

# Exhibitor Application

## Main exhibitor

Company name \_\_\_\_\_  
 Name under which you wish to be listed \_\_\_\_\_  
 Intracommunity VAT no. \_\_\_\_\_  
 Address \_\_\_\_\_  
 Postcode \_\_\_\_\_ Town \_\_\_\_\_ Country \_\_\_\_\_  
 Tel. \_\_\_\_\_ Fax \_\_\_\_\_ Website \_\_\_\_\_

## Contacts for your company

**Exhibition contact person**

Surname  Ms  Mr \_\_\_\_\_  
 Position \_\_\_\_\_ Direct tel. \_\_\_\_\_  
 Fax \_\_\_\_\_ Direct e-mail \_\_\_\_\_

**CEO/MD/Manager**

Surname  Ms  Mr \_\_\_\_\_  
 Position \_\_\_\_\_ Direct tel. \_\_\_\_\_  
 Fax \_\_\_\_\_ Direct e-mail \_\_\_\_\_

## Invoicing address (if different from the correspondence address)

Company name \_\_\_\_\_  
 Intracommunity VAT no. \_\_\_\_\_  
 Address \_\_\_\_\_  
 Postcode \_\_\_\_\_ Town \_\_\_\_\_ Country \_\_\_\_\_  
 Tel. \_\_\_\_\_ Fax \_\_\_\_\_ Website \_\_\_\_\_  
 Billing contact \_\_\_\_\_

## Administration only

Date received: \_\_\_\_\_  
 \_\_\_\_\_  
 Stand number: \_\_\_\_\_  
 \_\_\_\_\_  
 Sector: \_\_\_\_\_  
 Stand type: \_\_\_\_\_  
 No. of sqm requested: \_\_\_\_\_

Commercial:

AG  AS  
 FR  GB  
 Ancien  Nouveau

N°ID  
 \_\_\_\_\_

## Your business

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Accommodation Booking Centre            | <input type="checkbox"/> Ferries                          | <input type="checkbox"/> Rail operator                        |
| <input type="checkbox"/> Airline                                 | <input type="checkbox"/> Foreign DMC or tour operator     | <input type="checkbox"/> River Tourism                        |
| <input type="checkbox"/> Airport                                 | <input type="checkbox"/> Foreign Tourist Office/Board     | <input type="checkbox"/> Shows/Entertainment/Events/Ticketing |
| <input type="checkbox"/> Association – Trade Union – Institution | <input type="checkbox"/> French DMC/Inbound Tour Operator | <input type="checkbox"/> Teaching and Training                |
| <input type="checkbox"/> Bank – Insurance – Assistance           | <input type="checkbox"/> French tour operator             | <input type="checkbox"/> Temporary employment agency          |
| <input type="checkbox"/> Broker – Discount travel                | <input type="checkbox"/> French Tourist Office/Board      | <input type="checkbox"/> Thalassotherapy/Spas/Well-being      |
| <input type="checkbox"/> Car rental                              | <input type="checkbox"/> Group Travel Operators           | <input type="checkbox"/> Wine Cellar/Château                  |
| <input type="checkbox"/> Casino                                  | <input type="checkbox"/> Guides – Press                   | <input type="checkbox"/> Leisure park                         |
| <input type="checkbox"/> Coach operator                          | <input type="checkbox"/> Hotel & Catering                 | <input type="checkbox"/> Network                              |
| <input type="checkbox"/> Conference centre                       | <input type="checkbox"/> Museum – Monument – Site         | <input type="checkbox"/> Services                             |
| <input type="checkbox"/> Cruise line                             | <input type="checkbox"/> New Technologies                 |   |
| <input type="checkbox"/> Excursions – Tours – Shopping           | <input type="checkbox"/> Promotional agency               |   |

## A - Choose your stand type (mandatory)

### ● Space only (minimum 12 sqm)

You are entirely responsible for fitting out the space marked out for you on the floor.  
Includes: area and stand number marked out on the floor, daily floor cleaning.



Area less than 150 sqm: €500 x \_\_\_\_\_ sqm = €\_\_\_\_\_ + VAT

Area greater than 150 sqm: €480 x \_\_\_\_\_ sqm = €\_\_\_\_\_ + VAT

### ● Fitted stand (minimum 6 sqm)

Book without having to worry about carpeting, framework, partitions or the sign.  
**The ideal solution for small and medium-sized stands.**



FITTINGS INCLUDED				
Carpet color	Partitions	Stiffener	Signage	Spots
beige	Modular	yes	1	1 spot/3 sq.m

