

# Service Guide

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## Submission Deadlines

July 27 <sup>th</sup> , 2012
July 27 <sup>th</sup> , 2012
July 27 <sup>th</sup> , 2012
July 27 <sup>th</sup> , 2012
July 27 <sup>th</sup> , 2012
July 27 <sup>th</sup> , 2012
July 27 <sup>th</sup> , 2012
July 2 <sup>nd</sup> , 2012
July 27 <sup>th</sup> , 2012
July 27 <sup>th</sup> , 2012
July 27 <sup>th</sup> , 2012

Please make sure that the preprints will be send back in time. If you delay the input we cannot guarantee a proper processing.

Subject to price changes and price mistakes.

# Important information about expo PetroTrans

The following information as well as the terms of participation included with the printed registration form are the contractual basis for participation in expo PetroTrans 2012.

## Setup and Dismantling

### Setup

September 25<sup>th</sup>, 2012 7.30 am – 12.00 pm  
Entrance permission of vehicles. We will provide you with your individual entry time for your exhibits about 4 weeks ahead of trade fair start.

Tuesday Sept. 25<sup>th</sup>, 2012 as of 12.00 am – 8.00 pm  
Wednesday Sept. 26<sup>th</sup>, 2012 7.30 am – 9.00 pm  
Any exhibition booth for which setup has not begun by Wednesday, Sept. 26<sup>th</sup>, 2012 by 3.00 pm, will be constructed by the organizer, unless arranged otherwise. Any cost incurred will be charged to the exhibitor.

### Dismantling

Saturday Sept. 29<sup>th</sup>, 2012 as of 4.00 pm  
until Sunday Sept. 30<sup>th</sup>, 2012 4.00 pm  
Booths are not to be removed in whole or in part before the end of the event. After disassembly, the exhibition space must be left in its original condition. For damages caused by improper handling, the exhibitor is liable.

### Deliveries

Please clearly label any materials that you would like delivered to the hall with the following address:

Messe Kassel  
expo PetroTrans  
Name of exhibitor + booth number + hall  
Contact person (optionally mobile-phone number)  
Damaschkestraße 55  
34121 Kassel  
Germany

## Booth Design

**The maximum gate passage height is 4 m. The maximal construction height in the hall is 3.95 m. For deviating booth heights, please contact AVR GmbH.**

All exhibition booths must be clearly and recognisably marked out. **With the exception of block booths, all booths must be marked out with proper exhibition walls, according to the standard. The floors of the booths are to be designed by the exhibitor with a**

**uniform covering.** The exhibitors are under obligation to design their booths to be meticulous and in good taste. Booths with designs that have an adverse effect on the general appearance of the exhibition or alternatively the hall will not be accepted by the organiser and will be charged accordingly.

This also applies to any inadmissible advertising statements. The name and address of the booth owner is to be displayed in an easily recognisable manner on the booth for the entire duration of the event.

If the booth height of 3.95 m is exceeded, either by the exhibit or the company's own booth, then a booth plan with cross-sectional drawing is to be submitted for approval to: AVR Messe und Veranstaltung GmbH, Weltenburger Straße 4, 81677 Munich, Germany. This applies especially to exhibitionbooths with columns and those located on the outer walls of the halls. The form for booth design is also to be sent to:

AVR Messe und Veranstaltung GmbH, Weltenburger Straße 4, 81677 Munich, Germany.

**Floors, hall walls, columns, installation facilities and fire prevention equipment as well as other fixed hall installations are not allowed to be either painted or wallpapered. Installation facilities and fire prevention equipment that might be located in a booth area must be accessible at all times. All materials used in the booth design must be flame-resistant. Other conditions regarding booth design are subject to change.**

## Business hours

Thursday	Sept. 27 <sup>th</sup> , 2012	9.00 am – 6.00 pm
Friday	Sept. 28 <sup>th</sup> , 2012	9.00 am – 6.00 pm
Saturday	Sept. 29 <sup>th</sup> , 2012	9.00 am – 4.00 pm

During the event, exhibitors can enter the exhibition one hour before opening time every day.

The exhibition booths should be occupied at least 15 minutes before opening time. For safety reasons, exhibitors must leave the exhibition halls no later than 30 minutes after closing time.

Outside the daily business hours, exhibitors are not allowed to enter other booths without permission of the booth owner.

## Exhibitor Passes

Depending on the size of the exhibition booth, each exhibitor receives 3 passes for the required booth and service personnel for booths up to 20 sq.m. and an additional pass for each additional 10 sq.m. at no cost, however not more than 25 passes.

Each additional exhibitor pass costs EUR 18.00 plus VAT.

The exhibitor passes are also valid as passes during setup and dismantling. **All exhibitors are requested to report to the exhibition office before starting setup or alternatively after completion of dismantling.**

## Hotels

Information about hotels, etc. can be found at Kassel Tourist GmbH under Phone: +49 561 7077107, [www.kassel-tourist.de](http://www.kassel-tourist.de)

# Information from A – Z

### 1. Waste

see guidelines on page 8

### 2. Medical service

phone: +49 561 729040

### 3. Delivery of goods

Delivery of goods is only possible directly to the exhibitor's booth. The booth must be occupied by the exhibitor during a delivery.

### 4. Smoking

Please regard that smoking inside the halls is forbidden.

### 5. Order confirmation

An order will not be confirmed following submission of a printed service order form. A written letter will only be sent if individual items require a reply.

### 6. Guards

The exhibition halls will not be guarded during the official setup and dismantling.

### 7. Flower Decorations

Ulrich Klein • Die Blumengalerie • Untergasse 5 • 34302 Guxhagen • Germany  
Phone: +49 5665 2934 • Fax: +49 5665 30601  
[www.blumengalerie-klein.de](http://www.blumengalerie-klein.de)

### 8. Electrical Installation

Order form 2

Connections to the existing electrical network may only be installed by the responsible contracted companies. We recommend commissioning the contracted company, Pröpper GmbH & Co. KG, also for work within the booth.

### 9. Fire Department

Order form 1

The fire department will be making acceptance rounds during the setup time. They will be checking that fire prevention guidelines are being complied with. Exact advance planning of the booth and compliance with guidelines will result in a smooth and problem free setup.

Please observe fire prevention regulations and always send printed form 1 back.

### 10. Photography Service

Upon request

### 11. Gastronomie

Apel Messe-Catering Kassel GmbH

Phone: +49 561 583535 or +49 172 5649915

Fax: +49 561 9582153

Contact person: Katrin Ulrich

Der Grischäfer

Holzauer GmbH & Co. KG • Kasseler Straße 77-78

• 34308 Bad Emstal • Germany

Phone: +49 5624 99850 • Fax: +49 5624 8778

[kontakt@grischaefer.de](mailto:kontakt@grischaefer.de) • [www.grischaefer.de](http://www.grischaefer.de)

Contact person: Rainer Holzauer

### 12. Public announcements in the halls

In the interest of exhibitors and visitors, lost-and-found announcements and advertising will not be made.

