

## Parts & Accessories and Special Vehicles registration form

For the specific contents and conditions of the Blocks Concept®, the shell scheme stand construction and Media Solutions we refer you to the General Conditions Event Participation and the Specific Conditions.

Each page should be initialled by the legal representative.

### Exhibitor information:

Company name			The company name should be listed in the alphabetical overview under letter (one letter only):  <div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div>
Company name for publications			
Address (street + number)			
Postal code and city			
Post Box, postal code and city			
Country			
Telephone			Fax
Website			E-mail (general)
Name + initials legal representative	m/f	Position	E-mail
Name + initials exhibition coordinator	m/f	Position	E-mail
Company registration number*	* Include certification from company register (no older than 3 months)		
VAT number	Purchase number:		

### Billing address (if different from exhibitor information above):

Company name			
Address			
Postal code and city			
Post Box, postal code and city			
Country			
Telephone			Fax
Website			E-mail (general)
Name + initials of legal representative	m/f	Position	E-mail
Company registration number*	* Include certification from company register (no older than 3 months)		
VAT number***	Purchase number:		

### Mail address (if deviating from exhibitor information above):

Company name			
Address/Post Box			
Postal code and city			
Country			
Telephone			
Fax			
E-mail (general)			
Website			
Contact name and initials	m/f	Position	E-mail

### PARTICIPATION COSTS

**Registration fee:** A once-only registration fee of € 495 ex. VAT is charged for each registration. This fee includes company name on exhibitor list, website, exhibition floor plan, access to the Online Exhibitor Portal and Web Shop, and the option to use various offers from preferred suppliers.

Number	Registration fee	Total
1x	€ 495.00	€ 495.00

A registration fee of € 495.00 will be charged to the main exhibitor for each company that exhibits at the stand of the main exhibitor. This fee is non-refundable and includes company name on exhibitor list, website, exhibition floor plan, access to the Online Exhibitor Portal and Web Shop, and the option to use various offers from preferred suppliers.

Please fill out an individual registration form for each co-exhibitor, stating 'co-exhibitor' and the main exhibitor with whom a stand will be shared with.

**Request for stand space:** The amounts below are per m<sup>2</sup> and excluding VAT and stand construction.

Stand space	(Non-)Member of RAI Association	Early-bird rate (until 1 July 2011)	Standard rate (After 1 July 2011)	Total
.... m <sup>2</sup>	<input type="checkbox"/> Member	€ 91.00	€ 101.00	€ .....
	<input type="checkbox"/> Non-member	€ 114.00	€ 124.00	

**Stand construction**

Exhibitors in the segments Parts & Accessories and Special Vehicles can choose from the following stand construction options:

- Using your **own stand construction**  
*Note! Multi-storey stands are not allowed*
  
- Blocks Concept stand construction shell scheme at € 177.00 per m<sup>2</sup>** (additional costs, excluding stand rental and VAT).  
*Only for exhibitors with a stand of 200 m<sup>2</sup> or larger.*  
A description of the Blocks Concept stand construction is available in the Specific Conditions.
  
- Uniform stand construction shell scheme at € 79.00 per m<sup>2</sup>** (additional costs, excluding stand rental and VAT).  
*Only for exhibitors with a stand up to 35 m<sup>2</sup>.*  
A description of the uniform stand construction shell scheme is available in the Specific Conditions.  
Name on the fascia board (please use capitals):

If you do not submit a name for the fascia board, the name as entered under 'Company name for publications' will be used.

