



HANNOVER MESSE

APRIL 8-12, 2013



ANMELDEUNTERLAGEN APPLICATION FORM



IVAM Product Market "Micro, Nano & Materials"



WE GIVE A WARM WELCOME TO YOU....

...in the name of the whole IVAM Team on the IVAM Product Market „Micro, Nano & Materials“ at HANNOVER MESSE 2013.

International networking, innovations in the hightech domain, business platforms and technology marketing – for the topic of micro and nanotechnology, IVAM is your qualified contact and solution provider to accompany and to assist you on your road to success.

As a communicative bridge between suppliers and users we organize joint pavilions on international trade fairs mainly for small and medium-sized enterprises and institutes. Not only do we promote hightech-businesses, we also strive for their visibility on the market. With our service offer we conduce to measurable success of your trade fair appearance.

Not least we have integrated these aspects into our innovative booth concept, too. With modern materials, equipment that meets your requirements and an extra high construction for long-distance visibility we create the perfect trade fair appearance for each participating exhibitor. Every IVAM exhibitor obtains a comprehensive all inclusive package. This not only saves

you a lot of preparation work, but also increases your visibility.

True to the motto “We make your business happen“ we boost your business and attract customers specifically to your booth. For that reason, exhibitors, members and partners build on our know-how and exhibit with us for more than 10 years, now.

In this sense we are delighted to welcome you at the IVAM Product Market „Micro, Nano & Materials“ from April 8 – 12 in Hanover.

Best regards



Orkide Karasu

IVAM FULL SERVICE PAKET / IVAM FULL SERVICE PACKAGE

IVAM bietet Ihnen ein Komplettpaket mit den folgenden Leistungen:

IVAM offers you a complete package including the following services:

- Möblierte Standfläche, Standauf- und -abbau, Reinigung und allgemeine Standbewachung / Furnished stand space, assembly and disassembly, stand cleaning and general stand security
- Lagerfläche und Besprechungsräume / Storage and meeting rooms
- Pressearbeit und Marketing vor, während und nach der Messe / PR and marketing before, during and after the fair
- Unternehmensprofil: online unmittelbar nach Anmeldung / Company profile: immediately online after registration
- IVAM Ausstellerkatalog (print und online) / IVAM Exhibitor Catalog (print and online)
- Internationales Ausstellerforum: Vortragslot und Programmeintrag (print und online) / International exhibitor forum: presentation slot and entry in the program (print and online)
- Tägliches Catering mit kalten und warmen Speisen sowie Getränken, serviert von unserem Servicepersonal / Daily hot and cold catering served by our service staff
- Ausstellerbier: Zum Feierabend können Sie den Messetag ausklingen lassen und gleichzeitig Kontakte knüpfen / Exhibitor Beer: at the trade fair's closing time IVAM offers you an opportunity for networking refreshed by a cold German beer
- IVAM FairMiles: Teilnahme am Prämienprogramm bei jeder Messeteilnahme / IVAM FairMiles: participation in the premium program with attendance at any exhibition
- IVAM.Monday: Das Networking Event mit Buffet und Musik / IVAM.Monday: our networking event with buffet and music



IVAM STANDAUSSTATTUNG / IVAM BOOTH EQUIPMENT



AUSSTATTUNG
BEI 9M²
STANDGRÖSSE /
EQUIPMENT
FOR A 9M² BOOTH

IVAM bietet Ihnen zwei Standvarianten mit unterschiedlicher Standausstattung /
IVAM offers you two types of booths including varying equipment

■ IVAM STANDARD

- 1 Tischvitrine, Kollektion Weiß /
1 Tabletop glass cabinet, Collection White
- 1 Prospektständer P-3 /
1 Literature display rack P-3
- 1 Barhocker / 1 Bar stool
- 1 Papierkorb, Kollektion Weiß /
1 Waste paper basket, Collection White
- 1 beleuchtete Fernerkennungs-Logotafel /
1 Lighted display logoplate
- 1 Blendenbeschriftung (max. 16 Zeichen) /
1 Company name on exhibitor booth
panel (max. 16 characters)
- Teppich / Carpet
- Steckdosen / Electronic sockets

