light fixtures.

**Electrics / Lighting** With each 9 square meters 2 x 100w spotlights are fitted behind the fascia-board or to the roof support beam and 1 x 13 amp 3 pin socket outlet is provided at floor level on the rear wall.

**Head- and Island Stands** Head Stands (3 open sides) will only have one wall constructed. Island Stands do not normally come with any walls. If required, the allowance is 1 wall panel per 3 sq m of stand space. The position of any panels required must be clearly marked on a grid plan that will be part of the exhibitor manual and must be submitted to the stand constructor not later than 14 days prior to the show date.

**Furniture** Furniture are not provided with the basic shell scheme package. A full range of furnishings, stand fittings and lighting are available to enhance and decorate your stand at additional cost. Exhibitors are advised to order immediately to avoid disappointment and payment of surcharge.

**IMPORTANT - Exhibitors will be liable for payment for damaged Shell Scheme panels.**

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## 6: Country Pavilions

Exhibitors of Country Pavilions (Joint Presentation) will get stand construction as per agreed design and details. Please note that in these cases the company providing additional furniture and decoration items will be the same company that is building the stands. This might not be the same company which is providing the Shell Scheme stands (Exhibitions & More). Please refer to your pavilion organizer for details and price lists.

## 7. Space Only Stand Specifications

The Space Only option does not include any stand fittings, flooring or electrics, but enables the exhibitors to create their own individual stand build.



Please ensure that your stand design does not include the standard shell scheme as this is provided by our Official Stand Contractors only and plans containing shell scheme will be rejected.

Exhibitors arranging their own stand fitting are reminded that, where their stand joins another Exhibitor's area, the back of any dividing walls, panels or exhibits must be painted white or masked to present a neat appearance. It is the responsibility of Exhibitors not taking shell stands to make their own arrangements for the provision of suitable floor covering for their area and also to ensure their stand number is clearly displayed.

Since no power supply is included in space only sites, a separate application for the mains supply must be made to the Official Contractors at least two months before the event, using the forms in the Exhibitor Information Manual.

All Space Only Exhibitors must submit dimensional drawings of their proposed stand design to the Organisers' for approval no later than the scheduled deadline. Please

complete and return the corresponding order form from the Exhibitor Information Manual. The Organisers' reserve the right to reject a design likely to unreasonably affect nearby Exhibitors' sites in any way.

Stand fitting and display work to space only sites must not exceed an overall height of 2500mm without the Organisers' written permission. With permission, the total possible height to which you may construct your stand is 6000mm depending on the hall & location within the hall. Applications should be made in writing to the Organisers' and be accompanied by a scale drawing. Such applications should be made at least four weeks prior to the Show.

If a space only exhibitor needs to hire furniture, they can only order from their stand builders. Furniture will not be readily available on site. Exhibitors' stand fitting contractors can commence work on space only stands on the date scheduled in the Deadline Checklist that is part of the Exhibitor Information Manual.

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## 8: EXHIBITION TERMS AND CONDITIONS (I)