### 13. Empties

Empties must not be stored in the booths or in their vicinity.

Exhibitors are responsible for removal and storage.

#### 14. Trade Fair Logistics

Forklift rental and storage options

Apel Messe-Catering Kassel GmbH

Phone: +49 561 583535 or +49 172 5649915

Fax: +49 561 9582153

Contact Person: Katrin Ulrich

#### 15. Parking for Exhibitors

You can park at no charge in the following parking places upon presentation of your exhibitor pass: During setup and dismantling: Parking lot A. During the event: Parking lot B.

#### 16. Cleaning

##### 16.1 General Cleaning

Cleaning of the grounds, halls and hallways will be organised by the lessor. The cleaning company will do a final cleaning on the last assembly day. Cardboard boxes, laths, boards, boxes and so on that are still in the hallways at that time will be considered as waste and will be removed at cost.

##### 16.2 Booth Cleaning

Order Form 3

#### 17. Taxi Call Center

Phone: +49 561 88111 or +49 561 770066

(Main entrance of Hall 1 and 2)

#### 18. Telephone Connections/WLAN

Phone and internet connections can be ordered exclusively at the local Telekom. Telekom will transfer your order to Telekom Kassel.

Wireless Hotspot is available (provider: t-mobile).

#### 19. Traffic and Parking Regulations

During setup and dismantling days, vehicle drivers with exhibitor passes are allowed to park at designated locations to load or alternatively to unload (maximum 2 hours). Vehicles must be removed immediately following this work and can park in the marked parking lots. Fire department accesses and escape routes must be kept clear.

#### 20. Insurance

We recommend that you insure exhibition merchandise and the booth furnishings and equipment. The lessor assumes no liability for objects brought into

the halls.

#### 21. Water and Drainage Connections

Order Form 5

#### Protection Against Theft

##### 1. Setup

After the booth is setup and exhibits have been delivered, you should not leave your booth unattended. Although the halls are locked and guarded after setup is completed, for valuable and movable exhibits, we recommend however, an additional booth guard for the nights during the event. In any case, you should lock valuable goods away during the nights.

##### 2. Dismantling

Most thefts occur during the first 3 – 4 hours of dismantling.

Therefore, only leave your booth after valuable exhibits have been stored away. If this is not possible for specific reasons, please order a booth guard from the end of the event until the beginning of your booth dismantling (order form 6).

##### 3. Business Hours

Never leave your booth unattended, even during the lunch breaks. You should lock your personal things away. Exhibits that are more easily stolen should have special precautions, e.g. thin chains, nylon strings or be presented in closed display cases.

# Technical and Booth Construction Guidelines

1. Guidelines for fire prevention must be observed.
2. The structural design of the construction must follow engineering standards and be carried out under the supervision of a responsible construction expert.
3. The standard height for booth structures and exhibits is 3.95 m. This height is matched to the size of the walls being offered that separate the booths. In the event the standard height is exceeded, floor plans and view sketches are to be submitted to the lessor for approval according to the terms of participation.
4. Hall walls, supporting columns and roof construction must not be loaded by booth construction.
5. It is not permitted to fasten booth roofs, exhibits, advertising signs and so on to hall ceilings, the roof construction or the sprinkler system.
6. The exhibitor must take minor discrepancies in the booth dimensions into consideration. They are a result of thickness of the booth delimiting walls and can be as much as 5 cm in the front and depth.
7. Pillars, protruding walls, the walls bordering the booths, and fire extinguishers are elements of the assigned booth area.
8. All materials used must be flame-resistant.
9. The supply grid for power and water can be taken from the plans that were sent. The supply ducts must not be opened by exhibitors nor blocked by booth structures.
10. Floor coverings are not allowed to be nailed down. Self-adhering carpet tiles are not allowed. Carpets can only be held in place with solvent-free tape. Costs incurred by non-compliance will be charged to the exhibitor.  
The use of bolts and anchoring is forbidden. The hall floors must not be painted. Leaking liquids damage the floor surface and must be removed from the floor immediately. A protective mat must be placed under the motor area of vehicles.
11. Exhibitors are liable for all damages resulting from damage to pipelines and cables. Materials used in open areas must be completely removed and the grounds returned to their original condition.
12. The use of explosive-actuated tools or spray guns as well as the use of nitrocellulose lacquer for painting is not allowed in any exhibition halls.
13. The lessor is to be notified in advance of any welding work. The surrounding area must be adequately protected from any hazards. Necessary fire extinguishers must be provided in the immediate vicinity. Inform the hall foreman before beginning any work.
14. The edges of glass plates must be finished or protected so that there is no danger of injury. Construction parts made entirely of glass must be marked at eye level.
15. The entrance gates to the halls have the following measurements:  
Width: 4,00 m  
Height: 4,00 m
16. During setup and dismantling, entrance to the halls is allowed if possible and after contacting the hall foreman.
17. Compressors to be used in the halls must comply with German or similar foreign safety regulations and must be insulated so that the noise level does not exceed 60 decibels at the edge of the booth.
18. Current legal regulations, VDE or equivalent foreign regulations apply to electrical systems and equipment and the current valid law regarding technical tools.
19. The entire electrical installation is to be carried out according to the most recent VDE safety regulations. Every booth can order a main connection. It may only be installed by the specific contracting company of the lessor. Additional electrical installations can be carried out the company's own electricians or by subcontracted specialised companies as long as the VDE regulations are guaranteed to be upheld under all circumstances.

When performing an installation at a booth, it may happen that the neighbour's booth is affected. Cables must be covered to prevent the danger of stumbling. Costs are to be borne by the client. Claims for compensation cannot be derived from this.

**20.** The provisions in Point 19 also apply for water installation. All work may only be carried out by contractual companies hired by the lessor.

**21.** When exhibiting technical equipment, occupational safety and accident prevention regulations must be upheld. The standard is the currently applicable law regarding technical work equipment. If machines or apparatus are to be shown to visitors while they are functioning, then instead of the normal protective devices, a safe covering made of organic glass or some other transparent material can be used. Machines and apparatus with no safety devices are not allowed to be displayed in operation. It is permitted to remove safety devices on machines in order to show visitors the type of construction and design of the covered parts. These safety devices must be displayed next to the machines within sight. The lessor is entitled to forbid the operation of machines and apparatus, if in his opinion there is a hazard to visitors and exhibitors.

The exhibitor is liable for all injuries or property damage resulting from the operation of machines or apparatus being exhibited.

The building code office of the City of Kassel and the fire department will inspect exhibited machines, apparatus, equipment and the like with regard to their accident-related designs.

**22.** Machines that are permitted to be demonstrated in operation from time to time must be equipped with sound insulating mechanisms to avoid noise pollution. The noise level must not exceed 60 decibels, when measured at the edge of the booth. The planning and design of exhaust and ventilation lines required for machines in operation must be clarified with the technical department of the lessor.