**The stand will exhibit the following products/services:**

Product/service:	Brand:	Name manufacturer/country of origin:

**Stand allocation preference:**

*N.B.: While every effort will be made to meet your requirements in terms of number of square metres, stand size and location, no guarantees can be made in advance.*

**Media Solutions**

Exhibitors can use various media solutions to underline their presence before, during and after the event, such as:

- Online advertising
- Advertising in the catalogue
- Advertising in and around the RAI complex
- Relation management

For more information about media solutions, contact Nynke de Ruiter, Manager Partnerships & Media Solutions, T: +31 20 549 3010, E: [mediasolutions@rai.nl](mailto:mediasolutions@rai.nl)

**Lead generation**

Amsterdam RAI's IT Services Lead Generation System offers you a fast and secure way to process your leads. Using iPads you can quickly and simply log all important client data. For more information about media solutions contact: Pim Schoonderwoerd, Product Manager IT Services, T: +31 20 549 1660, E: [p.schoonderwoerd@rai.nl](mailto:p.schoonderwoerd@rai.nl)

**The undersigned, legal representative of the firm below, declares that the company wishes to participate in BedrijfautoRAI 2012 and expressly accept the conditions of BedrijfautoRAI 2012 under the stipulations described in the applicable 'Specific Conditions' and the associated 'General Exhibition Conditions', a summary of which is contained on the back of this form.**

**The Participant is aware and explicitly accepts that Amsterdam RAI will digitise the registration form using PDF and will only keep this digital PDF version in its records. The parties shall therefore treat the digital version of the registration form created in this way as the original registration form, which is binding on the parties and has the same legal force and evidential value as the present written version of this registration form.**

Filled out and signed by:

Name legal representative: \_\_\_\_\_

Signature legal representative: \_\_\_\_\_

Location: \_\_\_\_\_

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

Company stamp:

**Send to: Amsterdam RAI, BedrijfautoRAI 2012, Post Box 77777, 1070 MS Amsterdam, the Netherlands, fax +31 20 549 1889, e-mail: [bedrijfsautorai@rai.nl](mailto:bedrijfsautorai@rai.nl). (Keep a copy for your own records!)** Registrations that are 'subject to' certain conditions will not be accepted.

## Specific Conditions Parts & Accessories and Special Vehicles

The conditions for exhibiting at BedrijfsautoRAI 2012 (hereinafter: The Exhibition) are recorded here and in the General Regulations for participation in exhibitions (hereinafter: General Exhibition Conditions).

### Organisers

The Exhibition is organised by Amsterdam RAI BV (hereinafter and in the General Conditions: The Organisers).

Mailing address:

Amsterdam RAI – BedrijfsautoRAI 2012

Post Box 77777, 1070 MS AMSTERDAM

The Netherlands

T: +31 20 549 12 12, F: +31 20 549 18 89

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

### Dates and location

The Exhibition will take place in the Elicium, Europa complex and the Congresplein of the RAI complex on the Europaplein in Amsterdam from Tuesday 17 April to Saturday 21 April 2012.

### Opening hours

The Exhibition is open to visitors on:

- Tuesday 17 April: 11.00-18.00
- Wednesday 18 April: 11.00-18.00
- Thursday 19 April: 11.00-22.00
- Friday 20 April: 11.00-22.00
- Saturday 21 April: 10.00-17.00

Exhibitors can access the building two hours before opening to two hours after closing of the exhibition each day.

### Set-up & break down

Amsterdam RAI is open for build-up from Wednesday 11 April to Friday 13 April from 07.00 to 22.00 and Saturday 14 April to Monday 16 April 2012 from 07.00 to 17.00 for stand construction, furnishing and goods delivery. All exhibitors with a Blocks Concept® stand construction will receive personal information about when they can furnish their stand and deliver goods. Exhibitors using a uniform stand construction can fit out their stands on Sunday 15 April and Monday 16 April from 07.00 to 17.00. Stands are delivered on Monday 16 April 2012 at 17.00.

The times for removing goods and disassembling stands are from Saturday 21 April at 18.00 to Tuesday 24 April 2012 at 17.00. Exhibitors with a uniform stand construction or the Blocks Concept must clear their stand on Saturday 21 April from 18.00 to 22.00 and on Sunday 22 April from 08.00 to 17.00. All valuables must be removed from the stand on Saturday 21 April from 18.00 to 22.00.

### Tickets

The basic ticket price for the Exhibition as mentioned in Article 5 of the General Conditions is € 16.00 per person per visit, including VAT. Additionally, there are special discount rates for the onsite and online sale of weekend, evening and group tickets.