■ IVAM PREMIUM

- 1 Tischvitrine **mit Logodruck**, Kollektion
Weiß / 1 Tabletop glass cabinet **with logo**,
Collection White
- 1 Prospektständer P-3 /
1 Literature display rack P-3
- **1 Design-Barhocker LEM /**
1 Design Bar stool LEM
- 1 Papierkorb, Kollektion Weiß /
1 Waste paper basket, Collection White
- 1 beleuchtete Fernerkennungs-
Logotafel / 1 Lighted display logoplate
- 1 Blendenbeschriftung (max. 16 Zeichen) /
1 Company name on exhibitor booth
panel (max. 16 characters)
- Teppich / Carpet
- Steckdosen / Electronic sockets



AUSSTATTUNG
 BEI 12M²
 STANDGRÖSSE /
 EQUIPMENT
 FOR A 12M² BOOTH

Erweitertes Möbelpaket bei 12m² und größeren Standflächen /

Additional furnishing for 12 sqm and bigger booth spaces

Die erweiterte Ausstattung gilt für beide Pakete (IVAM STANDARD und IVAM PREMIUM) /

Extended equipment is valid for both packages (IVAM STANDARD AND IVAM PREMIUM)

- 1 Runder Sitztisch, Kollektion Weiß /
 1 Round table, Collection White
- 2 Stühle, Kollektion Weiß /
 2 Chairs, Collection White



FIRMEN UND KONTAKTDATEN / COMPANY DETAILS AND CONTACT DATA

■ FIRMA UND ANSCHRIFT / COMPANY AND ADDRESS

Firma / Company

Straße / Address

Adresszusatz / Addressappendix

PLZ / Post Code

Ort / City

Land / Country

UST.-ID-Nr. / Value Added Tax (VAT) ID No.

Angabe erforderlich für EU-Unternehmen ausserhalb Deutschlands. / VAT ID No. required for EU-companies except Germany

■ KONTAKT FÜR MESSEORGANISATION / CONTACT PERSON FOR ORGANIZATION

Vorname, Name / Name, Surname

Telefonnr. / Extention

Fax

E-Mail

■ ANSPRECHPARTNER FÜR RECHNUNGEN / CONTACT PERSON FOR INVOICES

Vorname, Name / Name, Surname

Telefonnr. / Extention

Fax

E-Mail

Mit dieser Anmeldung erkennen wir die beiliegenden Teilnahmebedingungen der IVAM Service GmbH, Dortmund an. / By sending this application we accept the attached conditions issued by IVAM Service GmbH, Dortmund

Name (in Druckbuchstaben) /
Name (in block capitals)

Datum, rechtsverbindliche Unterschrift, Firmenstempel /
Date, legacy signature, company stamp

■ CONDITIONS FOR PARTICIPATION IVAM SERVICE GMBH (CALLED "IVAM" BELOW)

