

World Library and Information Congress:
**69th IFLA General Conference
and Council**

Berlin, Germany, 01 – 09 August 2003



Exhibitors' Manual

IFLA 2003 Exhibition from 03 – 06 August 2003

69th IFLA General Conference and Council

Berlin, Germany, 01 – 09 August 2003 / Exhibition from 03 – 06 August 2003



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Please check carefully the return addresses and deadlines

Order Form	Return to	Return deadline
A – B Booth Reservation Form	K.I.T. GmbH	01 July 2003 *
C – F Additional Material Order Form	TEM Festival GmbH	01 July 2003
G Furniture Pictures	-	-
H Standard Terms of Business and Conditions of Exhibition	K.I.T. GmbH	with Form A and B
I Location of the ICC Berlin	-	-
Additional Order Forms:		
Forwarding Service	Schenker Deutschland AG	15 June 2003
Inserts for Congress bags	K.I.T. GmbH	01 June 2003
Company Presentations	K.I.T. GmbH	Immediately
Exhibitor Registrations	K.I.T. GmbH	15 July 2003 **

* Please note that booths will be allocated on a "first come – first served" basis.

** You will receive the appropriate form together with the second invoice which is due before 01 February 2003.

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A Exhibition Booth Reservation Form

Please note: The German VAT (16% as of 2002) is to be added to all mentioned rates.

This form must be clearly completed and returned to:	K.I.T. GmbH	Phone: +49-(0)30 24 603 208
	Kurfürstendamm 71	Fax: +49-(0)30 24 603 200
	D - 10709 Berlin (Germany)	Email: ifla2003@kit.de

Company: _____

Address: _____

Phone/Fax/Email: _____

Name: _____

	Length	Width	€ per m ²
<input type="checkbox"/> We order a plain shell scheme - 2.5 m high incl. exhibition space (min. 6 m ²) (For a ceiling construction please refer to Order Form B)mm	330,-

Wall system: "Octanorm" silver anodised aluminium with white walls 100x200 cm²

Including:

- Company name signboard (200x30cm²) with company name in black letters (max. 20)
- 1 light rail with 2 spotlights per 6 m²
- 1 triple socket
- set-up
- dismantling
- **No power supply included!**



We order a **special** shell scheme package incl. exhibition space – please refer to Order Form B

Please write the requested heading for the company name signboard hereunder. For more options see Form C.

□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□
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Short company description for the Exhibitors' Catalogue:

Date / Stamp / Signature

Order forms must be received by K.I.T. GmbH by 01 July 2003. Orders received after 01 July 2003 will be subject to an additional handling fee of 30%. 50% are due upon receipt of an invoice issued by K.I.T. GmbH. 50% are due before 01 February 2003. For order forms received after 01 February 2003 the total amount is due immediately after receipt of an invoice issued by K.I.T. GmbH.

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B Special Shell Scheme Packages

Please note: The German VAT (16% as of 2002) is to be added to all mentioned rates.

This form must be clearly completed and returned to:	K.I.T. GmbH Kurfürstendamm 71 D - 10709 Berlin (Germany)	Phone: +49-(0)30 24 603 208 Fax: +49-(0)30 24 603 200 Email: ifla2003@kit.de
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Company: _____
 Address: _____
 Phone/Fax/Email: _____
 Name: _____

We hereby confirm the following order:

	m ²	€ per m ²
<input type="checkbox"/> Ceiling construction for the shell schemem ²	20,-



- Ceiling construction: Modular system, type Meroform M12 chrome plated
- Shell scheme height with ceiling construction 3.25 m

	Length	Width	€ per Unit
<input type="checkbox"/> Shell scheme package A (incl. exhibition space, set-up and dismantling)	3 m	2,5 m	2.600,-

Wall system:

"Octanorm" silver anodised aluminium with white wall panels 100x200 cm²

Top:

"Meroform" chrome plated - 2,5 m high

Including:

- Company name signboard (200x30cm²) with company name in black capital letters (max. 20)
- 1 Light rail with 2 spotlights
- 1 Triple socket
- Carpeting (red, blue, green, grey or black)
- 3 Bar stools, chrome - beech
- 1 High table, chrome - beech
- 1 Wastepaper basket
- **no power supply included!**



	Length	Width	€ per Unit
<input type="checkbox"/> Shell scheme package B (incl. exhibition space, set-up and dismantling)	4 m	3 m	4.650,-

Wall system:

"Octanorm" silver anodised aluminium with white wall panels 100x200 cm²

Ceiling construction:

"Meroform" chrome plated – 3,25 m high

Including:

- Company name signboard (200x30cm²) with company name in black letters (max. 20)
- 2 Light rails with 2 spotlights each
- 1 Spotlight for wall system
- 1 Rack for prospects, wall mounted, for A4 brochures
- 1 Triple socket
- 1 m² Storage room with door
- Carpeting (red, blue, green, grey or black)
- 4 Beech chairs
- 1 Round table, chrome - beech
- 1 Ficus Benjamin
- 1 Wastepaper basket
- **no power supply included!**



Please write the requested heading for the company name signboard hereunder. For more options see Form C.

