

HELPFUL HINTS

1 square meter = 10.76 square feet

Please note: once your application is submitted - it is BINDING and you will be invoiced accordingly.

PAVILION EXHIBITORS

Payment

- As per the enclosed Pavilion application, a deposit is required along with the application to secure space. This deposit amount also serves as the cancellation fee.
- You will be invoiced for the balance of the Pavilion stand costs after space has been assigned.
- Checks should be made payable and sent to:
Messe Düsseldorf North America
150 North Michigan Avenue - Suite 2920
Chicago, IL 60601

INDIVIDUAL & PAVILION EXHIBITORS

Application Information

- Registered: Please indicate if your company is incorporated - and if so - in which state.
- Contacts: Enter the name and title of the person(s) who will serve as the Show and Financial contact for your company.
- Proposed Exhibits: Please enter the numbers which correspond with the products you will be exhibiting (see List of Exhibits). **This is very important - the application is NOT VALID otherwise.**
- Please specify city and date when signing the application. Make sure you affix your company seal (or rubber stamp with company name) to the application. If you have neither, type the name, title and company name underneath the signature. **The application is NOT VALID otherwise.**

Booth Location

- Because of the highly international structure, the multitude of product groups and varying booth sizes, *Messe Düsseldorf / Messe Düsseldorf North America* reserves the right to place companies as best as possible. In general, booths are allocated based on the site desired, the products to be exhibited, seniority and date of receipt of application. Any special requests for booth locations should be made in writing and attached to the application.

Freight Forwarding

- Upon acceptance to the show, contact one of our three approved freight forwarders to obtain shipping and handling rates. Please refer to the enclosed Approved Freight Forwarders sheet.

Hotel and Travel Information

- For travel and hotel arrangements, contact Carol Brodsky at *Travel Trade International*. Phone: 212/674-3476 or Fax: 212/674-3477. As hotel space is limited and sells out quickly, please make your travel arrangements early.