Booking from 16 December 2009: €580 x \_\_\_\_\_ sqm = €\_\_\_\_\_ + VAT

### ● Turnkey stand (minimum 6 sqm)

A standard  
**all-inclusive solution.**



FURNITURES INCLUDED								
Area	Chairs	Table	Stool	Counter	Display case	Bin	Coat rack	Shelves
6 sq.m	2	1	1	1	1	1	0	0
9 sq.m	3	1	1	1	1	1	1	0
>12 sq.m	3	1	2	1	1	1	1	1

  

FITTINGS INCLUDED									
Area	Carpet	Partitions	Stiffener	Signage	Spots	Plant	Power supply	Storage cupboard	
< 6 sq.m	beige	modular	yes	1	1 spot/3 sq.m	0	3kW	1	
> 6 sq.m				1		1			

Booking from 16 December 2009: €665 x \_\_\_\_\_ sqm = €\_\_\_\_\_ + VAT

### ● Customised stand (minimum 12 sqm)

A customised stand: **we take care of everything!**

- Prestigious design and signage.
- A wide range of colours for the floor and wall coverings.
- Specific fittings.
- Special lighting to display your products to advantage.



FITTINGS INCLUDED									
Surface	Carpet colour	Partitions	Stiffener	Signage	Spots	Plant	Power supply	Storage cupboard	
< 15 sq.m	Choice of 12 colours	Standard wooden structure with cotton covering (choice of colours)	yes	1	Suspended spot lights, ceiling light and power socket.	1	3kW	1	
> 15 sq.m				1		2		1	

Booking from 16 December 2009: €815 x \_\_\_\_\_ sqm = €\_\_\_\_\_ + VAT

**You have a furniture credit of €40 per sqm purchased (choose from our catalogue).**

## B - Location

- Type A: 1 aisle, no open side, 6 sqm upwards
- Type B: 2 aisles, 1 open side, 9 sqm upwards
- Type C: 3 aisles, 2 open sides, 24 sqm upwards
- Type D: 4 aisles, 4 open sides, 60 sqm upwards



€845 x \_\_\_\_\_ open side(s) = €\_\_\_\_\_ + VAT

## C - Registration fee (mandatory)

● **Includes:**

- Insurance according to the terms defined in Articles 18, 19 and 20 of the Terms & Conditions, Administration fee included,
- Inclusion in the online Exhibitors' list at [www.iftm.fr](http://www.iftm.fr),
- A quota of 1 exhibitor's badge per 2 sqm,
- Access to the press area,
- Use of free promotional tools offered by the organiser on your online exhibitor private access: events listing, e-card, online press releases...
- Daily floor cleaning.

€545 + VAT

## D - Registration fee for co-exhibiting brand(s)/company(ies)

● **Includes:**

- Insurance according to the terms defined in Articles 18, 19 and 20 of the Terms & Conditions, Administration fee included,
- The brand/company listed under the main exhibitor in the online exhibitors' list at [www.iftm.fr](http://www.iftm.fr),
- Access to the press area,
- 2 exhibitor badges per brand,
- Use of free promotional tools offered by the organiser on your online exhibitor private access: events listing, e-card, online press releases...

€545 x \_\_\_\_\_ company(ies) = €\_\_\_\_\_ + VAT

Co-exhibiting company/brand 1: \_\_\_\_\_

Co-exhibiting company/brand 2: \_\_\_\_\_

Co-exhibiting company/brand 3: \_\_\_\_\_

Co-exhibiting company/brand 4: \_\_\_\_\_

Co-exhibiting company/brand 5: \_\_\_\_\_

**A registration form to be filled in for each of the co-exhibiting companies will be sent to you. It must be returned to the organization imperatively.**

## E - Tourism board package

● **Flat rate package for 5 companies (reserved exclusively for tourism boards).**

If the main exhibitor is a tourist office, up to five companies are entitled to register under one flat rate package. You can order as many packages as you want.

**The package includes:**

- The company listed under the main brand in the online exhibitors' list at [www.iftm.fr](http://www.iftm.fr),
- Use of free promotional tools offered by the organiser: events listing, e-map, online press releases...
- 2 badges per company (for instance : 1 package = 10 badges).

€690 x \_\_\_\_\_ 5-company package(s) = €\_\_\_\_\_ + VAT

## F - Your promotional tools

● **Web & catalogue pack**

**Logo+ photo + description of your company online & in the catalogue.**

*Without this pack, only your stand number and your info will appear online & on the catalogue.*

€450 x \_\_\_\_\_ brand(s)/company(ies) = €\_\_\_\_\_ + VAT

## G - Your badge reader

● **This service includes:**

- provision of a badge reader,
- private online access to set up, before the exhibition, the sales actions to assign to each contact,
- benefits: you save a considerable amount of time processing visitor information,
- a super-efficient way to follow up leads.

