

Newcomers Festival

Welcome to Frankfurt-Rhein-Main

Exhibitor Information

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The 12th annual Newcomers Festival is an exciting event for the international community in Frankfurt-Rhein-Main. The event will be held directly in Frankfurt's City Hall (Römer) on Sunday 21 October 2012 from 1-6 pm.

Last year's festival attracted 80 exhibitors and 5,000 visitors from many different nationalities. For the 2012 event the organizers are expecting a similar success.

The Newcomers Festival is designed to be a family-oriented and informative event that helps the international community get off to a good start in their two- to three-year stay in Frankfurt and the Rhein-Main region.

The Newcomers Festival consists of an extensive exhibition of services, clubs, and organizations in the area. Parallel to the exhibition, seminars and workshops will present practical information about living and working in the region. In addition, there is musical entertainment, as well as food and drink reflecting the local gastronomy. Admission to the event is free.

**Sunday 21 October, Römer
(City Hall) Frankfurt, 1 to 6 pm**

www.newcomers-festival.de



Exhibition Space

The Newcomers Festival provides a unique opportunity for visitors to learn about the exhibitors' services and products. Exhibitors may, at the discretion of the organizers, sell goods and services to the visitors. There will be three general types of exhibitors at the Newcomers Festival:

- Companies - Airlines, travel agencies, book stores, relocation agencies, accountants and financial planners, language and driving schools, as well as other shops and services that target the international community.
- Non-profit organizations, clubs, churches, universities, professional associations and international schools
- Important state and city institutions - museums, theatres, tourism, etc.

Exhibitor Registration

Please complete the attached form and return it by **24 August**. Exhibition space costs €149 per square meter for commercial organizations and €79 per square meter for non-profit organizations.

Please be aware that space is limited and the placement of exhibition spaces is on a first-come first-served basis. Book early to ensure a prominent stand placement. Registration can also be booked online.

Sponsoring

Main sponsors will receive the following:

- Logo in all advertising material
- Prominent display on Internet homepage
- Presentation at registration table (such as a banner or poster)
- Information brochure handed out to all participants
- Exhibition space (up to 4 meters wide)
- Stage presentation

If you have any questions about sponsorship opportunities, please contact the organizers.

Marketing Activities

The Newcomers Festival is designed to reach the international community - British, American, Scandinavian, Japanese, Korean, French, Indian, Chinese, Eastern European, etc. - living in Frankfurt-Rhein-Main. To reach that target group, the organizers plan promotional and marketing activities including advertising leaflets, direct mailings to personnel departments of major international corporations, as well as media coverage.

www.newcomers-festival.de

The organizers have launched a related website to keep participants and exhibitors up-to-date with the latest information regarding the festival. Exhibitors are also entitled to a listing on the website with a direct link to their own website.

Venue



The 2012 event will again be held at the Römer, Frankfurt's City Hall. The Römer is a historic building in the heart of Frankfurt.

Organizer

The Newcomers Festival - Welcome to Frankfurt-Rhein-Main is organized by Communication Solution GmbH, a public relations and event marketing agency focused on the international community living in Germany. Communication Solution has successfully organized similar events for the past 10 years. For more information, consult the website at: www.communication-solution.de

More Information

If you have any questions regarding the Newcomers Festival, please contact:

Newcomers Festival Organizing Office
c/o Communication Solution GmbH
Niederuau 45; 60325 Frankfurt
Tel: 069-7191-6581; Fax: 069-7191-6582
Email: mail@newcomers-festival.de
www.newcomers-festival.de



Communication Solution GmbH
International Communications & Event Marketing

Exhibition Registration Sheet

21 October 2012 at Römer - City Hall in Frankfurt

Registration Deadline 24 August 2012

1. Name and details of Exhibitor

Company/Organization: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

Website: _____

Description of organization: _____

2. Type of exhibition stand

Demonstration Information Sales Other

3. Fees for exhibition space

Commercial organizations €149 per square meter

Non-profit organizations* €79 per square meter

* Non-profit clubs (eingetragene Vereine), churches and charitable organizations only

Flat rate for energy consumption (Energiekostenpauschale) €5.60 per sqm

Flat rate for waste disposal (Umweltbeitrag) €6.20 per sqm

4. Size of exhibition space

Frontage _____ meters x depth _____ meters = _____ total square meters

NOTE: Minimum size of exhibition space is 2 m frontage and 2 m depth -
i.e. €596 for commercial organizations and €316 for non-profit organizations

5. Additional Services

Please note that the rented exhibition space does not include any stand equipment. Here is a list of the most commonly used items, which can be rented through the organizers:

- | | |
|--|---|
| <input type="checkbox"/> Table(s) 80 x 80 cm €19 | <input type="checkbox"/> Chair(s) €6 |
| <input type="checkbox"/> Stand backdrop(s) 118 cm (w) x 146 cm (h) €39 | <input type="checkbox"/> Electrical connection (220V/16A) €50 |

Other services (audio-visual equipment, etc.) are also available.

