

8 - 11 DECEMBER 2010  
MONTPELLIER EXHIBITION CENTRE (FRANCE)

## PARTICIPATION CONTRACT

To be returned to: SAEML ENJOY Montpellier - Salon Energaïa - Parc des Expositions - BP 2116 - 34026 Montpellier Cedex 1 (France)  
Phone: +33 (0)4 67 17 67 25 - Fax: +33 (0)4 67 17 68 35 - E-mail: [energaia@enjoy-montpellier.com](mailto:energaia@enjoy-montpellier.com)

### 1. CONTACT & INVOICING ADDRESS please fully complete below

**A. Company name:** \_\_\_\_\_  
 CEO / General Manager: \_\_\_\_\_  
 Person in charge of participation (COMPULSORY): \_\_\_\_\_  
 E-mail (COMPULSORY) : \_\_\_\_\_ Function: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Zip Code: \_\_\_\_\_ City: \_\_\_\_\_ Country: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cellular: \_\_\_\_\_ Fax: \_\_\_\_\_  
 VAT Registration Number: \_\_\_\_\_

### B. Invoicing address (if different from the above, indicated under A)

Company name: \_\_\_\_\_  
 Person in charge: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Zip Code: \_\_\_\_\_ City: \_\_\_\_\_ Country: \_\_\_\_\_  
 Correspondence to be sent to:  A or  B (tick the corresponding box) to the attention of: \_\_\_\_\_

### 2. STAND RESERVATION please fully complete below

**The MINIMUM space to be reserved is 12 sqm.** For space orders of less than 18 sqm, the rental of a shell scheme package is compulsory. For space orders of 18 sqm and more, you may order raw space or space + a shell scheme package.

**Power supply is not included. The order form will be available online through your « Exhibitor's space ».**

	Price per sqm	Number of sqm	Total excl. VAT
<b>• Space + Shell scheme package (min. 12 sqm):</b> Including: aluminium structure - melaminated partition panels - carpet - 1 electric rail with 3 spotlights per 12 sqm - exhibitor's sign 1 open side - <i>power supply not included</i>	225 €	_____ sqm	_____ €
<b>• Raw space (min. 18 sqm):</b> no partition walls - 1 open side - <i>power supply not included</i>	185 €	_____ sqm	_____ €
<b>• Two-storey stand (supplement):</b>	50€	_____ sqm	_____ €
<b>• Supplements for open sides:</b> Stand 2 open sides (1 corner)   in the limit Stand 3 open sides (2 corner)   of availability Stand 4 open sides (island booth)	15 € 25 € 35 €	x _____ sqm x _____ sqm x _____ sqm	_____ € _____ € _____ €
<b>TOTAL STAND COST</b>			_____ € excl. VAT

### 3. COMPANIES SHARING YOUR STAND

If one or more companies share your stand, an amount of 300 € excl. VAT will be charged per company.

**Indication of complete details hereunder is compulsory.**

• **Companies sharing your stand**

300 € HT x \_\_\_\_\_ = \_\_\_\_\_ € excl. VAT

• **Name and address of companies sharing your stand**

**Company name:** \_\_\_\_\_ **Contact:** \_\_\_\_\_

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

**Zip Code / City / Country:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cellular:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Company name:** \_\_\_\_\_ **Contact:** \_\_\_\_\_

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

**Zip Code / City / Country:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cellular:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

### 4. COMMUNICATION TOOLS

**To highlight your participation and to optimize your visibility, you can choose some communication tools:**

- Logos'pack (Website & Official Catalogue):** your interactive logo in the website and your logo in the Official Catalogue (Exhibitors' list) 550€ excl. VAT
- Official Catalogue:** 1 inside 4 colour page 1450€ excl. VAT
- Website:** your interactive banner on three pages 1200€ excl. VAT
- Visitors' guide:** your logo with sign-posting feature to your booth 900€ excl. VAT

**TOTAL COMMUNICATION TOOLS** \_\_\_\_\_ **€ excl. VAT**

A wide range of communication tools will be propose on-line through the "Communication Tools' Guide", soon available on our website:  
[www.energaia-expo.com](http://www.energaia-expo.com)

### 5. COMPULSORY REGISTRATION FEES

**650 € excl. VAT**

THESE FEES INCLUDE: **File registration - Official Catalogue entry - Website entry - 300 invitation cards\***

\* You may order supplementary invitation cards by filling the order form in your "Communication Tools' Guide".

