Event
Date

Guest Events
Organizer Service

2020

Messe Berlin

Guest Events

List of Contents - page 1

As of: January 2020

	Deadline prior to the event	Phone: +49(0) ...
General Information		
Download Center of Messe Berlin		
VAT Form		
Parking Vouchers		
Parking Space for Exhibitors	4 weeks	30/3038-1499
Sitings for Containers/Vehicles	4 weeks	30/3038-4081
Permits, Directives, Hall Technology		
Fire Officer and Application for Work with heat sources		30/3038-4023 to 28
Inflammable Liquids	4 weeks	30/3038-4023 to 28
Compressed Gas and Liquid Gas Cylinders	4 weeks	30/3038-4023 to 28
Laser Devices		
Load Distribution Measures/Timber Packing	6 weeks prior toconstruction period	30/3038-4023 to 28
Playing/Performing Music at Trade Shows	4 weeks	30/588 58 999
Test for Construction (requiring official approval)	6 weeks prior to construction period	30/3038-4023 to 28
Pyrotechnics (Application for the use)	4 weeks	
Registration of events on the stand		30/3038-4091
Installation		
Compressed Air	4 weeks	30/3038-5771
Extractor Hoods	4 weeks	30/3038-5771
Electrical Installations (Halls)	4 weeks	30/3038-5807/-5874
Electrical Installations (Open Air Grounds)	4 weeks	30/3038-5807/-5874
Gas Installations	4 weeks	30/3038-5771
Internet and WLAN Access	4 weeks	30/3038-1400
Cable TV and Radio Conneciton	4 weeks	30/3038-1400
Air-Conditioning (Water Supply)	4 weeks	30/3038-5771
Satellite and DVB-T Sites	4 weeks	30/3038-1400
Sprinkler Installations	4 weeks	30/700008-0
Telephone and Fax, ISDN	4 weeks	30/3038-1400
Water Installations (Halls)	4 weeks	30/3038-5771
Logistics		
Working Platforms (Agility / Schenker)		see Forwarding Service
Forwarding Services: Agility Logistics GmbH		30/3069-280
Forwarding Services: Schenker Deutschland AG		30/3012995420

List of Contents - page 2

	Deadline prior to the event	Phone: +49(0)...
Staff and Stand Services		
Construction and Dismantling Staff	4 weeks	30/555572-1204
Hostesses and Hosts	4 weeks	30/3038-1435
Photographic Services		30/8826488
Security Cover	4 weeks	30/34740477066
Staff Placement		30/555572-1204
Stand Cleaning	4 weeks	30/3038-4110
Waste Disposal (Order)	4 weeks	30/3038-1333, -4110
Waste Disposal (Registration)	4 weeks	30/3038-1333, -4110
Other Services and Service Facilities		
Business Center (Office Service)		30/3038-4123 to 4125
Organising Services for Events and Congresses		
Stand Equipment		
Suspension Points, Lighting, Rigging	4 weeks	30/5557448-20
Fabric Decoration	4 weeks	30/3038-1415
Floor Covering, Carpets	4 weeks	30/3038-1415
Desktop Copiers	4 weeks	30/3038-1415
Furniture for Hire	4 weeks	30/3038-1415
PC Equipment, Notebook	4 weeks	30/3038-1415
Plants and Flower Decoration	4 weeks	30/3038-1415
Video Audio Projection	4 weeks	30/3038-1415
Catering		
Exhibition Services		30/3038-2993

Messe Berlin Download Center

Please find our latest important information on management of stands, guidelines, regulations, information sheets as well as overview plans in our Messe Berlin Download Center (follow link below).

Categories

- Attachments to Contract Messe Berlin Guest Events
- Attachments to Contract Messe Berlin Guest Events (Archive)
- Eventlocations: Plans & additional Information
- Flyer and magazines
- Hall Plans
- Hall Plans ExpoCenter Airport
- Logos and Banner
- Maps of Exhibition Grounds
- Maps of Exhibition Grounds ExpoCenter Airport
- Publications
- Side room plans
- Technical regulations and legal disclaimer

Please follow the link:

http://www.messe-berlin.de/en/ExtraPages/DownloadCenter/

Event
Date

VAT form

Usually goods and services performed in Germany by a business entity are subject to value-added-tax (VAT). If certain conditions are met however, we do not have to charge German VAT to our customers. To enable Messe Berlin GmbH and its subsidiaries to issue invoices without German VAT, please complete the following form.

....
Company (recipient of service) **Legal form**

.....
Street, number

....
Country **Post Code** **City**

....
Phone **Email**

Please mark the appropriate box with an "X"

Business, resident in the European Union

☐ The company qualifies as an entrepreneur in terms of VAT and is established in the EU (sect. 2 German VAT Act, article 9 EC VAT Directive)

The Company is registered with the tax office under the name and address mentioned above. For any services rendered to us by Messe Berlin GmbH and its subsidiaries the following VAT Identification Number shall be used:

.....
Valid VAT Identification Number

Please note that we will verify the VAT ID mentioned via VIES (VAT Information Exchange System) which is provided by European Authorities. If there is a mismatch between your information and the database the VAT ID will be regarded as being invalid.

Business, resident outside the European Union

☐ The company is established outside the European Union. The Company is registered with the tax office under the name and address mentioned above.

For any services rendered by Messe Berlin GmbH and its subsidiaries, please refer to our enclosed tax residency certificate (business certificate, commercial register extract) and the informal English translation.

Please note that Messe Berlin GmbH and its subsidiaries reserve the right to refuse the confirmation provided by the customer, if these documents are not considered as being sufficient to confirm the tax residency of the customer.

We confirm that all services which are ordered and rendered under this agreement will be used for business purposes. The VAT Identification Number / confirmation of tax residency shall be used by Messe Berlin GmbH and its subsidiaries for any services requested under this agreement. We will inform Messe Berlin GmbH or its subsidiaries about any changes in that respect immediately.

This declaration of consent can be withdrawn at any time in written form, which is to be addressed to Messe Berlin GmbH, Abt. Bilanzierung & Steuern, D-14055 Berlin. We are aware that if we are not a registered company or the documentation provided is insufficient (non verification of the enterprise), Messe Berlin GmbH and its subsidiaries will be obliged under the German VAT Law to charge German VAT, in addition to the agreed net amount.

Please stamp and sign:

....
Place, Date **Company stamp, signature**

Parking Space for Exhibitors

Event
Date

Order Form 2020

Ticketing: **Fax: +49(0)30/3038-1432**
Mailingaddress: MB Capital Services GmbH, Ticketing, Thüringerallee 12A, 14052 Berlin, Germany
For queries: **E-Mail:** kartenservice@mb-capital-services.de

We would be pleased to provide you an offer for your event.

Sitings of Containers/Vehicles

Event
Date

Hall:	Stand No.:
Exhibitor:	

Order Form 2020

Deadline: 4 weeks prior to the event

Customer Service: **Fax: +49(0)30/3038-1460; Tel.:** +49(0)30/3038-1400**; E-Mail:** fair-service@messe-berlin.de
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin, Germany
For queries: **Phone:** +49(0)30/3038-4081**, E-Mail:** logistics@messe-berlin.de

Vouchers are only issued for the entire duration of the event incl. construction and dismantling.

Duration of Parking:

from ..... to .....

Qty.	Description	Price each	Price total
	Sitings of containers		
.....	**Parking voucher(s) for container, 20“, 2,5 x 6 m** **per day of the event 80.00 EUR/each** **Duration of the event:**	X,xx EUR	..... EUR
	Sitings of commercial vehicles/trailers		
.....	**Parking space for commercial vehicles/trailers** between 2.5 t to 7.5 t max. permitted weight **per day of the even 80.00 EUR/each** **Duration of the event:**	X,xx EUR	..... EUR
.....	**Parking voucher(s) for container, 40“, 2,5 x 12 m**		on request
.....	**Parking space for commercial vehicles/trailers** of more than 7.5 t max. permitted weight		on request

Please note the deposit regulation for access during construction and dismantling period (Traffic coordination for the event will be sent by the Fair Management in advance to the fair).

During the event, without parking vouchers, deliveries to the stands are only possible before opening hours in the morning and after the closing in the evening. (Deposit regulation)

Exhibitor parking space is available at the user’s risk. Limited parking space is available for exhibitors during the exhibition with the area of the Exhibition Grounds. In this connection it should be pointed out that parking is only permitted on the places allotted, so that not to adversely affect the operation of the fair. This is in the interest of all exhibitors and visitors.

Messe Berlin is not liable for damage to persons, property, especially not in case of stolen vehicles.

The mentioned prices are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 100.00 EUR plus VAT will be charged in addition.

Name and address of recipient of invoice: Vat Reg. No.:

Contac for queries: Phone: Telefax :

E-Mail: Order number for the invoice :

Date: Name of the customer (in block letters): Legally binding signature and company stamp:

....

As of: January 2020 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg

Fire Officer for Work with Heat Sources

Event
Date

Location:	
Hall:	**Stand-No.:**
Exhibitor:	

Order Form 2020

Messe Berlin:
Mailing address: Messe Berlin GmbH, Event Service, Messedamm 22, 14055 Berlin, Germany
Technical queries: **E-Mail:** messetechnik@messe-berlin.de

Hot work like welding, cutting, soldering, abrasive cutting and other work involving the use of naked flame or flying sparks are strictly prohibited on all operational and display areas belonging to Messe Berlin.

In exceptional cases and subject to submission of a written request approval may be granted for hot work during the setting up and dismantling of events. For this purpose Messe Berlin will deploy a fire officer, for whom a charge will be made, who will be present to supervise the work from its commencement to its completion and check up afterwards.

Hot work during the event is prohibited. (please see Technical Guidelines, item 4.4.1.10 Hot work)

In exceptional cases and subject to submission of a written request approval may be granted for hot work during the **setting up and dismantling** of events. For this purpose Messe Berlin will deploy a fire officer, for whom a charge will be made, who will be present to supervise the work from its commencement to its completion.

For the work we are planning (see application) and in accordance with the above conditions we hereby apply for the following

Date: ……. Commencement of work …….. a.m./p.m.

Expected completion of work …….. a.m./p.m.

☐ one **fire officer (duty period: at least 4 hours)**

- notification **at least 3 working days** prior to start of work — Flat rate 210.00 EUR
  for each additional hour 50.00 EUR/hr.
- notification **at least 12 hours** prior to start of work — Flat rate 290.00 EUR
  for each additional hour 70.00 EUR/hr.
- notification **less than 12 hours** prior to start of work — Flat rate 410.00 EUR
  for each additional hour 100.00 EUR/hr.

Remark Messe Berlin:

Application received (Date/hour) ……

passed on:

The mentioned prices are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 100.00 EUR plus VAT will be charged in addition.

Name and address of recipient of invoice: VAT Reg. No.

Contact for queries: Phone: Telefax :

E-Mail:

Date:	Name of the customer (in block letters):	Legally binding signature and company stamp:
……	……	.

As of: January 2020 / Subject to alteration/Legal venue and place of jurisdiction is Berlin-Charlottenburg
Please see the valid data protection policy of Messe Berlin GmbH: https://www.messe-berlin.de/en/ExtraPages/DataProtection/

Appendix
B 10

Application for permission

Hot work during setting up and dismantling of events

Messe Berlin

1 MANDATORY INFORMATION TO BE FILLED IN BY THE CONTRACTOR

☐ **Welding** ☐ **Cutting** ☐ **Abrasive cutting** ☐ **Soldering** ☐ **Defrosting** ☐ **Other hot work**

Work site location:	**Proposed timeframe of work:**	**Contractor (company / person):**
Location:	Date:	
Hall no.	From (a.m. / p.m.) ……to……	
Stand no.		Mobile phone no.:

2 SAFETY MEASURES TO BE CARRIED OUT BY THE CONTRACTOR PRIOR TO COMMENCING WORK

Required safety measures within a radius of approx. 10 meters around the work site prior to commencement of work:

The undersigned is responsible for carrying out the safety measures listed above:

X	Removal of all inflammable, movable materials, packaging, fabrics, liquids, gases from danger zone
X	Covering of all fixed, inflammable fabrics and items with non-inflammable materials/fabrics and/or damping with water if necessary
X	Sealing/covering of apertures, joints, cracks in floors, walls or supply pipes and ducts

Name (in block capitals) **Signature of the contractor**

3 APPLICATION SUBMITTED TO EVENT ENGINEERING DEPARTMENT

Permission

Hot work during setting up and dismantling of events

4 APPROVAL BY EVENT ENGINEERING DEPARTMENT

The approval to carry out work involving fire risk: ☐ is granted ☐ is refused

Approval having been granted, the following conditions must be observed under all circumstances :

X	The safety measures referred to above must be checked by the fireguard prior to the commencement of the work
X	A fireguard must be present on site while the work is being carried out
X	Fire safety checks must be carried out by the fireguard on completion of the work

Name (in block capitals) **Signature ES** **Telephone no.**

5 FIREGUARD

5.1 Date, time	☐ Advance notification by telephone to company performing work, informing them whether and when the work may be carried out.
5.2 Commencement of hot work	
Time:	☐ Implementation of the safety measures referred to above prior to commencement of hot work has been checked.
Mobile phone no. of fireguard:	☐ The work may be carried out. ☐ The work may **not** be carried out.
Name / Signature of fireguard representative:	☐ Report by telephone to control and safety centre: + 49 (0)30 -3038 4444
5.3 Conclusion of hot work	
time:	☐ Hot work concluded, checks have been carried out after 30 min. interval.
Signature of **fireguard**:	☐ Report by telephone to control and safety centre: + 49 (0)30 -3038 4444
Signature of **person carrying out work**:	☐ Hot work has been completed.

6 CONTROL AND SAFETY CENTRE

Time/signature:	☐ Security staff have instructed inspection to be carried out, acknowledgment has been received.

Effective: September 2018

Distribution list:	Original: Ausführender	Copy:	Leit- und Sicherheitszentrale Veranstaltungstechnik ES Brandwache CSG AS	Fax: 2808 Fax: 4198 Phone: 030-3038 5866 und 5867 Fax: 1460

Usage of Inflammable Liquids

Event
Date

Hall:	Stand No.:
Exhibitor:	

Order Form 2020

Deadline: 4 weeks prior to event

Messe Berlin
Mailing address: Messe Berlin GmbH, Event Service, Messedamm 22, 14055 Berlin, Germany
Technical queries: **E-Mail:** messetechnik@messe-berlin.de

For approval of using inflammable liquids please fill in the below mentioned questionnaire:

Period of usage: .....

Type of inflammable liquids: .....

Group A ☐ Hazard category A I

☐ Hazard category A II

☐ Hazard category A III

Gruppe B ☐

Type of usage: .....

Daily requirement: ..... l in ..... qty. unbreakable cylinder

Where are the liquids stored on the stand? ..... l in ..... qty. breakable cylinder

.....

Do vapour/air mixtures or waste gases occur during processing? ☐ yes ☐ no

☐ mechanical ventilation ☐ no ventilation

Are fire extinguisher available?

automatic extinguishers ☐ yes ☐ no

portable extinguisher ☐ yes ☐ no

..... qty. with powder / CO_2 filling

By signing the order you acknowledge the stipulated conditions.

Company name and address of recipient of invoice: VAT Reg. No.:

Contact for queries: Phone: Telefax :

E-Mail:

Date:	Name of the customer (in block letters):	Legally binding signature and company stamp:
.....	.....	.....

As of: August 2019 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg
Please see the valid data protection policy of Messe Berlin GmbH: https://www.messe-berlin.de/en/ExtraPages/DataProtection/

Installation of Compressed Gas Cylinders

(Use of propane gas is prohibited)

Event
Date

Hall:	Stand No.:
Exhibitor:	

Order Form 2020

Deadline: 4 weeks prior to the event

Messe Berlin
Mailing address: Messe Berlin GmbH, Event Service, Messedamm 22, 14055 Berlin, Germany
Technical queries: **E-Mail:** messetechnik@messe-berlin.de

For approval of installation of compressed gas cylinders please fill in the below listed questionnaire:

Period of usage: .....

Type of compressed gas used: .....

Type of usage: .....

.....

Location of cylinders on stand: .....

Daily requirements: Number of cylinders: ..... qty.

Contents of cylinders: ..... kg resp. litre

Will the compressed gas be supplied via piping? ☐ yes ☐ no over a distance of ..... m in ..... pipes

Are stop valves installed? automatic/manual ☐ yes ☐ no

Are stop valves marked? ☐ yes ☐ no

Are fire extinguishers available? automatic extinguishers ☐ yes ☐ no

portable extinguishers ☐ yes ☐ no ..... nos. with powder filling/with CO_2 filling

Proof of last pressure test .....

The pertinent instructions for the use of the compressed gas cylinder units are available at the location of the exhibition.

Messe Berlin will schedule the official dates for inspection and will inform the exhibitor accordingly (please see C1 Technical Guidelines, item 5.7).

By signing the order you acknowledge the stipulated conditions.

Company name and address of customer: VAT Reg. No.:

Contact for queries: Phone: Telefax :

E-Mail:

Date:	Name of the customer (in block letters):	Legally binding signature and company stamp:
.....	.....	.....

As of: August 2019 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg
Please see the valid data protection policy of Messe Berlin GmbH: https://www.messe-berlin.de/en/ExtraPages/DataProtection/

Operation of Laser Devices

Event
Date

Hall:	Stand No.:
Exhibitor:	

Order Form 2020

Deadline: 4 weeks prior to event

Messe Berlin
Mailing address: Messe Berlin GmbH, Event Service, Messedamm 22, 14055 Berlin, Germany
Technical queries: **E-Mail:** lasertechnik@messe-berlin.de

In accordance with § 5 Section 1 of the Accident Prevention Regulations „LaserBeams“ (DGUV regulations 11 and 12) we hereby state our intention to operate in the following laser devices(s) of category 3 R, 3 B or 4:

Manufacturer: .....

Designation/Type: .....

Radiated power or energy: .....

Wave length(s): .....

☐ Continuous wave laser

☐ Pulse laser Pulse duration: ..... Pulse repeat frequency: .....

Responsible member of staff: .....

Laser protection official (in accordance with § 6 DGUV regulation 11): .....

Installation site: .....

Date of use: .....

Date/time that approval was issued: .....

Approval given by: .....

Test runs: date/time:: .....

By signing the order you acknowledge the stipulated conditions.

Company name and address of recipient of invoice: VAT Reg. No.:

Contact for queries: Phone: Telefax :

E-Mail:

Date:	Name of the customer (in block letters):	Legally binding signature and company stamp:
.....	.....	.....

As of: August 2019/ Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg
Please see the valid data protection policy of Messe Berlin GmbH: https://www.messe-berlin.de/en/ExtraPages/DataProtection/

Load distribution measures

Timber packing/Underpinning

Event
Date

Event:

_____

Hall:	Stand no.:
Exhibitor:	Stand size (m²)

Registration deadline: 6 weeks before start of construction work

A surcharge of 100% will be invoiced for orders placed during the last 6 weeks before start of construction work.

Mailing address: Messe Berlin GmbH, Event Service, Messedamm 22, 14055 Berlin, Germany

Technical enquiries: **E-mail:** messetechnik@messe-berlin.de orkongresstechnik@messe-berlin.de

The Technical Guidelines of Messe Berlin (TR MB) are mandatory:

The hall floors are raised false floors or solid floors with cable ducts. Some of the hall space is built over basement levels.

Proof must be provided that the loads on the hall floor will not exceed the permitted loads, for example when supports are installed, see Item 3.1. Hall data (TG MB).

The normal, permissible load (live load) of the raised hall floor is:

q_k = **10 kN/m²** or

Q_k = **35 kN** individual load, based on a contact area of ≥ 25/25 cm

a) No special measures are required for individual loads of up to 35 kN/support (contact area ≥ 25/25 cm)

b) For individual loads between > 35 kN/support and approximately 80 kN/support, standard reinforcing underpinning is required between the raised hall floor and the hall ceiling slab or basement level ceiling.

c) For individual loads of > approximately 80 kN/support, larger special underpinning of the raised hall floor is required.

Construction services

..... units of underpinning supports to meet static requirements, 150.00 EUR per unit = ... EUR

As required by 4.2.1 of the Technical Guidelines of Messe Berlin, the following documents have been presented in German and/or English:

- Position of the stand structure on the stand area and relative to the hall plan
- **Plan of supports**, incl. dimensions (position plan of each support on stand area) – reference point: Corner point of stand area
- Calculated *characteristic* individual loads of the supports [F_c in kN] in the plan

Person of contact:

For static load matters:

Name_____ **Tel.:**_____ **E-mail:**_____

Stand construction manager (present on site)

Name_____ **Tel.:**_____ **E-mail:**_____

Prices are quoted **excluding** statutory VAT. By signing the order, you confirm acceptance of the stated conditions.

Please note: Please verify your company's/ client's internal order number for these services.
An additional fee of 100.00 EUR plus VAT will be invoiced for required/requested changes to the original invoice.

Company name and address of recipient of invoice: VAT Reg. No.:

Contact for queries: Phone: Telefax :

E-Mail: Your order number for the invoice:

☐ **We are the exhibitor**. These services will be charged within the final invoice of Messe Berlin GmbH.	☐ We are **only ordering by order** of the exhibitor. (a written confirmation is available)	☐ We are **not the exhibitor**. Services have to be charged to our own address as mentioned above.	Legally binding signature and company stamp:
Date:	Name of the customer (in block letters):		.....

Version of: January 2020 / subject to change without notice / place of jurisdiction and performance: Berlin-Charlottenburg
Please see the valid data protection policy of Messe Berlin GmbH: https://www.messe-berlin.de/en/ExtraPages/DataProtection/

Playing/Performing Music
at Trade Fairs and Exhibition

Registration MES/AUS

As of: August 2019

Fax: **+49(0) 30 212 92 795**
Mailing address: GEMA, KundenCenter, 11506 Berlin, Germany

GEMA Key Account Management Messen

Phone: +49 (0) 30 588 58 999
Fax: +49 (0) 30 212 92 795
E-Mail: kontakt@gema.de

GEMA registration

Please return the completed form (attachment) to GEMA Key Account Management Messen:

kontakt@gema.de

To register without a form, list how music will be played/performed (how often, date, duration, whether music is to be played or performed). GEMA will send you the appropriate forms, and charge you a license fee according to the details you have specified.

GEMA – Playing/performing music protected by copyright

Anybody who makes music available to the general public in Germany is normally automatically a customer of GEMA. In the case of radio and television broadcasters, cinemas or companies who produce audio visual media, the situation is easily understood and clear.

However, all organizers of music to be played/performed in public, and thus exhibitors who intend to play/perform music, or TV broadcasts and/or videos/DVDs at their stand, are also customers of GEMA.

In this context, German copyright law states: “Playing/performing a work is an act which is public whenever it is intended for several persons, unless such a group of persons is specifically delimited and either its members have personal links with each other by way of personal links with the organizer, or they have personal links with each other as such.”

In simpler terms this means that virtually every situation in which one or more persons listen to music together is public. Thus a celebration at a stand also takes place “in public”.

For this reason, registration is required in order to play/perform music protected by copyright. GEMA is obliged to issue such a license. That is to say that after an applicant has handed in his registration in the correct way a license will be issued automatically. The arrival of a bill for fees to be paid is tantamount to approval. If you play/perform music without registering for a license, then on behalf of GEMA we hereby expressly draw your attention to GEMA's right to lodge claims for damages.

If you wish to query the amounts charged by GEMA, as to whether they are fair and reasonable, then you may do so by having either a court or the arbitration tribunal of the German Patent Office review them. However, it should be noted that GEMA does take care to ensure that the fees charged to all concerned are fair and reasonable. On the one hand GEMA is subject to inspections by the state. On the other hand, for virtually every type of fee charged, an agreement exists between GEMA and such bodies who represent the interests of those who play/perform music.

Please note:
According to § 15 and subsequent sections of German copyright law, dated 9.9.1965, GEMA approval is required to publicly play/perform music protected by copyright.

The fees which apply in order to be granted a license to make use of copyright and performance protection rights are scaled according to how music is played/performed and, where applicable, the area of the exhibition stand.
The amounts include all extras charged by the GVL (Collecting Society for Neighbouring Rights) and the VG Wort collecting society.

For Fees and Form follow the link:

https://www.gema.de/musiknutzer/musik-lizenzieren/messestand-messehalle/

QUESTIONNAIRE

GEMA

GEMA
KundenCenter
11506 Berlin

Telefon +49 (0) 30 588 58 999
Fax +49 (0) 30 212 92 795
E-Mail kontakt@gema.de
Internet www.gema.de

Your customer number

Music Use at Trade Fairs

Customer Data

Mr./Mrs./Ms. | Name/Company | First Name

For Companies* | Date of Birth

Address | Postal Code/City

Telephone | Fax | Cellphone

E-mail | Website

Court of Registry | Registration Number

value added tax identification number

Association Membership | Since | Membership Number

* First and last name of the authorized representatives

Contact Person Data

Mr./Mrs./Ms. | First Vame, Last Name | Telephone

Billing Address (if different from above))

Mr./Mrs./Ms. | Name/Company | First Name

Address | Postal Code/City

Trade Fair Data

Name of Trade Fair | Trade Fair Dates (from/to)

Name of Building | Booth Area in Square Meters * m^2

Building Number | Booth Number

Address | Postal Code/City

* Promotion area

Stand 13. 10. 2017

GEMA QUESTIONNAIRE
MUSIC USE AT TRADE FAIRS

Your customer number

Music Use Data

Booth Sound System (Background Music at the trade fair/exhibition stand - no show performances or parties)

☐ Radio ☐ CD player/MP3 player/Music cassette player/PC,Streaming services (or similar device)

Audiovisual Playback

☐ Television broadcasts — Number of Screens

☐ Television broadcasts with large-format screens (>106 cm/42") — Number of Screens

☐ Television broadcasts with monitor wall (>106 cm/42") — Number of Walls

Number of Monitors per Wall

☐ The playback of television programs only includes public broadcaster

☐ Video playback: — Number of Screens

☐ Video playback with large-format projection (>106 cm/42") — Number of Screens

☐ Video playback with monitor wall (>106 cm/42") — Number of Walls

Number of Monitors per Wall

Multimedia Applications

☐ Computer — Total Number

☐ With multimedia applications or other motion picture media (film, etc.): — Number

☐ Only music playback via sequencer, sound cards from programs, or networks (>106 cm/42") — Number

☐ Video/DVD playback with monitor wall (>106 cm/42") — Number

Licensing of Industrial Films and Audiovisual Presentations

☐ There is an existing license for public playback.
If so, please enclose a copy of the certificate.

Show numbers with singers/musicians/dancers (live performance)

☐ Entire duration of the fair

☐ Only on the following days

Date	Number per day	Music playback via
		☐a ☐b ☐c ☐d ☐e
		☐a ☐b ☐c ☐d ☐e
		☐a ☐b ☐c ☐d ☐e
		☐a ☐b ☐c ☐d ☐e
		☐a ☐b ☐c ☐d ☐e

Date	Number per day	Music playback via
		☐a ☐b ☐c ☐d ☐e
		☐a ☐b ☐c ☐d ☐e
		☐a ☐b ☐c ☐d ☐e
		☐a ☐b ☐c ☐d ☐e
		☐a ☐b ☐c ☐d ☐e

a) Musician/singer
b) CD/MP3 player/Music cassette player/PC, or other similar device, with self-made recordings
c) CDs/Music cassettes without self-made recordings
d) Video recorder/DVD player with self-made recordings
e) Video recorder/DVD player without

GEMA QUESTIONNAIRE
MUSIC USE AT TRADE FAIRS

Your customer number

Booth Parties or Other Events
If an event program is available, it is sufficient if you enclose a copy of the event program.

Event Date	**Times** (from - to)	**Type of Event** (e. g., booth party)	**Number of visitors** (geladen/erwartet)	**Music Playback via:**
				☐a ☐b ☐c ☐d ☐e ☐f
				☐a ☐b ☐c ☐d ☐e ☐f
				☐a ☐b ☐c ☐d ☐e ☐f
				☐a ☐b ☐c ☐d ☐e ☐f
				☐a ☐b ☐c ☐d ☐e ☐f
				☐a ☐b ☐c ☐d ☐e ☐f
				☐a ☐b ☐c ☐d ☐e ☐f

a) Musician/singer
b) CD/MP3 player/Music cassette player/ PC, or other similar device, with self-made recordings
c) CDs/Music cassettes without self-made recordings
d) Video recorder/DVD player with self-made recordings
e) Video recorder/DVD player without
f) Playback of television broadcasts

Use of large-format screens/large-format projections (screen size 106 cm/42 inch or more) ☐ Yes ☐ No

Expenses Included for Booth Parties/Events

Expenses for music use (including sales tax)	€
Fees for performing artists (musicians, singers, performers, deejays)	€
Accommodations, catering, etc., for the performing artists	€
Expenses for emcees	€
Technical equipment (stage equipment, e.g., PA and stereo systems, lighting systems, etc.)	€
Miscellaneous expenses for music use	€
Type of miscellaneous expenses	

City

Date

Signature

Test for construction requiring official approval

Event
Date

Event:

_____

Hall:	Stand no.:
Exhibitor:	Stand size (m²)

Registration deadline: 6 weeks before start of construction work

A **surcharge of 100%** will be charged for orders placed during the last 6 weeks before start of construction work.
Mailing address: Messe Berlin GmbH, Event Service, Messedamm 22, 14055 Berlin, Germany
Technical support: **E-mail:** messetechnik@messe-berlin.de or kongresstechnik@messe-berlin.de

As required by the Technical Guidelines of Messe Berlin (TG MB), we hereby apply for temporary approval of the following structure(s) for the duration of the trade fair/event:

- o special structures / special structural solutions, *temporary structures*, components above areas frequented by visitors, grandstands, see Item 4.2.1 TG MB
- o show trucks, see Item 4.2.2 and 4.4.1.2 TG MB
- o display and performance areas, platforms h > 200 mm, stairways, railings, balustrades, see Item 4.6 TG MB
- o outdoor buildings and structures, see Item 4.8 TG MB
- o usage of entire halls or stand areas / event areas (≥ 1,500 m²), emergency exits in the stand area, see Item 4.5.1 TG MB
- o stand structures with two or more storeys, see Items 4.2.1 and 4.9 TG MB

Superstructures on stand areas / upper storey area:

_____m² with stairways _____m² without stairways

Person of contact:

for static load matters:

Name_____ **Tel.:**_____ **E-mail:**_____

Stand construction manager (present on site)

Name_____ **Tel.:**_____ **E-mail:**_____

The following documents have been presented in German and/or English

o documents required acc. to 4.2.1 of the Technical Guidelines of Messe Berlin

The stand installation is not considered to have been approved until Messe Berlin has confirmed this in writing.

The customer / exhibitor will be invoiced for construction approval process costs and any fees incurred:
Messe Berlin will charge **10.00 EUR per m²** stand construction, at minimum **440.00 EUR** for approval of the supplied documents being correct and complete, and for one technical inspection of the construction incl. stairways and parapets.
If the submitted structural analysis has not been checked then Messe Berlin can be requested to carry out a check.
For the test of construction drawings and statical calculation, Messe Berlin will charge **10.00 EUR per m²** of the presented stand construction, at minimum **600.00 EUR**. Additional inspections will be charged with proof of time.

The documents must be signed by the exhibitor (client) and by the person preparing the design/structural engineer!

Prices are quoted **excluding** statutory VAT. By signing the order, you confirm acceptance of the stated conditions.

Please note: **Please verify your company's/ client's internal order number for these services.**
An additional fee of 100.00 EUR plus VAT will be invoiced for required/requested changes to the original invoice.

Name and address of the invoice recipient: VAT ID no.:

Queries should be addressed to: Telephone: Fax:

E-mail: Order number for billing purposes:

☐ **We are an exhibitor** These services will be invoiced in the final invoice by Messe Berlin.	☐ We are only placing the order **on commission of the exhibitor** (Exhibitor's written confirmation has been presented)	☐ We are **not an** exhibitor We will be carrying out the services ourselves (see address above)	Legally binding signature and company stamp:
Date:	Name of person placing the order (in block letters):		.....

