

1. ORGANISATION

Organiser and General Commission: Groupe Moniteur/SMCL/EUROCONVENTION
17, rue d'Uzès, 75002 Paris, France. Tel : +33 (0)1.40.13.33.09/36.70/31.87

2. LOCATION AND DATES

SMCL will be held at Paris-Expo, Porte de Versailles, Paris on 22, 23 and 24 November 2005.

3. OPENING HOURS

22 November 2005: 9 a.m. to 7 p.m.
23 November 2005: 9 a.m. to 7 p.m.
24 November 2005: 9 a.m. to 6 p.m.

4. REGISTRATION

Registration applications should be sent to: Groupe Moniteur/SMCL 2005, 17, rue d'Uzès, 75002 Paris, France. Only requests that have been fully completed and signed and that are accompanied by the payments stated in Article 7 can be accepted, subject to the number of places available. Exhibitors undertake to comply with these regulations, which are specific to the Fair, and the general regulations of Paris-Expo (documents sent to exhibitors as part of the Technical Pack). Any fittings bordering the aisle that exceed a length of 3 metres and/or a height of 2.5 metres must be approved beforehand in writing by the Fair's logistics division in order to maintain the visibility of neighbouring stands.

5. ADMISSION - ALLOCATION OF STANDS

The stand tenant must declare the name(s) of the one or more company(-ies) it is hosting or representing. An additional registration fee is payable for each of these companies on top of the tenant's fee. Only firms that have been declared in this way are entitled to be present on the stands. The maximum number of firms is one per section of 12 square metres of stand. Please note that the General Commission reserves the right to close any stand if the tenant has not complied with this specific Fair regulation. In addition, the General Commission reserves the right to amend locations in the general interest of the Fair.

6. CONDUCT ON STANDS

The General Services Conference Officer reserves the right to exclude any persons whose behaviour is considered to be inappropriate both before and during the event, and from forthcoming events. This exclusion shall not result in any modification to these general terms. Participants undertake to follow the normal rules of propriety. For the purpose of general comfort, noise levels should be kept down. No loud demonstrations may be conducted at the stand for any reason whatsoever. Notably any equipment which exceeds a sound level of 80 decibels shall be automatically stopped by the Organiser. Exhibitors undertake not to set up any items of any nature outside their own stands. Any person appointed by the Exhibitor to be present on a stand shall wear an Exhibitor badge.

7. STAND RENTAL PRICES

For prices, see price list overleaf. In addition to these prices, the following fees are payable:
- Registration fee of € 200 excluding tax per exhibitor.
- The additional registration fee of € 770, excl. tax, per hosted or represented company listed in the catalogue and the visitor guides.
- Compulsory insurance (Article 15).
- Optional additional insurance cover taken out by the exhibitor (Article 16).
- VAT.

8. TERMS OF PAYMENT

The stand can only be reserved after payment has been received.
For reservations made before the end of July 2005, please enclose a deposit of 45% and the balance of 55% in the form of an accepted draft.
For reservations after 30 September 2005, please enclose the full payment by cheque in euros including taxes. I declare that I am aware of the Fair regulations shown on this document and that I accept all the terms thereof without reservation or restriction and waive any right of recourse against the organiser. I declare that I agree to photography at SMCL and the use thereof in any Groupe Moniteur commercial publications or documentation in France and abroad.

9. WITHDRAWAL

If, for any reason whatsoever, the exhibitor withdraws before 1st October 2005, the deposit sums paid by it cannot be refunded even if the space is relet to another exhibitor. For any withdrawal after this date, all sums still due shall be payable to the organisers as full and fixed compensation.

10. SUPPLIES INCLUDED IN THE RENTAL PRICE

*Basic stand: partitions, name flag, carpet, a rail of three spotlights of 100 watts.
*Turnkey stand: in addition to the pre-equipped stand: storeroom, reception stand, a high stool, table, three chairs, a document stand, a coat rack, a waste paper basket, a 3 kW electrical connection, parking space and daily cleaning of stand.

