

Essential information in brief

Please also refer to our enclosed Conditions of Participation, as well as the additional information available at www.dms-expo.com



DMS EXPO
09.–11.09.2008

The registration documents include

Essential information in brief

The forms:

- 1.10 Application for main exhibitors*
- 1.11 Enclosure to the application for main exhibitors
- 1.20 Application for co-exhibitors
- S.12 Turn Key Package
***must be returned**

Conditions of Participation, Special Section

General Conditions of Participation

1 Opening times

For exhibitors: daily from 8 a.m. to 7 p.m., Thursday from 8 a.m. to 6 p.m.

For visitors: daily from 9 a.m. to 6 p.m., Thursday from 9 a.m. to 5 p.m.

2 Application

Form 1.10 must be submitted by each main exhibitor. Please fill out the registration form completely, stamp it with your company seal and have a responsible person sign it. Co-exhibitors are required to register using **Form 1.20**.

3 Participation fees

Renting a stand area per m² costs as follows if you order your stand until

31.10.2007: 229.00 EUR

31.12.2007: 239.00 EUR

29.02.2008: 249.00 EUR

31.03.2008: 259.00 EUR

from 01.04.2008: 264.00 EUR

Members of the VOI – Verband Organisations- und Informationssysteme e.V. get a 24.00 EUR/m² discount per occupied floor space.

In addition, a flat rate electricity fee* of 3.80 EUR per m² and an AUMA fee* of 0.60 EUR per m² as well as a contribution to promotional costs of 270.00 EUR are charged.

Exhibitors are also invoiced for a down payment for services*.

For **two-storey exhibition stands**, the actual allotted area in the upper storey according to the technical inspection is calculated at 50 per cent of the price per m² of floor area. All prices are net prices and do not include VAT.

The rental fee for stand area does not include the cost for any construction or flooring/carpeting. Furthermore please notice that there are no back and side walls between you and your neighbours' stands.

*See item 4 of the Special Section of the Conditions of Participation

4 Turnkey stands / Koelnmesse Service stands

Mr. Rainer Anders, Tel: +49 221 821-2091

You may rent turnkey stands from our subsidiary, Koelnmesse Service GmbH. These stands are available in various designs. The appropriate order forms are contained in the Service Package.

5 Construction times

Start of construction period: **Friday, 5 September 2008, 8:00 a.m.**

End of construction period: **Monday, 8 September 2008, until 8:00 p.m.** at the latest. During construction period halls are open 24 hours.

6 Dismantling times

End of dismantling period: on **Saturday, 13 September 2008, 8 a.m.**

Dismantling may begin no earlier than **5 p.m. on Thursday, 11 September** During dismantling halls are open 24 hours.

7 Stand space confirmation

In case of acceptance of your application you will receive your stand space confirmation from **January 2008**.

8 Technical guidelines / services

The Service Package, which includes technical construction guidelines and order forms for various services, will be sent from March, 2008 onwards (or is available at www.dms-expo.com).

Please respect the submission deadlines for the order forms!

If you send your registration forms by fax, you do not need to send them again as originals with normal mail.

9 Stand fitting declaration

Should you be planning a two-storey construction, you must submit **two copies** of the construction plans to Koelnmesse's Exhibition Technology department for examination **at least six weeks before the start of the fair**.

10 Maximum stand height / special construction

The general **construction height is 3.00 m**. Please check any higher request with our technical department.

11 Stand space sketches

Please take absolute note of the number of pillars on your booth when you receive the **stand space confirmation**. Sketches of stand spaces can be provided on a scale of 1:200 **upon request by the exhibiting companies**.

12 Withdrawal / non-participation

The contractual relationship can no longer be terminated once the stand has been bindingly registered and confirmed. The organizer can agree to the request for release from the contract only in exceptional cases if the stand space not required can be rented to another exhibitor. In this instance the organizer is entitled to demand a general reimbursement of the costs incurred corresponding to 25 % of the participation fee. If the space cannot be re-rented, the full participation fee must be paid. If exhibitors cancel their participation after the copy deadline for the trade fair catalogue, the full fee for obligatory and additional entries must be paid.