Version of: January 2020 / subject to change without notice / place of jurisdiction and performance: Berlin-Charlottenbur

Information regarding the inspection /approval of stand structures (see also Technical Guidelines / TG MB)

Coordination of construction/installation work at the exhibition stands / in the event area

If employees of different companies have to carry out work on the exhibition stand / in the event area at the same time (in particular in the construction/dismantling phase) and if the work involves possible hazards for other employees, the work shall be coordinated by a competent stand construction manager, in accordance with German Occupational Safety and Health Act / Rule 1 of the German Social Accident Insurance (DGUV)

Structural stability

Structures installed for specific events, exhibition stands including installations, special structures and exhibits as well as advertising displays, must be sufficiently stable that they do not adversely affect public safety and order and, in particular, do not endanger life and health.
The exhibitor / customer or the service provider commissioned with carrying out the work (stand construction) is responsible for ensuring the load-bearing capacity and stability of such structures and may be required to furnish the relevant proof.
The stand construction company's or the exhibitor's / customer's appointed "stand construction manager" present on site is responsible for adherence to the Technical Guidelines.

Approval of stand construction plans

Provided that the technical guidelines have been observed in design and construction of the stand / event area, no drawings of single-storey stand structures in the halls need to be submitted for inspection and approval.

If a stand or event area occupies entire halls or large sections of a hall through which public routes / aisles have to pass and/or through which access to emergency exits has to be ensured, the respective stand or event area plans have to be submitted to Messe Berlin for inspection and approval even if they only comprise single-storey structures.
Apart from this, all other stand structures named in the following paragraph are subject to inspection and approval, including *temporary structures*, mobile stands, outdoor structures *(➔ /TG/ 4.8.et seq.)* and special structures.

Inspection of stand structures and intended uses subject to approval

For the inspection and approval of:

- stand structures with two or more storeys, ➔ 4.9
- special structures / structural components, *temporary structures*, structural components above areas open to the public, spectator stands
- enclosed spectator / visitor areas (accommodating more than 200 persons) ➔ 4.4.4
- show trucks ➔ 4.2.2 and 4.4.1.2
- walkways, raised walkways, platforms, stairways, railings, balustrades, ➔ 4.6
- outdoor buildings and structures, ➔ 4.8
- exhibits and special structures placed outside of the stand area
- altered usage of entire halls or larger stand areas / event areas (≥ 1,500 m²), ➔ 4.5.1
- display and performance areas, stages (≥ 200 m²) ➔ 5.9

the following stand construction documents shall be submitted to Messe Berlin as paper copies and as digital pdf files

o for exhibitions / trade fairs: messetechnik@messe-berlin.de

o for conferences / congresses: kongresstechnik@messe-berlin.de

.

The following documents are required in German and/or English **at the latest 6 weeks before start of construction work**:

a) Static stability calculations*) pursuant to German DIN standards (DIN EN), Eurocodes (EC) or technical rules of equal relevance;

*) a verified original document including the relevant examination report must be included (a digital file will not be accepted!).

b) Description of superstructure, site plan;

c) Stand construction drawings to a scale of 1:100 (ground plans, projections, sectional views), construction details to a larger scale

d) Escape and rescue route plan showing the lengths and widths of the rescue routes;

e) Item a) does not apply if a verifiable type approval certificate or a valid inspection and test log in accordance with the *Model Guideline on the Construction and Operation of Temporary Structures* (M-FIBauR – *Muster-Richtlinie über den Bau und Betrieb Fliegender Bauten*) is submitted. Messe Berlin will present submitted valid inspection and test logs to the responsible testing authority which will conduct an on-site approval inspection at the exhibitor's / customer's expense.

In addition to type testing / type approval documents of individual items of technical equipment, e. g. sports and games equipment with mechanical or electrical mechanisms, the following documents should be submitted, in German, for inspection:

- construction and operation descriptions with individualised hazard assessment,
- design drawings,
- stability proof calculations,
- TÜV test certificates and/or approvals

or

- EU conformity declaration in accordance with the *Machinery directive* 2006/42/EC or a performance declaration in accordance with the European construction products regulation *(BauPVO – Bauprodukteverordnung)*.

The stand installation is not considered to have been approved until Messe Berlin has confirmed this in writing.

The exhibitor / customer will be invoiced for costs and fees incurred in the construction approval process as specified in the inspection approval form. For single-storey exhibition stands / stand structures, the area covered by super-structures is calculated as the share of the stand area covered, shaped or dominated by the special structure.
For multi-storey exhibition stands / stand structures, the area covered by super-structures is calculated as the usable, usually accessible upper storey area plus any other part areas of the stand which might also be covered by special stand structures.

If you fail to present a **complete** set of documents which enable a verification of the static stability, Messe Berlin reserves the right to order further measures or impose restrictions. Any costs resulting from such measures shall be borne by the exhibitor / customer.

Hall floors: Raised floor system and cable ducts in the floor

In most exhibition halls, the installed raised floor system covering the complete floor area (in some halls, only over cable ducts in the floor) is designed to bear a maximum point load of up to 40kN (characteristic load imposed on a support or vibration-free wheel load).
Point loads / wheel loads > 35 kN (/TG/ ➔ 3.1) due to the type of stand construction implemented by the exhibitor / customer or the placement of exhibits (wheel / vehicle loads) must be indicated separately and noted in an annotated **scale plan showing the position of the supports** in relation to the boundaries of the stand and **giving details of the loads borne by these supports**. This information must be submitted to Messe Berlin for approval.
Specifications by Messe Berlin regarding possibly required underpinning (order form ➔ *Load distribution measures*) and its installation or corrections are binding for the exhibitor / customer / stand construction company and have to be implemented at his/their expense.

Requirements concerning constructions over stand areas, heights of stand interiors, safety distances

In two-storey structures, interior rooms on the ground floor and the upper storey must have at least 2.30 m headroom.

If more than 30 m² of the stand area is covered by a closed ceiling or a water-proof material, a sprinkler system has to be installed below this ceiling.

Stand boundary partitions

The customer / exhibitor is required to provide a clean, white surface on the back of its stand boundary partitions facing the adjacent stand, without advertisements and up to the full height of the partition (even if it **exceeds 2.5 m**).

Unapproved stand structures – barring use

Stand constructions that have not been approved or do not conform to the Technical Guidelines or to statutory requirements may have to be modified or removed. Messe Berlin can prohibit the actual use of the stand until approval-relevant documents have been presented. Furthermore, Messe Berlin can order work to be discontinued if statutory requirements or the technical guidelines are violated.

Apart from this, Messe Berlin is entitled at any time to carry out necessary safety measures in the context of its duty to implement safety precautions, and shall invoice the exhibitor / customer for these measures. Claims by the exhibitor / customer against Messe Berlin are excluded in the above cases.

Working with angle grinders / working with open flames

Welding, flame-cutting, soldering, abrasive grinding and cutting and other hot work involving open flames or producing sparks is generally prohibited on all exhibition and event areas of Messe Berlin.

In exceptional cases and subject to written request, approval may be granted for hot work during the setting up and dismantling period of exhibitions and events. For this purpose, Messe Berlin will deploy a ***fire officer for hot work*** (➔ order form) equipped with suitable fire extinguishing equipment and who will supervise the work on site from commencement up to conclusion of the works, and will charge this service to the exhibitor / customer.
Hot work during the event is prohibited.

Prohibition of equipment operation

Messe Berlin GmbH is also entitled, at any time, to prohibit the use of machinery, apparatus and appliances if, in its opinion, there is good reason for assuming that such operation might cause personal injury or damage to property.

HRG Amtsgericht Charlottenburg 92 HRB 5484
Management: Dr. Christian Göke (CEO), Dirk Hoffmann (CFO)
VAT ID no.: DE 136629714, Tax no.: 27/088/31501

Use of Pyrotechnics

Event
Date

Hall:	Stand No.:
Exhibitor:	

Order Form 2020

Deadline: 4 weeks prior to event

Messe Berlin
Mailing address: Messe Berlin GmbH, Event Service, Messedamm 22, 14055 Berlin, Germany
Technical queries: **E-Mail**: pyrotechnik@messe-berlin.de

1. **Person(s)** responsible for letting off the spezial effects: .....
   Name and address: .....
   No. and date of the approval issued in accordance with § 7 SprengG: .....
   No. and date of certificate of competency in accordance with § 20 SprengG: .....
   Name and address: .....
   Issuing authority: .....
2. **Date and time** at which the special effects are to be let off: .....
3. **Place** (Hall/room/site): .....
   Occasion: .....
   Organizer: .....
   We wish to arrange an appointment for a demonstration of the intended special effects, for technical safety purposes on: ..... at: ..... a.m./p.m., because by this time the work of setting up should be sufficiently advanced to allow a realistic demonstration.
   If you do not consider such a demonstration necessary, please notify using writing.
4. Documents to be submitted: Shooting plan (Quantity / article no., caliber, launch angle, category), plan of mounting surface is to include accurate measurements to buildings and visitors, proof of **valid Insurance Certificate** must include coverage for displaying pyrotechnics.
5. General notification: Booking fire fighters (subject to charge) is mandatory.
   Please provide approval of the authorities / LaGetSi before displaying fireworks.
   Bombs calibre >65 mm, effects of loud disassembly / flash bang and whistle sounds are prohibited.

The organizer is required to make the following safety arrangements:

- ☒ a minimum of .....2..... fire extinguisher
- ☐ a team of firefighters commensurate with the size of the event
- ☐ maintenance of clear emergency exits and free access for the fire brigade

By signing the order you acknowledge the stipulated conditions.

Company name and address of recipient of invoice: VAT Reg. No.:

Contact for queries: Phone: Telefax :

E-Mail:

Date:	Name of the customer (in block letters):	Legally binding signature and company stamp:
.....	.....	.....

As of: August 2019/Subject to alteration/Legal venue and place of jurisdiction is Berlin-Charlottenburg
Please see the valid data protection policy of Messe Berlin GmbH: https://www.messe-berlin.de/en/ExtraPages/DataProtection/

Shows and Events
during opening hours of the fair

Event
Date

Hall:	Stand No.:
Exhibitor:	

Registration 2020

Customer Service: **Fax: +49(0)30-3038-1460; Phone:** +49(0)30/3038-1400**; E-Mail:** fair-service@messe-berlin.de
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin, Germany
For queries: **Phone:** +49(0)30/3038-4091; **e-mail:** logistics@messe-berlin.de

Please note that events in the evening require registration. Events can take place at the stand from 9:30 a.m. to 10:00 p.m.

We are planning the following events during the fair::

Date: ..... Time from: ..... to: .....

Title/type of event: .....
.....

Participants: .....

Planned number of persons: .....

Place of event**:** .....

Please send us an offer for the following services on the occasion of our planned event:

☐ Guards for the event ☐ Medical service ☐ Miscellaneous:
☐ Wardrobe/Staff ☐ Cordon posts/exclusion zone/walls .....
☐ Toilet supervision ☐ Taxi dispatcher ☐ Catering service

Our person in charge for the event:

Name: ..... Telephone: ..... E-Mail: .....

(For musical performances please see application form “Playing/performing music at trade shows” – GEMA)

Remark:

Guests who enter the fairground before 6. p.m. need an **entrance ticket**. **After 6 p.m.** they need **a written invitation** of the inviting exhibitor. **Otherwise the security will not permit them to enter.** The event may only take place within the areas specifically allocated for the purpose. If you rearrange furniture you must ensure that the emergency exits are not obstructed and that they remain clear at all times. Companies contracted by the organizers, i.e. catering companies, musicians, beverage vendors etc. are also required to observe these instructions.

By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 100.00 EUR plus VAT will be charged in addition.

Name and address of recipient of invoice: Vat Reg. No.:

Contact: for queries: Phone: Telefax :

E-Mail: Purchase number for the invoice:

Date: Name of the customer (in block letters): Legally binding signature and company stamp:

....

As of: January 2020/Subject to alteration/Legal venue and place of jurisdiction is Berlin-Charlottenburg
Please see the valid data protection policy of Messe Berlin GmbH: https://www.messe-berlin.de/en/ExtraPages/DataProtection/

IMPORTANT !

TO AVOID SURCHARGES

FOR SHORT-TERM ORDERS

(20 % TO 30 %)

WE KINDLY ASK TO PAY ATTENTION

TO THE APPLICATION DEADLINES

IN THE ORDER FORMS

Compressed Air Installation

Event
Date

Hall:	Stand No.:
Exhibitor:	

Order Form 2020

Deadline: 4 weeks prior to the event

Orders which are placed within the last 4 weeks prior to the event are **subject to a 20% surcharge**.

Customer Service: **Fax: +49(0)30/3038-1460; Phone: +49(0)30/3038-1400; E-Mail:** fair-service@messe-berlin.de
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin, Germany
Technical queries: **Phone: +49(0)30/3038-5771** or +49(0)172/3014922, **E-Mail**: wieneke@messe-berlin.de

Qty.	Order No.	Description	Price each	Price total
		Main connection (10 bar) The quality of the compressed air at the transfer point from the compressor station to the Messe Berlin pipeline network meets the following classification in accordance with DIN ISO 8573-1: **Oil content:** Class 1 = max. oil concentration 0,01 mg/m³; **Solid matter content:** Class 1 = max. particle size 0,1 mg/m³; **Water content:** Class 4 = dew point under compression < +3 ºC Installation of compressed air line to connection point on the stand, incl. non-return valve (not including any additional distribution within the stand area)		
…….	5086315	Main connection up to 300 l/min (incl. connection on the stand)	617.00 EUR	……..... EUR
…….	5086316	Main connection up to 600 l/min (incl. connection on the stand)	1.204.00 EUR	……..... EUR
…….	5086317	Main connection up to 1 500 l/min (incl. connection on the stand)	1.771.00 EUR	……..... EUR
…….	5086318	Main connection up to 2 500 l/min (incl. connection on the stand)	2.148.00 EUR	……..... EUR
		Additional work according to expense and time		
…….	5086320	Compressed Air line up to 9 mm ø, per runn. m.	5.04 EUR	……..... EUR
…….	5086321	Compressed Air line up to 19 mm ø, per runn. m..	7.77 EUR	……..... EUR
…….	5086322	Compressed Air line up to 50 mm ø, per runn. m..	14.10 EUR	……..... EUR
		Compressed air regulator (for hire) Installation, maintenance and removal of regulator incl manometer for unloading presure 0,5 to 10 bar		
…….	5086388	Regulator up to 300 l/min.	37.10 EUR	……..... EUR
…….	5086329	Regulator up to 600 l/min.	49.80 EUR	……..... EUR
…….	5086330	Regulator up to 2 500 l/min.	62.30 EUR	……..... EUR
…….	5082263	Branch (each)	29.70 EUR	……..... EUR

Compressed Air installations can be provided on the open-air grounds but, therefore, individual arrangements must be made in each case if installations are required on the open-air grounds.
Please enclose a sketch for disposition of the ordered installation. Please indicate the position of your stand on the sketch (aisles, adjacent stands). The exhibitor will be charged for additional charges for necessary alterations due to missing sketches.

The mentioned prices are **subject to** statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 100.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax:

E-Mail: Your order number for the invoice:

☐ **We are the exhibitor**. These services will be charged within the final invoice of Messe Berlin GmbH.	☐ We are **only ordering by order** of the exhibitor. (a written confirmation is available)	☐ **We are not the exhibitor**. Services have to be charged to our own address as mentioned above.	Legally binding signature and company stamp:
Date:	Name of the customer (in block letters):		.....

Please see the valid data protection policy of Messe Berlin GmbH: https://www.messe-berlin.de/en/ExtraPages/DataProtection/

Installation Guide Compressed Air

Event
Date

Hall:	Stand-No.:
Exhibitor:	

Fax: +49(0)30/3038-1460

Exact details avoid the need for further enquiries, save time and trouble and ensure punctual execution. **Space for sketch for disposition of technical installations required as listed overleaf.**

Please indicate the position of your stand on the sketch (aisles, adjacent stands)

General Guidelines for Installations (Water, compressed air, vapour extractors)

All orders for assembly or hire equipment must be in writing. For installation work with proof of work the following hourly rates will be charged (plus surcharge in force of tariffs): Plumber: 47.90 EUR/h

If an order is placed by a hirer after the application deadline of which he has been notified, the installation company provides no guarantees that delivery and assembly can be made in time or in full. If the work can still be carried out in such cases, the order is subject to a 20 % surcharge for the additional costs involved.
The entire material is hired and remains the property of the installation company. The hirer is liable for damage or loss to the items hired, including any such damage or loss due to force majeure, even if such damage or loss has been caused by third parties. Liability commences with the delivery of the items to the stand, and ceases with their collection by us, even if the exhibitor has already left the stand.
In the absence of any stand personnel when delivering the ordered services, they will be considered to have correctly fullfilled when installed on the stand.
The installation company is not obliged to check the credentials of the personnel on the stand when excecuting the assembly work.
Any complaints regarding the fulfilment of the services ordered should be made to Messe Berlin on the same day, in writing. Complaints made at a later date will be excluded. An obligation exists to rectify justifiable complains. Cancellation of the contract or a reduction in the remuneration are only possible if the rectification of the complaint is unsuccessful.
The exhibitor will be charged with additional charges for necessary alterations due to missing sketches.
The legal venue and place of jurisdiction is Berlin-Charlottenburg.

Messe Berlin GmbH, Messedamm 22, 14055 Berlin, Germany
Commercial Register: HRG Amtsgericht Charlottenburg 92 HRB 5484
Board of Management: Dr. Christian Göke (CEO), Dirk Hoffmann
VAT Id No. DE 136629714, Tax No.27/088/31501

Extractor Hoods and Vapour Extractors

Event
Date

Hall:	Stand No.:
Exhibitor:	

Order Form 2020

Deadline: 4 weeks prior to the event

Orders which are placed within the last 4 weeks prior to the event are **subject to a 20% surcharge**.

Customer Service: **Fax: +49(0)30/3038-1460; Phone: +49(0)30/3038-1400; E-Mail:** fair-service@messe-berlin.de
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin, Germany
Technical queries: **Phone: +49(0)30/3038-5771** or +49(0)172/3014922, **E-Mail**: wieneke@messe-berlin.de

Qty.	Order No.	Description	Price each	Price total
		Extractor hood available for hire Dimensions to be agreed up to 2 500 x 1 000 x 500 mm		
.....	82218	**Extractor hood for hire**	2,035.00 EUR	……..... EUR
		Due to the special structural conditions in Halls 8.1, 9b, 10.1, 11.1, 13, 14.1, 14.2, 15.1, 15.2, 16 + 25, the installations of extractor hoods is only possible following prior consultation. Quotes available on request.		
.....		**Connection/Installation of exhibitor's own hood**		Quote available on request

Please enclose a sketch for disposition of the ordered installation. Please indicate the position of your stand on the sketch (aisles, adjacent stands). The exhibitor will be charged for additional charges for necessary alterations due to missing sketches.

The mentioned prices are **subject to** statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 100.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax:

E-Mail: Your order number for the invoice:

☐ **We are the exhibitor**. These services will be charged within the final invoice of Messe Berlin GmbH.	☐ We are **only ordering by order** of the exhibitor. (a written confirmation is available)	☐ **We are not the exhibitor**. Services have to be charged to our own address as mentioned above..	Legally binding signature and company stamp
Date:	Name of the customer (in block letters):		.....

As of: January 2020 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg
Please see the valid data protection policy of Messe Berlin GmbH: https://www.messe-berlin.de/en/ExtraPages/DataProtection/

../page 2/Installation Guide Extractor hoods

Installation Guide Extractor Hoods

Event
Date

Hall:	Stand-No.:
Exhibitor:	

Fax: +49(0)30/3038-1460

Exact details avoid the need for further enquiries, save time and trouble and ensure punctual execution. **Space for sketch for disposition of technical installations required as listed overleaf.**

Please indicate the position of your stand on the sketch (aisles, adjacent stands)

General Guidelines for Installations (Water, compressed air, vapour extractors)

All orders for assembly or hire equipment must be in writing. For installation work with proof of work the following hourly rates will be charged (plus surcharge in force of tariffs): Foreman: Plumber: 47.90 EUR/h

If an order is placed by a hirer after the application deadline of which he has been notified, the installation company provides no guarantees that delivery and assembly can be made in time or in full. If the work can still be carried out in such cases, the order is subject to a 20 % surcharge for the additional costs involved.
The entire material is hired and remains the property of the installation company. The hirer is liable for damage or loss to the items hired, including any such damage or loss due to force majeure, even if such damage or loss has been caused by third parties. Liability commences with the delivery of the items to the stand, and ceases with their collection by us, even if the exhibitor has already left the stand.
In the absence of any stand personnel when delivering the ordered services, they will be considered to have correctly fullfilled when installed on the stand.
The installation company is not obliged to check the credentials of the personnel on the stand when excecuting the assembly work.
Any complaints regarding the fulfilment of the services ordered should be made to Messe Berlin on the same day, in writing. Complaints made at a later date will be excluded. An obligation exists to rectify justifiable complains. Cancellation of the contract or a reduction in the remuneration are only possible if the rectification of the complaint is unsuccessful.
The exhibitor will be charged with additional charges for necessary alterations due to missing sketches.
The legal venue and place of jurisdiction is Berlin-Charlottenburg.

Messe Berlin GmbH, Messedamm 22, 14055 Berlin, Germany
Commercial Register: HRG Amtsgericht Charlottenburg 92 HRB 5484
Board of Management: Dr. Christian Göke (CEO), Dirk Hoffmann
VAT Reg. No. DE 136629714, Tax No. 27/088/31501

Electrical Installations

Event
Date

Hall:	Stand No.:
Exhibitor:	

Order Form 2020

Deadline: 4 weeks prior to the event *)

***)** For advanced construction the deadline is **1 week prior to the individual construction period.**

Orders which are placed within the last 4 weeks prior to the event are subject to a 20% surcharge.

Customer Service: **Fax: +49(0)30/3038-1460; Phone: +49(0)30/3038-1400; E-Mail:** fair-service@messe-berlin.de
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin, Germany
Technical queries: **Exhibition Grounds Phone: +49(0)30/3038-5807/-5874**,
E-Mail: ulrich.lerch@electronicagroup.de

Basic Electrical Installation 230/400 V, installation on site accord. to VDE 0100

Qty.	Order No.	Description		Price each	Price total
.....	5081840	**3,3 kW/16 A AC with neutral conductor 230 V** incl. distribution and 1 socket + 1 socket for night current (max. 1,1 kW for **1 fridge** only)		201.00 EUR	..... EUR
		3 phase AC 400 V incl. night current (with 1 CEE socket each) (RCD [= Fi protected switch gear] to be provided by the exhibitor)			
.....	5081841	up to 6.5 kW / max. 10 A with CEE 16		215.00 EUR	..... EUR
.....	5081842	up to 11.0 kW / max. 16 A with CEE 16		269.00 EUR	..... EUR
.....	5081843	up to 22.0 kW / max. 32 A with CEE 32		358.00 EUR	..... EUR
.....	5081844	up to 44.0 kW / max. 63 A with CEE 63		670.00 EUR	..... EUR
.....	5090571	**Increase of supply, additional kW** (accord. to standard cut-outs; available for 44 kW))	each	19.50 EUR	..... EUR
		Electrical connections incl. distribution (packages) AC 230/400 V with 1 socket for nightcurrent, RCD [=Fi protected switch gear]			
.....	5095258	up to 6.5 kW (incl. 3 sockets for distribution)		281.00 EUR	..... EUR
.....	5095259	up to 11.0 kW (incl. 4 sockets for distribution)		328.00 EUR	..... EUR
.....	5095260	up to 22.0 kW (incl. 8 sockets for distribution)		501.00 EUR	..... EUR
.....	5095261	up to 44.0 kW (incl. 12 sockets for distribution)		840.00 EUR	..... EUR
.....	5090571	**Increase of supply, additional kW** (accord. to standard cut-outs, available for 44 kW)	each	19.50 EUR	..... EUR
.....	5081849	**Sockets for distribution in addition - incl. safety cut-out B 16**	each	27.00 EUR	..... EUR
.....	5082017	**Ground connection**		29.00 EUR	..... EUR
		Electrical parts for hire (in addition to basic installation)			
.....	5082018	Ceekon socket 5 pole/16 A		55.90 EUR	..... EUR
.....	5082019	Ceekon socket 5 pole/32 A		77.30 EUR	..... EUR
.....	5082020	Ceekon socket 5 pole/63 A		129.00 EUR	..... EUR
.....	5082037	Ceekon socket 5 pole/125 A		169.00 EUR	..... EUR
.....	5082038	Spot mounted on arm, low voltage 50 Watt		49.00 EUR	..... EUR
.....	5082077	Spot mounted on arm		36.00 EUR	..... EUR
.....	5082097	Ground floor socket incl. installation		68.00 EUR	..... EUR
.....	5082098	Ceiling connection, 2 kW *)		184.00 EUR	..... EUR
.....	5082099	Halogen projector lamp, 500 Watt		67.50 EUR	..... EUR
.....	5082100	Halogen projector lamp, 1000 Watt		117.00 EUR	..... EUR
.....	5082101	Halogen projector lamp, 1500 Watt		134.00 EUR	..... EUR
.....	5082102	Halogen projector lamp, 2000 Watt		160.00 EUR	..... EUR
.....	5082104	Suspension of Halogen projector lamp, up to 6.00 m height **)		114.00 EUR	..... EUR
.....	5082117	Suspension of Halogen projector lamp, up to 9.00 m height **)		121.00 EUR	..... EUR
.....	5086219	Potential equalisation, separate *) not in hall 25 + CCB**) not in halls 9, 18, 20 or 25		64.30 EUR	..... EUR
		Additional Services			
.....	5082119	Installation work per hours		46.40 EUR	..... EUR
.....	5082122	Installation of distribution provided up to 11 kW		38.50 EUR	..... EUR
.....	5082123	Installation of distribution provided up to 22 kW		42.00 EUR	..... EUR
.....	5082124	Installation of distribution provided up to 44 kW		49.00 EUR	..... EUR
.....	5082136	Installation of distribution provided for 44 kW and more		56.00 EUR	..... EUR

Electricity supply from the neighbouring stand is not allowed !

..page 2/Installation guide - Electrical Installation

Installation Guide Electrical Installations

Event
Date

Hall:	Stand-No.:
Exhibitor:	

Fax: +49(0)30/3038-1460

Please enclose a sketch for disposition of the ordered installation. Please indicate the position of your stand on the sketch (aisles, adjacent stands). The exhibitor will be charged for additional charges for necessary alterations due to missing sketches.

Electrical installations can be provided on the open-air grounds but, therefore, individual arrangements must be made in each case if installations are required on the open-air grounds.

Exact details avoid the need for further enquiries, save time and trouble and ensure punctual execution. Space for sketch for disposition of technical installations.

The mentioned prices are **subject to** statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 100.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax:

E-Mail: Your order number for the invoice:

☐ **We are the exhibitor**. These services will be charged within the final invoice of Messe Berlin GmbH.	☐ We are **only ordering by order** of the exhibitor. (a written confirmation is available)	☐ **We are not the exhibitor**. Services have to be charged to our own address as mentioned above.	Legally binding signature and company stamp:
Date:	Name of the customer (in block letters):		.....

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Please see the valid data protection policy of Messe Berlin GmbH: https://www.messe-berlin.de/en/ExtraPages/DataProtection/

General Notes to Electrical Installations

If no personnel are present on the stand when delivery is made, the services shall be considered to have been duly provided upon fulfilment of the services or delivery of the hired equipment to the stand.

The service provider / lessor is not required to check the authority of the personnel encountered on the stand when the services are provided or when hired goods are delivered. Any complaints regarding the fulfilment of the services ordered should be made to Messe Berlin on the same day, in writing.

Complaints made at a later date will be excluded. An obligation exists to rectify justifiable complaints. Cancellation of the contract or a reduction in the remuneration are only possible if the rectification of the complaint is unsuccessful.

Legal venue and place of jurisdiction is Berlin-Charlottenburg.

Electrical Installations
Stands on Open Air Grounds

Event
Date

Hall:	Stand No.:
Exhibitor:	

Order Form 2020

Deadline: 4 weeks prior to the event *)

***)** For advanced construction the deadline is **1 week prior to the individual construction period.**

Orders which are placed within the last 4 weeks prior to the event are **subject to a 20% surcharge.**

Customer Service: **Fax: +49(0)30/3038-1460; Phone: +49(0)30/3038-1400; E-Mail:** fair-service@messe-berlin.de
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin, Germany
Technical queries: **Exhibition Grounds: Phone:** +49(0)30/3038-5807/-5874,
E-Mail: ulrich.lerch@electronicagroup.de

Basic Electrical Installation 230/400 V, installation on site accord. to VDE 0100

Qty.	Order No.	Description		Price each	Price total
.....	5094670	**3,3 kW/16 A AC with neutral conductor 230 V** incl. distribution and 1 socket + 1 socket for night current (max. 1,1 kW for **1 fridge** only)		218.00 EUR	..... EUR
		3 phase AC 400 V incl. night current (with 1 CEE socket each) (RCD [= Fi protected switch gear] to be provided by the exhibitor)			
.....	5094696	up to 6.5 kW / max. 10 A with CEE 16		254.00 EUR	..... EUR
.....	5094697	up to 11.0 kW / max. 16 A with CEE 16		320.00 EUR	..... EUR
.....	5094671	up to 22.0 kW / max. 32 A with CEE 32		416.00 EUR	..... EUR
.....	5095257	up to 44.0 kW / max. 63 A with CEE 63		800.00 EUR	..... EUR
.....	5095351	**Increase of supply, additional kW** (accord. to standard cut-outs, available for 44 kW)	each	22.00 EUR	..... EUR
		Electrical connections incl. distribution (packages) AC 230/400 V with 1 socket for nightcurrent, RCD [=Fi protected switch gear], including ground connection			
.....	5095346	up to 6.5 kW (incl. 3 sockets for distribution)		372.00 EUR	..... EUR
.....	5095347	up to 11.0 kW (incl. 4 sockets for distribution)		460.00 EUR	..... EUR
.....	5095348	up to 22.0 kW (incl. 8 sockets for distribution)		690.00 EUR	..... EUR
.....	5095349	up to 44.0 kW (incl. 12 sockets for distribution)		1,204.00 EUR	..... EUR
.....	5095351	**Increase of supply, additional kW** (accord. to standard cut-outs, available for 44 kW)	each	22.00 EUR	..... EUR
.....	5095262	**Sockets for distribution in addition** - incl. safety cut-out B 16	each	31.00 EUR	..... EUR
.....	5095352	**Ground connection**		25.60 EUR	..... EUR

Electricity supply from the neighbouring stand is not allowed !

Please enclose a sketch for disposition of the ordered installation. Please indicate the position of your stand on the sketch (aisles, adjacent stands). The exhibitor will be charged for additional charges for necessary alterations due to missing sketches.

The mentioned prices are **subject to** statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 100.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax:

E-Mail: Your order number for the invoice:

☐ **We are the exhibitor**. These services will be charged within the final invoice of Messe Berlin GmbH.	☐ We are **only ordering by order** of the exhibitor. (a written confirmation is available)	☐ **We are not the exhibitor**. Services have to be charged to our own address as mentioned above.	Legally binding signature and company stamp:
Date:	Name of the customer (in block letters):		.....

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Installation Guide

Event
Date

Hall	Stand No.
Exhibitor	

Fax: +49(0)30/3038-1460

Exact details avoid the need for further enquiries, save time and trouble and ensure punctual execution. **Space for sketch for disposition of technical installations require as listed overleaf.**

Please indicate the position of your stand on the sketch (aisles, adjacent stands)

General notes:
Liability commences with the delivery of the items to the stand, and ceases with their collection by us, even if the exhibitor has already left the stand. If no personnel are present on the stand when delivery is made, the services shall be considered to have been duly provided upon fulfilment of the services or deliver of the hired equipment to the stand. The service provider/lessor is not required to check the authority of the personnel encountered on the stand when the services are provided or when hired goods are delivered.

Any complaints regarding the fulfilment of the services should be made to Messe Berlin on the same day, in writing. Complaints made at a later date will excluded. An obligation exists to rectify justifiable complaints. Cancellation of the contract or a reduction in the remuneration are only possible if the rectification of the complaint is unsuccessful.

