

**REGISTRATION FORM**



To be completed by Amsterdam RAI:

Debiteurennummer	
CP-nummer	
Afw. firmanaam voor publicatie	JA / NEE
Order	
Akkoord PM	

**Exhibitor particulars:**

Company name			Should be included in alphabetical lists under the letter (please enter one letter):  <div style="border: 1px solid black; width: 40px; height: 30px; margin: 0 auto;"></div>
Company name for publications			
Address (street + number)			
Postcode + town			
P.O. Box, postcode + town			
Country			
Telephone			Fax
Website			E-mail (general)
Name+ initials authorised contact	m/f	Job title	E-mail
Name + initials exhibition coordinator	m/f	Job title	E-mail
Company registration number			
VAT number *		Purchase order number	

**Invoice address** (only if different from the exhibitor data above):

Company name			
Address (street + number)			
Postcode + town			
P.O. Box, post code + town			
Country			
Telephone			Fax
Website			E-mail (general)
Name + initials duly authorised contact	m/f	Job title	E-mail
Company registration number			
VAT number *		Purchase order number:	

\* Due to VAT rules regarding the place of supply of services, whereby we do not have to invoice Dutch VAT on stand rental and stand construction, you must enter your full VAT number on this form or enclose a statement from the tax authorities that qualifies you as a taxable person. If this information is not provided we are obliged to charge Dutch VAT on all our invoices. See also Specific Terms and Conditions.

**Correspondence address** (only if different from the exhibitor data above):

Company name			
Address/P.O. Box			
Postcode + town			
Country			
Telephone			
Fax			
E-mail (general)			
Website			
Name + initials of contact	m/f	Job title	E-mail

**Participation costs**

Registration fee  
 A once-only registration fee of € 395.00 is charged for each registration, which is non-refundable. This registration fee includes:

- Free invitation cards for business relations
- NS deal: Visitors can use a second class return ticket for € 7.50 from every station in the Netherlands to Amsterdam RAI.
- Named in the exhibitor list and on the website, in event communications and on the floor plan
- Posted novelties will be included in the press releases and are shown in the Press Room
- Free participation at exhibitor meetings and you will receive the book 'Practical Tips trade fairs' by email.
- Access to the Exhibitor Management Portal (EMP) and Web Shop, ability to use several offers from preferred suppliers

Request stand space / stand construction

We book ... .. m<sup>2</sup> of stand space in accordance with the following price schedule (all prices excluding VAT):

- Early Bird price: (Applies to all registrations until July 15, 2011) € 177.00 per m<sup>2</sup>
- Standard price: (Valid for all entries from July 16, 2011) € 187.00 per m<sup>2</sup>
- Co-exhibitor on the stand.....€ 395.00 per co-exhibitor

With approval of the organization

**Initials**

Stand construction (for details see also the Specific Conditions Building Holland 2012)

- |  |                             |
|--|-----------------------------|
| <input type="checkbox"/> We use a Standard stand (price excludes VAT)      | € 95.00 per m <sup>2</sup>  |
| <input type="checkbox"/> We use a Wooden shell scheme (price excludes VAT) | € 115.00 per m <sup>2</sup> |
| <input type="checkbox"/> We use our own stand                              |                             |

**The following goods/services will be exhibited**

Exhibits:	Brand:	Name of manufacturer/Country of origin

**Preference for stand space allocation:**

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N.B.: Account is taken, wherever possible, of your wishes for the number of m2 and preferences for stand dimensions and location. However, we cannot unfortunately guarantee in advance that your wishes will be met.

**Terms of Payment**

In accordance with the provisions of article 7 of the Standard Terms and Conditions of Event Participation, the Participation costs (stand hire and, if applicable, shell scheme stand construction), should be paid in two instalments, namely:

- 1<sup>st</sup> advance of 25% of the total number of square metres reserved: within 21 days of the date of the first advance invoice (advance invoices are sent from 365 days before the exhibition). The Registration Fee (100%) will be invoiced on the 1<sup>st</sup> advance invoice.
- 2<sup>nd</sup> advance of 100% (less the 25% of the first advance invoice): within 21 days of the date of the second advance invoice (these are sent from 60 days before the exhibition).

No advance invoices are sent from 60 days before the exhibition. In the event of application less than 60 days before the first build-up day of the exhibition the amount owed should be paid **in full** together with the application, but at least 4 days before the first build-up day.

The undersigned, duly representing the company referred to below, declares that the company wishes to participate in Building Holland 2012, subject to the provisions set out in the Specific Terms and Conditions and in the accompanying Standard Terms and Conditions of Event Participation (of which an extract is printed on the back of this form), with which conditions the undersigned hereby expressly declares that he/she agrees.