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Date / Stamp / Signature

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C Additional Material Order Form

Please note: The German VAT (16% as of 2002) is to be added to all mentioned rates.

This form must be clearly completed and returned to:	TEM Festival GmbH Zimmerstr. 88-91 D - 10117 Berlin(Germany)	Phone: +49-(0)30 695 08 440 Fax: +49-(0)30 695 08 442 Email: ifla2003@TechnicalEventManager.de
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Company: _____
 Address: _____
 Phone/Fax/Email: _____
 Name: _____

We hereby confirm the following order:

Quantity	Optional for company name signboard (for shell scheme offered by K.I.T. GmbH)	€ per Unit
<input type="checkbox"/>	Additional letter	3,-
<input type="checkbox"/>	Coloured letter - other than black colour code (HKS or Pantone):	25,-
<input type="checkbox"/>	Company logo - single colour EPS file and colours required	80,-
<input type="checkbox"/>	Company logo - up to 3 colours EPS file and colours required	105,-
Electrical supply including consumption		One Power supply is compulsory!
<input type="checkbox"/>	Power supply 230V/16A/3kW incl. 1x 24h supply outlet	165,-
<input type="checkbox"/>	Three-phase supply 230V/380V/3 x 16A/9kW, CEE 16A outlet	200,-
<input type="checkbox"/>	Three-phase supply 230V/380V/3 x 32A/18kW, CEE 32A outlet	240,-
<input type="checkbox"/>	24h supply outlet for three-phase supply	40,-
<input type="checkbox"/>	Triple socket	5,-
Telephone / Fax / Internet Connection - excluding telephone units - 0,38€/unit		
<input type="checkbox"/>	Analogous telephone line	150,-
<input type="checkbox"/>	Telephone set for analogous telephone line	20,-
<input type="checkbox"/>	Telephone line including facsimile terminal paper not included	330,-
<input type="checkbox"/>	Euro-ISDN line	245,-
<input type="checkbox"/>	Telephone set for Euro-ISDN line	75,-
<input type="checkbox"/>	Analogous internet account 56 K, incl. telephone line, without modem	220,-
<input type="checkbox"/>	Digital internet account 64 K / 128 K, incl. ISDN line, without modem	295,-
<input type="checkbox"/>	ISDN modem extern USB - 64 K / 128 K	40,-
<input type="checkbox"/>	Digital internet account high speed, 2 Mbit/s, CAT 5, IP address	on request
Additional Lighting (for shell scheme only)		
<input type="checkbox"/>	Light rail for maximum 5 spots	20,-
<input type="checkbox"/>	Spotlight for light rail 50W - Halogen	20,-
<input type="checkbox"/>	Spotlight for wall system 50W - Halogen	25,-
Additional technical Equipment		
<input type="checkbox"/>	VHS video player	175,-
<input type="checkbox"/>	DVD video player	175,-
<input type="checkbox"/>	Video - Monitor 72 cm	175,-
<input type="checkbox"/>	Video - TFT flat screen 15", incl. tripod with integrated loudspeaker	280,-
<input type="checkbox"/>	Pentium computer – Windows CD-ROM, keyboard, mouse	250,-
<input type="checkbox"/>	Computer monitor 17"	175,-
<input type="checkbox"/>	TFT flat screen 15", incl. Tripod 1.024x768	190,-
<input type="checkbox"/>	TFT flat screen 18", incl. Tripod 1.280x1.024	350,-
<input type="checkbox"/>	Multimedia projector 1.000 -1.500 ANSI Lumen	640,-
<input type="checkbox"/>	Multimedia projector 2.100 - 5.000 ANSI Lumen, 1.024x768	on request
<input type="checkbox"/>	Refrigerator 140 l	110,-

To order furniture please refer to Order Form E & G. Other equipment can be offered on request!