Please contact the Newcomers Festival Organizing Office for a more detailed price list.

6. General Information

1. Exhibition space placement is on a first-come, first-served basis. Book early to ensure a choice placement.
2. Shortly after the receipt of your registration, you will receive a confirmation letter, an invoice for the exhibition space, and additional information specific to the event.
3. About 4 weeks before the festival, promotional material will be sent to exhibitors. These flyers & posters can be used to inform clients, employees and other interested parties about the event.
4. About 2 weeks before event, specific information regarding exhibition space placement and space number will be sent to all exhibitors.
5. Booking cancellations can be accepted no later than 4 weeks before the event and are subject to a 25% cancelation fee.
6. All prices are net, i.e. add 19% VAT.
7. Exhibitors may, at the discretion of the organizers, sell goods and services to the visitors (please indicate this on registration sheet).
8. The sale of food and drink is not allowed. Small samples of free food and drink are, however, permitted (please indicate this on registration sheet).
9. Promotion activities outside your exhibition space are not permitted. This includes the use of persons for publicity purposes, as well as the distribution of advertising materials, such as leaflets, giveaways, etc. in the entry ways of the exhibition area or in the direct vicinity of the venue.
10. Please note that the 50% discounted exhibition fee is available only to non-profit clubs (eingetragene Vereine), churches and charitable organizations (Wohltätigkeitsorganisationen).
11. Maximum of two exhibitors can share a stand.

Company/organization name: _____

Contact person and position: _____

Signature and date: _____

Thank you for agreeing to exhibit at the 2012 Newcomers Festival

Please return this form by 24 August 2012 to:

Newcomers Festival Organizing Office
c/o Communication Solution GmbH
Niederuau 45, 60325 Frankfurt
Tel: 069-7191 6581; Fax: 069-7191 6582
Email: mail@newcomers-festival.de
www.newcomers-festival.de

General terms and conditions for Newcomers Festival Exhibition

1.1 The organiser of the exhibition is:

Communication Solution GmbH (hereafter CS)
Niedenu 45
60325 Frankfurt
Tel. 069-7191-6581
Fax 069-7191-6582
email: contact@communication-solution.de
Internet: www.communication-solution.de
HRB 53624

1.2 Registration

(1) All exhibitors must submit a duly completed event registration form. This registration form is to be signed by the exhibitor and is legally binding and must be received by CS.

(2) CS shall not be liable for the outcome or for the damages directly or indirectly ensuing from misleading or imprecise or incomplete information either contained in the registration form or based on other details furnished by the exhibitor.

(3) The exhibitor undertakes to give to CS all information required of his company and the products to be exhibited. Should the range of products of the exhibitor or the composition of the product range not comply with the details submitted, CS is entitled, at short notice to exclude the exhibitor from taking part in the event.

(4) CS is entitled, if necessary for technical reasons, to reduce the exhibition area of an exhibitor or to alter the exhibitor's position.

1.4 Stand allocation

(1) The placement of exhibition stands shall be on a first-come, first-served basis. However, CS also reserves the right to adjust the stand placement based on technical factors relating to the exhibition. Exhibitors are not entitled to a particular position or size of stand, regardless of any positioning proposal, which may have been made on the registration form.

(2) In allocating the stands, account may be taken of the product groups to which the registered articles are affiliated. CS shall decide on the product group to which the exhibitor is to be allocated.

(3) In the event of deviations in the stand allocation or alterations to the stand, even after the confirmation has been issued, the exhibitor has no right to claim against CS for damages - except in cases of gross negligence.

1.5 Confirmation of acceptance

(1) Acceptance as an exhibitor is issued in the form of a written confirmation detailing the stand allocated (stand confirmation). The contract of participation is thus concluded between the exhibitor and CS, and is legally binding.

1.6 Conditions of payment

(1) In return for the participation at the event and the use of the exhibition area, the exhibitor shall pay remuneration to CS. The amount of this remuneration depends on the size and type of stand area allocated.

(2) The exhibitor shall receive an invoice for the stand rent and additional services. The currently valid rate of VAT will be added to all prices.

(3) Costs for additional services, for electricity, gas and water supply to the stand, stand cleaning services as well as other services and deliveries ordered from CS by the exhibitor will be covered by a separate invoice. Payment for such additional costs is due immediately upon receipt of the invoice.