As completed and signed by:

Name of duly authorised representative: \_\_\_\_\_

Signature of duly authorised representative: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Company stamp: \_\_\_\_\_

**Please send to:**

Email: [buildingholland@rai.nl](mailto:buildingholland@rai.nl)  
Fax: +31 (0)20 549 18 43  
Post: Amsterdam RAI  
Building Holland 2012  
P.O. Box 77777  
1070 MS Amsterdam  
Netherlands

**(Remember to keep a copy for your own file!)**

Applications marked 'subject to confirmation/alteration' etc. are not accepted.

## SPECIFIC TERMS AND CONDITIONS



The provisions subject to which exhibitors may take part in Building Holland 2012 (hereinafter referred to as the exhibition) are laid down in these Specific Terms and Conditions and in the Standard Terms and Conditions of Event Participation (hereinafter called Standard Terms).

### Organisation

The exhibition is organised by Amsterdam RAI B.V. (hereinafter and in the Standard Terms referred to as 'the organisers').

The mailing address is:

Amsterdam RAI

Project team BUILDING HOLLAND 2012

P.O. Box 77777, 1070 MS Amsterdam

The Netherlands

T: +31 (0)20 549 12 12; F: +31 (0)20 549 18 43

E: [buildingholland@rai.nl](mailto:buildingholland@rai.nl), W: [www.buildingholland.nl](http://www.buildingholland.nl)

### Venue and dates

The exhibition will be held in hall 10 and 11 of the Amsterdam RAI Exhibition Centre, Europaplein in Amsterdam from Tuesday, April 17 to Thursday, April 19 2012.

### Opening hours

The exhibition will be open to visitors on:

Tuesday, April 17 10.00 – 18.00 hr

Wednesday, April 18 10.00 – 18.00 hr

Thursday, April 19 10.00 – 18.00 hr

For exhibitors, the building will be accessible from two hours before the opening until two hours after the closing of the exhibition.

### Construction and dismantling period

Amsterdam RAI will be open for the construction of stands and the delivery of goods from:

Saturday, April 14 08.00 – 23.00 hr

Sunday, April 15 08.00 – 23.00 hr

Monday, April 16 08.00 – 17.00 hr

Shell scheme ('ready-to-use') stands can be decorated on Monday, April 16 between 08.00 and 17.00 hr.

Goods should be removed and stands dismantled and removed between Thursday, April 19 18.30 hr till Friday, April 20 24.00 hr. Exhibitors using shell scheme stand construction should clear on Thursday, April 19 between 18.30 and 24.00 hr.

### Admission

The basic admission charge for the exhibition, as specified in article 5 of the Standard Terms, is € 25.00 per person per day, including VAT.

### Exhibition programme

Products and services are only authorised for display at the exhibition if they conform to the goal to provide the public with as varied an overview as possible of the current domestic and international offer of products and services in the field relevant to the exhibition. Authorisation is at the full discretion of the organisers, or any committee designated by the organisers.

### Exhibitors

Exhibitors may be manufacturers, representatives, importers, wholesalers, exporters, publishing companies and other service providers, as long as they are economically active in the field of housing, non-residential building and public space. Authorisation is at the full discretion of the organisers, who may refuse exhibitors without incurring any liability.

### Demonstrations

Special activities at stands, such as product presentations, performances and shows, may only take place if written permission is granted by the organisers. Please note that permission must be requested in writing at the latest 30 days before the beginning of the construction period. This permission is subject to various conditions, including that the activity must be situated in such a way that interested visitors do not block the corridor.

### Costs of stand space

The Participation Costs per square meter floor space, without stand, specified in Article 7 of the Standard Terms, is:

<u>Early Bird price:</u>	Applies to all registrations until July 15, 2011	€ 177.00 per m <sup>2</sup>
<u>Standard price:</u>	Valid for all entries from July 16, 2011	€ 187.00 per m <sup>2</sup>

All prices are without VAT and without stand construction The payment terms you will find on the registration form.

Registration fee: € 395.00 excl. This amount will be charged in addition to the stand rental. In case of cancellation, this fee is not refundable. Furthermore, what is true regarding this under 'Cancellation' is defined in the Standard Terms.

## Co-exhibitors

On a stand may be represented several companies (so called co-exhibitors), if approved by the organization of Holland Building 2012 has been received. Co-exhibitors can use all facilities listed in the Registration Fees. The cost per co-exhibitor amount to € 395.00 (excluding VAT).

## Stand construction

The above-mentioned rental fee per square metre of floor space excludes the cost of a shell scheme stand construction. Participants who do not wish to use shell scheme stand construction must ensure that their stand has the following:

Self-supporting side and rear walls, company name and stand number indication, carpet tiles and lighting.