€485 x \_\_\_\_\_ reader(s) = €\_\_\_\_\_ + VAT

## Total

Total + VAT (A+B+C+D+E+F+G) \_\_\_\_\_ €

VAT 19,6% \_\_\_\_\_ €

**Total due incl. VAT** \_\_\_\_\_ €

## Terms of payment of this total incl. VAT

### ● Registration before 15 December 2009:

- 10% deposit to be enclosed with the application,
- 45% by 1st April 2010,
- 45% by 31 July 2010.

### ● Registration from 16 December 2009:

- 50% deposit to be enclosed with the application,
- 50% by 31 July 2010.

### ● Exhibitor application forms must be accompanied by the first instalment.

## Your stand location preferences

I would like my stand to be close to \_\_\_\_\_ far from \_\_\_\_\_

We will do our best to take your wishes into account as far as the sector arrangement of the exhibition allows, subject to availability.

## How to pay

### ● Payment to be made:

- By bank transfer. The transfer form must include the following message "No payment costs to be borne by payee".  
Please send us a copy of your transfer advice.

Bank code	Sort code	Account no.	Clé RIB	Payee	Domiciliation	BIC/SWIFT code
30066	10947	00010067602	68	IFTM Top Resa 2010	CIC 102 Boulevard Haussman 75008 Paris	CMCI FR PP

Intracommunity VAT no. FR 92 410 219 364

IBAN FR 76 3006 6109 4700 0100 6760 268

- By cheque (for exhibitors domiciled in France) payable to Reed Expositions France – IFTM Top Resa
- By credit card:  Visa  Eurocard  Mastercard

Card number \_\_\_\_\_

Expires \_\_\_\_\_

Cardholder's name \_\_\_\_\_

Amount € \_\_\_\_\_ incl. VAT

**Signature :**

I, the undersigned, declare that I have in my possession and am aware of the rules and regulations of this show and of the general terms and conditions of sale and that I accept all clauses without reservation.

I, the undersigned, affirm that I understand the insurance policy taken out by the organiser and renounce any legal recourse against the managing company of the premises in which the trade show takes place, and further against the organiser or any other exhibitor and against any party acting for the above-mentioned parties. I duly agree with the rules and regulations of the trade show and renounce legal actions against the organisation as mentioned above for each brand name on my stand.

I declare that they have all subscribed to civil liability insurance. I, the undersigned, expressly agree to receive by mail, fax or e-mail commercial information sent by Reed Expositions France.

According to the application of the Digital Economy Trust Act dated 21/06/2004, if you wish to prevent the use of information concerning you, tick this box .

**Stamp**

**Signature :**

Name of signatory \_\_\_\_\_

Position \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_

# General regulations for exhibitions 2010 organised by Reed Expositions France

## GENERAL PROVISIONS

### Article 1 - General

Specifications concerning the organisation of the Exhibition, in particular its opening and closing dates, its location, its opening hours and admission price are decided and may be modified according to the will of the organiser. In the event of an extension, exhibitors who so request, may be authorised to close their stands on the date initially agreed, but they may not remove products on display nor change the appearance of the stand before the date fixed by the Exhibition organiser. If for major, unpredictable or economic reasons (such as fire, flooding, destruction, accident, force majeure, local or national strike, riot, insecurity risks, storm, terrorist threat, ...), the Exhibition cannot be held, exhibitors' applications will be cancelled and sums available, after payment of expenses incurred, will be distributed between the exhibitors, pro rata to the sums deposited by each of them. The exhibitor leaves it up to the organiser to appreciate if the Exhibition must be suspended or evacuated for major, unpredictable or economic reasons or in the event of threat for the safety of the public and undertakes not to make any objection against its decision whatsoever. The exhibitor shall undertake to respect, and make respected, the measures of the Exhibitor's Handbook. The exhibitor is responsible to the organiser for non observance of the schedule of conditions (le cahier des charges) established by the owner or the main tenant of the site placed at the disposal of the Exhibition organiser. The organiser is not liable for any consequences arising from the enforcement of the provisions of these general regulations.

## PARTICIPATION

### Article 2 - Conditions for participation

The organiser determines the categories of exhibitors and establishes the list of products and/or services exhibited. An exhibitor may exhibit only equipment, products, processes or services manufactured or designed by himself, or for which he is an agent or distributor; in the latter case, he must attach to his application, the list of brands whose products he intends to exhibit or whose services he intends to present. After consideration, the organiser may exclude products and/or services which do not appear to him to correspond to the aim of the Exhibition, or allow the presentation of products and/or services which do not appear on the list but which may be of benefit to the Exhibition. Sales comprising immediate on-site delivery to the buyer are prohibited. In pursuance of the regulation concerning authorised exhibitions, any exhibitor agrees to exhibit only products or equipment in conformity with French regulations, except for products or equipment destined for use exclusively outside French territory. Moreover, any exhibitor agrees not to proceed with any advertising liable to induce into error or to constitute unfair competition. The products and services presented by the exhibitors must comply with law and order and the laws in effect. For this reason, it is strictly forbidden to exhibit products illicit or proceeding from illicit activities. It is also forbidden for unauthorized persons, under the law, to propose services and products which do not comply with the relevant regulated activities by the law. Any violation of these provisions may result in legal proceedings against the offending exhibitor, without measure which could take the organiser to cease the disorder.

