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Please take a copy for your records and return the original to us.

Karlsruher Messe- und Kongress GmbH  
LOFT-Team  
Postfach 1208  
76002 Karlsruhe, Germany



Karlsruhe Trade Fair Centre  
**8 – 10 June 2018**  
Opening 7 June 2018

## Registration:

### Exhibitor

Company	
Street / P.O. Box	
Post code, City	Country
Tel	Fax
Contact	Extension
E-mail	Internet

VAT ID number of beneficiary: \_\_\_\_\_

If affiliated with a VAT group, please specify

the VAT ID number of the group: \_\_\_\_\_ and

the address of the parent company \_\_\_\_\_

**Different invoice recipient (please communicate the billing address)**

### We order the following stand area referred to the Special Terms and Conditions:

Stand area	Frontage x depth (minimum size of stands: 6 sqm)
_____ sqm	_____ m x _____ m

Price per sqm	Early bird until 30.09.2017	Price from 01.10.2017
from 6 sqm to 12 sqm	€ 96.40	€ 98.90
over 12 sqm	€ 92.40	€ 94.40

### Newcomer

maximally three years after completion of the curriculum or the founding of a business receive a 25% discount on your stand's rental fee! Please send us a confirmation to can grant the discount.

**plus AUMA fee € 0.60 per sqm**

**plus marketing fee € 175,-** (packages includes: entry in the list of exhibitors, internet entry and advertising material)

**plus general fee for exhibition hall utilities € 2.00 per sqm** (waste disposal, electricity)

### Walls\*:

Please be aware, that the stand partitions facing neighboring stands is not the whole depth.

We will bring **our own walls** (Please send us your stand concept incl. pictures via e-mail to mona.taller@messe-karlsruhe.de)

We order white walls according to stand shape and requirements € 29 per sqm, repapered hard fiber wall. We'll be happy to provide you with advice relating to your stand construction.

### Stand furnishing\*:

Electricity supply: € 139,- (3 kW incl. consumption)

Further services (e.g. furniture, clamp spotlights) you can order via our Online Service Center (OSC). The login details will be sent to you.

\* These services will be charged separately after the fair.

### List of exhibitors:

Entry (alphabetical) in the official exhibitor catalogue and on the internet under the letter:

Your entry in the official exhibitor catalogue must be submitted via the Online Service Center (OSC). If it is not returned, the adjacent postal address will be published. Further entries may be made subject to a charge.

### Exhibits:

A list/description is mandatory as these details are also required for other purposes such as the entry in the exhibitor directory.

### Nomenclature:

- Furniture
- Home accessories
- Fashion
- Jewellery
- Food & Beverage

Prices do not include VAT applicable in the year the event is held. The General Participants Guidelines for Trade Fairs and Exhibitions available at [www.loft-designkaufhaus.de](http://www.loft-designkaufhaus.de) (For Exhibitors) for IDFA members, the Special Terms and Conditions for Participation, the House Rules, and all parts thereof, are hereby acknowledged to be legally binding. Deviating agreements require the written form. The place of performance and place of jurisdiction is Karlsruhe.

Please send us your stand concept by e-mail or post to enable us to put you in the optimum position and to provide you with advice.

E-mail: [mona.taller@messe-karlsruhe.de](mailto:mona.taller@messe-karlsruhe.de)

\_\_\_\_\_  
Town/city, date

\_\_\_\_\_  
Company stamp, legally binding signature

# Use of images in printed and online media



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To support with LOFT's PR and marketing work, feel free to send us materials such as **images or information about you and/or your company.**

Mail to [jana.bailer@messe-karlsruhe.de](mailto:jana.bailer@messe-karlsruhe.de)

1. The **images/image files** submitted for the application for EUNIQUE – International Fair for Applied Arts & Design and for LOFT – The Design Shopping Centre are permitted to be used in the **printed and online media of Karlsruher Messe- und Kongress GmbH.**

(Please tick the appropriate box)

I agree.

I do not agree.

2. The **images/image files** are permitted to be used for the general advertising purposes of Karlsruher Messe- und Kongress GmbH in its **printed and online media (particularly in social media such as Facebook, Instagram etc.),**

(Please tick the appropriate box)

I agree.

I do not agree.

I hereby confirm that I have unlimited rights to the images and the use thereof and shall indemnify Karlsruher Messe- und Kongress GmbH against any claims that might be asserted by third parties in relation to the use of the images and image files.

\_\_\_\_\_  
Company

\_\_\_\_\_  
Town/City, date

\_\_\_\_\_  
Company stamp, legally binding signature



\_\_\_\_\_  
[Please enter your Facebook link here]



\_\_\_\_\_  
[Please enter your Instagram account name here]

**We'd love to connect with you:**

[loft-designkaufhaus.de](http://loft-designkaufhaus.de)

[facebook.com/loft.designkaufhaus](https://facebook.com/loft.designkaufhaus)

[instagram.com/loft.karlsruhe](https://instagram.com/loft.karlsruhe)

[#allyouneedisloft](https://twitter.com/allyouneedisloft)











**KMK's house rules and regulation define the rights and obligations of visitors to the public assembly areas.**

**Entering** the public assembly areas during an event is only permitted with a valid admission ticket or for the purpose of purchasing one. Visitors must use the seat assigned to them on the admission ticket for each event and must only use the access routes provided. The admission ticket becomes invalid upon leaving the public assembly areas.

**For security reasons**, in particular to prevent dangerous situations, police or security services may require visitors to take seats other than those stated on their admission tickets; reimbursement of admission fees do not apply in this case.