11. SUPPLIES NOT INCLUDED IN THE RENTAL PRICE

Transport – transport insurance – handling services – packing and unpacking – stand decoration – removal and storage of empty packaging (it is not permitted to store empty packaging in the building) – flowers – installation and distribution of utilities on the stand, cleaning of the stand, etc.
OTHER SUPPLIES NOT INCLUDED IN THE RENTAL PRICE OBTAINABLE FROM CONCESSIONARY COMPANIES:
Telephone – Note: official order forms for these supplies will be sent to exhibitors as part of the Technical Pack 6 weeks before the Fair. Electricity consumption and connection for bare and basic stands.

12. OCCUPANCY AND VACATION OF STANDS

Exhibitors may take possession of their spaces on Sunday 20 November 2005 between 8 a.m. and 8 p.m. (for bare stands) and on Monday 21 November 2005 between 8 a.m. and 10 p.m. (for basic stands). Stands must be ready by 10 p.m. Monday 21 November 2005. Equipment will be removed on Thursday 24 November 2005 between 6.30 p.m. and midnight (basic stands) and Friday 25 November 2005 between 8 a.m. and 4 p.m. (for bare stands).

13. DAMAGE

Exhibitors shall be liable, in respect of themselves and the companies working for them, for any damage caused to the building during the transportation, installation, operation or collection of their equipment.

14. INSURANCE

The organisers take out insurance cover for exhibitors, which automatically covers the following risks:

14.1 - Civil liability towards third parties:

DPhysical or material damage caused to third parties (visitors and/or other exhibitors).
The insurance cover amounts to a maximum of € 15,000,000 per physical damage claim and to € 5,000,000 per claim for material and immaterial damage.
Exhibitors must have a policy covering civil liability as a participant in an amount of € 7,600,000 per claim (proof of insurance to be submitted to the organisers).
The organisers' insurance will apply on top of this amount after depletion of the exhibitor's personal insurance policies. Accidents caused by motorised vehicles that can move on the ground and which, according to the provisions of the Act of 27 February 1958, must be covered by a vehicle insurance policy and have a valid certificate of insurance, are excluded from the cover.

14.2 - Damage to property:

Definition : Damage insurance covers notably fire, explosion, theft, water damage, accidental damage occurring when goods are present on the exhibitor's stand, as well as during the assembly and dismantling of the stands.
NOTE: Plasma screens require separate insurance.

Theft and security:

covers the disappearance, destruction and wear of items covered as a result of theft or attempted theft during:
- occupancy and vacancy of stands;
- the opening hours of the Fair with the formal condition that, during the Fair's opening hours to the public and/or to exhibitors, as well as during assembly and dismantling, the stand is constantly supervised by the exhibitors and/or their employees;
- outside the opening hours of the Fair: following attack and/or breaking and entering of premises including breaking and entering furnishings where insured items are stored.

Excess payable by the exhibitor:

Plasma screen (with additional insurance): 10% of the damages with a minimum of € 300 and a maximum of € 2,300 which is doubled in the case of theft.
Other equipment: € 300.

The insurance cover excludes in all cases:

1) Films, batteries, magnetic tapes and playback heads;

- Cords, strings, pedals, hammers, bows, keys and string adjusters for musical instruments;
 - Heating elements, lamps and tubes;
 - Specific software developed by the insured party and only if a back-up has been made. Reimbursement would then be restricted to the cost of reproducing this back-up;
 - Items and products offered as gifts to customers, unless they are part of the exhibition at the Fair;
 - Live animals;
 - Vegetables;
 - Personal effects and items;
 - Cash and valuables;
 - Works of arts, collections, jewels and furs.
- 2) Damage deemed by assessors to be the result of wear-and-tear or lack of proper maintenance of the items..
 - 3) Damage of a visual nature, stains, graffiti, spraying, burns caused by cigarettes or any other smokers' products.
 - 4) Damage attributable to the operation of the equipment.
 - 5) Damage due to humidity, condensation, corrosion, dryness, dust or variations in temperature.
 - 6) Damage resulting from sequestration, seizure, confiscation, destruction or requisition by order of the public authorities, except where this is not the fault of the insured party or its service providers.
 - 7) Disappearance, destruction and deterioration resulting from a theft or attempted theft of the items covered, except where the conditions stipulated above have been met.
 - 8) Damage suffered by the insured items during transportation, including during loading and unloading.
 - 9) Damage caused by rain, hailstone or any other atmospheric event when the insured items are located outside a building and covered in hard material.
 - 10) Items of a fragile or breakable nature..
 - 11) Damage resulting from electrical activity (tension, excess tension, short circuits, etc.)
 - 12) Exclusion relating to theft coverage:
 - Missing items at the end of the Fair ;
 - Thefts committed by the insured party, his/her spouse, his/her ascendants or descendants as stated under article 311-12 of the new Code Pénal, his/her employees, or any other person in charge of overseeing these items.
 - Thefts committed outside the working hours of the Fair, when closing and protective mechanisms are not used.

