

# 1 Application form 2011

## Required language for correspondence

- English  French  
 German

**\* EARLY BIRD BOOKING DISCOUNT  
TILL 23<sup>RD</sup> JULY, 2010**

### 1. Exhibitor

The following address will be used for invoices. Should you prefer another postal address, please let us know.

Company \_\_\_\_\_

Street/PO Box \_\_\_\_\_

Postal code/City \_\_\_\_\_

Country \_\_\_\_\_

Contact  Mr  Mrs \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Internet \_\_\_\_\_

e-mail \_\_\_\_\_

What protection of customer deposits do you possess? (It is compulsory for Swiss travel organisers to answer this question)

- Guarantee Fund  STS  Astag  TPA  other \_\_\_\_\_

### 2. Stand order, all prices in Swiss Francs, without 8 % VAT.

Surface including modular stand, at least 12 m<sup>2</sup>, without furniture.

				<input type="checkbox"/> Berne Ferienmesse 13. – 16.1.2011		<input type="checkbox"/> Geneva Vacances 21. – 23.1.2011		<input type="checkbox"/> Zurich FESPO 27. – 30.1.2011		<input type="checkbox"/> Basel Ferienmesse 4. – 6.2.2011	
				price CHF	*discount	price CHF	*discount	price CHF	*discount	price CHF	*discount
<input type="checkbox"/>	4	x	3 m	=	12 m <sup>2</sup>	5'050.–	350.–	4'660.–	350.–	5'450.–	500.–
<input type="checkbox"/>	5	x	3 m	=	15 m <sup>2</sup>	6'230.–	500.–	5'755.–	500.–	6'655.–	700.–
<input type="checkbox"/>	6	x	3 m	=	18 m <sup>2</sup>	7'310.–	550.–	6'860.–	600.–	7'825.–	800.–

Stand at least 20 m<sup>2</sup>, minimum stand depth 3 m:

				price CHF	*discount	price CHF	*discount	price CHF	*discount	price CHF	*discount
<input type="checkbox"/>	___	x	___	=	___ m <sup>2</sup>	395.–/m <sup>2</sup>	25.–/m <sup>2</sup>	360.–/m <sup>2</sup>	25.–/m <sup>2</sup>	415.–/m <sup>2</sup>	25.–/m <sup>2</sup>

Stand surface only, at least 18 m<sup>2</sup>, minimum stand depth 3 m:

				price CHF	*discount	price CHF	*discount	price CHF	*discount	price CHF	*discount
<input type="checkbox"/>	___	x	___	=	___ m <sup>2</sup>	260.–/m <sup>2</sup>	20.–/m <sup>2</sup>	237.–/m <sup>2</sup>	15.–/m <sup>2</sup>	288.–/m <sup>2</sup>	30.–/m <sup>2</sup>

The flooring and the side/back walls must be supplied by the exhibitor.

**Stand with several open sides** (application for the assigning of a multi-sided stand is accepted as a request but not as a condition for the legal validity of the exhibitor's contract.)

<input type="checkbox"/> 2 open sides	65.–/m <sup>2</sup>	65.–/m <sup>2</sup>	65.–/m <sup>2</sup>	65.–/m <sup>2</sup>
<input type="checkbox"/> 3 open sides (at least 18 m <sup>2</sup> )	80.–/m <sup>2</sup>	80.–/m <sup>2</sup>	80.–/m <sup>2</sup>	80.–/m <sup>2</sup>
<input type="checkbox"/> 4 open sides (at least 25 m <sup>2</sup> )	100.–/m <sup>2</sup>	not possible	100.–/m <sup>2</sup>	100.–/m <sup>2</sup>

**3. We require a water connection:** (to be used only as information concerning the stand disposition; the connection itself must be ordered separately with the technical forms).

- Berne  Geneva  Zurich  Basel

**4. Stand location:** (It is not possible to guarantee a stand position)

Requested area / comments: \_\_\_\_\_

**5. Catering / Sale of foodstuffs:** We intend selling foodstuffs on our stand.

- yes, please get in contact with us (see also P. 3, "Catering")  no  
 Berne  Geneva  Zurich  Basel

**6. Complementary events:** We are interested in conducting a slide and / or film show.

- Berne  Geneva  Zurich  Basel

**7.\* Discount:** The discount is valid if the application form is sent in by July 23<sup>th</sup>, 2010 and if the payment deadlines are respected. It will be taken into account on the final invoice.

