



Registration form exhibitor *Hightech Mechatronica 2012*

Thursday 29 March 2012,
NH Conference Centre Koningshof, Veldhoven, the Netherlands

Information exhibitor

Name and function	:	
Company name	:	
Address	:	
Zip code	:	
City	:	
Country	:	
Tel	:	
Fax	:	
VAT no.	:	
Purchase Order	:	
Stand manager (this person will receive all practical information)	:	
Personal emailaddress of stand manager	:	
URL	:	http://www.
General e-mail address	:	

Invoice address

(If different from above)

Company:	
Address:	
Zip code:	
City:	
Country:	
VAT no.:	
(We need to charge a € 50 administration fee for any changes made after the registration form has been processed)	

Exhibition stand

Preferred place 1:.....

Preferred place 2:.....

Preferred place 3:.....

Registration forms are processed in order of date of receipt and time. As soon as the exhibition floor plan is ready, exhibitors will be contacted to select a table-top location.

Exhibitor rates

Stand	Price	Extras	Additional to package
..... x Stand XL	€ 2,750		
..... x Stand standard	€ 1,995		
..... x Stand low budget	€ 1,795		
..... x Workstation	€ 1,295	0 € 495	
..... x Demonstration area	€ 1,995		
	€	+ €	+ €
TOTAL	= €		

Prices are exclusive of VAT

Sponsor opportunities

- I am interested in information about sponsorship opportunities
- Contact me for special advertising rates in show edition Mechatronica Magazine # 2

Cancellation policy

Booking cancellations must be submitted in writing to Techwatch bv. Cancellations after 8 December 2011 will have a cancellation fee of 25% of the total stand price. Cancellation after 5 January 2012 will cost 50% of total costs. For bookings cancelled after 2 February 2012 the full price will be charged.

Payment

1. The exhibitor agrees to settle complete stand payment within 14 days after receipt of the invoice.
2. Exhibitor will be denied access to the show floors if payment has not been arranged in due time.
3. Fees can be raised by 1% per month if not paid on time.

Registration agreement

This contract is accepted including attached terms and conditions of Techwatch Events.

Signed (city) **Signature and company stamp**

Date.....

Organisation	Bank details
Techwatch bv	Rabobank: 1194.17.480
Snelliusstraat 6 6533 NV Nijmegen - NL	IBAN: NL19RABO0119417480 Swift: RABONL2U
Tel: +31 (0)24 3503532	Fortisbank Brussel: 001-3558489-23
Fax: +31 (0)24 3503533	VAT no.: NL807783109B01
E-mail: events@techwatch.nl	Chamber of commerce number: 09102339

Exhibitor packages

Exhibitor- € 2,750 - stand XL

For the exhibitor who wants to expand

- A table-top stand of 18 m²
- 2 tables (1.30 x 0.65 m), 2 chairs and a multiple socket
- 3 lunch vouchers
- 1/1 page company profile in the exhibition catalogue (Mechatronica Magazine #2)*
- Free promotional material*
- Participant list

Exhibitor - € 1,995 - standard

The ideal position for a clear positioning

- A table-top stand of 12 m²
- 2 tables (1.30 x 0.65 m), 2 chairs and a multiple socket
- 2 lunch vouchers
- 1/1 page company profile in the exhibition catalogue (Mechatronica Magazine #2)*
- Free promotional material*
- Participant list

Exhibitor - € 1,795 - low budget

Without any fuss, for who wants to participate low budget

- A table-top stand of 12 m²
- 2 tables (1.30 x 0.65 m), 2 chairs and a multiple socket
- 1/2 page company profile in the exhibition catalogue (Mechatronica Magazine #2)*
- Free promotional material*
- Participant list

Workstation - € 1,295

From the laptop or desktop to show what you are doing

- A high table for laptop or desktop presentation, 2 high chairs and a multiple socket
- Internet
- Opportunity for a banner or a brochure holder up to 1 meter wide (bring your own)
- 1 lunch voucher
- 1/2 page company profile in the exhibition catalogue (Mechatronica Magazine #2)*
- Free promotional material*

Surcharge for exhibitors for 1 workstation is € 495

Demonstration area € 1,995

For an even stronger promotion of your product, technology or service

- Floor space of 12m²
- 2 lunch vouchers
- 1/1 page company profile in the exhibition catalogue (Mechatronica Magazine #2)*
- Free promotional material*
- Participant list

Surcharge per 3 m² is € 250

** If available and timely registered*

TECHWATCH EVENTS TERMS AND CONDITIONS

Article 1: Definitions

1. Techwatch: event organizer.
2. Events: shows or congresses organized by *Techwatch* independently or upon request from a *client*.
3. Exhibitor: Exhibiting party that has signed an event participation agreement with *Techwatch*.
4. Sponsor: Party that has been defined as a participant in an agreement with *Techwatch* in return for additional predetermined services on that event. The conditions as an exhibitor apply unless explicitly stated otherwise.
5. Client: Third party that has signed an agreement with *Techwatch* requesting the organization of one or multiple events.

Article 2: General conditions

1. These conditions apply to all *Techwatch* agreements and/or offers for event participation and organization, unless explicitly agreed otherwise.

