



# SALON ENVIRO NORD

WASTE/RECYCLING/RECOVERY ENERGY ADVICE WATER CONSTRUCTION AND SUSTAINABLE URBAN DEVELOPMENT AIR/NOISE

## DOSSIER DE PARTICIPATION

### How to fill in your participation form:

- 1 Fill in your company details
- 2 Select your stand
- 3 Choose your communication tools
- 4 Fill in the registration form
- 5 Send back your completed documents, accompanied by payment to GL EVENTS:

GL EVENTS exhibitions  
BP 356 – 59666 Villeneuve d'Ascq CEDEX  
Tel: 00 33 (0)3 20 79 94 60  
Fax : 00 33 (0)3 20 05 19 99

LILLE  
4.5.6  
JUNE  
2013

Further information

Tel: 00 33 (0)3 20 79 94 62

E-mail : pierre.demars@gl-events.com



# 4,5,6th june 2013



WASTE/RECYCLING/RECOVERY ENERGY ADVICE WATER CONSTRUCTION AND SUSTAINABLE URBAN DEVELOPMENT AIR/NOISE

## BOOKING YOUR STAND

Code	Description	Unit price excl.		
1	VAT Total excl. VAT <b>Bare-floor stand</b> Totally unfurnished module from 18m <sup>2</sup>	€165/m <sup>2</sup>		
2	<b>Fitted stand</b> Carpet, aluminium frame, partitions, rail of spotlights (3), sign	€195/m <sup>2</sup>		
3	<b>Vehicle area: Price limited to 2 vehicles</b>  Present your vehicles in the show's static demonstration area . The price includes the option to exhibit up to 2 vehicles in a carpeted and well-lit area designed for mobile solutions	€200/ 2 vehicles		
4	<b>Additional charge for each open corner</b>	€190		
5	<b>Additional furniture charge</b> Plant, 1m <sup>2</sup> lockable storeroom, table + 3 chairs, reception desk.	€66		
6	<b>Application fee</b> Compulsory charge, multiplied by the number of companies exhibiting Includes: exhibitor passes, catalogue and website entry, unlimited visitor invitations, 1 parking space for 3 days.	300€		
7	<b>Electrical power supply</b> 1 Kw single-phase 2 Kw single-phase 4 Kw single-phase 6 Kw 3-phase 8 Kw 3-phase 10 Kw 3-phase 15 Kw 3-phase 20 Kw 3-phase	€225 €245€ €295€ €365 €430 €480 €520 €610€		
8	<b>Display structure with lighting</b> 500w spotlights on H stand = 2.5m	€280		
9	<b>Stand cleaning</b> Carpet vacuumed + bin emptied	€7/m <sup>2</sup>		
10	<b>Manual labour</b> 2 hours, split between assembly and dismantling. Forklift truck hire	€190		
11	<b>Additional parking space for 3 days</b>	€30		
12	<b>Carpet</b>	€7/m <sup>2</sup>		
13	<b>Storeroom measuring 1m<sup>2</sup></b>	€300		
14	<b>Storeroom measuring 2m<sup>2</sup></b>	€405		
15	<b>Pass-reader</b>	€200		
16	<b>Sling</b>	€245		

Total 1 excl.



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## COMMUNICATION TOOLS

### Tools for encouraging traffic to your stand

■ **Advert in the visitor guide:**

Enjoy key visibility in this crucial tool for informing and guiding visitors, made available to all visitors free of charge.

■ **Logo on floor-plan:**

Your company or brand logo printed on the floor-plan in the visitor guide and on the giant floor-plans at the show. Your stand located instantly among nearly 200 exhibitors.

■ **Floor stickers:**

Your company or brand logo printed on floor stickers and displayed throughout the show. Guide visitors to your stand. Max. 3 exhibitors

■ **Save time, let us send out invitations to all your clients:**

We will send a personalized letter and accompanying show invitation to your database of current and potential clients

■ **Enlarge your prospective client base:**

We send, on your behalf, a personalized letter to a selection of companies, as chosen by you according to their business activity (NAF codes)

### High-visibility communications

■ **Distribution of documents:**

Target visitors as soon as they arrive at the show by handing them a flyer or sample. Max. 2 exhibitors

■ **Business Workshops:**

Invite clients and potential clients to a one-hour conference in a fully-equipped space to present new products or demonstrate your latest software. EXCLUSIVE

■ **Your logo on show invitations:**

Over 140,000 printed invitations sent out. Display your logo on them for optimal visibility. EXCLUSIVE

■ **Your logo featured on bags handed out at the show entrance**

Target all visitors as soon as they arrive at the show and accompany them back to their office. EXCLUSIVE

### Tools for rewarding VIP clients

■ **Privatize the VIP area:**

a fully-equipped and prestigious space, which can be booked to receive clients and prospective clients for a drinks party or meeting...

