

Registration fee

A once-only registration fee of € 195.00 (excl. VAT) is charged for each registration, which is non-refundable. Exhibitors and co-exhibitors with an ISSA membership will receive a 5% discount on the price per sq.m. In case you are a member we request you kindly to fill out your ISSA member ID on the first page of this form under exhibitor particulars.

Application for stand space

Till 30 September 2010 Stand space of _____ sq.m. at **€ 153.00 per sq.m.** (excl. stand construction and VAT)

From 1 October 2010 Stand space of _____ sq.m. at **€ 169.00 per sq.m.** (excl. stand construction and VAT)

Stand construction (for more information, see also the Specific Terms and Conditions ISSA/INTERCLEAN Central & Eastern Europe 2011)

Wishes to have a standard shell scheme (ready-to-use) stand at **€ 25.50 per sq.m.** (excl. stand rental and VAT)

Wishes to construct its own stand (for more information see the Specific Terms and Conditions ISSA/INTERCLEAN Central & Eastern Europe 2011)

If you wish to have a shell scheme stand, you will receive information about this as soon as possible.

The following goods/services will be exhibited:

Exhibits:	Brand:	Name of manufacturer/Country of origin

Preference for stand space allocation:

N.B.: Account is taken, wherever possible, of your wishes for the number of sq.m. and preferences for stand dimensions and location. However, we cannot unfortunately guarantee in advance that your wishes will be met.

Terms of payment

In accordance with the provisions of article 6 of the General Rules, the stand space rental (and any costs of stand construction), plus VAT, should be paid in two instalments, namely:

1. first advance of 25% of the total number of square metres reserved, plus the registration fee: within 21 days of the date of the first advance invoice (advance invoices are sent from 365 days before the exhibition).
2. second advance of 100% (less the 25% of the first advance invoice): within 21 days of the date of the second advance invoice (these are sent from 90 days before the exhibition).

No advance invoices are sent from 90 days before the exhibition. In the event of application less than 90 days before the first build-up day of the exhibition the amount owed should be paid **in full** together with the application, but at least 4 days before the first build-up day.

As completed and signed by:

Name of duly authorised representative: _____

Signature of duly authorised representative: _____

Town: _____

Date: _____

Company stamp: _____

Please send to: Amsterdam RAI, ISSA/INTERCLEAN Central & Eastern Europe 2011, P.O. Box 77777, 1070 MS Amsterdam, fax number +31 (0)20 549 1889 (Remember to keep a copy for your own file!) Applications marked 'subject to confirmation/alteration' etc. are not accepted.

Abridged version of the 'Standard Terms and Conditions of Event Participation' regarding participation in fairs, exhibitions and other events organised by or in cooperation with Amsterdam RAI.

Application for stand space

- An applicant / participant (hereinafter referred to as '**Participant**') declares, by means of a fully completed application form submitted to the organisers, that he/she is in agreement with the conditions of participation in force for the fair, exhibition and other event (hereinafter referred to as '**the Exhibition**') contained in the relevant '**Conditions of Participation**' (the entirety of the Specific Terms and Conditions, the Standard Terms and Conditions, and the Rules and Regulations).
- No right to allocation of stand space may be derived from the application. In special cases the organisers may decide not to process an application, to allocate less stand space than has been applied for, to alter allocated stand space or to withdraw an existing allocation without the Participant being entitled to claim compensation for damage incurred.
- The information requested on the application form must be provided in full. Without being liable to pay any compensation, the organisers have the right to refuse any goods or services which have not been mentioned on the application form or which they consider inadmissible by virtue of the Conditions of Participation, or to have such goods or services removed from the Exhibition forthwith.