### Exhibition programme

The goods and services that can be exhibited at the Exhibition are those deemed by the Organisers to be in agreement with the goal of the Exhibition - namely to provide visitors with the most varied possible overview of the current products and services in the Netherlands and abroad in the field of:

- Professional vehicles in category N as described in Annex II of EU directive 70/156/EC (definition: motor vehicles with at least four wheels designed and constructed for the carriage of goods), excluding tractors for agricultural work and motor vehicles intended solely for transportation of people or fire fighting or cleaning purposes.  
It is also allowed to exhibit motor vehicles which have a delivery van chassis, and that can be driven with a class B license for passenger vehicles with a maximum of 8+1 persons. As requested, the RAI Association has compiled a list of brands, types and models that are included in this category. Exhibitors are obliged to present the vehicles in this category that they wish to exhibit to the organisers in writing before 1 September 2011;
- Trailers and semi-trailers in category O of EU directive 92/53 EC, not including caravans;
- Modules, components, parts and accessories for vehicles specified under a. and b.;
- Non-pneumatic and non-electric tools which, although used for the repair and maintenance of vehicles, are primarily utilised for other purposes;
- Exhibits connected to the industry or trading of the goods mentioned under a. to d. above, or the use in traffic of vehicles mentioned in a. and b.

It is not allowed to exhibit used or rebuilt products or products that are connected to the trade in or use of such articles. The Organisers or an admission committee elected by the Organisers, reserve the right to decide on this issue.

### Exhibitors

The approved goods can only be exhibited by manufacturers or official representatives of these goods in Holland, as far as these companies are allowed to exhibit by the Exhibition Committee. Registrations from companies that are not a member of the RAI association but are eligible for membership on account of their business activities will initially be refused. Exemption will be granted at the discretion of the Exhibition Committee. Exhibitors that are not a member of the RAI Association during the year of registration will pay the non-member rates.

At the discretion of the Organisers, exhibitors may include manufacturers, agents, importers, wholesalers, exporters, publishers and other service companies that are financially involved in the fields documented in sections a to e of the exhibition programme. The Organisers retain the right to refuse exhibitors without needing to explain that refusal.

### Demonstrations

Special activities at the stands, such as product presentations, performances and shows will only be allowed if permission has been requested from and granted by the Organisers in writing at the very latest 30 days before stand construction commences. One of the conditions for permission is that the activity must be situated in such a way that interested visitors do not block the aisles.

### Registration costs

The registration costs are € 495.00 ex. VAT. This amount will be added to the costs of stand rental. These costs are non-refundable in case of cancellation. The conditions included in the Standard Terms under 'Cancellation' also apply.

### Stand construction rates

Stand rental per square metre floor surface, vacant, as determined in Article 7 of the General Conditions, is **€ 101.00 per m<sup>2</sup>**, (ex. VAT and ex. stand construction) for RAI Association members. Stand rental for non-members of the RAI Association is **€ 124.00 per m<sup>2</sup>** (ex. VAT and ex. stand construction). Exhibitors who decide to participate in BedrijfsautoRAI 2012 before 1 July 2011 can benefit from an early-bird rate of **€ 91.00 per m<sup>2</sup>** (ex. VAT and ex. stand construction) for RAI Association members. The early bird rate for stand rental for non-members of the RAI Association is **€ 114.00 per m<sup>2</sup>** (ex. VAT and ex. stand construction).

### Stand construction

The rental rates per square metre floor surface do not include stand construction. Exhibitors who do not use a standard stand construction must ensure that their stand meets the following conditions: Self-supporting side and rear walls, clear mention of name and stand number, carpeting and lighting. Multi-story stands are not allowed at BedrijfsautoRAI 2012.

All participants who do not wish to use the standard stand construction are required to send their stand design to the organisers before 1 February 2012 for approval. Approval will be given in writing by the relevant Planning Manager in consultation with the organisers.

The stand construction regulations for BedrijfsautoRAI 2012 will be communicated at a later stage.