### Web-based tools for targeting show visitors

■ **Display a web-banner on [www.salon-environord.com](http://www.salon-environord.com):**

Over 150,000 page-views and over 20,000 unique visitors in the 6 months preceding the show. Optimal visibility and a privileged position thanks to this rotating banner.

■ **Your logo on passes ordered in advance via our website:**

Commence visibility 60 days prior to the show when electronic passes are downloaded. Your logo on 8,000 passes downloaded

### Displays and signage (please contact us)



1



2



3



4

- 1 Bâche sur pont scénique
- 2 Tour signalétique en drop paper
- 3 Drop paper simple ou double face
- 4 Tour signalétique sur réserve de stand

Contact us for a personalized display and signage quotation: 03 20 79 94 60 - pierre.demars@gl-events.com

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## YOUR SELECTIONS

Code	The Essentials Total excl. VAT	Unit price excl. VAT	Quantity
17	Business Workshop (fully equipped room for a 1-hour timeslot, plus event listing in all visitor communication media)	€300	
18	Logo on general floor-plan at the show entrance	€370	
20	Distribution of your handouts at the show entrances	€600 for 3 days	
21	Advertising space in the show catalogue:		
22	1/2 page, four-colour (inside)	€360	
23	1 page, four-colour (inside)	€520	
24	2nd page, four-colour (inside)	€570	
25	3rd page, four-colour (inside)	€570	
26	4th page, four-colour (inside)	€650	
27	Floor stickers (3 80x80cm stickers at the show – limited to 3 exhibitors)	€400 800 €	
28	Your logo on passes ordered in advance via our website (8,000 downloads)	€300	
29	Web-banner on www.salon-environord.com	€250	
30	Mailing of 500 invitations with a personalized letter using your client database	€0.45 /contact	
31	Mailing of invitations with your letter to a selection of companies based on NAF codes		
32	Privatization of VIP area (2hrs)	€4,000	
33	Your logo on all the show's visitor passes - 6,000 copies	€4,000	
34	Your logo on all the show invitations - 140,000 copies	€4,000	
34	Your logo on 1 side of the bags handed out at the show entrance – 6,000 copies	€4,000	

Total 2 excl.

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### Reinforce your participation:

Business Workshop:



Code 17 - €300

Vehicle demonstration area:



Code 3 - €200

VIP area:



Code 31 - €350

Web banner:



Code 28 - €300

Your logo on passes ordered in advance via our website



Code 27 - €800

Increase visitor traffic to your stand by distributing flyers at the show entrance



Code 19 - €600

Your bespoke stand:



Contact us for details



# SALON ENVIRO NORD

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SUMMARY OF YOUR ORDER	TOTAL
Stand - TOTAL 1	
Communication Tools - TOTAL 2	
Total excl. VAT 1+2	
VAT at 19.6%	
Total incl. VAT	

**PAYMENT CONDITIONS:** an instalment of 30% of the total amount, including VAT shall be enclosed with the application. The balance shall be paid ahead of the show and no later than May 15th 2013

I hereby declare that I wish to register for the trade show mentioned on the first page. I declare that I have received a copy of the GENERAL RULES & REGULATIONS and am informed of all details therein. I agree to observe all provisions of these regulations and any subsequent conditions of which the committee shall notify me or display within the exhibition venue. In the event of cancellation for reasons that need only be deemed valid by the Organizing Committee, I agree not to hold the Organizing Committee liable nor make any claims against it.