**23.** Laser devices must be operated such that operators and visitors are not exposed to beams higher than the threshold level of laser class 1. The exhibitor bears all responsibility. Laser devices must be installed and operated in accordance with VGB 93 (accident prevention regulations for laser beams),

VDE 0837 (beam safety of laser devices, classification of equipment, requirements, user guidelines) and DIN 56912 (safety-related requirements for stage lasers and stage laser systems). Verification of compliance with the safety-related requirements must be provided in the form of operating instructions for the personnel and testing by a recognised test centre before start-up.

On-site testing can be waived if the operator of the laser system has tested under the same operating conditions, the test report is available, and assures that the system will be used with the same unaltered safety measures.

**24.** Transparencies and company signs may not be mounted so that they protrude into the corridors or outside the height standard, or alternatively this must be discussed with the lessor.

Advertising that is contrary to legal regulations or is offensive is not permitted.

**25.** High frequency and radio equipment that will be demonstrated in operation must be certified and approved by the German Federal Post (FTZ). Approval for short term demonstrations or operation is granted by the telecommunications office in Munster upon request.

**26.** Musical performances are subject to fees, also when they serve merely as background music to the exhibit. The exhibitor should contact the responsible GEMA region director:

GEMA - Bezirksdirektion  
Post Box 26 80  
D - 65016 Wiesbaden  
Phone: +49 611 79050

**27.** After dismantling, the exhibition area must be left in its original condition.

The exhibitor is liable for damages to ceilings, walls, floors and installation facilities. Booths that have not been dismantled or exhibition wares that have not been removed after the end of the dismantling hours may be removed at the exhibitor's risk and expense. All damage to the halls, their furnishings as well as to the outside grounds by exhibitors or their subcontractors must be reported to the lessor.



# Fire Prevention Guidelines

## 1. Placement of fire prevention measures and fire safety provisions

The city fire department will provide excerpts of the most important fire prevention measures for the exhibitor with regard to the ordinance for the prevention of fire as well as other relevant fire protection provisions.

### 1.1 Responsibility

Fire prevention at the Kassel trade fair grounds is the responsibility of the local fire protection department. It is recommended that exhibitors contact the exhibition organisers in good time in all cases of doubt regarding fire protection technicalities.

**1.2** The building code office, the police and the fire department as well as sub-contractors of the lessor are legally empowered to give instructions within the framework of safety requirements. Their representatives are to be granted access at all times to safety fixtures and technical equipment.

## 2. Facilities and equipment subject to reporting and acceptance

**2.1** An appropriate fire extinguisher (DIN 14406) must be readily available in any booths where demonstrations are held involving open fire or intense heat. Demonstrations of this type require special approval by the lessor and must be registered in good time with the respective documents.

**2.2** To register demonstrations of this sort, please use printed form 1.

**2.3** Failure to report could mean possible shutdown of the facility by the building code office/fire department during construction acceptance.

## 3. Important measures regarding fire prevention

### 3.1 Exits, corridors

All exits and corridors that have been defined in the hall plans must be kept clear in their full width. The exits must be kept clear during the event. It is not permitted to hang curtains or in any way render the exits unrecognisable. Information booths or tables

must not be placed directly in front of entrances or alternatively exits or staircases.

### 3.2 Fire extinguishers, wall hydrants, fire alarms

Fire extinguishers, wall hydrants and push button alarms must under no circumstances be covered or in any other way be made inaccessible. It is not permitted to use the hydrant pressure hoses for filling anything (containers, bowls etc.).

### 3.3 Booth Design

Booth structures must have normal flammability in accordance with at least DIN 4102/B 2. Closed ceilings are not permitted in the Kassel halls due to the built-in sprinkler system. Booth structures with two floors will not be approved.

### 3.4 Decorations

All materials and plastics used for decoration purposes must be flameresistant in accordance with DIN 4102 at least. Flame retardants that are used must be officially certified and are to be used in the concentration specified in the certification documents. Certification documents regarding flame-resistance or alternatively regarding properly applied water proofing must be kept for inspection at the booths at all times.

Only green cut trees and plants may be used for decoration purposes. If it is determined during the event that trees and plants have dried out and therefore become flammable, they must be removed. Trees must have no branches up to a height of 50 cm above the floor. Peat must be kept moist at all times (danger of igniting by cigarette butts).

### 3.5 Packing material, boxes, material waste

Boxes, packing material and similar materials are not to be stored inside or near the booths. Easily flammable material waste such as wood shavings, scrap wood, saw dust and the like must be removed daily or more often for larger accumulations. There is no possibility of storing packing material with the lessor.

### 3.6 Use of electrical equipment

The use of heaters or hot plates that have open heating wires, temporary heaters and immersion heaters are not permitted. Small electric appliances like hot

plates, cooking pots, coffee machines and so on are only permitted if they fulfil the VDE regulations. They must be positioned on non-flammable heat-resistant bases in such a way that that nearby objects cannot ignite should they overheat.

**3.7 Propane (butane) and gas bottles**  
are strictly forbidden in the Kassel halls.

**3.8 Oil burning systems and oil burners**  
are forbidden.

**3.9 Heating, grilling and cooking appliances**  
that heat with coal, gas or flammable liquids may not be installed for normal operation.

**3.10 Spirits and mineral oils like benzene, petroleum etc.**  
may not be used for normal heating, cooking or operational purposes (dangerous materials class A1, A11, B).

### **3.11 Operation of woodworking machines**

In booths where flammable materials are processed or which are a result of processing (e.g. wood shavings), fire extinguishers that are approved and inspected or other extinguishing agents must be close at hand in addition to the existing fire extinguishers in all the halls.

### **3.12 Vehicles and machines with combustion engines**

may be parked in the halls only if they have lockable tank caps. Tank content: max. 5 l.

**3.13** If the existing **general emergency lighting** is ineffective for some booths due to a specific style of structure, additional emergency lighting must be installed for those booths. It must be installed such that it provides safe access to the general escape routes.

## **Waste Treatment Guidelines**

The city of Kassel has enacted a binding statute for waste management that regulates the removal and sorting of waste for exhibitors and organizers.

### **1. Avoid unnecessary waste**

Every exhibitor should avoid producing unnecessary waste during setup, the event and during dismantling.

- exclusive use of disposable carpets, or alternatively non-rubberized, decomposable carpets. At the end of the event, all carpets belonging to exhibitors or trade fair construction companies must be removed.

- There must be a guarantee that decoration materials are recyclable.

### **2. Sorting of waste**

Accumulated rubbish must be sorted by the exhibitor according to recyclables and remaining rubbish and be disposed of. Depending on need, bins and containers are located in the area of the halls for garbage and, if necessary for other types of waste.

Paper and cardboard will be disposed of separately. Please keep this sort of waste strictly separate from other waste, also during setup and dismantling.

