

Exhibitor's Manual

Services 50PlusBeurs, Jaarbeurs Utrecht, Adexpo and Faircom

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Introduction

This is the English exhibitor's manual regarding the 50PlusBeurs 2010.

This manual contains the information that you need to prepare for your participation at the 50PlusBeurs. There are different services that can be ordered through different companies. Here you can find the services that you can order directly at the 50PlusBeurs:

- Electricity and pantry's

Information about and services that can be ordered at the Jaarbeurs Utrecht (exhibition centre):

- Waste services and stand cleaning
- Water connections
- Compressed air connections
- Telecommunications and internet connections
- Guylines/suspension points
- Security staff
- Parking permits

We expect that this manual will give you all the information that you need to prepare for your participation and for a good start of the 50PlusBeurs 2010.

If you have any questions, ideas or remarks, please don't hesitate to contact us.

Organisation 50PlusBeurs

0031-263779737

(Subject to change)

Checklist

This checklist gives you all the deadlines, please pay attention to them.

Additional services 50PlusBeurs

Subject	Deadline
Insert promotional material	06 August 2010
Promotional opportunities 50PlusGids	06 August 2010
Advertisement in fair programme	06 August 2010
Electricity	25 August 2010
Pantry	25 August 2010
Exhibitors passes	25 August 2010
Connections through Jaarbeurs Expopoint	25 August 2010

General points of attention

Opening hours

The 50PlusBeurs will be opened daily from Wednesday the 15th of September until Sunday the 19th of September from 9.30 am till 5.30 pm. For exhibitors the doors will open daily at 8.00 am. Don't forget your exhibitors pass, without it you will not have access to the floor!

Location and stand number

You will have received your location and stand number at the 50PlusBeurs in hall 7, 8, 9, 10, 11 or 12 of the Jaarbeurs by now. Don't forget to write them down on the order forms in this manual.

Electricity

During the 50PlusBeurs the electricity will be turned off from 8.00pm till 8.00am! If you need electricity during the night you can use the order form on page 11.

You will receive a standard electricity connection of 1 Kwh.

If you would like to order extra electricity you will have to use the order form on page 11.

Minimum stand construction requirements

Every exhibitor with their own stand construction has to meet the following requirements: You will need to place dividing walls at the back of your stand and at the sides if you have got a stand next to you. You are not allowed to use the back walls of your neighbours! These walls need to have a height of a minimum of 2,50 metres. The floor space needs to be covered.

Own stand construction

If you are using your own stand construction which is higher than 2,50 metres you will need to be able to show the construction drawing if the organisation or the construction inspector asks for it.

Floor construction, if required, needs to be requested at the organization. Strict rules are in place concerning floor construction. Aside from needing permission from the organization, you are required to have authorization from the Utrecht Fire Department and Utrecht Community. Your request for floor construction at the organization can be send to: peter@50plusbeurs.nl. For contact information from the Utrecht Fire Department and Utrecht Community, see below:

Brandweer Utrecht (Fire Department)
Afdeling Pro-actie en Preventie
t.a.v. de heer J. Verlaan
Postbus 3025
3502 GA Utrecht
The Netherlands
Tel: 0031 30 286 77 27
Fax: 0031 30 286 78 59
Email: j.verlaan@utrecht.nl

Dienst Stadontwikkeling (Community)
Afdeling Bouw –en Woningtoezicht
t.a.v. de heer C. Schippers
Postbus 8406
3503 RK Utrecht
The Netherlands
Tel: 0031 30 286 49 19
Fax: 0031 30 286 41 11
Email: c.schippers@utrecht.nl

Standard construction

If you have ordered our standard stand construction, the stand will be set up and taken down for you. The stand consists of walls of 2,50 metres high, frieze of 30 cm high, 1 double light spot per 6m² and anthracite grey carpet tiles.

It is not allowed to damage this construction, so it is not allowed to drill any holes or bang any nails in to the walls. If you would like to place display material on the walls, you can use S-hooks, available at DIY-shops.



On Sunday the 19th of September at 12.00am we will start taking down these stands, so it is important to remove all your material from the stand, pantry etc.

If you would like to order any additional items (i.e. shelves) for your stand, please check www.adexpo.nl (see page 25 for more information)

Catering

According to the Dutch Drank- en Horecawet (Drinks- and Hospitality law) the Jaarbeurs Catering services is the licence-holder for the supply of food and drinks on the grounds of the Jaarbeurs Utrecht. Therefore exhibitors are not allowed to supply catering facilities or products (sampling) or have anything delivered, unless they can show a permit supplied by Jaarbeurs Catering Services. Please contact Merel Kessels of Jaarbeurs Catering services on 0031-302955314 if you have any questions regarding this.

Security

During the night the halls will be closed. However, leaving any belongings at your stand is at your own risk. If you would like to hire security staff, please see page 23.

Avoiding noise hindrance

Please make sure that you cause no inconvenience with the activities on your stand. Especially noise hindrance can be very unpleasant for surrounding exhibitors who are trying to have conversations with their customers. It is advisable to inform your direct neighbours if you are going to organise activities that might involve noise.

If you intend to use live or reinforced sound, you will need to ask for permission from the organisation of the 50PlusBeurs. We always have to right to withdraw this permission in case of any noise hindrance.

Last minute charge

If you place an order in the period in between the 25th of August and the end of the fair, there will be a 25% surcharge. This surcharge will be applied to all orders for electricity, water, pantry and furniture.

Payment invoice

The invoices have been sent and we would like to remind you that the invoices need to be paid in time. If the payment hasn't been received on time you will loose the right to participate, but you will still need to fulfil the payment.