Exhibitors constructing anything higher or lower than 2.75 metres will have to finish off their stand accordingly, including adjacent stands where applicable.

All participants who do not use a shell scheme stand are required to send their stand design to the organisers before March 1, 2012 for approval. Approval will be given in writing by the relevant Planning Manager in consultation with the organisers.

The usual construction height – including for island stands – is 2.75 m., including any planking. All pertinent information can be found in the Construction Regulations, which can be obtained from the project team.

Exhibitors may hire standard stand construction from the organisers. The costs of a standard stand are excluding VAT and stand space. Standard stand construction consists of the following items:

<p>Standard stand construction is € 95.00 per m<sup>2</sup> plus VAT and stand rental</p> <ul style="list-style-type: none"><li>• Carpet tiles grey with colored border</li><li>• System 250 cm high walls, panels grey</li><li>• Column 50 x 20 cm color painted</li><li>• 1 lockable room 1 x 1 meter in the corner of the stand</li><li>• 1 table and four chairs (stands &lt;16 m<sup>2</sup> 3 seats grey)</li><li>• 1 company name with booth number on the column</li><li>• 1 double electrical contact 22V (2000W); incl electrical consumption</li><li>• Lighting: 1 spot per 4 m<sup>2</sup></li><li>• Daily cleaning of stand</li></ul>	<p>Wooden shell scheme is € 115.00 per m<sup>2</sup> plus VAT and stand rental</p> <ul style="list-style-type: none"><li>• Grey wooden construction walls, 245 cm high</li><li>• Lockable storage, 1 m<sup>2</sup> in the corner of the stand</li><li>• Fascia board, 1 column 30 x 30 x 245 cm (corner stand)</li><li>• 1 company name with booth number</li><li>• Carpet tiles grey with a border in color</li><li>• Spots 120 W (1 per 4 m<sup>2</sup>)</li><li>• Electricity 2 kW including a socket 230 V</li><li>• 4 chairs grey (&lt;16 m<sup>2</sup> = 3 chairs)</li><li>• 1 table grey</li><li>• Daily cleaning</li></ul>
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Advice about standard stand construction or about building your own stand, please contact Project Team Building Holland, T +31 (0)20 549 3103 or E [buildingholland@rai.nl](mailto:buildingholland@rai.nl).

## Partnership & Media Solutions

To set your company in the spotlight before, during and after the exhibition, Amsterdam RAI offers you several Media Solutions. A few examples online advertising, advertisements in the exhibition catalogue, advertising in- and around the RAI Building or customer relation management.

For more information about Partnership & Media Solutions you can contact: Nynke de Ruiter, T +31 (0)20 549 3106 or E [n.d.ruiter@rai.nl](mailto:n.d.ruiter@rai.nl).

## Terms of payment/cancellations

The Media Solutions will be invoiced in 1 instalment of 100%. Invoices are sent from 182 days before the first construction day of the exhibition onwards. Payment within 21 days of the date of the invoice.

The cancellation term below will apply when cancelling the Media Solutions ordered:

- 100% if cancellation is made less 62 days before the first day of the construction of the exhibition

If the participation in the exhibition will also be cancelled, the cancellation terms mentioned in the Standard Terms of Amsterdam RAI apply additionally.

## Permits

Exhibitors using stands with multiple stories, a gallery and/or podia (> 60 cms) must request a permit at the latest eight weeks before the beginning of construction. The application forms for these permits can be found in the Web Shop of Amsterdam RAI. You will receive login codes for the Web Shop in due course. Dept. Vergunningen of Amsterdam RAI, T +31 (0)20 549 18 50 or E: [vergunningen@rai.nl](mailto:vergunningen@rai.nl)

Where building with extra stories is concerned, the exhibitor will also be charged 50% of the hire of stand space per square metre.

## VAT Regulations

Due to VAT rules regarding the place of supply of services, whereby we do not have to invoice Dutch VAT on stand rental and stand construction, you must enter your full VAT number on the Registration Form or enclose a statement from the tax authorities that qualifies you as a taxable person. If this information is not provided, we are obliged to charge Dutch VAT on all our invoices.

This rule is only applicable to non-Dutch exhibitors.

All agreements and stipulations based on them are exclusively subject to Dutch law. All disputes will be settled by the competent Dutch judge.

## Disputes

Any complaints should be made within 30 days of the last day of the exhibition. Complaints brought to our attention beyond this deadline will not be addressed.

Abridged version of the 'Standard Terms and Conditions of Event Participation' regarding participation in fairs, exhibitions and other events organised by or in cooperation with Amsterdam RAI.

