



ADDINOL Marketing Manual

Support for our distribution partners





The world of ADDINOL

Corporate Identity

ADDINOL develops, produces and sells high-performance lubricants for automotive and industrial applications. Our company operates all over the world. High-performance lubricants of ADDINOL are distributed by international partners in more than 90 countries.

The production is located at the chemical site in Leuna/Saxony-Anhalt and carried out according to latest standards. Our quality and environment management system certified according to DIN EN ISO 9001:2015 and 14001:2015 respectively, tailored research and development and extensive service for our partners are the foundations for innovative solutions making possible joint achievements and successes.

The world of ADDINOL is international, the ADDINOL family a fascinating co-operation of people from different countries and cultures. All of them are experts on their field and have comprehensive tribological knowledge as well as practical experience.

High-performance lubricants of ADDINOL are used all over the world. And they are absolutely essential in their applications. Still, in most cases they operate in the background – often invisible and not tangible in any finished product. It is our responsibility to convey their importance to their users.

We want to provide our partners with the optimal solution for their respective lubrication-technical applications. And we place special emphasis on the development of long-standing business relationships. These relationships do not only depend on the quality of our products but also on our personal knowledge and dedication. We meet our customers with a high degree of understanding for their requirements. Honesty and personal integrity are of utmost importance to us. We always provide the highest level of performance and commitment to all our partners.

Maximum quality, personal integrity, our understanding for the requirements of our customers and our commitment – they are part of the corporate identity of ADDINOL. They determine all our activities and make a statement. All over the world we have a uniform corporate identity which makes us recognizable. It reflects our high standard and creates a clear and recognizable profile.

ADDINOL – Improve the performance!

Georg Wildegger General Manager ADDINOL Lube Oil GmbH



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1. Information Systems

1.1. Login-Center on https://log-in.addinol.de/en/ – Password and contents

The Login-Center is available to our partners only. You receive your password from our Application Technology

In the Login-Center you have direct access to:

- all issues of ADDINOL Inside, including archives back to 2015
- manufacturer certificates
- approvals for automotive and industrial lubricants
- machine database
- overviews and guidelines
- Performance Profiles
- marketing tools such as printing data for all brochures, a photo archive, an overview of current advertising gifts, data for vehicle designs
- and much more.

1.2. ADDINOL Inside – Newsletter for distribution partners

ADDINOL Inside presents new ADDINOL high-performance lubricants, provides important technical information and keeps you up-to-date on approvals, specifications and possible legal changes. Besides, ADDINOL Inside reports on challenges which have been accepted successfully by ADDINOL high-performance lubricants in everyday applications, informs on fairs and events and introduces new materials as well as further marketing tools.

All issues of ADDINOL Inside are meant for in-house use only. They are sent via e-mail and are available for download in the Login-Center on the ADDINOL website along with Newsletters and Highlights.

>> DIRECTION: https://log-in.addinol.de/en/infomaterial/inside-en/

1.3. ADDINOL Customer newspaper – The World of ADDINOL

"The World of ADDINOL" is issued by ADDINOL Leuna usually once a year for our customers and partners. It is available in English and in German as printed version in the format DIN A3 and in digital form. Of course you can also issue "The World of ADDINOL" in your language. If you are interested in doing so, please just contact us.



2. The ADDINOL Marketing Manual

2.1. How to use the Manual

This ADDINOL Marketing Manual at hand is available in digital format and subject to continuous update. It can be downloaded in the Login-Center on our website www.addinol.de and also printed.

>> DIRECTION: https://log-in.addinol.de/en/marketing/manual-en/

The Marketing Manual contains all information on ADDINOL's corporate identity and corporate design. The files for all logos, graphic elements, brochures, flyers, and further printed matters can be found in the Login-Center under the heading Marketing. In addition, the PDF-files of all brochures and flyers are available under the button Downloads on https://addinol.de/en/service/downloads/ to all users.

There are two categories of digital data:

- files for PC, as for example Word and JPG
- files for Apple MacIntosh, as Adobe Indesign, Illustrator and Photoshop, which are commonly used by graphic designers and printers.