Exhibitors evening

We would like to invite you to the exclusive concert of Musical Stars in Concert which will be held at the end of the 2th fair day, Thursday the 16th of September. On presentation of your exhibitors pass you will get free entrance to this wonderful concert in hall 12.

Smoking policy

The whole Jaarbeurs Utrecht complex is a NON SMOKING area. This includes in, at or behind your own stand.

BTW (VAT)

Companies established in a different country than The Netherlands who participate at a fair/exhibition organised within the Netherlands, have to pay tax over all their costs. VAT-assist BV can reclaim this BTW (VAT) for you at the Dutch Tax Authority. For more information please contact:

VAT-assist B.V.
PO Box 23540
NL-3001 KM ROTTERDAM
THE NETHERLANDS
tel: 0031-102771689
fax: 0031-102771745
e-mail: info@vat-assist.com

Waste

During the construction- and removal period you are not allowed to leave any waste in the aisles. If you don't want to take away the waste yourself, then there are different options:

- Rent a waste bin (don't forget to separate the different kinds of waste) for large quantities.
- Order large marked waste bags, for smaller quantities.

How to order? Use the order form on page 14 or phone 0031-302955770.

If you don't clean up after yourself, you can expect an invoice afterwards!

If you would like to use tape, we would like to advise you to use easy removable tape. Any costs for removing tape left-over's will be invoiced to the exhibitor who used the stand number where the tape left-over's were found. Tape with the company's name on it (mostly used to tape the protective floor cover over the carpet) and double sided tape are being seen as difficult removable tape.

You will need to make sure that your floor space will be left behind clean. During the assembly and dismantle period the Van Vliet Groep will make sure that everyone will follow these rules.

Liability

We would like to point out to you that during the duration of the fair (including construction and removal) we can NOT be held responsible for any injuries, lost or stolen properties. Aside from this, you are obliged to have a suitable fire- and accident insurance.

Every participant who works with water is obliged:

- to prevent any contamination with legionella;
- to sign a statement given by the Jaarbeurs which states that the participant took all precautionary measurements;
- to cooperate with any possible checks concerning water and;
- to accept possible liability if the result is that the participant hasn't followed the regulations or when the water coming from the stand is contaminated.

Fire safety regulations

In connection with the fire safety regulations you should use appropriate materials in your stand construction. They should meet the following requirements: NEN 6065, NEN 6066.

To prevent inflammable materials catching fire they will have to be made fire resistant.

You will need to get a specialised company to do this for you. You will need to be able to show a valid certificate of the impregnation. If you have any question regarding this subject please contact the Jaarbeurs Expopoint on 0031-302955770.

Order form services 50PlusBeurs

Here are the order forms for our following services:
Electricity connections and pantry.

You will need to fill out these forms and sign them and send, fax or email them to:
50PlusBeurs, PO Box 1999, NL-6801 BZ ARNHEM
Fax: 0031-263779730
Email: info@50plusbeurs.nl

Always make a copy for your own administration!

All the prices are excluding VAT, any deviation will be mentioned. Don't forget to send these order forms to us on time (page 4)!

Should you have any more questions, please contact us on 0031-263779737

Electrical connections

You will always get 1 kilowatt. If you would like to order extra kilowatts, please **ONLY** fill out the amount of **extra** kilowatts. For an indication of the necessary extra kilowatts you can check the schedule below. On page 11 you can fill out the order form.

Calculation necessary kilowatt

Using the schedule below you can calculate how many kilowatt you would need for your electrical connection.

Important: the order form is on the NEXT page

	Quantity	Average use of Watt	Total necessary amount of Watt
Kitchen appliances			
Coffeemaker (senseo)		2000	
Coffeemaker (espresso)		2500	
Kitchen unit with built in boiler and fridge		2300	
Kitchen unit with built in boiler and coffeemaker		3000	
Fridge		200	
Close-in boiler		2000	
Dish washer		2500	
Water boiler		2000	
Hot plate		2400	
Other appliances			
Computer		1000	
Monitor		200	
Laptop		200	
Total necessary amount of power 1000 Watt = 1 kilowatt			

Order form extra exhibitors passes

All exhibitors receive five exhibitors passes. These passes are the entry permits for the 50PlusBeurs. If you need more passes you can order them by means of this form.

During the set up and dismantle period you don't need the exhibitors passes.

O I need extra exhibitors passes

Send back before Wednesday the 25th of August 2010

Stand number	:
Company name	:
Contact	:
Address	:
Zip code and town, country	:
Telephone number	:

Place and date:

.....

Signature:

.....

Send, fax or email this signed form to:

50PlusBeurs, PO box 1999, NL-6801 BZ, Arnhem, fax: 0031-263779730 or info@50plusbeurs.nl

Make a copy for your own administration!

Order form for stand waste, assembly and disassembly 2010

DELIVERY IN NAME OF:

Company name:	Hall and stand number
Street:	Exhibition:
Zip code, city, country:	Registration number:

No, we do not wish to order a garbage bag nor a container and hereby declare that we shall provide for the disposal of our waste ourselves.

The undersigned is cognizant of Jaarbeurs Utrecht's current exhibitors' regulations.

Name (in block letters):..... Signature:

Yes, we wish to order the following waste container(s) for the disposal of stand waste.

The containers are not intended for chemical waste.

Chemical waste can be disposed of at the temporarily special depots in the halls;
this service is free of charge.

