

## EXHIBITOR REGISTRATION FORM

### EXHIBITOR

Company name .....

Contact person .....

Street + house number .....

Postal code ..... Town/city .....

Telephone .....

Website .....

Email .....

VAT number ..... CoC number .....

Twitter ..... Facebook .....

### I WOULD LIKE TO HIRE THE FOLLOWING FOR THIS EVENT (all prices for two days and excluding 21% VAT):

- De Suikerfabriek Groningen - 3 and 4 May 2019**
- ..... Empty stand space (incl. electrical power) at € 35 per m<sup>2</sup> ..... x ..... = ..... m<sup>2</sup> (min. 2 x 3) € .....
- ..... Booth (incl. frame, lighting and electrical power) of 2 x 3 metres at € 325 € .....
- ..... Tables of 120 x 80 centimetres at € 15 € .....
- ..... Chairs at € 7 € .....
- ..... Workshop space for exhibitors incl. 2 tables and 8 chairs at € 35 € .....
- IJsselhallen Zwolle – 11 and 12 October 2019**
- ..... Empty stand space (incl. electrical power) at € 35 per m<sup>2</sup> ..... x ..... = ..... m<sup>2</sup> (min. 2 x 3) € .....
- ..... Booth (incl. frame, lighting and electrical power) of 3 x 2 metres at € 325 € .....
- ..... Tables of 120 x 80 centimetres at € 15 € .....
- ..... Chairs at € 7 € .....
- ..... Workshop space for exhibitors incl. 2 tables and 8 chairs at € 35 € .....

Brief description of articles and brands for sale (for exhibitor list on the website):

.....

.....

### SIGNATURE

Name .....

Date ..... Signature .....

Your registration is binding upon receipt of your fully completed registration form. You will receive a confirmation.

I have read the Terms and Conditions (see appendix).

# DUTCH KNITTING FESTIVAL 2019

## EVENT ORGANISATION

The Dutch Knitting Festival is organised by:  
Evenementenbureau Second Events.

The correspondence address is:  
Evenementenbureau Second Events  
De Haven 1, 9468 CP Annen  
Telephone: +31 (0)592-273903  
Email: info@second-events.nl  
Website: www.second-events.nl en/of www.breidag.nl

Opening hours of the event in Groningen:

Friday 3 May 2019: 10 am – 5 pm

Saturday 4 May 2019: 10 am – 5 pm

Opening hours of the event in Zwolle:

Friday 11 October 2019: 10 am – 5 pm

Saturday 12 October 2019: 10 am – 5 pm

## 1. ADMISSION PRICE

The cost of admission to the Dutch Knitting Festival is provisionally fixed at a standard price of €10. In Zwolle, there is free parking available for exhibitors and visitors. In Groningen, parking is free for exhibitors and paid parking is available for visitors.

## 2. EXHIBITOR TICKETS

Exhibitors will receive four complimentary exhibitor tickets per booth or stand space (8 m<sup>2</sup>) for those manning and setting up/taking down the stand. One additional complimentary exhibitor ticket will be issued for every additional 8 m<sup>2</sup> in stand space hired. Exhibitor tickets may be used only by persons belonging to the exhibitor's company or organisation. In case of improper use, the tickets may be revoked immediately by the organisation. Additional exhibitor tickets may be purchased for €5 each, excl. VAT.

## 3. SETTING UP, FURNISHING AND TAKING DOWN STANDS

In Groningen, stands can be set up between 10 am and 6 pm on Thursday 2 May 2019. In Zwolle, stands can be set up between 10 am and 6 pm on Thursday 10 October 2019.

Please note that there will be no access outside these times. Cars are not allowed into the halls. Stands can be taken down in both Groningen and Zwolle from 5 pm on the final day of the trade fair. It is STRICTLY PROHIBITED to begin clearing/taking down stands before closing time on the final day of the trade fair. Removal of wares and dismantling of stands is permitted only on Saturday 4 May 2019 and Saturday 12 October 2019, between 5 pm and 8 pm on both days.

## 4. EXHIBITOR APPROVAL AND PAYMENT

Evenementenbureau Second Events, hereinafter referred to as 'the organisation', reserves the right not to approve individual registrations without the need to state reasons. Exhibitors may be: shops, retailers, webstores, manufacturers, agents, importers, wholesalers, exporters, publishers and other service providers. Exhibitors will be recognised as such provided the full payment due, including VAT, is made within the stated payment term. Exhibitors who have not paid the amount due will be refused entry to the trade fair. An exhibitor shall be solely liable for any collection charges arising from a failure to pay invoices on time. The costs of extrajudicial collection are fixed at 25% of the amount due from the exhibitor, subject to a minimum cost of €135. In the event that an invoice is not paid on time, the organisation is entitled to charge interest at 2% per month, calculated from the due date stated on the invoice.

