

tekom Fair Registration

tekom annual conference in Wiesbaden

October 18th – 20th, 2011



Main Exhibitor

Company: _____

Street.: _____

Postcode / City: _____

Contact Person: _____

Department: _____

Phone / Fax: _____

Email: _____ www. _____

Please complete and mail to:
anmeldung_messe@tekomp.de

or fax to:
+49 711 / 657 04-99

Only registrations received **by July 6th, 2011 at the latest**, can be included in the conference program and the fair flyer.

We herewith bindingly book the following exhibition area for the annual conference:

Number(s) of the the prospective area(s): _____ Size: _____sqm

	Price Zone B Prices per sqm* floor space for 3 days				Price Zone A Prices per sqm* floor space for 3 days			
	Row area	Corner area	Head area	Island area	Row area	Corner area	Head area	Island area
Company members (and GALA members)	<input type="checkbox"/> 180 EUR	<input type="checkbox"/> 185 EUR	<input type="checkbox"/> 190 EUR	<input type="checkbox"/> 195 EUR	<input type="checkbox"/> 220 EUR	<input type="checkbox"/> 225 EUR	<input type="checkbox"/> 230 EUR	<input type="checkbox"/> 235 EUR
Non-members	<input type="checkbox"/> 260 EUR	<input type="checkbox"/> 265 EUR	<input type="checkbox"/> 270 EUR	<input type="checkbox"/> 275 EUR	<input type="checkbox"/> 300 EUR	<input type="checkbox"/> 305 EUR	<input type="checkbox"/> 310 EUR	<input type="checkbox"/> 315 EUR

* Prices are per square meter commenced. / All prices are plus 19% VAT.

* The Price Zones pls. take from the current exhibition plan

- We would like to register _____(number) co-exhibitors. Prices and conditions refer to page 4.
- We have a tekomp company membership. Our member number is:
- We don't have a tekomp membership.
- We would like to apply for a company membership, please send us the admission information.
- We have a GALA membership and receive the reduced fee for tekomp members.
- We still have questions, please call us.

Important:

In order to announce your fair presence on our conference portal as well as in the printed conference program we need a **brief description of your company along with a company logo**. We will send you with further details on this together with your registration confirmation. Please note: Only announcement texts and logos that we receive **by July 8th, 2011, at the latest**, will be published in the conference program.

We are a software company or distributor respectively and would like to apply for

- a Tool Presentation regarding software tools and applications for TD.
- a Technology Panel (Exhibitors present, compare and discuss their tools and applications in panels with other companies)

You will receive a form for the announcement of your tool presentation along with our detailed registration confirmation.

Please send this form back to us no later than **June 30th, 2011** to messe@tekomp.de.

Exhibitor categorization

Please mark accordingly

Company: _____ Booth number.: _____

- 1 Services**
- 1.1 *Technical Documentation*
- 1.2 *Interactive Media*
- 1.3 *Graphics and Technical Illustration*
- 1.4 *Web Programming*
- 1.5 *Translation*
- 1.6 *Localization*
- 1.7 *Terminology*
- 1.8 *DTP*
- 1.9 *Usability*
- 1.10 *Data Processing and -Migration*
- 1.11 *Consulting for ...*
- 1.11.1 *Documentation Concepts and -Processes*
- 1.11.2 *Software Implementation*
- 1.11.3 *Localization and Translation Processes*
- 1.11.4 *SAP Integration*
- 1.11.5 *Open Source Systems*
- 1.11.6 *Quality Assurance*
- 1.11.7 *Standards*
- 1.11.8 *CE Mark of Conformity*
- 1.11.9 *Terminology Management*
- 1.12 *Education and further Education*
- 1.13 *Training*
- 1.14 *Transfer of Personnel*
- 1.15 *Product Catalogues*
- 1.16 *Controlled Language*
- 1.17 *eLearning*
- 1.18 *Knowledge Management*
- 1.19 *Others*

- 2 Software**
- 2.1 *Editing*
- 2.1.1 *Editors*
- 2.1.2 *Authoring Systems*
- 2.1.2.1 *XML*
- 2.1.2.2 *S1000D*
- 2.1.2.3 *DITA*
- 2.1.2.4 *Others*
- 2.1.3 *Content Management Systems (CMS)*
- 2.1.4 *Product Lifecycle (PLM) and Product Data Mangement (PDM) Systems*
- 2.1.5 *Help Authoring Tools (HAT)*
- 2.1.6 *Terminology Databaases*
- 2.1.7 *Text Checker*
- 2.1.8 *Catalogue Systems*
- 2.1.9 *Print Generators*
- 2.1.10 *Others*
- 2.2 *Translation and Localization*
- 2.2.1 *Translation Memory Systems*
- 2.2.2 *Software Localization Tools*
- 2.2.3 *Systems for Machine Translation (MT)*
- 2.2.4 *Translation Management Systems*
- 2.2.5 *Electronic lexicons*
- 2.2.6 *Others*
- 2.3 *Visualization*
- 2.3.1 *3D Graphics and Animation*
- 2.3.2 *Flash Programming*
- 2.3.3 *Videofilm Production*
- 2.3.4 *Others*
- 2.4 *Management*
- 2.4.1 *Quality Checker*
- 2.4.2 *Systems for Key Performance Indicators*
- 2.4.3 *Project Management Systems*
- 2.5 *Technical Standards*
- 2.5.1 *DITA*
- 2.5.2 *S1000 D*
- 3 Publishers**
- 4 Printers**
- 5 Associations**