Date:  
Signature:

Company stamp:

## Bank details

CRÉDIT DU NORD :  
28, Place Rihour  
59023 LILLE Cedex

Account no: 108 018 00200 key 44  
Branch code: 02963  
Code BQ 30 0076

(Transfer fees shall be paid by the exhibitor)

## GENERAL TERMS OF SALE

### ARTICLE 1 – AGREEMENT

S.A NOREXPO's general terms of sale shall take precedence over any conditions expressed by the clients, unless the latter notify S.A NOREXPO to the contrary by registered letter with acknowledgement of receipt within 8 days of receiving said terms of sale. In addition to the present general terms of sale, the agreement is subject to the general regulations of the Fédération des Foires et Salons de France, as accepted in the application for admission.

### ARTICLE 2 – WARRANTY

No claims may be filed against NOREXPO with respect to the location of a stand, its area or size, once the exhibitor has taken possession of the space.

### ARTICLE 3 – CONDITIONS OF SALE

Invoices are payable upon receipt.

Failure to do so shall immediately entitle NOREXPO to apply contractual interest of 1.5% per month, without prior notice.

Furthermore, an automatic penalty charge of 15% of the invoice amount will be applied to all unpaid invoices, subject to a minimum of €152.45.

Should the exhibitor fail to pay for the stand before the show opening, NOREXPO reserves the right to refuse to deliver the stand to the exhibitor.

### ARTICLE 4 – APPLICABLE LAW AND COMPETENT JURISDICTION

The present regulations shall be governed exclusively by French law.

Any dispute, of whatever type, and even in the case of multiple defendants, shall be referred before the competent courts in Lille.

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## GENERAL RULES & REGULATIONS

The text of these regulations, common to all events organized by the Fédération des Foires et Salon de France, has been approved by the French Trade Minister.

### 1 – REGISTRATION

#### 11. GENERAL PROVISIONS

111. Applications for admission, signed by persons with authority to commit the exhibiting company, shall be set out on official entry forms provided by the Organizer to companies wishing to exhibit.

If the event comprises different specialised sections, in which the same company wishes to exhibit, separate applications for admission must be filed for each section which interests the company.

112. Receipt of the application by the Organizer implies that the company wishing to exhibit has read and accepts these regulations without reserve, as well as any supplementary regulations drawn up by the Organizer and the provisions of public law applicable to events organized in France.

It also implies the acceptance of any new provisions that may be imposed by circumstances and which the Organizer reserves the right to notify the exhibitors, even verbally, in the interests of the event.

113. Where applications for admission must be accompanied by an initial payment, this shall include application fees on the one hand, and participation fees set by the Organizer on the other. The application fees shall, in any event, be retained by the Organizer, whatever the outcome of the application for admission.

114. The amount of the participation fee is set by the Organizer. This amount may be reviewed if the cost of materials, labour, transport and services, as well as tax and social security obligations should increase significantly between the date upon which the terms of admission are established by the Organizer and the date of the event.

115. Goods, products and services to be exhibited must fall within the range of elements permitted for exhibition by the Organizer.

Second-hand materials are formally excluded, except where the event includes a session exclusively devoted to these materials.

116. Applications for admission from companies whose activities are, for any reason, being managed by a court-appointed administrator, or with their assistance, shall be deemed void, despite being accepted by the Organizer and even after the allocation of stands.

117. The Organizer receives applications and decides upon admissions without being required to provide justification.

The rejection by the Organizer of an application for admission shall not give rise to any indemnity in the form of damages. The only sums to be reimbursed shall be the participation fees, excluding application fees which remain the property of the Organizer.

118. The Organizer shall subsequently inform applicants of definitive admission by any means convenient. Any company that no longer wishes to participate in the show, despite having received notification of admission, should notify the Organizer of their withdrawal by registered letter with acknowledgement of receipt, failing which they will be disqualified. This shall be decided in accordance with the article.

119. Withdrawal from the exhibition

1191. Before notification of admission:

The Organizer shall reimburse payments made with the exception of registration (or application) fees which remain the property of the Organizer.

1192. After notification of admission:

a) Over three months before the show date, in the event of force majeure and where the reserved stand location is successfully reallocated, treated as per 1191. Otherwise, the exhibitor remains liable to pay the invoice in full.

b) Less than three months before the event date, irrespective of the reason, the exhibitor is liable to pay the invoice in full.