13 Invoicing

You will receive the invoice for the stand area along with your free exhibitor and work passes from May 2008.

14 VAT refunds

All prices are net prices. Foreign exhibitors (proprietors) may receive a refund of the VAT paid with the invoice, as long as they fulfill the legal requirements. The appropriate service is offered by Koelnmesse Service in conjunction with the G-VAT (Form M.07 in the Service Package) or they may contact the Bundeszentralamt für Steuern, Dienststelle Schwedt, Passower Chaussee 3 b, 16303 Schwedt / Oder, Germany, Tel. +49 228 406-1200, Fax +49 228 406-2661, E-Mail: vorsteuerverguetung@steuerliches-info-center.de, www.bzst.bund.de directly.

15 Exhibitor passes

As an exhibitor, you will receive with your invoice for stand space-rental free exhibitor passes that are valid for construction, the duration of the fair and the dismantling:

- four passes for a stand space up to 20 m²
- one pass for each further unit or part unit of 10 m² above this area

16 Work passes

Together with the invoice, you will receive free work passes that allow personnel to access the fairgrounds during the construction and dismantling periods.

17 Media Package "Catalogue/Internet/Matchmaking"

All main exhibitors, co-exhibitors and additionally represented companies are obliged to order the Media Package (Form 2.10). You received the order form with the Service Package.

The DMS catalogue will be published with the opening of DMS 2008. In collaboration with the company Westend Druckereibetriebe, Koelnmesse is publishing the **sole official catalogue** for DMS.

18 "Infoscout" – Visitor Information System

Information about your company, as provided on Form 2.10, will also be made available to interested visitors at the information stands in the halls during the trade fair. In addition, you may use Koelnmesse's "Infoscout" electronic information system to **publish vacancies for trade representatives**.

You can use Form Z.03 in the Service Package to specify this offer in terms of products, countries or regions.

Exhibitors and visitors can use the "Infoscout" system **free of charge**.

19 Koelnmesse representatives abroad

Koelnmesse has representative offices in over 80 countries, as well as in Berlin. They will gladly assist you at any time. A list of these offices is available on the Internet at www.koelnmesse.de

20 Important contacts

	Tel.: +49 221 821-	Fax: +49 221 821-
DMS EXPO Project Team Ms. Pfannkuche Mr. Glang Mr. Schmale	-3775 -2673 -2376	-3981 -3981 -3981
Visitor Services Mr. Kapust	-2306	-3541
Accounts Department Mr. Riegermann	-2378	-2506
Sales service center (additional exhibitor passes, entrance ticket vouchers and catalogues) Ms. Weigel	-2996	-3437
Koelnmesse Service (Turnkey stand) Mr. Anders	-2091	-2188
Koelnmesse Service (Technical services) Ms. Haase	-3910	-3922
Koelnmesse Service (Outdoor and hall advertising) Ms. Bätzgen	-2925	-3501
Koelnmesse Service (Hotel accommodations) Ms. Krause	-2479	-3739
Congresses, special events, conference rooms Mr. Mangen	-3212	-3430
Trade fair caterer	+49 221 284-9446	+49 221 284-9445
Security Office North	-2551	-3780
Arranging personnel (Trade fair Employment Office)	+49 221 821-2882	+49 221 4555-9636
Hostesses and service personnel (company pts)	+49 221 28492-05	+49 221 28492-07
Car parking (Company KWS)	+49 221 28493-19	-3999
Press relations Ms. Hees	-2721	-3446
Protocol Ms. Deinhardt	-3014	-3402
Forwarding agents (customs clearance, storage, transport)	+49 221 284-9240	+49 221 284-9243
Exhibition Technical Department Mr. Wermann	-2773	-3287
Traffic controlling (truck parking)	-3588	-3429
Insurance	+49 221 77156-292	+49 221 77156-390
Security Mr. Popodi	-2818	-3435