

## Order form for booking advertisements in the international "Active for more comfort: Passive House" brochure in English

Passivhaus Dienstleistung GmbH  
Editorial Office for Brochures  
Rheinstr. 44/46

D-64283 Darmstadt



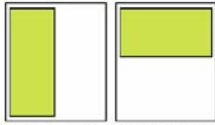

Fax. +49 (0)6151 / 399 499 – 11

E-Mail: [broschuere@passivhaus-info.de](mailto:broschuere@passivhaus-info.de)

Bookings for advertisements in the international English brochure "Active for more comfort: Passive House" can only be made by post, E-mail or Fax. Please use this Order form.

1. Select the advertising format
2. Fill in address details
3. Read and accept the attached terms and conditions
4. Sign the order form
5. Send the order form to the address given above via post, e-mail or Fax
6. Send us your advertisement on a data medium via post or in digital form via e-mail

Please select the format and colour of your advertisement by placing a cross in the appropriate box:

Tick appropriate format ✓		Mark with a cross ✗			
		Basic price		Price for members	
 93x64 mm / 190x30 mm	1/8 Black/white	375,00 €* <input type="checkbox"/>	<input type="checkbox"/>	262,50 €* <input type="checkbox"/>	<input type="checkbox"/>
	1/8 Colour	510,00 €* <input type="checkbox"/>	<input type="checkbox"/>	357,00 €* <input type="checkbox"/>	<input type="checkbox"/>
 93x132 mm / 190x64 mm	1/4 Black/white	730,00 €* <input type="checkbox"/>	<input type="checkbox"/>	511,00 €* <input type="checkbox"/>	<input type="checkbox"/>
	1/4 Colour	985,00 €* <input type="checkbox"/>	<input type="checkbox"/>	689,50 €* <input type="checkbox"/>	<input type="checkbox"/>
 93x268 mm / 190x132 mm	1/2 Black/white	1.420,00 €* <input type="checkbox"/>	<input type="checkbox"/>	994,00 €* <input type="checkbox"/>	<input type="checkbox"/>
	1/2 Colour	1.930,00 €* <input type="checkbox"/>	<input type="checkbox"/>	1.351,00 €* <input type="checkbox"/>	<input type="checkbox"/>
 213x303 mm	1/1 Black/white	2.760,00 €* <input type="checkbox"/>	<input type="checkbox"/>	1.932,00 €* <input type="checkbox"/>	<input type="checkbox"/>
	1/1 Colour	3.750,00 €* <input type="checkbox"/>	<input type="checkbox"/>	2.625,00 €* <input type="checkbox"/>	<input type="checkbox"/>

\*) All prices plus VAT valid in Germany (currently 19%)

Members of the Information Group Passive House Germany are entitled to a booking discount of 30%.  
Get the early booking discount of 5% for bookings placed by 05.February 2010!

Invoicing address

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Company

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First name and surname of contact person

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Street, number

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Country code, postcode, town/city

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Telephone number of contact person

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e-mail address of contact person

With your signature you agree to the attached terms and conditions and confirm the advertising order as selected by you. The bill will be delivered to the invoicing address given above with a specimen copy after publication in May 2010.

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Place and date

Stamp and legally binding signature

**...and finally...**

Our colleague Mrs. Berlieb will be pleased to answer any questions that you may have regarding the advertisement booking.

You can contact us at the following telephone number: +49 (0)6151 399 499 - 31 from 9 a.m. till 5 p.m. on Monday to Friday.

**Checklist for your full booking:**

1. Order form sent to us (2 pages + 2 pages of terms and conditions) with legally binding signature
2. Advertisement sent to us in digital form

**Checklist for your advertisement**

1. Digital form: tif, tiff, eps, jpg, jpeg, pdf
2. Resolution: at least 300 dpi (in the chosen size)
3. Colour mode black/white "greyscale"
4. Colour mode 4-colour "CMYK"

**View the German version of the information brochure**

For a comprehensive look at the brochure you can view and download sample pages in pdf format from our homepage at [www.passivhaus-broschuere.de](http://www.passivhaus-broschuere.de)

Just click on the link next to the cover of the green brochure to start the download.

## **General terms and conditions for advertising orders in the international information brochure "Active for more comfort: Passive House" in English.**

### **1. Particulars of the issuer and publisher**

The IG Passivhaus (Information Group Passive House Germany), Rheinstraße 44/46 in 64283 Darmstadt is the issuer of the "Active for more comfort: Passive House" brochure in the English version, hereafter named as the brochure. Passivhaus Dienstleistung GmbH (Passive House Services GmbH), Rheinstraße 44/46 in 64283 Darmstadt is responsible for processing advertisements and producing the brochure, hereafter called the publisher.

### **2. Conclusion of a contract**

The contract for the publication of one or more sales promotions in the form of advertisements is the "advertising order" as used in the following terms of the contract. Any other type of promotion is excluded in this brochure.