#### 12. EXHIBITORS' RIGHTS AND OBLIGATIONS

121. Exhibitors may only exhibit materials and services on their stand that were listed in their application for admission and accepted by the Organizer as falling within the scope of the event. They shall not engage in any form of advertising whatsoever for non-exhibiting companies.

122. The total amount of the participation fee is due upon formal notification of admission.

Invoices are payable upon receipt. Failing which, the exhibitor will be liable to pay contractual interest of 1.5% per month, from the invoice date.

The balance shall be paid in full no later than: see payment conditions.

If the exhibitor has not yet occupied its stand location by 9.00am on the eve of the show, NOREXPO shall be free to allocate the stand to another exhibitor, even if participation fees have been paid in full.

Payment of additional services or fees must be made upon receipt of the invoice addressed by the Organizer.

123. Non-payment of the participation fee by the given dates shall result in the cancellation of the right to the stand location attributed.

124. Failure to respect the present regulations, any additional regulations established by the Organizer, or any provisions of public law applicable to the event and, in particular, safety regulations, may result in the automatic application of the penalties outlined in article 61.3.

125. Exhibitors may not transfer or sub-let all or any part of the site allocated to them.

126. Except for Wines in the appropriate section, the tasting of any food products to be consumed on site, whether free of charge or otherwise, is subject to special authorization from the Organizing Committee.

127. When exhibitors have taken possession of their stand, they shall be deemed to have waived all recourse against NOREXPO for any failure to comply with the application for admission.

128. If exhibitors fail to pay any sums due to NOREXPO prior to the exhibition, NOREXPO reserves the right to refuse the stand installation and use the stand in any way it sees fit.

### 13. ORGANIZER'S RIGHTS AND OBLIGATIONS

131. The Organizer establishes the dates and location of the event. The dates and location may be modified in the event of force majeure.

132. The Organizer shall draw up the plan of the event and allocate stand locations, taking account, as far as possible, of preferences expressed by exhibitors with regard to the type, location and layout of the stand they wish to install. It reserves the right to modify, if it sees fit, the size, location and layout of the space requested by the exhibitor.

133. Participation in previous events does not entitle an exhibitor to a specific location.

134. The Organizer shall ensure, in so far as possible, that power (electricity, gas), water and telephone are supplied, as appropriate, at every show, taking account of stand locations.

It shall also provide security and surveillance of the stands during the show's closing hours.

135. The responsibility of NOREXPO shall not be engaged beyond the deadlines given to exhibitors for assembly and dismantling once the stands have been installed.

136. The organizer shall not be liable for any form of prejudice (including disturbance of possession and any commercial damages) which may be suffered by exhibitors, for whatever reason, and particularly the late opening or early closure of the event, closure or destruction of stands, fire or other accident, etc.

137. The Organizer shall indicate dimensions as accurately as possible on plans sent to exhibitors. It is nevertheless the responsibility of the exhibitor to ensure conformity before setting up. The Organizer cannot be held responsible for slight differences which may occur between the measurements indicated and the actual dimensions of the site.

138. In the event that it is impossible to use the required premises or if fire, war, public catastrophe or force majeure rendered impossible the execution of any work required for the event, the Organizer may cancel at any time applications received by notifying exhibitors in writing. In such an event, exhibitors would not be eligible to any form of compensation nor indemnity, whatever the reasons for the cancellation. Monies remaining, following payment of all expenses incurred, shall be redistributed among the exhibitors in proportion to the amounts paid by each. It is expressly agreed that they shall have no right of recourse, for any reason whatsoever, against the Organizer.

139. The Organizer reserves the right to prohibit or restrict sale of goods with immediate on-site delivery to the buyer.

### 2 – POSSESSION OF THE SITE

#### 21. DECORATION – LAYOUT

211. The Organizer is responsible for the general decoration of the site.

212. The decoration of individual stands shall be carried out by and is the responsibility of exhibitors, taking account of regulations established by the Organizer. It should, in any case, be in harmony with the overall show aesthetics. Exhibitors shall complete set-up and display products to be exhibited the day before the show opens.

213. Any special decorative elements that do not fully comply with the general provisions stipulated in these regulations shall only be admitted where written consent has been granted by the Organizer on presentation of dimensional drawings or models, within the deadlines stipulated by the Organizer.