**8. Signature:** The order will count as accepted on being signed by the client. Confirmation will be given by a non-recorded delivery letter. Our terms and conditions dated May 2010 are applicable. They form an integral part of the application. Please post or fax your application to one of the addresses below.

Place and date \_\_\_\_\_

Stamp and legal signature of the exhibitor \_\_\_\_\_

#### Application Berne: FairCom AG

Hinterer Schermen 29  
CH-3063 Ittigen/BE  
Tel. +41(0)31 922 06 13  
Fax +41(0)31 922 04 45  
info@ferienmesse.ch  
www.ferienmesse.ch

#### Application Geneva: FairCom SA

Hinterer Schermen 29  
CH-3063 Ittigen/BE  
Tel. +41(0)31 922 29 01  
Fax +41(0)31 922 29 03  
info@vacances.ch  
www.vacances.ch

#### Application Zurich: FairCom AG

Butzenstrasse 39  
CH-8038 Zürich  
Tel. +41(0)44 487 43 30  
Fax +41(0)44 487 43 43  
info@fespo.ch  
www.fespo.ch

#### Application Basel: FairCom AG

Hinterer Schermen 29  
CH-3063 Ittigen/BE  
Tel. +41(0)31 922 29 02  
Fax +41(0)31 922 29 03  
info@baslerferienmesse.ch  
www.baslerferienmesse.ch

## 2 Services and additional charges

Berne, Geneva, Zurich and Basel 2011

All additional services must be ordered with separate forms, which will be sent to you with the hall plans approximately 2 months before the fair. Additional services will be invoiced with the final invoice, which you will receive after the fair. A processing fee of 5% will be charged on your final account.

### Catalogue entry / subtenant

The catalogue entry is compulsory for the main exhibitor as well as for each additional subtenant.

The costs for catalogue entry: main exhibitor CHF 150.–, 1st subtenant CHF 600.–, each additional subtenant CHF 150.–.

### Duties / VAT

Any taxes (e.g. VAT) and duties will be charged to the exhibitors separately.

### Electricity / Waste

The electricity consumption is billed separately even if no power connection has been ordered. In Zurich and Berne this flat rate will amount to CHF 3.50/m<sup>2</sup>. In Zurich and Berne, a flat fee of CHF 2.–/m<sup>2</sup> for waste disposal will be charged.

### Exhibitor passes

The exhibitor is entitled to 1 exhibitor pass per 4 m<sup>2</sup> of stand surface (max. 20 pcs.). Further exhibitor passes may be obtained at CHF 14.–. Using these tickets, you will be permitted access to the fair's halls from one hour before the fair opens.

### Fascia panel

The name of the principal exhibitor on the fascia panel is included in the price of the modular stands but must be ordered by the exhibitor.

### Free visitor passes

These passes can be obtained free of charge and in an unrestricted number and grant visitors free admission. The exhibitor is charged CHF 6.– for each used pass only (only the first 350 for Geneva; increased use is free of charge). The passes are only valid if they carry the exhibitor's stamp or address. With an order of at least 500 pieces, the printing of an address is possible (CHF 100.–/500 pieces).

### General services

Surface rental includes the following general services:

- overall technical supervision
- information service
- heating
- daily cleaning of the general access areas of the halls
- general security surveillance
- advertising
- PR
- 1 exhibitor pass per 4 m<sup>2</sup> of stand surface, but max. 20 passes

### Rental of furniture

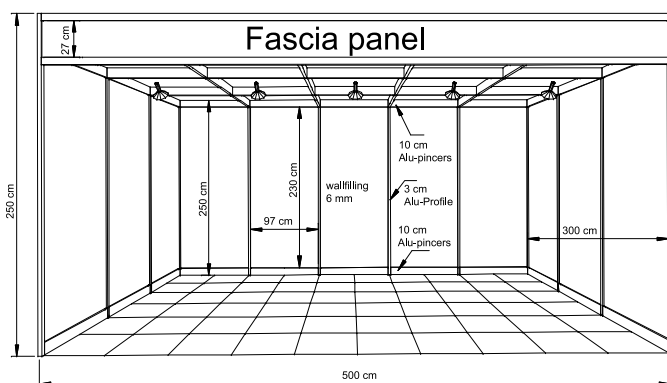
If you desire to rent stand furniture please order it online two months before the fair starts. Exhibitors may of course use their own furniture or furniture rented from other suppliers.

