

## APPLICATION FORM AND CONTRACT

We accept the Exhibition Terms and Conditions, the Copyright Clause, Technical Guidelines and Price Lists of Messe Frankfurt Middle East GmbH and their partners and wish to register for Paperworld Middle East:

### 1. Exhibitor Data

Full company name:			
Street, number and P.O. Box: (for courier mailings please provide full address)			
Postal Code:	City:	Country:	E-mail
Country code:	Tel:	Fax:	Website
Managing Director (first name and surname):			
Contact responsible for trade show organization:		Job title:	Mobile:
<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.			
Country code:	Tel:	Fax:	E-mail:


<b>Deviating Correspondence and Billing address</b> To be filled out only in case the correspondence and / or billing address differ from the address above!	<b>Co-Exhibitors:</b> The following company 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

### 2. Stand Requirements

**STEP 1 – Exhibition Space and Stand Type required (minimum 9 sqm): (for exhibitors booking 18 sqm or less, maxima or maxima plus is compulsory)**  
**Stand design of 4 metres and above will be charged USD 150 (exclusive of any applicable VAT charges)**

<input type="checkbox"/> <b>Row Stand</b> (One open side) <b>USD 425 per sqm</b>	<input type="checkbox"/> <b>Peninsula (Head) Stand</b> (Three open sides) <b>USD 445 per sqm</b>
<input type="checkbox"/> <b>Corner Stand</b> (Two open sides) <b>USD 435 per sqm</b>	<input type="checkbox"/> <b>Island Stand</b> (Four open sides) <b>USD 455 per sqm</b>
<b>Total square meters</b> _____ sqm = _____ m x _____ m	<b>Stand #: (if applicable)</b> _____
<input type="checkbox"/> <b>Second Floor in Double Storey Stands</b> <b>USD 80 per sqm</b>	

### STEP 2 – Choose Your Stand Construction Type (unless you want to use your own stand contractor)

 See Page 3 for Full Maxima Specifications.	For additional furniture elements provided by Fairconstruction, refer to the Fairconstruction Booth Configurator at <a href="http://www.fairconstruction.com">www.fairconstruction.com</a>		
	<input type="checkbox"/> <b>Maxima</b> Maxima stand construction, electricity, light, excluding furniture	<b>USD 85 per sqm</b>	<b>Total square meters</b> = _____ sqm
<input type="checkbox"/> <b>Maxima Plus</b> (including 1 table, 3 chairs, 1 lockable cabinet per 9sqm)	<b>USD 105 per sqm</b>	<b>Total square meters</b> = _____ sqm	<b>Total price</b> = _____ USD
<input type="checkbox"/> Tick here if you want to upgrade your Maxima/Maxima Plus or receive an individual stand design option. For further inquiries please email <a href="mailto:fairconstruction@uae.messefrankfurt.com">fairconstruction@uae.messefrankfurt.com</a> .			

### 3. Discounts

<b>Early- bird- discount (5%)</b>	The discount is applicable only if a 30% down payment is made within 14 days after submitting the booking form.
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5% off raw space price for bookings received by **July 31<sup>st</sup>, 2017**