## Application for stand space

- An applicant / participant (hereinafter referred to as 'Participant') declares, by means of a fully completed application form submitted to the organisers, that he/she is in agreement with the conditions of participation in force for the fair, exhibition and other event (hereinafter referred to as 'the Exhibition') contained in the relevant 'Conditions of Participation' (the entirety of the Specific Terms and Conditions, the Standard Terms and Conditions, and the Rules and Regulations).
- No right to allocation of stand space may be derived from the application. In special cases the organisers may decide not to process an application, to allocate less stand space than has been applied for, to alter allocated stand space or to withdraw an existing allocation without the Participant being entitled to claim compensation for damage incurred.
- The information requested on the application form must be provided in full. Without being liable to pay any compensation, the organisers have the right to refuse any goods or services which have not been mentioned on the application form or which they consider inadmissible by virtue of the Conditions of Participation, or to have such goods or services removed from the Exhibition forthwith.

## Cancellations

- The Organisers at all times reserve the right, due to special circumstances or if the organisation of the Event so requires, to change the dates and times of the Event specified in the Conditions of Participation, to change the stand space allocated to the Participant, to change the stand type and/or its location, without a Participant having the right to claim compensation for any damage.
- No application may be cancelled or altered unilaterally by the Participant. The organisers may grant a request to cancel or alter an application subject, among other things, to the condition that the Participant concerned pays a cancellation fee. This fee amounts, at least, to:
  - upon cancellation more than 365 days before the first Event build-up day: 15% of the Participation Costs;
  - upon cancellation in the period from 365 to 183 days before the first Event build-up day: 50% of the Participation Costs;
  - upon cancellation in the period from 182 to 63 days before the first Event build-up day: 75% of the Participation Costs;
  - upon cancellation in the period from 62 to 32 days before the first Event build-up day: 100% of the Participation Costs;
  - upon cancellation in the period up to and including 31 days before the first Event build-up day: 120% of the Participation Costs.
- Participation Costs are the costs payable by the Participant to the organisers for the stand hire and, if applicable, the stand build-up, plus the VAT due.
- In the case of cancellation for whatever reason, the Participant will always forfeit his/her application fee, plus the VAT due.

## Stand hire and payment obligations

- Unless otherwise stipulated in the Conditions of Participation, payment must be made as follows:
  1. the application fee before or on the due date of the invoice in question;
  2. the Participation Costs in 2 instalments:
    - 25% of the Participation Costs;
    - 100% of the Participation Costs minus the abovementioned 25%; before or on the due date of the invoices in question.
- If the Participant does not meet his/her financial obligations, the organisers will be entitled not to proceed with the allocation of stand space, or to withdraw an existing allocation of stand space or not to make stand space available, without prejudice to the organisers' claim for full payment of the amounts due.
- The organisers are entitled to contract out the collection of the amounts owed by the Participant, in which case all costs will be borne by the Participant, plus the statutory interest and extrajudicial costs of collection amounting to 150% of the principal.

## Liability

- All goods, including packaging, which are present in the Exhibition Building and belong to the Participant, his personnel or others involved, are at the expense and risk of the Participant. The organisers do not undertake the insurance of the goods. The organisers are not liable for any damage or injury from whatever cause to goods or persons caused by or connected with participation in the Exhibition, unless there has been intent or gross negligence on the part of the organisers. Nor can the organisers be held liable for damage to third parties caused by the use of the stand by the Participant or his/her staff or by persons working on the instructions of the Participant. The Participant shall indemnify the organisers against all claims by third parties on this account.
- The Participant is liable for and must take out adequate insurance against any damage caused in any way whatever by acts or omissions on his/her part or on the part of his/her staff or persons working for him/her or on his/her instructions or caused by his/her exhibits or goods. The Participant shall indemnify the organisers against all claims for which they may be held liable by third parties.

## Final provisions

The organisers may, without giving notice of default and without recourse to the courts, take one or more of the following measures against a Participant who breaches any provision of the Conditions of Participation or fails to comply with a direction given by or on behalf of the organisers (such measures being taken at the expense of the Participant):

- refuse the person(s) concerned admission to the Exhibition and/or the Exhibition Building with immediate effect;
  - have his/her stand closed and/or cleared;
  - keep possession of the goods displayed and of anything constructed or installed by the Participant;
- without the Participant being entitled to enforce any right to restitution or reparation.

The complete text of the Standard Terms and Conditions of Event Participation will be provided to the Participant in due course. These terms and conditions can at all times be obtained free of charge from the organisers and can be consulted at and downloaded from the organisers' website. The Standard Terms and Conditions of Event Participation were filed at the Chamber of Commerce in Amsterdam.