Date / Stamp / Signature

Order forms must be received by TEM Festival GmbH by 01 July 2003. Orders received after 01 July 2003 will be subject to an additional handling fee of 30%.

The total amount has to be settled 10 days before the beginning of the event.

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D

Sketch for Power Sockets, Communication Ports, Special Devices

Please determine the orientation of your booth exactly.

This form must be clearly completed and returned to:	TEM Festival GmbH Zimmerstr. 88-91 D - 10117 Berlin(Germany)	Phone: +49-(0)30 695 08 440 Fax: +49-(0)30 695 08 442 Email: ifla2003@TechnicalEventManager.de
--	--	--

Company: _____
 Address: _____
 Phone/Fax/Email: _____
 Name: _____

Date / Stamp / Signature

Order forms must be received by TEM Festival GmbH by 01 July 2003. Orders received after 01 July 2003 will be subject to an additional handling fee of 30%.
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E Furniture Order Form

Please note: The German VAT (16% as of 2002) is to be added to all mentioned rates.

This form must be clearly completed and returned to:	TEM Festival GmbH Zimmerstr. 88-91 D - 10117 Berlin(Germany)	Phone: +49-(0)30 695 08 440 Fax: +49-(0)30 695 08 442 Email: ifla2003@TechnicalEventManager.de
--	--	--

Company: _____
 Address: _____
 Phone/Fax/Email: _____
 Name: _____

We hereby confirm the following order:

Quantity	Furniture Accessories	Colour, Dimensions (l/w/h in cm)	€ / Stk.
<input type="checkbox"/>	Furniture package (1 table 70x70cm / h72cm, 2 folding chairs, 1 basket)		52,-
<input type="checkbox"/>	Grey carpet	on adhesive tape, per m ²	10,-
<input type="checkbox"/>	Coloured carpet (colour:.....)	on adhesive tape, per m ²	15,-
<input type="checkbox"/>	Grey carpet	on chipboard, per m ²	22,-
<input type="checkbox"/>	Coloured carpet (colour:.....)	on chipboard, per m ²	27,-
<input type="checkbox"/>	Folding chair	white	12,-
<input type="checkbox"/>	Free motion chair	chrome – white	30,-
<input type="checkbox"/>	Free motion chair	chrome – black	30,-
<input type="checkbox"/>	Bar stool	chrome – white	29,-
<input type="checkbox"/>	Bar stool	chrome – black	29,-
<input type="checkbox"/>	Bar stool	chrome – beech	29,-
<input type="checkbox"/>	Office chair	black	38,-
<input type="checkbox"/>	Beech chair	chrome – beech	29,-
<input type="checkbox"/>	Table	chrome - white, 70 x 70 x 72	36,-
<input type="checkbox"/>	Table	chrome - white, 120 x 70 x 72	39,-
<input type="checkbox"/>	Round table	chrome - white, d70, h72	36,-
<input type="checkbox"/>	Round table	chrome - beech, d70, h72	39,-
<input type="checkbox"/>	Round table – high	chrome - white, d70, h110	44,-
<input type="checkbox"/>	Round table – high	chrome - beech, d70, h110	47,-
<input type="checkbox"/>	Counter	white, 100 x 50, h120	110,-
<input type="checkbox"/>	Sideboard, lockable	white, 100 x 50, h100	95,-
<input type="checkbox"/>	Sideboard, lockable	beech, 100 x 40, h80	110,-
<input type="checkbox"/>	Computer desk without bar stool	birch, aluminium, 128 x 80 x h250	260,-
<input type="checkbox"/>	Chrome shelves	chrome, 80 x 40, h175	57,-
<input type="checkbox"/>	Rack for prospects	16 compartments for A4 brochures	100,-
<input type="checkbox"/>	Rack for prospects – sloping	white	75,-
<input type="checkbox"/>	Rack for prospects (for shell scheme)	4 compartments for A4 brochures	49,-
<input type="checkbox"/>	Ficus benjamins	approx. 180 cm high	65,-
<input type="checkbox"/>	Flower decoration		34,-
<input type="checkbox"/>	Wastepaper basket	grey	6,-
<input type="checkbox"/>	Presentation platform (e.g. for a monitor)	50x50x100	85,-
<input type="checkbox"/>	Presentation platform (e.g. for a monitor)	50x50x140	90,-
<input type="checkbox"/>	Presentation platform (e.g. for a monitor)	70x70x100	95,-
<input type="checkbox"/>	Presentation platform (e.g. for a monitor)	70x70x140	100,-

See Form G for furniture pictures. Other equipment can be ordered on request!