### 6. SUMMARY OF YOUR ORDER

• <b>TOTAL STAND RESERVATION (2)</b>	_____ € excl. VAT
• <b>COMPANIES SHARING YOUR STAND (3)</b>	_____ € excl. VAT
• <b>COMMUNICATION TOOLS (4)</b>	_____ € excl. VAT
• <b>COMPULSORY REGISTRATION FEES (5)</b>	650,00 € excl. VAT
	SUB TOTAL _____ € excl. VAT
	VAT 19,60% _____ €
	<b>Total amount € Incl. VAT</b> _____

### 7. PAYMENT CONDITIONS (please join a bank draft or bank transfer confirmation to this order form – see below)

- Reservation made **between 1<sup>st</sup> of January and 15<sup>th</sup> of September 2010:** > 30% incl. VAT \_\_\_\_\_ €
- Remaining payment to be settled **on 16<sup>th</sup> of September 2010 at the latest:** > 70% incl. VAT \_\_\_\_\_ €
- Reservation made **after 15<sup>th</sup> of September 2010:** > 100% incl. VAT \_\_\_\_\_ €

## 8. AGREEMENT

The undersigned (name) \_\_\_\_\_ (function) \_\_\_\_\_  
mandated and acting in the name of his company, certifies that he took good notice of the rules and regulations and the payment conditions indicated on the present contract and that he accepts them unreservedly, his signature being binding. He also certifies that the company is not insolvent at the time of the signing of this contract.

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

The signing of the present contract binds the company to respect all rules & regulations and the payment conditions. The contract has to be returned, fully completed, signed, with company stamp, payment joined (see payment conditions) to:

SAEML ENJOY MONTPELLIER - Parc des Expositions - Salon Energaïa - B.P. 2116 - 34026 Montpellier Cedex 1 (France).

Signature and Company Stamp

**By check to the order of: PARC DES EXPOSITIONS**

Send to: Parc des Expositions - Salon Energaïa  
B.P 2116 - 34026 Montpellier cedex 1 (France)

**Bank transfer payable to: PARC DES EXPOSITIONS**

BANK REFERENCES - CCM MONTPELLIER RICHTER

Place Ernest Granier - Immeuble Etoile Richter - 34000 Montpellier (France)

Bank code	Position	Account n°	Key
15899	08982	00020056140	29
IBAN : FR76	1589	9089	8200
		0200	5614
			029
Swift code: CMCI FR2A			

> Join a copy of your bank transfer order confirmation

## 9. YOUR CLASSIFICATION (Exhibitors' List – Official catalogue & Website) COMPULSORI

• Specify the **Company name** you want to indicate on the Exhibitors' list:

• Check the sector(s) of activity you want to indicate on the Exhibitors' list:

- |  |  |
|--|--|
| <input type="checkbox"/> Biofuel                     | <input type="checkbox"/> Public or private organizations |
| <input type="checkbox"/> Biogas                      | <input type="checkbox"/> Fuel cells                      |
| <input type="checkbox"/> Wood energy                 | <input type="checkbox"/> Press                           |
| <input type="checkbox"/> Green-building              | <input type="checkbox"/> Research & development          |
| <input type="checkbox"/> Wind energy                 | <input type="checkbox"/> Safety                          |
| <input type="checkbox"/> Geothermal                  | <input type="checkbox"/> Solar thermal                   |
| <input type="checkbox"/> Hydropower                  | <input type="checkbox"/> Solar photovoltaic              |
| <input type="checkbox"/> Energy efficiency & control | <input type="checkbox"/> Water management                |
| <input type="checkbox"/> Training                    | <input type="checkbox"/> Other (specify) : _____         |
| <input type="checkbox"/> Operators-Investers         | _____  |