VAN VLIET GROEP	Quantity	Price per item
1 Garbage bag 120 lt.		€ 13,44
240 ltr. Container on wheels		€ 22,69
1 m ³ Container on wheels		€ 67,22
6 m ³ Container		€ 310,94
10 m ³ Container		€ 512,45
24 m ³ Container		€ 915,51
40 m ³ Container		€ 1.177,52

Delivery date:	in the morning / afternoon (delete whichever is not applicable)
Name of exhibitor / stand holder	

Note:

1. Payment: pin/ credit card / cash
2. We need to receive instructions for weekend deliveries by no later than 12.00 hrs. on the preceding Thursday.
3. In the absence of staff at an exhibitor's stand we will not deliver the container(s), and will charge transport costs.
4. Containers that are incorrectly filled (too high, too wide, too heavy) will not be removed, such in the assessment of the environmental inspector/driver.

In such instances the container will then need to be refilled by the client.

For more information contact the Van Vliet Groep, telephone **+31 (0) 30 285 52 90**

Please complete and sign this form and send it to:Jaarbeurs Utrecht, Van Vliet Groep,

P.O. box 8500, 3503 RM Utrecht, The Netherlands. Or fax to the Van Vliet Groep: **+31 (0) 30 294 60 54**

Or by e-mail: **Jaarbeurs@VanVlietGroep.nl**

Contact person for information (Please note: company name and company stamp/business card have to match)

Name:	Signature:
City, Country:	
Tel.No.:	
Cellular Phone:	
Fax:	Name in capitals:
Date of submission of form:	

This non-recurrent agreement is governed by the Van Vliet Groep's General Terms and Conditions for Delivery and Acceptance. These are available for examination at the Jaarbeurs Utrecht ExpoPoint.

In signing this form the client indicates that he/she concurs with the aforementioned conditions.

All rates exclusive of VAT and effective from 1 January 2010. Subject to change.

5.7A

Order form water connections 2010 + permission using aerosol creating equipment

Company name:	E-mail:
Street:	Trade Fair:
Zip code, City, Country:	Hall and Stand number:

We ask for permission to use aerosol creating equipment

for the following installations or purposes:

- * whirlpool, swimming pool, fountain
- * filtersystem
- * air humidifiers and spraying equipment
- * other purposes,

Please give a more detailed description of the installation you intend to use (if possible, accompanied by drawings, photographs, etc.):

Please indicate any control measures already implemented to prevent Legionella problems:

We herewith order the following provisions:	Code	Number		Standard price
1 Water connection specially for use of dishwasher consisting of a ½"supply pipe, 40 mm discharge pipe	31043		units	€ 279,95
1 Water connection consisting of a ½"supply pipe, 40 mm discharge pipe	31043 W1		units	€ 279,95
1 Water connection for 2 machines (max distance 1.5m) consisting of a ½"supply pipe, 40 mm discharge pipe Please note: this connection can not be ordered for a dishwasher.	31225 W2		units	€ 332,55
1 Separate water discharge pipe	31316		units	€ 49,00
Plumber	31370		hour	€ 43,30
Approval obliged for using aerosol objects	31227		x	€ 121,45

Inclusive of water consumption up to 10 m³.

Inclusive of sewerage charges, pollution charges and anti-pollution levy, € 21.50.

Please note:

1. If the order is placed within seven days preceding the commencement of the assembly or any time thereafter, we unfortunately have to levy 25% surcharge.
2. For water consumption in excess of 10m³, a rate of € 6,85 per m³ applies; code 31226.
3. For a dishwasher you need a separate connection (art. 31043/W1)
4. When the hose is too long you can cut it off. Do not put it back in the technical gutter. It will clog up.
5. When the distance between the equipment is more then 1,5 m, you will need a separate connection (art. 31043/W1).
6. All the water connections are positioned over floor galleys, unless they can be fitted under raised floors. The main tap must remain accessible at all times.
7. The participant is not permitted to branch the supplied connection point.
8. No water supplies are available in Hall 5 or the Expo Hall.

For further information, please contact the ExpoPoint Jaarbeurs Utrecht, telephone +31 30 295 57 70.
Please complete this form and **the stand plan 4.4A**, and mail or fax to:
Jaarbeurs Utrecht, ExpoPoint, P.O.Box 8500, 3503 RM Utrecht, The Netherlands. Fax. +31 30 295 58 22.

The undersigned has taken cognisance of the conditions printed overleaf and the Accommodation regulations of Jaarbeurs Utrecht.

Contact person for information

Name:	Telephone:
City, Country:	Fax:
Date:	Company stamp and signature:

All rates exclusive of VAT and effective from 1 January 2010. Subject to change. 4.2A

Order form small material - water connections 2010

Company name:	E-mail:
Street:	Trade Fair:
Zip code, City, Country:	Hall and Stand number:

We herewith order the following provisions:

	Code	Number		Standard price
5 litre boiler (small model)	31318		units	€ 390,50
10 litre boiler	31318		units	€ 291,50
streaming boiler	31318		units	€ 495,00
low pressure mixing tap	31318		units	€ 145,20
high pressure mixing tap	31318		units	€ 93,50
bar tap	31318		units	€ 60,50
set to connect boiler	31318		units	€ 49,50
pvc tape	31318		units	€ 8,25
chlorine tablets service	31318		units	€ 0,00
aquacheck service	31318		units	€ 0,00

Please note:

These materials are not for rent. You will be the owner of the materials after the fair.

For further information, please contact the ExpoPoint Jaarbeurs Utrecht, telephone +31 30 295 57 70.

Please complete this form, and mail or fax to:

Jaarbeurs Utrecht, ExpoPoint, P.O.Box 8500, 3503 RM Utrecht, The Netherlands. Fax. +31 30 295 58 22.

The undersigned has taken cognisance of the conditions printed overleaf and the Accommodation regulations of Jaarbeurs Utrecht.