Date / Stamp / Signature

Order forms must be received by TEM Festival GmbH by 01 July 2003. Orders received after 01 July 2003 will be subject to an additional handling fee of 30%.

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F Order Form for Manpower, Cleaning and Waste Disposal

Please note: The German VAT (16% as of 2002) is to be added to all mentioned rates.

This form must be clearly completed and returned to:	TEM Festival GmbH Zimmerstr. 88-91 D - 10117 Berlin(Germany)	Phone: +49-(0)30 695 08 440 Fax: +49-(0)30 695 08 442 Email: ifla2003@TechnicalEventManager.de
--	--	--

Company: _____
Address: _____
Phone/Fax/Email: _____
Name: _____

We hereby confirm the following order:

Quantity	Manpower	€ per Unit
<input type="checkbox"/>	Technician for computer installation	per hour 70,-
<input type="checkbox"/>	Electrician	per hour 44,-
<input type="checkbox"/>	Decorator	per hour 39,-
<input type="checkbox"/>	Stand Security	per hour 33,-
<input type="checkbox"/>	Helper for transport on-site	per hour 27,-
<input type="checkbox"/>	English-speaking hostess/booth assistant	per hour 27,-
Cleaning and Waste Disposal		
<input type="checkbox"/>	Cleaning of the booth (floor cleaning)	per m ² and per day 0,65
<input type="checkbox"/>	Cleaning of the stand (floor, furniture)	per hour 30,-
<input type="checkbox"/>	100l Sack for cardboard and paper	5,-
<input type="checkbox"/>	100l Sack for mixed refuse	11,-
<input type="checkbox"/>	100l Sack for plastic and foil (Grüner Punkt)	free of charge
<input type="checkbox"/>	Cardboard and paper per m ² (for set up and / or dismantling)	31,-
<input type="checkbox"/>	Mixed refuse per m ² (for set up and / or dismantling)	80,-
<input type="checkbox"/>	1,1 m ³ Container for cardboard / paper (for set up and / or dismantling)	31,-
<input type="checkbox"/>	1,1 m ³ Container for mixed refuse (for set up and / or dismantling)	71,-

Further auxiliary means and personal can be offered on request!

Date / Stamp / Signature

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G Furniture Pictures

Supplement to Form E



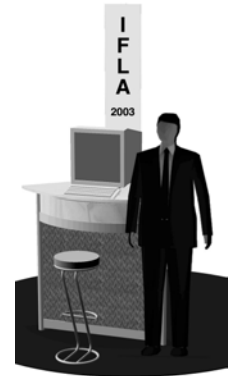
Folding chair



Free motion chair



Bar stool white



Computer desk



Office chair



Table 120x70x70



Round table



Round table, high



Counter



Sideboard



Chrome shelves



Rack for prospectus,
16 compartments for A4



Rack for prospectus,
sloping



Rack for prospectus,
for shell scheme



Presentation platform



Beech Chair

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H Standard Terms of Business and Conditions of Exhibition

This form must be clearly completed and returned to:

K.I.T. GmbH
Kurfürstendamm 71
10709 Berlin - Germany

Tel.: +49-(0)30 24 603 208
Fax: +49-(0)30 24 603 200
Email: ifla2003@kit.de

The exhibition will take place at the:

ICC Berlin
Messedamm 22
D – 14057 Berlin

Tel. +49(0)30 3038-0
www.icc-berlin.de

Address for delivery:

IFLA Exhibition – Booth No.: _____, Exhibitor: _____
c/o ICC Wirtschaftshof
Messedamm 22 via Kantstr.
D - 14055 Berlin

Set-up and furnishing of the booths : Sunday 03.08. 10:00 - 17:00

Exhibition Opening Hours:
Sunday 03.08. 17:00 - 19:00
Monday 04.08. 09:00 - 18:00
Tuesday 05.08. 09:00 - 18:00
Wednesday 06.08. 09:00 - 18:00

Dismantling: Wednesday 06.08. from 18:00

1. Scope

The following terms and conditions apply to contracts for the hire of equipment for the Exhibition and to all further related performances and deliveries provided by K.I.T. GmbH or TEM Festival GmbH.

2. Conclusion of contract, contracting parties and contractual liability

The contract is binding on all parties with the acceptance of the offer, made by K.I.T. GmbH or TEM Festival GmbH, by the customer.

2a: Acceptance and confirmation: Exhibitors will be registered with effect from the date on which payment is received. Should no payment be received in due course, K.I.T. GmbH has the right to cancel the reservation.