## 5. ALLOCATED STAND SPACE

In the event of force majeure, the organisation is authorised to allocate an alternative stand space in consultation with the exhibitor. The floor plan is provisional and the organisation reserves the right to change it if necessary.

## 6. WORKSHOPS

Stands may organise special activities such as demonstrations and workshops only if permission for such activities has been requested from and granted by the organisation in writing. It is not permitted to organise activities outside the hired stand space. Exhibitors can organise a workshop in one of the workshop areas at the special exhibitor rate of €35, excl. VAT.

## 7. STAND CONSTRUCTION/EMPTY STAND SPACE

Exhibitors who do not hire a booth must furnish their stand space themselves. Stand spaces are available in sizes from 2 x 3 metres = 6 m<sup>2</sup> and always include electrical power. Exhibitors must furnish their own name sign and lighting.

## 8. BOOTHS

Exhibitors who hire a fully fitted booth will be supplied with the frame, lighting and side and rear supports. The booths have no roof or awning. Booth dimensions are:

- Groningen: 3 metres wide with a table approx. 1 metre deep.
- Zwolle: 3 metres wide with a table approx. 1 metre deep.

## 9. ELECTRICAL POWER

All exhibitors will have access to an electrical outlet. In some cases, the outlet may be some distance from the booth. Exhibitors are therefore advised to bring along an extension cord. Exhibitors requiring more than 3 kW can apply for a price quotation.

## **10. STAND SHARING**

Hiring of one stand for use by two or more companies may be permitted solely in consultation with the organisation. The administration fee and cost of inclusion on the exhibitor list are €250, excl. VAT, for each additional exhibitor (mandatory when sharing a stand).

## **11. DAMAGE/INSURANCE**

The organisation is not liable for loss or damage to stand material or to wares belonging to exhibitors, or for accidents involving exhibitors or their staff. Exhibitors can take out insurance to cover stands and property against fire, storm and transport damage and theft in the event of a break-in at the halls. Exhibitors are liable for any damage to the space in which the trade fair is held that is attributable to their own actions or to the actions of their staff or suppliers.

Damage discovered upon delivery of the stand before the trade fair commences must be reported to the organisation. The exhibitor will be liable for any damage discovered thereafter. Exhibitors are obliged to report to the organisation any damage for which they are responsible. These damages will be recovered from the exhibitor.

## **12. CANCELLATION OF THE TRADE FAIR**

The organisation may determine to cancel all or part of the trade fair in the event of exceptional circumstances, including but not limited to fire, war, national mourning, storm, flooding, infectious disease, rioting, strike or lockout. Stands payments already made will be refunded.

## **13. CANCELLATION OF THE PARTICIPANT**

1. The participation agreement can not be made by the participant unilaterally changed or withdrawn.
2. If the participant due to special circumstances prevented from using the space he rented he can do so by means of a written request to the organizer submit an application for cancellation under obligation to pay to cancellation month staggered cancellation costs, without prejudice to it entitled to claim damages, insofar as the cancellation costs are not sufficient. The percentages are apply to the rent.
  - Up to six months before the start of the fair: 20%
  - Up to five months before the start of the fair: 30%
  - Up to four months before the start of the fair: 40%
  - Up to three months before the start of the fair: 50%
  - Up to two months before the start of the fair: 75%
  - Up to a month before the start of the fair: 100%
  - Until one week before the start of the fair, or if the exhibitor does not show up during the fair: 100%

## **14. DISTRIBUTION OF ADVERTISING MATERIAL DURING THE TRADE FAIR**

Advertising material may be distributed by exhibitors at their own stands only. It is not permitted to distribute advertising material for other companies to visitors to a stand. It is also not permitted to display or distribute advertising material elsewhere at the trade fair without the organisation's permission.

## **15. RUBBISH**

Rubbish must be deposited in the designated rubbish bins. It is not permitted to leave rubbish behind in the hall after the end of the trade fair. Any costs arising from an exhibitor's non-compliance in this regard will be recovered from the exhibitor. Exhibitors are further under obligation to keep their stands clean and tidy during the trade fair.

## **16. EXHIBITOR AND STAFF ACCESS TO THE HALLS AND GROUNDS**

Exhibitors and/or their staff have access to the halls and grounds from one hour before to up to one hour after the official opening and closing times of the trade fair.

## **17. WARES TO BE EXHIBITED**

Items and persons may not be exhibited in any manner that is contrary to public order, safety and common decency. In addition, it is not permitted to exhibit or sell items that depart from the agreed product range, this being handicraft items. It is not permitted to offer items at cut-rate prices. All retailers must conform to recommended retail prices.

## **18. REGULATIONS**

Any cases not provided for in these Terms and Conditions will be decided by the organisation. Oral agreements between an exhibitor and the organisation which depart from these Terms and Conditions shall be valid only if confirmed in writing by the organisation.