### Article 3 - Applications

Any person wishing to exhibit must present an application of participation to the organiser. Unless the organiser does not accept the application, the submission thereof shall be a binding and irrevocable undertaking to pay the full price of the stand hire and associated costs.

### Article 4 - Control of admissions

The organiser is not obliged to justify his decisions concerning applications. In the event that participation is refused, any sums paid by the party having presented an application of participation will be repaid, after deduction of administrative expenses incurred by the organiser and which remain due to him. The same provision applies to a party having presented an application of participation placed on the waiting list, to whom a stand cannot be allocated for lack of availability when the Exhibition opens. Acceptance of the application is confirmed by the reply from the organiser to the exhibitor. This reply may be in the form of an invoice addressed to the exhibitor. Despite initial acceptance by the organiser and even after allocation of a stand, an application of participation from an exhibitor whose affairs are, for whatever reason, administered by, or with the assistance of a trustee in bankruptcy, is null and void. This applies particularly to any application by a company filing a petition in bankruptcy between the date of the application and the Exhibition opening date. However, where a company is authorised by a court to continue its operations, the organiser may, of his will, decide to maintain the application.

### Article 5 - Assignment / Sub-letting

Without the organiser's prior consent in writing, an exhibitor shall not transfer, sub-let or share, with or without payment, all or part of his concession within the Exhibition. Nevertheless, several exhibitors may be granted joint authorisation to make a group presentation, providing each of them should submit a prior request for the approval to the organiser and sign a application for joint-participation.

### Article 6 - Withdrawal

In the event of withdrawal or non-occupation of the stand for whatever reason any sums paid and/or due in whole or in part towards the hire of the stand, shall be retained by the organiser, even if the stand is let again to another exhibitor. An exhibitor shall be deemed to have withdrawn if, for any reason whatsoever he should fail to take possession of his stand 24 hours before the day on which the Exhibition is due to open. The organiser may therefore dispose of the defaulting exhibitor's stand and the latter shall have no right to claim a refund or compensation, even if the stand is allocated to another exhibitor.

## FINANCIAL CONDITIONS

### Article 7 - Price

The price of stands is decided by the organiser and may be revised by the organiser if there is a modification to its components, including but not limited to variations in the cost of materials, labour, transportation and services as well as tax and social charges.

### Article 8 - Payment conditions

Payment for hire of the stand and other associated costs is to be made by the settlement dates and by methods fixed by the organiser and notified to the exhibitor in the Exhibition information package. For any late application of participation, the first payment is equal to amounts already due at the date of receipt of the application. The same provision applies to exhibitors on the waiting list who are allocated a stand which becomes vacant.

### Article 9 - Failure to pay

If an exhibitor should fail to pay on due dates and by the specifications stipulated in the preceding article, the organiser shall be entitled to apply the conditions contained in article 6 "Withdrawal". Moreover, any late payment shall also entail the application of interest at the Eonia rate increased by five (5) points. This interest shall be due as of right, and shall be calculated against the aforementioned sum from the date upon which the payment should have been made until the effective date of payment. Debt-collection costs shall be payable by the debtor.

## STANDS

### Article 10 - Allocation of stands

The organiser establishes the layout of the Exhibition and allocates sites at his free will, taking into account as far as possible, the wishes expressed by the exhibitor, the nature of the products and/or services which he is presenting, the layout of the stand he proposes to install as well as, if necessary, the date on which the application was registered and the exhibitor's seniority in applying to the Exhibition.

The organiser may modify the size and layout of the area requested by the exhibitor. Such modification shall not entitle the exhibitor to unilaterally terminate his engagement to participate.

An exhibitor is notified of the location of the stand allocated to him by means of a layout. This layout gives the characteristics of the stand as precisely as possible. Where possible, it is the exhibitor's responsibility to verify the conformity of the layout before setting up his stand. The organiser is not liable for any difference between the characteristics given on the layout and the actual characteristics of the stand. The layout shows the general layout of the other stands surrounding the site allocated.

These indications, valid on the date the layout is drawn up, are given for information only and are liable to modifications which may not be able to be communicated to the exhibitor.