Article 3: Entering an exhibitors agreement

1. By signing the participation form the *prospective exhibitor* definitely binds himself to the contractual obligations and agrees to the general conditions.
2. The agreement between *Techwatch* and the *exhibitor* is binding and final after *Techwatch* sends a written letter of acceptance to the *exhibitor*, announcing the appointed stand number and any applicable conditions or exceptions. The letter date is the official date of the finalization of the agreement. Participation requests are processed in order of receipt.

Article 4: Cancellation by exhibitor or sponsor

1. Cancellations by an *exhibitor* or *sponsor* need to be submitted in writing to *Techwatch* by registered mail. The cancelling *exhibitor* or *sponsor* is obliged to pay *Techwatch* a compensation fee as stipulated below.
2. When cancelling by an *exhibitor* within the period of 16 weeks leading up to the event, the *exhibitor* must pay 25% of the total fees due.
3. When cancelling by a *sponsor* till 16 weeks prior to event the cancellation costs will be 50% from the total fees.
4. When cancelling by an *exhibitor* within the period of 12 weeks leading up to the event, the exhibitor must pay 50% of the total fees due.
5. When cancelling by a *sponsor* between 16 and 12 weeks leading up to the event the total cancellation costs will be 75% of the total costs.
6. When cancelling within the period of 8 weeks leading up to the event, the *exhibitor* must pay 100% of the total fees due.
7. When cancelling by a *sponsor* within 12 weeks before the event, the *sponsor* must pay 100% of the total fees due.

Article 5: Determining the organizational fee for a client

1. *Techwatch* uses the budgetary estimate in the order proposal as the basic organizational fee in the final agreement. If this amount needs to be adjusted, *Techwatch* will submit the required price adjustment to the *client* beforehand, unless the extra charges arise due to an unforeseen increase in third party costs.
2. The agreements in the appendix containing the budgetary ramifications are subject to changes agreed between all involved parties.
3. When using third party services for the execution of the event organization agreement, *Techwatch* handles all third party negotiations on behalf of the *client*. The *client* cannot lay any claims on *Techwatch* regarding chosen third parties.
4. All *Techwatch* invoices on behalf of the *client* for third party services are checked by *Techwatch*. Approved invoices must be paid by the *client* within the requested period, unless *Techwatch* has already paid the invoices on behalf of the *client*. In that case payment is owed to *Techwatch* by the *client* as per *Techwatch*'s request.

Article 6: Cancellation by client

1. Cancellations by a *client* must be submitted in writing to *Techwatch* by registered mail. The cancelling *client* must compensate *Techwatch* for all work hours and costs incurred in the duty of carrying out the agreement. The cancelling order party must also compensate *Techwatch* for all third party services contracted for the event.
2. When cancelling within the period of 6 weeks leading up to the event, the *client* is obliged to pay all charges stipulated in the order proposal to *Techwatch* as well as any involved third parties.

Article 7: Payment

1. The *prospective exhibitor* or *client* is contractually obliged to pay fees due for the ordered stand within the time frame specified on the invoice. Fees need to be paid by bank transfer to one of the account numbers mentioned on the invoice.
2. Each invoice or sum unpaid on the payment deadline are legally subject to a 1% lump sum increase for each consecutive month following the payment deadline specified in the invoice. No legal or personal notice will be given.
3. Complete or partial non-payment on the invoice deadline leads to the legal annulment of all outstanding payment extensions for performed services or duties and gives *Techwatch* the right to immediately claim all remaining unpaid invoices.

Article 8: Complaints

1. Complaints are only processed if submitted in writing within 8 days upon receipt of the invoice. Unless proven otherwise in writing, the date on the invoice will be used as the date of the receipt of the invoice.
2. Complaints against the events organization must be submitted immediately at the event site followed by a written complaint within three days of the incident.

Article 9: Exhibitor liability

1. *Techwatch* is not liable for any damage suffered by an *exhibitor*, stand crew or visitors due to theft, vandalism or any other damage resulting from third party actions.
2. The *exhibitor* officially excuses *Techwatch* from any third party claims for damage due to actions from the exhibitors themselves, crew members or visitors.
3. *Techwatch* or the accommodation provider are not liable for any missing goods claims from the *exhibitor* or goods delivered or shipped on behalf of the *exhibitor*.

Article 10: Client liability

1. *Techwatch* cannot be held liable in any way for damage claims by participants, speakers and third parties relating to events organized in the name of and on responsibility of the *client*.
2. The *client* excuses *Techwatch* from any liability in abovementioned claims. *Techwatch* is not liable for any damage caused by third parties contracted by *Techwatch* for services required for the agreement with the *client*.

Article 11: Event changes or cancellations

1. *Techwatch* may decide to cancel an event or change event parameters such as show floor plan, date or location if so required by special circumstances, as deemed necessary by *Techwatch*.
2. Special circumstances as mentioned before include:
 - Insufficient interest
 - Sub-standard show program
 - Conflicts influencing related markets or industry
 - All circumstances considered by *Techwatch* as possible threats to the events' success
3. The participation agreement remains enforced without any restrictions when changes are made to the show floor plan or date as abovementioned, *exhibitor* and *client* remain obliged to compensate *Techwatch* for all costs related to their participation.
4. *Exhibitor* or *client* cannot in any case hold *Techwatch* liable for any compensation if *Techwatch* indeed decides to change the show floor plan or date or to cancel the event altogether.
5. In case an event is cancelled completely, *Techwatch* will refund the already transferred payment minus a fee of a maximum of 15% for administrative and other costs made.