Messe Berlin GmbH, Messedamm 22,14055 Berlin, Germany
Commercial Register: HRG Amtsgericht Charlottenburg 92 HRB 5484
Board of Management: Dr. Christian Göke (CEO), Dirk Hoffmann
VAT Reg. No. DE 136629714, Tax No. 27/088/31501

Gas Installation (Natural Gas)

Event
Date

Hall:	Stand No.:
Exhibitor:	

Order Form 2020

Deadline: 4 weeks prior to the event

Orders which are placed within the last 4 weeks prior to the event are **subject to a 20% surcharge**.

Customer Service: **Fax: +49(0)30/3038-1460; Phone: +49(0)30/3038-1400; E-Mail:** fair-service@messe-berlin.de
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin, Germany
Technical queries: **Phone: +49(0)30/3038-5771** or +49(0)172/3014922, **E-Mail**: wieneke@messe-berlin.de

At the present time natural gas with a calorific value of 11,07 kW/m³ is available on the Exhibition Grounds at a static pressure of 20 mbar.

Qty.	Order No.	Description	Price each	Price total
		Main Gas Connection to the Stand (incl. consumption)		
.....	82317	Connection up to 15 kW/H	480.00 EUR	……..... EUR
.....	82337	Connection up to 25 kW/H	542.00 EUR	……..... EUR
.....	82338	Connection up to 55 kW/H	635.00 EUR	……..... EUR
.....	94881	Connection up to 120 kW/H	1,002.00 EUR	……..... EUR
.....	82339	Installation of gas appliances with thermic safety device incl. flexible gas pipe material for hire incl. installation.	88.50 EUR	……..... EUR

If exhibitors supply their own equipment, this must comply with DVGW (Technical and Scientific Association for Gas and Water) installation regulations.

Please note:
Upon request and subject to consultation, cooking equipment may be converted to natural gas or hired for the duration of the event.

Please enclose a sketch for disposition of the ordered installation. Please indicate the position of your stand on the sketch (aisles, adjacent stands). The exhibitor will be charged for additional charges for necessary alterations due to missing sketches.

The mentioned prices are **subject to** statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 100.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax:

E-Mail: Your order number for the invoice:

☐ **We are the exhibitor**. These services will be charged within the final invoice of Messe Berlin GmbH.	☐ We are **only ordering by order** of the exhibitor. (a written confirmation is available)	☐ **We are not the exhibitor**. Services have to be charged to our own address as mentioned above.	Legally binding signature and company stamp:
Date:	Name of the customer (in block letters):		.....

As of: January 2020 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg
Please see the valid data protection policy of Messe Berlin GmbH: https://www.messe-berlin.de/en/ExtraPages/DataProtection/

../page 2 – Installation Guide Gas installations

Page 2
Installation Guide Gas Installations

Event
Date

Hall:	Stand-No.:
Exhibitor:	

Fax: +49(0)30/3038-1460

Exact details avoid the need for further enquiries, save time and trouble and ensure punctual execution.

Space for sketch for disposition of technical installations required as listed overleaf.

Please indicate the position of your stand on the sketch (aisles, adjacent stands)

General Guidelines for Installations (Water, compressed air, vapour extractors)

All orders for assembly or hire equipment must be in writing. For installation work with proof of work the following hourly rates will be charged (plus surcharge in force of tariffs): Plumber: 47.90 EUR/h

If an order is placed by a hirer after the application deadline of which he has been notified, the installation company provides no guarantees that delivery and assembly can be made in time or in full. If the work can still be carried out in such cases, the order is subject to a 20 % surcharge for the additional costs involved.
The entire material is hired and remains the property of the installation company. The hirer is liable for damage or loss to the items hired, including any such damage or loss due to force majeure, even if such damage or loss has been caused by third parties. Liability commences with the delivery of the items to the stand, and ceases with their collection by us, even if the exhibitor has already left the stand.
In the absence of any stand personnel when delivering the ordered services, they will be considered to have correctly fullfilled when installed on the stand.
The installation company is not obliged to check the credentials of the personnel on the stand when excecuting the assembly work.
Any complaints regarding the fulfilment of the services ordered should be made to Messe Berlin on the same day, in writing. Complaints made at a later date will be excluded. An obligation exists to rectify justifiable complains. Cancellation of the contract or a reduction in the remuneration are only possible if the rectification of the complaint is unsuccessful.
The exhibitor will be charged with additional charges for necessary alterations due to missing sketches.
The legal venue and place of jurisdiction is Berlin-Charlottenburg.

Messe Berlin GmbH, Messedamm 22, 14055 Berlin, Germany
Commercial Register: HRG Amtsgericht Charlottenburg 92 HRB 5484
Board of Management: Dr. Christian Göke (CEO), Dirk Hoffmann
VAT Id No. DE 136629714, Tax No. 27/088/31501

Internet connections available on the exhibition grounds

As of: January 2020

A local high-speed data network (LAN) provides users with internet connections on the exhibition grounds.

This LAN connects to the internet via an external line. The maximum available bandwidth depends on the volume of traffic on this external line and on the performance of the entire internet backbone.

Article no.	Description	max. bandwith	max. terminals	IP-address	Special information
Internet access dedicated, bandwidth 10 Megabit/s, max. no. of terminals 10 **Internet connections** are supplied with public IP address. These connections support a direct presence on the web (webcam, web servers etc.) from the exhibition grounds, include unlimited use of VPN connections, bidirectional file transfers and naturally surfing and e-mailing.					
	Internet access dedicated	10 Mbit/s	10	public IP address	
Internet access Business, bandwidth up to 10/20 Megabit/s, max. no. of terminals 10/20 **Internet connections** are supplied with non-public IP address. These connections offer unlimited surfing, e-mailing and file downloads and do **not** support a direct web presence on the internet, neither routers nor proxies, and only limited use of VPN. **Internet connections** are supplied with public IP address. These connections support a direct presence on the web (webcam, web servers etc.) from the exhibition grounds, include unlimited use of VPN connections, bidirectional file transfers and naturally surfing and e-mailing.					
	Internet access Business	Up to 10/20 Mbit/s	10/20	non-public IP address	No router
	Internet access Business	Up to 10/20 Mbit/s	10/20	public IP address	
Wireless LAN internet connection **WLAN internet connections** are supplied with non-public IP address. This method of providing mobile access offers unlimited surfing, e-mailing and file downloads. These connections do not support a direct web presence on the internet, neither routers nor proxies and only limited use of VPN.					
	Wireless LAN Access • WiFi connection for 1 day • WiFi account – for the period of the event • WiFi package – up to 500 users simultaneously	Up to 5 Mbit/s	As specified	non-public IP address	
Advanced Individually designed networks and services to customer specifications.					
	Individually designed network advisory service, planning and provision of an individually designed network (routing, switching etc.) to customer specifications anywhere on the exhibition grounds	Up to 1000 Mbit/s	As specified	As specified	

Cancellation /Express charge for orders/cancellations not in time:

WLAN cancellation charge (after receipt of order confirmation with access data) : 60.00 Euro (plus VAT)

Cancellation charge for wired connections (after installation of cable): 60.00 Euro (plus VAT)

Additional alterations/Installation in the stand: 65.00 Euro (plus VAT)

Express flat : (in case of order 1week before start of the event): 100.00 Euro (plus VAT)

For individual items, e.g. cabling on stand, IP addresses, network devices and installation services, see order form.
For a detailed description of specifications for the above items, see next page

Specifications for internet connections and single components

Internet access dedicated - 10 Mbps

- Bandwidth 10 megabits/sec; access to a public IP address; type of network: Ethernet (LAN); exhibitor stand connected by screened Cat. 5 data cables (3 to 5 metres supplied on hall floor); standard RJ45 plug connections at stand; flatrate

Internet access Business - 10 Mbps

- Bandwidth up to 10 megabits/sec; access to a public IP address or access to a non-public IP address (automatically via DHCP) ; type of network: Ethernet (LAN); exhibitor stand connected by screened Cat. 5 data cables (3 to 5 metres supplied on hall floor); standard RJ45 plug connections at stand; flatrate

Internet access Business - 20 Mbps

- Bandwidth up to 20 megabits/sec; access to a public IP address or access to a non-public IP address (automatically via DHCP) ; type of network: Ethernet (LAN); exhibitor stand connected by screened Cat. 5 data cables (3 to 5 metres supplied on hall floor); standard RJ45 plug connections at stand; flatrate

Single components

Installation LAN router hardware;

- Security router with integrated 4 port switch at internet connection for operating the user's own network; includes installation service (30 mins.) for installing/configuring the router to customer specifications; the router provides the following functions: Firewall, Network Address Translation (NAT. Demilitarized Zone (DMZ), Virtual Private Network (VPN), Dynamic Host Controll (DHCP)

Installation LAN router hardware;

- Security router with integrated 4 port switch at internet connection for operating the user's own network; includes installation service (30 mins.) for installing/configuring the router to customer specifications; the router provides the following functions: Firewall, Network Address Translation (NAT. Demilitarized Zone (DMZ), Virtual Private Network (VPN), Dynamic Host Controll (DHCP)

Installation WLAN router;

- WLAN router with integrated security functions at internet connection for operating the user's own secure network; includes installation service (30 mins.) for installing/configuring the router to customer specifications; the router provides the following functions: Firewall, Network Address Translation (NAT. Demilitarized Zone (DMZ), Virtual Private Network (VPN), Dynamic Host Controll (DHCP)

Installation of LAN router and WLAN router hardware for access with public IP only!

Installation 8 port switch;

- 8 port LAN switch (10/100 Mbps) at internet connection for operating user's own devices; includes installation service (30 mins.)

Installation 16 port switch;

- 16 port LAN switch (10/100 Mbps) at internet connection for operating user's own devices; includes installation service (30 mins.)

Wireless LAN

WLAN-Account/internet connection,
WLAN primary connection; one user account (user name / password); bandwidth up to 5 megabit/sec;

- **for the period of the event**
  a non-public IP address (assigned automatically via DHCP);
- **for 1 day**
  a non-public IP address (assigned automatically via DHCP)

WLAN-Package

- **up to 500 users simultaneously**
  User account (SSID / password); for the period of the event; bandwidth up to 5 megabit/sec; a non-public IP address (assigned automatically via DHCP)

Advanced

Planning, provision, supervision of complete networks
Ranging from basic to complexe networks we can offer the following IT services for your exhibitor stand:

- bandwidths up to 1 000 Megabit/sec at terminal devices
- network devices: switches, router, WLANs and cabling on stand
- network services: VoIP, IPTV
- terminal devices: PCs, laptop and servers

As a rule orders must be placed at least 8 weeks prior to the installation date or at the beginning of the event.

Cancellation / express charges for orders / cancellations not in time:

WLAN cancellation charge (after receipt of order confirmation with access data): 60.00 Euro (plus VAT)

Cancellation charge for cable connected accesses (after installation of cable.): 60.00 EUR (plus VAT)

Additional alterations/Installation in the stand: 65.00 EUR (plus VAT)

Express flat (in case of orders 1 week before start of the event): 100.00 EUR (plus VAT)

Internet Access
Cable-connected

Event
Date

Hall:	Stand No.:
Exhibitor:	

Order Form 2020

Deadline: 4 weeks prior to the event

Orders which are placed within the last 4 weeks prior to the event are **subject to a 20% surcharge**.

Customer Service: **Fax: +49(0)30/3038-1460**
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin, Germany
Technical queries: **Phone: +49(0)30/3038-1400; E-mail:** fair-service@messe-berlin.de

Rental period from …… to …… Installation date: ……..

Please note:
In case the exhibitor wishes to install their own network/terminal devices (WLAN, switches, routers, servers or cables) this needs to be registered with Messe Berlin GmbH in order to prevent disturbances with others. Please fill in the order form "Registration for operating an exhibitor's own WiFi access point at the stand".

Product	Qty.	Description	Price each	Price total
Internet connection Broadband dedicated, fixed bandwidth 10 Megabit/s				
10 Megabit/s	…….	incl. a public IP address, flat rate	1,350.00 EUR	..... EUR
Internet connection Broadband Business, shared medium, bandwidth up to 10 / 20 Megabit/s				
10 Megabit/s	…….	☐ incl. a non-public IP address (DHCP), data volume flat rate	735.00 EUR	..... EUR
		☐ incl. a public IP address, data volume flat rate		
20 Megabit/s	…….	☐ incl. a non-public IP address (DHCP), data volume flat rate	960.00 EUR	..... EUR
		☐ incl. a public IP address, data volume flat rate		
Other items	…….	LAN Router 4-Port, incl. installation (for access with public IP only)	135.00 EUR	..... EUR
	…….	WLAN Router, incl. installation (for access with public IP only)	420.00 EUR	..... EUR
	…….	8-Port-Switch	85.00 EUR	..... EUR
	…….	16-Port-Switch	115.00 EUR	..... EUR
	…….	Additional public IP address	72.00 EUR	..... EUR
	…….	Cat.5 cabling on stand, up to 90 m in length (laid in raised floor)	230.00 EUR	..... EUR
	…….	Cat.5 cabling on stand, up to 20m in length (laid on floor)	68.00 EUR	..... EUR
	…….	Technical Support/IT-Support (per 30 minutes)	85.00 EUR	..... EUR

Cancellation / express charges for orders / cancellations not in time

Cancellation charge for cable-connected accesses (after installation of cable)	60.00 EUR
Additional alterations/Installation in the stand	65.00 EUR
Express flat (in case of orders 1 week before start of the event)	100.00 EUR

In order to be able to supply you with the above items we require a sketch of your stand specifying the exact locations of connections and terminal devices. (Please see next page.)
Internet access can be provided on the open-air grounds but, therefore, individual arrangements must be made in each case if internet access is required on the open-air grounds.

../page 2 / Sketch Internet access

Page 2
Installation Guide Internet Access

Event
Date

Hall:	Stand No.:
Exhibitor:	

Fax: +49(0)30/3038-1460

Please enclose a sketch with the desired locations of the ordered installation. Please indicate the position of your stand in the hall (incl. aisles, adjacent stands) in the sketch. The exhibitor will be charged in case of necessary alterations due to missing sketches.

Exact details can prevent the need for further enquiries, save time and trouble, and ensure punctual execution.

The mentioned prices are **subject to** a statutory Value-Added Tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices, an additional 100.00 EUR plus VAT will be charged.

Company name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax:

E-mail: Order number for the invoice:

☐ **We are the exhibitor**. These services will be charged with the final invoice of Messe Berlin GmbH.	☐ We are **only ordering by order** of the exhibitor. (a written confirmation is available)	☐ **We are not the exhibitor**. Services have to be charged to our own address as mentioned above.	Legally binding signature and company stamp:
Date:	Name of the customer (in block letters):		.....

As of: January 2020/Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg
Please see the valid data protection policy of Messe Berlin GmbH: https://www.messe-berlin.de/en/ExtraPages/DataProtection/

Registration for operating an exhibitor's own WiFi access point at the stand

Event
Date

Hall:	Stand No.:
Exhibitor:	

Registration Form 2020

Deadline: 4 weeks prior to the event

Customer Service: **Fax: +49(0)30/3038-1460**
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin, Germany
Technical queries: **Phone: +49(0)30/3038-1400; E-Mail:** fair-service@messe-berlin.de

In case the exhibitor wishes to install his own network/terminal devices (WLAN, switches, routers, servers or cables) this needs to be coordinated with Messe Berlin in order to prevent disturbances with others.

Messe Berlin explicitly points out that the operation of a customer WiFi network is exclusively at the risk of the exhibitor. Working of WiFi systems is limited by physical conditions therefore Messe Berlin cannot provide any guarantee of interference-free –reception.

Please make sure that the following technical rules are complied with. By complying with these rules, you help to ensure that the WiFi network offers sufficient bandwidth for all users while helping to avoid service disruptions.

1. Please note that only the 2.4 GHz band may be used
2. You are permitted to use channels 1, 6 and 11 in the 2.4 GHz band (802.11 g/n); other channels subject to individual approval.
3. The receive level of your WiFi system may not exceed 80 dBm at the border of the stand.
4. Your SSID has to start with reference to your hall/ stand number
5. Channel bonding is not permitted.
6. It's not allowed to use any other transmitters as WiFi transmitters
7. Please use only one access point per stand.
8. WLAN networks may only be used for the purposes of providing networks on one's own stand. Allowing visitors access to the internet via a public WLAN system (HOTSPOT) is strictly prohibited.

Your detailed specifications:

Type of encryption (e.g.: WPA-PSK, WPA, WPA2-PSK or WPA2):	SSID:
Manufacturer and model of the access point:	Channel:
	Number of clients:

The customer confirms that the information they have provided is correct. In addition, the customer also agrees that Messe Berlin GmbH shall be entitled to block the connection in the event that the information is incomplete or incorrect.
Please see General Terms for Internet access (attached).

Name and address of recipient of company:

Contact for queries: Phone: Telefax:

E-Mail:

Date:	Name of the customer (in block letters):	Legally binding signature and company stamp:
.....	.....	.....

As of: August 2019/Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg
Please see the valid data protection policy of Messe Berlin GmbH: https://www.messe-berlin.de/en/ExtraPages/DataProtection/

Wireless LAN Account

Event
Date

Hall:	Stand No.:
Exhibitor:	

Order Form 2020

Deadline: 4 weeks prior to the event

Orders which are placed within the last 4 weeks prior to the event are **subject to a 20% surcharge**.

Customer Service: **Fax: +49(0)30/3038-1460**
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin, Germany
Technical queries: **Phone: +49(0)30/3038-1400; E-mail:** fair-service@messe-berlin.de

Rental period from …….. to …… Installation date: ……..

Please note:
In case the exhibitor wishes to install their own network/terminal devices (WLAN, switches, routers, servers or cables) this needs to be registered with Messe Berlin GmbH in order to prevent disturbances with others. Please fill in the order form "Registration for operating an exhibitor's own WiFi access point at the stand".

Product	Qty.	Description	Price each	Price total
WiFi - individual account (Roaming within fair grounds)				
	Fixed SSID:	„Premium WiFi Messe Berlin"		
		For one device per account, up to 20 accounts.		
	…….	**WiFi connection for 1 day**	60.00 EUR	…… EUR
	…….	**WiFi individual account (for the period of the event)**		
		• WLAN first account	160.00 EUR	…….. EUR
		• per additional account / 2 - 10 accounts	80.00 EUR	……EUR
		• per additional account / 11 - 20 accounts	40.00 EUR	…….. EUR
		• cancellation fee (after receipt of login data)	60.00 EUR	…….. EUR

WiFi package with fixed SSID (Roaming within fair grounds)

Fixed SSID: „Premium WiFi Messe Berlin"

Required data:

Username: ……

Password : ……..….

☐	**50 Users**	860.00 EUR
☐	**100 Users**	990.00 EUR
☐	**150 Users**	1,110.00 EUR
☐	**200 Users**	1,240.00 EUR
☐	**400 Users**	1,450.00 EUR

Optional:

☐	**Landing Page** **(If no Landing Page is ordered, we will link to the event website).**	
☐	**Support for the period of the event**	630.00 EUR

../page 2 / Sketch Internet access

Page 2
Wireless LAN accounts

Event
Date

Hall:	Stand No.:
Exhibitor:	

WLAN-Package with individual SSID (Local WLAN) incl. support

Required data:

Individual SSID: ……

Password: …… (at least 8 characters, no special characters)

☐	**50 Users**	1,575.00 EUR
☐	**100 Users**	2,100.00 EUR
☐	**200 Users**	2,625.00 EUR
☐	**300 Users**	3,150.00 EUR
☐	**400 Users**	3,675.00 EUR
☐	**500 Users**	4,200.00 EUR
☐	**> 500 Users**	individual offer

Optional:

☐	**Portal page**	600.00 EUR

Attention!
Please note, Wi-Fi is not available on the open-air area.

The mentioned prices are **subject to** a statutory Value-Added Tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices, an additional 100.00 EUR plus VAT will be charged.

Company name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax:

E-mail: Order number for the invoice:

☐ **We are the exhibitor**. These services will be charged with the final invoice of Messe Berlin GmbH.	☐ We are **only ordering by order** of the exhibitor. (a written confirmation is available)	☐ **We are not the exhibitor**. Services have to be charged to our own address as mentioned above.	Legally binding signature and company stamp:
Date:	Name of the customer (in block letters):		
.....	.....		.....

As of: January 2020/Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg
Please see the valid data protection policy of Messe Berlin GmbH: https://www.messe-berlin.de/en/ExtraPages/DataProtection/

General conditions for the use of Internet connections

As of: Aug 2016

General notes

Depending on the site and position of the area around the internet connection, in individual cases the availability of the named products may be subject to restrictions. Supplementary products such as switches, routers, DSL modems and public IP addresses are only of limited availability. If orders for Internet connections are placed within the specified deadline, i.e. 4 weeks prior to the start of the event, the services will be supplied on time without incurring any additional costs. Orders received after the expiry of the deadline may not be available, or may only be available at an increased cost, which will be passed on to the party placing the order. If no personnel are present on the stand when delivery is made, the services shall be considered to have been duly provided upon fulfilment of the services or delivery of the hired equipment to the stand. The service provider/lessor is not required to check the authority of the personnel encountered on the stand when the services are provided or when hired goods are delivered.
Any complaints regarding the fulfilment of the services ordered should be made to Messe Berlin on the same day, in writing. Complaints made at a later date will be excluded. An obligation exists to rectity justitiable complaints. Cancellation of the contract or a reduction in the remuneration are only possible if the rectification of the complaint is unsuccessful.

Notes on LAN/internet lines

Access to the internet is provided by a LAN on the exhibition grounds and a external line to a POP (Point-of-presence: provider's internet Interface). Simultaneous access to the LAN and the extemal line is available to all users on the exhibition grounds. This infrastructure is a shared medium where all network users are able to access the same network components and lines, but must therefore share the bandwidth accessing the internet.
The Internet is a field of wide-ranging responsibilities and Messe Berlin GmbH cannot assume any guarantees regarding end-to-end bandwidth availability. The Messe Berlin GmbH network will be subject to varying levels of utilisation (bandwidth) by its users during exhibitions and congresses. Gateways to various internet providers and web service providers are outside the jursdiction and the responsibility of Messe Berlin GmbH.

Information about operating a WLAN on an internet connection

If intending to use your own WLAN please notify Messe Berlin in writing prior to the event.
Use of a WLAN can interfere with other radio systems. For this reason the Installation of such a WLAN on the Messe Berlin grounds is only permitted subject to the following conditions/stipulations:
The WLAN access points must be modified to avoid causing interference to other radio networks:

- Output adjustment: reduction of the output to a maximum of 30 mWatts
- Channel allocations: use of the free Channel 13 or of the channels made available by Messe Berlin for the respective halls
- Transmission of a fixed SSID containing a reference to the stand and/or company
- The provisions of Orders 89/03 and 35/2002 of BNA concerning the general allocation of frequencies in the case of WLAN radio usage must be comptied with at all times.

WLAN networks may only be used for the purposes of providing networks on one's own stand. Allowing visitors access to the internet via a public WLAN system (HOTSPOT) is strictly prohibited. Infringements of these regulations will result in the immediate withdrawal of approval to use WLAN technology on the Exhibition Grounds and may also result in more far-reaching claims for damages.
The aforementioned provisions must be adhered to under all circumstances. In the event of infringement of these provisions or interference to the in-house WLAN system, Messe Berlin is entitled to require the user to adjust the parameters as necessary and, if there is continued interference, may insist that operations are suspended. Interference resulting from infringements of the afore-mentioned rules can cause considerable expense for Messe Berlin as well as damage to its relationship with users of the in-house WLAN network. Messe Berlin draws attention to the fact that, if interference is caused as a result of infringements to the rules and provisions stated above, it will charge its users accordingly for the additional costs incurred and the costs of any damage.

Special configurations — details to be clarified with Messe Berlin prior to an event

DHCP and DNS

The use of DHCP or DNS services is not permitted because this could impede the correct functioning of the internet connections of fellow exhibitors.
The laying of cables by users themselves, including the installation of active components (hubs, switches, routers or servers) is subject to approval by Messe Berlin GmbH, who must be notified accordingly in all cases. Messe Berlin GmbH reserves the right to close down any self-installations that have not received the necessary approval. In principle we shall only ensure that a functioning LAN/internet line is provided. If computers are not configured to the necessary requirements, then Messe Berlin GmbH shall be able to carry out adjustments (fees will depend on time/labour needed).
If interference within the network is proved to be due to a faulty configuration (PC, notebook, router, proxy etc.), then we may carry out adjustments/make configuration changes at your expense, and if necessary disable the systems/devices in question.

VPN solution

Due to the existence of different VPN technologies not every type of VPN operation can be guaranteed if used with NON-public IP addresses. If one's own VPN installation is being used Messe Berlin GmbH advises that products with official IP addresses should be ordered and used.

Two functional alternatives for internet access/operation:

For normal use, an IP address range which enables you to use all internet services and applications on your PC or notebook will be supplied. However this does **not** allow access to your system from the internet.
You will receive a non-public IP address. Internet access will be provided by means of a NAT (Network Address Translation).
You will require an official IP address in order to be accessible on the internet or to enable the following services to be provided:

- video-conferencing
- streaming
- router or proxy

(See order form, Product INT_E1 — Internet Premium)

Product availability:

Messe Berlin GmbH shall only be able to supply the products listed on condition that the relevant service(s) and the necessary technical facilities are available at the requested location (stand or hall).
In case of an application for LAN/internet lines services being made at least 4 weeks prior the event, these services will be provided on time and free of extra-charge. In case of applications which arrive after this date, providing these services will require additional time/labour. Depending on when the application is received, additional costs for express Installation work will be incurred and subsequently billed.

Rental period

Orders for connections, lines and services should be made using the appropriate form, which should be returned by the specified 4 week deadline. Orders received after this deadline will be dealt with on a first come first served basis and are subject to a surcharge of 20 %. Services and equipment will then only be provided according to the number of call numbers/ lines available.
All the necessary connections will be provided exclusively by Messe Berlin GmbH. The communication equipment and installation are provided on a rental basis. The rental period extends from the time the facilities begin operating until they are disconnected. Cancellation of connections that have already been registered should be made in writing no later than 4 weeks prior to the start of the event (date of postmark). A cancellation fee is payable for cancellations made after this time.

Responsibility for Installing cables

Cable installation work for all communications equipment outside the rented stands may only be carried out by Messe Berlin GmbH or its appointed subcontractors.

Approval of equipment

All equipment that is to be connected must comply with the Telecommunications Approval Regulations and must be approved by the official authority "Bundesnetzagentur für Elektrizität, Gas, Telekommunikation, Post und Eisenbahnen" (BNA). In the absence of such approval the applicant's connections will be terminated at his own expense.

Liability

1. Subject to the following provisions (Sections 2 to 8) Messe Berlin - irrespective of the legal grounds - will only be liable for damage or injury caused as a result of its own gross negligence or that of its legal representatives.
2. If the damage or injury is due to the gross negligence of other persons employed by Messe Berlin, the latter's liability towards individual users will be timited to 12,500 EUROs, and liability towards the users in their entirety shall not exceed 5 000 000 EUROs for each event causing damage or injury. If the multiple damages, due to the same event, exceed the stipulated maximum figure, the amount of damages payable shall be reduced in accordance with the ratio of the total clams for damages to the maximum figure.
3. Messe Berlin shall be liable for infringement of substantial contractual obligations, according to the merits of the particular case. Contractual obligations shall be considered to be substantial if compliance with them is of particular importance in fulfilling the purpose of the agreement (cardinal Obligation). In the case of an infringement of a cardinal obligation the amount of liability shall be limited in accordance with Item `Liability", Number 2.
4. The limitations on liability in accordance with Nos. 1 to 3 do not apply to the assumption of a guarantee in accordance with § 276 Section 1 BGB in cases in which warranted characteristics are lacking, to liability under the terms of the Product Liability Law, or to liability in the case of loss of life, physical injury or impaired health. The assumption of a guarantee or of the risks pertaining to the condition of an item in accordance with § 276 Section 1 BGB is only agreed if this has been expressly indicated as such by Messe Berlin GmbH and forms the subject of a written declaration.
5. Messe Berlin GmbH is not liable for damage which could have been avoided had the user saved the data in good time. Messe Berlin's liability, irrespective of responsibility, for initial defects in the rented items (guarantee liability) is excluded.
6. Exhibitors shall be liable in accordance with the statutory provisions. Exhibitors are advised to take out suitable insurance. More details can be found in the exhibitors' service folder. In the case of equipment that has been misplaced or destroyed, lessees shall be required to pay the manufacturer's list price at the time the item is replaced, and in cases of damage the cost of the repair plus 10 % to cover additional expenses shall be payable.
7. Messe Berlin accepts no liability for damage or injury resulting from force majeure or from unforeseen, temporary conditions which are outside the control of Messe Berlin, and in particular which are due to official directives, the breakdown of communications networks, strikes or lockouts.
8. The rules concerning liability also apply to the personal liability of legal representatives, staff and other persons employed to carry out work or fulfil obligations.

Security and data security

Data will be transferred in uncoded form between the users' terminals and the internet using a local area network (LAN) in place on the Exhibition Grounds. Consequently it may be possible for third parties to view personal data. Messe Berlin GmbH does NOT undertake protective measures within the scope of the LAN, such as the use of firewalls, encoding and virus scanners.
Users must undertake suitable measures of their own, for which they are themselves responsible, to protect against data theft, attack by viruses or worms, or unauthorised access to the system. Suitable state of the art measures consist, for example, of:

- adequate password protection for the operating system
- the use of current security patches for the operating systems
- virus scanners with a current virus database
- firewalls (hardware or software)
- the use of VPN and SSL connections

Any claims for damages resulting from the use of an unprotected computer system are excluded, provided that the event causing the damage is not the result of wilful intent or gross negligence on the part of Messe Berlin GmbH.
Use of the internet, which accessible to the public, shall be at the user's own risk. The user is solely responsible for any damage to his hardware or software, and for loss of data or other forms of loss which can be traced back to his use of these services, provided that the event causing the damage is not due to wilful intent or gross negligence on the part of Messe Berlin.
Steps must be taken to ensure that any terminals which are connected cannot adversely affect operation of the LAN or the internet.
The user is required to check that his hardware is provided with up-to-date security patches or to activate the security settings for his system as recommended by the manufacturers, as well as ensuring that other security systems and devices (firewall, anti-virus protection etc.) are used. In this respect the latest manufacturers' recommendations regarding security and service levels must be observed. The user is liable for damages resulting from infringements of these security obligations.
Messe Berlin reserves the riht to disconnect ports and sockets or even entire terminals if the connected equipment jeopardises the interference-free operation of the platform. As a rule such action will be taken 30 minutes after the order is given by telephone to eliminate the fault or the interference. If an acute risk to the operational capabilities of the internet platform exists, disconnection may take place without any prior announcement.

General conditions for the use of internet connection WLAN

As of: Aug 2016

1. Subject

The following provisions govern the use of the WLAN (Wireless Local Area Network) service of Messe Berlin GmbH (hereinafter referred to as "Messe Berlin"). Messe Berlin offers this service under the term "Messe Berlin WLAN". Terms and conditions that differ from those stated here are not applicable, even if Messe Berlin does not explicitly deny their validity.

2.1 Services provided by Messe Berlin/service description

Messe Berlin offers users pay access to the Internet via WLAN at selected locations and within the scope of technical and operational capabilities. WLAN is a wireless technology for data transmission. The network can achieve net bit rates of 5– 6 Mbits/sec. These bit rates represent the maximum value and can vary depending on the level of system utilization. There is no guarantee of a minimum bit rate. The frequency range used for the WLAN is not subject to a licence and is also used for other purposes (e.g. Bluetooth) and consequently no guarantees can be given regarding freedom from interference or the minimum quality of radio transmissions.

2.2 The coverage of the Messe Berlin WLAN system is limited to the halls of the exhibition grounds. Coverage in other specially marked areas of Messe Berlin is a fee-based service provided by T-Mobile Deutschland GmbH and is not covered by this agreement.

Due to the current state of WLAN technology, complete coverage of all areas cannot be guaranteed. Messe Berlin endeavors to provide the most complete coverage possible within the scope of what is technically and operationally feasible.