Contact person for information

Name:	Telephone:
City, Country:	Fax:
Date:	Company stamp and signature:

All rates exclusive of VAT and effective from 1 January 2010. Subject to change. 4.2A

Guidelines regarding the use of water in the Jaarbeurs building

Exhibitors wishing to make use of water are required to submit an order form for a water connection, including the stand plan.

For safety reasons exhibits using open water, running water and sprinklers or sprays (inclusive or air-humidifiers) are permitted solely subject to specific conditions.

Exhibitors wishing to make use of water are required to specify the precise manner in which they intend to make use of the exhibit on the aforementioned form. Exhibitors who have already drawn up a proposal for control measures designed to prevent **Legionella** problems are kindly requested to indicate the nature of their proposal on the form.

Based on the provided information, the control measures will be created. You will receive written information as to the nature of these measures.

In the event of non-compliance Royal Dutch Jaarbeurs is entitled to remove the water and the relevant installation at the exhibitor's costs.

In addition, the use of water is also governed by the following regulations:

- * Exhibitors may only use water drawn from Royal Dutch Jaarbeurs's water system.
- * The use of water from fire-hoses is **prohibited**. This water may be used solely for the purpose of extinguishing fires.
- * Water in the hall's rinsing areas is **not** potable water.
- * Exhibitors are required to collaborate with any tests, sampling and inspections that may be carried out by Royal Dutch Jaarbeurs and/or other official agencies.

The following rules are applicable to the use of kitchen units:

- * Kitchen units shall be dry on delivery.
- * Any boilers must be fitted with a combined inlet, and set to a water temperature in excess of 60 C.
- * Records must be maintained in a logbook in a manner which indicates the history of the kitchen unit.

Order form compressed air connection 2010

Company name:	E-mail:
Street:	Trade Fair:
Zip code, City, Country:	Hall and Stand number:

We herewith order the following provisions:

	Code	Number		Standard price
Compressed air connection 3/8" internal thread, maximum capacity 1000 Nlitre / minute (incl. max. 6 metres connection)	31042		each	€ 199,10
Required volume <u>COMPRESSED AIR</u> :	31044		Nlitre/minute	
Machine connection (valve closure is provided by the participant)	31240		each	€ 68,25

Please note:

1. If the order is placed within seven days preceding the commencement of the assembly or any time thereafter, we unfortunately have to levy a 25% surcharge.
2. Compressed air is conditioned, and is supplied at a pressure between 6.0 and 6.8 bar.
3. If the required air volume does not match the number of connections, Jaarbeurs Utrecht reserves the right to adjust the number of air connections at the expense of the customer.
4. If the stand is not located over a technical duct, the connection can only be realised if the stand is fitted with a raised floor.
If you need more than 6 metres to connect your machine, additional costs are applicable.
5. The supply valve must be accessible at all times.
6. The participant is not permitted to branch the supplied connection point.
7. No compressed-air supplies are available in Hall 5 or the Expo Hall.

For further information, please contact the ExpoPoint at Jaarbeurs Utrecht, tel. + 31 30 295 57 70

Please complete this form and **the stand plan 4.4A**, and mail or fax to:

Jaarbeurs Utrecht
ExpoPoint, P.O.Box 8500, 3503 RM Utrecht, The Netherlands
Fax: + 31 30 295 58 22.

The undersigned has taken cognisance of the applicable conditions for participation of Jaarbeurs Utrecht.

Contact person for information

Name:	Telephone:
City, Country:	Fax:
Date:	Signature:

All rates exclusive of VAT and effective from 1 January 2010. Subject to change.

4.2B

Order form telecommunication and internet connections

Company name:	
Street:	Trade Fair:
Zip code, City, Country:	Hall and Stand number:

We would like to order the following facilities:

Collect the equipment at the ExpoPoint.	Code	Number	Per	Prijs
Telecom connections				
Standard connection (analog) without telephone	31037		piece	€ 131,25
Standard connection with telephone	31028		piece	€ 147,00
Standard connection with plain-paper fax, excl. el.	31036		piece	€ 210,00
ISDN-2 connection	31035		piece	€ 183,75
GSM PIN pay machine	31224		piece	€ 119,00
Distribution of ADSL connections (max. 4 computers)				
ADSL connection 512 Kbit/s 1 user on 1 line	31007		piece	€ 404,25
ADSL connection 1024 Kbit/s 1 user on 1 line	31033		piece	€ 630,00
ADSL connection 2048 Kbit/s 1 user on 1 line	31034		piece	€ 1.050,00
SDSL connection 1 MB/s	31330		piece	€ 1.050,00

ADSL modem is inclusive an internet account, 1 net cable and 1x power cable 220V. Excl. electricity.)

Please note:

- We regret that a 25% order surcharge is applicable in the event that you place your order within seven days prior to construction.
When last minute orders are placed extra manhours will be charged if the activities take up more than 30 minutes. (€63 per hour)
- Alterations to the connections made are possible to a certain degree and costs;
for further information please contact the ExpoPoint.
- The rates for the telephone connections are inclusive of call charges. Call charges above € 10 will be charged.
Payment telephone numbers (0900) and international calls only on demand and on basis of subsequent costing.
- The rates for mobile PIN machines excludes the transaction costs of € 0,29 (excl. VAT) per transaction. These transaction costs includes the GSM communication costs and the costs of Interpay.
- The connections and peripheral equipment ordered will be made available on the first day of the fair up to the last day, closing time.
- The equipment must be collected and returned at the ExpoPoint within 1 hour after closing of the fair.
Equipment not returned as well as equipment ordered, but not collected, will be charged for.
Prices for this can be obtained at the ExpoPoint.
- Wireless broadband Internet access for own use by **Wi-Fi of KPN**. (www.kpn.com)
Attention: fast connection not guaranteed. Limited capacity.