### **3. Special waste**

This must be disposed of by the producer of such waste. This includes paints, oils, lubricants, batteries etc.

### **4. Other conditions**

Following the "polluter pays principle", exhibitors themselves must provide for rubbish sorting at the booths. Additional costs will be charged for unusually large amounts of garbage.



## Booth design/construction approval

expo PetroTrans 2012  
Messe Kassel, Halls 1 - 4  
27 – 29 Sept 2012



1

### return to:

AVR Messe- und Veranstaltung GmbH  
Weltenburger Straße 4

**D-81677 München**

Hall:

Booth:

Company: \_\_\_\_\_

\_\_\_\_\_

Street: \_\_\_\_\_

Postal Code/City: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: +49 89 419694-16

Fax: +49 89 4705364

**Kindly return by: July 27<sup>th</sup> 2012**

**Reply is  
mandatory!**

## Booth Design

- ☐ We comply with the guidelines for booth design.  
Our trade fair booth (except for a block booth) will be appropriately surrounded with proper trade fair walls. The floor of the booth will be covered with standard flooring.
- ☐ Our booth design will deviate from the guidelines for booth design in some points. It is subject to approval. Booth design plans are enclosed in duplicate in a scale of 1: \_\_\_\_\_ for approval. We have taken note that the max. gate height is 4 meters and the max. height of the structure is 3.95 metres.
- ☐ **Registration of facilities and equipment that are subject to reporting, acceptance, and approval by the building code office/fire department of the City of Kassel.**  
In our booth, there are the following facilities or equipment that must be approved by the building code office/fire department in accordance with the enclosed fire precautions and fire safety provisions.

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Place, Date

Company stamp, signature

## Electrical installation

expo PetroTrans 2012  
Messe Kassel, Halls 1 - 4  
27 – 29 Sept 2012



### return to:

AVR Messe- und Veranstaltung GmbH  
Weltenburger Straße 4

**D-81677 München**

Hall:

Booth:

Company: \_\_\_\_\_

\_\_\_\_\_

Street: \_\_\_\_\_

Postal Code/City: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

AVR: Phone: +49 89 419694-16

Fax: +49 89 4705364

In case of Elektro Pröpper

questions: Phone: +49 2302 97309-0

**Kindly return by: July 27<sup>th</sup> 2012**

## Order for installation of additional electronics

Please keep in mind:

Any registrations arriving after the reply deadline will be subject to a surcharge of 25%. The order also implies recognition of the given connection and payment conditions.

### You booth already includes:

Standard power connection: ALTERNATING CURRENT  
230 V/16A, loadable up to 3 KW, Type: shock-proof,  
installed right into the booth. **net € 200,00**

### 1. We require the following additional services:

- ☐ **another alternating current connection**  
230 V/16 A loadable up to 3.0 KW, Type: shock-proof,  
installed right into the booth net € 31,00
- ☐ **THREE-PHASE AC 400 V/16 A**  
loadable up to 9.0 KW, Type: CEE,  
installed right into the booth net € 185,00
- ☐ **THREE-PHASE AC 400 V/32 A**  
loadable up to 15.0 KW, Type: CEE,  
installed right into the booth net € 215,50
- ☐ **THREE-PHASE AC 400 V/63 A**  
loadable up to 35.0 KW, Type: CEE,  
installed right into the booth net € 266,50

The above-mentioned prices include rent, installation and disassembly. An additional € 0.60 per kWh will be charged for the three-phase AC connections

### 2. Other additional services:

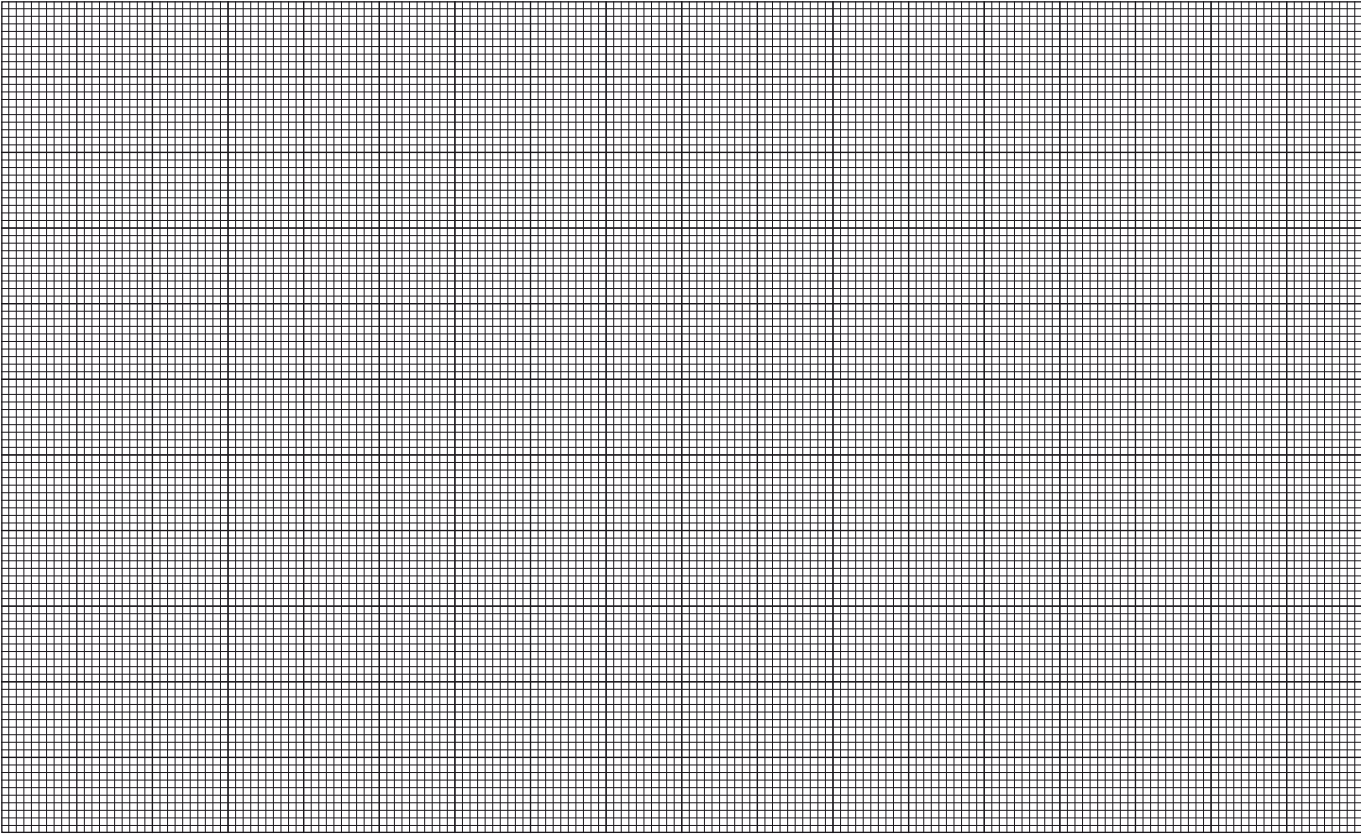
- ☐ **Subsidiary distribution station** with 12 safety plug  
sockets each with 230 V/16 A net € 105,50  
(3.0 KW electrical connection required)
- ☐ **120 l refrigerator**, on loan net € 87,00
- ☐ **Erco spotlights with power bar**, without spotlight bulbs,  
100 watts, on loan, with installation net € 37,00
- ☐ **Spotlight bulb**, 100 watts net € 12,50
- ☐ **Erco spotlights with power bar**, without spotlight  
bulbs, 300 watts, on loan, with installation, including  
halogen tubular bulbs net € 82,50
- ☐ **Erco spotlights with power bar**, without spotlight  
bulbs, 500 watts, on loan, with installation, including  
halogen tubular bulbs net € 91,50
- ☐ **Spotlights, 1000 watts (halogen)**, on loan, with instal-  
lation including halogen tubular bulbs net € 110,00
- ☐ **Fluorescent light** without fluorescent tubes,  
36 watts. on loan, with installation net € 37,00
- ☐ **Fluorescent tubes**, 36 watts net € 14,00