2b: The customer undertakes to pay over on his own account the GEMA (musical copyright body) royalties for musical performances staged or commissioned by him and exempts the organiser in this respect from all claims made by third parties.

3. Services, prices, payments

3a: TEM Festival GmbH is to provide the services ordered by the customer and agreed by TEM Festival GmbH.

3b: The customer is obliged to pay the prices agreed for the services to TEM Festival GmbH resp. K.I.T. GmbH. This also applies to the services and outlays made by TEM Festival GmbH to third parties in connection with the event.

3c: The agreed prices do not include the relevant statutory value-added tax of 16 % as of 2002.

3d: Invoices issued by K.I.T. GmbH and / or TEM Festival GmbH are payable without deductions immediately after receipt without a due date. In the event of default in payment, K.I.T. GmbH and / or TEM Festival GmbH is entitled to levy interest of 4 % above the discount rate of the European Central Bank applicable at that time.

3e: Claims of any kind against K.I.T. GmbH and / or TEM Festival GmbH shall be lodged not later than 14 days after the end of the exhibition by registered letter. Subsequent claims are ruled out.

3f: Please note that by bank transfer all bank fees should be covered by the customer.

4. Terms of payment

4a: Payment for Order Form A and B must be made in € to K.I.T. GmbH.

4b: 50% are due upon receipt of an invoice issued by K.I.T. GmbH, 50% are due before 01 February 2003. An invoice will be issued accordingly. Please also indicate "IFLA 2003", your name and company on all money transfers.

4c: Payment for Order Form C, E and F must be made to TEM Festival GmbH.

4d: The according order forms must be received by TEM Festival GmbH by 01 July 2003.

4e: The total amount is due upon receipt of an invoice issued by TEM Festival GmbH. Please also indicate "IFLA 2003", your name and company on all money transfers.

Date / Stamp / Signature

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5. Method of payment

5a: Bank-to-bank transfer to K.I.T. GmbH: All transfer charges are prepaid by the transmitter.
Dresdner Bank Berlin GmbH, Kurfürstendamm 237, D-10719 Berlin / Germany
German Bank Code: 100 800 00, Account Number: 051 40 26 205, Swift Code: DRESDEBB,
International Bank Code: IBAN DE63 100800000514026205

5b: Bank-to-bank transfer to TEM Festival GmbH: All transfer charges are prepaid by the transmitter.
Dresdner Bank AG, D-10877 Berlin / Germany
German Bank Code: 100 800 00, Account Number: 051 33 39 700, Swift Code: DRESDEBB
International Bank Code: IBAN DE65 100800000513339700

6. Withdrawal of the Customer (cancellation)

If the customer notifies K.I.T. GmbH of the grounds preventing use, the cancellation fee payable, depending on the time the notification is received prior to the official beginning of the event, is as follows:

Receipt of notification:

6a: Up to 31 March 2003: 50% of the total amount will be refunded.

6b: After 31 March 2003: no refund is possible. All cancellations must be made in writing.

7. Conditions for a Booth Set-up

7a: In the interest of the harmonious overall design of the exhibition, the organiser shall determine the external design. Therefore applications can be refused if the exhibits fail to fit in with the exhibition as a whole.

7b: By signing the application form the exhibitor accepts the security conditions of K.I.T. GmbH and TEM Festival GmbH. Booths can only be set up and accepted on the basis of the sketch submitted by the exhibitor. Any changes or additions must be notified in due course and are subject to approval by K.I.T. GmbH and TEM Festival GmbH.

7c: Exhibits or other items brought in must be removed immediately after the end of the event on Wednesday, 06 August, 18:00. If the customer fails to do so, TEM Festival GmbH is entitled to remove and store the items at the customer's expense.

8. Uniform rules for the Booth Set-up

8a: Ceilings, including ceiling grids, must be of non-inflammable material and permeable to water (A1, A2). Any materials used within the exhibition must be fire-resistant at least in accordance with DIN 4102 (B1). Appropriate certificates are to be available for TEM Festival GmbH if requested.

8b: The load limit on the floor in ICC Berlin is 5 kN/m² (approx. 500 kg/m²). Forklift trucks are not permitted in the lobby areas. It is possible to transport pallets, etc., with four-wheeled lift trucks, but the total load must not exceed 2.5 kN (approx. 250 kg). In the event of failure to comply with these requirements, exhibitors shall be directly responsible for any damage caused thereby, without prejudice to any liability on the part of the operator.