2.3 Users may gain WLAN access to the internet using a WLAN-enabled terminal
(WiFi Standard) operating in accordance with the IEEE 802.11b/g/n standard. The provisions of Orders 89/03 and 35/2002 of RegTP concerning the general allocation of frequencies in the case of WLAN radio usage must be complied with. **Allowing visitors access to the internet via a public WLAN system (HOTSPOT) is strictly prohibited.** Infringements of these regulations will result in the immediate withdrawal of approval to use WLAN technology on the Exhibition Grounds and may also result in more far-reaching claims for damages.

2.4 The services described in Section 2.1 can be utilized for the fees listed in the currently valid exhibitor service folder.

2.5 The access points provide access to the Internet. Communication between clients through a single access point or between two access points is not possible.

2.6 Roaming between the access points is only possible within the exhibition hall.

3. User duties and obligations

3.1 When applying for WLAN access, users are obliged to provide complete and accurate information.

3.2 Users are solely responsible for the security and secrecy of the login information assigned to them. This includes the SSID, user name and password combination.

4. Complaints

Complaints concerning the ordered services are to be submitted in written form to the following address: MB Capital Services GmbH, Thü ringer Allee 12/12A, 14052 Berlin, Germany. Complaints filed at a later date will be excluded. Messe Berlin is obliged and entitled to subsequent improvement. Rescission of the contract or abatement of the purchase price is admissible if subsequent improvement fails.

5. Duration

5.1 Users are provided access for the duration according to the customer order.

5.2 Messe Berlin reserves the right to disable an existing WLAN connection if the user violates the terms of this agreement or other legal restrictions. After access has been disabled, Messe Berlin reserves the right to claim full payment for the initiated access period.

6. Security and System Integrity

6.1 The data transmitted between the users' laptop/PDA and Messe Berlin access points is unencrypted. Hence, it may be possible for third parties to access data transmitted from laptops/PDAs using the Messe Berlin WLAN. Messe Berlin does NOT guarantee security for data transmission within the WLAN.

6.2 Ensuring the security of this data is the responsibility of the users themselves(e.g. VPN Client or SSL encoding). Finally, any liability on the part of Messe Berlin is regulated by the terms of Item 7.

6.3 Use of the internet, which accessible to the public, shall be at the user's own risk. Unless Messe Berlin is liable under the terms of Item 7, users themselves shall bear responsibility for damage attributable to use of the WLAN service, and especially for damage to their hardware or software, or for damage due to loss of data.

6.4 Messe Berlin will provide the user with **transparent** internet connections. Steps must be taken to ensure that any terminals which are connected cannot negatively affect operation of the internet platform.

The user is required to check that his hardware is provided with up-to-date security patches or to activate the security settings for his system as recommended by the manufacturers, as well as ensuring that other security systems and devices (firewall, anti-virus protection etc.) are used. In this respect the latest manufacturers' recommendations regarding security and service levels must be observed. The user is liable for damages resulting from infringements of these security obligations.

6.5 Messe Berlin reserves the right to disconnect ports and sockets or even entire terminals if the connected equipment jeopardises the interference-free operation of the platform. As a rule such action will be taken 30 minutes after the order is given by telephone to eliminate the fault or the interference. If there is an acute risk to the operational capabilities of the internet platform, disconnection may take place without any prior announcement.

7. Liability

7.1 Messe Berlin only provides internet access via the WLAN. Any such content that may be accessed will not be examined by Messe Berlin. In particular Messe Berlin will not check for harmful software (e.g. viruses). If not expressly marked otherwise, all content accessed by the user via the WLAN contains content from other sources as defined by § 5 Section 3 Teledienstegesetz (Telecommunications Services Law). Messe Berlin provides no guarantees and accepts no liability for the correctness or completeness of the content offered by itself or by third parties.

7.2 Save for the provisions of Items 7.3 to 7.7, Messe Berlin – irrespective of the legal grounds – will only be liable for damage or injury caused as a result of its wilful intent or of the gross negligence of its legal representatives or supervisory employees.

7.3 If the damage or injury is due to the gross negligence of other persons employed by Messe Berlin, the latter's liability to individual users will be limited to 12,500 EUROs, and liability to the users in their entirety shall not exceed 5,000,000 EUROs for each event causing damage or injury. If the multiple damages, due to the same event, exceed the stipulated maximum figure, the amount of damages payable shall be reduced according to the ratio of the total clams for damages to the maximum figure.

7.4 Messe Berlin shall be liable for infringement of substantial contractual obligations, according to the merits of the particular case. Contractual obligations shall be considered to be substantial if compliance with them is of particular importance in fulfilling the purpose of the agreement (cardinal obligation). In the case of an infringement of a cardinal obligation the amount of liability shall be limited in accordance with Item 7.3 .

7.5 The limitations on liability in accordance with Nos. 7.1 to 7.3 do not apply to the assumption of a guarantee in accordance with § 276 Section 1 BGB in cases in which warranted characteristics are lacking, to liability under the terms of the Product Liability Law, or to liability in the case of loss of life, physical injury or impaired health. The assumption of a guarantee or of the risks pertaining to the condition of an item in accordance with § 276 Section 1 BGB is only agreed if this has been expressly indicated as such by Messe Berlin GmbH and forms the subject of a written declaration.

7.6 Messe Berlin GmbH is not liable for damage which could have been avoided had the user saved the data in good time.

7.7 Messe Berlin's liability, irrespective of responsibility, for initial defects in the rented items (warranty liability) is excluded.

7.8 Messe Berlin accepts no liability for damage or injury resulting from force majeure or from unforeseen, temporary conditions which are outside the control of Messe Berlin, and in particular which are due to official directives, the breakdown of communications networks, strikes or lockouts.

7.9 The rules concerning liability also apply to the personal liability of legal representatives, staff and other persons employed to carry out work or fulfil obligations.

8. Data protection

The data provided in the application process for the user name/password combination are used exclusively for the application process, for organizational purposes or amendments related to the services described above. Specifically, no data will be passed on to third parties. Users have the right to view their personal data maintained by the service provider free of charge at any time. After the contractual relationship ends, all data will be immediately erased, as soon as this information is no longer needed for transactions connected with the contractual relationship. Data disseminated through the use of the Internet is not covered in the data protection provided by Messe Berlin.

9. Other conditions

9.1 Supplementary verbal agreements are not valid.

9.2 Messe Berlin may transfer the rights and obligations stipulated in this agreement to an affiliated company without the consent of the participant. In this case, participants have the right to terminate the agreement without notice.

9.3 This agreement is subject to German law to the exclusion of UN commercial law.

Cable Television and Radio Connection (FS/HfK)

Event
Date

Hall:	Stand No.:
Exhibitor:	

Order Form 2020

Deadline: 4 weeks prior to the event

Orders which are placed within the last 4 weeks prior to the event are **subject to a 20% surcharge**.

Customer Service: **Fax: +49(0)30/3038-1460**
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin, Germany
Technical queries: **Phone: +49(0)30/3038-1400** ; **E-Mail:** fair-service@messe-berlin.de

Qty	Order No.	Description	Price each	Price total
.....	82639	**Cable TV/FM Radio connection 65 db µV in the halls**	187.00 EUR	……..... EUR
.....	82640	**Cable TV/FM Radio connection 65 db µV on the open-air grounds**	proof of work and materials	……..... EUR

Completion: .....

Dismantling: .....

Please enclose a sketch for disposition of the ordered installation.
Please indicate the position of your stand on the sketch (aisles, adjacent stands).
Additional costs arising from changes in connections will be charged to the applicant.

Stand installation:
We have appointed the following company to carry out installation work on the stand behind the main connection:

☐ **Installation company appointed for the hall**

☐ Company:

.....

.....

(The contracting firm is aware of the conditions applying to connection work).

The mentioned prices are **subject to** statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 100.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax:

E-Mail: Your order number for the invoice:

☐ **We are the exhibitor**. These services will be charged within the final invoice of Messe Berlin GmbH.	☐ We are **only ordering by order** of the exhibitor. (a written confirmation is available)	☐ **We are not the exhibitor**. Services have to be charged to our own address as mentioned above.	Legally binding signature and company stamp:
Date:	Name of the customer (in block letters):		.....

As of: January 2020 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg

../page 2 – Installation Guide Cable TV connection

Please see the valid data protection policy of Messe Berlin GmbH: https://www.messe-berlin.de/en/ExtraPages/DataProtection/

Page 2
Installation Guide Cable TV Access

Event
Date

Hall:	Stand-No.:
Exhibitor:	

Fax: +49(0)30/3038-1460

Please indicate the position of your stand on the sketch (aisles, adjacent stands).
The exhibitor will be charged for additional charges for necessary alterations due to missing sketches.

Exact details avoid the need for further enquiries, save time and trouble and ensure punctual execution.

General notes

If no personnel are present on the stand when delivery is made, the services shall be considered to have been duly provided upon fulfilment of the services or delivery of the hired equipment to the stand.

The service provider/lessor is not required to check the authority of the personnel encountered on the stand when the services are provided or when hired goods are delivered.

Any complaints regarding the fulfilment of the services ordered should be made to Messe Berlin on the same day, in writing. Complaints made at a later date will be excluded. An obligation exists to rectify justifiable complaints, Cancellation of the contract or a reduction in the remuneration are only possible if the rectification of the complaint is unsuccessful

Connection Conditions for Cable Television and Radio Connections

I. Preliminary remarks

The broadband distribution network will be set up by Messe Berlin in a fully operational state to the distribution points in the halls. It may only be extended onto the stands by Messe Berlin or one of its appointed contractors. However, installation work on the stand itself may be carried out by a specialist firm appointed by the exhibitor.

II. Connection conditions

The following conditions apply to the installation and operation of passive and active broadband communication components on the exhibition stands from the transfer point in hall onwards:

1. All the conditions specified in the FTZ guideline 1 R 8/Part 15 must be observed. Particular attention should be paid to the following:

   - screening factor
   - level, level reduction
   - decoupling RF sockets

2. Level reduction (minimum values)

Amplifier specifications	Number of channels	35	43
Ref. Value according to DIN 45044 B	2 Channels	19,0 dB	20,0 dB
Ref. Value according to 1 R 8/15	12 Channels	4,5 dB	5,5 dB
Ref. Value according to 1 R 8/15	35 Channels	0,0 dB	1,0 dB
Additional recommended level reduction (reserved for fluctuations in level)	35 Channels	2,0 dB	2,0 dB

3. For single stage amplifiers the rated gain for the amplifier (type) should be selected as accurately as possible for the input/output level situation, because any reduction in level using the adjuster at the amplifier input will worsen the signal-to-noise ratio at input levels < 65 dB µV.

4. Single-ended amplifiers cannot be used.

5. More extensive stands should be supplied from serveral hall transfer points. Cascades of amplifiers are not recommended because this leads to a loss of quality.

6. TV sets should be supplied from the RF sockets with levels between 65 ... 70 dB µV (the ideal setting depends on manufacturer's recommendations).

III. Remarks

Radio stations broadcasting in the long, medium or short wave-bands (LMS) are not served by broadband network. Following Prior approval by Messe Berlin, LMS receiving installations should be set up by exhibitors themselves.

Only a limited number of satellite dishes can be installed. Applications must be made in writing. You should allow for cable lengths of < 100 m between the dish and the exhibitor's stand when preparing your plans.

Air-Conditioning Installation (Water supply)

Event
Date

Hall:	Stand No.:
Exhibitor:	

Order Form 2020

Deadline: 4 weeks prior to the event *)

***)** For advanced construction the deadline is **1 week prior to the individual construction period.**

Orders which are placed within the last 4 weeks prior to the event are **subject to a 20% surcharge.**

Customer Service: **Fax: +49(0)30/3038-1460; Phone: +49(0)30/3038-1400; E-Mail:** fair-service@messe-berlin.de
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin, Germany
Technical queries: **Phone: +49(0)30/3038-5771** or +49(0)172/3014922, **E-Mail**: wieneke@messe-berlin.de

General hint:
Considering individual air-condition at the stand, the prior consent with „Event Service" of Messe Berlin is prerequisite.

Fresh water can be provided for cooling, however, depending on sector and operation the temperature and pressure can differ in some cases.

Qty.	Order No.	Description	Price each	Price total
		Basic Water supply for Air-Conditioning		
.....	94277	**Supply for air condition up to DN 25** (supply and drainage 15 m length each) incl. shut-off device, non-return valve and water meter (DN 20)	801.00 EUR	……..... EUR
.....	92198	**Supply for air condition up to DN 50** (supply and drainage 15 m length each) incl. shut-off device, non-return valve and water meter (DN 25)	1,102.00 EUR	……..... EUR
		Pipe lengths over 15 m will be charged according to prices in form D4 water installation.		
		Water consumption The water consumption are based on meter readings and will be charged at **EUR 6.15/m³** (plus VAT) by Messe Berlin. The water readings will be taken after the installation and after dismounting, in the presence of the exhibitor.		

Independently executed assembly work within the false floor area is not permissible. Water installations can be provided on the open-air grounds but their availability is limited and they are subject to increased costs. Therefore individual arrangements must be made in each case if installations are required on the open-air grounds.

Please enclose a sketch for disposition of the ordered installation. Please indicate the position of your stand on the sketch (aisles, adjacent stands). The exhibitor will be charged for additional charges for necessary alterations due to missing sketches.

The mentioned prices are **subject to** statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 100.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax:

E-Mail: Your order number for the invoice:

☐ **We are the exhibitor**. These services will be charged within the final invoice of Messe Berlin GmbH.	☐ We are **only ordering by order** of the exhibitor. (a written confirmation is available)	☐ **We are not the exhibitor**. Services have to be charged to our own address as mentioned above..	Legally binding signature and company stamp:
Date:	Name of the customer (in block letters):		.....

Please see the valid data protection policy of Messe Berlin GmbH: https://www.messe-berlin.de/en/ExtraPages/DataProtection/

Installation Guide Air Conditioning/Water

Event
Date

Hall:	Stand-No.:
Exhibitor:	

Fax: +49(0)30/3038-1460

Exact details avoid the need for further enquiries, save time and trouble and ensure punctual execution.

Space for sketch for disposition of technical installations required as listed overleaf.

Please indicate the position of your stand on the sketch (aisles, adjacent stands)

General Guidelines for Installations (Water, compressed air, vapour extractors)

All orders for assembly or hire equipment must be in writing. For installation work with proof of work the following hourly rates will be charged (plus surcharge in force of tariffs): Plumber: 47.90 EUR/h

If an order is placed by a hirer after the application deadline of which he has been notified, the installation company provides no guarantees that delivery and assembly can be made in time or in full. If the work can still be carried out in such cases, the order is subject to a 20 % surcharge for the additional costs involved.
The entire material is hired and remains the property of the installation company. The hirer is liable for damage or loss to the items hired, including any such damage or loss due to force majeure, even if such damage or loss has been caused by third parties. Liability commences with the delivery of the items to the stand, and ceases with their collection by us, even if the exhibitor has already left the stand.
In the absence of any stand personnel when delivering the ordered services, they will be considered to have correctly fullfilled when installed on the stand.
The installation company is not obliged to check the credentials of the personnel on the stand when excecuting the assembly work.
Any complaints regarding the fulfilment of the services ordered should be made to Messe Berlin on the same day, in writing. Complaints made at a later date will be excluded. An obligation exists to rectify justifiable complains. Cancellation of the contract or a reduction in the remuneration are only possible if the rectification of the complaint is unsuccessful.
The exhibitor will be charged with additional charges for necessary alterations due to missing sketches.
The legal venue and place of jurisdiction is Berlin-Charlottenburg.

Messe Berlin GmbH, Messedamm 22, 14055 Berlin, Germany
Commercial Register: HRG Amtsgericht Charlottenburg 92 HRB 5484
Board of Management: Dr. Christian Göke (CEO), Dirk Hoffmann
VAT Id No. DE 136629714, Tax No.27/088/31501

Satellite and DVB-T Sites Installation of Units

Event
Date

Hall:	Stand No.:
Exhibitor:	

Order Form 2020

Deadline: 4 weeks prior to the event

Orders which are placed within the last 4 weeks prior to the event are **subject to a 20% surcharge**.

Customer Service: **Fax: +49(0)30/3038-1460**
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin, Germany
Technical queries: **Phone: +49(0)30/3038-1400; E-Mail:** fair-service@messe-berlin.de

Qty.	Order No.	Description	Price each	Price total
.....	82641	**Site(s) for satellite unit** according to allocation by Messe Berlin Measurements of the receiving unit (diametre): ..... Name of satellite, the unit should be directed to:	343.00 EUR	……..... EUR
.....	94822	**DVB-T Site** **Date of installation: .....** **Date of dismounting: .....** **Installation of Unit** **Sat or DVB-T aerial/branching off to the exhibition stand/distributed network at the stand** A or B, please tick where applicable	343.00 EUR	……..... EUR

A ☐ **We kindly require assistance**
and/or quotation (please enclose plan of exhibition stand)

B ☐ **Installation of our unit will be executed by the following company:**
(if not identical with the exhibiting company)

.....

.....

.....

We hereby confirm, that the installation company authorized by us has noted the guidelines for installations.
All installation guides need the written approval by Messe Berlin
(responsible: Service + Technik)

The mentioned prices are **subject to** statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 100.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax:

E-Mail: Your order number for the invoice:

☐ **We are the exhibitor**. These services will be charged within the final invoice of Messe Berlin GmbH.	☐ We are **only ordering by order** of the exhibitor. (a written confirmation is available)	☐ **We are not the exhibitor**. Services have to be charged to our own address as mentioned above.	Legally binding signature and company stamp:
Date:	Name of the customer (in block letters):		.....

As of: January 2020 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg
Please see the valid data protection policy of Messe Berlin GmbH: https://www.messe-berlin.de/en/ExtraPages/DataProtection/

Sprinkler Installations and Fire Extinguisher

Event
Date

Hall:	Stand No.:
Exhibitor:	

Order Form 2020

Deadline: 4 weeks prior to the event

Orders which are placed within the last 4 weeks prior to the event are **subject to a 50% surcharge**.

Customer Service: **Fax: +49(0)30/3038-1460**; **Phone +49(0)30/3038-14 00**; **E-Mail:** fair-service@messe-berlin.de
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin, Germany
Technical queries: **Phone: +49(0)30/7000-080; E-Mail:** rahns@minimax.de

	Order No.	Description	Price each
☐		**Sprinkler system installed** in accordance with local conditions The installation will be designed on the basis of the plans submitted for the stand design, and ill be submitted to the exhibitor as a firm offer. The costs of project planning includes: - preparation of installation drawings - consultations with licensing authority	
		Prices for the various available services	
_____	82277	Sprinkler exposed	248.00 EUR
_____	82278	Sprinkler hidden	315.00 EUR
_____	82279	Angled to adapt sprinkler	47.00 EUR
_____	97171	Undercover sprinkler	398.00 EUR
_____	82280	Installation of pipes, incl. shaped and connecting pieces per runn. mtr.	67.00 EUR
_____	82281	De-activating or activating, emptying or filling the sprinkler system	456.00 EUR
_____	82282	Reconnecting to existing sprinkler system	391.00 EUR
_____	82283	Flexible Sprinkler installation system	57.00 EUR
_____	82285	Complete draining of installation	196.00 EUR
_____	82286	Isolating valve DN 50	189.00 EUR
_____	82297	Isolating valve DN 80	381.00 EUR
_____	82298	Flow monitor	856.00 EUR
_____	82299	Supply of scissor-type extending platform	810.00 EUR

Qty.		**Fire extinguisher**		
…….	82300	Fire extinguisher for hire incl. delivery and collection	85.00 EUR	…….. EUR

Please enclose a sketch for disposition of the ordered installation. Please indicate the position of your stand on the sketch (aisles, adjacent stands). The exhibitor will be charged for additional charges for necessary alterations due to missing sketches.

The mentioned prices are **subject to** statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 100.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax:

E-Mail: Your order number for the invoice:

☐ **We are the exhibitor**. These services will be charged within the final invoice of Messe Berlin GmbH.	☐ We are **only ordering by order** of the exhibitor. (a written confirmation is available)	☐ **We are not the exhibitor**. Services have to be charged to our own address as mentioned above.	Legally binding signature and company stamp:
Date: ……	Name of the customer (in block letters): ……		……

As of: January 2020 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg
Please see the valid data protection policy of Messe Berlin GmbH: https://www.messe-berlin.de/en/ExtraPages/DataProtection/

Installation Guide Sprinkler Installations

Event
Date

Hall:	Stand-No.:
Exhibitor:	

Fax: +49(0)30/3038-1460

Please enclose a sketch for disposition of the ordered installation. Please indicate the position of your stand on the sketch (aisles, adjacent stands). The exhibitor will be charged for additional charges for necessary alterations due to missing sketches.

Exact details avoid the need for further enquiries, save time and trouble and ensure punctual execution.
Space for sketch for disposition of technical installations required as listed overleaf.

Please indicate the position of your stand on the sketch (aisles, adjacent stands)

General remarks

In the absence of any stand personnel when delivering the ordered services, they will be considered to have correctly fulfilled when installed on the stand.

The installation company is not obliged to check the credentials of the personnel on the stand when executing the assembly work.

Any complaints regarding the fulfilment of the services ordered should be made to Messe Berlin on the same day, in writing. Complaints made at a later date will be excluded. An obligation exists to rectify justifiable complaints. Cancellation of the contract or a reduction in the remuneration are only possible if the rectification of the complaint is unsuccessful.

The legal venue and place of jurisdiction is Berlin-Charlottenburg.

Messe Berlin GmbH, Messedamm 22, 14055 Berlin, Germany
Commercial Register: HRG Amtsgericht Charlottenburg 92 HRB 5484
Board of Management: Dr. Christian Göke (CEO), Dirk Hoffmann
VAT Reg. No. DE 136629714, Tax No. 27/088/31501

Telephone and Telefax

Event
Date

Hall:	Stand No.:
Exhibitor:	

Order Form 2020

Deadline: 4 weeks prior to the event

Orders which are placed within the last 4 weeks prior to the event are **subject to a 20% surcharge**.

Customer Service: **Fax: +49(0)30/3038-1460**
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin, Germany
Technical queries: **Phone: +49(0)30/3038-1400**; **E-Mail:** fair-service@messe-berlin.de

Qty.	Description	Price each	Price total
	Rental period from ..... to		
	Date of installation: .....….....		

All Telephone connections include flatrate

	Telephone connections without terminal		
…….	Analog connection without terminal (please mention if modem/Tele Cash is required)	170.00 EUR	……..... EUR
	Telephone connections incl. one terminal each		
…….	Standard Telephone/Connection, cordless	190.00 EUR	……..... EUR
…….	Standard Telephone/Connection, cable connected	180.00 EUR	……..... EUR
…….	Telefax machine/Connection	330.00 EUR	……..... EUR
…….	Multifunctional device (scan, fax, copy, print) / Connection	400.00 EUR	……... EUR

Cancellation charge / Express flat sums will be charged:	
Cancellation charge (for connections cancelled not in time (pls. see overleaf))	60.00 EUR
Additional alterations/installation in the stand	65.00 EUR
Express flat sum 1 (in case of orders 48 hours before start of the event or later)	100.00 EUR
Express flat sum 2 (in case of orders 24 hours before start of the event or later)	200.00 EUR

If cable-connections are requested, please include an assembly sketch to identify the position of the equipment (please see form).The exhibitor will be charged with additional charges for necessary alterations due to missing sketches.

../page 2 – Installation Guide Telephone and Fax

Event
Date

Hall:	Stand No.:
Exhibitor:	

Page 2
Installation Guide for Telephone/Fax

Fax: +49(0)30/3038-1460

Please enclose a sketch for disposition of the ordered installation. Please indicate the position of your stand on the sketch (aisles, adjacent stands). The exhibitor will be charged for additional charges for necessary alterations due to missing sketches.

Exact details avoid the need for further enquiries, save time and trouble and ensure punctual execution.

The mentioned prices are **subject to** statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 100.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax:

E-Mail: Your order number for the invoice:

☐ **We are the exhibitor**. These services will be charged within the final invoice of Messe Berlin GmbH.	☐ We are **only ordering by order** of the exhibitor. (a written confirmation is available)	☐ **We are not the exhibitor**. Services have to be charged to our own address as mentioned above.	Legally binding signature and company stamp:
Date:	Name of the customer (in block letters):		.....

As of: January 2020 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg
Please see the valid data protection policy of Messe Berlin GmbH: https://www.messe-berlin.de/en/ExtraPages/DataProtection/

General notes for telecommunications

As of: August 2019

If no personnel are present on the stand when delivery is made, the services shall be considered to have been duly provided upon fulfilment of the services or delivery of the hired equipment to the stand.

The service provider/lessor is not required to check the authority of the personnel encountered on the stand when the services are provided or when hired goods are delivered.

Any complaints regarding the fulfilment of the services ordered should be made to Messe Berlin on the same day, in writing. Complaints made at a later date will be excluded. An obligation exists to rectify justifiable complaints. Cancellation of the contract or a reduction in the remuneration are only possible if the rectification of the complaint is unsuccessful.

Notes on telecommunications lines

A locally installed PABX system provides the exhibition grounds with analogue and digital telecommunications lines. The following dialling restrictions apply:

Barred dialling codes

The following network dialling codes are not available

010 call by call / internet by call

012 innovative services

0190-0 premium rate services

0192, 0193 online services

0194 to 0199
11880, 11881,
1188 information enquiries

Only those online service providers (prefix 0191) which bill users directly via the following customer access code are available

T-Online 0191011
Compuserve 019160
AOL 01914

Messe Berlin reserves the right to make modifications to the list of non-available and available dialling codes.

PSTN exchange prefix

A “0” prefix must be dialled before making any external calls. It is possible to configure the telecommunications line to omit the “0” prefix requirement (hotline configuration).

Enabling lines

Telecommunications lines will be enabled on the day prior to the beginning of the event and disabled on the day following the event. If the customer so requests, enabling/disabling can be carried out on a daily basis

Availability of telecommunications services (stand construction/dismantling)

Stand construction/dismantling can take place between 8 a. m. and 8 p. m. prior to, during and following the official days of an event.

In the case of an application for telecommunications services being made at least 4 weeks in advance of the start of the event, these services will be provided on time and free of charge.

In the case of applications which arrive after this date, providing these services will require additional time/labour. Depending on when the application is received, additional costs for express installation work will be incurred and subsequently billed.

Telecommunications system repair service

The telecommunications system repair service is available from Monday to Sunday between 8 a. m. and 8 p. m. In the case of repairs being required during the normal event opening hours, the service will be provided within a maximum waiting time of one hour.

Rental period

Orders for connections, lines and services should be made using the appropriate form, which should be returned by the specified deadline. Orders received after this deadline will be dealt with on a first come first served basis. Services and equipment will then only be provided according to the number of call numbers/lines available.

All the necessary connections will be provided exclusively by Messe Berlin GmbH. The communication equipment and installations are provided on a rental basis. The rental period extends from the time the facilities begin operating until they are disconnected. Cancellation of connections that have already been registered should be made in writing no later than 4 weeks prior to the start of the event (date of postmark). A cancellation fee is payable for cancellations made after this time.

Retaining previous numbers

If you wish to be given the same numbers that you had at previous events you should state “previous number” on your application. This arrangement is, of course, only possible if the number in question is still available.

Responsibility for installing cables

Cable installation work for all communications equipment outside the rented stands may only be carried out by Messe Berlin GmbH or its appointed subcontractors.

Official approval of equipment

All equipment that is to be connected must comply with the Telecommunications Approval Regulations and must be approved by the official authority “Bundesnetzagentur für Elektrizität, Gas, Telekommunikation, Post und Eisenbahnen”. In the absence of such approval the applicant’s connections will be terminated at his own expense.

Liability

1. Subject to the following provisions (Sections 2 to 8) Messe Berlin – irrespective of the legal grounds – will only be liable for damage or injury caused as a result of its own gross negligence or that of its legal representatives.

2. If the damage or injury is due to the gross negligence of other persons employed by Messe Berlin, the latter’s liability towards individual users will be limited to 12,500 EUR, and liability towards the users in their entirety shall not exceed 5,000,000 EUR for each event causing damage or injury. If the multiple damages, due to the same event, exceed the stipulated maximum figure, the amount of damages payable shall be reduced in accordance with the ratio of the total clams for damages to the maximum figure.

3. Messe Berlin shall be liable for infringement of substantial contractual obligations, according to the merits of the particular case. Contractual obligations shall be considered to be substantial if compliance with them is of particular importance in fulfilling the purpose of the agreement (cardinal obligation). In the case of an infringement of a cardinal obligation the amount of liability shall be limited in accordance with Item “Liability”, Number 2.

4. The limitations on liability in accordance with Nos. 1 to 3 do not apply to the assumption of a guarantee in accordance with § 276 Section 1 BGB in cases in which warranted characteristics are lacking, to liability under the terms of the Product Liability Law, or to liability in the case of loss of life, physical injury or impaired health. The assumption of a guarantee or of the risks pertaining to the condition of an item in accordance with § 276 Section 1 BGB is only agreed if this has been expressly indicated as such by Messe Berlin GmbH and forms the subject of a written declaration.

5. Messe Berlin GmbH is not liable for damage which could have been avoided had the user saved the data in good time. Messe Berlin’s liability, irrespective of responsibility, for initial defects in the rented items (guarantee liability) is excluded.

6. Exhibitors shall be liable in accordance with the statutory provisions. Exhibitors are advised to take out suitable insurance. More details can be found in the exhibitors’ service folder. In the case of equipment that has been misplaced or destroyed, lessees shall be required to pay the manufacturer’s list price at the time the item is replaced, and in cases of damage the cost of the repair plus 10 % to cover additional expenses shall be payable.

7. Messe Berlin accepts no liability for damage or injury resulting from force majeure or from unforeseen, temporary conditions which are outside the control of Messe Berlin, and in particular which are due to official directives, the breakdown of communications networks, strikes or lockouts.

8. The rules concerning liability also apply to the personal liability of legal representatives, staff and other persons employed to carry out work or fulfil obligations.

Water Installations

Event
Date

Hall:	Stand No.:
Exhibitor:	

Order Form 2020

Deadline: 4 weeks prior to the event *)

***)** For advanced construction the deadline is **1 week prior to the individual construction period.**

Orders which are placed within the last 4 weeks prior to the event are **subject to a 20% surcharge.**

Customer Service: **Fax: +49(0)30/3038-1460; Phone: +49(0)30/3038-1400; E-Mail:** fair-service@messe-berlin.de
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin, Germany
Technical queries: **Phone: +49(0)30/3038-5771** or +49(0)172/3014922, **E-Mail**: wieneke@messe-berlin.de

Qty.	Order No.	Description	Price each	Price total
.....	82163	**Basic Water Supply** 15 mm normal tap connection / 50 mm drainage piping Including installation of bar counter, one sink (single or double) or kitchenette	460.00 EUR	…….. EUR
.....	94920	**Additional water supply for dishwasher DN 15/50** including installation of dishwasher	339.00 EUR	……..... EUR
.....	94898	**Grease separator**, 0,5 ltr/sec., complete hire charge	977.50 EUR	……..... EUR
		Additional Water Supply		
…….	82148	Supply piping, 20 mm	160.00 EUR	……..... EUR
…….	82152	Drainage piping, 70 mm	337.00 EUR	……..... EUR
		Charges for Installation/Assembly on the stand (without hire for items; items for hire see below)		
…….	82173	Coffee machine	60.60 EUR	……..... EUR
		Items for Hire (Hire charges do not include installation)		
…….	94846	Single sink, package (incl. base, water boiler 5 l / 2kW, tap battery)	102.00 EUR	……..... EUR
…….	95398	Double sink, package (incl. base, water boiler 5 l / 2kW, tap battery)	135.00 EUR	……..... EUR
…….	82183	Kitchenette incl. single sink, refrigerator, 2 hot plates and water boiler	277.00 EUR	……..... EUR
…….	94919	Professional dishwasher (for installation pls. see. item 94920)	891.00 EUR	……..... EUR
…….	94919	Cancellation fee for Professional dishwasher	377.00 EUR	…….. EUR

Independently executed assembly work within the false floor area is not permissible
Water installations can be provided on the open-air grounds but, therefore, individual arrangements must be made in each case if installations are required on the open-air grounds.