Any claim concerning the location set out in the layout must be presented within one week. After this time limit, the location proposed shall be deemed accepted by the exhibitor.

Under no circumstances can the organiser reserve a specific location, nor book such a location for the next Exhibition. Furthermore, participation in previous Exhibitions shall not confer any right to a particular location nor confer any priority in the allocations.

### Article 11 - Installation and decoration of stands

Stand installation is in accordance with the plans drawn up by the organiser. Subject to the organiser's prior consent in writing, exhibitors may build split-level stands provided the conditions set out in Exhibitor's Handbook are complied with. Regulations concerning the construction of such stands are available from the organiser on request.

Exhibitors are responsible for the specific decoration of their own stands. They shall comply with safety regulations issued by the public authorities and adhere to the general layout for decoration and signage drawn up by the organiser.

The organiser decides the specifications of how visual information is displayed and the conditions governing the use of all sound, light or audio-visual techniques, as well as the conditions under which all shows, attractions promotional activities, surveys or opinion polls may be carried out within the confines of the Exhibition.

In the same way, the organiser decides on the conditions in which photography or sound recording is authorised within the confines of the Exhibition.

The organiser reserves the right to require that any fitting detrimental to the general appearance of the Exhibition, to neighbouring exhibitors or the public, or which does not conform to the layout and model submitted for his prior approval, shall be removed or modified. The organiser may withdraw an authorisation already given in the event of hindrance caused to neighbouring exhibitors, to circulation or to the running of the Exhibition.

### Article 12 - Deinstallation

The exhibitor declines all responsibility for structures or installations built by exhibitors. Exhibitors shall accept and leave the sites as delivered, and shall be liable for any damage, in particular to venue halls and venue equipment, caused by themselves or by their installations, equipment or goods.

## TIME LIMIT FOR STAND ERECTION AND REMOVAL

### Article 13 - Assembly and dismantling

The organiser determines the programme for erection and installation of the stands prior to the opening of the Exhibition. He also fixes dates and times for dismantling the stands, and removing equipment, materials and products as well as deinstallation of the site at the end of the Exhibition.

With regard in particular to the dismantling and removal of stands and deinstallation of the site, the organiser may complete tasks which have not been carried out by the exhibitor within the deadlines, for which the exhibitor accepts all costs and risks.

If an exhibitor should fail to vacate the site in due time, the organiser shall be entitled to penalties and damages.

### Article 14 - Specific authorisations

Any installation of machines, equipment or structures which cannot be carried out without using space allocated to another exhibitor may only be done with the authorisation of the organiser and on the date fixed by him.

### Article 15 - Goods

Each exhibitor provides for transport and reception of goods sent to him. He must act in accordance with the organiser's instructions concerning the delivery and dispatch of goods, particularly with regard to vehicle circulation within the confines of the Exhibition.

Under no circumstances shall products and materials brought to the Exhibition, leave the Exhibition until it has ended.

## CLEANING

### Article 16 - Cleaning

Each stand is cleaned in accordance with the conditions and at times notified by the organiser to the exhibitor.

## INSURANCE

### Article 17 - Organiser's public liability insurance

The organiser subscribes to an insurance policy covering the financial consequences of his public liability in his role as organiser. Exhibitors may ask the organiser to provide them with an insurance attestation specifying the nature of the risks covered, the limits of the cover and the period of cover.

### Article 18 - Exhibitor's Insurance

Exhibitors are required to carry insurance, via the organiser against the financial consequences of any losses they incur. The principal characteristics of the cover provided by this insurance are those described in paragraph "Comprehensive risk insurance for stands and items exhibited" below. Exhibitors may ask the organiser for the right to examine a copy of the policy which alone is proof of the risks covered and the conditions governing it. The premium payable for this insurance is given in the Exhibition Information Package.

### Comprehensive risk insurance for stands and items exhibited

This coverage causal loss or damage to goods belonging to an exhibitor or of which he has charge. The coverage shall take effect from the moment said items are deposited at the stand of the exhibitor. The coverage shall take termination from the moment said items leave the stand at the end of the exhibition.

The following are covered:  
- non-motorised display equipment, furniture and all other goods intended for inclusion on the exhibition stand;  
- property hired or lent, including the stand or the exhibition module supplied by the exhibitor organisers.  
The coverage does not include, in particular, cash, cheques and all other means of payment.  
Ceiling for coverage : Euros 15.000  
The exhibitor may, on application to the organiser, subscribe to an additional optional insurance (cf. terms within the Exhibitor's Manual).

### Article 19 - Exemption clauses and exclusions

A - For the coverage stated in paragraph "Comprehensive risk insurance for stands and items exhibited" of article 18, the exemption per claim is Euros 400 per exhibitor (theft only).