8c: The exhibitor accepts the safety regulations of TÜV and similar agencies.

8d: The general construction height inside the exhibition area is 2.5 metres. The use of booth structures, signs or decorative materials higher than the stated dimensions is subject to approval by TEM Festival GmbH.

8e: A special adhesive tape for the panels of the shell scheme is offered free of charge in order to avoid damage or permanent soiling of the wall panels. Decorators are available for specific requests. Costs shall be determined by agreement.

8f: The attachment of items to the booth walls by means of different techniques than double sided adhesive tape provided by TEM Festival GmbH must be discussed in advance with TEM Festival GmbH because of possible damage to the booth.

8g: It is not possible to install gas pipes. Water pipes may be installed with restrictions and only by arrangement with TEM Festival GmbH. Other installations (compressed air, etc.) are permitted by arrangement with TEM Festival GmbH. Any lines crossing aisles or stands hired by other exhibitors require the consent of TEM Festival GmbH and must be laid, at the expense of exhibitors, in such a manner as to avoid any danger to persons moving about the exhibition area.

8h: Exhibitors shall be responsible for compliance with the safety regulations. Unhindered access must be ensured to emergency exits, entrances and exits, fire alarms, hydrants, smoke flaps, electrical distribution boxes, control panels and telephone distribution boxes, which must not be covered or constricted.

8i: All fittings and fixtures placed in the stands must be at least 0.5 m away from ventilation slits. This also applies where such connections are located within the bounds of the hired stand or an emergency exit passes through the stand.

8j: Any fixtures or modifications to existing installations, furnishings and systems shall require the advance written consent of ICC Berlin. TEM Festival GmbH will coordinate the work. The exhibitor, who shall also bear the costs of restoring the property to its previous condition, shall cover the costs of such work.

8k: Domiciliary rights for the ICC Berlin and the powers to supervise and determine safety and security measures rest with Messe Berlin GmbH and TEM Festival GmbH.

8l: Animals are not permitted into ICC Berlin.

Date / Stamp / Signature

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9. Technical equipment and connections

9a: In so far as TEM Festival GmbH procures technical and other equipment from third parties for the promoter or customer at the latter's order, this is in the name of, on the authority of and for the account of the customer. The customer is responsible for the careful handling and proper return of the equipment. The customer exempts TEM Festival GmbH from all claims of third parties arising from the loan of the equipment.

9b: Use by the customer of the customer's own electrical equipment involving the use of the power supply of TEM Festival GmbH or of ICC Berlin requires the latter's written permission. The customer is liable for faults or damage to the technical equipment of ICC Berlin which occur through the use of such equipment of the customer's, in as much as TEM Festival GmbH is not answerable for such damage.

9c: If the customer connects his own system, leaving a suitable system made available by TEM Festival GmbH unused, there will be no refund.

9d: Technical failures or technical breakdown due to operations condition of devices and other equipment made available by TEM Festival GmbH will be rectified immediately, wherever possible. Payments may not be withheld or reduced in so far as TEM Festival GmbH is not directly answerable for these faults.

9e: Exhibitors planning to use laser equipment or making use of pyrotechnical effects shall apply to TEM Festival GmbH not later than six weeks prior to the start of the event. They have to request the operation of such kind of equipment from TEM Festival GmbH.

9f: The Exhibition of motor vehicles has to be notified in advance. TEM Festival GmbH shall obtain appropriate permits from the Building Supervisory Authority and the fire service at the expense of the exhibitors.

9g: Special permission is required for compressed gas cylinders. The provisions of the Compressed Gas Ordinance of February 1984 (TRB 801) are binding.

9h: The use of naked flames and light for cooking, heating and operational purposes, the use of portable immersion heaters, and the connection of heating and cooking equipment without safety cut-outs to prevent over-heating (running dry) is prohibited.

9i: Actions, which may be regarded as entailing a fire hazard, require permission from the relevant authorities. A relevant application should be made through TEM Festival GmbH.

10. Security Services

During the set-up, dismantling and during the exhibition closing hours there will be security guards checking the exhibition area but the security guards are not attached to a specific booth.

10a: You are therefore requested to look after your belongings and to secure them after the exhibition.

10b: The Bundesvereinigung Deutscher Bibliothekenverbände e.V. (BDB), K.I.T. GmbH and TEM Festival GmbH will not be held responsible for any theft or damage to exhibitors' booths or personal belongings which may happen. If you need any security services, you may order them referring to Order Form F.