## 4. Brands and Products

**Brands** The following brands will be presented on our stand (Information needed for online exhibitor list):

**Products** Our products belong to the following segments (please give a total of 100 percent)

- |  |  |
|--|--|
| <b>1001 Office supplies</b>                        | ___ 10011 Office equipment<br>___ 10012 Presentation aids<br>___ 10013 Organisational aids (incl. organiser, timer)<br>___ 10014 Mailing, adhesives, stamping<br>___ 10015 Office accessories<br>___ 10016 Writing and drawing utensils (not school articles)<br>___ 10017 Full-range suppliers<br>___ 10018 Miscellaneous - please give details of product(s) _____ |
| <b>1002 School articles</b>                        | ___ 10021 Writing utensils / drawing materials<br>___ 10022 Exercise books, blocks, folders<br>___ 10023 School bags / cases<br>___ 10024 Miscellaneous - please give details of product(s) _____  |
| <b>1003 Printers, computers and multimedia</b>     | ___ 10031 Printers, copiers, scanner, multifunctional devices<br>___ 10032 Inkjet and toner cartridges, ribbons<br>___ 10033 Labels<br>___ 10034 Software<br>___ 10035 Data storage products<br>___ 10036 Computer accessories<br>___ 10037 Multimedia accessories<br>___ 10038 Miscellaneous - please give details of product(s) _____                              |
| <b>2000 Remanexpo Middle East</b>                  | ___ 2001 Remanufacturing products or services<br>___ 2008 Ink Manufacturer<br>___ 2009 Toner Manufacturer<br>___ 2010 OPC Manufacturer<br>___ 2013 Imaging Materials<br>___ 2017 Environment and Waste disposal<br>___ 2028 Manufacturer of original or compatible toner/ink/ribbon printer consumables  |
| <b>1004 Gift articles</b>                          | ___ 10041 Albums, diaries<br>___ 10042 Writing-paper sets<br>___ 10043 Calligraphy<br>___ 10044 Plush figures / trend articles, licensed articles<br>___ 10045 Toys, books, fancy articles<br>___ 10046 Miscellaneous - please give details of product(s) _____  |
| <b>1006 Wrapping</b>                               | ___ 10061 Gift paper<br>___ 10062 Ribbons, bows<br>___ 10063 Cardboard products<br>___ 10064 Miscellaneous - please give details of product(s) _____   |
| <b>1007 Greetings cards / picture calendars</b>    | ___ 10071 Cards<br>___ 10072 Licenses / designer<br>___ 10073 Picture calendars (art, cartoon, photo calendars, etc.)<br>___ 10074 Miscellaneous - please give details of product(s) _____   |
| <b>1008 Office paper and transparency paper</b>    | ___ 10081 Inkjet, laser-, copy paper, etc.<br>___ 10082 Letter paper / envelopes<br>___ 10083 Transparency paper<br>___ 10084 Covering material for files/books/calendars/packaging etc.<br>___ 10085 Miscellaneous (writing pads, note pads, business books, etc.) _____  |
| <b>1009 Household paper and transparency paper</b> | ___ 10091 Napkins<br>___ 10092 Decorative transparency paper<br>___ 10093 Miscellaneous - please give details of product(s) _____  |
| <b>1010 Miscellaneous</b>                          | ___ 10101 Document holders and briefcases, business luggage<br>___ 10102 Leather goods<br>___ 10103 Promotional articles<br>___ 10104 Miscellaneous - please give details of product(s) _____  |
| <b>1011 Publishers / Associations</b>              | ___ 10111 Association<br>___ 10112 Publisher - name of publication _____   |

Please complete and return this booking form (consisting of 2 pages) to the address mentioned above. A down payment of 30% 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.

**Your direct contact:**

Show Director: [alexandria.robinson@uae.messefrankfurt.com](mailto:alexandria.robinson@uae.messefrankfurt.com)

Project Manager: [lorelei.soriano@uae.messefrankfurt.com](mailto:lorelei.soriano@uae.messefrankfurt.com)

Sales Manager: [annie.edwards@uae.messefrankfurt.com](mailto:annie.edwards@uae.messefrankfurt.com)