**Contents of bags, containers** and clothing such as coats, jackets and shawls may be checked by security or inspection staff. Visitors that do not comply with the inspection of objects that could endanger the event or visitors will not be permitted to attend the event. Visitors turned away for this reason are not entitled to reimbursement of admission fees. Bags or similar containers may be prohibited depending on the nature of the event.

Individuals who are visibly under the **influence of alcohol or drugs** will not be permitted to attend the event.

Young persons under the **age of 15** may only enter the public assembly areas with a legal guardian. In addition, the provisions of young persons act apply. Exceptions shall apply solely with express declaration posted at the ticketing office and entrance areas.

All facilities in the public assembly areas must be used in a **careful and mindful manner**. Within the public assembly areas all individuals must behave in way that does not harm, endanger, interfere or inconvenience others – as far as circumstances will allow.

In accordance with § 5, Paragraph 1 of the state smoking ban (LNRSchG), **smoking is not permitted** in all areas of KMK.

Hall managers are provided for monitoring halls and supervising buildings, in particular larger halls, adjoining rooms, cloakrooms, toilets etc.

The lessor may **close rooms**, buildings or open spaces, or evacuate them for security reasons. All persons located in the public assembly areas must immediately follow the instructions given by hall managers, security services, the police or fire brigade and must leave the public assembly areas immediately in the event of an evacuation.

**Moving furniture and fittings** may only be performed by service personnel and requires the authorisation of the hall manager. Seating plans and special written agreements between lessor and lessee shall be authoritative in such cases.

Boxes, packaging material, paper and other highly flammable materials and waste may not be stored in the stands or the aisles. Karlsruher Messe- und Kongress GmbH may authorise an exception for the **storage of empties** and packaging material in the halls in certain cases if it is unavoidable. This requires approval from the fire authority. Parking bicycles or similar vehicles is not permitted in the halls.

**Fire safety:** The use of open lighting is prohibited in close proximity to highly flammable materials. If an event is planning to use wax candles, candles must be installed and secured in such a way as to ensure they cannot set fire to highly flammable materials, particularly clothing and decorations. The fire authority may need to provide authorisation for activities involving fire hazards used in special performances or repair work. This will be decided on a case-by-case basis. Gas, electric or other heating devices must be placed on an incombustible surface at a safe distance from flammable objects.

#### **Decorations, fire safety regulations:**

Decorations, superstructures, etc. may only be installed with the permission of Karlsruher Messe- und Kongress GmbH and must comply with provisions tailored to each individual case. The fire authority must determine whether these items meet safety regulations. The fire safety ordinances of the City of Karlsruhe shall be authoritative. Decorations and superstructures are to be removed immediately after the event. It is prohibited to drive nails, screws or hooks into the floors, walls or ceilings, and no other constructional modifications or alterations may be made. The event organiser will be invoiced for any damage resulting from such activities.

The following fire safety regulations are to be observed:

1. The use of synthetic materials for decoration is not permitted with the exception of materials that are highly flame-resistant according to DIN 4102. Flame resistance must be documented with a test certificate from a materials testing institute.
2. Garlands made of leaves or softwood, trees or similar may only be used if in a fresh state.
3. Every stand must be able to present documentation that verifies the decorations being used are flame-resistant.
4. All fire detection devices, fire hydrants and hand-operated fire extinguishers must be easily accessible and in plain sight.
5. Directional signs for exits and emergency exits may not be covered under any circumstances.
6. Gas or liquid-fuel burners may only be used for promotional and demonstration purposes. The storage of fuel reserves within the halls is prohibited. Authorised gas and liquid-fuel burners must be connected using screw threads, reinforced hoses and fixed brackets.
7. Propane (butane) cylinders may not exceed a capacity of 11 kg. Only connected cylinders may be located in the halls or exhibition stands. No other cylinders, empty or otherwise, may be located in the halls or stands. Compressed gas cylinders must be installed by specialists that are familiar with the respective regulations. Only cylinders with approved safety valves may be used. Each installation must be inspected by the responsible authority before operation. The cylinder valves are to be closed at the end of working hours.
8. Filling balloons with flammable gases, transporting such balloons or using them as decoration is prohibited.
9. Waste materials that are prone to spontaneous combustion (e.g. cleaning wool, cleaning cloths that contain oil or grease) must be stored in sealable, non-flammable containers.
10. Unpackaged, highly flammable items such as celluloid and similar materials must be displayed behind glass at all times.
11. Subsequent alterations or superstructures require express approval.
12. Objects powered by flammable substances that to be exhibited or demonstrated may require approval by the fire authority.

Any **lost property found** on the premises is to be given to the hall manager. Any personal or property damages incurred must be reported to the hall manager immediately.

#### **Carrying the following items is prohibited:**

- Weapons or dangerous objects and items that may present danger of bodily harm if thrown
- Aerosols, corrosive or dyeing substances or pressure tanks for highly flammable or harmful gases with the exception of standard cigarette lighters
- Containers that are made of fragile or brittle materials
- Bulky items such as ladders, stools, chairs, boxes
- Fireworks, rockets, Bengola lights, smoke powder, flares and other pyrotechnic objects
- Flags or banners that are not made of wood, that are longer than 2 m or more than 3 cm in diameter
- Large-scale streamers, large amounts of paper, wallpaper rolls
- Electronic or mechanic noisemakers
- All drinks, food and drugs
- Animals
- Racist, xenophobic and radical propaganda material
- Video cameras or other audio, image recording devices for commercial purposes (unless authorisation has been given by the event organiser)

**Premises bans** that have been pronounced by the lessor apply to all current and future events held in the public assembly areas. Repeal of a premises ban can be applied for with written justification. The lessor will notify the applicant within three months of its decision.