



## ***Order form: CiA product panels in 2022***

In 2022, CiA offers spaces at the CiA product panel wall at Bauma, Munich and SPS, Nuremberg. With this document we would like to inform you on the details on presenting new, or already existing CiA product panels, on one or both trade shows. If you would like to display your product at the CiA product panel wall, please provide the completed order form (see page 2) to CiA. Every shown product is linked to the related CiA Product Guide entry, via a QR-code. Please submit to CiA the description of your product for your CiA Product Guide entry, according to the attached submission guide.

### **Price overview for panels incl. CiA Product Guide Entry**

1. One **new** CiA product panel: 448 €\* (incl. new CiA Product Guide entry for 6 months)
2. One **new** CiA product panel: 323 €\* (if CiA Product Guide entry already exists with expiration date at least 3 months after the trade show)
3. One **already existing** CiA product panel: 398 €\* (incl. new CiA Product Guide entry for 6 months)
4. One **already existing** CiA product panel: 273 €\* (if CiA Product Guide entry already exists with expiration date at least 3 months after the trade show)

### **Deadlines for submission of your products**

Bauma 2022: August 24, 2022

SPS 2022: September 8, 2022

Kindly understand, that delivery of your product to the CiA office is at your charge.

### **Other regulations**

Please note, no electricity is provided for the panels. A single product shall not exceed the size of 30 x 30 x 20 cm<sup>2</sup>, and a weight of 10 kg.

### **Cancellation terms**

In case of a short-term cancellation of the exhibition, due to any force majeure (e.g. Covid-19 pandemic situation), by the organizer of the trade show, CiA reserves the right to charge the costs incurred up to then, in maximum of 125,00 €\* pro each panel and each trade show.

\*All prices do not include German VAT

Please indicate your order by filling-out the form:

BAUMA 2022, Munich (October 24 to 30, 2022)

Number of ordered panels: \_\_\_\_\_

| Product name (label) | Category*<br>(Actuators, Components, Controllers, Gateways, HMIs, I/O modules, Interface boards, Other generic devices, Protocol stacks, Sensors, Tools) |
|----------------------|--|
|                      |  |
|                      |  |
|                      |  |
|                      |  |

Category\*: Please indicate the category of the product. If the product can be related to more than one category, please list them and indicate the main one.

SPS 2022, Nuremberg (November 8 to 10, 2022)

Number of ordered panels: \_\_\_\_\_

| Product name (label) | Category*<br>(Actuators, Components, Controllers, Gateways, HMIs, I/O modules, Interface boards, Other generic devices, Protocol stacks, Sensors, Tools) |
|----------------------|--|
|                      |  |
|                      |  |
|                      |  |
|                      |  |

Category\*: Please indicate the category of the product. If the product can be related to more than one category, please list them and indicate the main one.

### Handling of your products after the trade shows:

Please indicate how to proceed with your product(s), after the expiration of the trade show (fill-in the check-box):

- Sent the product(s) back to my office, at my expense.
- Storage of the device as permanent loan at CiA GmbH.\*

\*Please note that for products that have not been exhibited during one calendar year, we are going to charge you with 50,00 €\* storage fee, per year. If you do not need your product anymore, you can also talk to CiA with regard to transfer of ownership.

Company name: \_\_\_\_\_

Contact person: \_\_\_\_\_

E-mail, Phone of contact person: \_\_\_\_\_

Invoice address: \_\_\_\_\_

VAT-Nr: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

## **Guidelines for submission of CiA Product Guide entries**

### **1) Company logo:**

- Company logo in gif, jpg, or png, -format.
- Resolution of 72 dpi minimum.
- Minimum width: 160 pixels.

### **2) Company addresses:**

- .doc, .rtf, or .txt with your address and the addresses of up to nine of your daughter companies (ten addresses in maximum).

### **3) Product information:**

- Please use one data for every product. It will enable CiA to process the data more accurately and simplify the checkup of the entries.

### **Every information shall contain:**

- A product description in English as unformatted ASCII text, .rtf, or .doc
- The product description should be plain text. If you include tables, please provide them as picture in GIF format. All used symbols shall be htmlcompatible. Please do not use non-ASCII compatible characters.
- A product picture in color mode, with a 72-dpi resolution.
- Minimum width: 450 pixels.
- Minimum height: 450 pixels.
- Name the picture: companyname1.jpg (example: cia1.jpg).
- CANopen features.

## Example for submission of your CiA Product Guide entry:

| Example                        | Example  |
|--------------------------------|--|
| CAN in Automation (CiA) GmbH   | Company name and legal form. Name must be written with first letter in capitals, continued with small letters. Abbreviations may be written with up to three capital letters in a row. All longer abbreviations see names. |
| Kontumazgarten 3               | Street name and number   |
| House Wildflower               | Additional line for district, building or house name   |
| DE-90429 Nuremberg, Bavaria    | Country code, Hyphen, Zip code and City and if appropriate a comma with the state (eg. Houston, TX). (shall be in this order, even if the respective country does not use this format)                                     |
| Phone: +49-911-928819-0        | Phone number.<br>+country code, city code, and phone number.<br>One phone number permitted only.   |
| Fax: +49-911-928819-79         | Fax number, see phone number.  |
| Email: headquarters@cancia.org | Email address.<br>Use generic info email or sales email. No capitals inside the addresses. One email per address only. Further email addresses in the headquarters address can be listed in sales or technical contact.    |
| URL: www.can-cia.org           | The main website address of your company. Do not use productspecific URLs, such as deep links. One URL per address permitted only.   |
| Sales contact                  | Indicates the main contact for sales at the headquarters of the company.   |
| Tom Jones                      | Name of primary sales contact.   |
| Phone: +49-3661-62790          | Phone number of primary contact, see „phone number“ above.   |
| Fax: +49-3661-627999           | Fax number of primary sales contact, see „fax number“ above.   |
| Email: sales@can-cia.org       | Email address of primary sales contact.  |
| Technical contact              | Indicates the main contact for technical inquiries at the headquarters of the company.   |
| Mary Gaunt                     | Name of primary technical contact.   |
| Phone: +49-3661-62797          | Phone number of primary technical contact, see phone numbers above.  |
| Fax: +49-3661-627996           | Fax number of primary technical contact, see fax number above.   |
| Email: sales@can-cia.org       | Email address of primary technical contact.  |

- Please format your addresses in exactly this way. All variations of format will be edited by CiA to suit to this format.
- Please do not include any additional abbreviations, hyphens, city or country codes.
- Please do not hyperlink email addresses or URLs.
- Please use the phone and fax format as indicated (+country code, city code, and phone number).
- Ten addresses are permitted only. For details of what is considered one address, please read notes on the bottom of the instructions.

Please contact CiA office, if you have any questions, by e-Mail: [exhibition@can-cia.org](mailto:exhibition@can-cia.org) or by phone: +49-911-928819-0.