1. The term "Exhibitor" refers to the company that signatory to this application form and includes all employees or agents of such. The term "Exhibition" refers to the event described on the front of this form (over). The term "Organiser" refers to EPOC Messe Frankfurt. In case of "Joint ventures", howsoever described the Exhibitor is deemed to have obtained the consent of all the individual participants to all the terms and conditions of this contract.
2. The organizer reserves the right to cancel a booking upon due notice to the Exhibitor or agent should the Exhibitor fail to make payments upon the due dates. In such cases any monies already paid to the Organiser will be non-refundable and the organizer reserves the right to demand the remaining balance from the Exhibitor. The Organiser reserves the right to levy a surcharge of 2% above the base rate of the London, England clearing banks on any overdue exhibitor payment. Any loss incurred by the Organiser, resulting from the Exhibitor's actions must be paid by the Exhibitor to the Organiser.
3. All applications for space must contain details of the proposed exhibit(s) and the name of any other company(s) represented by the Exhibitor whose products/services are to be displayed on the stand. The Exhibitor is strictly forbidden to sub-let or assign or grant licences in respect of any part of the space without the prior written approval of the "Organiser". Only the products/services/companies listed on this form may be exhibited. The charges for space is exclusive of any applicable National, Federal or Local government taxes all of which must be borne by the Exhibitor. Changes in VAT taxes are subject to government law. If VAT tax is introduced by the UAE government, these changes need to be added retroactively and paid by the exhibitor.
4. The Organiser reserves the sole and exclusive right to determine the size, layout and position of any stands. The Exhibitor shall accept a new stand size, layout or position if it is reasonable for the Organiser to exercise this right.
5. Upon the acceptance of the application for space a contract shall arise between the Organiser and the Exhibitor in the terms and conditions of this contract subject to variation notified by the Organiser at their sole discretion to the Exhibitor. The relationship of licensor and licensee shall immediately arise and continue between the Organiser and the Exhibitor. In the case non payment of any due sum or any breach or non-observance of any of these terms and conditions by the Exhibitor the Organiser shall have the full right to revoke this licence and to re-enter upon the allotted space and may remove and exclude the Exhibitor without prejudice to recovering all monies payable hereunder, all other claims against the exhibitor and the right to recover damages sustained by the Organiser.
6. The Exhibitor must occupy the space allotted to it by 8.00 am on the day prior to the first day of the opening of the Exhibition. In the event of default for whatever reason the Exhibitor shall pay to the Organiser a further sum in liquidated damages equal to the total charge for the space. The organizer reserves the right to reallocate such space in any way it sees fit.
7. In the event of the Exhibitor becoming insolvent, declared bankrupt or facing winding up proceedings the contract with Exhibitor shall be determined void and all monies already paid shall be retained by the Organiser.
8. Breach of Contract and Withdrawal by the Exhibitor. Without prejudice to rights and remedies of the Organiser in respect of any breach of the Contract on the part of the Exhibitor the Organiser may at its discretion allow the Exhibitor to withdraw from the Exhibition subject to the following conditions:
  - a) The Exhibitor must give written notice to the Organiser that it desires to withdraw if the Organiser allows such withdrawal it will notify the Exhibitor of its decision in writing;
  - b) Any such notification by the Organiser to the Exhibitor will constitute a cancellation of the Contract subject to the payment by the Exhibitor to the Organiser a consideration for release from the contract;
  - c) The amount of such payment will be specified in the Organiser's notification to the Exhibitor and will be that proportion of the space rental payable under the contract dependent upon the date upon which the Organiser receives the notification from the Exhibitor as detailed below:  
**Date of Receipt by Organiser of Notice of Withdrawal Proportion of Space Rental Payable**  
More than four months prior to the Exhibition 30%                      Less than four months prior to the Exhibition 100%
  - d) Upon payment of such amount to the Organiser by the Exhibitor (credit being given by the Organiser for all rental already paid by the Exhibitor) the contract shall be cancelled and neither party shall have any further claim against the other.
9. Exhibitors shall be totally responsible for the obtaining of visas and customs clearance for their staff, agents, products or services and in no event shall there be any claim for damages or otherwise against the Organiser in respect of any loss or expense relating thereto. Exhibitors will be totally responsible for the cost of restoring to its original condition any part of the land or structure occupied by them which has been altered or damaged in any way. The Exhibitor shall hold the Organiser safe and harmless from all loss or damage suffered by or arising from out of any act or default of any servant, agent, employee or subcontractor of the Exhibitor.
10. The Organiser shall not be responsible for the loss or damage to any property of the Exhibitor or any other person, for the loss of, or damage or destruction to same by theft or fire or other cause whatsoever or of any loss or damage whatsoever sustained by any Exhibitor by reason of any defect in a building caused by fire, storm, tempest, lightning, national emergency, war, labour disputes, strikes or lockouts, civil disturbances,

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**Your direct contacts:**

Senior Show Manager: [jasmeet.bakshi@uae.messefrankfurt.com](mailto:jasmeet.bakshi@uae.messefrankfurt.com)

Sales Manager : [ali.akbar@uae.messefrankfurt.com](mailto:ali.akbar@uae.messefrankfurt.com)

Sales Manager: [sheryl.carvalho@uae.messefrankfurt.com](mailto:sheryl.carvalho@uae.messefrankfurt.com)