For your understanding we want to give a short overview of the different **file formats** of the data available:

.pdf files

- » format for professional printing shops!
- » can be used flexibly and on both platforms (PC/Mac)
- » Adobe PDF files (.pdf) ready for printing
- » can be read by every professional printing shop
- » infinite scaling/enlargement possible
- » colour mode: four-colour-mode CMYK for offset and digital printing
- » contain so-called vector files with characters in curves

.jpg files

- » image files for PC
- » colour mode RGB, background white
- » usually not suited for professional printing, which requires four-colour mode CMYK

.png files

- » image files, resolution 300 dpi
- » colour mode RGB, background transparent
- » colours set up according to DTP standards for professional printing shops. (When printed with home-office printers their might be strong colour deviations, this cannot be influenced by us.)

We also present ideas for sales promotion, advertisements, promotion campaigns etc. in this manual. These chapters are constantly revised and completed. Please always refer to the current version of the Marketing Manual in the Login-Center under https://log-in.addinol.de/en/.



3. ADDINOL Corporate Design

3.1. Basic Rules

ADDINOL has an own characteristic image which leaves a mark. To ensure and strengthen the worldwide recognition we have developed a concept for the corporate design. Our uniform identity all over the world signalises to all existing and potential customers that ADDINOL is the source of the message.

It is an absolute must to follow the guidelines of our corporate design to ensure the brand recognition of ADDINOL throughout the world.

Within our corporate design we offer a variety of modules following a uniform design. Used at the right place and time each element is an independent unity. Taken together all modules constitute our corporate design – a complex structure with many possibilities of variation.

3.2. Information on copyrights

ADDINOL and the graphic designers working for us buy photos as well as graphics from stock photo agencies. When buying such material, we specify the intended use, the circulation of the advertising material and its regional distribution.

If you use material, which has been bought by us or our graphic designers, for your own purposes, this use must be agreed upon with us beforehand. This also applies to the use of ready layouts including photo material which has been bought. It might be the case that the photo material needs to be bought again by you with giving its new and concrete usage.

If you do not follow this, you take an unnecessary risk. Due to worldwide networks and linking, abusive and improper uses are spotted quickly. In this case, recourse claims of the stock photo agencies and/or copyright owners will follow. If we point out that information on copyrights/sources these must be published with the photos, please do so in any case.

We emphasize that if you misuse the copyrights, neither ADDINOL Lube Oil GmbH nor the graphic designers working for us will bear the recourse claims of the stock photo agency or copyright owners.



3.3. ADDINOL Logo

The image of ADDINOL is more than just a logo – but the logo is its most concise element.



The logo must only be used in the given versions. The elements of the logo must

not be changed in any way. The only exception is the proportional scaling (reduction/magnification). Please refrain from distortions, clippings, colouring and rearranging.

Positioning:

The ADDINOL Logo is usually placed on the right side of all printed matters and advertising materials; if possible in the upper right-hand corner.

The logo demands a visual "free space", i.e. room to allow for its effect. No typography or graphic element must be placed within this space. For very small uses or cases where not much space is available, we provide a version with a reduced free space as well.



Free space Large



Free space Small



The logo consists of two elements:

- the logotype ADDINOL and
- the slogan "THE ART OF OIL SINCE 1936"

These two elements constitute a whole.

The combination of logotype and slogan must be used in the given arrangement only. The slogan always starts beneath the first "D" of ADDINOL, also if the red bar is lengthened. Example: cover of the ADDINOL brochures.

The logotype ADDINOL may be used alone and without ® in exceptional cases only – as for example on advertising gifts with small printable space.

The Logo and its colour

In principle:

- 1) On a white background the logotype ADDINOL is depicted in turquoise.
- 2) On a turquoise background (Pantone 321) the logotype is depicted in negative white.
- 3) As an alternative light grey or matt silver can be chosen as background, this version is used with the ADDINOL logotype in negative white.
- 4) The lower block with the slogan beneath the logotype always is depicted in red. The letters of the slogan are negative white.







Other combinations or background colours must not be used.

The logo in black and white

- 1) Both the logotype ADDINOL and the block with the slogan are depicted in black; the letters of the slogan are white.
- 2) The logotype ADDINOL can be printed in 60 % black, the block beneath in 100 % black, letters negative white.







These representations of the ADDINOL logo are NOT!!! allowed, for example:



Wrong background colour



Wrong arrangement of logotype and slogan



Wrong and distorted depiction of the logo

Wrong depiction of the logo: wrong



background.

All logo versions are available for you to download in the three formats .pdf, .jpg and .png in the Login-Center!