B - The main exclusions from coverage are (no exhaustive list):  
(a) War, civil war, Foreign enemy invasion, revolution, confiscation of property, nationalisation, orders given by any government or any public or local authority, radioactive contamination, supersonic bang.  
(b) Loss or damage to goods in the open air, caused by theft or bad weather.  
(c) Financial loss, including loss of money and indirect loss.  
(d) Variation in temperature deliberately caused by a supplier.  
(e) Electrical or mechanical break down or malfunction.  
(f) Staff injury.  
(g) Motorised vehicles and mechanical equipment, except the case in which motorised vehicles and mechanical equipment are used as tool for demonstration in the stand ; Damages to motorised vehicles and mechanical equipment, except the case in which the vehicle is exhibited.  
(h) Theft of property or goods on the site of the Exhibition, where this property or these goods have been left without supervision and the theft has taken place at a time when the site is open for occupation or use by the exhibitors, as defined or stated by the organisers of the Exhibition.  
(i) Inventory deficiency.  
(j) Personal effects and objects, jewelry and master pieces, phototaking devices, radios, electronic pocket calculators and all other objects which belong to natural persons directly or indirectly participating in an event.  
(k) Items plugged into or connected to the telecommunication network.  
(l) removable software programs and packages.  
(m) Plasma screens (the exhibitor has the possibility, asking for the organiser,

to subscribe a complementary guarantee covering the plasma screens).  
(n) Theft of audio-visual equipment used for advertising purposes (such as VCR's, laptop computer, cameras, camcorders) when these goods, during closing hours, are not stored in a specific piece of furniture and/or a room equipped with a safety lock.

The aforementioned list mentions only the main exceptions and constitutes only an abstract of the General and Special Terms of the insurance policy which shall alone take precedence in the settlement of any claims.

In pursuance of commitments via a vis venue management company, the exhibitor abandons rights of recourse against this company due to any corporal, material and/or immaterial, direct or non direct, fire, explosion or water damage or "business loss". Furthermore, the exhibitor abandons rights of recourse against the organiser or any other exhibitor, or any company acting in their name, due to any corporal, material and/or immaterial, direct or non direct, fire, explosion or water damage or "business loss".

### Article 20 - Operation of the coverage

Any claim must be notified in writing to the insurer. Failing which the insured party loses his right to claim from the insurer, all claims must be moreover notified to the insurance company, on the standard forms which are available to the exhibitor, within twenty-four hours in the case of a theft or within five days in the other cases, stating the circumstances of the claim and the approximate total sum of the loss.

All thefts must be notified by the exhibitor to the police department having territorial jurisdiction over the exhibition premises. The statement to the police must be attached to the claim.

To obtain payment in compensation, the exhibitor must produce detailed inventories indicating the values of the equipment exhibited and the stand equipment (fittings, decoration, lighting, etc.).

## SERVICES

### Article 21 - Fluids

Connections to electricity, telephone, water and compressed air mains are charged as stated in Exhibitor's handbook to exhibitors who must request connection within the time limits specified and within the technical possibilities offered by the exhibition site. Any request concerning these services must be addressed to the distributor designated on the appropriate forms made available to exhibitors.

### Article 22 - Customs

It is the responsibility of each exhibitor to complete customs formalities for equipment and products arriving from abroad. The organiser cannot be held responsible for any difficulties arising during these formalities.

### Article 23 - Intellectual property rights

The exhibitor ensures the Organiser that he had obtained all Intellectual Property Rights held in equipment or products/ creation/ trade mark which he exhibits or permission for this exhibition. The organiser will accept no responsibility in this regard.

The organiser will be allowed to exclude the exhibitors condemned in Intellectual Property matter, such as counterfeiting.

The exhibitor allowed the Organiser as a favour to reproduce and utilise equipment or products/ creation/ trade mark which he exhibits, in all the communication tools of the trade show (Internet web site show's official catalogue, invitations, plan, promotional video, newsletter, etc) and all tools used to promote the exhibition (picture taken on the exhibition destined to be published in a newspaper or on Internet, TV program dealing with or shoot on the exhibition, ...).

The exhibitor ensures the Organiser that he had obtained permission for the uses above mentioned. The organiser will accept no responsibility in this regard.

### Article 24 - Society of collective management

In the absence of an agreement between collection and allocation's societies of Rights (SACEM, ...) and the organiser, the exhibitor must deal directly with these societies or any other competent organisation if he uses music in any way whatsoever within the confines of the Exhibition, as the organiser declines all responsibility in this regard. The organiser can verify all these agreements.