Exhibitors shall strictly observe special requirements of the buildings in which the show takes place.

214. The Organizer reserves the right to remove or modify any installation deemed detrimental to the general appearance of the event, a hindrance to neighbouring exhibitors or visitors or which fails to conform to the plan or model previously submitted.

215. Any illuminated or audible publicity, as well as entertainment, performance or animation, must be submitted for approval by the Organizer, who may, moreover, withdraw an authorisation already granted if it were adversely affecting neighbouring exhibitors, circulation or the running of the exhibition.

216. Each exhibitor shall make arrangements for the dispatch, transport and receipt of packages delivered and for the recognition of their content.

217. All packages must be opened on arrival. If neither the exhibitor nor their agent is present to receive a package, the Organizer may have them stored, opened or sent back automatically at the expense and risk of the exhibitors.

218. Exhibitors must not obstruct the aisles, nor encroach upon them, nor in any way cause inconvenience to neighbouring exhibitors.

#### 22. SAFETY REGULATIONS

221. Exhibitors must be familiar with and observe all safety measures imposed by public authorities or adopted by the Organizer.



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## GENERAL RULES & REGULATIONS

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They are reminded, in particular, that all installations must be fireproofed (as per instructions in J.O. of October 4, 1959).

222. Exhibitors must be present at their stand during the inspection by the Safety Commission.

### 23. APPEARANCE OF STANDS

231. The appearance of stands must be impeccable at all times. Loose packaging, articles not being used for presentation and staff belongings must be stored away from public view.

232. The stand must be permanently manned by a qualified individual during opening hours.

233. Exhibitors shall not remove display items from their stand nor withdraw any of the goods before the end of the event, even if it is extended.

234. Goods exhibited shall not be covered up during the show's opening hours. Dust covers used at night should not be visible to the public but removed and stored out of sight, within the stands.

235. The Organizer reserves the right to remove covers in breach of the preceding article and shall under no circumstances be liable for any resulting loss or damage.

236. Each stand must be cleaned on a daily basis by the exhibitor, in time for the opening of the show.

237. Any person employed by the exhibitor at the show must be suitably dressed, polite and appropriately behaved at all times. They must not call out, nor cause annoyance in any way to visitors or the other exhibitors. Neither exhibitors nor their employees shall walk around or linger in the aisles.

238. Calling out to attract customers and any form of soliciting are strictly forbidden.

239. Exhibitors' employees shall not talk to visitors in such a way as to create a crowd in the aisles, which could inconvenience or endanger neighbouring exhibitors.

Exhibitors may not carry out demonstrations or distribute prospectuses outside their own stand.

2310. The Organizer has exclusive bill-posting rights inside the show venue. Exhibitors may therefore only display posters and signs relating to their own companies within the confines of their stands and not any others, within the limitations of the provisions relating to the general decoration.

2311. Exhibitors may only distribute circulars, brochures, catalogues, handouts, free-gifts and any other articles from the confines of their own stands. Prospectuses relating to goods which are not displayed may not be distributed without written consent from the organizer.

2312. The distribution or sale of newspapers, periodicals, prospectuses, brochures, raffle tickets, badges or competition tokens, etc., even relating to charity organisations or events, as well as questionnaires and surveys, are forbidden unless approved by the Organizer.

### 24. PHOTOGRAPHERS

241. Photographers may be permitted to work within the exhibition on written authority from the Organizer. Prints of all photographs taken shall be submitted to the Organizer within two weeks of the end of the show. This authorisation may be withdrawn at any time.

242. The Organizer may forbid visitors from taking photographs.

243. Photographing certain items on the stands may be forbidden at the request and at the initiative of exhibitors.

### 25. REMOVAL OF STANDS

251. The removal of stands, goods, items, decorative articles and special installations must be carried out by the exhibitors within timescales set by the Organizer. Unless otherwise informed, exhibitors shall be given a deadline of five days to remove the material which belongs to them, including the stand decoration.

Once this period has elapsed, the Organizer is empowered to have any items remaining on the site removed to a repository of his choice and at the exhibitor's risk and expense and without thereby incurring any liability for any losses, total or partial damage which may be occasioned.

