

Dear exhibitors at the 15th big KWF-Tagung in Schmallenberg,

Please make sure that you have ordered all the services you require such as electricity, fork-lifts, wood chips, internet connection etc.. Repeat orders at the exhibition will lead to delays and higher costs.

Set-up:

If possible, use the preceding week for deliveries and setting-up your booth. Expect long delays at the entrance and obstructions due to heavy traffic on the exhibition area on June 2 and 3!

The KWF will be present on the exhibition grounds from May 26, 2008, daily between 8 am and 6 pm (Tel.: 0151 56118771).

Delivery address:

Kühne & Nagel (AG & Co.) KG
Exhibition office KWF-Tagung
Am Rennefeld (Segelflugplatz)
Kreisstraße K 25
57392 Schmallenberg Ortsteil Werpe

Access transport vehicles and exhibitors:

Transport vehicles and exhibitors may only access the exhibition area from the main road K25 from Werpe. Please follow the set-up signposts in the area around Schmallenberg.

For your information the traffic access regulations are enclosed with this letter.

Set-up begin:

The stand areas on the outside area may be occupied on Monday May 26, 2008. Setting-up time in the tent begins on Thursday May 29, 2008. Exhibitors may start stocking the ordered booths on Friday May 30, 2008.

End of set-up:

The booths must be completed and stocked with all registered exhibits by 6 pm on June 3, 2008. The KWF reserves the right to use any areas unoccupied by this time as they please.

Loading and unloading equipment:

Stackers and cranes may be ordered by order form or directly from the company Kühne + Nagel.

Delivery vehicles without unloading crew and unloading equipment, or without an explicit transport order from the exhibition haulage company will not be permitted to enter the exhibition area..

Kuratorium für Waldarbeit und Forsttechnik (KWF) GmbH
Eine Tochtergesellschaft des Kuratoriums für Waldarbeit und Forsttechnik e.V. (KWF e.V.)
Sitz der Gesellschaft: Groß-Umstadt;
Amtsgericht Darmstadt Registerabteilung Dieburg HRB-Nr. 33711
Geschäftsführer: Dr. Reiner Hofmann
Bankverbindung: Volksbank Odenwald (BLZ 508 635 13), Kto-Nr. 544 21 68



Our sign: ho-ep
Date: 01.06.2004

KWF GmbH
PO box 1338
D-64820 Groß-Umstadt
Spremberger Str. 1
Telephone: (+49)
06078/785-0 (DW-30)
Fax: (+49) 06078/785-39
eMail: tagung@kwf-
online.de
Internet: www.kwf-
tagung.de



Apart from company-owned stackers and cranes, only those belonging to Kühne + Nagel are permitted to be used on the fairgrounds at the terms specified in the order form book.

Kühne & Nagel (AG & Co.) KG
Expo-Service
Messegelände Frankfurt/M.
Halle 9 , Frachtcenter , Zimmer 178

Telephone: +49 (069) 90 74 59 60
Fax: +49 (069) 90 74 59 687
e-mail: knfra.xm@kuehne-nagel.com

on the exhibition area:

Kühne & Nagel (AG & Co.) KG
c/o Messebüro Meldestelle A
K 25 / gegenüber Flugplatz Rennefeld
57392 Schmallerberg Ortsteil Werpe

Kühne & Nagel are also available on the exhibition area of the KWF-Tagung from May 26 to June 10, 2008.

Contact person:	Thomas Huth	Mobile telephone	0172 44 50 676
	Markus Sonntag	Mobile telephone	0172 44 50 565

Guards:

The organizer will provide guards at night (from 7.00 p.m. until 7.00 a.m.) starting Wednesday, May 28th, 2008 through Monday, June 9th, 2008.

Type of guarding:

During the guard periods sentry dogs will check the entire property at irregular intervals (at least every 30 minutes). Apart from this, each exhibitor must take precautions to protect his/her exhibition goods. At night, items which can be removed easily must be locked up.

Parking during the DemoFair: (with enclosed parking cards)

1. Exhibitor car park at Entrance South outside the exhibition area.
2. Within the exhibition area on the designated car parks.
3. On the own stand area.

During the exhibition, lorries may be parked with prior consent and registration on the grounds of the company Feldhaus K 31 edge of the town Schmallerberg.

DemoFair opening times:

Daily from 8.30 am to 6 pm.

Company vehicles may only enter the grounds outside the opening times, after 7 pm and must leave the area by 8:30 am. Please note that all traffic incl. delivery and transport is prohibited on the exhibition grounds during opening times!

Booth safety:

Each stand will be subjected to a safety inspection by the KWF safety team. The exhibitor must confirm the booth clearance protocol with his signature. The exhibitor is responsible for



the safety of the booths and during the demonstrations. Safety controls will be carried out during the DemoFair. Non compliance with safety regulations may lead to an instant termination of the demonstration or closure of the exhibition booth.

Please check your company liability insurance and make sure that the insurance covers all functional demonstrations and other demonstrations at your booth.

If in doubt you should take out a exhibitor's liability insurance for your booth. Your signature on the stand clearance protocol also verifies that your booth is sufficiently insured.

Companies operating combustion engines and/or hydraulic systems must keep fire extinguishers and oil-binders in clear sight and easily accessible in their booths.

Dismantling period begin:

Booths may be dismantled no earlier than one hour after the end of the fair (7.00 p.m.) on Saturday, June 7th, 2008.

End of dismantling period:

Tearing down, including any work to restore the site must be concluded no later than Wednesday, June 11th, 2008 in the open-air area. The tent must be vacated by Monday, June 9th, 2008 until 12.00 p.m.

We wish you a pleasant journey to Schmalleberg.

Kind regards
Your KWF – DemoFair team

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