Cancellations

- The Organisers at all times reserve the right, due to special circumstances or if the organisation of the Event so requires, to change the dates and times of the Event specified in the Conditions of Participation, to change the stand space allocated to the Participant, to change the stand type and/or its location, without a Participant having the right to claim compensation for any damage.
- No application may be cancelled or altered unilaterally by the Participant. The organisers may grant a request to cancel or alter an application subject, among other things, to the condition that the Participant concerned pays a cancellation fee. This fee amounts, at least, to:
 - upon cancellation more than 365 days before the first Event build-up day: 15% of the Participation Costs;
 - upon cancellation in the period from 365 to 183 days before the first Event build-up day: 50% of the Participation Costs;
 - upon cancellation in the period from 182 to 63 days before the first Event build-up day: 75% of the Participation Costs;
 - upon cancellation in the period from 62 to 32 days before the first Event build-up day: 100% of the Participation Costs;
 - upon cancellation in the period up to and including 31 days before the first Event build-up day: 120% of the Participation Costs.
- Participation Costs are the costs payable by the Participant to the organisers for the stand hire and, if applicable, the stand build-up, plus the VAT due.
- In the case of cancellation for whatever reason, the Participant will always forfeit his/her application fee, plus the VAT due.

Stand hire and payment obligations

- Unless otherwise stipulated in the Conditions of Participation, payment must be made as follows:
 1. the application fee before or on the due date of the invoice in question;
 2. the Participation Costs in 2 instalments:
 - 25% of the Participation Costs;
 - 100% of the Participation Costs minus the abovementioned 25%; before or on the due date of the invoices in question.
- If the Participant does not meet his/her financial obligations, the organisers will be entitled not to proceed with the allocation of stand space, or to withdraw an existing allocation of stand space or not to make stand space available, without prejudice to the organisers' claim for full payment of the amounts due.
- The organisers are entitled to contract out the collection of the amounts owed by the Participant, in which case all costs will be borne by the Participant, plus the statutory interest and extrajudicial costs of collection amounting to 150% of the principal.

Liability

- All goods, including packaging, which are present in the Exhibition Building and belong to the Participant, his personnel or others involved, are at the expense and risk of the Participant. The organisers do not undertake the insurance of the goods. The organisers are not liable for any damage or injury from whatever cause to goods or persons caused by or connected with participation in the Exhibition, unless there has been intent or gross negligence on the part of the organisers. Nor can the organisers be held liable for damage to third parties caused by the use of the stand by the Participant or his/her staff or by persons working on the instructions of the Participant. The Participant shall indemnify the organisers against all claims by third parties on this account.
- The Participant is liable for and must take out adequate insurance against any damage caused in any way whatever by acts or omissions on his/her part or on the part of his/her staff or persons working for him/her or on his/her instructions or caused by his/her exhibits or goods. The Participant shall indemnify the organisers against all claims for which they may be held liable by third parties.

Final provisions

- The organisers may, without giving notice of default and without recourse to the courts, take one or more of the following measures against a Participant who breaches any provision of the Conditions of Participation or fails to comply with a direction given by or on behalf of the organisers (such measures being taken at the expense of the Participant):
- refuse the person(s) concerned admission to the Exhibition and/or the Exhibition Building with immediate effect;
 - have his/her stand closed and/or cleared;
 - keep possession of the goods displayed and of anything constructed or installed by the Participant;
- without the Participant being entitled to enforce any right to restitution or reparation.

The complete text of the Standard Terms and Conditions of Event Participation will be provided to the Participant in due course. These terms and conditions can at all times be obtained free of charge from the organisers and can be consulted at and downloaded from the organisers' website. The Standard Terms and Conditions of Event Participation were filed at the Chamber of Commerce in Amsterdam.

Specific Terms and Conditions

ISSA/INTERCLEAN® Central & Eastern Europe 2011



The provisions subject to which exhibitors may take part in **ISSA/INTERCLEAN® Central & Eastern Europe 2011** (hereinafter referred to as the exhibition) are laid down in these Specific Terms and Conditions and in the Standard Terms and Conditions of Event Participation (hereinafter called Standard Terms).

