

## Registration

Hereby with this form, we are registering with the title of exhibition owner in a binding manner:

Company:	Tax number:
Street:	Telephone:
Postal code/City:	Fax:
Country:	Website:
	<input type="checkbox"/> Manufacturer <input type="checkbox"/> Merchant <input type="checkbox"/> Export <input type="checkbox"/> Sales <input type="checkbox"/> Service provider

### Person in charge:

Surname:	Telephone:
Name:	Fax:
Position:	GSM:
	E-Mail:

### Invoice address: (if it is different)

Company:	Tax number:
Street:	Telephone:
Postal code/City:	Fax:
Country:	Website:

### Product groups:

- 0100 Food and beverages
- 0200 Food supplements and health-care products
- 0300 Cosmetic products and pharmaceuticals
- 0400 Kitchen appliances and household goods
- 0500 Home and Equipment
- 0600 Fashion and accessories
- 0700 Washing and cleaning agents
- 0800 Plant and seed materials
- 0900 Animal products
- 1000 Toys and spare time materials
- 1100 Tourism and Gastronomy
- 1200 Institutes, service providers, publishers
- 1300 Others

Product group of our offer (Please do indicate this)

No: 

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No: 

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No: 

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## Booth measurement costs for both days of the fair

Booth area (General exhibition area) / Hall A2 Forum		
Size of one booth area is 12 m <sup>2</sup> (4x3 m, Y x D)	the cost of m <sup>2</sup> in an area of 12 m <sup>2</sup> is.	208,00 Euro / m <sup>2</sup>
Size of one booth area is 18 m <sup>2</sup> (6x3 m, Y x D)	the cost of m <sup>2</sup> in an area of 12 m <sup>2</sup> is.	190,00 Euro / m <sup>2</sup>
Booth area (Countries-exhibition area) / Hall A2 quer		
Size of one booth area is 25 m <sup>2</sup> (5x5 m, W x D)	the cost of m <sup>2</sup> in an area of 25 m <sup>2</sup> is.	218,00 Euro / m <sup>2</sup>
Size of one booth area is 35 m <sup>2</sup> (7x5 m, W x D)	the cost of m <sup>2</sup> in an area of 25 m <sup>2</sup> is.	198,00 Euro / m <sup>2</sup>

In compliance with the participation terms, we are ordering the booth area stated below without the instalment:

General-exhibition area in A2 Forum hall

12 m<sup>2</sup> booth area

18 m<sup>2</sup> booth area

Countries-exhibition area in A2 quer hall

25 m<sup>2</sup> booth area

35 m<sup>2</sup> booth area

## Fair Booth

- We have our own fair booth  
 We need a fair booth Please contact us about this subject.

HWarning: The arrangement of the booths must be made in compliance with the organization. This especially includes the general booth separation walls and covering the cables. Please refer to additional equipment for the booths.

## Additional equipment for the booths.

Technical and equipment	
We would also like to rent the equipment stated below	
The amount of required border walls depends on the size and form of the booth (rowed, cornered, head or block booths).	
<input type="checkbox"/> Table	Meeting table and table clothes (4-6 people) 22 Euro/1 Item
<input type="checkbox"/> Chair Amount: _____	5 Euro/1 Item
<input type="checkbox"/> Kiosk desk Amount: _____	With white cover 25 Euro/1 Item
<input type="checkbox"/> Bar stool Amount: _____	12 Euro/1 Item

<input type="checkbox"/> Power connection	no extra charge
Strom-Abrechnung nach Verbrauch!	
<input type="checkbox"/> Monitor	Upon request
<input type="checkbox"/> DVD-Player	Upon request
<input type="checkbox"/> Wasseranschluss	Upon request
<input type="checkbox"/> Additionally, I need <b>Media package</b> that costs <b>250 Euros</b> (For this, please see Article 11 in <b>participation terms</b> )	

Only the certified (EU standards) producers, manufacturers, exporters and suppliers of completely biological organic products and services, and natural products that do not contain any artificial or chemical substances are accepted to Biomain organization.

The information herein this form are registered within the scope of automatic process by Tunc Group GmbH according to the instructions of Federal Data Protection Law and sent to the third parties and organizations for the fulfilment of the duties based on the contract.

- I have read the participation terms and technical rules and I accept them as binding.

Place, Date:

Corporate seal and signature:



## Participation Terms

### Opening hours

19th - 21st October  
For exhibitions: Daily hours between 09.00 - 19.00  
For visitors: Daily hours between 10.00 - 18.00

### 1. Registration

The registration form must be submitted by all exhibitors. Please fill in this form precisely and submit it with the corporate seal and legally valid signature.