# SALES CONDITIONS AND ABSTRACT OF THE GENERAL FRENCH EXHIBITION AND CONGRESS RULES & REGULATIONS

## A/ ORGANIZATION

The trade exhibition Enegaia is organized by SAEML ENJOY MONTPELLIER / PARC EXPO - SA d'Economie Mixte Locale au capital de 30 047 094 € - RCS B 382 591 881 - Code APE 8230Z  
B.P. 2116 - 34026 Montpellier Cedex 1 (France)  
Phone: +33 (0)4 67 17 67 17 - Fax: +33 (0)4 67 17 67 00  
E-mail: enegaia@enjoy-montpellier.com

VAT is of 19,60% on January 1st, 2010 and is due by French and foreign exhibitors. To be reimbursed, exhibitors have to undertake the necessary formalities in their respective countries.

## B/ PARTICIPATION ORDERS

Participation orders must be established on the original order form and must be returned to SAEML ENJOY MONTPELLIER. Only fully and clearly filled, duly signed order forms with the deposit payment or a transfer proof joined, can be accepted. By signing the registration form, the company declares that it took full notice of the rules and regulations of the exhibition and the payment conditions and accepts

them unreservedly. It also accepts complementary regulations decreed by the organizer and those of common law and which might be imposed by circumstances and adopted in the interest of the exhibition.

## C/ PAYMENT CONDITIONS

Companies must join to their participation order a deposit which represents, depending on the date of their registration : 30% incl. VAT if the registration date is before September 15th, 2010, the remaining 70% incl. VAT must be settled on September 15th, 2010. - 100% incl. VAT if the registration date is AFTER September 15th 2010. All bank drafts have to be made out to SAEML ENJOY MONTPELLIER / PARC EXPO. In case of a settlement by bank transfer, a copy of the bank transfer order confirmation has to be joined to the contract form and sent to SAEML ENJOY MONTPELLIER. If the reservation is not accepted by the organizer, the deposit will be entirely refunded. It will not be refunded if the company cancels its participation.

After reception of the order and deposit payment, the organizer will, after acceptance of the participation order, establish and send out the corresponding invoice together with a booth reservation confirmation and the official registration number.

**CANCELLATION :** The exhibitor may at any moment cancel his reservation by sending a notification by registered mail to the organizer. Independent of the registration date, if the cancellation is made before September 15th, 2010, the deposit of 30% incl. VAT of the total amount is not refundable but due. If the cancellation is made after 15th of September 2010, the total amount incl. VAT of the order is not refundable but due.

## D/ SUB-LETTING OF SPACE - COMPANIES SHARING A STAND

The exhibitor is forbidden to assign or sub-let all or part of the space allocated to him. If one or more companies share his stand, an amount of 300 € excl. VAT is charged per company sharing the stand. The registration of companies sharing a stand is compulsory.

## E/ BOOTH ALLOCATIONS - REGULATIONS

The organizer draws up the floor plan for the show and allocates booths. He has checked the exact dimensions of all booth measurements on the floor plan but reserves the right to adjust it at anytime if necessary according to the needs of the exhibition and the rules and laws applicable to the venue where the exhibition will take place. The organizer has the right to deny acceptance of a reservation and cancel this form in case they consider that the exhibitor's products do not correspond to the topics of the exhibition or if the exhibitor or any of his representatives do not conform to rules or decency. The exhibitor is not allowed to advertise under any form a company which is not exhibiting. All publicity using lighting or sound effects or any other animation should not disturb other exhibitors, traffic or the keeping of the exhibition. The organizer may reconsider the given authorisations if this is not respected. The sound levels should be lower than 50 decibels.

## F/ TRANSPORT AND RECEPTION OF PRODUCTS – DISMANTLING PERIOD

Each exhibitor or his authorised representative will make all necessary arrangements for the transport, reception and dispatch of his packages and for the checking of their contents. All packages must be unpacked on arrival. Should the exhibitor or his representative or agent not be present to receive the goods, the organizer is empowered to have them stored unpacked or to return them on his own initiative at the exclusive cost of the exhibitor or the forwarding agent, depending on whose responsibility is involved. The exhibitor must not block passages nor encroach on them nor in any way cause inconvenience to their neighbours. Exhibitors will not dismantle their stands or remove any of their products before the end of the exhibition. A storage area for empty packages is at the disposal of the exhibitors. All exhibitors are required to survey their goods and personal effects, especially during the mantling and dismantling periods. They are required to leave their sites in the condition in which they found them. Any damage caused by the exhibitors, their fittings and their goods to the equipment or to the building, will be assessed by the surveyors and charged to the exhibitors concerned.