For further information, please contact the ExpoPoint at Jaarbeurs Utrecht, tel. + 31 30 295 57 70.

Please complete this form and **stand plan 4.4A**, and mail or fax them to:

Jaarbeurs Utrecht, ExpoPoint, P.O. Box 8500, 3503 RM Utrecht, The Netherlands

Fax: + 31 30 295 58 22.

The undersigned has taken cognisance of the applicable conditions for participants of Jaarbeurs Utrecht, the general terms of KPN and the internet provider. The term and conditions are available on request at the Jaarbeurs ExpoPoint.

Contact person for information

Name:	Telephone:
City, Country:	Fax:
Date:	Signature:

Plan of connections 2010

Company name:	
Street:	Trade Fair:
Zip code, City, Country:	Hall and Stand number:

Please indicate **all** technical facilities you have requested for the installations on your stand.
To provide for the optimum processing of your information you are requested to use the following codes on your plan.

Raised floor

Please indicate if your stand has been provided with a raised floor.
(Check which ever is applicable).

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Electricity	Electricity	Water	Compressed air
AE Electricity supply	S8 Hanging light	AW Water supply	AP Compressed air supply
S1 Spot	S9 Halogen UFO	A Kitchen unit	PM Compressed air user
S2 Hanging lamp	W1 Socket, earthed	C Close-in boiler	
S3 Hanging spot	W2 CEEform 16A	V Dishwasher	Telecommunication
S4 Strip light	W3 CEEform 32A		T1 Telephone connection
S5 Halogen floodlight	W4 CEEform 63A		T2 ISDN
S6 Tripod	W5 CEEform 125A		T3 ADSL
S7 Surface-mounted light			T4 FAX

Please use this side to indicate the rear of your stand.

Please indicate at least two adjacent stand numbers.

Further information is available from Jaarbeurs Utrecht ExpoPoint, tel. +31 30 295 57 70.

Please send this completed and signed form to

Jaarbeurs Utrecht, ExpoPoint, P.O.Box 8500, 3503 RM Utrecht. Fax: +31 30 295 58 22.

Contact person for information

Name:	Telephone:
City, Country:	Fax:
Date:	Signature:

Plan guylines/suspension points 2010

Company name:	
Street:	Trade fair:
Zip code, City and Country:	Hall and Stand number:

Please indicate the correct stand lay-out for the location of the guy lines/suspension points. If required, a technical drawing in duplicate can be submitted or you can send your drawing in *.dwg formaat (AutoCad) by e-mail to: info.taoutrecht@taogroep.com.
Please indicate a reference point as to the location and position of the stand in the hall (for instance transport door number). Please provide the scale.
All dimensions of the guy lines / suspension points must be indicated (metric, X/Y co-ordinates, elevations and weights).

Use this side for the back of your stand.

Indicate at least two adjacent stand numbers for so called "isle stands".

scale: 1:

For further information, please contact TAO Rigging - Jaarbeurs Utrecht, tel. 0031 (0)30 295 25 11.
Please complete and sign this form and mail or fax it together with the order form guy lines / suspension points to:
Jaarbeurs Utrecht, ExpoPoint, PO Box 8500, 3503 RM Utrecht, the Netherlands,
Fax: 0031 (0)30 296 39 98.

Contact person for information:

Name:	Telephone:
City, Country:	Fax:
Date:	Signature:

Order form security staff 2010

Company name:	
Street:	Exhibition:
Zip code, City, Country:	Hall and Stand number:

We require uniformed security staff on our stand at the times/dates below:

Extra security staff is also available during stand assembly and disassembly.

Day	Security staff required	Date	Times			
Sunday			from:	hour	to:	hour
Monday			from:	hour	to:	hour
Tuesday			from:	hour	to:	hour
Wednesday			from:	hour	to:	hour
Thursday			from:	hour	to:	hour
Friday			from:	hour	to:	hour
Saturday			from:	hour	to:	hour

Please note:

1. A minimum order of four hours applies.
2. Unfortunately, we cannot guarantee the provision of extra staff for orders placed within twenty working days of the start of stand assembly, while orders placed within 7 days prior to the period of built up will be subject to a 25% surcharge.

Rates per hour:

Monday to Friday	: 07.00 - 18.00 : € 39,20; code 31189
Monday to Friday	: 18.00 - 24.00 : € 41,50; code 31188
Monday to Friday	: 24.00 - 07.00 : € 43,80; code 31190
Saturday and Sunday	: 00.00 - 24.00 : € 52,45; code 31187
Holidays Mon.- Fri.	: 00.00 - 24.00 : € 55,90; code 31193
Holidays Sat. - Sun.	: 00.00 - 24.00 : € 61,80; code 31192
Holiday 31/12	: 00.00 - 24.00 : € 66,80; code 31191

For more information contact the Jaarbeurs Utrecht ExpoPoint, telephone 0031-30 295 57 70.

Please complete and sign this form and send or fax it to:

Jaarbeurs Utrecht, Safety & Traffic, P.O. box 8500, 3503 RM Utrecht, The Netherlands

Fax: +31 (0) 30 295 57 33

The undersigned is familiar with the applicable Jaarbeurs Utrecht participation regulations.

Contact person for information

Name:	Telephone:
City, Country:	Fax:
Date:	Signature:

All rates exclusive of VAT and effective from 1 January 2010. Subject to change.