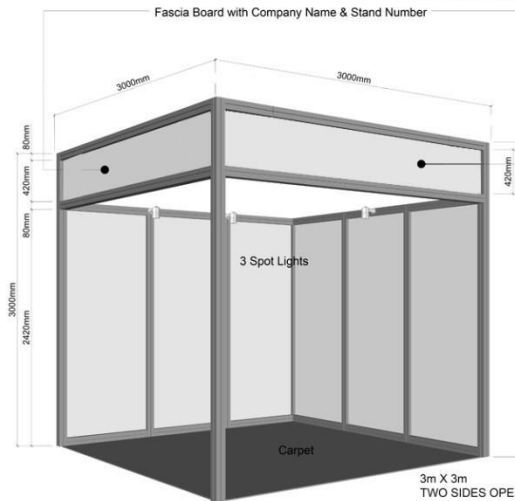
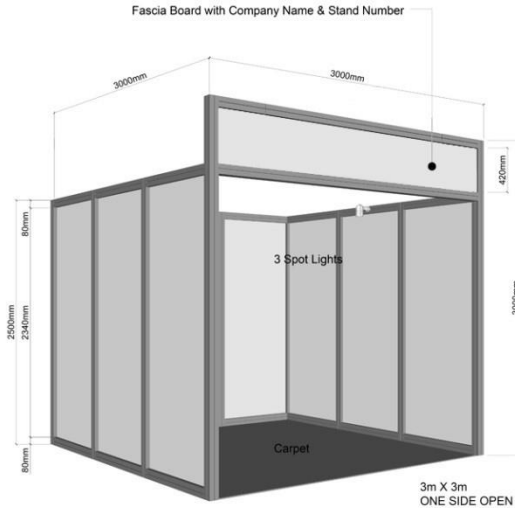
Place and Date

Company Stamp and Signature of Authorized Representative

## 5. Maxima and Maxima Plus Specifications

### Maxima and Maxima Plus

Please note: With stand sizes smaller than 21 sq m booking a Maxima or Maxima Plus stand construction or any other Fairconstruction design with the organiser is **compulsory**.



Stand equipment	* Stand size in sqm				
	9-12	13-15	16-19	20-24	25-30
Carpeting, standard colours	✓	✓	✓	✓	✓
Back- and sidewalls Maxima, filling white, height 2.5 m	✓	✓	✓	✓	✓
Company signs per open side	1	1	1	1	1
Spotlights	3	4	6	8	10
Lockable cabinet - 100x50x90cm	1	1	2	2	2
Table	1	1	2	2	2
Chair	3	4	6	8	8
Waste paper basket	1	1	1	1	2
Electrical outlet	1	1	2	2	3
Preliminary cleaning	✓	✓	✓	✓	✓

MAXIMA (without furniture) US\$ 85.00

MAXIMA PLUS (with furniture) US\$ 105.00 (refer to configuration above)

Note:

✓ = Service included

The rental price mentioned is per square metre for the duration of the event.

Price includes electrical supply, consumption and distribution board.

No exchange of item(s) is permitted and any modifications to the above package may subject to availability and additional charge

Exhibitors who have ordered Maxima/Maxima Plus stands will receive a stand erected to the following specifications:

**Floor covering** - All stands are carpeted.

**Walling** - 2500mm high (2420mm to underside of ceiling beams comprising 1000mm wide panels. White vinyl covered infill panels set in Maxima frame. No fixings may be made to the walls. Each panel can take a maximum weight of 4 to 5 kg. The inside of each panel measures 920mm x 2340mm and half panel measures 420mm x 2340 mm (h).

**Fascia** - 420mm high board (clear dimensions) on "Maxima" frame shall be 1 meter less of the width of the open side or when there is additional supports at corners and where open side exceed 5000mm in length.

**Name Board (Fascia)** - Stand lettering fitted to the fascia. Where the stand fascia exceeds 6000mm, an additional name panel will be fitted. Only exhibitors with Maxima 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** - 80mm deep aluminum beams will be fitted to take light fixtures.

**Electrics / Lighting** - With each 9 square meters, 3 x 100w spotlights are fitted behind the fascia-board or to the roof support beam and 1 x 13 amps 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 sqm 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** - refer to the configuration in Page 3 and for extra orders, please contact [fairconstruction@uae.messefrankfurt.com](mailto:fairconstruction@uae.messefrankfurt.com) or visit [www.fairconstruction.com](http://www.fairconstruction.com).