## CATALOGUES

### Article 25 - Catalogues

The organiser reserves the exclusive right to publish and sell the catalogue of exhibitors, together with the advertising which appears in the catalogue. He may subcontract all or part of this right. The information necessary for the writing of the catalogue is furnished by the Exhibitors who are responsible for all information they supply for entry in the catalogue. The organiser cannot be held responsible for any omissions or errors in reproduction or composition or any other mistakes which may occur. The organiser reserves the right to modify, remove or group entries wherever he judges this to be useful as well as to refuse an entry to or modify texts for paid advertisements if they may cause harm to other exhibitors.

## ADMISSION PASSES

### Article 26 - "Exhibitors passes"

"Exhibitors passes" giving right of entry to the Exhibition subject to the conditions fixed by the organiser are issued to exhibitors. Unused "exhibitors passes" may be neither returned nor reimbursed after the organiser has issued them against payment.

### Article 27 - Invitation cards

Invitation cards intended for visitors whom the exhibitors wish to invite are issued to exhibitors subject to the conditions fixed by the organiser. Any unfair request and/or any other use may be result in legal proceedings. Cards which remain unused may be neither returned nor reimbursed after the organiser has issued them against payment. Only passes, invitation cards and entrance tickets issued by the organiser give right of entry to the Exhibition.

## SAFETY

### Article 28 - Safety

The exhibitor shall undertake to respect all safety measures imposed by administrative or legal authorities, as well as any safety measures which may be taken by the organiser. The organiser reserves the right to verify that these measures are respected. Surveillance is carried out under the control of the organiser; his decisions concerning the application of safety regulations are implemented immediately.

## APPLICATION OF THE REGULATIONS - DISPUTES

### Article 29 - Application of the regulations

Any violation of the provisions of the present regulations or internal regulations issued by the organiser may result in the exclusion of the offending exhibitor even without prior warning. This applies, specifically, to non conformity of stand fittings, failure to comply with safety regulations, failure to occupy the stand, display of products which do not conform to those stated in the initial application, sale of goods with immediate on-site delivery to the purchaser.

An indemnity is then due from the exhibitor as damages and as reparation for moral or material harm suffered by the Exhibition. This indemnity is at least equal to the sum still due by the exhibitor to the organiser, without prejudice to any additional damages which may be demanded. The organiser requires, in this respect, the right to retain exhibited products and furniture or articles of display belonging to the exhibitor.

### Article 30 - Modification of the regulations

The organiser reserves the right to give a ruling on all cases not provided for within the present regulations and to add new provisions whenever he believes this to be necessary.

### Article 31 - Disputes

In the event of a dispute, the exhibitor undertakes to submit his claim to the organiser before taking any other action. The exhibitor formally agrees that any legal action undertaken in less than fifteen days from the date of this submission and more than one year after this expired fifteen days time is declared inadmissible. In the event of dispute, the courts seated in the area which includes the organiser's registered address alone are competent and the French version of this text will be referred to.

## General terms and conditions of sale

These terms and conditions apply to the sale of advertising space in the derivative products of the IFTM TOP RESA trade show (web package, etc.) and on the website located at <http://www.iftm.com>. The derivative products and website of the IFTM TOP RESA trade show are hereinafter referred to as the "Communication Tools". Any request to place an advertisement in IFTM TOP RESA's communication tools is considered firm and binding on the advertiser as soon as it has been registered by Reed Expositions France. If the request is made by an agent, it is binding on both the agent and the advertiser, in particular concerning payment. The agent must have a letter of authority from the advertiser which must specify the scope and duration of his mandate.

In the event of inconsistency between these general terms and conditions of sale and the terms and conditions of purchase of any advertiser, it is agreed that these general terms and conditions of sale shall prevail.

The advertiser agrees to provide any and all documents or offset transparencies necessary for the printing and/or on-line placement of the advertiser's message within the agreed lead times. Technical costs if any shall be borne by the advertiser.

The advertiser shall comply with any and all instructions issued by Reed Expositions France and indicated in Reed Expositions France's commercial documents concerning the supply of technical materials (e.g. format of advertising banners).

In the event that the production of the advertisement is followed up by the communication unit of the IFTM TOP RESA Trade Show, a proof may be submitted to the advertiser, in which case the advertiser shall be obligated to indicate any required changes by return mail. Failure to respond within the applicable lead time shall be deemed tacit acceptance. In the event of non-compliance with the lead times for the submission of technical materials, an advertisement indicating the advertiser's corporate name and particulars shall be produced at the advertiser's expense.

Lead time for on-line placement: 3 working days from the date of receipt of technical materials.

If an order is cancelled for any reason whatsoever, the 50% down payment shall be vested with Reed Expositions France.

Reed Expositions France waives any liability in respect of any and all technical materials that have not been recovered by the advertisers or their agents within three months from the last time such materials have been published.