../page 2/Installation Guide Water Installation

Event
Date

Hall	Stand No.
Exhibitor	

Page 2
Installation Guide for Water Installations

Fax: +49(0)30/3038-1460

Please enclose a sketch for disposition of the ordered installation. Please indicate the position of your stand on the sketch (aisles, adjacent stands). The exhibitor will be charged for additional charges for necessary alterations due to missing sketches.

Exact details avoid the need for further enquiries, save time and trouble and ensure punctual execution.
Space for sketch for disposition of technical installations required as listed overleaf.

The mentioned prices are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 100.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax:

E-Mail: Your order number for the invoice:

☐ **We are the exhibitor**. These services will be charged within the final invoice of Messe Berlin GmbH.	☐ We order **on behalf of the exhibitor.** (the written confirmation of coverage of costs is available).	☐ **We are not the exhibitor**. Services have to be charged to our own address as mentioned above.	Legally binding signature and company stamp:
Date:	Name of the customer (in block letters):		.....

As of: January 2020 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg
Please see the valid data protection policy of Messe Berlin GmbH: https://www.messe-berlin.de/en/ExtraPages/DataProtection/

General Guidelines for Installations
(Water, compressed air, vapour extractors, gas Installation)

All orders for assembly or hire equipment must be in writing. For installation work with proof of work the following hourly rates will be charged (plus surcharge in force of tariffs): Plumber: EUR/h 47.90

If an order is placed by a hirer after the application deadline (4 weeks prior to event) of which he has been notified, the installation company provides no guarantees that delivery and assembly can be made in time or in full. If the work can still be carried out in such cases, the order is subject to a 20 % surcharge for the additional costs involved.

The entire material is hired and remains the property of the installation company. The hirer is liable for damage or loss to the items hired, including any such damage or loss due to force majeure, even if such damage or loss has been caused by third parties. Liability commences with the delivery of the items to the stand, and ceases with their collection by us, even if the exhibitor has already left the stand. In the absence of any stand personnel when delivering the ordered services, they will be considered to have correctly fullfilled when installed on the stand. The installation company is not obliged to check the credentials of the personnel on the stand when excecuting the assembly work.

Any complaints regarding the fulfilment of the services ordered should be made to Messe Berlin on the same day, in writing. Complaints made at a later date will be excluded. An obligation exists to rectify justifiable complains. Cancellation of the contract or a reduction in the remuneration are only possible if the rectification of the complaint is unsuccessful. The exhibitor will be charged with additional charges for necessary alterations due to missing sketches. The legal venue and place of jurisdiction is Berlin-Charlottenburg.

Messe Berlin GmbH, Messedamm 22, 14055 Berlin, Germany
Commercial Register: HRG Amtsgericht Charlottenburg 92 HRB 5484
Board of Management: Dr. Christian Göke (CEO), Dirk Hoffmann
VAT Id No. DE 136629714, Tax No. 27/088/31501

Working Platforms
for construction + dismantling

Event
Date

Hall:	Stand No.:
Exhibitor:	

Order Form 2020

Mailing address: MB Capital Services GmbH, Standbau + Service, Thüringer Allee 12/12A, 14052 Berlin, Germany
Agility Logistics GmbH: **Fax:** +49(0)30/3069-2849**; Phone:** +49(0)30/30 69-280
E-Mail: expoberlin@agility.com
Schenker Deutschland AG: **Fax:** +49(0)30/3012995-429**; Phone:** +49(0)30/3012995-420
E-Mail: fairs.berlin@dbschenker.com

We require working platforms for installing and dismantling our exhibits and stand equipment:

Qty.	Description
.....	Scissor (height: 6 m to 22 m)
.....	Booms (height: 12,30 to 39 m)
.....	Knuckle boom (height: 11 m to 47,5 m)

Kind of work: .....

Working space available: .....

Max. working height: .....

Laterial reach rquired: .....

Loads to be transported: .....

Starting time of use: .....

Period of use/days: .....

Contact: .....

Telephone: .....

Fax: .....

E-Mail: .....

The mentioned prices are subject to statutory value-added tax.

Name and address of recipient of invoice: VAT Reg. No.

Contact for queries: Phone: Telefax :

E-Mail:

Date:	Name of the customer (in block letters):	Legally binding signature and company stamp:
.....	.....	.....

As of: July 2019/Subject to alteration
Please see the valid data protection policy of Messe Berlin GmbH: https://www.messe-berlin.de/en/ExtraPages/DataProtection/

Forwarding Services: Agility Logistics GmbH

Official Forwarding Agent of Messe Berlin

Order Form 2020

Event
Date

Hall:	Stand No.:
Exhibitor:	

Service: **Fax: +49(0)30/3069-2849**
Mailing address: Agility Logistics GmbH, Jafféstraße 2, Service Building South, Access 25, 14055 Berlin, Germany
For queries: **Phone:** +49(0)30/3069-280; **E-Mail:** expoberlin@agility.com
Please see the valid data protection policy of Messe Berlin GmbH: https://www.messe-berlin.de/en/ExtraPages/DataProtection/

☐ We place an order for the below marked services:

☐ We kindly ask for a quotation for the below marked services:

Transport to Messe Berlin

from (place): .....

Date of delivery (fair ground): .....

Time: .....

Shipping details: .....

.....

.....

Dimensions: .....

Weight: .....

Transport after the event

to (place): .....

Date of collection (fair ground): .....

Time: .....

Shipping details: .....

.....

.....

Dimensions: .....

Weight: .....

Order of technical equipment

Please note: In principal, the use of your own transport and loading equipment is not possible (see technical Guidelines of Messe Berlin 5.2). But provided that the requirement of an authorization is given, a charge of 800.00 EUR per event and equipment will be made.
Due to organizational reasons for some events an IT supported booking system for trucks will be used. Trucks and vehicles, which will use the service of the official forwarding agents (loading/unloading by official forwarding agents), please register: https://www.ax4.com/ax4/?ID=401635
Approximately 4 weeks before the first official day of construction, the booking system goes online. Loading zones can be booked for the period from the first official construction to the last official day of dismantling. Reservations can be made up to 3 days before the desired date.

☐ **Forklift with driver** weight: ..... t Date: ..... Time: .....

☐ **Packer** Date: ..... Time: .....

☐ **Supply of a 20" container** ☐Store ☐Office ☐Chill Date: ..... Time: .....

☐ **Miscellaneous:** ..... Date: ..... Time: .....

Handling of empty containers

Volume approx.: ..... m^3 Collection on: .....

Customs clearance for import/export

☐ Temporary customs clearance ☐ Final customs clearance

Business is undertaken subject to the German Forwarders' Standard Terms and Conditions (ADSp) latest edition.
Forwarders liability insurance has been signet by us. The conditions are available on request. In addition the Fair and Exhibi- tion Conditions are applicable. Court of law is Berlin. The required dates for loading or transport are only binding after confirmation by the forwarding agent.

Customer/Invoicing address:

Street:

Postal code/City/Country:

Contact at the stand:

Telephone:

Telefax:

E-Mail:

Customer No.:

VAT Reg No.:

We hereby confirm that we have noted the conditions.
We accept them as binding and agree to their application.

Legally binding signature and company stamp:

Date: Name of customer (in block letters):

As of: July 2019 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg

Event
Date

Hall:	Stand No.:
Exhibitor:	

Forwarding Services:
Schenker Deutschland AG
Official Forwarding Agent of Messe Berlin

Order Form 2020

Service: **Fax: +49(0)30/3012995-429**
Mailing address: Schenker Deutschland AG, DB Schenkerfairs, Jafféstr.2, Service Bldg. South, Access 25,14055 Berlin, Germany
For queries: **Phone:** +49(0)30/3012995420; **E-Mail:** fairs.berlin@dbschenker.com
Please see the valid data protection policy of Messe Berlin GmbH: https://www.messe-berlin.de/en/ExtraPages/DataProtection/

☐ We place an order for the below marked services:

☐ We kindly ask for a quotation for the below marked services:

Transport to Messe Berlin

from (place): .....

Date of delivery (fair ground): .....

Time: .....

Shipping details: .....

.....

.....

Dimensions: .....

Weight: .....

Transport after the event

to (place): .....

Date of collection (fair ground): .....

Time: .....

Shipping details: .....

.....

.....

Dimensions: .....

Weight: .....

Order of technical equipment

Please note: In principal, the use of your own transport and loading equipment is not possible (see technical Guidelines of Messe Berlin 5.2). But provided that the requirement of an authorization is given, a charge of 800.00 EUR per event and equipment will be made.
Due to organizational reasons for some events an IT supported booking system for trucks will be used. Trucks and vehicles, which will use the service of the official forwarding agents (loading/unloading by official forwarding agents), please register: https://www.ax4.com/ax4/?ID=401635
Approximately 4 weeks before the first official day of construction, the booking system goes online. Loading zones can be booked for the period from the first official construction to the last official day of dismantling. Reservations can be made up to 3 days before the desired date.

☐ **Forklift with** weight: ..... t Date:..... Time: .....

☐ **Packer** Date:..... Time: .....

☐ **Supply of a 20" container** ☐Store ☐Office ☐Chill Date:..... Time: .....

Miscellaneous: ..... Date:..... Time: .....

Handling of empty containers

Volume approx.: ..... m³ Collection on: .....

Customs clearance for import/export

☐ Temporary customs clearance ☐ Final customs clearance

Business is undertaken subject to the German Forwarders' Standard Terms and Conditions (ADSp) latest edition.
Forwarders liability insurance has been signet by us. The conditions are available on request. In addition the Fair and Exhibition Conditions are applicable. Court of law is Berlin. The required dates for loading or transport are only binding after confirmation by the forwarding agent.

Customer/Invoicing address:

Street:

Postal code/City/Country:

Contact at the stand:

Telephone:

Telefax:

E-Mail:

Customer No.:

VAT Reg No.:

We hereby confirm that we have noted the conditions.
We accept them as binding and agree to their application.

Legally binding signature and company stamp:

Date: Name of customer (in block letters):

As of: July 2019 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg

MESSE BERLIN features an additional benefit for its customers in cooperation with DB SCHENKER***fairs***.

As the very first logistics provider, DB SCHENKER***fairs*** offers you via Messe Berlin worldwide an ongoing automatic status report regarding the progress of your shipments within the DB SCHENKER network from the pickup of your consignments right through to the delivery at the stand on the exhibition site and more.

Version 1_Direct order through a DB SCHENKER***fairs*** branch office in Germany

As customer, you can directly entrust the competent branch office of DB SCHENKER***fairs*** for the transportation of your shipment. Please note on the written contract that you wish to be automatically informed about your consignment progress. For this purpose, we just need your e-mail address and/ or mobile number, so that we can contact you accordingly. You will then receive automatic status reports from the SCHENKER Globus customer tracking system with all necessary shipment details.

Version 2_Direct order within the worldwide SCHENKER network

As customer, you can charge a branch office of DB SCHENKER from the divisions “land transport” or “air freight/ ocean freight” with the execution of the transport. Please note on the written contract that you wish to be automatically informed about the progress of your consignment. For this purpose, we just need your e-mail address and/ or mobile number, so that we can contact you accordingly. As soon as the DB SCHENKER***fairs*** reception center has taken over all shipment details within the SCHENKER Globus customer tracking system, you will automatically get status data about your consignment. In advance, all information about the shipment progress is available in the worldwide online tracking system of DB SCHENKER Logistics at any time.

Version 3_Assignment of an external service provider up to the exhibition site

Deliveries by external forwarders will be registered on arrival at the DB SCHENKER***fairs*** branch office in the SCHENKER Globus customer tracking system. Please inform the responsible contact person at DB SCHENKER***fairs*** whether you wish to obtain details about your consignment progress. For this purpose, we require your e-mail address and/ or mobile number, so that we can contact you accordingly.

As of: July 2015

Waste Disposal
Construction and Dismantling

Event
Date

Hall:	Stand No.:
Exhibitor:	

Deadline: 4 weeks prior to the event

Order form 2020

Orders which are placed within the last 4 weeks prior to the event are **subject to a 20% surcharge**.

Customer Service: **Fax: +49(0)30/3038-1460; Phone.:** +49(0)30/3038-1400**; E-Mail:** fair-service@messe-berlin.de
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin, Germany
Queries for disposal: **Phone: +49(0)30/3038-1333 (contractor ALBA), -4110**

Description			Price incl. collection	Qty/Constr.	Date/Constr.	Qty/Dismantl.	Date/Dismantl.
Small containers 1,1 m³ (Collection incl. supply)							
5082358	1,1 m³	paper/cardboard	58.30 EUR	.....	.....	.....	.....
5082373	1,1 m³	glass waste	98.20 EUR	.....	.....	.....	.....
5095216	1,1 m³	foils	58.30 EUR	.....	.....	.....	.....
5082357	1,1 m³	mixed waste	130.00 EUR	.....	.....	.....	.....

Other sizes on request
Delivery on the first day of the event, prior to the opening.

Waste sacks 120 Ltr. In distinguishing colours		Price incl. disposal				
5082360	paper/cardboard	7.80 EUR	.....	.....	.....	.....
5082361	glass	7.80 EUR	.....	.....	.....	.....
5082362	foils	7.80 EUR	.....	.....	.....	.....
5082359	mixed waste	16.30 EUR	.....	.....	.....	.....

Larger amounts of waste 15 m³ / 25 m³ / 40 m³						
5400204	paper/cardboard - per m³	45.20 EUR	.....	.....	.....	.....
5482368	untreated wood - per m³	63.20 EUR	.....	.....	.....	.....
5400205	treated wood - per m³	83.00 EUR	.....	.....	.....	.....
5095233	construction waste - per m³	84.00 EUR	.....	.....	.....	.....
5086281	mixed construction waste – per m³	158.00 EUR	.....	.....	.....	.....
5086277	sheetrock- per m³	81.90 EUR	.....	.....	.....	.....
5086278	bulky waste - per m³	81.90 EUR	.....	.....	.....	.....
5097360	mixed scrap metal/metal - per m³	22.00 EUR	.....	.....	.....	.....
5400118	biological waste - per m³	88.20 EUR	.....	.....	.....	.....
5082375	carpet – per m³	109.00 EUR	.....	.....	.....	.....
5400203	mixed waste - per m³	128.00 EUR	.....	.....	.....	.....

The mentioned prices are **subject** to statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal PO number for you company/your client for these services.
For later alteration of invoices 100.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: **Phone:**

E-Mail: Purchase number for the invoice:

	Legally binding signature and company stamp:
Date: **Name of the customer (in block letters):**	
....	.....

As of: January 2020 / Subject to alteration/Legal venue and place of jurisdiction is Berlin-Charlottenburg
Please see the valid data protection policy of Messe Berlin GmbH: https://www.messe-berlin.de/en/ExtraPages/DataProtection/

Waste Disposal
Construction and Dismantling

…/ page 2

Event
Date

Hall:	Stand No.:
Exhibitor:	

Filled sacks should be sealed and placed in front of the stand each day after closing time.

☐ We require a free non-binding consultation:

Contact: Telephone: at our stand: Date/Time:

General notes

In accordance with Technical Guidelines, item 6.1 “Waste Management”, Messe Berlin GmbH or its appointed contractors bear sole responsibility for waste disposal.

Sack or containers for re-usable materials which are incorrectly filled will be charged at the maximum rate plus a handling charge. Other services are also available but are not listed here (e.g. loading of bulk materials, disposal of special waste materials). Details are available on request.

If no personnel are present on the stand when delivery is made, the services shall be considered to have been duly provided upon fulfilment of the services or delivery of the hired equipment to the stand.

The service provider/lessor is not required to check the authority of the personnel encountered on the stand when the services are provided or when hired goods are delivered.
Any complaints regarding the fulfilment of the services ordered should be made to Messe Berlin on the same day, in writing. Complaints made at a later date will be excluded. An obligation exists to rectify justifiable complaints. Cancellation of the contract or a reduction in the remuneration is only possible if the rectification of the complaint is unsuccessful.

Messe Berlin GmbH, Messedamm 22, 14055 Berlin, Germany
Commercial Register HRG Amtsgericht Charlottenburg 92 HRB 5484
Board of Management: Dr. Christian Göke (Chairman), Dirk Hoffmann
VAT Id No. DE 136629714, Tax No. 27/088/31501

As of: August 2019 / Subject to alteration/Legal venue and place of jurisdiction is Berlin-Charlottenburg
Please see the valid data protection policy of Messe Berlin GmbH: https://www.messe-berlin.de/en/ExtraPages/DataProtection/

Waste Disposal
Duration of the Event

Event
Date

Hall:	Stand No.:
Exhibitor:	

Deadline: 4 weeks prior to the event

Order form 2020

Orders which are placed within the last 4 weeks prior to the event are **subject to a 20% surcharge.**

Customer Service: **Fax: +49(0)30/3038-1460; Phone.:** +49(0)30/3038-1400**; E-Mail:** fair-service@messe-berlin.de
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin, Germany
Queries for disposal: **Phone: +49(0)30/3038-1333 (Contractor ALBA), -4110**

Description			Price incl. collection	Qty.	Date	Qty.	Date
Small containers 1,1 m³ (Collection incl. supply)							
5082358	1,1 m³	paper/cardboard	58.30 EUR	.....	.....	.....	.....
5082373	1,1 m³	glass waste	98.20 EUR	.....	.....	.....	.....
5095216	1,1 m³	foils	58.30 EUR	.....	.....	.....	.....
5086279	1,1 m³	Wood	97.20 EUR	.....	.....	.....	.....
5082357	1,1 m³	mixed waste	130.00 EUR	.....	.....	.....	.....
240 liters container							
5082376	240 L	paper/cardboard	18.40 EUR	.....	.....	.....	.....
5082377	240 L	food waste	48.30 EUR	.....	.....	.....	.....
5082380	240 L	biological waste	32.00 EUR	.....	.....	.....	.....
5082374	240 L	mixed waste	38.40 EUR	.....	.....	.....	.....
120 liters container							
5082378	120 L	food waste	32.50 EUR	.....	.....	.....	.....
5082381	120 L	biological waste	24.20 EUR	.....	.....	.....	.....
60 liters container				.....	.....	.....	.....
5082382	60 L	waste grease	28.90 EUR	.....	.....	.....	.....
5082379	60 L	food waste	25.20 EUR	.....	.....	.....	.....
				.....	.....	.....	.....

Other sizes on request
Delivery on the first day of the event, prior to the opening.

Waste sacks 120 Ltr. In distinguishing colours		Price incl. disposal				
5082360	paper/cardboard	7.80 EUR	.....	.....	.....	.....
5082361	glass	7.80 EUR	.....	.....	.....	.....
5082362	foils	7.80 EUR	.....	.....	.....	.....
5082359	mixed waste	16.30 EUR	.....	.....	.....	.....
Larger amounts of waste 15 m³ / 25 m³ / 40 m³						
5400204	paper/cardboard - per m³	45.20 EUR	.....	.....	.....	.....
5482368	untreated wood - per m³	63.50 EUR	.....	.....	.....	.....
5400205	treated wood - per m³	83.00 EUR	.....	.....	.....	.....
5095233	construction waste - per m³	84.00 EUR	.....	.....	.....	.....
5086281	mixed construction waste – per m³	158.00 EUR	.....	.....	.....	.....
5086277	sheetrock- per m³	81.90 EUR	.....	.....	.....	.....
5086278	bulky waste - per m³	81.90 EUR	.....	.....	.....	.....
5097360	mixed scrap metal/metal - per m³	22.00 EUR	.....	.....	.....	.....
5400118	biological waste - per m³	88.20 EUR	.....	.....	.....	.....
5082375	carpet – per m³	109.00 EUR	.....	.....	.....	.....
5400203	mixed waste - per m³	128.00 EUR	.....	.....	.....	.....

…/ page 2

Waste Disposal
Duration of the event

Event
Date

Hall:	Stand No.:
Exhibitor:	

Filled sacks should be sealed and placed in front of the stand each day after closing time.

☐ We require a free non-binding consultation:

Contact: Telephone: at our stand: Date/Time:

General notes

In accordance with Technical Guidelines, item 6.1 “Waste Management”, Messe Berlin GmbH or its appointed contractors bear sole responsibility for waste disposal.

Sack or containers for re-usable materials which are incorrectly filled will be charged at the maximum rate plus a handling charge. Other services are also available but are not listed here (e.g. loading of bulk materials, disposal of special waste materials). Details are available on request.

If no personnel are present on the stand when delivery is made, the services shall be considered to have been duly provided upon fulfilment of the services or delivery of the hired equipment to the stand.

The service provider/lessor is not required to check the authority of the personnel encountered on the stand when the services are provided or when hired goods are delivered.
Any complaints regarding the fulfilment of the services ordered should be made to Messe Berlin on the same day, in writing. Complaints made at a later date will be excluded. An obligation exists to rectify justifiable complaints. Cancellation of the contract or a reduction in the remuneration is only possible if the rectification of the complaint is unsuccessful.

Messe Berlin GmbH, Messedamm 22, 14055 Berlin, Germany
Commercial Register HRG Amtsgericht Charlottenburg 92 HRB 5484
Board of Management: Dr. Christian Göke (Chairman), Dirk Hoffmann
VAT Id No. DE 136629714, Tax No. 27/088/31501

The mentioned prices are **subject** to statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal PO number for you company/your client for these services.
For later alteration of invoices 100.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax :

E-Mail: Purchase number for the invoice:

☐ **We are the exhibitor**. These services will be charged within the final invoice of Messe Berlin GmbH.	☐ We are **only ordering by order** of the exhibitor. (a written confirmation is available)	☐ **We are not the exhibitor**. Services have to be charged to our own address as mentioned above.	Legally binding signature and company stamp:
Date:	Name of the customer (in block letters):		.....

As of: January 2020 / Subject to alteration/Legal venue and place of jurisdiction is Berlin-Charlottenburg
Please see the valid data protection policy of Messe Berlin GmbH: https://www.messe-berlin.de/en/ExtraPages/DataProtection/

Declaration of Waste Disposal

Event
Date

Hall:	Stand No.:
Exhibitor:	

Registration 2020

Deadline: 4 weeks prior to the event

Registrations within the last 4 weeks prior to the event **are subject to a 20% surcharge**.

Customer Service: **Fax: +49(0)30/3038-1460; Phone.:** +49(0)30/3038-1400**; E-Mail:** fair-service@messe-berlin.de
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin, Germany
Queries for disposal: **Phone: +49(0)30/3038-1333, -4110**

Waste materials which have not been registered and/or are not placed in the appropriate containers but left in the halls can be subject to a higher charge of **158.00 EUR/m^3** for waste disposal. Hazardous waste materials should not be included in the normal waste. Manufacturing waste that has been mixed, for example, with oil or emulsions shall be considered as special waste material.

Our stand is a:

☐ System stand/re-usable stand ☐ Disposable stand

with
☐ disposable carpeting ☐ re-usable carpeting

☐ **We have appointed the following company to construct our stand:**

Company: ……..

Address: ……

Telephone: …… Fax: ……..

☐ **We have appointed the following company to fit our carpet:**

Company: ……..

Address: ……

Telephone: …… Fax: ……..

Waste disposal for our stand (Please mark where applicable)**:**

☐ We place an order with Messe Berlin or the responsible recycling company for disposal of waste (Order form).

☐ We will be removing re-usable materials ourselves
Please note: According to the German Recycling Law, you are not allowed to take non-recyclable materials off the Exhibition Grounds yourself.

The mentioned prices are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 100.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax :

E-Mail: Purchase number for the invoice:

Date:	Name of the customer (in block letters):	Legally binding signature and company stamp:
……	……	……

As of: January 2020/Subject to alteration/Legal venue and place of jurisdiction is Berlin-Charlottenburg
Please see the valid data protection policy of Messe Berlin GmbH: https://www.messe-berlin.de/en/ExtraPages/DataProtection/

General notes

In accordance with Technical Guidelines, item 6.1 “Waste Management”, Messe Berlin GmbH or its appointed contractors bear sole responsibility for waste disposal.

Sack or containers for re-usable materials which are incorrectly filled will be charged at the maximum rate plus a handling charge. Other services are also available but are not listed here (e.g. loading of bulk materials, disposal of special waste materials). Details are available on request.

If no personnel are present on the stand when delivery is made, the services shall be considered to have been duly provided upon fulfilment of the services or delivery of the hired equipment to the stand.

The service provider/lessor is not required to check the authority of the personnel encountered on the stand when the services are provided or when hired goods are delivered.
Any complaints regarding the fulfilment of the services ordered should be made to Messe Berlin on the same day, in writing. Complaints made at a later date will be excluded. An obligation exists to rectify justifiable complaints. Cancellation of the contract or a reduction in the remuneration is only possible if the rectification of the complaint is unsuccessful.

Messe Berlin GmbH, Messedamm 22, 14055 Berlin, Germany
Commercial Register HRG Amtsgericht Charlottenburg 92 HRB 5484
Board of Management: Dr. Christian Göke (Chairman), Dirk Hoffmann
VAT Id No. DE 136629714, Tax No. 27/088/31501

Event
Date

Staff Placement: Construction/Dismantling/Stand Assistants

Vermittlungsauftrag für Arbeitskräfte – kostenlos / *Staff placement order – free of charge*
The exhibitor / stand construction company is responsible for a valid entrance ticket, generally subject to costs.

Auftraggeber / *Employer*

Name/Firma
Name/Company

Strasse/Hausnummer
Street/Number

Bundesagentur für Arbeit

Agentur für Arbeit Berlin Nord
Königin-Elisabeth-Str. 49
14059 Berlin

Messevermittlung / fair employment service
Tel: +49(0)30/555570-1804
Teampostfach: Berlin-Nord.Messe@arbeitsagentur.de

Während der Messen zusätzliche Aussenstelle auf dem Messegelände / during the fairs also at the exhibition ground:

Telefon/Telefax
Phone/Fax

PLZ/Ort
Town and postal code

Halle
Hall

Stand-Nr.
Stand number

Rückfragen an
Contact

E-Mail

Stellenbeschreibung / *Job description*

Art *Type*	Anzahl *Number*	Tages-/Stunden-honorar netto *Daily or hourly rate*	Sprachkenntnisse *Languages required*	Beschäftigungsdauer von … bis *Occupation time from ... until*	Arbeitszeit von … bis *Working time from …until*
Hilfen zum Standauf-bau und –abbau *Assistants (labour) for stand constructions and dismantling*					
Hostessen/Standhilfen *Receptionists/Stand assistants*					
Verkäufer/-innen *Sales persons*					
Sonstige Berufe - bitte erläutern - Other occupations - please specify -					

Stand: April 2019 / Änderungen vorbehalten
As of: April 2019 / Subject to alteration

Datum, Unterschrift und Firmenstempel
Date, Signature and company stamp

Security Cover

Event
Date

Hall:	Stand No.:
Exhibitor:	

Order form 2020

Deadline: 4 weeks prior to the event

Orders which are placed within the last 4 weeks prior to the event are **subject to a 20% surcharge.**

Customer Service: **Fax: +49(0)30/3038-1460; Phone:** +49(0)30-3038-1400**; E-Mail:** fair-service@messe-berlin.de
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin, Germany
Queries for security: **Phone: +49(0)30/34740477066**; e-mail: disposition@teamflex-solutions.de

According to the Technical Guidelines, item 2.5 „Security Cover", stand security officers may only be obtained from the security company appointed by Messe Berlin.

No. of pers. (please attach separate schedule if necessary) Price/hour

a: Personnel to provide stand security cover **b: Escorting security personnel** (e.g. for photographers) 35.20 EUR

..... Dates (from - to): …….. daily (h, from - to): …….. ☐ a ☐ b

..... Dates (from - to): …….. daily (h, from - to): …….. ☐ a ☐ b

..... Dates (from - to): …….. daily (h, from - to): …….. ☐ a ☐ b

..... Dates (from - to): …….. daily (h, from - to): …….. ☐ a ☐ b

End of security cover on: …… **at / hour: ……**

☐ **Additional services upon request** Price
(e.g. body guard, stage guard, security technology, special staff (e.g. multi-lingual)) as per offer

We require further consultation:

Name:…… Telephone:……

We can offer other technical solutions for security or a comprehensive security analysis for the stand.

Minimum period for which these services will be provided is 4 hours. Separately 100 % surcharge for official holidays will be charged.

The mentioned prices are **subject** to statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 100.00 EUR plus VAT will be charged in addition. Company name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax :

E-Mail: Purchase number for the invoice:

☐ **We are the exhibitor**. These services will be charged within the final invoice of Messe Berlin GmbH.	☐ We are **only ordering by order** of the exhibitor. (a written confirmation is available)	☐ **We are not the exhibitor**. Services have to be charged to our own address as mentioned above.	Legally binding signature and company stamp:
Date:	Name of the customer (in block letters):		.....

As of: January 2020/Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg
Please see the valid data protection policy of Messe Berlin GmbH: https://www.messe-berlin.de/en/ExtraPages/DataProtection/

General Guidelines for Security Cover

As of: February 2019

§ 1 General details

The contractor's services and offers are provided solely on the basis of the following contractual conditions. Additions, supplements and amendments to these contractual conditions, or deviations from them, shall only be effective if confirmed in writing by both contracting parties.

§ 2 Subject of the Agreement

By means of this agreement the client entrusts the contractor with the security of the aforementioned property.
The contractor shall appoint a project manager, who shall be responsible for the technical and organisational implementation of this agreement, and shall be in authority over his/her employees.

The contractor shall draw up the instructions required for the fulfilment of the services. During the performance period the client or his representative shall be granted access to the places of employment. On request the contractor shall supply the client with all necessary information about the properties and, if required, shall provide him with all available documents.

§ 3 Terms of Payment

Invoices shall be submitted after the performance of the services. Payment becomes due immediately.
Only bills and cheques will be accepted as payment. They are not to be considered as a cash payment. Their acceptance does not imply any guarantee with regard to punctual and correct submission or protests. The client shall bear all costs and charges, and discount charges in particular.
A set-off or assertion of a claim to withhold payment of the client's claim is only possible if the client's claim is uncontested, or has been recognised by declaratory judgement.

§ 4 Objections

If no personnel are present on the stand when delivery is made, the services shall be considered to have been duly provided upon fulfilment of the services or delivery of the hired equipment to the stand.

The service provider/lessor is not required to check the authority of the personnel encountered on the stand when the services are provided or when hired goods are delivered.

Any complaints regarding the fulfilment of the services ordered should be made to Messe Berlin on the same day, in writing. Complaints made at a later date will be excluded. An obligation exists to rectify justifiable complaints. Cancellation of the contract or a reduction in the remuneration are only possible if the rectification of the complaint is unsuccessful.

§ 5 Third Party Liability Insurance

Liability towards the customer will be as specified below for damages that arise from fault or negligence on the part of our employees while on duty, subject to the damages that are reported in writing within two days of occurrence:

a)	Personal injury or property damage, violation of the privacy protection Limit for each claim	5.000.000 €
b)	Loss of items supervised up to a limit of	256.000 €
c)	Loss of third party keys/code cards up to a limit of	500.000 €
d)	Accidental damage to or loss of third-party property during contract work up to a limit of	500.000 €
e)	financial loss of protected property	256.000 €

These insured sums exceed the minimum levels prescribed by law for the security service business.

§ 6 Law, Place of Jurisdiction

The law of the Federal Republic of Germany shall apply to the terms of this agreement and to the entire legal relationship between the client and the contractor.

Berlin shall be the place of jurisdiction for any legal disputes arising out of this agreement.

Photographic Service

Event
Date

Hall:	Stand No.:
Exhibitor:	

Order Form 2020

Construction + Service: **Fax: +49(0)30/3038-1418**
Mailing address: MB Capital Services GmbH, Standbau + Service, Thüringerallee 12A, 14052 Berlin, Germany
For queries: **Phone: +49(0)30/8826488**; **mobile:** +49(0)171/5183045**; Homepage:** www.nieswand-pletschke.com

Qty.	Description	Price each	Price total
	Photographs of the Stand		
.....	**Digital photograph(s)** with optimum of lighting incl. Digital imaging (during night, with complete lighting of stand)	85.00 EUR	..... EUR
.....	**Group photo of the stand-team**	95.00 EUR	..... EUR
.....	**Panoramaphoto**	190.00 EUR	..... EUR
.....	**Virtual panoramic view, 360 º**	280.00 EUR	..... EUR
.....	**Multimedia show (DVD) (**text, logos, music, label)	from 380.00 EUR	..... EUR
.....	**Documentation during the opening hours of the fair** incl. digital imaging		
	Documentation of stand (up to 25 perspectives), colour	240.00 EUR	..... EUR
	Miscellaneous		
.....	Other copies of CD with label	9.00 EUR	..... EUR
.....	Additional colour print 18/24 cm	18.00 EUR	..... EUR
.....	Additional colour print 13/18 cm	14.00 EUR	..... EUR
	Discount for larger quantities available on request		

For more information please contact
Mr. Ms.: .....
Telephone/Fax: .....