11. Insurance, Liability

11a: Exhibits or other items brought into the booth remain at the risk of the customer. The Bundesvereinigung Deutscher Bibliothekenverbände e.V. (BDB), K.I.T. GmbH and TEM Festival GmbH accept no liability for loss, destruction or damage, except in the case of gross negligence or intent. Exhibitors are therefore advised to have adequate insurance to cover any loss or damage to their property.

11b: The customer undertakes to secure the premises after the end of the event and in particular, to place personal items in safekeeping.

11c: The customer is liable for all damages to buildings or inventory which are caused by participants of the event, including visitors, staff and other third parties from the customer's province or the customer in person.

12. Cleaning and Waste Disposal

The ICC Berlin will be cleaned every day but this does not include the booths. If you wish to have your booth cleaned (ashtray cleaning, tables washing off, floor cleaning) please order it referring to Order Form F. Waste Disposal is not included. Please order the sacks or container required for set-up and dismantling as well as during the exhibition referring to Order Form F.

12a: You are however required to place the sack at the end of the day in front of your booth to be collected by the cleaning staff. No sack will be collected if it is in the booth.

12b: Refuse or waste materials which have not been registered and /or are left in the exhibition areas will be subject to a higher charge of € 145,00 per m³ waste (plus personnel charges to meet administrative expenses).

Date / Stamp / Signature

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13. Customs clearance, Material handling, Delivery of equipment to the ICC Berlin

13a: Each exhibitor will be required to fulfil customs formalities in respect of equipment and products of foreign origin. TEM Festival GmbH cannot be held responsible for any difficulties, which may arise at the time these formalities are carried out.

13b: The exhibitors' material into, out of and within the exhibition will be at the exhibitors' expense. Schenker, forwarding agency, can be contacted for help with customs clearance and transportation of material from your country of origin to Berlin as well as for the storage of boxes and containers. Please refer to the separate order form: **Schenker**.

13c: Delivery regarding small quantities of materials will be accepted for storage from 28 July 2003 onwards, whereas containers and bulky materials cannot be stored before the set-up days due to limited storage place at the ICC Berlin. Gross deliveries will be accepted at the ICC Berlin on the set-up day 03 August only, from 8:00 a.m. directly to your booth.

14. Exhibition Badges

There will be 2 complimentary exhibitor badges per booth valid from 3 – 6 August 2003. Additional exhibitor badges can be ordered at a rate of 250,- €, valid also from 3 – 6 August 2003. The appropriate registration form will be sent together with the second invoice by K.I.T. GmbH.

15. Further services

During your stay in Berlin, K.I.T GmbH is happy to assist you in securing hotel rooms, planning business luncheons, dinners and/or excursions in Berlin. Please contact K.I.T. GmbH under the following numbers:

Tel: +49 (0) 30 246 03 208
Fax: +49 (0) 30 246 03 200
E-Mail: ifla2003@kit.de

Please do not forget to stipulate that you attend the IFLA 2003 exhibition.