### Stand construction, multi-storey

2-storied stand constructions must be approved and are charged with an additional 50%.

### Surface rental including modular stand

In addition to the surface rental, the following items are included in the rental of the stand:



#### Stand example 15 m<sup>2</sup>

- walls height 2.50 m, white 5 mm chipboard, SYMA-aluminium construction
- fascia panel SYMA-fascia panel height 27 cm, white
- fascia text
- grid ceiling, partly covered
- lighting (1 Spot per 3 m<sup>2</sup>) incl. electrical connection. However, does not include electrical outlets
- carpeting roll carpet, choice of colors
- stand assembly and disassembly

### Vouchers for price reduction

These vouchers can be obtained free of charge and in a restricted number and grant visitors a price reduction on the official admission price.

The vouchers are only valid if they carry the exhibitor's stamp or address. With an order of at least 500 pieces, the printing of an address is possible (CHF 100.–/500 pieces).

## 3 General conditions

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### Acceptance of application

Application to participate must be made on the official form. By signing the application legally, the exhibitor undertakes in particular:

- to abide by the regulations and the organizers' decisions based thereon. There shall be no appeal against these decisions.
- to decorate his/her stand and to supervise it during the appointed opening hours with qualified staff for the entire duration of the fair.
- to set up, dismantle and remove his/her stand within the times laid down.  
If the exhibitor fails to take on the above mentioned obligations, the organizers are entitled to take any suitable measures at the exhibitor's expense and risk. The organizer shall decide on the definite acceptance of applications. The application shall be regarded as a contract once the organizer has confirmed it in writing. The organizer may refuse applications without giving reasons.

### Withdrawal from participation

In case of withdrawal of an application, the following conditions will apply: if the withdrawal is requested up to three months before the start of the fair, 25% of the total stand rental fee will be charged. After that date, 100% will be charged. Any additional services already ordered are likewise to be settled by the exhibitor. These conditions remain valid even if the stand is successfully rented to a third party following the cancellation.

### Legal partner

The registered main exhibitor is the legal partner of FairCom AG. Any eventual costs for additional elements ordered by co-exhibitors/subtenants, such as exhibitor's passes, parking tickets or other, will be invoiced to the main exhibitor legally bound to FairCom AG. It is the main exhibitor's responsibility to further invoice these to co-exhibitors/subtenants.

### Complaints

Any complaints concerning incidents happened during the exhibition must be made to the exhibition organizers while the fair is still going on.

### Conditions

The first part (45%) of the rental fee will be invoiced after the provisional acceptance of the application form and the second part (55%) in November. Payments are due within 30 days.

Nevertheless, for any application arriving after November 30th, the final payment deadline is December 31<sup>st</sup>, 2010. The participation charges are payable net, without any deductions. Late payments will be debited with 5% (at least CHF 20.–) interest. Participation in the fair is not possible without settlement of the account in advance. All additional charges will be billed on the final invoice after the fair. A processing fee of 5% will be charged on your final account.

### Direct selling of goods

The direct selling of goods shall be permitted in accordance with the shop closing-time regulations of the Municipality of Berne, Zurich, Geneva and Basel. Legal approval will be sought by the applicable fair management on behalf of all exhibitors and fees subsequently charged to them.

### Catering / Sale of food (see also Page 1, «Catering»)

Special conditions apply to the sale of food and / or drinks on the stand. For this reason, any selling of food and / or drinks must be approved by the fair organizer. Legal approval will be sought by the applicable fair management on behalf of all exhibitors and fees subsequently charged to them. The catering contractors for the applicable fair will also demand a percentage of turnover as commission.

