

**Order of an exhibition space**

**Waste-to-Resources, 14<sup>th</sup> – 16<sup>th</sup> of May, 2019**

Orderer (Firm / Institution): \_\_\_\_\_

Department and if necessary associate exhibitor: \_\_\_\_\_

Contact person: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode, City: \_\_\_\_\_

State, Country \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email (invoice will be sent as PDF-File via email): \_\_\_\_\_

orders at ICP mbh the following exhibition surface with the specified additional service (signature on page 3!)

	Quantity	Unit price €	Euro net
Exhibition basic charges per exhibitor / firm	1	199	199
Exhibition space m <sup>2</sup> (width:.....m, depth.....m)**		99	
Tables* (ca. 1,2x0,8 m)		32	
Standing table * (Ø ca. 0,60 m)		38	
Freestanding pin board* ca. 1,2x1,2m ca. 50cm above the floor		45	
Chairs*		25	
Stools for standing table *		32	
Silver Sponsor Package		2695	
Gold Sponsor Package		3998	
Participation fee:			
Your exhibition attendant (1 obligatory) name, first name:		529 until 18 <sup>th</sup> of February, afterwards 679	
Amount Euro net			
Plus 19% VAT			
Gross amount Euro (Amount invoiced)			

\* Fee for the availability of the articles during the conference is not applied if you bring your own furniture. Only while stocks last. The exhibitor will be informed in time, if the ordered items are no more available.

\*\* Length and width of the space occupied has to be rounded up to full meters.

Arrangement and size of the available exhibition spaces depend on the number of participants of the meeting and on the number of exhibitors. It is favourable if you send an outline of your booth to ICP mbh. The necessary materials (except ordered the above), cables etc. are to be brought along by the exhibitors. Power connection possibilities are to be discussed absolutely first with ICP mbh; in particular, if more than small electrical appliances are to be attached.

Your registered exhibition attendants receive the same services as the other conference members. The participation- and trading-conditions printed on the conference programme apply also to the exhibitors and services in connection with the exhibition. Shared (common) booths of max. 3 exhibitors are permitted.

The order is obliging. The available surfaces and materials will assign in the order of the order reception. Since only limited surfaces and materials are available, early ordering is recommended.

The participation and exhibition fees are to be paid within 14 days after reception of the invoice and without deductions. The invoices will be issued shortly after order reception.

**Advice:** The rental pin boards must be decorated by the exhibitor and be returned in perfect origin condition after the meeting. Attachment only by removable tacks, needles, stapler or adhesive tape (no carpet tape).

## **Further trading conditions**

### **Appointment**

With the order the exhibitor recognizes additionally all conditions as per contract specified in the following. One-sided provisos or conditions in connection with the registration are not considered. The orderer is responsible that his employees, factors, servants and assignees abide to the content of this contract.

In shared (common) booths each of the companies is responsible as a joint and several debtor for the received and/or developing obligations. The participation of companies not specified in the registration is not permitted. Shared booths have to nominate a responsible person.

### **Liabilities to pay**

If the orderer or exhibitor should not fulfil his obligations punctually, the conference office reserves itself the right to refuse the participation and give the exhibition space to other customers and assert compensation.

### **Cancellation and non-attendance**

In case of cancellation by the orderer / exhibitor until 3 weeks before beginning of conference a handling charge of 250 Euro + VAT is raised. Afterwards the complete fee for the ordered item has to be paid. In case of cancellation by ICP mbh, which is not caused by malpractice of the orderer / exhibitor or his / their employees, factors, servants and assignees, the paid fee will be refunded.

### **Assembly and disassembly of the booths**

All valid security regulations have to be kept strictly. Cable connectors, fire extinguishers etc. have to remain accessible.

The assembly of the booths can start at the first conference day at 8:00 CET. The assembly has to be finished at 10:00 the same day and the space has to be cleared from packaging material. Temporary storage facilities are not available. Vehicles have to be removed after loading and unloading immediately from the load zone.

The disassembly after the last afternoon coffee break on the last conference day and must be finished at 21:00. If the last day of the conference is an excursion day (like at Waste-to-Resources 2009), the disassembly is at the day before. The exhibition surface has to be left clean and in good condition. Waste has to be removed by the exhibitor.

### **Liability**

The exhibitor is responsible for all damage, which is caused by the assembly, disassembly and usage of exhibition space, items and booths. **ICP mbh takes no custody and control for belongings and properties of the exhibitor and refuses any liability for damage or loss.**

### **Cancellation of the conference**

If the conference is cancelled or put off to a different date because of unforeseeable events / reasons or an insufficient number of participants, already paid participation fees and exhibition fees are returned. Further liabilities and requirements are excluded. Changes in the programme and in the programme sequence are reserved.

### **Validity and area of jurisdiction**

The invalidity of individual clauses does not entail the validity of the entire contract. Place of delivery for both sides is Hanover. Area of jurisdiction is Hanover. Only German right is applied.

### **Legally effective signature**

Under acknowledgment of the specified conditions we order the services specified on page 1.

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City, Date

Stamp

Legally effective signature

### **Please send to:**

**ICP mbh, Auf der Breit 11, 76227 Karlsruhe, Germany, FAX +49 721 944 77-70,**  
[icp@icp-ing.de](mailto:icp@icp-ing.de) , Phone contact:

Radu Rotaru +49 721 944 77 32 (English, Romanian, German, French)

In case absence of Radu Rotaru: Dr. Matthias Kuehle-Weidemeiner +49 511 6558 1775