Main Exhibitor: _____ Booth Number: _____

Co-Exhibitor 1:

Company: _____

Street: _____

Postcode,
City/Country: _____

Contact Person: _____

Department: _____

Phone/Fax: _____

Email: _____ www. _____

Co-Exhibitor 2:

Company: _____

Street: _____

Postcode,
City/Country: _____

Contact Person: _____

Department: _____

Phone/Fax: _____

Email: _____ www. _____

If you would like to register more co-exhibitors, just copy this form.

Invoice Address (if it differs from the address of the main exhibitor):

Company: _____

Street: _____

Postcode, City/Country: _____

Contact Person (First Name, Last Name): _____

Department: _____

Phone/Fax: _____

Email: _____ www. _____

We are fully aware that we have booked the floor area only, without any equipment.

We accept the terms and conditions for registration and participation.
VAT-No. _____ (only for EU-members)

Company Stamp _____ Date, legally binding signature _____
We accept the subsequent terms for cancellation.

Terms for Registration and Participation

Floor Area

The rent refers to the pure floor area plus a standard power supply and consumption. Required furniture or system stands can be ordered with the respective forms in the exhibitor's guide.

Booth Positioning

The provision of the booths takes place according to trade fair considerations. The locations of the exhibit areas are allocated in the chronological order of the registrations. The allocation of the location is done by the organizer for the fair benefit. There is no entitlement to a certain location or size – irrespective of a placement proposal mentioned on the registration form. Special requests can only be considered if the registration is done early enough.

Booth Construction / -Design / Safety Regulations

In order to ensure a nice overall impression of the fair, the exhibitors have to submit documents and visual material of the booth design if requested. The maximum booth height is 2,50 meters. Elements and advertising media that exceed this height have to be registered with and approved by the Rhein-Main-Hallen.

Safety and fire protection regulations of the Rhein-Main-Hallen and the municipal fire department Wiesbaden need to be observed as well. The respective details can be found in the exhibitor's guide.

Co-exhibitors

The admittance of one or more co-exhibitors is allowed only with a booth space of 10 sqm or more and subject to an additional fee. The main exhibitor is liable for the compliance of the co-exhibitor (or co-exhibitors) with all the exhibitor's obligations. The main exhibitor will be billed exclusively.

For Co-exhibitors we charge the following, fee:

Members	Non-members
90,00 EUR/Day + VAT	140,00 EUR/Day + VAT

Booth Personnel

The booth fee includes the conference fee for the booth personnel depending on the booth size:

up to 9 sqm:	1 person	from 40 sqm:	8 persons
from 10 sqm:	2 persons	from 50 sqm:	10 persons
from 20 sqm:	4 persons	from 60 sqm:	12 persons
from 30 sqm:	6 persons		

For additional booth personnel we charge the following, reduced attendance fee:

Members	Non-members
90,00 EUR/Day + VAT	140,00 EUR/Day + VAT

Please note: Registered booth personnel that has not been cancelled two days before the conference starts, will be billed in full after the conference.

Terms of Cancellation / Invoice

Up to thirty days before the conference 1/3 of the total booked price must be paid, thereafter the full amount is payable, plus 19 % VAT. The person making the cancellation is entitled to show evidence that the cancellation has not caused us any losses, or that these are significantly lower than the processing fee levied.

If your cancellation was caused by us, grossly negligent or intentionally, or if the prerequisites for a right of withdrawal according to articles 323, 324 and 326 BGB apply, no cancellation fees are due.

You will receive our invoice for the entire booth fee no later than the end of July. Terms and conditions for payment pls. take from the invoice. Other fees such as power, additional booth personnel etc. will be billed after the conference.

Please observe and take note of the exhibitor's guide containing the technical information of the Rhein-Main-Hallen as well the fire protection information of the fire department. The exhibitor's guide is part of the terms for registration and participation.

By sending the registration to the fair the exhibitor accepts the mentioned terms. The entire general terms of business you find under www.tekom.de.