>> DIRECTION: https://log-in.addinol.de/en/marketing/logo-and-graphics/

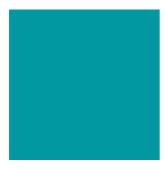


3.2. ADDINOL Colours

The corporate colour of ADDINOL is turquoise Pantone 321. It is complemented by the colour red Pantone 032. For brochures and other circulars also a dark turquoise Pantone 322 is used and for the background a light grey according to Pantone 423.

Please note: For the main colour turquoise Pantone 321 colour deviations can occur when printing. Therefore we strongly recommend providing a binding colour sample in order to give the printer the opportunity to adjust the colour exactly. You can just use one of our folders as colour sample, please just contact us if you need a copy for this purpose.

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Main Colour Turquoise CMYK: 100C, 0M, 40Y, 0K

Pantone: 321



Red

CMYK: 0C, 100M, 90Y, 0K

Pantone: 032



Additional Colour Dark Turquoise CMYK: 100C, 30M, 40Y, 30K

Pantone: 322



Additional Colour Light Grey CMYK: 0C, 0M, 0Y, 60K

Pantone: 423



3.3. ADDINOL Fonts

Font ADDINOL Logo

The logo is set in a special font; it must not be changed or set in any other type.

ADDINOL in texts of business letters and all other printed matters The word ADDINOL is always written with capital letters.

Fonts for the PC

The font Arial is to be used for business letters, e-mails and all documents written with MS Word.

Font for Apple Macintosh

All brochures, circulars and advertising materials drawn up by a printer, graphic designer or typesetter with Apple Macintosh use types of Helvetica. If your printer or designer should not have Helvetica fonts available, please contact us.

<u>Please note!</u> The licence purchased by us is only valid for printed matters and advertising material of ADDINOL! This means, if you translate and print one of our brochures, you can use the Helvetica fonts. For any other uses of the Helvetica fonts by you or your designer, you need to purchase these for yourself because typefaces are not royalty-free (similar to software)!



3.4. Additional Graphic Elements

In addition to the logo there are graphic elements which are used in almost all brochures, circulars and on many advertising materials of ADDINOL.



German Quality Red Pantone 032



<u>Worldwide</u> Turquoise Pantone 321



Research & Development Gold Pantone 871C



Top Product
Dark turquoise Pantone 322



80 Gold Pantone 871C





Added Value Turquoise Pantone 321



Exemplary
Turquoise Pantone 321



The sign A
Turquoise Pantone 0321
white (only on turquoise and grey background)
outline
40 % transparency















Example transparency

The depiction of the ADDINOL A in following examples is NOT!!! allowed:



Wrong! Combination of A with ADDINOL logotype



Wrong! Logotype in A



World map







>> DIRECTION: https://log-in.addinol.de/en/marketing/logo-and-graphics/



4. ADDINOL Business papers and artworks

4.1. Writing paper and business cards

The ADDINOL Lube Oil GmbH, Leuna uses the business papers shown below. Partners of ADDINOL use documents adapted accordingly. If you have an own company logo, the ADDINOL Logo will be placed in the top right-hand corner.

ADDINOL Writing Paper and Business Card





Ideas for partners

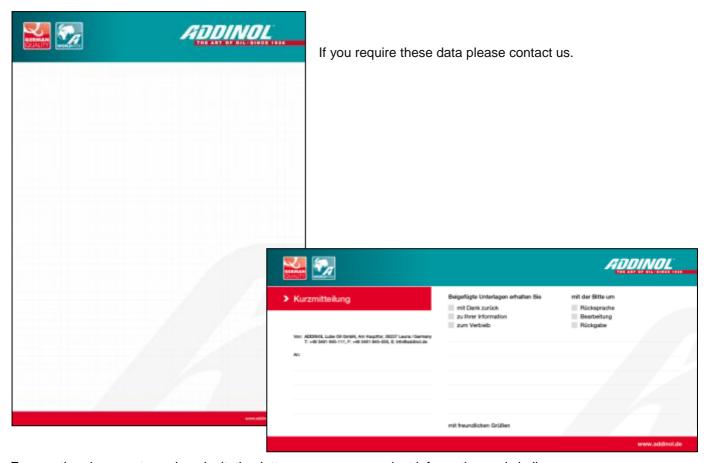






4.2. Artworks

For materials such as Writing pads and memos we have drawn up some artworks.



For creating documents such as invitation letters, synopses, product information and similar you can use the format of this document. It is available as .word file under the name "Layout Master" and can be easily printed on home-office printers.



5. ADDINOL Power Point Presentations

5.1. Master for Power Point Presentations

For Power Point Presentations there are samples serving as a basis for your individual presentations.