Furthermore, the regulations of the applicable Canton's sale of food provisions will have to be kept to. These must also be adhered to for pure tasting activities, at which food and / or drinks are given out free of charge.

### Music

The agreement of the respective organizer shall be required for music performances and loudspeaker announcements at exhibition stands. The transmission or performance of recorded music or other (including music intended solely for stand personnel) shall be permitted only if the exhibitor is granted prior authority by the Swiss Copyrights Society Suisa, P. O. Box, 8038 Zurich, Telephone +41 (0)44 485 66 66.

### Draws and competitions

The conducting of draws and competitions of any kind will be permitted only with the agreement of the fair organizer.

## 4 General conditions

**\* EARLY BIRD BOOKING DISCOUNT  
TILL 23<sup>RD</sup> JULY, 2010**

### Special permits and authorisations

The exhibitors are required to get any necessary permits for the fair from the organizers and to comply with all legal regulations. The exhibition organizers can accept no responsibility for any official ban or restrictions imposed on advertising or sales activities. Any taxes (for example VAT) and duties for permits will be invoiced to the exhibitors separately. Musical presentations and loudspeaker announcements by exhibitors require the authorization of the exhibition organizers. As far as possible, the visitors will be informed about the stand activities. This requires prompt notification to Fair management.

### Stand allocation

As far as possible, requests for allocation will be taken into account but not accepted as a condition for participation. The allocation will be carried out mainly according to destinations, special concepts and group of themes. The overall character of the exhibition will be decisive. Any objections against the proposed site must be submitted by registered mail within 7 days of date of dispatch of the stand plan, otherwise it will be considered to have been accepted. If necessary, the organizers are entitled – also despite an already confirmed stand allocation – to allocate a different stand to an exhibitor, to alter the size or shape of his/her stand, to move or to close hall entrances and exits or open spaces and to make other structural alterations. If, for any reason, extended stand sites or two to four open sides are proposed and allocated, these modifications will be charged to the exhibitor, even if they have not been ordered. The organizers will not be liable to the exhibitor for any consequences arising from the siting or the surroundings of his/her stand.

### Insurance / exemption from liability

Every exhibitor must take out insurance cover for his/her exhibition goods against fire, explosion and elementary damages. The organizers do not take on any liability for exhibition goods and stand equipment. The insurance may be concluded through the general policy of the organizers' insurance company (forms will be mailed with the technical documents). Exhibitors will be liable for all the consequences arising from failure to conclude the compulsory fair insurance. Exhibitors are also advised to ensure that any machines which they exhibit or operate are equipped with adequate safety devices. Exhibitors will be held responsible for any damage to property or injury to persons resulting from the stand construction or from the exhibits.

### Official fire safety regulations

These regulations constitute an integrated part of the contract and will be provided upon request.

### Operating regulations of the exhibition locations

The operating regulations of each exhibition location form an integral part of these conditions, with the exception of circumstances for which separate stipulations are made. A copy of the operating regulations is available upon request. The fair organizers shall be entitled to issue instructions. Any person not complying with such instructions may be excluded from the fair at any time. In the event of such an exclusion, the person(s) concerned and any third parties affected will have no recourse to reimbursement of the stand rental fee, other fees or compensation.

### Cancellation of the event

Exhibitors shall not be entitled to claim compensation if the holding of the fair is prevented or impeded by unforeseen political or economic events or force majeure.

### Places of jurisdiction

In the event of any legal proceedings arising from these regulations, the sole place of jurisdiction shall be Berne.

In the event of conflicting interpretations of the various language versions, the original German text shall be the binding version. All verbal agreements and special arrangements must be confirmed in writing. The exhibition conditions (which are subject to change) form an integral part of the overall contract. All subsequent circulars and written communications shall form an integral part of these conditions.

Berne/Geneva/Zurich/Basel, in May 2010.

The responsible organizers of the respective fairs are: see addresses below

#### Application Berne: FairCom AG

Hinterer Schermen 29  
CH-3063 Ittigen/BE  
Tel. +41(0)31 922 06 13  
Fax +41(0)31 922 04 45  
info@ferienmesse.ch  
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info@baslerferienmesse.ch  
www.baslerferienmesse.ch