Beginning of the construction planning: June, 2018

### 2 Eligibility

Only the certified (EU standards) producers, manufacturers, exporters and suppliers of completely biological organic products and services, and natural products that do not contain any artificial or chemical substances are accepted to Biomain organization.

On the behalf of the companies that you represent as a commercial representative, distributor, association and exporter, you can exhibit the products of these companies on the condition that these products are not exhibited at the fair by another company and that you have the rights required regarding the products that you exhibit. The activities conducted with the title of manufacturer or the distributor of manufacturers or exporters must be documented properly upon the request of Tunc Group GmbH company.

The decision regarding the acceptance of a company or a product is taken by Tunc Group GmbH. In the same way, this also includes the positioning of the exhibitors. You will be informed personally in case you are not accepted. All the products and services exhibited must be suitable with the subject of the organization.

### 3. Participation costs

Additional constructions are not included in the participation fee within the scope of the area rent.

Tunc Group GmbH reserves the right to demand an appropriate amount of payment in advance for the services received (such as power and water connections, etc.) for the organization. At the end of the organization, a special closing invoice will be issued for the services.

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**Federal Germany Added Value Tax will be added to all prices.**

### 4. Duration of installation of the constructions

Wednesday, 20.04.2017, **between the hours of 08.00 – 22.00**  
Thursday, 21.04.2017, **between the hours of 08.00 – 22.00**  
All the construction must be cleared off the corridors after **20.00** on **Thursday, 18.10.2018**. The installation of constructions must have finished **at 08.00 on Friday, 19.10.2018**.

### 5. Duration of dismantlement of the constructions

Dismantlement of the booth and ending the exhibition of the products cannot be made before **18.00 on 21st October 2018**.

Sunday, 21.10.2018, **between the hours of 18.00 – 24.00**  
Monday, 22.10.2018, **between the hours of 0.00 – 20.00**  
Personnel needed for the dismantlement of the booth will be allowed after **18.00**, Entrance of trucks: **19.00**. Dismantlement of all booths and exhibited pieces must be completed at **20.00 on Monday, 22.10.2018**.

### 6. Approval of booth areas

An approval of the booth area will be sent to you if your company is approved. This approval for the booth area substitutes as a contract.

You are going to receive location plans and booth drawings with measurements after the construct planning that will be made in **June in 2018**.

### 7. Construction Height/Special constructions

The **height of the construction** (including signboards, panels and other advertisement items) is determined to be **3.5m high**. Tunc Group GmbH may allow exceeding this height upon request as long as it does not pose any obstacle in technical and constructional terms. Rear walls will be shaped in a neutral way.

If you are planning a different booth installation or other special installations (such as ceiling constructions, meeting cabins) or two floor constructions, you need to present your respective plans to the organization technical department of Tunc Group GmbH in two copies and 6 weeks before the event for the purposes of inspection.

### 8. Withdrawal/non-participation

It is not possible to withdraw from the contract after binding registration and approval received/booth approval. Request to withdraw from the contract can be accepted in some exceptional cases and by means of renting the booth at hand to another place. In this case, 25% of the participation fee is collected for the due costs. If the area at hand cannot be rented, all of the participation fee is collected.

### 9. Sales organization

Direct sales and sales that are going to be made over the order book within the opening hours are allowed for exhibitors.

### 10. Invoice

You will receive the invoice for booth rent just after your binding and confirmed registration application. You will receive you exhibitor and work identification cards free of charge timely before the fair. The invoice amount needs to be paid starting from the time you receive it.

### 11. Media services (Media Package)

Media services offered by Tunc Group GmbH are considered as the advertisement measures within the scope of supporting the fair communication and your presentation before and during the fair. Usage of media services is an optional application for the exhibitors and the price is **250,00 Euros** plus VAT. The documents and order information of the media services offered will be sent to you upon request. Please note that the participation of your company is only possible with the approval of Tunc Group GmbH. Therefore, the proposals and request confirmations are only possible with the approval.

**Please notice that: The end of editorial department and information printing is dated 10.08.2018.**

### Warning regarding unofficial exhibitor indexes

Registration requests of exhibitors which are called the official exhibitors at many exhibitors leads to misunderstandings and information requests. The suppliers of these exhibitor indexes send corrections arranged by publishing houses assigned by the official fair organization or forms that appear to be invoices without any requests. However, these forms which are called registration order are the registration forms for the company or exhibitor index. These are not connected with the official fair media of Tunc Group GmbH company. The forms that belongs to Tunc GmbH Group are only designed in cooperation with the printing house assigned by this company. Registration for the official fair medias can only be ordered from Tunc Group GmbH company or from the media organization assigned by Tunc Group GmbH company.

### 12. Exhibitor identity cards

As an exhibitor, you will receive your exhibitor identification card free of charge with the invoice. These identity cards will be valid from the installation day of the booths to the dismantlement day.