>> DIRECTION: https://log-in.addinol.de/en/marketing/presentation/



In addition, we provide a selection of photos which you can use in your presentations.

>> DIRECTION: https://log-in.addinol.de/en/marketing/presentation/]



6. ADDINOL Printed Materials

6.1. Flyer and Folder

All brochures and materials of ADDINOL are issued in German and English. You can obtain your printed copies of flyers, brochures and customer newspapers from your responsible ADDINOL contact. On our website all brochures and flyers can be downloaded as well.

You can inform yourselves about new and updated folders and flyers in the Login-Center of our website:

>> DIRECTION: https://log-in.addinol.de/en/updates/

If you want to draw up the materials in your language, we provide the open printing data. Please note – only professional graphic designers and printing shops working with Apple Macintosh and the respective programmes Indesign, Photoshop and Illustrator can handle these files.

In order to make work for you and your designers/printing shops on the spot easier, we have prepared a manual for compiling the folders.

In some countries, designers and printing shops still work with CorelDraw. For these cases we have prepared one A4 folder and one flyer in this format, which you can use as a basis for your materials.



>> DIRECTION:

https://log-in.addinol.de/en/marketing/print-data/ https://log-in.addinol.de/en/marketing/manual-en/

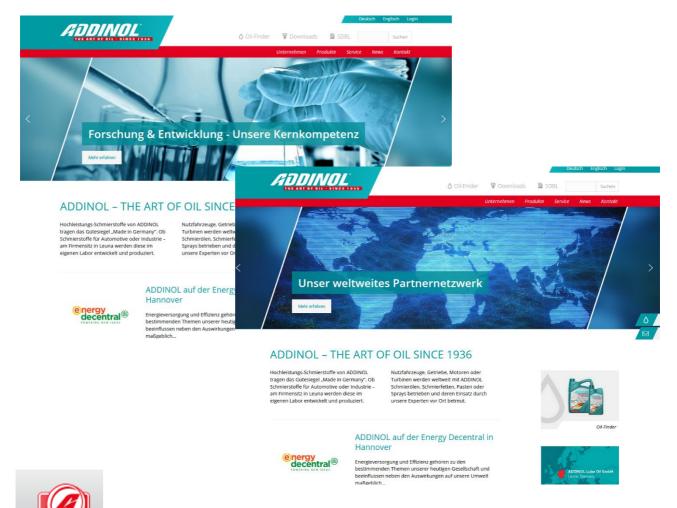
If you need the respective word files as basis for your translation please just contact us.



7. ADDINOL Online Media

7.1. Website

The design and the contents of our homepage www.addinol.de are available to ADDINOL partners. Also single elements can be used. As this topic is very complex, please just contact the ADDINOL Marketing team if you are interested.



7.2. ADDINOL OilFinder

You can link your homepage to our ADDINOL OilFinder. For the practical realisation please contact the ADDINOL Marketing team.

The ADDINOL OilFinder is available in Czech, Chinese, Danish, English, Estonian, French, German, Hungarian, Polish, Romanian, Russian, Serbian, Swedish and Slovakian. Compared to conventional programmes for the search of the right lubricant it offers decisive advantages. Almost 2,200 different models, 27,000 vehicle types and more than 460 products are available. Agents like cleaner, corrosion protection and separating agents are included as well as specific filling quantities. In addition, the OilFinder gives comprehensive information on the single products and provided access to the material safety data sheets.



8. ADDINOL Artwork for cars, vans and trucks

8.1. Passenger cars, trucks, vans

Decorate your company cars in the typical ADDINOL design. Suggestions for vehicles of all sizes are available:

>> DIRECTION: https://log-in.addinol.de/en/marketing/vehicle-designs/









9. ADDINOL Artwork for displays and fairs

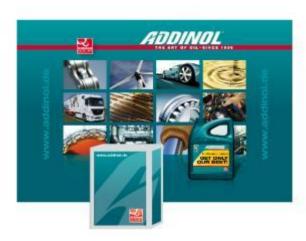
9.1. Mobile displays, RollUps, Booth design

ADDINOL participates in international fairs on a regular basis. The basic design of the stands is uniform. The contents are adapted to the respective fair.

For producing displays and mobile equipment please contact us.