14.3 - Amount of insurance cover

The cover is limited to:
- € 15 000 per stand for spaces of less than or equal to 30 square metres
- € 30 000 per stand for spaces of over 30 square metres
IMPORTANT: The insurance taken out for foreign equipment must cover the value on the French market, that is customs duties and taxes where applicable, in accordance with the French Customs Code in the event of the disappearance of this equipment.

14.4 - Insurance premiums

Stand of an area of less than or equal to 30 square metres: € 110 excluding tax
Stand of an area of over 30 square metres : € 220 excluding tax

15 - OPTIONAL ADDITIONAL INSURANCE

After request put to the organiser, the exhibitor may take out additional insurance :
a) for damage to goods in excess of the amounts stated in paragraph 14.3, subject to an additional premium calculated on the basis of the value of the excess capital at a rate of 3% including taxes.
b) plasma screens – 15% including taxes.

16 - PROVISIONS APPLICABLE TO INSURANCE DESCRIBED ABOVE

a) Effectiveness of cover: The insurance cover applies inside the exhibition to items and equipment between 8 a.m. Sunday 20 November 2005 and 4 p.m. Friday 25 November 2005.
b) Notification of claim: All claims must be notified to the Fair organiser upon discovery. The organiser shall explain the formalities to be carried out, namely:
- Within 24 hours thefts of discovery, thefts must be reported by the exhibitor or his representative to the local legal authority (police);
- directly to this authority and a receipt of claim must be obtained;
- by registered post with proof of receipt, the duplicate of the statement of claim, the recorded post slip and the proof of receipt slip must be attached;
- other claims: within five days.
The duplicate of the statement of claim, the recorded post slip and receipt for the claim report must be attached to the declaration sent to the Fair organiser. Exhibitors shall not be entitled to the benefits of the insurance if they do not follow these instructions.
c) Any intentional false declarations shall be subject to the provisions of Article L 113-2 of the French Insurance Code, that is the withdrawal of the cover.
These provisions are not exhaustive. Exhibitors may, if they so wish, consult the organiser concerning the policy to which they refer.

17. PROMOTION OF THE EVENT

The Organiser shall promote the fair and define the optimum manner to advertise it in order to attract the highest number of visitors. This publicity may include a visitors' guide which includes information requested by the Organiser from the Exhibitors. The logos and texts shall be provided at the sole responsibility of the Exhibitors subject to the size and time constraints set by the Organiser. Any logos and texts received after the deadline cannot be included by the Organiser.
Through the Organiser, you may receive promotions from other organisations. If you do not wish to be contacted by these organisations, write to us with your contact details at promotions@salons@groupe-moniteur.fr. In accordance with Article 27 of the Act of January 1978, you have the right to access and rectify the information held on you.

18. ADVERTISING - LOGO

Prior written authorisation must be obtained from the organiser in order to distribute documents, prospectuses, circulars, reviews, etc. outside the stand and to carry out surveys inside and within the immediate vicinity of the Fair. The brand name and/or the Fair logo may not be used or reproduced on any medium without the expressed written permission of the organiser.

19. CUSTOMS

As the Fair comes under Customs' jurisdiction as an ordinary private storage location, any equipment that comes from outside France is automatically granted temporary admission. Exhibitors should advise their transport or freight company that the forms for customs clearance are:
A) International Road Transport carnet
B) D.A.U. form - transit declaration
C) International Rail Transport submission
D) T1 or T2 Community Transit document.

20. DISPUTES

In the event of disputes, the courts for the registered office of the organiser shall have sole jurisdiction. The French language text of these regulations shall be binding.

PLEASE RETURN THE REGISTRATION DETAILS TO :

EUROCONVENTION

Salon des Maires et des Collectivités Locales

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