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

## 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 Maxima stands. Please refer to your pavilion organizer for details and price lists.

## 7. Raw Space Stand Specifications

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



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.

## 8. Exhibition Terms and Conditions

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 "Organizer" 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. Individual Exhibitor means all those Exhibitors who are not participating in the Exhibition as part of a Country Pavilion.
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 on any outstanding payments due and owing by the Exhibitor at a rate of 10 % per annum calculated from the due date until the date of actual 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 licenses 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 are currently 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 charges 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 license 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 it's 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 it's 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:

<b>Date of Receipt by Organiser of Notice of Withdrawal</b>	<b>Proportion of Space Rental Payable</b>
More than four months prior to the Exhibition:	50%
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 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 o 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, 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.
11. 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.
12. 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.
13. The Organiser reserves the right to make an additional charge to the Exhibitor equal to any amount charged to them for any services supplied whether specifically ordered or not. The Organiser accepts no responsibility for breakdown or failure of any the services provided for or in connection with the Exhibition.
14. Unless permitted in writing by the Organiser and then only in accordance with any conditions imposed, Exhibitor shall not collect any charge or fee for admission to the Exhibition.

15. The Exhibitor shall comply and cause third parties as well as invitees to comply with all provisions of law including within limitation legislative enactments, buildings by-laws and other governmental regulations which, in particular, relate to the use of the exhibition building, the stands and fittings of stands, the handling and use of materials and displays. Further, the Exhibitor shall comply and cause third parties as well as invitees to comply with all police, fire and health regulations imposed by any governmental authority or insurance underwriters. Exhibitor assumes full responsibility for all his actions and omissions, as well as for actions and omissions of third parties as well as invitees. Further, Exhibitor is responsible for the stand, the stand fittings, displays and any other material brought to the Exhibition Building.
16. Exhibitor shall also comply and cause third parties as well as invitees to comply with all valid regulations and orders of the Dubai World Trade Centre, the valid "Venue Terms and Conditions" can be found in the online Exhibitor Manual.
17. In case Organiser suffers any damage or is held responsible by third parties due to the non-compliance or due to any act or omission attributable to the Exhibitor or to third parties acting on behalf or in the interests of Exhibitor, then Exhibitor shall indemnify and hold harmless the Organiser. The duty to indemnify and to hold harmless the Organiser shall also apply to damages caused by the stands, stand fittings, displays or any other material brought to the exhibition building by the Exhibitor or by third parties acting on behalf or in the interests of the Exhibitor.
18. 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.
19. 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 its contract.
20. An Exhibitors Information Manual will be issued to each Exhibitor containing detailed instructions for the organisation of the Exhibition.
21. 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.

**Copyright Clause**

22. The Exhibitor hereby declares bindingly and irrevocably that the exhibited products are not unauthorized copies or replicas of the products of other suppliers or third parties. The Exhibitor also undertakes to respect the priority property rights of third parties. Should an infringement of property rights of this kind be brought to the Exhibitor's attention in the correct manner during their participation in the event, the Exhibitor undertake to remove the products concerned from their exhibition stand. The exhibitor is aware that, in the event of a violation of the undertakings given above, Epoc Messe Frankfurt GmbH is entitled to bar the Exhibitor from taking part in this or future events.



**9. Payment instructions**

A down payment of 30% 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.

**Please transfer funds to:**

Beneficiary Name: **Messe Frankfurt Middle East GmbH**  
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 / IBAN: AE620200000035881614001**  
US Dollar Account Number: **035 - 881614 – 100 / IBAN: AE080200000035881614100**  
Cheque payment to be in favour of: **Messe Frankfurt Middle East GmbH**

**Bank charges to be borne by exhibitor.**

**Messe Frankfurt Middle East GmbH**  
P.O. Box 26761  
Dubai  
United Arab Emirates  
www.messefrankfurtme.com  
Tel. + 971 4 389 4500  
Fax. + 971 4 35 85 522