Artwork mobile display

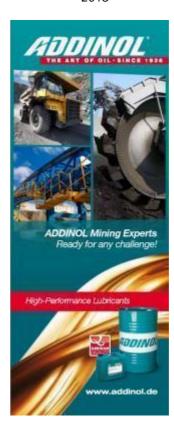


2014











Artwork RollUps



Artwork Fair booth









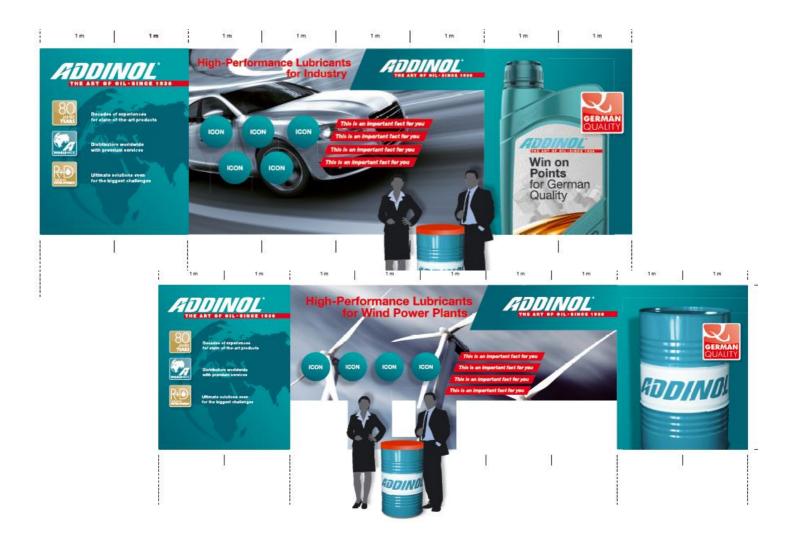
If you require material for professional stands as seen on this page please just contact us!











Ideas for booth construction/Concept international partners



>> DIRECTION:

https://log-in.addinol.de/en/marketing/printdata/fair-stand/

All print data and a manual for how to use the data are available in the Login-Center. Please contact us if you have any questions.



10. Point of Sale

10.1. Decoration inside



Self-adhesive stickers for windows and doors in the diameters 20 and 40 cm Data for printing available on request



ADDINOL Hochielstungs-Motorenöle für die Niz-Werkstatt

ADDINOL Hochielstungs-Motorenöle für die Niz-Werkst

Oilfinder poster for workshops: cars and trucks
Data for printing available on request





Adhesive stickers for windows and floors Available material for order (WB0003) Data available on request



10.2. Outside decoration



Billboard



Outside boards Data available

Please contact us if you need printing data for these materials.



11. ADDINOL Advertising

11.1. Advertisements for print media

There are masters of ADDINOL advertisements for almost any purpose and in different formats, both black-and-white for daily newspapers or coloured. The texts of the advertisements can be adapted; the combination of the pictures cannot be changed. The masters are available for advertisement departments of papers, your advertising agency or your graphic designer. Please contact us if you need any of the materials. We will be to assist you!