Take away sales are prohibited and the organizer may take immediate steps to close the stand without the exhibitor may claim for any indemnity or reimbursement of participation costs.

## G/ BOOTH CONSTRUCTION AND DECORATION

The booths should be open as largely as possible on the walkways. The island booths should not be blocked by barriers 2/3 higher and larger than the façade. The maximum height of construction is fixed at 5 m for barriers and for decorative elements ( signage, totem... ). For constructions higher than 2,80 m or ceiling fittings, a precise plan has to be sent for approval to the Organizers.

## H/ PUBLICITY - PARTICIPATION TOKENS

All demonstrations and the distribution of pamphlets are forbidden outside the exhibitor's stand. Distribution or sales of magazines or participation tokens are not allowed unless specially agreed by the Organizer.

## I/ INSURANCE

### DAMAGES – LOSS – THEFT - CONTINGENT PUBLIC LIABILITY

All damage caused by exhibitors and their fittings or goods, either to equipment, shell schemes, or to the building will be assessed by the surveyors and charged to the exhibitors.

Exhibitors have to insure themselves against :

1. all damage caused by themselves, their staff and any supplier appointed by them, their fittings and goods, either to hall equipment, rented shell schemes, to the exhibition building, or to third parties, during the periods of construction, the exhibition and the dismantling, directly or indirectly, so that the organizer can not be held responsible in any way.

2. Theft of his goods, fittings, personal belongings, fire and water damages... during the periods of construction, the exhibition and the dismantling.

**VERY IMPORTANT:** Exhibitors must carefully read the "insurance notice & form" online in your « Exhibitor's space ». This form has to be completed, duly signed and returned to the organizer before the deadline mentioned.

## J/ CUSTOMS FORMALITIES

The exhibitors have to make all necessary customs formalities concerning their materials and products arriving from countries outside the European Customs System. The organizer can not be held responsible for any problem occurring with customs.

## K/ SECURITY RULES – MACHINES IN FUNCTION

Exhibitors must know and respect all security rules and regulations established by the local authorities, the exhibition site and the organizer. The exhibitor must be present on his booth during the visit of the Security Commission.

## L/ ACT OF GOD

The exhibition date et place is fixed by the organizer. In case of absolute necessity, for reasons beyond the control of the organizer, the date and place of the exhibition can be modified. The organizer can not be held responsible for all commercial loss which exhibitors may undergo because of the postponement, abandonment or curtailment of the exhibition for reasons such as war, public calamities, natural disasters, fire or water damages to the exhibition site or for any other calamity beyond the control of the organizer which would make the exhibition impossible to take place.

## M/ OFFICIAL CATALOGUE

The information required for preparing the Official Catalogue of the exhibition will be supplied by the exhibitors and at their responsibility. In no case, the organizer can be held responsible for omissions, errors in reproduction, setting-up and others which may occur.

## N/ LEGAL DISPOSITIONS

The payment deadlines (see article "C" of the present rules & regulations) indicated in this contract cannot be delayed for any reason whatsoever in compliance with Art L 441-6 of Commercial Legislation. Any amount unpaid at settlement date will entail full right implementation without previous notice, of the legal interest rate then in force. Furthermore, any amount unpaid at settlement date will entail full right to the legal department or lead to court injunction. All costs for legal actions (reminders, registered mails, contingent legal costs ...) will be added to the total amount of debt. - By signing this contract, the client declares to have taken full notice of the payment conditions and the rules and regulations of ENERGAIA 2010 and that he accepts them unreservedly.

In case of litigation, only the French text will be considered. The judicial court of the organizer's head office (Montpellier – France) will be held as competent.



**Le Parc Expo**



**Montpellier**