### 26. DETERIORATION AND DAMAGE

261. Exhibitors should leave the site, décor and equipment made available to them in the state in which they found them. Any damage caused by their installations or goods, whether to the equipment, building or flooring will be evaluated by architects and charged to the exhibitors.

### 3 – CATALOGUE

311. The Organizer holds the right of edition, publication and circulation of the exhibition catalogue, whether for payment or not. It may subcontract all or part of these rights, as well as the advertising which appears in the catalogue.

312. The information required for compiling the catalogue will be supplied by exhibitors who are responsible for said information. The Organizer shall not, under any circumstances, be held responsible for any omissions, reproduction or composition errors, nor any other mistakes which may occur. The Organizer may refuse to insert or alter the wording of any entries which do not conform to the general provisions or which are of such a nature as to be detrimental to other exhibitors or the show itself.

### 4- OFFICIAL FORMALITIES

#### 41. INSURANCE

411. In addition to the insurance required for items exhibited and generally any movable or other items belonging to them, exhibitors are required, at their own expense, to take out insurance against risks incurred by themselves or their staff, or that may be incurred by a third party.

412. For its protection, the Organizer may require that exhibitors take out said insurance policies with one insurance company appointed by them. It would then be required to supply the rates and terms of the policies. Payments shall be made at the time of subscription for the stands. Any exhibitor wishing to take out insurance with their own insurer must produce a third-party claims waiver issued by its insurance company.

#### 42. CUSTOMS

421. Each exhibitor is responsible for completing customs formalities for goods or materials coming from overseas. The Organizer cannot be held responsible for any problems which may arise in this domain.

#### 43. INDUSTRIAL PROPERTY

431. The exhibitor takes responsibility for ensuring the industrial protection of equipment or products exhibited, in accordance with the statutory provisions in force (such as patent applications, French patents). These measures must be taken prior to the presentation of said equipment or products, the Organizer shall accept no liability in this area.

#### 44. MUSIC COPYRIGHTS

441. In the absence of an agreement between the Society of Authors and Composers of Music (SACEM) and the Organizer (the exhibitors being informed of the existence of any such agreement), exhibitors shall deal directly with the SACEM if they wish to play music at the show, even if this is merely to demonstrate audio equipment. The Organizer declines any liability with regard to the SACEM in this matter.

### 5- VISITORS

551. Only those visitors holding a ticket issued or accepted by the Organizer shall be admitted to the show. The Organizer reserves the right to refuse entry to anyone without giving a reason. It also reserves the right to remove anyone whose behaviour would justify, in their opinion, such action.

512. Visitors are bound to observe official regulations relating to safety, public order and those laid down by the police, as decided by the Authorities.

### 6 – APPLICATION OF REGULATIONS

611. These regulations are of a general nature and are applicable to all events organized by members of the FSS and the FFF. They are completed by specific regulations applicable to each individual event. They should be displayed legibly within the show venue.

612. By signing their applications, and in accordance with article 112, exhibitors are deemed to have accepted the provisions of the show regulations and any new provisions which may be imposed by circumstances and adopted in the interest of the event, which the Organizer reserves the right to indicate, even verbally, to the exhibitors.

613. Any breach of the provisions of the present regulations or supplementary regulations issued by the Organizer, may result in the immediate exclusion of the offending exhibitor at the Organizer's discretion, even without prior notice. This applies, specifically, to lack of insurance, non conformity of the layout, failure to comply with safety regulations, non-attendance of the stand and displaying of products which do not conform to those listed in the application for admission. An indemnity is then due to the exhibitor (the organizer?) by way of damages and as reparation for moral or material harm suffered by the show.

This indemnity, which shall amount to at least the participation fee, shall be retained by the Organizer without prejudice to any additional damages which may be claimed.

In this respect, the Organizer has the right to retain exhibited products and items of furniture or decoration belonging to the exhibitor.

614. In the event of a dispute, the Lille Courts shall have exclusive jurisdiction and the French-language version of these regulations shall prevail.

615. By express agreement, and unless the Organizer agrees to an extension, failure to make required payments by the specified due dates shall entitle the Organizer to:

I. immediate payment of any sums remaining outstanding.

II. claim, as a penalty and compensation for losses, an indemnity amounting to 15% of the outstanding sum, subject to a minimum of €152.45 in addition to statutory interest and any legal costs.