Delivery/Issue: upon demand CD, DVD, print, USB-stick or via link. Payment: invoice, credit card or cash.
The mentioned prices are **subject to** statutory value-added tax.

Payment by credit card:

Credit card No.: |___|___|___|___| |___|___|___|___| |___|___|___|___| |___|___|___|___| valid until: |___|___| |___|___|
Card holder: ..... CVC number: |___|___|___|

☐ VISA ☐ MasterCard

....
Legally binding signature

Company name and address of recipient of invoice: VAT Reg. No.:

Contact for queries: Phone: Telefax :

E-Mail: Purchase number for the invoice:

Date:	Name of the customer (in block letters):	Legally binding signature and company stamp:
.....	.....	.....

As of: January 2020 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg
Please see the valid data protection policy of MB Capital Services GmbH: https://www.mb-capital-services.de/en/ExtraPages/DataProtection/
Please see the valid data protection policy of nieswand & pletschke fotografie GbR: www.nieswand-pletschke.de/datenschutz/

Stand Cleaning

Event
Date

Hall:	Stand No.:
Exhibitor:	

Order form 2020

Deadline: 4 weeks prior to the event

Orders which are placed within the last 4 weeks prior to the event are **subject to a 20% surcharge**.

Customer Service: **Fax: +49(0)30/3038-1460; Phone:** +49(0)30/3038-1400; **E-mail:** fair-service@messe-berlin.de
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin, Germany
Queries for cleaning: **Phone: +49(0)30/3038-4110**

Stand size - first floor/m² ..... Company name/lettering on the stand:

Stand size – base/m² ....

Please tick where applicable:
ATTENTION: *The removal of heel tracks on hard floor coverings as well as stains on textile floor coverings is NOT included in the following services, but needs to be ordered separately as service at hourly rate.

Basic cleaning during construction period

☐	5091511 Cleaning of the stand (floor, furniture, removal of foil)*	Date:	per hour	34.70 EUR [1])
☐	5091512 Cleaning of areas of glass and plastic (mirrors, walls, acrylic surfaces, tiles)	Date:	per hour	48.50 EUR [1])

Cleaning on the even prior to the event (during the night)

☐	5095110 Cleaning on the even prior to the event (during the night) (floor, furniture, removal of foil)*	per m²	1.60 EUR
☐	5082422 Cleaning of areas of glass and plastic (during the night) (mirrors, walls, acrylic surfaces,tiles)	per hour	70.40 EUR

Cleaning between the days of the fair (during the night)
(starting in the evening of the first day of the event)

☐	Daily cleaning of the stand (during the night) (tables washing off, waste baskets emptying, hard floor covering wet mopping, and carpets vacuum cleaning)*, payment according to m² and days	up to 150 m²	0.77 EUR/m²
		151-500 m²	0.69 EUR/m²
		501-1000 m²	0.63 EUR/m²
		More than 1001 m²	0.55 EUR/m²
☐	5095469 Daily cleaning of areas of glass and plastic (during the night) (mirrors, walls, acrylic surfaces, tiles)	per hour	70.40 EUR

Additional services*

☐	5082698 Services at hourly rate (e.g. auxiliary personnel, cleaning exhibits, washing dishes, dry cleaning of carpets)	per hour	34.70 EUR [1])
☐	Premium Cleaning – All-Inclusive-Package (floors, glass, furniture, exhibits); basic cleaning, daily cleaning in the evening, 1 service staff always stand by; Phone: +49(0)30/3038-4102		individual flat fee according agreement

We require extra services. Please contact us on the stand: Date: ..... Time: .....

Contact: .....

[1]) You will be charged for surcharges in force locally work during nights, and work carried out on Sundays (50%) and public holidays (100%) with proof of hours worked.

The mentioned prices are **subject to** statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 100.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax :

E-Mail: Purchase number for the invoice:

☐ **We are the exhibitor.** These services will be charged within the final invoice of Messe Berlin GmbH.	☐ We are **only ordering by order** of the exhibitor. (a written confirmation is available)	☐ **We are not the exhibitor.** Services have to be charged to our own address as mentioned above.	Legally binding signature and company stamp:
Date:	Name of the customer (in block letters):		.....

As of: January 2020 – Prices valid as of October 2018 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg
Please see the valid data protection policy of Messe Berlin GmbH: https://www.messe-berlin.de/en/ExtraPages/DataProtection/

General Guidelines for Stand Cleaning

Remark

Disposal of refuse or construction material should be ordered separately (please see order for Refuse Disposal).

According to the Technical Guidelines, item 6.2.2 "Cleaning" all cleaning services should only be executed by the cleaning company authorized by Messe Berlin GmbH.

The exhibition area has to be left clean and tidy. A necessary cleaning will be charged to the exhibitor (especially for remaining adhesive tape).

For daily cleaning of closed rooms, please mention a date for handing over the keys.

1. **Preliminary cleaning (Cleaning during the night prior to the event)**
   Preliminary cleaning entails the cleaning of damp cloth or textile floor covering as well as dusting and washing of furniture (outside). Payment is according to stand size (price per sqm). Other cleaning requirements (e.g. cleaning of exhibits) upon request with proof of hours worked.

2. **Regular cleaning**
   Regular cleaning includes the removal of dust from floors and furniture (outside) and the wiping of these areas with a damp cloth, as well as vacuum cleaning of carpets. Not included is shampooing. If required it has to be ordered separately.

3. **Other duties of the client**
   The client must clear all objects to be cleaned; our cleaning personnel is not authorized for transport or clearance work unless stipulated in writing in this order.

4. **Cleaning periods**
   Preliminary cleaning will take place in accordance with verbal agreement, and at the latest on the night prior to the opening of the event. Regular cleaning will be carried out each day of the exhibition/fair after the official closing time.

5. Clients must ensure that we are granted access to the areas to be cleaned and to power points. If necessary they should supply us with keys.

6. The service provider/lessor is not required to check the authority of the personnel encountered on the stand when the services are provided or when hired goods are delivered.

7. Complaints about the standard of cleaning work should be made to us on the day in question in writing. We cannot consider later objections. We are obliged and entitled to make up for any proven deficiencies. Cancellation of the contractor or a reduction in the amount payable is only possible if the subsequent improvement is inadequate.

8. Charges will be based on the square metre area of a stand as listed in the official hall plan of Messe Berlin, and may also include aisles that are inside the stand areas, as well as second floor stand areas.

9. Our rates may be adjusted on a percentage basis in accordance with wage increases.

10. **Remuneration**
    Invoices will be submitted at the end of the event. Because of the labour-intensive nature of the work, all invoices will be payable net without deductions following receipt of the invoice, or payable on submission of receipts.

11. **Liability**
    The amount and extent of our liability for any damage of personal injury caused by our staff is listed below. The client undertakes to carry out an immediate inspection after the cleaning work has been carried out, in order to establish whether any damage has been caused. Obvious cases of damage must be reported in writing immediately and at the latest within a period of three days. All cases of damage and injury will be dealt with and paid for exclusively by our insurers. We have taken out public liability insurance against damage or injury for the following amounts: up to 1,000,000.00 EUR for personal injury, up to 500,000.00 EUR for damage to property and objects, for failure to provide suitable care or for damage due to bad workmanship, up to 50,000.00 EUR.

Miscellaneous
Ancillary agreements are only effective if they are made in writing. The contractor will store and process personal data in the normal way, and using data processing. An undertaking is given to abide by the regulations of the Federal Data Protection Law.
The place of jurisdiction shall be Berlin. Each of these regulations shall be valid in its own right.

Messe Berlin GmbH, Messedamm 22, 14055 Berlin, Germany
Commercial Register: HRG Amtsgericht Charlottenburg 92 HRB 5484
Board of Management: Dr. Christian Göke (Chairman), Dirk Hoffmann
VAT Id No. DE 136629714, Tax No. 27/088/31501

Stand personnel
Hostesses and Hosts

Event
Date

Hall:	Stand No.:
Exhibitor:	

Enquiry 2020

Deadline: 4 weeks prior to the event

Hosts/Hostesses: **Fax: +49(0)30/3038-1440**
Mailing address: CSG Team GmbH, Hostessen, Thüringerallee 12A, 14052 Berlin, Germany
For queries: **Phone:** +49(0)30/3038-1435**; E-Mail:** hostessen@csg-team.de

Contracts must be duly signed and sent back 14 days prior the event. No cancellation possible, after the contract has been signed. Enquiries after the deadline are only accepted under reserve. Orders received within the last 10 working days prior to the start of the event are subject to a 20% surcharge.

Qty. Description Price each day Price total

☐ female ☐ male

Employment period: date, from: .....to: ……. time, from: …..... to: …….....

Host/Hostess

As stand assistant, for light service-tasks, information or counter services; with the languages:

…..	German and English	☐ half-day rate*) at	140.00 €	☐ days at fair *) at	223.00 €	…… EUR
	rate for each additional hour				27.00 €	
…..	German, English and 1 other European language ……..	☐ half-day rate*) at	161.00 €	☐ days at fair *) at	245.00 €	…… EUR
	rate for each additional hour				29.00 €	
…..	German, English and 2 other European languages: ……	☐ half-day rate*) at	197.00 €	☐ days at fair *) at	280.00 €	…… EUR
	rate for each additional hour				33.50 €	
…..	German, 1 European and 1 other special language**):	☐ half-day rate*) at	218.00 €	☐ days at fair *) at	306.00 €	…… EUR
	rate for each additional hour				36.50 €	
…..	Staff supervisor	☐ half-day rate*) at	218.00 €	☐ days at fair *) at	306.00 €	…… EUR
	rate for each additional hour				36.50 €	

Promoter

For promotion at the booth or on the fair ground (only with a chargeable promotion-license); with the languages:

…..	German and English	☐ half-day rate*) at	146.00 €	☐ days at fair *) at	228.00 €	…… EUR
	rate for each additional hour				28.00 €	

We provide our staff with entrance passes for the exhibition.
Our staff wears business attire.
Do you have any question regarding the outfit or something else. Please talk to us – we look forward to hearing from you:
hostessen@csg-team.de

*) The half-day rate covers a maximum of 4 working hours, the daily rate covers a maximum of 9 working hours incl. the statutory breaks. *Further working hours will be charged with the additional hour rate.*
**) Special languages such as Arabic, Georgian, Ukrainian, Icelandic as well as Asian languages on request.
***) The contract-partner is recipient of the service and in charge of instructing the leased staff in terms of its assignment. The sub-secondment through a third party is not allowed.

The CSG TEAM GmbH reserves the right to invoice exhibitors directly via contractual partners for the services of hostesses and stand personnel.
The mentioned prices are **subject to** statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 100.00 EUR plus VAT will be charged in addition.

Company name and address of the contract-partner: VAT Reg. No.:

Contact for queries: Phone: Telefax :

E-Mail: Purchase number for the invoice:

Date:	Name of the customer (in block letters):	Legally binding signature and company stamp:
.....	.....	.....

As of: Januar 2020 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg
Please see the valid data protection policy of CSG Team GmbH

Information regarding the processing of customer data, pursuant to the European General Data Protection Regulation (GDPR)

We would like to provide you with the following information to give you an overview of how your personal data is processed by our company and inform you of your rights arising from data protection regulations.

1. Name and contact data of the person in charge of data processing and of the company's data protection officer:

Office responsible for processing your personal data:

Data protection officer *(Datenschutzbeauftragter)* Messe Berlin GmbH
Messedamm 22
14052 Berlin
+49 (30) 3038 – 2889
datenschutz@messe-berlin.de

You can contact our data protection officer at

datenschutz@messe-berlin.de

2. Collection and storage of personal data as well as type, purpose and use of data

When you place an order with us, we will collect and store the following information:

- title, first name, last name,
- valid e-mail address,
- postal address,
- telephone number (landline number and/or mobile number)
- fax number
- information required for providing the contracted services

These data are collected

- to identify you as our customer;
- to enable the provision of the services agreed upon;
- for correspondence with you;
- for invoicing purposes;
- for processing and asserting any liability claims against you.

The data are processed at your request and processing is required for the named purposes pursuant to Art. 6 par. 1 sentence 1 lit. b GDPR in order to process your order properly and to mutually fulfil contractual obligations.

The personal data collected in connection with your order are stored for the statutory storage period and are then deleted, unless tax- and trade-related documentation

CSG TEAM GmbH . Thüringer Allee 12 A . D-14052 Berlin
Telephone: +49/ (0)30/ 3038-1435 . Fax: +49/ (0)30/ 3038-1440
CEO : Christian Friede
Bank account: Deutsche Bank; Bankcode: 10070848 Account: 510652100;
IBAN: DE24 1007 0848 0510 6521 00; BIC: DEUTDEDB110
Place of jurisdiction: Berlin. Commercial registry: HRB 81907. VAT ID No. : DE 217619438 . Tax number: 27/088/31501

obligations (under the German Trade Law [Handelsgesetzbuch, HGB], the German Criminal Code [Straftgesetzbuch, StGB] or the German Revenue Code [Abgabenordnung, AO]) which are subject to Article 6 par. 1 sentence 1 lit. c of the GDPR require us to store them for a longer period or you have given your consent to an extended storage period pursuant to Art. 6 par. 1 sentence. 1 lit. a GDPR.

3. Passing on of data to third parties

Your personal data are not transmitted to third parties for any other purposes than those stated hereinafter.
In compliance with Art. 6 par. 1 sentence 1 lit. b GDPR, your personal data are passed on to third parties as far as this is required for executing the contract with you. This includes, in particular, the passing on of personal data to temporary workers and public authorities. A third party may only use the data passed on to it for the said purposes.

4. Rights of persons whose data are collected and stored

Pursuant to Art. 7 par. 3 GDPR, you have the right to revoke your consent to collection and storage of your data at any time.

- We are then no longer allowed to continue processing your data according to the consent originally provided;
- Pursuant to Art. 15 GDPR, you have the right to demand information on and access to your personal data as processed by us. In particular, you are entitled to demand information on the purpose of data processing, the category of personal data, the categories of recipients to which your data have been or are disclosed, the planned period of storage, the existence of a right to rectification, deletion, restriction of processing or objection, the existence of a right to file complaints, the origin of your data if these data were not collected by us and the existence of an automated decision-making process including profiling and, where appropriate, meaningful information on the details of this process;
- Pursuant to Art. 16 GDPR, you have the right to demand immediate rectification of wrong personal data or completion of incomplete personal data stored by our company;
- Pursuant to Art. 17 GDPR, you have the right to demand deletion of your personal data stored by our company as far as processing your data is not required in order to exercise the right to freedom of expression and information, to comply with a legal obligation, or for reasons of public interest or for asserting, exercising or defending legal claims;
- Pursuant to Art. 18 GDPR, you have the right to demand restriction of processing of your personal data if you contest the accuracy of the data, if processing of them is illegal but you do not wish them to be deleted and we no longer need the data but you require them for asserting, exercising or defending legal claims, or if you have objected to processing pursuant to Art. 21 GDPR;
- Pursuant to Art. 20 GDPR, you have the right to demand disclosure, in a structured, commonly-used and machine-readable format, of the personal data you have provided to us or to demand transmission of there data to another authorised party and

CSG TEAM GmbH . Thüringer Allee 12 A . D-14052 Berlin
Telephone: +49/ (0)30/ 3038-1435 . Fax: +49/ (0)30/ 3038-1440
CEO : Christian Friede
Bank account: Deutsche Bank; Bankcode: 10070848 Account: 510652100;
IBAN: DE24 1007 0848 0510 6521 00; BIC: DEUTDEDB110
Place of jurisdiction: Berlin. Commercial registry: HRB 81907. VAT ID No. : DE 217619438 . Tax number: 27/088/31501

- to lodge a complaint with a supervisory authority pursuant to Art. 77 GDPR. You can normally lodge this complaint with the supervisory authority of your habitual residence or of your or our place of business.

Information on the right to object pursuant to Article 21 GDPR

You have the right to object at any time, on grounds relating to your particular situation, to the processing of personal data based on Article 6 par. 1 point f of the GDPR (processing for the purpose of protection of the legitimate interests pursued by the controller or by a third party).

Should you file an objection, we will no longer process your personal data unless we are able to provide compelling and legitimate reasons for their processing which override your interests, rights and freedoms or unless processing of the data serves to establish, exercise or defend legal claims.

CSG Team GmbH

January 2019

CSG TEAM GmbH . Thüringer Allee 12 A . D-14052 Berlin
Telephone: +49/ (0)30/ 3038-1435 . Fax: +49/ (0)30/ 3038-1440
CEO : Christian Friede
Bank account: Deutsche Bank; Bankcode: 10070848 Account: 510652100;
IBAN: DE24 1007 0848 0510 6521 00; BIC: DEUTDEDB110
Place of jurisdiction: Berlin. Commercial registry: HRB 81907. VAT ID No. : DE 217619438 . Tax number: 27/088/31501

Business Center
on the Exhibition Grounds

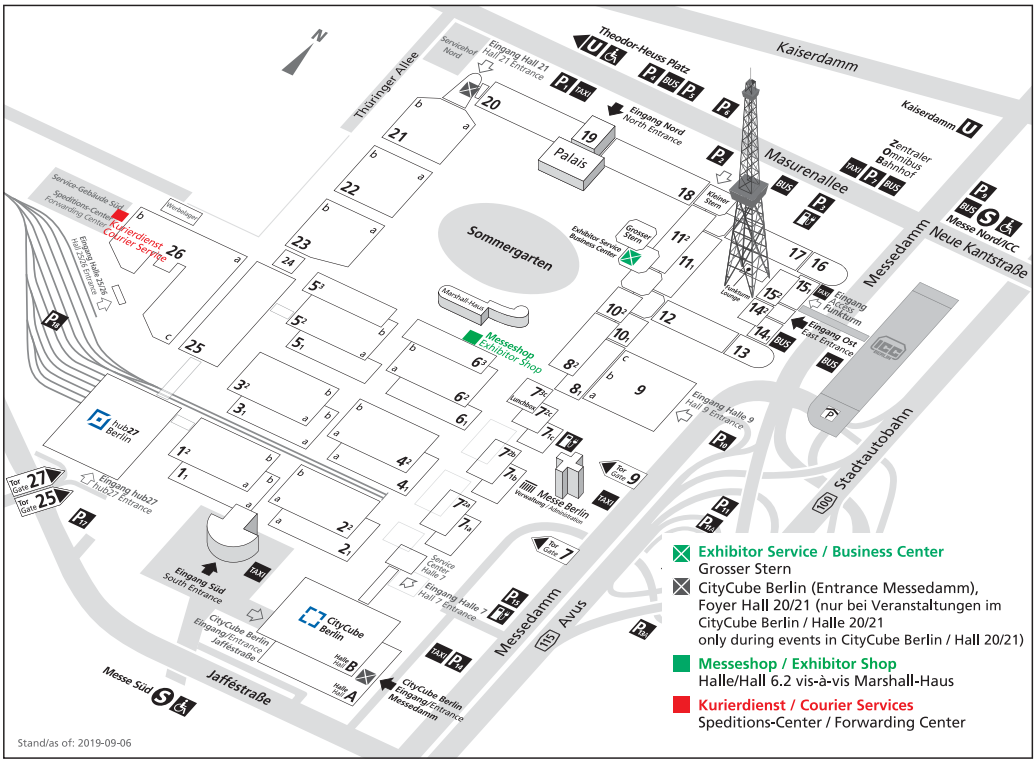
Office Service: **Fax:** +49(0)30/3038-4135
For queries: **Phone:**+49(0)30/3038-4123 to 4125; **E-Mail:** business-center@messe-berlin.de
Offices: Grosser Stern, 3. Floor,
Entrance: Hall 20/21;
CityCube

Opening hours: daily: according to opening hours of the fair
The opening hours will be communicated in the exhibitors' information prior to the fair.

Price list
(payment in cash, EC and credit card payment possible) – As of: August 2019

Photcopies			
DIN A 4 b/w	01-49 Copies	each	0.25 EUR
	50-250 Copies	each	0.20 EUR
	more than 250 Copies	each	0.15 EUR
DIN A 4 colour	01-49 Copies	each	1.00 EUR
	50-99 Copies	each	0.90 EUR
	100-499 Copies	each	0.80 EUR
DIN A 3 b/w	01-49 Copies	each	0.30 EUR
	50-250 Copies	each	0.25 EUR
	more than 250 Copies	each	0.20 EUR
Telephone calls			
Charging mobile phone credit			5.00 – 30.00 EUR
Telefax			
Sending a fax		p/page	1.30 EUR
Receiving a fax		p/page	0.70 EUR
E-Mail/Internet			
per 15 minutes			3.00 EUR
Laptop			
per 15 minutes			3.00 EUR
Use of PC/CD Burner			
per 15 minutes			3.00 EUR
Printing DIN A 4			
Black and white		each	0.50 EUR
Colour		each	1.00 EUR
Business cards		20 copies	15.00 EUR
		50 copies	30.00 EUR
		100 copies	50.00 EUR
For sale			
Cables and adapters		each	upon request

All prices are **inclusive** the statutory value-added tax



Messe Berlin

Organising Services for Fairs, Conferences, and Events

Advice – Concept – Performance – Efficiency Review

We offer the following

Support Services

- Mailings to Exhibitors and Visitors
- Catalogues/Participants' List
- Ticketing (Call Center and Internet Advance Ticketing)
- Registration for Trade Visitors and Participants
- Hosts and Hostesses Service
- Visitor Promotion
- Ticket Sale on site and others

For information: Phone +49(0)30/3038-1402/ -1499, Fax: +49(0)30/3038-1432

Advertising spaces for Exhibitors

- Advertising on the outdoor areas and entrances as well as and hall passage ways (mega banners, bench displays, flags, display towers, ellipse displays, mobile poster cases or large-size advertising for the outdoor areas)

For information: Phone +49(0)30/3038-2406/ -2402, Fax: +49(0)30/3038-2239

Exhibitor Service

- Planning of a unified stand construction offer for the fair
- Offer for single stands (modular system or according to requirements of exhibitors)
- Stand equipment and other services

For information: Phone +49(0)30/3038-1491/ -1448, Fax: +49(0)30/3038-1418

Design and Events

- individually planned stand construction
- Special Programmes and Events
- Marketing Services

For information: Phone +49(0)30/3038-1425, Fax: +49(0)30/3038-1419

Illustration for unique system stands:

Capital Services

MB Capital Services GmbH, Thüringerallee 12 A, 14052 Berlin, Germany
www.mb-capital-services.de, www.capital-display.de, e-mail: info@mb-capital-services.de, werbeflächen@mb-capital-services.de

Event
Date

Inquiry Form 2020

Suspension Points, Lighting and Rigging

Exhibition / Event:	
Hall:	Stand-no.:
Exhibitor:	

Deadline: 4 weeks prior to the event
Late order fee: Orders which are placed within the last 4 weeks prior to the event are subject to a 20% surcharge. For orders received within the last two weeks prior to the first day of the official construction (or prior to the first set-up day if the construction period starts earlier) are subject to a late charge of 30% on listed prices.

Mailing adress: MB Capital Services GmbH, Stand + Service, Thüringerallee 12A, 14052 Berlin, Germany
Commercial inquiries: Tel.:+49 (0)30 30 38-1415; Email: info@mb-capital-services.de
Technical inquiriers: Service Partner UEBERKOPF GmbH, Phone: +49 (0)30 555 74 48-20, Email: messe-berlin@ueberkopf.de
Please see the valid data protection policy of MB Capital Services GmbH https://www.mb-capital-services.de/en/ExtraPages/DataProtection/

Suspension points from ceiling

For submitting you an individual offer we need the information mentioned below.
Please note that we can only ensure a quick handling if a completely filled form and a detailed drawing is provided.

Suspension points are only available according to the structural conditions.
Please note the Technical Guidelines item 3.1 ,,Hall data" and items 4.7.5 ,,Suspended Items …" and 4.7.5.1 ,,Heavy suspended items".

Qty. Description

_____ ☐ **Suspension with eye screw and/or steele rope**

Depending on the location of the stand it may be necessary to use load spreading truss system to reach the suspension point position. The technical requirements are differing in each hall and always require individual consultation.
Please contact UEBERKOPF GmbH if you need any information about suspension possibilities for your booth.

Necessary information to quote a suspension point request:

> drawing with dimensioned positions of the hanging points and stand orientation
> total weight of all hanging items _____ kg
> Overview with explicit allocation of single point loads
> kind of lifting aids for installation (manual chain hoists, electrical chain hoists, material lift etc.)
> height of the hanging points (we provide all points adjusted if desired)
> date of installation
> do you require additional services (e.g. rigging, lighting or sound technology etc)

_____ ☐ **Event Technology**

> Lighting (tungsten light, daylight etc.)
> Sound (fullrange-speaker, microphone etc.)
> Rigging (truss, manual and electric chain hoists, lifting accessories etc.)

_____ ☐ **Working hour with or without aerial plattform**

> to focus lights, for installation/uninstallation of advertising banners etc.,
for installation/uninstallation of secondary safety components etc.

Invoice address -> Please note: We reserve the right to fulfill the services only upon a previous receipt of payment.

Company: _____ VAT-No.: _____
Street: _____ City: _____
Country: _____ Postcode: _____
Contact: _____ Email: _____
Phone: _____ Fax: _____
Purchase Order No.: _____

Please note: Please clarify the internal PO number for your company/ your client for these services. For belated alteration of invoices an additional handling fee of 30.00 EUR plus VAT will be charged.

Payment by credit card -> Please note: We reserve the right to fulfill the services only upon a previous receipt of payment.

Credit card No.: _____ valid until: _____
Card holder: _____ card type: ☐ VISA ☐ MasterCard ☐ Amex
Signature: _____ CVC number: |___|___|___|

Date	Name of the customer (in block letters please)	Legally binding signature and company stamp

General Terms of Business and Conditions of Hire of MB Capital Services GmbH

1. Contract

(1) The following General Terms of Business and Conditions of Hire of MB Capital Service GmbH (in the following: lessor) apply to all hire contracts for movable items and construction. Any conflicting conditions of the lessee are hereby repudiated. Any divergence from these terms and conditions, or ancillary agreements, are only valid if confirmed in writing by the lessor.

(2) All orders for hire equipment must be in writing. The lessor will confirm all orders prior to the event, provided that such orders have been submitted before the prescribed deadline for applications as stated in the order forms contained in the Exhibitors's Service Folder. If exhibitors do not receive written confirmation of their orders, provided that such orders have been submitted on time, they should notify the lessor immediately.

(3) The lessor reserves the right to execute services ordered or deliver items for hire only upon receipt of payment.

2. Details about the loan of items

(1) The lessee is aware that the items available for hire are usually used several times at exhibitions and may not always be new.

(2) The items for hire will only be made available for the agreed purpose and for the duration of the event. They are for the use of the lessee only at the agreed place of hire.

(3) No hired item may be transferred to third parties. Plans, designs, drawing, production and assembly documents and all rights thereto remain the property of the lessor, even when given to the lessee.

(4) The lessee should ascertain whether the hired items are in a suitable condition, safe to use and complete when they are handed over.

(5) By his acceptance of the items entrusted to his care the lessee acknowleges that they do not contain any defects, unless he immediately notifies the lessor of such defects in writing.

(6) Deliveries within the stipulated period of all items ordered from the lessor will be made promptly, to ensure that the hired items are available at the start of the event.

(7) In the absence of any stand personnel when the hired items are delivered, they will be considered to have been correctly delivered when left on the stand.

(8) The lessor is not obliged to check the credentials of the personnel on the stand when delivering the hired items.

(9) No delivery times or special requirements will be considered effective unless confirmed in writing by the lessor.

3. Warranty

(1) If the lessee makes use of his right to notify the lessor of any defects, the lessor's warranty is limited solely to making the necessary improvements, provided that the defective items is one that has already been used. The lessor may supply a replacement if he thinks fit.

4. Hire charges

(1) The charges as listed are net, subject to statutory value added tax plus an insurance premium of 5 % of the hire charge for items hired 4 % of the hire charge for the complete stand incl. equipment. The charges are valid for the duration of the event.

(2) The cost of delivery to and removal from the exhibition grounds, and for any assembly or dismantling that may be required, are included in the hire charge.

5. Orders placed after the application deadline

(1) If the lessee places an order after the expiry of the deadline for applications, of which he has been notified (generally 4 weeks prior to the start of the event), the lessor cannot guarantee prompt or complete deliveries. Above in such cases no guarantees can be provided that the items can be supplied as ordered.

(2) If delivery within the stupulated deadline is possible, the additional costs incurred by the delayed order will be charged to the lessee in the form of a 20 % surcharge on the original hire charge.

(3) The alteration of orders for suspensions within the last week prior to the start of construction will be charged.

6. Deviations from the details in catalogue

(1) All the dimensions stated in the catalogue are approximate. The lessor reserves the right to make reasonable alterations to dimensions, shape and colour of the items ordered for hire. The items supplied must be equal or superior to those ordered.

7. Terms of payment

(1) Upon submission of the invoice the sum due, including statutory value-added tax if not otherwise stated in the invoice, is payable no later than the start of the event. Payment should be made to one of the accounts of the lessor without deduction.

(2) If the lessor has no record that the payment has been received by a date four weeks prior to the start of the event at the latest, it is entitled to withdraw from the agreement.

(3) Order received by the lessor two weeks prior to the start of the event,or later, will only be accepted if accompanied by payment in advance (a cheque should be enclosed with the order).

8. Failure to make use of previously ordered hire items

(1) If the lessee will not make use of previously ordered hired items and give notice in writing no later than 4 weeks prior to the event, the lessor charges 5 % of rental charge. If notice is given no later than 7 days prior to the event, 10 % of hire charge will be charged.

(2) For orders worth more than 10,000.00 EUR or involving a stand construction area in excess of 100 m², if notice of withdrawal is given in writing no later than 10 weeks prior to the start of the event, a sum equivalent to 10 % of the rental charge/value of the order will be charged. This sum will increase to the equivalent to 20 % of the rental charge/value of the order if the written notification is received within 6 weeks of the start of the event.

(3) If non-defective hire items cannot be handed over to the lessee on the agreed delivery date or if he does not take delivery of the items as agreed, the lessee shall be liable for payment of the full hire charge. If delivery date is not been expressively agreed, stand construction will be handed over to the lessee or his representative at the stand no earlier than 5 days but no later than 3 days, other hire items usually 2 days prior to the event. If another lessee can be found for the hire items that have not been delivered, the original lessee shall only be required to pay 25 % of the invoice sum to meet additional expenses.

(4) In cases as mentioned in 8.1 and 8.2, the onus shall be on the lessee to prove that the lessor has not incured the flat rate charges as invoiced. The lessor is entitled to assert the actual damage incurred.

9. The liability of the lessee

(1) The liability of the lessee for any damage to or loss of the items hired to him commences with the hand over and ceases with collection by the lessor after the end of the event at the latest.

(2) Liability also applies to the lessee`s employees and to third persons, but only in cases of negligence on the part of the lessor or its employees. The lessor only bear liability in cases deliberate and malicious damage.

(3) The lessee is obliged to handle the hired items with care. Nothing may be stuck, nailed or painted onto these items, nor may they be damaged in any other way.

(4) Without prior approval of the lessor the lessee is not permitted to alter the items in his care. Any particular distinguishing marks that may exist may not be removed. Damages should be reported to the lessor immediately.

(5) The hired items must be made ready and available for collection immediately following the end of the event.

(6) Should the lessee delay in returning the hired items, The lessor is entitled to prepare such items for removal at the lessee`s expense, subject to the lessee`s approval.