The general terms and conditions of AVR GmbH apply.

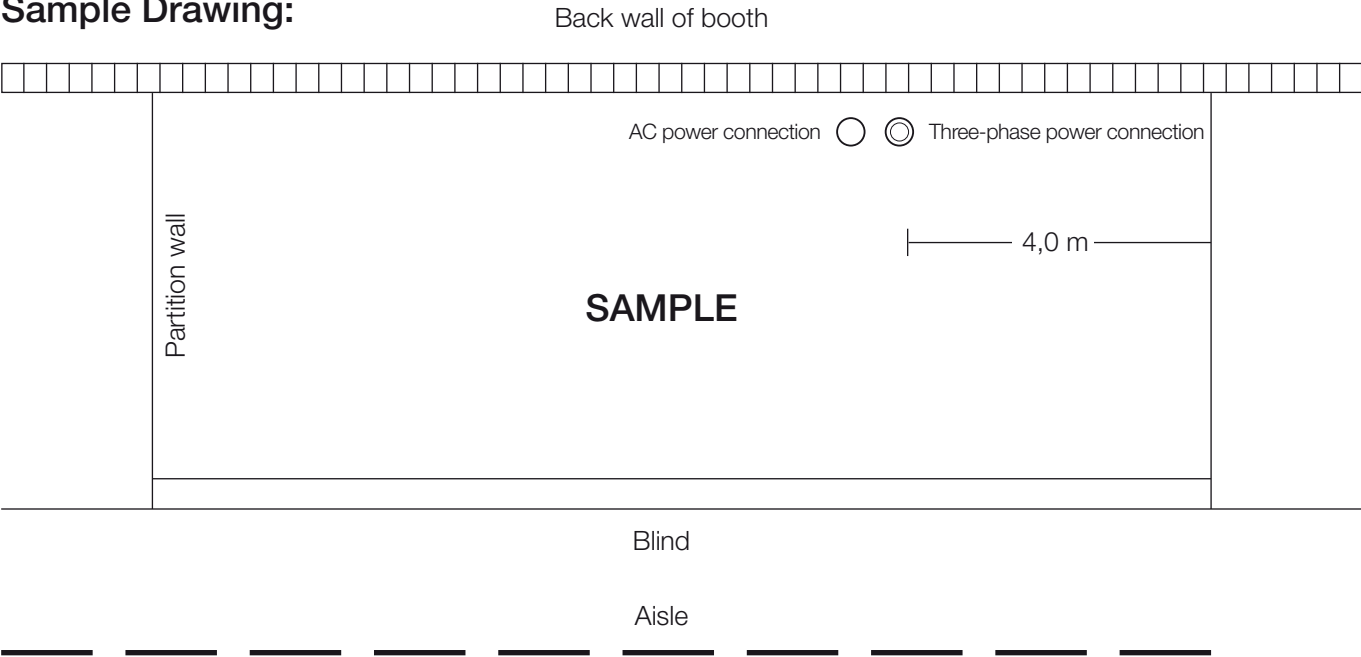
Place, Date

Company stamp, signature

Company stamp:	Hall:	Booth:
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Sample Drawing:



## Booth cleaning

expo PetroTrans 2012  
Messe Kassel, Halls 1 - 4  
27 – 29 Sept 2012



### return to:

BIW IndustrieService GmbH  
Hungenbach 6-8

**D-51515 Kürten**

Hall:

Booth:

Company: \_\_\_\_\_

\_\_\_\_\_

Street: \_\_\_\_\_

Postal Code/City: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: +49 2268 2000  
Fax: +49 2268 3054

**Kindly return by: July 27<sup>th</sup> 2012**

## We hereby order (please mark the appropriate box)

### ☐ One-time pre-cleaning before the event begins

The price for cleaning is € 1.20/sq.m.. Booth size must be given.

### ☐ Daily booth cleaning for the duration of the event = floor cleaning, dusting the furnishings, cleaning the ashtrays, emptying of paper containers, removal of waste.

The price for cleaning is € 1.20/sq.m. per day (2 days). Booth size must be given.

**Booth size in square meters:** \_\_\_\_\_

Prices per square metre include service for two days of the fair.

Upon placing the booth cleaning order, you will receive 1 set/€ 10.00 with six waste bags of 40 l each (2 colours, green = glass, grey = mixed waste) for the disposal of your entertainment waste/rubbish/bottle glass, etc. Price includes pickup.

**Notices of deficiencies will be recognised up to 1 hour after the event begins, on the same day. Thereafter, the service will be considered to have been without deficiencies. All prices increase on Saturdays and Sundays by 50% and by 100% on holidays.**

**Prices do not include VAT.**

\_\_\_\_\_  
Place, Date

\_\_\_\_\_  
Company stamp, signature

## Additional exhibitor passes

expo PetroTrans 2012  
Messe Kassel, Halls 1 - 4  
27 – 29 Sept 2012



### return to:

AVR Messe- und Veranstaltung GmbH  
Weltenburger Straße 4

**D-81677 München**

Hall:

Booth:

Company: \_\_\_\_\_

\_\_\_\_\_

Street: \_\_\_\_\_

Postal Code/City: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: +49 89 419694-16  
Fax: +49 89 4705364

**Kindly return by: July 27<sup>th</sup> 2012**

## We hereby order additional

☐ \_\_\_\_\_ Exhibitor pass(es)

Additional exhibitor passes are only to be acquired for booth personnel. A detailed list of names must be included when ordering. Exhibitor passes are only valid if they are filled out and € 18.00 plus VAT will be charged for each one.