5.2A

Order form Stand cleaning services 2010

INVOICE ADDRESS (the ultimate responsibility rests with the exhibitor):

Company name: _____

Street:	Exhibition:
---------	-------------

Zip code, City, Country:	Hall and Stand number:
--------------------------	------------------------

		Number of m2
We require the following:	Option 1	<input type="checkbox"/>
	Option 2	<input type="checkbox"/>
	Option 3	<input type="checkbox"/>

<p>Option 1 A one-time single clean-up before the first day of the fair according to the activities listed in option 2. You will be charged per m² for these activities.</p>	€ 0,90 p/m ²
<p>Option 2 Cleaning of your stand before the first day of the fair and keeping your stand clean during the fair period. This includes: - Keeping the floor clean: carpet/ linoleum/similar. - Wiping counters, tables, chairs and bar stools. - Emptying ashtrays and bins. You will be charged per m² / fair day for these activities.</p>	€ 0,75 p/m ²
<p>Option 3 Additional cleaning activities, including the extensive cleaning of glass, carpet, glass window displays, cleaning exhibited goods, walls, etc. You will be charged by the hour for these activities.</p>	€ 35 p/u

Attention:

GCA does not remove your stand garbage/rubbish. You can order containers or garbage bags by contacting the Van Vliet Groep, +31 (0) 30 294 37 49

If payment takes place after the exhibition, we charge an administration fee of € 7.00 for orders under € 45.00. For more information please contact GCA Special Events B.V. by phone: + 31 (0) 30 299 17 50. E-mail: jaarbeurs@gca-se.nl

Please send this form completed and signed to: GCA Special Events B.V., Fax: + 31 (0)30 299 17 51. All of the work carried out by GCA Special Events B.V. is subject to the General Terms and Conditions issued by OSB. A copy of the said General terms and Conditions is available upon request.

Contact person for information (Please note: company name and company stamp/business card have to match)

Name:	Company stamp/business card and signature: (if not completed, this form will not be processed)
City, Country:	
Tel.No.:	
Fax:	
Date of submission of form:	

ADEXPO FURNITURE AND CARPET

For a **complete overview** of the rental collection you can go to www.adexpo.nl
You can also place your rental-order on our website by logging in as:

Gebruiker (user): 50plusbeurs

Wachtwoord (password): adexpo

The prices are listed on the website. The prices mentioned are valid for the duration of the fair, exclusive of 19% VAT. Each participant will be charged €7.00 administration costs.

During the fair, you have a theft cover for Adexpo-furniture. The calculation of the premium takes place according to the table as stated on the pricelist. The total rental-price defines the premium.

After receiving your order, you will receive an order confirmation by fax. If you do not receive any response at all from Adexpo within 2 working-days, it means your order was not (properly) received by us!!

We need to receive **your order before Monday the 6th of September 2010**. Orders we receive after this date will be raised with **25% last minute charge**, based upon the total rental price.

Payment must be received at our bank account before **Thursday the 9th of September 2010**.

We cannot guarantee your delivery if we do not receive your payment on time!

It is not in any way possible to pay your invoice cash at the fair.

If you have any questions, please do not hesitate to contact us. Adexpo is available by telephone, at 0031-165573939.

We thank you in advance for your order and we wish you a very successful exhibition!!

Best Regards,

Team Adexpo

ADEXPO BV
Stepvelden 14
4704 RM Roosendaal
Postbus 1534
4700 BM Roosendaal
BTW nr. ADEXPO BV
NL 0082.48.400.B.01

Tel. nr. 0031-165573939
Fax nr. 0031-165573940
E-mail: info@adexpo.nl
Internet: www.adexpo.nl
ABN AMRO 51.34.53.652
Swift-code: ABNANL2A
IBAN: NL17ABNA0513453652

Handelsregister: Kamer van Koophandel Breda nr. 20083415.
Offertes, transacties en leveringen geschieden volgens onze huurvoorwaarden gedeponereerd bij de Kamer van Koophandel te Breda onder nr. 1441.

Conditions for buyout & sampling

Jaarbeurs Catering Services (JCS) is the sole catering company for all Jaarbeurs buildings and grounds and holds the catering licence for the entire Jaarbeurs complex in Utrecht. Given this position, the supply of catering services and products by a company other than JCS or without JCS's permission is not permitted.

JCS understands that stand owners sometimes wish to supply their guests (customers and potential new clients) with Food & Beverage (anything to do with food and drink) themselves, provided that such food and drink are offered in limited quantities and are intended for immediate consumption. This form of catering falls under 'normal hospitality'. The products to be used for normal hospitality should preferably be bought at JCS.

Stand owners who wish to organise catering over and above this 'normal hospitality' during the trade fair must at all times obtain written permission from JCS. This also applies if stand owners wish to use catering to promote a country, brand or product. JCS will contact the stand owner in question directly in order to make arrangements and give consent, which consent may or may not be made subject to certain conditions. Approval for this must be requested at least 2 weeks prior to the start of the event.

Below you will find the conditions and types of catering for which approval must be requested and may be granted:

1 point of sale for visitors

Conditions:

- 1.1 There must always be a connection or added value between the product sold and the aim of the trade fair or participation in the trade fair.
- 1.2 If approval is granted, there will be a 30% contribution for the use of the catering license of Jaarbeurs Catering Services.
- 1.3 Drinks must be purchased via JCS. Drinks are purchased from JCS's warehouse at competitive purchase prices + a 20% handling fee. The drinks must be sold at JCS's sales prices. It is not permitted to sell drinks from suppliers with whom JCS has no contract, without JCS's permission.

2 External caterer at stand

Conditions:

- 2.1 An external caterer will not be allowed on the Jaarbeurs Utrecht grounds without the permission of JCS.
 - 2.1.1 If approval is granted, a fixed amount will be charged for the use of JCS's catering licence. The buyout amount is based on the surface area used for the catering activity.
- 2.2 **Buyout amount for external caterer**

Number of m ²	amount
2.2.1 up to 50 m ²	€ 1,200 per trade fair period
2.2.2 50 to 200 m ²	€ 2,400 per trade fair period
2.2.3 more than 200 m ²	€ 16.50 per extra m ² above the number of m ² given in 2.2.2

3 Sampling

JCS understands Sampling to mean titbits or drinks offered to visitors to the trade fair for tasting.