The registration by Reed Expositions France of a request for the insertion of an advertisement only grants the advertiser the right to occupy the space reserved for such advertisement. The space, form and mode of posting of the proposed advertisements and the related prices are indicated in the purchase order attached hereto. Prices do not include technical costs such as, where applicable, the cost of creation and production of the advertisements. Except for those spaces indicated in the publication price list, no space may be guaranteed, regardless of the indications placed by the advertiser on the request for advertising publication.

The copy and visuals of an advertisement and in particular brands and designations are published under the sole responsibility of the advertiser. In particular, the advertiser alone is responsible for the payment of any reproduction rights for photographs used.

The advertiser hereby releases Reed Expositions France, the publisher, the printer and any and all third parties from any civil or criminal liability they may incur because of advertisements that have published at the advertiser's request. The advertiser guarantees Reed Expositions France, the publisher, the printer and any and all third parties against any claims asserted by third parties in respect of the content of such advertisements. The advertiser accordingly agrees to defend at its own expense Reed Expositions France, the publisher, the printer and any and all third parties in the event that proceedings or claims are brought or asserted against them in respect of the contents, data, information, messages etc. included in the advertisements, and the advertiser shall be responsible for any indemnification due to make whole any loss that may have been sustained.

Reed Expositions France may in no event be held liable beyond a total amount corresponding to 2/12th of the total annual amount collected for the corresponding service, not including any extension or renewal period.

The advertiser waives all recourse against Reed Expositions France or a third party, in the event of loss, destruction, damage or prejudice resulting from the interruption or disruption of the Activity, caused directly or indirectly by the failure of any computer, data processing equipment, multimedia micro-circuit, operating system, microprocessor (computer chip), integrated circuit or similar component, or by any software, whether or not it is the property of Reed Expositions France.

No error due to Reed Expositions France, the publisher, the printer or any and all third party in respect of an advertisement shall in any event result in the cancellation of such advertisement. The correction shall be made in the catalogue or the following advertising products.

No claim shall be accepted unless it is made in writing within eight days from the date of insertion or on-line placement.

No delay in, suspension of or cancellation of the circulation of the advertisement in particular because of technical default due to the operation of the Internet or for any reason beyond the control of Reed Expositions France shall justify any refusal to pay even part of the amounts due by the advertiser or its agent, or shall create a right to a new insertion at the expense of Reed Expositions France or to indemnification in any manner whatsoever, in favour of the advertiser or his agent.

Also, Reed Expositions France may in no event be held liable for accidental or voluntary damage made to the advertiser by third parties because of their being connected to the Internet.

In accordance with the French Computing and Civil Liberties Act No. n° 78-17 of 6 January 1978, the advertiser has a right of access, modification, correction and deletion of personal data related to the advertiser. To exercise such right, the advertiser must contact Reed Expositions France – direct marketing department.

In accordance with press and publishing practice, Reed Expositions France is free to refuse an advertisement without being obliged to give reasons for its refusal.

Placements are made in accordance with the dates reserved by advertisers. Invoices are issued on the basis of such reserved dates and must be paid upon receipt. Where an advertiser places an order through an agency appointed as the advertiser's agent, the invoice shall be sent to the agency with a copy to the advertiser.

50% of the pre-tax price of the advertisement shall be payable upon delivery of the purchase order, the remainder being due upon receipt of the invoice.

If the advertiser fails to make any payment upon the due date, all amounts due shall become immediately payable in full, plus liquidated damages set at 10% of all amounts that have fallen due and remain unpaid. In addition, any late payment shall give rise to the application of an indemnity for late payment at a rate equal to one and a half times the legal rate. Collection costs shall be borne by the debtor.

Any dispute shall fall within the jurisdiction of the Nanterre Courts.

All applications for insertion of advertisements imply the acceptance of the above general terms and conditions.

### Return the 4 pages to:

**REED EXPOSITIONS FRANCE – SALON IFTM TOP RESA**  
52-54, QUAI DE DION BOUTON – CS 80001 – 92806 PUTEAUX CEDEX France  
TEL.: +33 (0)1 47 56 52 50 /45 – FAX: +33 (0)1 47 56 50 67 – [www.iftm.fr](http://www.iftm.fr)

#### Your contacts:

Armelle de Saint Sernin

Tel.: + 33 (0)1 47 56 52 45

@: [armelle.desaintsernin@reedexpo.fr](mailto:armelle.desaintsernin@reedexpo.fr)

Armelle Guillot

Tel.: + 33 (0)1 47 56 52 50

@: [armelle.guillot@reedexpo.fr](mailto:armelle.guillot@reedexpo.fr)

**TOP RESA international french  
travel market**