### Additional exhibitors:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Place, Date

Company stamp, signature

## Water installation

expo PetroTrans 2012  
Messe Kassel, Halls 1 - 4  
27 – 29 Sept 2012



### return to:

AVR Messe- und Veranstaltung GmbH  
Weltenburger Straße 4

**D-81677 München**

Hall:

Booth:

Company: \_\_\_\_\_

\_\_\_\_\_

Street: \_\_\_\_\_

Postal Code/City: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

AVR: Phone: +49 89 419694-16

Fax: +49 89 4705364

In case of Elektro Pröpper

questions: Phone: +49 2302 97309-0

**Kindly return by: July 27<sup>th</sup> 2012**

**We hereby order the following in accordance with the given conditions:**

Quantity	Basic Charges			
	Water connection, 1/2" installed from the service channel to the selected site	per connection	€	265,50
	Drain line 1 1/4" connected to customer or loaned sink, up to 15 m.	à 15 m	€	89,50
	Additional drain hose (including delivery and installation)	per m	€	8,00

Quantity	Material to be Rented			
	Dishes sink with support	each	€	156,00
	Dishes sink with support, 5 l, hot water heater, cabinet	each	€	89,50
	Instantaneous water heater, 18/21 KW	each	€	119,00
	Immersion pump for wastewater	each	€	55,00
	Hand basin	each	€	78,00
	Hot water heater 2 KW 100	each	€	87,00

**Comments - special requests:**

**Please include a booth sketch!**

### Terms of connection and supply for water

The current VAT will be added to the aforementioned prices. The water line will be installed using PE threaded pipe or alternatively copper pipe and we retain ownership. The same also applies to the furnishings. If furnishings are damaged and are no longer useable, then a surcharge must be paid. If the fittings and equipment can no longer be used, then the full price will be charged. Any equipment and fittings stolen from the booth must be paid for. Persons ordering water connections are subject to these conditions. We will provide a fitter for repair work during the time of the exhibitions. If repairs or other work is needed, this must be reported to the exhibition management.

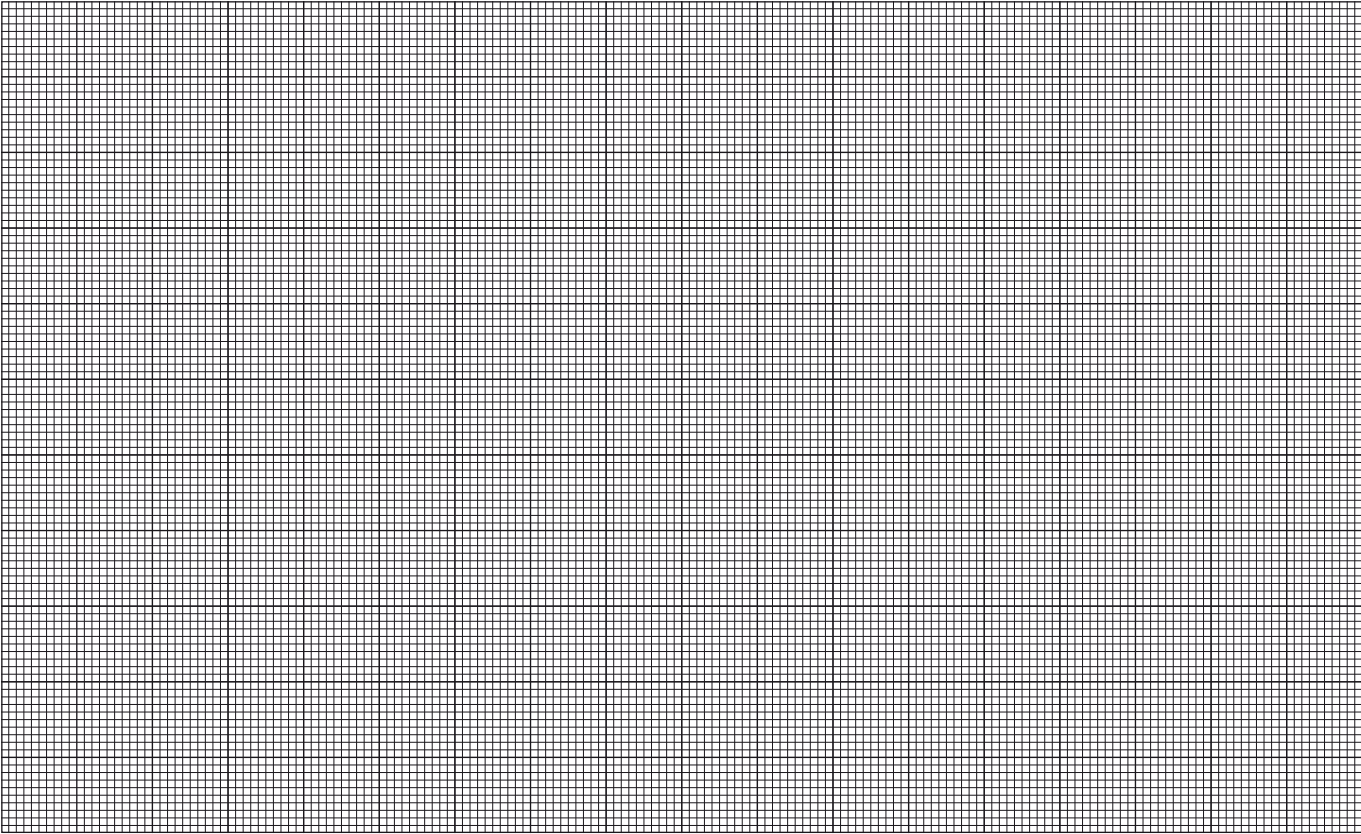
**The general terms and conditions of AVR GmbH apply.**