11.1.1. IMAGE ADS ADDINOL



Theme: Drum and oil



Theme: Drum, oil and text



von allen führenden Kfz-Herstellem freigegebe

Theme: High-performance lubricants Get only our best sw



Theme: High-performance lubricants + Partner



11.1.2. Motifs AUTOMOTIVE



Theme: Step ahead



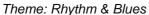
Theme: Wall

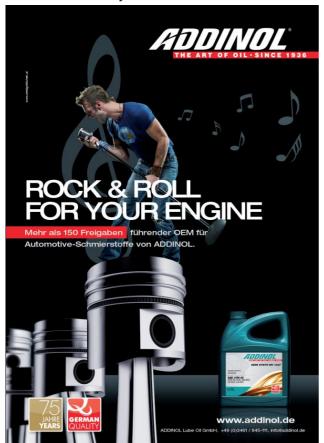


Theme: Applause





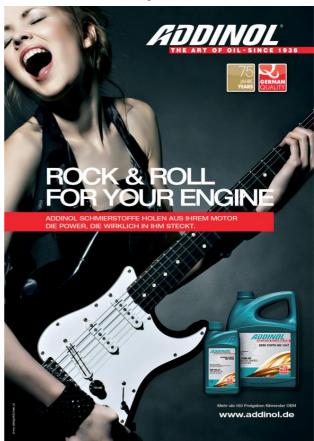




Theme: Rock'n'Roll Guy



Theme: Engine Sound



Theme: Rock'n'Roll Girl





Theme: Boxring



Theme: Stabhochsprung



Theme: Eishockey



Theme: Sprint





Theme: Wall



Theme: Rock'n'Roll Girl



Theme: Engine Sound

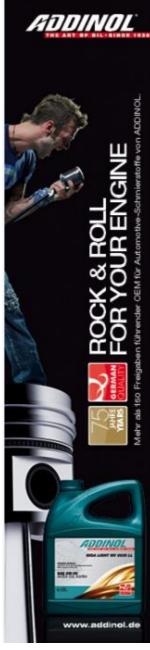


Theme: Applause





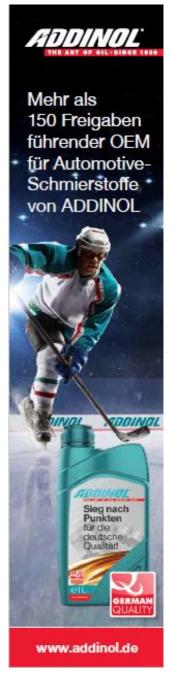
Theme: Rhythm & Blues







Theme: Boxring



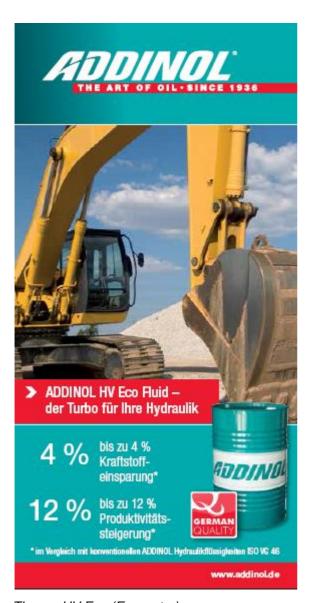
Theme: Eishockey



11.1.3. MOTIFS INDUSTRY



Theme: HV Eco (Calculator)



Theme: HV Eco (Excavator)



Theme: Biogas







Theme: Eco Gear



Theme: Advice



Theme: Maintenance



Theme: Efficiency



Theme: Plant



Theme:
Brand Industry



www.addinol.de

Theme:

Brand Automotive



11.2. Online advertisement/Banner ads



For your website and online advertisements.

animated banner ad .gif format Automotive



animated banner ad .gif format Wind Power



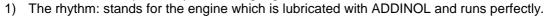


11.3. Radio advertising

With a radio commercial you attract interest, promote your company, and/or announce a sales campaign. It is mainly intended for the advertising of automotive lubricants.

We provide the key elements (text and music) to our ADDINOL partners free of charge. However, moderate costs for the copyrights incur in each country. Please clarify the issue of copyrights with the ADDINOL marketing department in Leuna before using the commercial.

We produced several musical elements for your radio commercial. All of these speak a symbolic language.



- 2) The guitar riff: the howling of the engine expresses power, the pleasure of driving, openness to challenges
- 3) Jingle/song: strong female voice says "ADDINOL is something for real men only" This element is at the end of each commercial.

If the music is edited accordingly it evokes all facets of a great drive: gliding, accelerating, sporty passages,

Text suggestions:

- a) On the way sonorous male voice "We are on the way, me and my car – no matter how far – high-performance is called for – the engine runs with an engine oil of ADDINOL – smooth, save and with maximum power – and we arrive."
- b) Special offer "There is nothing for free? – But there is! From ADDINOL! – If you buy a 4 litre can engine oil, you will get a 1 litre can for free! Where? In all leading workshops and in trade! Buy 4, take 5! Now!"
- The expert
 A series of technical statements is possible, e.g. cold start behaviour, longlife etc.

Listen to the demo:

To listen to the radio commercial in German and to the single musical elements you need the Windows Media Player on your PC; you find the demo in the Login-Center.

Produce a commercial yourself:

The musical elements can be processed in any recording studio, a voice can be added. Commercials with a length between 15 and 30 seconds and short reminders can be combined.

If you need the basic material for an ADDINOL radio commercial please contact your responsible ADDINOL marketing department. And do not forget to clarify the copyright question for your country.

Please do not hesitate to contact us if you are interested!





12. Promotion campaigns

12.1. Incentive schemes

With our campaigns you breathe fresh life into your business and support the loyalty of your customers and partners or employees.

All ideas can be laid out in several steps (end customer, distribution partner, sales staff) and adapted to the conditions on the spot easily. The material is available in the Login-Center. If you have any questions please do not hesitate to contact us.



Please do not hesitate to contact us if you are interested!