1. Subject of the contract
For the duration of the fair IVAM provides exhibition infrastructure and other services for exhibitors on the terms given below.
2. Scope of supply and services
Unless other or additional supplies or services have been agreed upon, the exhibition fee payable by the exhibitor for the respective fair standard units includes the following supplies and services:
 - 2.1 Supplies and services for exhibiting companies and institutes
 - a. Carpeted floor space
 - b. Functional standard furniture according to the size of the respective booth through displays and additional constructions
 - c. Electrical connection with one socket (220V) with 2kW power
 - d. Entry of company details plus three product categories (name of company or institute) in the official fair catalogue
 - e. Entry in the IVAM exhibitor catalogue for the joint pavilion, listing of the event on the IVAM website
 - 2.2 General supplies and services for exhibitors
 - a. Establishment of an information booth and a joint catering area including services
 - b. Technical-organizational support for the exhibitors during the preparation and execution of the participation in the joint pavilion through service providers appointed by IVAM
 - c. General thematic presentation of the of the joint pavilion
 - d. General lighting
 - e. General stand cleaning (exhibited products excluded)
 - f. General security and control service (hall supervision) for the duration of the fair.
 - g. Marketing and PR (invitation mailings to the fair and press work)
 - 2.3. Additional supplies and services
Additional stand equipment and services exceeding the supplies and services listed under 2.1 and 2.2 are offered on demand and charged extra and separately.
 - 2.4 Hired objects
All materials and furniture are hired or rented to the exhibitors only for the duration of the event / fair. In case of damage of any hired object, IVAM reserves the right to charge the exhibitor for the subsequently replacement or cleaning.
3. Registration
 - 3.1 Registration is made by filling in and returning the registration form. The exhibitor is irrevocably bound to the registration three months after the registration has been received. Receipt of the registration is confirmed by IVAM.
 - 3.2 By signing the registration the exhibitor accepts the conditions of participation as binding. The exhibitor has to make sure that the persons he employs at the fair receive the conditions of participation.
 - 3.3 Applicants have no claim to being admitted for participation.
4. Conclusion of contract
 - 4.1 The contract between IVAM and the exhibitor is concluded with the transmission of a confirmation of participation by IVAM (under reserve of the right of withdrawal according to paragraph 12.).
 - 4.2 IVAM decides on participation freely and at its own discretion. IVAM is entitled to not admitting individual exhibitors, especially if the available space is exceeded. The same applies to exhibited products. The number of corner booths is limited.
 - 4.3 If the contents of the confirmation of participation deviate from the contents of the exhibitor's registration, the contract is based on the substance of the confirmation of participation unless the exhibitor objects in writing within 2 weeks.
5. Stand space allocation
 - 5.1 IVAM allocates the stand space in consideration of the thematic division of the joint pavilion in consideration of the available premises. Exhibitor's requests are considered as far as possible.
 - 5.2 The exhibitor has to accept that at the beginning of the fair the position of the other booths may have changed compared to the position at the time of admittance. Claims for compensation are mutually excluded.
 - 5.3 Neither the change of the allocated stand space with other exhibitors nor a partial nor a complete allocation of the stand space to a third party is permitted without a respective agreement with IVAM.
6. Co-exhibitors
 - 6.1 Sharing stand space with another company requires a special registration by the exhibitor as well as the consent of IVAM. There is a charge for the approval of co-exhibitors (see 9.3). These conditions of participation also apply to the co-exhibitors, where appropriate. The exhibitor must inform the co-exhibitors about the conditions of participation and any supplementary conditions.
 - 6.2 If an exhibitor fails to register co-exhibitors or indirectly represented companies or gives incomplete or incorrect information in his registration, the executing organization may determine and charge fees as if a registration had been made in accordance with the regulations.
 - 6.3 Should several exhibitors wish to rent a stand jointly, they are required to name one person as the joint representative who is the only negotiating partner of the executing organization. The authorization includes the order of additional supplies and services, such as furniture, graphics, etc. for which the participating exhibitors are jointly and severally liable to IVAM.
7. Exhibited products
 - 7.1 Only agreed-upon products may be exhibited; they may be removed from their place only with consent of the executing organization. Substitution is permissible only with written consent by the executing organization an hour before or an hour after the daily opening hours.
 - 7.2 The executing organization can demand that exhibited products be removed, if they are not included in the stand rental contract or prove to be obstructive or dangerous or not compatible with the aim of the exhibition. If the exhibitor should not comply with the demand, the executing organization will remove the exhibited products at the exhibitor's expense.
 - 7.3 Direct sales are not allowed unless they are expressly permitted. In the latter case, the exhibited products must be labelled with clearly legible price tags. In particular, the exhibitor must obtain and meet the advertising and health regulations.
 - 7.4 Copyrights and other industrial property rights to the exhibited products must be ensured by the exhibitor.
8. Stand construction and stand design
 - 8.1 Stand construction and stand design are incumbent on IVAM.
 - 8.2 For the whole duration of the fair during the official opening hours the stand has to be properly equipped, furnished with exhibition products and occupied by competent staff.
 - 8.3 If the exhibitor places direct additional orders with third parties (in particular with the trade fair organization), e.g. via an online order system, he must avoid to give the impression that this order is placed by IVAM. The address of the exhibitor must be named for the invoice. If the address of IVAM should be preset in the online order service, the exhibitor must actively change it.
9. Participation fees
 - 9.1 The participation fees are composed of a registration fee amounting to EUR 500.00 and the stand fee which depends on the size of the respective booth and is given by IVAM in the registration forms for each individual trade fair.
 - 9.2 The stand fee for the basic standard unit are quoted plus legal value added tax and plus potential extra charges for additional services according to paragraph 2.3, plus other operation costs (electricity exceeding the service according to paragraph 2.1 c).
 - 9.3 Surcharges are due for corner booths and depend on the size of the booth. The amount of the corner booth surcharge is named on the registration form.