(7) The lessee will be informed immediately if the lessor finds any defects on the hired items being returned. Such statements will be considered acknowledged if the lessee does not contest them in writing within one week.

10. The liability of the lessor

(1) The lessor accepts no liability for any kind of personal injury or damage to property, unless such injury or damage is due to deliberate and malicious damage on the part of the lessor or his employees.

(2) If the lessor is delayed in providing its service it will not be held liable for slight negligence. This also applies in cases where it proves impossible to provide the required services.

11. Insurance

(1) The objects and equipment offered for hire must be insured. The insurance premium for the hired items and equipment shall amount to 5 % of the hire charge. This insurance shall cover replacement in the event of loss. The lessee is not entitled to a replacement. A replacement during the event shall only be provided if ordered and paid for by the lessee.

(2) The premium for insuring the hired modular stand, incl. stand equipment and hired items, shall amount to 4 % of the hire charge. If no insurance cover is taken out for the hired modular stand, the lessee shall be liable for damage to or loss of the hired items.

(3) The following shall be excluded from the insurance: artwork, water and electricity connections, and on-site services.

12. Federal Data Protection Law (BDSG)

(1) In accordance with the European Data Protection Regulation, personal data concerning our business associates will be stored and processed for the purposes of the contractual agreement. Please see the valid data protection policy of MB Capital Services GmbH https://www.mb-capital-services.de/en/ExtraPages/DataProtection/

13. Final provision

(1) The validity of the „General Terms of Business and Conditions of Hire“ is not affected by the invalidity of any individual regulations or clauses.

(2) Only the German Version is legally binding.

(3) Provided no agreement has been made to the contrary the regulations contained in the Civil Code of the Federal Republic of Germany apply.

(4) The legal venue and place of jurisdiction is Berlin-Charlottenburg.

MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin, Germany
Commercial Register HRG Amtsgericht Charlottenburg No. HRB 65470
Managing Directors: Wilfried Wartenberg, Jörn Riccius
VAT-Id No. DE 191413151, Tax No. 27/088/31501

As of : 1 August 2019

Fabric Decoration

Event
Date

Hall:	Stand No.:
Exhibitor:	

Order Form 2020

Deadline: 4 weeks prior to the event

We reserve the right to fulfill the services only upon receipt of the total sum of confirmation in advance.
Orders within the last 4 weeks prior to the official construction period are subject to a surcharge of 30 % on the offered prices.
Orders on site are accepted upon presentation of a credit card.
At the time placing the order, orders will be considered as complete if accompanied by a sketch including measurements and installation heights.

Construction + Service: **Fax: +49(0)30/3038-1418**
Mailing address: MB Capital Services GmbH, Standbau + Service, Thüringerallee 12A, 14052 Berlin, Germany
For queries: **Phone: +49(0)30/3038-5786; E-Mail:** info@mb-capital-services.de

Please contact for offer request:

E-Mail: FrankVogt@langhammer-vogt.de
Phone: +49 (0)30 3038 5786

Please contact for invoicing request:

E-Mail: info@mb-capital-services.de
Phone: +49 (0)30 3067 20-15

Textile sheets and tensioned wall coverings

Available qualities see overleaf

☐ Please send us a quotation for ☐ Textile ceiling for the stand ☐ Tensioned wall covering

Quality: ..... colour:.....

The mentioned prices are **subject to** statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Payment by credit card:

Credit card No.: |___|___|___|___| |___|___|___|___| |___|___|___|___| |___|___|___|___| valid until: |___|___| |___|___|

Card holder: ..... CVC number: |___|___|___|

☐ VISA ☐ MasterCard ☐ Amex

....
Legally binding signature

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 100.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax:

E-Mail: Your order number for the invoice:

☐ **We are the exhibitor**. The service is an additional order to our fair packiage with Messe Berlin GmbH.	☐ We are **only ordering by order** of the exhibitor. (a written confirmation of cost transfer is enclosed)	☐ **We are not the exhibitor**. Services have to be charged to our own address as mentioned above.	Legally binding signature and company stamp:
Date:	Name of the customer (in block letters):		.....

As of: January 2020/ Subject to alteration/Legal venue and place of jurisdiction is Berlin-Charlottenburg
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Remarks to tensioned structures:

(As of: August 2019)

(Extract from the Technical Guidelines)

Approval must be obtained for horizontal decorations and ceiling areas covering individual and collective stands, one important reason being to ensure the correct functioning of spray and sprinkler system.
The materials used for such areas must be at least “flame-resistant”, and a certificate must be provided showing that they conform to the standard DIN 4102/B1.

In the preliminary remarks, the following regulations apply to all stands:

a) Continuous areas may not comprise a single area in excess of 30.00 m² (projected layout)

b) A number of individual areas may only be set up together if a suitable space is left between them (projected layout).

c) A sprinkler system must be provided if the indicated maximum surface area is exceeded.

Textile sheets and tensioned wall coverings

(ready-made, delivered and tacked smoothly onto supplied wooden background, incl. removal after end of fair)

Rayon tulle
fire-resistant according to DIN 4102 B1
Can be used for sprinklers
seamless up to 11.20 m
Colours: white and black

Rayon net
fire-resistant according to DIN 4102 B1
Can be used for sprinklers
seamless up to 5.20 m
Colours: white and black

Furnishing molleton, 165 gr/m²
Fire-resistant according to DIN 4102 B1
Various colours on request

Stage molleton, 300 gr/m², width 3.00 m
Fire-resistant according to DIN 4102 B1
Various colours on request

Fabric for acoustic absorption, 380 gr/m², width 1.40 m
Fire-resistant according to DIN 4102 B1
Various colours on request

Curtains (incl. rails, extractable)
Fire-resistant according to DIN 4102 B1
Various colours on request

Floor Covering, Carpet for Hire

Event Date

Hall:	Stand No.:
Exhibitor:	

Order Form 2020

Deadline: 4 weeks prior to the event

Orders which are placed within the last 4 weeks prior to the event are **subject to a 20% surcharge**.

Construction + Service: **Fax: +49(0)30/3038-1418**
Mailing address: MB Capital Services GmbH, Standbau + Service, Thüringerallee 12A, 14052 Berlin, Germany
For queries: **Phone**: +49(0)30/3038-1415**; E-Mail:** info@mb-capital-services.de

Qty.	Order No.	Description	Price each	Price total
		Velours carpeting delivered in rolls, width 2 m , laid on two-sided adhesive tape incl. covering foil and collection after the event, per sqm.		
.....	540801	red	11.90 EUR	..... EUR
.....	540802	blue	11.90 EUR	..... EUR
.....	540803	black	11.90 EUR	..... EUR
.....	540804	green	11.90 EUR	..... EUR
.....	540805	grey mottled	11.90 EUR	..... EUR
.....	540806	grey	11.90 EUR	..... EUR
.....	540807	anthracite	11.90 EUR	..... EUR
		Needled felt carpeting delivered in rolls, width 2 m , laid on two-sided adhesive tape incl. covering foil and collection after the event, per sqm		
.....	540701	red	10.90 EUR	..... EUR
.....	540702	blue	10.90 EUR	..... EUR
.....	540703	anthracite	10.90 EUR	..... EUR
.....	540704	green	10.90 EUR	..... EUR
.....	540705	grey mottled	10.90 EUR	..... EUR
.....	540706	grey	10.90 EUR	..... EUR
		Sealing of edges of carpeting using coloured fabric tape		
.....	540110	Coloured fabric tape, per runn.mtr.	1.90 EUR	..... EUR
		PVC Floor covering, mottled (for kitchen areas) delivered in rolls, width 2 m , laid on two-sided adhesive tape incl. covering foil and collection after the event, per sqm		
.....	540400	PVC Floor covering	11.50 EUR	

Preferred date of execution: ..... (only binding upon written confirmation)

The mentioned prices are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions. Order on site will only be accepted under reserve (pls see item 5 of General Terms of Hire).

Payment by credit card:

Credit card No.: |___|___|___|___| |___|___|___|___| |___|___|___|___| |___|___|___|___| valid until: |___|___| |___|___|

Card holder: ..... CVC number: |___|___|___|

☐ VISA ☐ MasterCard ☐ Amex

....
Legally binding signature

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 100.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax:

E-Mail: Your order number for the invoice:

☐ **We are the exhibitor**. The equipment for hire is an additional order to our fair package with Messe Berlin GmbH.	☐ We are **only ordering by order** of the exhibitor. (a written confirmation of cost transfer is enclosed)	☐ **We are not the exhibitor**. Services have to be charged to our own address as mentioned above.	Legally binding signature and company stamp:
Date:	Name of the customer (in block letters):		.....

As of: January 2020 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg
Please see the valid data protection policy of MB Capital Services GmbH https://www.mb-capital-services.de/en/ExtraPages/DataProtection/

General Terms of Business and Conditions of Hire of MB Capital Services GmbH

1. Contract

(1) The following General Terms of Business and Conditions of Hire of MB Capital Service GmbH (in the following: lessor) apply to all hire contracts for movable items and construction. Any conflicting conditions of the lessee are hereby repudiated. Any divergence from these terms and conditions, or ancillary agreements, are only valid if confirmed in writing by the lessor.

(2) All orders for hire equipment must be in writing. The lessor will confirm all orders prior to the event, provided that such orders have been submitted before the prescribed deadline for applications as stated in the order forms contained in the Exhibitors's Service Folder. If exhibitors do not receive written confirmation of their orders, provided that such orders have been submitted on time, they should notify the lessor immediately.

(3) The lessor reserves the right to execute services ordered or deliver items for hire only upon receipt of payment.

2. Details about the loan of items

(1) The lessee is aware that the items available for hire are usually used several times at exhibitions and may not always be new.

(2) The items for hire will only be made available for the agreed purpose and for the duration of the event. They are for the use of the lessee only at the agreed place of hire.

(3) No hired item may be transferred to third parties. Plans, designs, drawing, production and assembly documents and all rights thereto remain the property of the lessor, even when given to the lessee.

(4) The lessee should ascertain whether the hired items are in a suitable condition, safe to use and complete when they are handed over.

(5) By his acceptance of the items entrusted to his care the lessee acknowleges that they do not contain any defects, unless he immediately notifies the lessor of such defects in writing.

(6) Deliveries within the stipulated period of all items ordered from the lessor will be made promptly, to ensure that the hired items are available at the start of the event.

(7) In the absence of any stand personnel when the hired items are delivered, they will be considered to have been correctly delivered when left on the stand.

(8) The lessor is not obliged to check the credentials of the personnel on the stand when delivering the hired items.

(9) No delivery times or special requirements will be considered effective unless confirmed in writing by the lessor.

3. Warranty

(1) If the lessee makes use of his right to notify the lessor of any defects, the lessor's warranty is limited solely to making the necessary improvements, provided that the defective items is one that has already been used. The lessor may supply a replacement if he thinks fit.

4. Hire charges

(1) The charges as listed are net, subject to statutory value added tax plus an insurance premium of 5 % of the hire charge for items hired 4 % of the hire charge for the complete stand incl. equipment. The charges are valid for the duration of the event.

(2) The cost of delivery to and removal from the exhibition grounds, and for any assembly or dismantling that may be required, are included in the hire charge.

5. Orders placed after the application deadline

(1) If the lessee places an order after the expiry of the deadline for applications, of which he has been notified (generally 4 weeks prior to the start of the event), the lessor cannot guarantee prompt or complete deliveries. Above in such cases no guarantees can be provided that the items can be supplied as ordered.

(2) If delivery within the stupulated deadline is possible, the additional costs incurred by the delayed order will be charged to the lessee in the form of a 20 % surcharge on the original hire charge.

(3) The alteration of orders for suspensions within the last week prior to the start of construction will be charged.

6. Deviations from the details in catalogue

(1) All the dimensions stated in the catalogue are approximate. The lessor reserves the right to make reasonable alterations to dimensions, shape and colour of the items ordered for hire. The items supplied must be equal or superior to those ordered.

7. Terms of payment

(1) Upon submission of the invoice the sum due, including statutory value-added tax if not otherwise stated in the invoice, is payable no later than the start of the event. Payment should be made to one of the accounts of the lessor without deduction.

(2) If the lessor has no record that the payment has been received by a date four weeks prior to the start of the event at the latest, it is entitled to withdraw from the agreement.

(3) Order received by the lessor two weeks prior to the start of the event,or later, will only be accepted if accompanied by payment in advance (a cheque should be enclosed with the order).

8. Failure to make use of previously ordered hire items

(1) If the lessee will not make use of previously ordered hired items and give notice in writing no later than 4 weeks prior to the event, the lessor charges 5 % of rental charge. If notice is given no later than 7 days prior to the event, 10 % of hire charge will be charged.

(2) For orders worth more than 10,000.00 EUR or involving a stand construction area in excess of 100 m², if notice of withdrawal is given in writing no later than 10 weeks prior to the start of the event, a sum equivalent to 10 % of the rental charge/value of the order will be charged. This sum will increase to the equivalent to 20 % of the rental charge/value of the order if the written notification is received within 6 weeks of the start of the event.

(3) If non-defective hire items cannot be handed over to the lessee on the agreed delivery date or if he does not take delivery of the items as agreed, the lessee shall be liable for payment of the full hire charge. If delivery date is not been expressively agreed, stand construction will be handed over to the lessee or his representative at the stand no earlier than 5 days but no later than 3 days, other hire items usually 2 days prior to the event. If another lessee can be found for the hire items that have not been delivered, the original lessee shall only be required to pay 25 % of the invoice sum to meet additional expenses.

(4) In cases as mentioned in 8.1 and 8.2, the onus shall be on the lessee to prove that the lessor has not incured the flat rate charges as invoiced. The lessor is entitled to assert the actual damage incurred.

9. The liability of the lessee

(1) The liability of the lessee for any damage to or loss of the items hired to him commences with the hand over and ceases with collection by the lessor after the end of the event at the latest.

(2) Liability also applies to the lessee`s employees and to third persons, but only in cases of negligence on the part of the lessor or its employees. The lessor only bear liability in cases deliberate and malicious damage.

(3) The lessee is obliged to handle the hired items with care. Nothing may be stuck, nailed or painted onto these items, nor may they be damaged in any other way.

(4) Without prior approval of the lessor the lessee is not permitted to alter the items in his care. Any particular distinguishing marks that may exist may not be removed. Damages should be reported to the lessor immediately.

(5) The hired items must be made ready and available for collection immediately following the end of the event.

(6) Should the lessee delay in returning the hired items, The lessor is entitled to prepare such items for removal at the lessee`s expense, subject to the lessee`s approval.

(7) The lessee will be informed immediately if the lessor finds any defects on the hired items being returned. Such statements will be considered acknowledged if the lessee does not contest them in writing within one week.

10. The liability of the lessor

(1) The lessor accepts no liability for any kind of personal injury or damage to property, unless such injury or damage is due to deliberate and malicious damage on the part of the lessor or his employees.

(2) If the lessor is delayed in providing its service it will not be held liable for slight negligence. This also applies in cases where it proves impossible to provide the required services.

11. Insurance

(1) The objects and equipment offered for hire must be insured. The insurance premium for the hired items and equipment shall amount to 5 % of the hire charge. This insurance shall cover replacement in the event of loss. The lessee is not entitled to a replacement. A replacement during the event shall only be provided if ordered and paid for by the lessee.

(2) The premium for insuring the hired modular stand, incl. stand equipment and hired items, shall amount to 4 % of the hire charge. If no insurance cover is taken out for the hired modular stand, the lessee shall be liable for damage to or loss of the hired items.

(3) The following shall be excluded from the insurance: artwork, water and electricity connections, and on-site services.

12. Federal Data Protection Law (BDSG)

(1) In accordance with the European Data Protection Regulation, personal data concerning our business associates will be stored and processed for the purposes of the contractual agreement. Please see the valid data protection policy of MB Capital Services GmbH https://www.mb-capital-services.de/en/ExtraPages/DataProtection/

13. Final provision

(1) The validity of the „General Terms of Business and Conditions of Hire“ is not affected by the invalidity of any individual regulations or clauses.

(2) Only the German Version is legally binding.

(3) Provided no agreement has been made to the contrary the regulations contained in the Civil Code of the Federal Republic of Germany apply.

(4) The legal venue and place of jurisdiction is Berlin-Charlottenburg.

MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin, Germany
Commercial Register HRG Amtsgericht Charlottenburg No. HRB 65470
Managing Directors: Wilfried Wartenberg, Jörn Riccius
VAT-Id No. DE 191413151, Tax No. 27/088/31501

As of : 1 August 2019

Desktop Copiers, Office Equipment

Event Date

Hall:	Stand No.:
Exhibitor:	

Order Form 2020

Deadline: 4 weeks prior to the event

Orders which are placed within the last 4 weeks prior to the event are **subject to a 20% surcharge**.

Construction + Service: **Fax: +49(0)30/3038-1418**
Mailing address: MB Capital Services GmbH, Standbau + Service, Thüringerallee 12A, 14052 Berlin, Germany
For queries: **Phone: +49(0)30/3038-1415; E-Mail:** info@mb-capital-services.de

Qty.	Order No.	Description	Price each	Price total
.....	530410	**Desktop copier, color, A4** Copy; Print; Scan via USB cable incl. 500 copies black free of charge, from 501 copies there will be a surcharge of 0.15 EUR each incl. 50 copies colour free of charge; from 501 copies there will be a surcharge of 0.45 EUR each	430.00 EUR	..... EUR
.....	530404	**Large desktop copier, black-and-white; A3/A4** Copy; Print; Scan via Network or USB cable / 25 copies per minute incl. 1000 copies free of charge, from 1001 copies there will be a surcharge of 0.15 EUR each with proof of copies required	460.00 EUR	..... EUR
.....	530411	**Large desktop copier, color, A3/A4** Copy; Print; Scan via Network or USB cable / 25 copies per minute incl. 1000 copies black free of charge, from 1001 copies there will be a surcharge of 0.15 EUR each incl. 500 copies colour free of charge; from 1001 copies there will be a surcharge of 0.45 EUR each with proof of copies required	800.00 EUR	..... EUR

Please complete:

Preferred date of execution: .....
(only binding upon written confirmation)

You need a PC connection?: .....

Contact onsite (Tel. /email): .....

.....

The mentioned prices are **subject to** a premium equivalent of 5 % of hire charge for insurance. They are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions. Order on site will only be accepted under reserve (pls see item 5 of General Terms of Hire).

Payment by credit card:

Credit card No.: |___|___|___|___| |___|___|___|___| |___|___|___|___| |___|___|___|___| valid until: |___|___| |___|___|

Card holder: ..... CVC number: |___|___|___|

☐ VISA ☐ MasterCard ☐ Amex

....
Legally binding signature

Please note: Please clarify the inernal PO number for your company/your client for these services.
For later alteration of invoices 100.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax:

E-Mail: Your order number for the invoice:

☐ **We are the exhibitor**. The equipment for hire is an additional order to our fair package with Messe Berlin GmbH.	☐ We are **only ordering by order** of the exhibitor. (a written confirmation of cost transfer is enclosed)	☐ **We are not the exhibitor**. Services have to be charged to our own address as mentioned above.	Legally binding signature and company stamp
Date:	Name of the customer (in block letters):		.....

As of: January 2020 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg
Please see the valid data protection policy of MB Capital Services GmbH https://www.mb-capital-services.de/en/ExtraPages/DataProtection/

General Terms of Business and Conditions of Hire of MB Capital Services GmbH

1. Contract

(1) The following General Terms of Business and Conditions of Hire of MB Capital Service GmbH (in the following: lessor) apply to all hire contracts for movable items and construction. Any conflicting conditions of the lessee are hereby repudiated. Any divergence from these terms and conditions, or ancillary agreements, are only valid if confirmed in writing by the lessor.

(2) All orders for hire equipment must be in writing. The lessor will confirm all orders prior to the event, provided that such orders have been submitted before the prescribed deadline for applications as stated in the order forms contained in the Exhibitors's Service Folder. If exhibitors do not receive written confirmation of their orders, provided that such orders have been submitted on time, they should notify the lessor immediately.

(3) The lessor reserves the right to execute services ordered or deliver items for hire only upon receipt of payment.

2. Details about the loan of items

(1) The lessee is aware that the items available for hire are usually used several times at exhibitions and may not always be new.

(2) The items for hire will only be made available for the agreed purpose and for the duration of the event. They are for the use of the lessee only at the agreed place of hire.

(3) No hired item may be transferred to third parties. Plans, designs, drawing, production and assembly documents and all rights thereto remain the property of the lessor, even when given to the lessee.

(4) The lessee should ascertain whether the hired items are in a suitable condition, safe to use and complete when they are handed over.

(5) By his acceptance of the items entrusted to his care the lessee acknowleges that they do not contain any defects, unless he immediately notifies the lessor of such defects in writing.

(6) Deliveries within the stipulated period of all items ordered from the lessor will be made promptly, to ensure that the hired items are available at the start of the event.

(7) In the absence of any stand personnel when the hired items are delivered, they will be considered to have been correctly delivered when left on the stand.

(8) The lessor is not obliged to check the credentials of the personnel on the stand when delivering the hired items.

(9) No delivery times or special requirements will be considered effective unless confirmed in writing by the lessor.

3. Warranty

(1) If the lessee makes use of his right to notify the lessor of any defects, the lessor's warranty is limited solely to making the necessary improvements, provided that the defective items is one that has already been used. The lessor may supply a replacement if he thinks fit.

4. Hire charges

(1) The charges as listed are net, subject to statutory value added tax plus an insurance premium of 5 % of the hire charge for items hired 4 % of the hire charge for the complete stand incl. equipment. The charges are valid for the duration of the event.

(2) The cost of delivery to and removal from the exhibition grounds, and for any assembly or dismantling that may be required, are included in the hire charge.

5. Orders placed after the application deadline

(1) If the lessee places an order after the expiry of the deadline for applications, of which he has been notified (generally 4 weeks prior to the start of the event), the lessor cannot guarantee prompt or complete deliveries. Above in such cases no guarantees can be provided that the items can be supplied as ordered.

(2) If delivery within the stupulated deadline is possible, the additional costs incurred by the delayed order will be charged to the lessee in the form of a 20 % surcharge on the original hire charge.

(3) The alteration of orders for suspensions within the last week prior to the start of construction will be charged.

6. Deviations from the details in catalogue

(1) All the dimensions stated in the catalogue are approximate. The lessor reserves the right to make reasonable alterations to dimensions, shape and colour of the items ordered for hire. The items supplied must be equal or superior to those ordered.

7. Terms of payment

(1) Upon submission of the invoice the sum due, including statutory value-added tax if not otherwise stated in the invoice, is payable no later than the start of the event. Payment should be made to one of the accounts of the lessor without deduction.

(2) If the lessor has no record that the payment has been received by a date four weeks prior to the start of the event at the latest, it is entitled to withdraw from the agreement.

(3) Order received by the lessor two weeks prior to the start of the event,or later, will only be accepted if accompanied by payment in advance (a cheque should be enclosed with the order).

8. Failure to make use of previously ordered hire items

(1) If the lessee will not make use of previously ordered hired items and give notice in writing no later than 4 weeks prior to the event, the lessor charges 5 % of rental charge. If notice is given no later than 7 days prior to the event, 10 % of hire charge will be charged.

(2) For orders worth more than 10,000.00 EUR or involving a stand construction area in excess of 100 m², if notice of withdrawal is given in writing no later than 10 weeks prior to the start of the event, a sum equivalent to 10 % of the rental charge/value of the order will be charged. This sum will increase to the equivalent to 20 % of the rental charge/value of the order if the written notification is received within 6 weeks of the start of the event.

(3) If non-defective hire items cannot be handed over to the lessee on the agreed delivery date or if he does not take delivery of the items as agreed, the lessee shall be liable for payment of the full hire charge. If delivery date is not been expressively agreed, stand construction will be handed over to the lessee or his representative at the stand no earlier than 5 days but no later than 3 days, other hire items usually 2 days prior to the event. If another lessee can be found for the hire items that have not been delivered, the original lessee shall only be required to pay 25 % of the invoice sum to meet additional expenses.

(4) In cases as mentioned in 8.1 and 8.2, the onus shall be on the lessee to prove that the lessor has not incured the flat rate charges as invoiced. The lessor is entitled to assert the actual damage incurred.

9. The liability of the lessee

(1) The liability of the lessee for any damage to or loss of the items hired to him commences with the hand over and ceases with collection by the lessor after the end of the event at the latest.

(2) Liability also applies to the lessee`s employees and to third persons, but only in cases of negligence on the part of the lessor or its employees. The lessor only bear liability in cases deliberate and malicious damage.

(3) The lessee is obliged to handle the hired items with care. Nothing may be stuck, nailed or painted onto these items, nor may they be damaged in any other way.

(4) Without prior approval of the lessor the lessee is not permitted to alter the items in his care. Any particular distinguishing marks that may exist may not be removed. Damages should be reported to the lessor immediately.

(5) The hired items must be made ready and available for collection immediately following the end of the event.

(6) Should the lessee delay in returning the hired items, The lessor is entitled to prepare such items for removal at the lessee`s expense, subject to the lessee`s approval.

(7) The lessee will be informed immediately if the lessor finds any defects on the hired items being returned. Such statements will be considered acknowledged if the lessee does not contest them in writing within one week.

10. The liability of the lessor

(1) The lessor accepts no liability for any kind of personal injury or damage to property, unless such injury or damage is due to deliberate and malicious damage on the part of the lessor or his employees.

(2) If the lessor is delayed in providing its service it will not be held liable for slight negligence. This also applies in cases where it proves impossible to provide the required services.

11. Insurance

(1) The objects and equipment offered for hire must be insured. The insurance premium for the hired items and equipment shall amount to 5 % of the hire charge. This insurance shall cover replacement in the event of loss. The lessee is not entitled to a replacement. A replacement during the event shall only be provided if ordered and paid for by the lessee.

(2) The premium for insuring the hired modular stand, incl. stand equipment and hired items, shall amount to 4 % of the hire charge. If no insurance cover is taken out for the hired modular stand, the lessee shall be liable for damage to or loss of the hired items.

(3) The following shall be excluded from the insurance: artwork, water and electricity connections, and on-site services.

12. Federal Data Protection Law (BDSG)

(1) In accordance with the European Data Protection Regulation, personal data concerning our business associates will be stored and processed for the purposes of the contractual agreement. Please see the valid data protection policy of MB Capital Services GmbH https://www.mb-capital-services.de/en/ExtraPages/DataProtection/

13. Final provision

(1) The validity of the „General Terms of Business and Conditions of Hire“ is not affected by the invalidity of any individual regulations or clauses.

(2) Only the German Version is legally binding.

(3) Provided no agreement has been made to the contrary the regulations contained in the Civil Code of the Federal Republic of Germany apply.

(4) The legal venue and place of jurisdiction is Berlin-Charlottenburg.

MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin, Germany
Commercial Register HRG Amtsgericht Charlottenburg No. HRB 65470
Managing Directors: Wilfried Wartenberg, Jörn Riccius
VAT-Id No. DE 191413151, Tax No. 27/088/31501

As of : 1 August 2019

Furniture for hire 1
Chairs + Tables

Event
Date

Hall:	Stand No.:
Exhibitor:	

Order Form 2020

Deadline: 4 weeks prior to the event

Orders which are placed within the last 4 weeks prior to the event are **subject to a 20% surcharge.**

Construction + Service: **Fax: +49(0)30/3038-1418**
Mailing address: MB Capital Services GmbH, Standbau + Service, Thüringerallee 12 A, 14052 Berlin, Germany
For queries: **Phone**: **+49(0)30/3038-1415** or 3038-5780; **E-Mail:** info@mb-capital-services.de

Qty	Order No	Description (WxDxH) / **Other furniture upon request**	Price each	Price / total
		Chairs		
.....	109241	Chair Kuadra, (48x53x46/86 cm)	27.00 EUR	..... EUR
.....	140012	Asti black, (44x48x45/76 cm)	23.50 EUR	..... EUR
.....	140..	Chair Catifa, (52x53x45/79 cm) ☐ 325 black/white ☐ 589 white/white ☐ 323 red/white ☐ 320 dark blue/white	37.00 EUR	..... EUR
.....	12070	ERO/S black, (62x70x77-79/45-46 cm)	37.00 EUR	..... EUR
.....	12539	Net black, (48x59x46/81 cm)	49.00 EUR	..... EUR
.....	15605	Chair Objekta, sw, (53x56x46/81 cm)	29.50 EUR	..... EUR
.....	132..	Conference Chair, Ponzo, (43x60x46/88 cm) ☐ 59 cream ☐ 60 black	56.00 EUR	..... EUR
.....	140056	BUNNY ☐ natural, wood (52x53x47/85 cm)	32.00 EUR	..... EUR
.....	11..	BUNNY ☐ 358 black ☐ 355 red ☐ 354 dark blue ☐ 759 light blue	32.00 EUR	..... EUR
.....	180..	BUNNY ☐ 58 green ☐ 56 turquoise ☐ 57 blackberry	32.00 EUR	..... EUR
.....	11..	Chair Breeze, Alu poliert/Kunststoff, (57x53x45/79 cm) ☐ 175 blue ☐ 174 black	29.50 EUR	..... EUR
		Tables		
.....	9708	Bistro table, Amato 70 black 70, round, (Ø: 70 cm, height: 70 cm)	49.50 EUR	..... EUR
.....	9642	Bistro table, Amato 70 white 70, round, (Ø: 70 cm, height: 70 cm)	49.50 EUR	..... EUR
.....	9686	Bistro table, Roana 70 stainless steel / white, (70x70x70 cm)	65.00 EUR	..... EUR
.....	9687	Bistro table, Roana 70 stainless steel / black, (70x70x70 cm)	65.00 EUR	..... EUR
.....	81..	Conference table, Medola, (80x80x72 cm) ☐ 25 white ☐ 71 black	42.00 EUR	..... EUR ..... EUR
.....	81..	Conference table, Medola, (120x80x75 cm) ☐ 22 white ☐ 77 black	49.50 EUR	..... EUR
.....	81..	Conference table, Medola, (150x80x75 cm) ☐ 33 white ☐ 80 black	57.00 EUR	..... EUR
.....	8126	Couch table, Medola, white, (80x80 h: 40 cm)	42.00 EUR	
.....	8172	Couch table, Medola, black, (80x80 h: 40 cm)	42.00 EUR	..... EUR
.....	8538	Couch table, Fermo 50, clear glass, (Ø: 70 cm, height: 50 cm)	90.00 EUR	..... EUR

The mentioned prices are **subject to** a premium equivalent of 5 % of hire charge for insurance. They are **subject to** statutory value-added tax. By signing the order you acknowledge the stipulated conditions as listed overleaf. Orders on site will only be accepted under reserve of the availability (§5 of General Terms).

Payment by credit card:

Credit card No.: |___|___|___|___| |___|___|___|___| |___|___|___|___| |___|___|___|___| valid until: |___|___| |___|___|

Card holder: ..... CVC number: |___|___|___|

☐ VISA ☐ MasterCard ☐ Amex

.....
Legally binding signature

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 100.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax:

E-Mail: Your order number for the invoice:

☐ **We are the exhibitor**. The equipment for hire is an additional order to our fair package with Messe Berlin GmbH.	☐ We are **only ordering by order** of the exhibitor. (a written confirmation of cost transfer is enclosed)	☐ **We are not the exhibitor**. Services have to be charged to our own address as mentioned above.	Legally binding signature and company stamp:
Date:	Name of the customer (in block letters):		.....