The order will be placed using the order form provided for that purpose, in which the contracting party unambiguously selects the type of advertisement desired in written form and accepts the terms and conditions. Before the contract can be executed, the legally binding signed order form and the advertisement in digital form must be to the publisher. Transfer of the order will be effected by post, E-mail or Fax. The contracting party will receive confirmation of the booking via E-mail. Transfer of the advertisement sample will be by post on a data medium or via E-mail.

### **3. Right to cancel**

Advertising orders can be cancelled/ revoked up to 14 days after conclusion of the contract (see Point 2). The cancellation must be made in written form.

After that and until the deadline for print documents, processing costs will be payable by the contracting party, depending on expenses. Any further right of cancellation for contractors is excluded. If the cancellation is made after the deadline for print documents on 26th March 2010, the full order amount will be due. In case of cancellation by the publishers, any payments already made will be refunded.

### **4. Publication date**

The brochure will be published for the Passive House Conference on 28th to 29th May 2010 in Dresden.

### **5. Deadline for accepting advertisements/print documents**

The deadline for accepting advertisements is 19th March 2010. The deadline for print documents is 26th March 2010. The contracting party is responsible for the timely delivery of acceptable print documents. The publisher will draw the attention of the contracting party to any noticeably unsuitable or damaged print documents after the editorial deadline. The contracting party will not be discharged of the obligation for full payment in the case of information which has not been submitted (see also "Right to cancel").

#### Specifications for digital print materials:

- Your advertisement must be available in a printable version.  
The following file formats may be used: tif, tiff, eps, jpg, jpeg, pdf.
- For a black/white advertisement the colour mode of the file must be set to "greyscale".
- For a 4-colour advertisement the colour mode of the file must be set to "CMYK".
- Resolution: at least 300 dpi (in the chosen size - see below)

#### The following sizes are possible (width x height):

- 1/8 page: 93 x 64 mm or 190 x 30 mm
- 1/4 page: 93 x 132 mm or 190 x 64 mm
- 1/2 page: 93 x 268 mm or 190 x 132 mm
- 1/1 page: 210 x 297 mm + 3mm bleed size: above, below, right side (213 x 303 mm)

### **6. Prices, invoicing and payment method**

All prices are excluding the VAT valid in Germany at the time of invoicing (currently 19%). The invoice will be sent with the specimen copy of the brochure in May 2010. The contracting party must transfer the payment amount to the given account no later than 14 days after receiving the invoice. In the case of payment delay, a processing fee and interest will be charged.

Basic prices for advertisements:

	1/8 page	1/4 page	1/2 page	1/1 page
Black/white	375 Euros*	730 Euros*	1,420 Euros*	2,760 Euros*
4-colour	510 Euros*	985 Euros*	1,930 Euros*	3,750 Euros*

Basic prices for additional brochures ordered (see also point 11):

Packet of 10	50 Euros*	25 Euros* (IG-Membership)
Packet of 25	110 Euros*	55 Euros* (IG-Membership)
Packet of 50	200 Euros*	100 Euros* (IG-Membership)

\*) prices excluding VAT

Shipping costs and any customs duties possibly arising are to be paid by the recipient.

### 7. Discounts

Members of the Information Group Passive House Germany are entitled to a discount of 30% on the basic prices for the advertisements, and a 50% discount on the basic prices for additional brochures ordered. The early booking discount of 5% will be granted on top of the total amount already reduced and applies for all orders, which are received by the publishers by 5th February 2010 inclusively.

### 8. Liability

The publishers' liability is excluded, unless the damage results from deliberate or grossly negligent conduct of the publishers or their agents. For damages caused by faulty execution, the liability amount will not exceed the order amount paid.

### 9. Additional expenses due to the client

If, due to incorrect information provided by the contracting party, any additional work (correction of logos and advertisements) becomes necessary, the client will be charged separately at a rate of 50 Euros per hour plus statutory VAT, depending on expenses (see also point 5).

### 10. Proofs and colour reproduction

Proofs will not be sent. Without providing a colour template, an exact reproduction of colours cannot be guaranteed.

### 11. Ordering additional brochures

Large numbers of brochures in packets of 10, 25 or 50 can be ordered separately by sending an E-mail to [broschuere@passivhaus-info.de](mailto:broschuere@passivhaus-info.de) or [info@ig-passivhaus.de](mailto:info@ig-passivhaus.de). Shipment will take place after publication in May 2010. Alternatively, they can be ordered through the IG Passive House website: [www.ig-passivhaus.de](http://www.ig-passivhaus.de)

### 12. Rejection of advertising orders/Liability

The publishers reserve the right to reject advertising orders on the basis of factually justified principles, due to their contents, the origins or their technical form.

The publishers assume no liability for the contents, subject matter and purpose of the advertisements (see also point 8).

### 13. Place of performance

Place of performance and jurisdiction is Darmstadt.