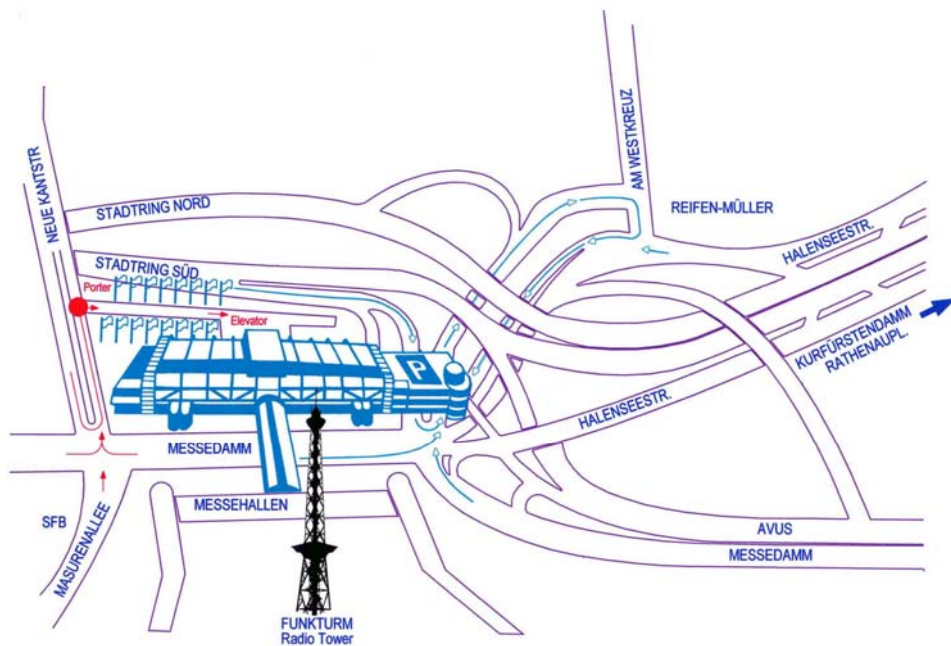
Date / Stamp / Signature

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Location of the ICC Berlin



- Main Entrance for Exhibition Material Delivery
- P Car Park

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Forwarding Services



Schenker Deutschland AG

eurocargofairs

Jaffé / Harbigstraße

D-14055 Berlin

Phone: +49 (0) 30/303 21 420

Fax: +49 (0) 30/303 21 429

Hall: _____

Stand: _____

Exhibitor/Invoicing address (Please fill in block letters)

Official in charge _____ Ust-Id No. _____

Telephone _____ Facsimile _____

Order Form 2003 for the IFLA Conference at the ICC Berlin

We hereby order

request a quotation

Transport from

Transport to Berlin to the above-mentioned hall and stand no. / or return from exhibition stand

date: _____ time: _____ date: _____ time: _____

Qty.	Packaging	Contents	Dimensions	Weight

Technical equipment	date:	time:
<input type="checkbox"/> Forklift with driver _____ to _____ Lifting height _____ meters		
<input type="checkbox"/> Palette truck		
<input type="checkbox"/> Crane with driver _____ to _____		
<input type="checkbox"/> Packer		
<input type="checkbox"/> Supply of a 20' container		
<input type="checkbox"/> Store <input type="checkbox"/> Office <input type="checkbox"/> Ref.		
<input type="checkbox"/> Miscellaneous		

Handling of empty containers

Volume approx. _____ m³ Collection on (date, time): _____

Customs processing for import / export

- Temporary customs processing
 Final customs processing

All business is undertaken subject to the latest edition of the „Allgemeine Deutsche Spediteurbedingungen (ADSp)“, the German Forwarders' Standard Terms and Conditions. Transport and forwarding insurance is taken out from Zürich Agrippina Versicherungen AG. In addition the Fair and Exhibition Conditions are applicable. Court of law: Berlin.

We accept the above conditions as binding and agree to their application:

Legally binding signature

Company name/company stamp

For queries please contact:

Schenker Deutschland AG
eurocargofairs
Jaffé / Harbigstr.
D-14055 Berlin
Phone: +49 (0) 30/303 21 420
Fax: +49 (0) 30/303 21 429

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Application form – inserts for Congress bags

For a fee of 500,- € net your company flyer can be included in the congress bags (maximum 10 A4 sheets). The number of copies depends upon the number of registered participants, which will be given to you in time for the printing schedule. A sample is to be sent to K.I.T GmbH no later than 15 July 2003.

Type of insert (leaflet, single sheets)	
Quantity	

Inserts should reach the following address on 24/25 July 2003:

IFLA Conference
C/o ICC Berlin Wirtschaftshof
Hauslager
Messedamm 22
D – 14055 Berlin

Reference: „Inserts for congress bags“

If you have any queries, please contact Ms. Kerstin Mordhorst under the following numbers: Tel.: +49 (0)30 246 03 208 or Fax:+49 (0)30 246 03 200.

Contact and invoicing address:

Company: _____ Contact person: _____

Address: _____

Telephone: _____ Fax: _____ E-mail: _____

.....
Place / Date

.....
Signature

**Send us your application per fax:
+49 – (0)30 - 24603200**

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Application form – company presentations

For a fee of 200,- € net, companies are invited to held a presentation at the „69th IFLA General Conference and Council “. Please define your request below:

Date of presentation	_____
Time frame	from _____ to _____ (max 30 min)
Title	_____ _____ _____
Speaker	_____

The following equipment is available in the presentation areas and can be ordered for use free of charge (please tick here):

- | | |
|---|--|
| <input type="checkbox"/> screen | <input type="checkbox"/> speaker's lectern with microphone |
| <input type="checkbox"/> overhead projector | <input type="checkbox"/> laser pointer |

Additional equipment can be requested and will be charged separately.

Contact and invoicing address:

Company: _____ Contact person: _____

Address: _____

Telephone: _____ Fax: _____ E-mail: _____

.....
Place / Date

.....
Signature

**Send us your application per fax:
+49 – (0)30 - 24603200**