- 9.4 The Co-exhibitor fees amount to EUR 2,000.00 per co-exhibitor plus legal value added tax.
- 9.5 The anticipated media fee charged by the trade fair organization can be invoiced by IVAM. Insofar it is a passing on of a payable fee charged by the trade fair organization. The amount of the media fee is given on the registration form.
10. Terms of payment
- 10.1 After receipt of the participation confirmation by IVAM according to paragraph 4.1 of these terms, the registration fee amounting EUR 500.00 is immediately due.
- 10.2 The media fee is immediately due after receipt of the respective invoice from IVAM.
- 10.3 50 % of the stand fee are due for payment with receipt of the invoice – but not earlier than six months before the opening of the fair. The remaining 50 % of the exhibition fee are due for payment not later than three months before the opening of the fair. If, however, the period between the confirmation according to paragraph 4.1 and the opening of the fair is shorter than three months, the exhibition fee has to be paid in full immediately.
- 10.4 All potential extra charges and operating costs, like additional plugs for electricity and compressed air or additional furniture, will be invoiced after the fair has closed. The charges are due for payment immediately after receipt of the invoice.
- 10.5 The assignment of claims against the executing organization is excluded. The offset of claims is permissible only with counterclaims that are undisputed or have been confirmed by a court of law.
- 10.6 If the exhibitor does not pay due amounts of the participation fee, IVAM reserves the right to charge default interest of 8 percent above the ECB base rate on delayed payments starting from the first day of delay (Section 288 of the German Civil Code BGB).
- 10.7 Complaints regarding the invoices can only be considered when they are made in writing within 14 days from the date of invoice to the executing organization.
11. Liability, insurance
- 11.1 IVAM is not liable for pre-existing deficiencies associated with rented space and equipment (guarantee liability), regardless of fault.
- 11.2 IVAM is legally liable for damage claims involving cases of intent or gross negligence as well as a culpable violation of a material contractual obligation on its part.
- 11.3 In other respects IVAM excludes any liability for damages caused by slight negligence on the part of the executing organization or its representatives or vicarious agents. The foregoing does not affect IVAM's liability owing to a culpable injury to life or bodily health.
- 11.4 The exhibitor is not entitled to a reduction in rent unless an attempt to remedy defects in the rented object becomes unsuccessful or unless IVAM fails to take steps to alleviate the defect, despite being granted a reasonable grace period.
- 11.5 The exhibitor is liable in accordance with legal regulations. It is recommended that exhibitors carry sufficient insurance.
12. Non-participation on the part of the exhibitor; withdrawal from the contract by IVAM
- 12.1 If the exhibitor cancels his participation or fails to take part in the event although he has received his confirmation of participation, the following cancellation policies apply. These policies depend on the time of cancellation:
- If the exhibitor cancels the contract, the registration fee becomes due and payable.
 - If the exhibitor cancels the contract 7 to 5 months before the trade fair starts, the registration fee becomes due and payable as well as 50% of the stand fee. If another exhibitor can be found for the stand, IVAM retains the right to demand 25% of the total stand fee and the full registration fee from the original exhibitor to cover costs.
 - If the exhibitor cancels the contract 4 to 0 months before the trade fair starts, the full price will be charged – this includes the registration fee as well as 100% of the stand fee. If another exhibitor can be found for the stand, IVAM retains the right to demand 25% of the total stand fee and the full registration fee from the original exhibitor to cover costs.
 - If co-exhibitors cancel their participation, IVAM retains the right to demand 25% of the invoiced co-exhibitor fee. In case of failing to take part in the event without notification of cancellation, the entire co-exhibitor fee must be paid.
 - The exhibitor retains the right to submit evidence to prove that no such costs were incurred by IVAM, or that they were lower than stated. The right to assert additional claims remains unaffected.