Conditions:

- 3.1 There must be a connection or added value between the product offered and the aim of the trade fair and/or participation in the trade fair.
- 3.2 Sampling must always be submitted to JCS for approval. If there is no objection, a fixed amount, a sampling fee, will be charged per trade fair day for the use of the catering licence.
- 3.3 The net volume of a drinks sample must not exceed 20 cc. Offering tins or bottles for sampling is not permitted under any circumstances. Drinks must be poured out into small glasses or cups and given to visitors free of charge.
- 3.4. Drinks with a low alcohol content (max 15 % alcohol) may be given to visitors above the age of 16, provided that these comply with the maximum volume permitted. Drinks with a high alcohol content (max 36%) may only be given to visitors above the age of 18 to sample, provided that such drinks comply with the maximum volume permitted. A small charge must be made for this.
- 3.5. The Food product on offer may only consist of 1 to 2 bites. The product may be served hot or cold.
- 3.6 Should the portions of the product on offer (both drinks and food) not meet the requirements, the portions must immediately be adjusted. If this is not done, JCS will set the sales price for each item and the stand owner will be obliged to pay 30% of the sales value of the product offered to JCS.
- 3.7 In accordance with the statutory provisions, a clear distinction must be made between sampling and the sale of alcoholic drinks. This is done by erecting a wall which creates a clear separation between the sales area and the sampling area.

3.8 Sampling amount

- 3.8.1 € 50 per trade fair day where the product is not offered for sale.
- 3.8.2 € 100 per trade fair day where products that cannot be consumed immediately (semi-finished products) and drinks with a high alcohol content are sold.

If you want to sell bottles of alcohol drinks, please contact us.

In case of sampling you need to arrange the garbage removal during the exhibition. Please contact the Van Vliet Groep, phone + 31 30 285 5290.

4. What happens if we are not informed of the said points in good time?

During the actual days of the event, JCS employees will carry out control rounds. If, during a control round, it is found that unlawful use is being made of JCS's catering licence, the following action will be taken per catering activity:

1. the point of sale will be closed immediately;
2. the external caterer will be refused access to the grounds;
3. the sampling will be stopped immediately.

The trade fair organisers will be informed immediately in all cases.

If you are nevertheless given permission by JCS, you will be charged a fixed amount based on the surface area set up for the catering activity and/or sampling. The amount will be due and payable immediately.

Where no prior notification is given, the following amounts will apply:

4.1 Catering point of sale / external caterer:

Number of m²	amount
4.1.1 up to 50 m ²	€ 1,800 per trade fair period
4.1.2 50 to 200 m ²	€ 3,600 per trade fair period
4.1.3 more than 200 m ²	€ 24.75 per extra m ² above the number of m ² given in 4.1.2.

4.2 Sampling:

- 4.2.1 € 100 per trade fair day where the product is not offered for sale.
- 4.2.2 € 200 per trade fair day where products that cannot be consumed immediately (semi-finished products) and drinks with a high alcohol content are sold.

5 General conditions

The stand owner himself is responsible for applying for the necessary permits in respect of running the stand. Please see the accommodation regulations of Jaarbeurs Utrecht in this regard.

The stand owner is obliged to run the stand in accordance with the HACCP and health and safety provisions.

The stand owner himself is responsible for submitting an application for the general and technical support facilities to Jaarbeurs Utrecht.

With the exception of sampling, it is not permitted to promote any brand statements in any way whatsoever other than those of JCS's suppliers. If JCS discovers such advertising, this must immediately be covered or removed.

JCS's suppliers are:

1. Bavaria
2. Vrumona

JCS employees carry out control rounds during every event. During these rounds they check whether the approved caterers are complying with the stipulated conditions and whether stand owners are carrying out catering activities of which JCS was not informed. This includes sales, external caterers and sampling. Should they discover any catering activities of which JCS was not informed or instances where the conditions are not complied with, immediate action will be taken and the party involved will be informed immediately.

Order form Catering Activities on your stand

Company name

Address

Zip code + Place

Contact person

Phone number

Email

Stand number

Exhibition

Specification catering activity:

.....

.....

.....

Area catering-activity + stand : m²

Please specify, if necessary, in an enclosure your assortment and the prices. The enclosure should include:

1. A survey of the assortment
2. a price list (if necessary)
3. a classification of your stand, including measurements

In case of sampling, please contact Van Vliet, phone +31 30 285 5290, for garbage handling.

Only completed forms, including enclosures, will be handled.

Jaarbeurs Catering Services – Deli Delivery
Postbus 8500
3503 RM Utrecht
The Netherlands
T 0031-30 2955 369
F 0031-30 2955 425

STAND CATERING

DELI DELIVERY

The daily delivery service Deli Delivery offers all solutions regarding culinary care.

We have a complete assortment of catering products with its accompanying services to complete your wishes regarding catering. You can order at www.delidelivery.nl, using the same login you received from Jaarbeurs Utrecht.

During the exhibition it is possible to place additional orders, by calling +31(0)30 295 5369, and the order will be delivered within the hour.

DELI PREMIUM

Deli Premium is keen to contribute to the result you achieve with your stand. By providing party catering, Deli Premium lets your clients literally see, hear, feel, smell and taste your theme at the fair, exhibition or tradeshow. As a result, your guests experience the message you wish to convey implicitly and explicitly. We immerse your guests in the feeling you wish to give them by greeting the public with a warm welcome and friendly service. Your guests will also appreciate the huge number of visitors you attract this way because besides looking out for offers, visitors are also seeking to expand their network in an enjoyable way!