Organisation

The exhibition is organised by Amsterdam RAI B.V. in close cooperation with the Polish Cleaning Association (PSC) and ISSA (hereinafter and in the Standard Terms referred to as 'the organisers'). The mailing address is: Amsterdam RAI
Projectteam ISSA/INTERCLEAN® Central & Eastern Europe 2011
P.O. Box 77777
1070 MS Amsterdam
The Netherlands
T: +31 20 549 12 12; F: +31 20 549 18 89;
E: info@issainterclean.com; W: www.issainterclean.com

Venue and dates

The exhibition will be held in the EXPO XXI Warsaw International Expocentre in Warsaw, Poland, from Wednesday 18 May to and inclusive Friday 20 May, 2011.

Opening hours

The exhibition will be open to visitors from Wednesday 18 May to and inclusive Friday 20 May 2011, from 9.30 a.m. to 5 p.m. For exhibitors, the building will be accessible from 7.30 a.m. to 7 p.m. on Wednesday 18 May and from 8.30 a.m. to 7 p.m. on Thursday 19 May and Friday 20 May 2011.

Construction and dismantling period

Construction period:
May 15 - 17 8:00 a.m. – 10:00 p.m.

Exhibitors using shell scheme stand construction can equip their stands from 8 a.m. until 10 p.m. on Tuesday 17 May.

Dismantling period:

May 20 5:00 p.m. – 10:00 p.m.
May 21 8:00 a.m. – 10:00 p.m.

Exhibitors using shell scheme stand construction should clear these on Friday 20 May.

Admission

The basic admission charge for the exhibition, as specified in article 5 of the Standard Terms, will be € 100.00 per person per day, including VAT.

Exhibition programme

Products and services are only authorised for display at the exhibition if they conform to the goal to provide the public with as varied an overview as possible of the current domestic and international offer of products and services in the field of:

- Machines, accessories and components
- Equipment/tools for cleaning, care and safety
- Chemicals, care and disinfection materials/products
- Sanitary appliances, accessories and supplies
- Cleaning Services
- Management, planning, research and consultancy
- Education, training, certification, media and associations
- Related products and services

Authorisation is at the full discretion of the organisers, or any committee designated by the organisers.

Exhibitors

Exhibitors may be manufacturers, representatives, importers, wholesalers, exporters, publishing companies and other service providers, as long as they are economically active in the field of professional cleaning. Authorisation is at the full discretion of the organisers, who may refuse exhibitors without incurring any liability.

Demonstrations

Special activities at stands, such as product presentations, performances and shows, may only take place if written permission is granted by the organisers. Please note that permission must be requested in writing at the latest 30 days before the beginning of the construction period. This permission is subject to various conditions, including that the activity must be situated in such a way that interested visitors do not block the corridor.

Costs of stand space

The rental price per square metre of floor space is € 153.00 for registrations received before 1 October 2010 and € 169.00 for registrations received after 1 October 2010, excluding VAT and stand construction. The registration fee is €195.00 excluding VAT. This amount will be invoiced along with the floor space rental fee and will not be refunded in case of cancellation. Exhibitors and co-exhibitors with an ISSA membership will receive a discount of 5% on the rental fee for stand space. Cancellations are covered by the relevant section of the Standard Terms.

Stand construction

The above-mentioned rental fee per square metre of floor space excludes the cost of a shell scheme stand construction. Participants who do not wish to use shell scheme stand construction must ensure that their stand has the following: Self-supporting side and rear walls, company name and stand number indication, carpet tiles and lighting. Exhibitors constructing anything higher or lower than 2.75 metres will have to finish off their stand accordingly, including adjacent stands where applicable.

All participants who do not use a shell scheme stand are required to send their stand design to the organisers before 1 February 2011 for approval. Approval will be given in writing by the relevant Duty Manager in consultation with the organisers.

The usual construction height – including for island stands – is 2.75 m., including any planking. All pertinent information can be found in the Construction Regulations, which can be obtained from the project team.

Exhibitors may hire a shell scheme stand from the organisers. The rental fee is € 25.50 per square metre of allocated stand space (excl. VAT and stand rental).

Shell scheme construction includes: hard walls, fascia with company name, carpet, spotlight, table and chairs.

Disputes

Any complaints should be made within 30 days of the last day of the exhibition. Complaints brought to our attention beyond this deadline will not be addressed.