Place, Date

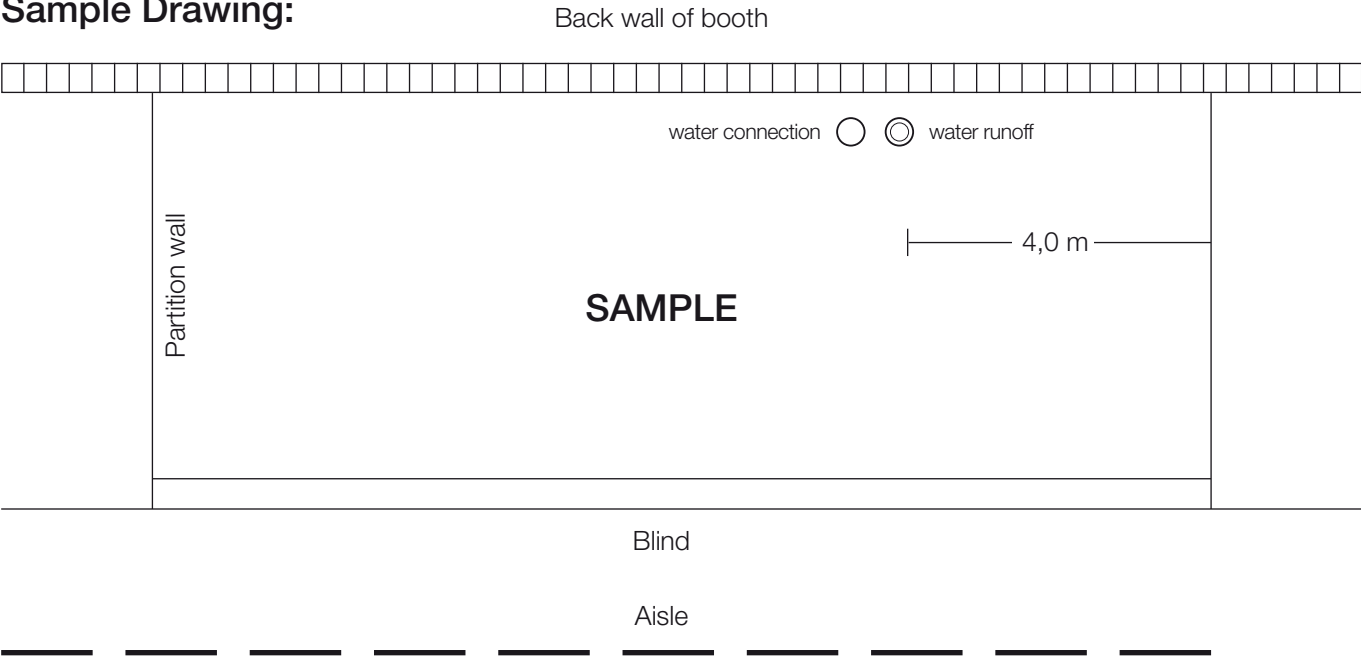
Company stamp, signature



Company stamp:	Hall:	Booth:
----------------	-------	--------



Sample Drawing:



## Booth surveillance

expo PetroTrans 2012  
Messe Kassel, Halls 1 - 4  
27 – 29 Sept 2012



### return to:

BIW IndustrieService GmbH  
Hungenbach 6-8

**D-51515 Kürten**

Hall:

Booth:

Company: \_\_\_\_\_

\_\_\_\_\_

Street: \_\_\_\_\_

Postal Code/City: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: +49 2268 2000  
Fax: +49 2268 3054

**Kindly return by: July 27<sup>th</sup> 2012**

## Booth Surveillance

Exhibition management provides general surveillance during the official setup and dismantling time as well as during the event. If you want to have extra surveillance to have the greatest possible security for your booth, we recommend hiring a guarding and protection company.

1. For the setup, we require surveillance of our booth

on \_\_\_\_\_ to \_\_\_\_\_ from \_\_\_\_\_ hrs. to \_\_\_\_\_ hrs.

2. We require surveillance of our booth for the duration of the event

on \_\_\_\_\_ to \_\_\_\_\_ from \_\_\_\_\_ hrs. to \_\_\_\_\_ hrs.

3. For the dismantling, we require surveillance of our booth

on \_\_\_\_\_ to \_\_\_\_\_ from \_\_\_\_\_ hrs. to \_\_\_\_\_ hrs.

Surveillance rate: currently € 21.07 per man and per hour. (plus VAT)

Liability: The security company is liable within the framework of the general contractual conditions for the Germany Guarding and Protection Trade.

**External guarding is not permitted.**

\_\_\_\_\_  
Place, Date

\_\_\_\_\_  
Company stamp, signature

## Advertising material

**expo PetroTrans 2012**  
Messe Kassel, Halls 1 - 4  
27 – 29 Sept 2012



### return to:

AVR Messe- und Veranstaltung GmbH  
Weltenburger Straße 4

**D-81677 München**

Hall:

Booth:

Company: \_\_\_\_\_

\_\_\_\_\_

Street: \_\_\_\_\_

Postal Code/City: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: +49 89 419694-16

Fax: +49 89 4705364

**Kindly return by: July 27<sup>th</sup> 2012**

## Ticket vouchers and invitation mailing

These are to personally invite your customers. The vouchers have to be exchanged for tickets at the registration desk. Therefore, only easily legible, stamped vouchers can be accepted.

The shipping for the first 100 ticket vouchers is free of charge. There is a handling flat fee of € 11.00 (plus VAT) for each additional 100 ticket vouchers. There will be a charge of € 7.00 for each redeemed voucher.

☐ Please send us: \_\_\_\_\_ ticket vouchers

**Flyer** Use this flyer to show the special advantages of expo PetroTrans to your customers. You will receive the flyer in the same circulation as the ticket vouchers.

☐ Please send us a sample by E-Mail: \_\_\_\_\_

☐ Please send us the flyer in addition to the ticket vouchers.

**Sticker** for your customer correspondence. 1,000 trade fair stickers for a price of € 16,50 plus VAT (production and handling fees).

☐ Please send us: \_\_\_\_\_ expo PetroTrans stickers

Alternative: Free delivery of the sticker as a digital file via E-Mail.

E-Mail: \_\_\_\_\_

☐ EPS

☐ TIFF

☐ JPG

**Poster** can be ordered free of charge up to 20 pieces with 4 colours, DIN A1

☐ Please send us: \_\_\_\_\_ expo PetroTrans posters (max. 20 pieces)

Place, Date

Company stamp, signature

## Catalogue Entry

**expo PetroTrans 2012**  
Messe Kassel, Halls 1 - 4  
27 – 29 Sept 2012



# 8

### return to:

AVR Messe- und Veranstaltung GmbH  
Weltenburger Straße 4

**D-81677 München**

Hall:

Booth:

Company: \_\_\_\_\_

\_\_\_\_\_

Street: \_\_\_\_\_

Postal Code/City: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: +49 89 419694-16

Fax: +49 89 4705364

**Kindly return by:  
July 2<sup>nd</sup> 2012  
Reply is mandatory!**

## Mandatory entry in the alphabetic directory of exhibitors

Company	Address	Product Groups
<b>A</b>		
<b>Logo 4C</b>	Sample Company Sample Street 99 77777 Sample Town Tel. +49 88 99999-0 Fax +49 88 99998 www.sample-company.com info@sample-company.com	<ul style="list-style-type: none"> <li>• line 1</li> <li>• line 2</li> <li>• line 3</li> <li>• line 4</li> <li>• line 5</li> </ul>

1) To be entered under the letter: \_\_\_\_\_

2) We will provide you with our logo via email to [pmolnar@avr-messe.de](mailto:pmolnar@avr-messe.de) as tiff- or  
eps-file (resolution min. 300dpi) ☐ TIFF ☐ EPS

3) Company information:

Company name: \_\_\_\_\_

(Exact syntax please) \_\_\_\_\_

Street or P.O. Box: \_\_\_\_\_

Postal Code / City: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Internet: \_\_\_\_\_ E-Mail: \_\_\_\_\_

(Please complete clearly typed or easy to read with enclosure if necessary.)