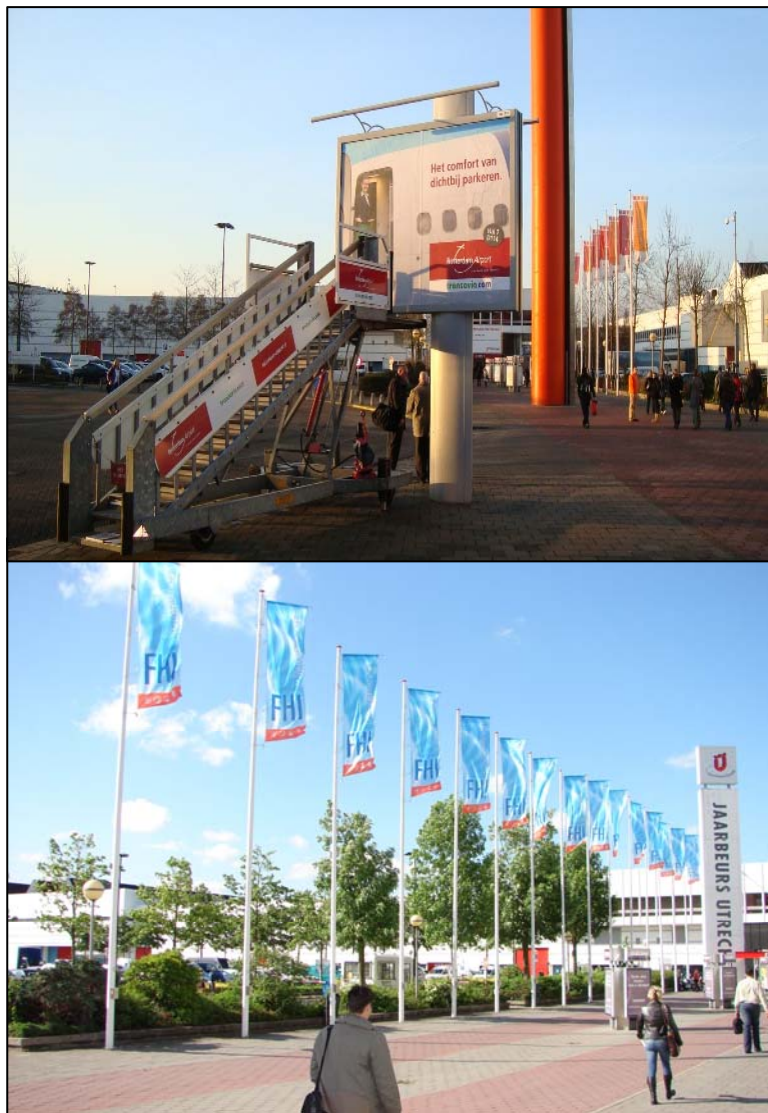
See www.delipremium.nl or call +31(0)30 – 295 5606

FAIRCOM

Advertising possibilities

Faircom Media offers several possibilities of exposure. You can differentiate your company or brand in a creative way during the 50PlusBeurs. Have you ever thought how to increase your name recognition, how to get the right people to visit your stand, or how you get new products under the attention of the visitor? Faircom Media provides the answers to all these questions by using the right tools, in the right place, at the right time.

Below are some examples:



FAIRCOM

Other exposure possibilities during the 50PlusBeurs 2010

Promotional Staff, Bluetoothadvertising, Promopoints, Bigboards, Tuk tuk Advertising, Zeppelins (indoor & outdoor), Branded smoking area, Big Banners on several locations, Tuktuk Advertising, Toilet Advertising, Barrier Advertising, Centersigns inside and outside, Revolving doors, Floorgraphics, Zeppelin Advertising. You can visit our website www.faircom.nl for a number of successful cases. For more information, please call Nicolette Nelis from Faircom Media on + 31-(20) 462 08 80.

We are pleased to send you more information about the possibilities below:

- o Tuk tuk Advertising
- o Branded smoking area
- o Bluetooth advertising
- o Branded meetingpoint
- o Promotional staff
- o Billboards
- o Big Banner
- o Bigboard
- o Barrier Advertising
- o Flags/Banners
- o Centersigns inside/outside
- o Promopoints; your own advertising outside
- o Revolving doors
- o Golfcarsponsoring
- o Toilet Advertising
- o Sponsoring corridor between Oost and West
- o Zeppelin
- o Other Big Banners
- o Your own
idea.....

Company.....

Contact M/F

Address

Zip code

City

Telephone

Fax

E-mail

Fax this response to: +31 (0) 20 – 460 90 81

Reservation form Park Plaza Utrecht

Exhibition: 50PlusBeurs 15-19 September 2010
Name company:
Name contact person:
Address:
Zip code and city:
Telephone number:
Fax number:
E-mail:
Stand number:

Please make a reservation for me for:

Amount Superior rooms: 10% discount on the best available rate*
 Amount Executive rooms: 10% discount on the best available rate*
 * Breakfast €19.50 and 5% city tax are excluded.

Name guest(s):	Date of arrival:	Date of departure:
.....
.....
.....
.....
.....
.....

Notes:

This reservation will be guaranteed with credit card number:.....
 Card type:
 Name card owner:
 Expiry date:.....

You can send or fax this signed form to:
 Park Plaza Utrecht
 attn. Reservations Department
 Westplein 50
 3531 BL UTRECHT
 Fax: 0031-30 2925199
 E-mail: ppures@pphe.com

Signed by,

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