(4) Objections to invoices must be made in writing within 14 days following receipt of the invoice.

(5) All amounts due to CS are to be paid in EURO to the account detailed on the invoice.

(6) In the event of a delay in payment, CS is entitled to charge interest on arrears corresponding to the customary bank rate of interest.

1.8 Event schedules

(1) The event is open to the public from 1 - 6 p.m. Exhibitors are permitted to set up their exhibition stand anytime after 9 am on the day of the event. The stand must be dismantled no later than 9 pm on the day of the event. Only in exceptional circumstances can set up and dismantling work be carried out outside of this period, and then only with the prior written consent of CS.

(3) Should the event be interrupted, once opened owing to circumstances for which CS is not responsible, rescission of the contract or the enforcement of claims for damages are excluded. The same applies if CS, by reason of a force majeure or other such circum-

stances beyond the control of CS, is forced to close or clear several areas of the event or even the entire exhibition area either temporarily or for a longer period of time. This also includes restrictions on utilization of the stand area or the access to it allocated by contract which ensue due to reorganization or reconstruction measures or due to regulations and instructions issued by the authorities: under such circumstances CS will endeavour to provide a substitute solution, yet in no way acknowledges a legal obligation to do so.

1.9 Use of the stand

(1) The exhibitor undertakes to use the stand for the duration of the event in conformity with the terms and conditions relating to event participation and, during the hours of opening, to keep the stand sufficiently manned at all times.

(2) If the exhibitor, although registered and accepted, does not participate at the event, for whatever the reason, CS is entitled to allocate the stand otherwise as it sees fit. The exhibitor under contract is fully liable for the whole stand rent.

(3) CS is entitled to examine whether the exhibitor uses the allocated stand properly and in conformity with the criteria of acceptance, in respect of the size of the stand and the articles displayed. In the case of infringement, CS may exclude the exhibitor from future events.

(4) After dismantling their stand, exhibitors are required to remove all paper, bottles, plastic or any other refuse from their exhibition area.

1.10 Cancellations

(1) The exhibitor has the right to withdraw in written form from the contract within 8 days after confirmation by CS without any cost. If CS agrees to a cancellation after this period, 25% of the stand rental fee plus the legal VAT will be charged to the exhibitor. In case of cancellation within 4 weeks prior to the show date, CS will invoice the full stand rental fee plus the legal VAT.

(2) CS is entitled to cancel or postpone the event, as well as alter its duration and hours of opening. No claims for damages can be enforced under such circumstances. Should the event be completely cancelled, stand rentals which have already been paid will be refunded. In the case of postponement or alteration in the duration of the event, the contract shall be considered as applicable to the new duration of the event; there are no rights of rescission whatsoever ensuing neither from this situation nor from any alteration to the hours of opening.

1.11 Sales activities

(1) Exhibitors may, at the discretion of the organisers, sell goods and services to the visitors. Please indicate this on the registration sheet.

(2) The sale of meals and drinks is not allowed. Small samples of free food and drink are, however, permitted.

(3) The exhibitor has no right to make any claims for damages. CS is authorized to make all necessary checks at the exhibition stand.

1.12 Advertising

(1) The inside area of the stand may be used by the exhibitor for advertising purposes. Advertising or publicity measures outside the exhibition stand are not permitted. This also includes the use of persons for publicity purposes, as well as the distribution of any kind of advertising material, for example leaflets, posters, stickers, etc. in the gangways of the exhibition halls, on the fair ground, in the direct vicinity of the exhibition hall, as well as in the car parks.

1.13 Exclusion of liability

(1) CS is only liable within the framework of its legal liability. Therefore, all liability for damage in excess of this to persons or property as well as economic losses, which occur on the fair ground, including the buildings, is excluded particularly excluded is damage caused by fire, water, explosion, violence, storms or other instances of force majeure or due to theft, burglary, breakdown of supply services (i.e. electricity, gas, water, etc.), and other such causes, as well as damage incurred as a result of the security regulations. This also applies to grounds and buildings used in connection with the event outside of the fair ground.

(2) This also applies to damage caused by visitors to the event, other exhibitors and persons acting on their behalf, as well as to damage caused by employees of CS and those acting on behalf of CS or damage arising as a result of any other circumstances. This includes damage caused as a result of data given and measures taken by CS, its employees and those acting on behalf of CS, which have been based on error.

1.14 Jurisdiction

(1) The contracting parties expressly agree to Frankfurt am Main as the place of jurisdiction for all claims and legal disputes arising from this contract.

1.15 All aforementioned prices will be invoiced plus legal VAT.