The Organisers can provide the exhibitors with two types of stand construction:

- **Blocks Concept stand construction** at € 177.00 per m<sup>2</sup> (extra costs ex. VAT and ex. stand rental).  
*Only for exhibitors with a stand larger than 200 m<sup>2</sup>.*
- **Uniform stand construction** at € 79.00 per m<sup>2</sup> (extra costs ex. VAT and ex. stand rental).  
*Only for exhibitors with a stand up to 35 m<sup>2</sup>.*

### Stand construction – Blocks Concept

The Blocks Concept consists of:

- Single stand design for Blocks Concept stand construction, incorporating the belowmentioned elements taking the wishes of the Exhibitor into account
- Raised floor
- Full colour visual over the full width of the stand
- Two pillars including full colour visuals
- Various stand elements constructed from Blocks
  - Information column per truck/van
  - Lounge area with chairs and tables
  - Counter
  - Communication wall
  - Podium for seating area
- Carpet, various colour possibilities
- Electricity 10KW daytime power for trucks and vans including wiring and sockets
- Basic truss plus lighting and power. There are two types of lamps available to light the stand, namely (400 watts) HIT and HQIT flood lamps.



### Blocks Concept stand construction procedure

After registration, each exhibitor will have an intake meeting with the Organisers, in which the exhibition goals and requirements of the exhibitor are discussed. The Organisers develop the complete stand design and realise it based on the intake meeting. The definite stand design for approval will include construction drawings, technical drawings, rendering and an overview of costs.

### Stand construction – Uniform stand construction

Uniform stand construction consists of:

- Walls with a height of 250 cm;
- Carpet;
- Fascia board with company name and stand number;
- 1 x 1 m storage space with lockable door;
- Counter with stool;
- One table and four chairs;
- One 220V socket including power supply (day power) and consumption up to 1000 Watt;
- One spotlight per 4 m<sup>2</sup> stand surface.



Impression of uniform stand construction at BedrijfsautoRAI 2012

### Catering Menu

Exhibitors in the segments Parts & Accessories and Special Vehicles can order stand catering via the Catering Menu in the Webshop (Amsterdam RAI Exhibitor Services). All available options are listed in the Catering Menu.

### Payment terms

Payment must take place in accordance with Article 7 of the General Conditions.

### Media Solutions

Exhibitors can use various Media Solutions to underline their presence before, during and after the Event:

- Online advertising
- Advertising in the catalogue
- Advertising in and around the RAI complex
- Relation management

For more information about media solutions, contact: Nynke de Ruiter, Manager Partnerships & Media Solutions, T: +31 20 549 3010, E: [mediasolutions@rai.nl](mailto:mediasolutions@rai.nl)

Payment and cancellation conditions for Media Solutions

The billing for media solutions takes place in one term of 100 percent. The invoices are sent from 182 days before the first set-up day of the Event. Listed prices do not include VAT. Payment is due within 21 days of the invoice date.

The following conditions apply when cancelling orders for Media Solutions products:

- 50 percent when cancelling less than 182 days but more than 62 days before the first set-up day of the Event
- 100 percent when cancelling less than 62 days before the first set-up day of the Event

If the exhibition participation is also cancelled, the cancellation conditions in accordance with the General Conditions of Amsterdam RAI also apply.

#### **VAT**

The VAT is payable to the Organisers.

Dutch law applies to all agreements and all resulting agreements. All disputes in relation to this Agreement shall be resolved by an authorised Dutch court.

#### **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.

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### **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 any 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**

- Due to special circumstances or if the organisation of the Event so requires, the Organisers reserve the right at all times 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 its 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 two 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 Participants fail to meet their 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 amount 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, that are present in the Exhibition Building and belong to the Participant, its personnel or others involved, are at the expense and risk of the Participant. The organisers do not insure 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 its 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 cover against any damage caused in any way whatever by acts or omissions on its part or on the part of its staff or persons working for it or on its instructions or caused by its 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 its 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.

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. 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.

**Subject to change**

**Amsterdam, June 2009**