

EXHIBITOR HANDBOOK

**FROM GSM-R
TO FRMCS**



*On track for Evolution
and Convergence*

UIC

**3rd World
Conference on
Rail Transport
Telecoms**



Railway
Operational
Communications
Industry Group

**17-18 May 2017
Paris UIC HQ**

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General information

VENUE AND DATE

The UIC is organizing the 3rd World Conference on Rail Transport Telecoms at UIC Headquarters 16 rue Jean Rey 75015 PARIS, FRANCE. It will take place in our Headquarters in Paris from 17th to 18th May 2017.

The 3rd World Conference on Rail Transport Telecoms offers a unique opportunity to commercial and non-commercial institutions to present products and services related to the conference themes. The exhibition takes place during the two days of the Conference.

RENTAL OF EXHIBITION BOOTH

8 units of 3 m² in the hall and 2 open units of 2 m² next to the door of meeting room are available. The price is equal for both. Final reservations must be made by 31st March 2017 at the latest by completing and returning the enclosed form (pages 7-8 "Application and Contract for Exhibition booth rental") to:

GSM-R Conference management team
Ms Mouna Bennouna/ Ms Liesbeth de Jong
Union Internationale des Chemins de Fer,
16 rue Jean Rey,
75015 PARIS, France
Email: to bennouna@uic.org ; dejong@uic.org
Phone: +33 (0)1 44 49 20 41 /+33 (0)1 44 49 20 58
Fax: +33 (0)1 44 49 21 69

Allocation of exhibition booths will be carried out by the Conference management team whose decision will be final. Nevertheless, we will take your wishes into account as much as possible, on a first arrived first served base. Confirmation of your exhibition booth will only be made upon receipt of the balance payment.

Size of the exhibition booth	PRICE in Euro for 2 days (excl. VAT 20%)
2-3 m ²	7,000.00 €

The price includes the rental and installation of an exhibition booth with standard equipment (defined in the "Basic equipment of exhibition booth" section hereunder).

The fee includes:

- Your company logo on the marketing visual
- One (1) company documentation item per delegate bag (see section below for details on shipping)
- Two (2) exhibitor badges for your personnel
- Participation to Gala Dinner (for 2 persons)
- Lunches and coffee breaks during conference

Exhibitor information

BASIC EQUIPMENT OF EXHIBITION BOOTH

The exhibition booths of 3 m² are composed of:

- (2 m x 1,5m) ground surface with grey carpet.
- One (1) Company identification sign (text only) (2000 x 300 mm) - 20 letters maximum
- 1 round table and 2 chairs
- Lighting (1 led bar 70 W/)
- Electricity multi power sockets
- For panels, no glue, no staples, no nails

Security: *The UIC building is locked at night and there is a security guard service.*

In order to leave space for visitors to circulate around the exhibition, it will not be possible to install items outside the confines of the exhibition booth.

SHIPPING OF MATERIAL

Printed material (brochures and leaflets for the delegate bags and for distribution in your booth) may only arrive the week from 8th May until 12^h May 2017.

GSM-R Conference management team
Ms Mouna Bennouna / Ms Liesbeth de Jong
Union Internationale des Chemins de Fer,
16 rue Jean Rey,
75015 PARIS, France
Email: benounna@uic.org or dejong@uic.org
Phone: +33 (0)1 44 49 20 41 or +33 (0)1 44 49 20 58
Fax: +33 (0)1 44 49 21 69

Important:

Exhibitors must make their own arrangements for the return of any unused materials.

Exhibitor information (continued)

EXHIBITION SCHEDULE

Exhibition installation	Tuesday, May 16	14:00 - 18:00
Exhibition opening hours	Wednesday, May 17	08:00 - 19:00
	Thursday, May 18	08:00 - 15:00
Exhibitor dismantling	Thursday, May 18	16:00 – 19:00

EXHIBITION BOOTH CANCELLATION

In the event of cancellation of this agreement by the Exhibitor prior to the date of the conference, the management team will assess a cancellation charge according to the following condition:

Cancellation until 31 March 2017	20 % of rental fee
Cancellation after 01 April 2017	50 % of rental fee
Cancellation after 30th April 2017	100 % of rental fee