Product Groups

(max. 5 lines)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Place, Date

Company stamp, signature

## Booth setup and additional equipment

expo PetroTrans 2012  
Messe Kassel, Halls 1 - 4  
27 – 29 Sept 2012



### return to:

Huitink-Messebau  
Mr. Huitink  
Mr. Staymann  
Maulbeerkamp 3  
**D-46509 Xanten**

Hall:

Booth:

Company: \_\_\_\_\_

\_\_\_\_\_

Street: \_\_\_\_\_

Postal Code/City: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: +49 2801 70483  
Fax: +49 2801 70489  
Email: info@huitink.de

**Kindly return by: July 27<sup>th</sup> 2012**

Booth construction		Pieces/ sq.m.	Euro	Total
1	System booth, with fascia and 1 spot of 4 sq.m. area each, aluminium frame system, white per sq.m.		70.00 €	
<b>Additional Equipment - System Booth</b>				
2	Additional wall, white, 250 x 100 cm each unit		55.90 €	
3	Shelves, mounted on the wall, approx. 25 cm deep, white per r.m.		24.90 €	
4	Brochure display, mounted sloping on the wall, approx. 25 cm deep per r.m.		24.90 €	
5	Folding door, lockable, for store room each		118.45 €	
5b	Revolving door, lockable, for store room each		137.95 €	
6	Ceiling grid, 1 x 1 m fields, open per sq.m.		22.50 €	
7	Grid inserts, white per sq.m.		15.45 €	
8	Spotlight in the grid inserts each		13.10 €	
9	Light tray for grid each		50.35 €	
10	Garment rack each		50.35 €	
<b>Other booth structures</b>				
11	Fascia, white, 30 cm high per r.m.		56.45 €	
12	joint for aluminium rack system each		61.50 €	
<b>General</b>				
13	Long-arm spotlight, 100 W each		24.50 €	
14	Clamp spotlight, 100 W each		24.50 €	

Booth construction			Pieces/ sq.m.	Euro	Total
15	Multiple plug	each		7.15 €	
16	Halogen lamp, 300 W	each		50.35 €	
17	Carpet, ribbed, grey	per sq.m.		9.40 €	
	Other colours on request	per sq.m.		10.85 €	
18	Table, 120 x 80 cm, 75 cm high	each		39.70 €	
19	Table, 80 x 80 cm, 75 cm high	each		32.00 €	
20	Table, round, Ø 80 cm	each		32.00 €	
21	Bar table, round, Ø 60 cm	each		44.40 €	
22	Chair	each		26.10 €	
23	Bar stool	each		34.50 €	
24	Waste bin	each		8.90 €	
25	Wardrobe stand	each		24.90 €	
26	Brochure stand, 5 storage compartments, useable on both sides, A4 format	each		63.35 €	
27	Reception or bar counter with overlay, 2 doors, 100 x 50 cm, 100 cm high, 1 storage compartment	each		94.70 €	
28	Sideboard, sliding doors, 1 storage compartment, white, 100 x 50 cm, 75 cm high	each		87.60 €	
29	Table display case with glass cover, 100 x 50 cm, 100 cm high, 2 sliding doors, 1 shelf	each		146.20 €	
30	Freestanding display case, 100 x 50 cm, 180 cm high, 2 glass shelves	each		380.35 €	
31	Refrigerator, 150 l	each		76.35 €	
32	Kitchen sideboard	each		56.20 €	
33	Combo-kitchen: hot water heater, refrigerator, sink, hotplate	each		385.90 €	
34	Coffee machine	each		32.60 €	
35	Inscription, simple Arial, 12 letters	each		38.60 €	
36	Further production of graphics and prints possible.			Price on request	

The prices do not include VAT; invoice issued after receipt of order confirmation Net payment due immediately, however 14 days before setup begins at the latest.

There will be a 15% surcharge for orders received only 14 days before setup begins.

We are available on request for other equipping requests or individual booth design.

**Phone: +49 2801 70483**

**Fax: +49 2801 70489**

**info@huitink.de**

Place, Date

Company stamp, signature



## Application for the Innovation Award

**expo PetroTrans 2012**  
Messe Kassel, Halls 1 - 4  
27 – 29 Sept 2012



### return to:

AVR Messe- und Veranstaltung GmbH  
Weltenburger Straße 4

**D-81677 München**

Hall:

Booth:

Company: \_\_\_\_\_

\_\_\_\_\_

Street: \_\_\_\_\_

Postal Code/City: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: +49 89 419694-16  
Fax: +49 89 4705364  
E-Mail: [pmolnar@avr-messe.de](mailto:pmolnar@avr-messe.de)

**Kindly return by: July 27<sup>th</sup> 2012**

## Application for participation in expo PetroTrans Innovation Award 2012

Also this year the most innovative novelties will be selected at expo PetroTrans 2012. The companies with the best three novelties will be awarded with the expo PetroTrans Innovation Award.

**We would like to participate in expo PetroTrans Innovation Award 2012 with the following product:**

Product: \_\_\_\_\_

Producer: \_\_\_\_\_

Brand/type: \_\_\_\_\_

**Please give us a short description (additional pages may be used) of:**

- your product innovation
- the most important advantage for users
- the problem solving character of your product
- the product handling

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please provide us with a max. of 3 fotos and/or illustrations/graphics (jpg, eps, tif) wich clearly show the innovation of your product via E-Mail to [pmolnar@avr-messe.de](mailto:pmolnar@avr-messe.de).**

Incomplete or delayed documents cannot be taken into account.

\_\_\_\_\_  
Place, Date

\_\_\_\_\_  
Company stamp, signature

## Participation in the expo PetroTrans test track (outside area)

expo PetroTrans 2012  
Messe Kassel, Halls 1 - 4  
27 – 29 Sept 2012



### return to:

AVR Messe- und Veranstaltung GmbH  
Weltenburger Straße 4

**D-81677 München**

Hall:

Booth:

Company: \_\_\_\_\_

\_\_\_\_\_

Street: \_\_\_\_\_

Postal Code/City: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: +49 89 419694-16

Fax: +49 89 4705364

**Kindly return by: July 27<sup>th</sup> 2012**

## Participation in the expo PetroTrans test track (outside area)

After a successful premiere we are offering the expo PetroTrans test track again to our exhibitors to demonstrate their vehicles to visitors.

We kindly request exhibitors to submit this reservation form by July 27<sup>th</sup> 2012. We will determine a schedule, that will take all exhibitors requests into consideration. Costs for security and cleaning will be equally shared by the participating exhibitors. Expenses for the three days at the fair will add up to a maximum of € 800,- + VAT per participant.

### We are interested in participating with a vehicle on the test track:

Company: \_\_\_\_\_

Contact person: \_\_\_\_\_  
(Name)

Vehicle type: \_\_\_\_\_

Driver: \_\_\_\_\_  
(If already appointed)

\_\_\_\_\_  
Place, Date

\_\_\_\_\_  
Company stamp, signature