11. explosion, inevitable accident, force majeure, or any other cause not within the control of the Organiser, whether ejusden generis or not, or for any loss or damage occasioned, if by reason of the happenings of any such events, the opening of the exhibition is prevented or postponed or abandoned or a building becomes wholly or partially unavailable for the holding of the Exhibition. The Exhibitor will be liable for third party claims arising from their own stand fittings and for or a building becomes wholly or partially unavailable for the holding of the Exhibition. The Exhibitor will be liable for third party claims arising from their own stand fittings and for their proportion of the shell scheme and furthermore for physical loss or damage to the basic shell scheme stand. As the Organisers will accept no responsibility for any of the matters aforesaid, the Exhibitor must cover themselves by insurance in respect thereof to any extent available and the Organiser reserves the right to demand sight of such a policy.
12. "Individual Exhibitor means all those Exhibitors who are not participating in the Exhibition as part of a Country Pavilion".

## 9: EXHIBITION TERMS AND CONDITIONS (continued)

13. In no event shall the Exhibitor have any claim for damages of any kind against the Organiser in respect of any loss or damage consequential upon the prevention, postponement or abandonment of the Exhibition by reason of the happening of any of the events referred to in Condition 10 or otherwise, or of the Exhibition Building becoming wholly or partially unavailable for the holding of the Exhibition for reasons beyond the Organisers control, and the Organiser shall be entitled to retain all sums paid by the Exhibitor or such part thereof as the Organiser shall consider necessary. If in the opinion of the Organiser by re-arrangement or postponement of the period of the Exhibition or by substitution of another hall or building or any other reasonable manner the Exhibition can be carried through the contract for space shall be binding upon the parties except as to the size and position as to which any modification or re-arrangement they consider necessary shall be determined by the Organiser.
14. Stands must be properly manned and exhibits displayed during all the time the exhibition is open to visitors. No exhibits may be removed before the end of the exhibition without the written permission of the Organiser which will only be given in exceptional circumstances. All exhibits and stand fitting materials must be removed from the Exhibition Building within the period stipulated by the Organiser. The Exhibitor will compensate the Organiser for any expenses incurred through failing to comply with this condition.
15. The Organiser accepts no responsibility for breakdown or failure of any the services provided for or in connection with the Exhibition.
16. The Exhibitor shall not without the prior written consent of the Organiser display, exhibit or bring in to the Hall any explosives, radio active, flammable, dangerous or hazardous substances or any such item which may cause noxious fumes or make use of or display any materials which may involve a danger to the health or safety of any person. The Exhibitor shall indemnify the Organiser against any loss or damage arising out of a breach of this clause. All stand fittings and display materials must comply with any local fire, health and safety regulations. No Exhibitor may construct anything above 2.5 metres height without the prior written consent of the organizers. All stands built by the Exhibitor must gain approval from the organizer by sending a scale plan and description of the building materials to the Organiser. All display materials and exhibits must be appropriate to the subject matter of the Exhibition in the sole opinion of the Organiser and shall be tasteful and of a suitably high standard and shall not contravene with any local law, moral or custom and if in the opinion of the Organiser the Exhibitor is in breach of this clause the Organiser may direct the Exhibitor to rectify such breach and the Exhibitor shall do so immediately.
17. The Organiser reserves the right to alter add to or amend any of these terms and conditions and the decision of the Organiser shall be final. No alteration, addition, amendment or waiver to or of these terms and conditions shall operate to release any Exhibitor from it's contract.
18. An exhibitors manual will be issued to each Exhibitor containing detailed instructions for the organisation of the Exhibition.
19. The Organiser can not accept any complaint or claim against them unless it is submitted in writing to the address given below within two weeks of the closing date of the Exhibition. All claims and disputes shall be settled in Dubai in accordance with Dubai Law and Custom or in the country of the Exhibitor's origin if the Organiser decides to do so.

## PAYMENT INSTRUCTIONS

**Please transfer funds to:**

Beneficiary Name: EPOC Messe Frankfurt GmbH (Dubai Branch)

Beneficiary Address: PO Box 26761 Dubai, United Arab Emirates

Bank: HSBC Bank Middle East Limited

SWIFT Code: BBME AEAD

UAE Dirhams Account Number: 035 - 881614 - 001

US Dollar Account Number: 035 - 881614 - 100

For cheque payments kindly mark your cheques Account Payee Only and has to be in favor of EPOC Messe Frankfurt GmbH (Dubai Branch)

Bank charges to be borne by exhibitor.

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