Terms & Conditions

1. The Exhibitor agrees that the GSM-R Management team has the right to rearrange the floor plan and reallocate any exhibition booth. A relocation notice shall be given to the Exhibitor in any case.
2. In case of reallocation of the exhibition booth described herein, the Exhibitor agrees that it has no right to cancel its participation in the Event or claim damages from the Management.
3. The Exhibitor shall not sublet, assign or share any or all of the space rented, or represent, advertise or distribute literature for the products or services of any other firm or individual except as approved in writing by the GSM-R Management team.
4. The Exhibitor shall obtain the necessary insurance coverage against property loss or damage, personal injury and death, as well as any liability arising there from, and shall send to the Exhibition Secretariat (To: bennouna@uic.org, dejong@uic.org) at least 2 weeks before the event, a copy of its insurance policy and proof of payment of premium for the duration of the Event.
5. All prices are understood exclusive of VAT. The VAT rate applicable in France is 20 % (twenty per cent).
6. The reservation of the Exhibition booth shall be considered confirmed upon receipt of the rental fee by UIC, no later than 31 March 2017.
7. GSM-R Management Team reserves the right to cancel the participation without regard of an exhibitor if adequate proof of insurance in English, French or German is not received at least two weeks before the event.
8. In the event of cancellation by the Exhibitor for any reason whatsoever, GSM-R Management Team, will only reimburse the amount as stated in the "Exhibition booth cancellation" section of the Exhibitor's Handbook (page 5), or will claim the difference as appropriate.
9. The Exhibitor agrees that, for the purpose of the Event, it shall conform to the guidelines and regulations listed in the Exhibitor's Handbook.
10. No person shall be allowed to enter the Event's premises without a pass issued or recognized by the GSM-R Management team. The latter reserves the right to deny entrance to any person, with valid reason and to expulse any and all persons whose action would justify such measure, as judged by said management team. All visitors must comply with security guidelines as prescribed by the authorities.
11. All notices, information requests, miscellaneous requests and other communications that may or must be transmitted hereunder by the one party to the other shall be sent by hand, prepaid mail, e-mail or facsimile transmission to the addresses given in this contract.

Application and Contract for Exhibition Booth Rental (1/2)

The undersigned hereby applies to rent exhibition booth during the 3rd World Conference on Rail Telecoms which will be held on May 17th and 18th, 2017 at the UIC, 16 Rue Jean Rey, Paris, France.

IMPORTANT: Reservation and corresponding payment must be made by 31 March 2017

The payment form duly filled in is to be returned to:

GSM-R Conference Management Team / Rail System Department
Ms Mouna Bennouna / Ms Liesbeth de Jong
Union Internationale des Chemins de Fer,
16 rue Jean Rey,
75015 PARIS, France
Email: bennouna@uic.org or dejong@uic.org
Phone: +33 (0)1 44 49 20 41 or +33 (0)1 44 49 20 58
Fax: +33 (0)1 44 49 21 69

GENERAL INFORMATION

If form is submitted in writing, please fill in with capital letters

Company / Institution Name:		
Postal Address:		
City:	Country:	Postcode:
Tel: ()	Fax: ()	
E-mail:	Website:	

CONTACT DETAILS OF THE PERSON RESPONSIBLE FOR THE EXHIBITION BOOTH

Contact Person:	E-mail:
Tel: ()	Fax: ()

Products and services description (50 words maximum)

BASIC EXHIBITION BOOTH

Exhibition booth structure, carpeted floor, 1 round table and 2 chairs, 1 Company identification sign, 2 spotlights (100 W each), 2 badges for the exhibition room, electricity multi power supply sockets and listing on the event website with hyperlink to your website.

<input type="checkbox"/> 1 EXHIBITION BOOTH, 3 m ² (2m x 1,5m)	TOTAL
Price excl. tax 20%	7 000 €
VAT 20 %	1 400 €
TOTAL EXHIBITION BOOTH:	8 400 €

Application and Contract for Exhibition Booth Rental (2/2)

PAYMENT

IMPORTANT: Reservation and corresponding payment must be made by 31 July 2015

TO PROCEED WITH PAYMENT PLEASE CONTACT
Ms. Caroline Sévelin or Mr Christophe Phounpradith
Accounting Department – UIC
comptauc@uic
Tel: +33(0)1 44 49 21 82
Fax: +33(0)1 44 49 21 69

Method of Payment: *(Please select by ticking one of the boxes below)*

<input type="checkbox"/> Bank transfer to: Union Internationale des Chemins de Fer – Bank: NATIXIS Address: 30 avenue Pierre Mendès France 75013 Paris France IBAN code: FR76 3000 7999 9904 0002 4400 043 BIC code: NATXFRPPXXX IMPORTANT INFORMATION: the transfer must imperatively contain the following information about your company: “3rd World Conference on Rail Telecoms Exhibition booth + company name + your name”
<input type="checkbox"/> Credit card (VISA, MasterCard only - Diners is not accepted) Please get in touch directly with Ms. Caroline Sévelin or Mr Christophe Phounpradith (tel +33 1 44 49 21 61, fax + 33 1 44 49 21 69) comptauc@uic.org Union Internationale des Chemins de fer – UIC Accounting Department – 16 rue Jean Rey – F-75015 PARIS
<input type="checkbox"/> Cheque made payable in Euros to “UIC” – to be sent together with this application form to: Union Internationale des Chemins de fer – Ms. Caroline Sévelin or Mr Christophe Phounpradith – Accounting Department – 16 rue Jean Rey – F-75015 PARIS

Conditions of validity: By ticking this box, the undersigned hereby represents that he/she is aware of the Conference’s General Term and Conditions as shown in the exhibitor’s handbook (page 6) and agrees to comply therewith unconditionally.

Date	
Name	Name of the company
Stamp	Signature