## Teilnahmebedingungen

- You will receive **3 identity cards** for booths up to size of 18 m<sup>2</sup>
  - **5 identity cards** for booths up to size of 35 m<sup>2</sup>
  - **One additional identity card** per 20 m<sup>2</sup> for booths larger than 100 m<sup>2</sup>.
- Additional exhibitor identity cards needed for booth personnel can be requested from Tunc Group GmbH company for a fee.

### 13. Transaction tax-identify number

In general, Tunc Group GmbH company offers exhibitors (companies) joint services (pursuant to article 2 of 3a.4 UStAE regulation), the place of the service for this kind of services is the place the company is based. According to this, Tunc Group GmbH company will bill Germany transaction tax to foreign exhibitors (companies) pursuant to Reverse Charge transaction without identity. The term of accepting the company characteristics of the exhibitors from the European Union countries for the exhibitor is to state a valid transaction tax in the registration form. The exhibitor is liable to inform Tunc Group GmbH company the changes to be made in the transaction tax identification number immediately and in written form.

If in exceptional cases, the services provided are not given in the form of joint services within the scope stated above and if these services are subject to legal transaction tax, in this case foreign exhibitors (companies) can receive their rightful transaction tax back. Legal conditions must be formed for this. For detailed information: [www.bzstf.bund.de](http://www.bzstf.bund.de).

### 14. Arrangement of booths

Display both must be suitable to the general outlook of the Bioman fair and in general sense it must be installed in a way to be installed and dismantled in a mobile manner always. A revision at a rate of 30% should always be guaranteed in the design of each booth. The walls on the border of the booth looking towards the guest corridor can only be installed in **3.00 m** high, as closed an invisible units. Then a gap with the width of **1 m** minimum that enables viewing the booth must be left. The exhibitor is liable to present the booth plan and companies assigned for the design to Offenbach fair organization before the operations begin for inspection and permit transactions.

### 15. Cautions for booth installation techniques

- The name and title and address of the exhibitor should be visible openly at the booth.
- Each exhibitor is liable to get informed about the position and measurement of possible additional constructions (for instance hall columns, line plans) and inform the workers assigned for installation of the booth about these after positioning of the booths.
- It is forbidden to exceed the limits of booths.
- Maximum height of the booths is 2.50 metres. The booths can be installed higher in hall A2 by meeting the fair organization and getting permission.
- Booth cover can only be in open form (cage, bars). At least two thirds of the ceiling height must be left open for ventilation.

- Cloth covers are only permitted (with certification) in a way that does not block the injection system.
- All the materials used for the installation and design must consists of hard-to-burn materials. Electric coffee machines can only be used on top of fire-resistant stone, ceramic or similar surfaces.
- Carpets or other materials cannot be put on the hall floor. Adhesives that leave no mark (for example Tesa-Fix 4964) can be used to fix the coatings. Adhesive tape should be removed completely. **Cleaning that will be done afterwards will be billed to exhibitor.**
- It is forbidden to install projectors or other devices on air-conditioning or cage assemblies. **IMPORTANT:** A U-bent tube is present for the installation of projectors and other devices on the upper parts of booth walls. Only this mechanism will be used on the hall areas. This mechanism carries 35 kilograms. You can obtain appropriate installation screws form the fair office.
- High-pressure containers cannot be stored in exhibition booths.
- Packaging materials will be taken from the booth before the beginning of the fair.
- It is forbidden to store things in the fair area by law.

### 16. Power usage

- Power distribution with 3 plugs (maximum power: 3 kW/230 V) will be offered by the fair administration. Connection apart from this can be ordered over the service document found in the attachments.
- Besides, there is a special plug in each booth (apart from hall 4). This plug can only be used for refrigerators.
- All the hall and booth lighting will be turned off due to safety reasons after 20.00 during the days of the organization and will be turned back on at 08.00. The refrigerators are connected to a special centre and are not affected by this.
- Additional power connections made in the booths must be installed by a specialized company. Authorisation certificate must be submitted to Offenbach fair administration to be submitted for fire and construction inspection.

### 17. Water connection/sanitary installation

- A big portion of fair booths provide water connection installation facilities. Water connection, installation of wash-basins, water tanks can only be done by the specialist installation companies assigned by the Offenbach fair administration.

**Power costs indicated in the price list cover installation equipment for the existing power connections present in the booth are and energy (power/water) costs. Installation and inspection costs of water connections and additional power connections will be invoiced additionally.**

You can contact us for detailed information.

**Legal transaction tax at the rate of 19% is added to all prices indicated in the registration form and participation terms.**

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I have read the participation terms and technical rules and I accept them as binding.

Place, Date

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