- 12.2 IVAM is entitled to withdraw from the contract under the following circumstances:
- if the rental charge is not received in full at the latest by the date stated in the invoice for participation costs and if the exhibitor does not pay before the expiry of a granted two week extension period that may be granted;
 - if the stand is not occupied in time, i.e. if it is not obviously occupied within 12 hours of the official opening;
 - if the exhibitor infringes domiciliary rights, and does not refrain from such actions even after being advised to do so;
 - if the registered exhibitor, as a private or corporate entity, no longer conforms to the requirements for granting acceptance, or if IVAM subsequently becomes aware of any reasons which, had they been known before, would have excluded that person from participation. This applies in particular when bankruptcy or insolvency proceedings have been instituted, or if the exhibitor becomes insolvent. Exhibitors are required to inform IVAM immediately in such circumstances;
 - if an economical performance of the fair is impossible due to poor participation; this is the case when less than fifteen participants have registered; the right of withdrawal must be exercised at the latest before the term of application announced by the trade fair organization expires.
- 12.3 If IVAM exercises its right of withdrawal according to paragraph 12.2., lit. a) to d), paragraph 12.1 regarding the liability of the exhibitor to pay interests may be applied accordingly.
13. Reservations
- 13.1 IVAM is entitled to postpone the exhibition, curtail it, close it temporarily in whole or in part, or cancel it for significant reasons (e.g. collective action, force majeure). In the event of complete or partial postponement or of curtailment, the contract is regarded as valid for the new date and the new duration unless the exhibitor objects in writing within a period of 2 weeks after notification of the alteration.
- 13.2 In case of cancellation the mutual claims of the contractual partners become void. No claims for damages may be derived from cancellation.
14. Supplementary provisions
- Constituent parts of this contract are the registration form, the confirmation of participation, the conditions for participation, as well as all rules and regulations of an organizational, technical or miscellaneous nature, which are passed along to the exhibitor during the run-up to the event. These include the technical regulations, the conditions of the trade fair organizer (if not contradictory to these conditions for participation), the regulations for the maintenance of order, the obligation to official approval, GEMA regulations as well as with regulations pertaining to trading and industrial law, police regulations, health regulations and other legal requirements, and in particular the law on technical equipment. In particular the conditions listed in the services binder apply, which stipulate specific services as obligatory in connection with the event.
15. Protection of privacy
- The personal data of our business partners is saved and processed according to §§ 28 and 29 of the Federal Data Protection Act BDSG for purposes defined by this contractual relationship.
16. Final provisions
- 16.1 Agreements which deviate from these conditions or from any supplementary regulations must be in writing; facsimile signatures suffice.
- 16.2 Any claims by the exhibitor against IVAM are subject to a limitation period of 12 months.
- 16.3 The mutual rights and obligations deriving from this contractual arrangement and resulting from this contract are subject to the law of the Federal Republic of Germany.
- 16.4 When the exhibitor is a tradesman and does not belong to the tradesmen referred to in § 4 of the German Commercial Code, Dortmund alone is the place of performance and jurisdiction for all legal disputes resulting from this contract under reserve of an exclusive statutory jurisdiction. IVAM reserves the right, however, to bring its claims before the courts competent for the area where the exhibitor has his registered offices.
- 16.5 If any of the provisions of these conditions for participation should be invalid, this shall not affect the validity of the remaining regulations. The ineffective provision shall be replaced in such a way that the intended purpose is served.