As of: January 2020/Subject to alteration/Legal venue and place of jurisdiction is Berlin-Charlottenburg
Please see the valid data protection policy of MB Capital Services GmbH https://www.mb-capital-services.de/en/ExtraPages/DataProtection/

Furniture for hire 2

Bar stools + Upright tables
Armchairs + Sofas

Event
Date

Hall:	Stand No.:
Exhibitor:	

Order Form 2020

Deadline: 4 weeks prior to the event

Orders which are placed within the last 4 weeks prior to the event are **subject to a 20% surcharge.**

Construction + Service: **Fax: +49(0)30/3038-1418**
Mailing address: MB Capital Services GmbH, Standbau + Service, Thüringerallee 12 A, 14052 Berlin, Germany
For queries: **Phone: +49(0)30/3038-1415** or 3038-5780; **E-Mail:** info@mb-capital-services.de

Qty	Order No	Description (WxDxH) / **Other furniture upon request**	Price each	Price / total
		Bar stools		
.....	130..	Bar stool, Patti, (Ø: 35, h: 82 cm)		
.....		☐ 24 white ☐ 25 black	27.00 EUR	..... EUR
.....	115...	Bar stool, LEM, (36x43x70-80/77-87 cm)		
		☐ 141 black ☐ 259 white	74.50 EUR	..... EUR
		☐ 140 Beech ☐ 278 Walnut	74.50 EUR	..... EUR
.....	13…	Bar stool, Breeze, alu polished /plastic black, (50x40x75/109)	39.00 EUR	..... EUR
		☐ 144 black ☐ 142 red ☐ 136 blue		
.....	115329	Bar stool Ginny white, (44x48x73/90 cm)	33.00 EUR	..... EUR
.....	16511	Bar stool Ginny black, (44x48x73/90 cm)	33.00 EUR	..... EUR
		Upright tables		
.....	9643	Upright table, Amato 110 white 70 chrome/white, (Ø: 70 cm, height: 110)	57.00 EUR	..... EUR
.....	9709	Upright table, Amato 110 black 70, chrome/black, (Ø: 70 cm, height: 110)	57.00 EUR	..... EUR
.....	9688	Upright table, Roana 110 stainlees steel/white, (70x70x110 cm)	70.00 EUR	..... EUR
.....	9689	Upright table, Roana 110 stainlees steel/black, (70x70x110 cm)	70.00 EUR	..... EUR
.....	106074	Upright table, Levante, white, (120x60x100 cm)	139.00 EUR	..... EUR
.....	107567	Upright table, Levante, black, (120x60x100 cm)	139.00 EUR	..... EUR
.....	9591	Upright table, Twin Chrome 110, black, (70x70x113 cm)	61.00 EUR	..... EUR
.....	9584	Upright table, Twin white 110, white, (70x70x113 cm)	61.00 EUR	..... EUR
		Armchairs, Sofas		
.....	1403..	Conference armchair, synthetic leather, Ponzo with armrest, (48x60x46/88 cm) ☐ 57 cream ☐ 58 black	59.00 EUR	..... EUR
.....	...	Club chair, Rondo III, (70x58x47/79 cm)	69.00 EUR	..... EUR
		☐ 16035 white ☐ 112076 black		
.....	1059..	Rondo Bench (Sofa)	128.00 EUR	..... EUR
		☐ 76 white ☐ 77 black		
.....	1121..	Lounge element Cadiz with 2 backrests, synthetic leather, (60x60x79/45 cm)	135.00 EUR	..... EUR
		☐ 09 white ☐ 10 black		
.....	1121..	Loungeelement Cadiz with 1 backrest, synthetic leather, (60x60x79/45 cm)	109.00 EUR	..... EUR
		☐ 07 white ☐ 08 black		
.....	1121..	Loungeelement Cadiz, without backrest, synthetic leather, (60x60x79/45 cm)	75.00 EUR	..... EUR
		☐ 05 white ☐ 06 black		

The mentioned prices are **subject to** a premium equivalent of 5 % of hire charge for insurance. They are **subject** to statutory value-added tax. By signing the order you acknowledge the stipulated conditions as listed overleaf. Orders on site will only be accepted under reserve of the availability (§ 5 of General Terms).

Payment by credit card:

Credit card No.: |___|___|___|___| |___|___|___|___| |___|___|___|___| |___|___|___|___| valid until: |___|___| |___|___|

Card holder: ..... CVC number: |___|___|___|

☐ VISA ☐ MasterCard ☐ Amex

.....
Legally binding signature

Please note: Please clarify the inernal PO number for your company/your client for these services.
For later alteration of invoices 100.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax:

E-Mail: Your order number for the invoice:

☐ **We are the exhibitor**. The equipment for hire is an additional order to our fair package with Messe Berlin GmbH.	☐ We are **only ordering by order** of the exhibitor. (a written confirmation of cost transfer is enclosed)	☐ **We are not the exhibitor**. Services have to be charged to our own address as mentioned above.	Legally binding signature and company stamp:
Date:	Name of the customer (in block letters):		.....

As of: January 2020/Subject to alteration/Legal venue and place of jurisdiction is Berlin-Charlottenburg
Please see the valid data protection policy of MB Capital Services GmbH https://www.mb-capital-services.de/en/ExtraPages/DataProtection/

Furniture for hire 3

Lounge / Office furniture,
Kitchen equipment

Event
Date

Hall:	Stand No.:
Exhibitor:	

Order Form 2020

Deadline: 4 weeks prior to the event

Orders which are placed within the last 4 weeks prior to the event are **subject to a 20% surcharge**.

Construction + Service: **Fax: +49(0)30/3038-1418**
Mailing address: MB Capital Services GmbH, Standbau + Service, Thüringerallee 12 A, 14052 Berlin, Germany
For queries: **Phone**: +49(0)30/3038-1415 or 3038-5780**; E-Mail:** info@mb-capital-services.de

Qty	Order No	Description (WxDxH) / **Other furniture upon request**	Price each	Price / total
.....	112045	Armchair, Solana I, black, (78x67x43/76 cm)	85.00 EUR	..... EUR
.....	112046	Sofa, Solana II black, chrome /black, (134x67x43/76 cm)	139.00 EUR	..... EUR
.....	1121...	Sitting cube, Pomp I, synthetic leather, (50x50x50 cm) ☐ 02 white ☐ 01 black	30.00 EUR	..... EUR
.....	1121....	Sitting cube. Pomp II, synthetic leather, (100x50x50 cm) ☐ 43 white ☐ 44 black	55.00 EUR	..... EUR
.....	17703	Lounge cube, (44x50x50 cm) ☐ 80 white	64.00 EUR	..... EUR
		Desks, Office chairs		
.....	109170	Desk, Medola, white with container, (120x80x75 cm)	134.50 EUR	..... EUR
.....	128054	Office chair, Salara, black, (46x49x40-51/102-113 cm)	49.00 EUR	..... EUR
.....	128051	Counter chair, Pagani (office chair), (55x65x114-126/69-79 cm)	70.00 EUR	..... EUR
		Filing cabinets, containers, others		
.....	128070	Sideboard, Bellano, black, doors lockable, (80x50x75 cm)	95.00 EUR	..... EUR
.....	128071	Sideboard, Bellano, white, doors lockable, (80x50x75 cm)	95.00 EUR	..... EUR
.....	128073	Sideboard, Bellano, grey, doors lockable, (80x50x75 cm)	95.00 EUR	..... EUR
.....	1...	Container, removable, Ladeno, (43x76x68 cm), lockable ☐ 7993 white ☐ 28043 black	85.00 EUR	..... EUR
.....	18037	Locker column, 4 partitions, Salerno 180 (40x50x180)	86.00 EUR	..... EUR
.....	131..	Waste paper bin, Abano ☐ 02 white ☐ 03 black	3.50 EUR	..... EUR
		Kitchen equipment		
.....	136009	Refrigerator, Frigaro small 50 (without lock), white, (50x60x85 cm)	88.00 EUR	..... EUR
.....	136010	Refrigerator for bottles, Frigaro, large with Ice, (60x60x140 cm)	157.00 EUR	..... EUR
.....	17254	Refrigerator for bottles, Frigaro, large with glass door, (60x60x144 cm)	356.00 EUR	..... EUR

The mentioned prices are **subject to** a premium equivalent of 5 % of hire charge for insurance. They are **subject** to statutory value-added tax. By signing the order you acknowledge the stipulated conditions as listed overleaf. Orders on site will only be accepted under reserve of the availability (§5 of General Terms).

Payment by credit card:

Credit card No.: |___|___|___|___| |___|___|___|___| |___|___|___|___| |___|___|___|___| valid until: |___|___| |___|___|

Card holder: ..... CVC number: |___|___|___|

☐ VISA ☐ MasterCard ☐ Amex

.....
Legally binding signature

Please note: Please clarify the inernal PO number for your company/your client for these services.
For later alteration of invoices 100.00 EUR plus VAT will be charged in addition.

Name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax:

E-Mail: Your order number for the invoice:

☐ **We are the exhibitor**. The equipment for hire is an additional order to our fair package with Messe Berlin GmbH.	☐ We are **only ordering by order** of the exhibitor. (a written confirmation of cost transfer is enclosed)	☐ **We are not the exhibitor**. Services have to be charged to our own address as mentioned above.	Legally binding signature and company stamp:
Date:	Name of the customer (in block letters):		.....

As of: January 2020/Subject to alteration/Legal venue and place of jurisdiction is Berlin-Charlottenburg
Please see the valid data protection policy of MB Capital Services GmbH https://www.mb-capital-services.de/en/ExtraPages/DataProtection/

Furniture for hire 4

Brochure stands, Cordon posts, Miscellaneous

Event
Date

Hall:	Stand No.:
Exhibitor:	

Order Form 2020

Deadline: 4 weeks prior to the event

Orders which are placed within the last 4 weeks prior to the event are **subject to a 20% surcharge**.

Construction + Service: **Fax: +49(0)30/3038-1418**
Mailing address: MB Capital Services GmbH, Standbau + Service, Thüringerallee 12 A, 14052 Berlin, Germany
For queries: **Phone: +49(0)30/3038-1415** or 3038-5780**; E-Mail:** info@mb-capital-services.de

Qty	Order No	Description (WxDxH)	Price each	Price / total
		Brochure stands		
.....	17212	Brochure stand, Leon, transparent, (30x42x154 cm)	139.00 EUR	..... EUR
.....	17011	Brochure stand, Genua, revolvable, (Ø: 64 h:170 cm)	58.00 EUR	..... EUR
.....	80..	Brochure stand, Cori, (30x29x170 cm)	93.00 EUR	..... EUR
		☐ 09 white ☐ 10 black		
.....	11676	Brochure stand, Campo, aluminum, (26x40x125cm)	59.00 EUR	..... EUR
.....	107529	Brochure stand Obelisk, transparent, (h: 180 cm)	92.00 EUR	..... EUR
		Mirrors and coat racks		
.....	9228	Stand mirror, Sermide (49x45x160 cm)	66.00 EUR	..... EUR
.....	109158	Coat rack, Ravenna small	25.00 EUR	..... EUR
.....	131030	Coat rack, Ravenna large	43.00 EUR	..... EUR
.....	18286	Coat hanger, Cona, wood	1.50 EUR	..... EUR
.....	131029	Coat rack, Acri, chrome	39.00 EUR	..... EUR
		Cordon posts and ropes		
.....	131022	Cordon post, Locri, (Ø: 32 cm, height: 92 cm)	24.00 EUR	..... EUR
.....	16091	Cordon post No Entry, chrome/black	64.00 EUR	..... EUR
.....	131028	Cordon post No Entry, black/black	58.00 EUR	..... EUR
.....	15057	Cordon post No Entry, red	64.00 EUR	..... EUR
.....	...	Rope, Locri	17.00 EUR	..... EUR
		☐ 16069 black ☐ 105993 red velvet		
		☐ 12026 royal blue ☐ 502126 natural		

The mentioned prices are **subject to** a premium equivalent of 5 % of hire charge for insurance. They are **subject** to statutory value-added tax. By signing the order you acknowledge the stipulated conditions as listed overleaf. Orders on site will only be accepted under reserve of the availability (§5 of General Terms).

Payment by credit card:

Credit card No.: |___|___|___|___| |___|___|___|___| |___|___|___|___| |___|___|___|___| valid until: |___|___| |___|___|

Card holder: ..... CVC number: |___|___|___|

☐ VISA ☐ MasterCard ☐ Amex

.....
Legally binding signature

Please note: Please clarify the inernal PO number for your company/your client for these services.
For later alteration of invoices 100.00 EUR plus VAT will be charged in addition.

Name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax:

E-Mail: Your order number for the invoice:

☐ **We are the exhibitor**. The equipment for hire is an additional order to our fair package with Messe Berlin GmbH.	☐ We are **only ordering by order** of the exhibitor. (a written confirmation of cost transfer is enclosed)	☐ **We are not the exhibitor**. Services have to be charged to our own address as mentioned above.	Legally binding signature and company stamp:
Date:	Name of the customer (in block letters):		.....

As of: January 2020/Subject to alteration/Legal venue and lace of jurisdiction is Berlin-Charlottenburg
Please see the valid data protection policy of MB Capital Services GmbH https://www.mb-capital-services.de/en/ExtraPages/DataProtection/

General Conditions of Messe Berlin GmbH for Standard Partitions

1. Conclusion of the agreement
(1) The following General Terms of Business and Conditions of Hire of Messe Berlin GmbH (in the following: Messe Berlin) apply to all hire contracts for construction services for standard partitions for which a charge will be made. Any conflicting conditions of the lessee are hereby repudiated. Any divergence from these terms and conditions, or ancillary agreements, are only valid if confirmed in writing by Messe Berlin.
(2) All orders for services must be in writing, considering the mentioned deadlines.

2. Details about the loan of items
(1) The lessee is aware that the standard partitions are usually used several times at exhibitions and may not always be new.
(2) They will only be made available for the agreed purpose and for the duration of the event. They are for the use of the lessee only at the agreed place of hire.
(3) No hired item may be transferred to third parties.
(4) The lessee should ascertain whether the hired items are in a suitable condition, safe to use and complete when they are handed over.
(5) By his acceptance of the items entrusted to his care the lessee acknowledges that they do not contain any defects, unless he immediately notifies Messe Berlin of such defects in writing.
(6) Excecution of works or deliveries within the stipulated period of all items ordered from Messe Berlin will be made promptly, to ensure that the hired items are available at the start of the event.

3. Hire charges
(1) The charges as listed are net, subject to statutory value added tax, and valid for the duration of the event.
(2) The cost of delivery to and removal from the exhibition grounds, and for any assembly or dismantling that may be required, are included in the hire charge. The mentioned prices for wall papering do not contain the removal of woodship paper after the conclusion of the event.

4. Terms of payment
Upon submission of the invoice the sum due, including statutory value-added tax if not otherwise stated in the invoice, is payable within 2 weeks to one of the accounts of Messe Berlin without deduction.

5. Cancellation, failure to make use of previously ordered hire items
(1) The lessee may withdraw from the rental agreement at no expense if notice of cancellation is received by the Messe Berlin at least two weeks prior to the start of the event. If notice of cancellation is given no earlier than two weeks and no later than seven days prior to the start, all of the actual costs incurred for work carried out up to the date on which notice is given must be paid for.
(2) If non-defective hire items cannot be handed over to the lessee on the agreed delivery date (usually three days prior to the start of the event), or if he does not take delivery of the items
as agreed, the lessee shall be liable for payment of the full hire charge. If another lessee can be found for the hire items that have not been collected, the original lessee shall only be required to pay 25 % of the invoice sum to meet additional as invoiced.
(3) The onus shall be on the lessee to prove that the lessor has not incurred the full or partial flat rate charges as invoiced.

6. The liability of the lessee
(1) The liability of the lessee for any damage to or loss of the items hired to him commences with the hand over and ceases with collection by the lessor after the end of the event at the latest.
(2) Liability also applies to the lessee's employees and to third persons, but not in cases of negligence on the part of Messe Berlin or its employees. Messe Berlin is only liable in cases of deliberate and malicious damage.
(3) In case of stands located next to the external walls of halls, lessors are obliged to ensure that the area are repainted in white. Any other paint residues will be removed by Messe Berlin at the lessor's expense.
(4) The lessee will be informed immediately if Messe Berlin finds any defects on the hired items being returned. Such statements will be considered acknowledged if the lessee does not contest them in writing within one week.

7. **The liability of Messe Berlin**
(1) Messe Berlin accepts no liability for any kind of personal injury or damage to property, unless such injury or damage is due to intent or gross negligence on the part of Messe Berlin or its employees.
(2) If Messe Berlin is delayed in providing its service it is only liable in cases of deliberate and malicious damage. This also applies in cases where it proves impossible to provide the required services.

8. Federal Data Protection Law (BDSG)
In accordance with §§ 28 and 29 BDSG, personal data concerning our business associates will be stored and processed for the purposes of the contractual agreement.

9. Final provision
(1) The validity of the "General Terms of Business and Conditions of Hire" is not affected by the invalidity of any individual regulations or clauses.
(2) Only the German Version is legally binding.
(3) Provided no agreement has been made to the contrary the regulations contained in the Civil Code of the Federal Republic of Germany apply.
(4) The legal venue and place of jurisdiction is Berlin-Charlottenburg.

Messe Berlin GmbH, Messedamm 22, 14055 Berlin, Germany
Commercial Register HRG Amtsgericht Charlottenburg 92 HRB 5484
Board of Management: Dr. Christian Göke (CEO), Dirk Hofmann
VAT Reg. No. DE 136629714, Tax No. 27/088/31501

Mobiliar zur Miete / Furniture for Hire

Illustration 1

109241 Stuhl Kuadra
Chair Kuadra

140012 Stuhl Asti
Chair Asti

140323 Stuhl Catifa
Chair Catifa

weiß / Rot

140090 Stuhl ERO/S
Chair ERO/S

140162 Stuhl Net, schwarz
Chair Net, black

11563 Stuhl Objekta
Chair Objekta

140359 Stuhl Ponzo
Chair Ponzo

140056 Stuhl Bunny, natur
Chair Bunny, natural

11358 Stuhl/Chair Bunny
schwarz, black

11175 Breeze, blau
Breeze, blue

9708 Tisch, Amato sw
table, Amato, black

9642 Tisch Amato, ws
table Amato, white

9686 Tisch Roana
table Roana

8697 Tisch Roana
Table Roana

8171 Couchtisch Medola
Couch table Medola

8125 Couchtisch Medola
Couch table Medola

8177 Tisch Medola schwarz
Table Medola, black

8538 Couchtisch Fermo,
Couch table, Glas/glass

Rückfragen/Queries:
MB Capital Services GmbH, Thüringer Allee 12/12A, 14052 Berlin, Deutschland/Germany Stand: August 2018
Tel. +49(0)30/3038-1415 oder/or 3038-5780, Fax: +49(0)30/3038-1418, E-Mail: info@mb-capital-services.de

Mobiliar zur Miete / Furniture for Hire Illustration 2

13024 Barhocker Patty
Bar stool Patty

115259 Barhocker LEM
Bar stool LEM

13144 Barhocker Breeze,
Bar stool Breeze

16511 Barhocker Ginny (sw)
Bar stool Ginny (black)

115329 Barhocker Ginny
Bar stool Ginny (weiß/white)

9709 Stehtisch Amato
Upright table Amato

9688 Stehtisch Roana
Upright table Roana

106074 Stehtisch Levante
Upright table Levante

9591 Stehtisch Twin Chrom
Upright table Twin Chrom

140357 Konferenzsessel,
Conference armchair
Ponzo

16035 Clubsessel Rondo III
Club armchair, Rondo III

105977 Sitzbank Rondo
Bench, Rondo (Sofa)

112109 Loungeelement
Cadiz, 2 Lehnen, 2 backrests

112107 Loungeelement
Cadiz, 1 Lehne, 1 backrest

112105 Loungeelement
Cadiz, ohne Lehne,
no backrest

Rückfragen/Queries:
MB Capital Services GmbH, Thüringer Allee 12/12A, 14052 Berlin, Deutschland/Germany Stand: August 2018
Tel. +49(0)30/3038-1415 oder/or 3038-5780, Fax: +49(0)30/3038-1418, E-Mail: info@mb-capital-services.de

Mobiliar zur Miete / Furniture for Hire Illustration 3

112045 Sessel Solana I
Arm chair

112046 Sofa Solana II

112102 Sitzkubus
Sitting Cube, Pomp I

112143 Sitzkubus
Sitting Cube, Pomp II

17703 Lounge Quader
Weiss / white

109170 Schreibtisch Medola
Desk Medola incl Container

128054 Bürostuhl Salara
Office chair Salara

128051 Counterstuhl
Counter Chair Pagani

128070 Sideboard Bellano

17993 Rollcontainer Ladeno
Container removable

18037 Schließfachsäule
Locker column Salerno

13102/3 Papierkorb Abano
Waste paper bin

136009 Kühlschrank Frigaro
Refrigerator (klein, small)

136010 Getränkekühlschrank
Frigaro Fridge for bottles
(Eis/Ice)

17254 Getränkekühlschrank
Frigaro Fridge for bottles
(Glass)

Rückfragen/Queries:
MB Capital Services GmbH, Thüringer Allee 12/12A, 14052 Berlin, Deutschland/Germany Stand: August 2018
Tel. +49(0)30/3038-1415 oder/or 3038-5780, Fax: +49(0)30/3038-1418, E-Mail: info@mb-capital-services.de

Mobiliar zur Miete / Furniture for Hire Illustration 4

Weiteres Mobiliar auf Anfrage, z.B.: / Other Furniture upon request., e.g.:

17212 Prospektständer Leon
Brochure Stand, transparent

17011 Prospektständer Genua,
Brochure stand (drehbar, revolvable)

8009 Prospektständer Cori,
Brochure stand

107529 Prospektständer
Obelisk, Brochure stand

11676 Prospektständer Campo
Brochure Stand, Alu

109158 Konfektionsständer Ravenna
Coatrack klein / small

131030 Konfektionsständer Ravenna
Coatrack, groß / large

9228 Standspiegel Sermide
Stand mirror

18286 Kleiderbügel Cona
Hanger, Holz/wood

131029 Garderobenständer Acri Chrom
Coatrack chrome

16091 Absperrständer Locri
Cordon post Chrom / chrome

11609 Absperrständer chrom/schwarz
Cordon post – No Entry chrome//black

16069 Absperrkordel Locri
Rope, schwarz/black

Rückfragen/Queries:
MB Capital Services GmbH, Thüringer Allee 12/12A, 14052 Berlin, Deutschland/Germany Stand: August 2018
Tel. +49(0)30/3038-1415 oder/or 3038-5780, Fax: +49(0)30/3038-1418, E-Mail: info@mb-capital-services.de

Stand Equipment

Event
Date

Hall:	Stand No.:
Exhibitor:	

Order Form 2020

Deadline: 4 weeks prior to the event

Orders which are placed within the last 4 weeks prior to the event are **subject to a 20% surcharge**.

Construction + Service: **Fax: +49(0)30/3038-1418**
Mailing address: MB Capital Services GmbH, Standbau + Service, Thüringerallee 12A, 14052 Berlin, Germany
For queries: **Phone: +49(0)30/3038-1415; E-Mail:** info@mb-capital-services.de

Qty	Order No.	Description	Price each	Price total
.....	2070	**Information Counter,** 1000x500x1000 mm, Standard colour: ☐ white ☐ red ☐ green ☐ black ☐ blue ☐ lightgrey ☐ grey ☐ cream	73,00 EUR	..... EUR
.....	2077	**Information Counter**, 1000x500x1000 mm, white, lockable	107,00 EUR	..... EUR
.....	9230	**Counter,** Bari without hutch, 1030x530x940mm	147.00 EUR	..... EUR
.....	9229	**Counter,** Bari with hutch, 1030x530x1140mm	171.00 EUR	..... EUR
.....	9225	**Counter,** Olbia beech without hutch, 1000x550x900mm	162.00 EUR	..... EUR
.....	9226	**Counter,** Olbia beech with hutch, 1000x550x1100mm	182.00 EUR	..... EUR
.....	2080	**Bar and sales counter**, 1000x550x1100 mm, white	135.00 EUR	..... EUR
.....	15008	**Showcase,** Etna 50, 500x500x9000mm	171.00 EUR	..... EUR
.....	15009	**Showcase**, Etna 100, 1000x530x910mm	186.00 EUR	..... EUR
.....	14610	**Showcase**, Griante 50, 510x510x2000mm	245.00 EUR	..... EUR
.....	110048	**Showcase,** Griante 100, 1000x510x2000mm	309.00 EUR	..... EUR
		Platforms in modular system		
.....	3020	**Platform,** 1000x500 mm Height: ☐ 500 mm ☐ 800 mm ☐ 1000 mm ☐ white ☐ red ☐ green ☐ black ☐ blue ☐ lightgrey ☐ grey ☐ cream	63.00 EUR	..... EUR
.....	3030	**Platform,** 1000x1000 mm Height: ☐ 500 mm ☐ 800 mm ☐ 1000 mm ☐ white ☐ red ☐ green ☐ black ☐ blue ☐ lightgrey ☐ grey ☐ cream	73.00 EUR	..... EUR
.....	9990	**Sloped platform**, 1000 x 1000 mm, white Sloped surface 1000 to 500 mm; other dimensions and colours on request	149.00 EUR	..... EUR

The mentioned prices are **subject to** a premium equivalent of 5 % of hire charge for insurance. They are subject to statutory value-added tax.
By signing the order you acknowledge the stipulated conditions. Order on site will only be accepted under reserve (pls see item 5 of General Terms of Hire).

Payment by credit card:

Credit card No.: |___|___|___|___| |___|___|___|___| |___|___|___|___| |___|___|___|___| valid until: |___|___| |___|___|
Card holder: ..... CVC number: |___|___|___|
☐ VISA ☐ MasterCard ☐ Amex

....
Legally binding signature

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 100.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax:

E-Mail: Your order number for the invoice:

☐ **We are the exhibitor**. The equipment for hire is an additional order to our fair package with Messe Berlin GmbH.	☐ We are **only ordering by order** of the exhibitor. (a written confirmation of cost transfer is enclosed)	☐ **We are not the exhibitor**. Services have to be charged to our own address as mentioned above.	Legally binding signature and company stamp:
Date:	Name of the customer (in block letters):		.....

As of: January 2020/Subject to alteration/Legal venue and place of jurisdiction is Berlin-Charlottenburg
Please see the valid data protection policy of MB Capital Services GmbH https://www.mb-capital-services.de/en/ExtraPages/DataProtection/

General Terms of Business and Conditions of Hire of MB Capital Services GmbH

1. Contract

(1) The following General Terms of Business and Conditions of Hire of MB Capital Service GmbH (in the following: lessor) apply to all hire contracts for movable items and construction. Any conflicting conditions of the lessee are hereby repudiated. Any divergence from these terms and conditions, or ancillary agreements, are only valid if confirmed in writing by the lessor.

(2) All orders for hire equipment must be in writing. The lessor will confirm all orders prior to the event, provided that such orders have been submitted before the prescribed deadline for applications as stated in the order forms contained in the Exhibitors's Service Folder. If exhibitors do not receive written confirmation of their orders, provided that such orders have been submitted on time, they should notify the lessor immediately.

(3) The lessor reserves the right to execute services ordered or deliver items for hire only upon receipt of payment.

2. Details about the loan of items

(1) The lessee is aware that the items available for hire are usually used several times at exhibitions and may not always be new.

(2) The items for hire will only be made available for the agreed purpose and for the duration of the event. They are for the use of the lessee only at the agreed place of hire.

(3) No hired item may be transferred to third parties. Plans, designs, drawing, production and assembly documents and all rights thereto remain the property of the lessor, even when given to the lessee.

(4) The lessee should ascertain whether the hired items are in a suitable condition, safe to use and complete when they are handed over.

(5) By his acceptance of the items entrusted to his care the lessee acknowleges that they do not contain any defects, unless he immediately notifies the lessor of such defects in writing.

(6) Deliveries within the stipulated period of all items ordered from the lessor will be made promptly, to ensure that the hired items are available at the start of the event.

(7) In the absence of any stand personnel when the hired items are delivered, they will be considered to have been correctly delivered when left on the stand.

(8) The lessor is not obliged to check the credentials of the personnel on the stand when delivering the hired items.

(9) No delivery times or special requirements will be considered effective unless confirmed in writing by the lessor.

3. Warranty

(1) If the lessee makes use of his right to notify the lessor of any defects, the lessor's warranty is limited solely to making the necessary improvements, provided that the defective items is one that has already been used. The lessor may supply a replacement if he thinks fit.

4. Hire charges

(1) The charges as listed are net, subject to statutory value added tax plus an insurance premium of 5 % of the hire charge for items hired 4 % of the hire charge for the complete stand incl. equipment. The charges are valid for the duration of the event.

(2) The cost of delivery to and removal from the exhibition grounds, and for any assembly or dismantling that may be required, are included in the hire charge.

5. Orders placed after the application deadline

(1) If the lessee places an order after the expiry of the deadline for applications, of which he has been notified (generally 4 weeks prior to the start of the event), the lessor cannot guarantee prompt or complete deliveries. Above in such cases no guarantees can be provided that the items can be supplied as ordered.

(2) If delivery within the stupulated deadline is possible, the additional costs incurred by the delayed order will be charged to the lessee in the form of a 20 % surcharge on the original hire charge.

(3) The alteration of orders for suspensions within the last week prior to the start of construction will be charged.

6. Deviations from the details in catalogue

(1) All the dimensions stated in the catalogue are approximate. The lessor reserves the right to make reasonable alterations to dimensions, shape and colour of the items ordered for hire. The items supplied must be equal or superior to those ordered.

7. Terms of payment

(1) Upon submission of the invoice the sum due, including statutory value-added tax if not otherwise stated in the invoice, is payable no later than the start of the event. Payment should be made to one of the accounts of the lessor without deduction.

(2) If the lessor has no record that the payment has been received by a date four weeks prior to the start of the event at the latest, it is entitled to withdraw from the agreement.

(3) Order received by the lessor two weeks prior to the start of the event,or later, will only be accepted if accompanied by payment in advance (a cheque should be enclosed with the order).

8. Failure to make use of previously ordered hire items

(1) If the lessee will not make use of previously ordered hired items and give notice in writing no later than 4 weeks prior to the event, the lessor charges 5 % of rental charge. If notice is given no later than 7 days prior to the event, 10 % of hire charge will be charged.

(2) For orders worth more than 10,000.00 EUR or involving a stand construction area in excess of 100 m², if notice of withdrawal is given in writing no later than 10 weeks prior to the start of the event, a sum equivalent to 10 % of the rental charge/value of the order will be charged. This sum will increase to the equivalent to 20 % of the rental charge/value of the order if the written notification is received within 6 weeks of the start of the event.

(3) If non-defective hire items cannot be handed over to the lessee on the agreed delivery date or if he does not take delivery of the items as agreed, the lessee shall be liable for payment of the full hire charge. If delivery date is not been expressively agreed, stand construction will be handed over to the lessee or his representative at the stand no earlier than 5 days but no later than 3 days, other hire items usually 2 days prior to the event. If another lessee can be found for the hire items that have not been delivered, the original lessee shall only be required to pay 25 % of the invoice sum to meet additional expenses.

(4) In cases as mentioned in 8.1 and 8.2, the onus shall be on the lessee to prove that the lessor has not incured the flat rate charges as invoiced. The lessor is entitled to assert the actual damage incurred.

9. The liability of the lessee

(1) The liability of the lessee for any damage to or loss of the items hired to him commences with the hand over and ceases with collection by the lessor after the end of the event at the latest.

(2) Liability also applies to the lessee`s employees and to third persons, but only in cases of negligence on the part of the lessor or its employees. The lessor only bear liability in cases deliberate and malicious damage.

(3) The lessee is obliged to handle the hired items with care. Nothing may be stuck, nailed or painted onto these items, nor may they be damaged in any other way.

(4) Without prior approval of the lessor the lessee is not permitted to alter the items in his care. Any particular distinguishing marks that may exist may not be removed. Damages should be reported to the lessor immediately.

(5) The hired items must be made ready and available for collection immediately following the end of the event.

(6) Should the lessee delay in returning the hired items, The lessor is entitled to prepare such items for removal at the lessee`s expense, subject to the lessee`s approval.

(7) The lessee will be informed immediately if the lessor finds any defects on the hired items being returned. Such statements will be considered acknowledged if the lessee does not contest them in writing within one week.

10. The liability of the lessor

(1) The lessor accepts no liability for any kind of personal injury or damage to property, unless such injury or damage is due to deliberate and malicious damage on the part of the lessor or his employees.

(2) If the lessor is delayed in providing its service it will not be held liable for slight negligence. This also applies in cases where it proves impossible to provide the required services.

11. Insurance

(1) The objects and equipment offered for hire must be insured. The insurance premium for the hired items and equipment shall amount to 5 % of the hire charge. This insurance shall cover replacement in the event of loss. The lessee is not entitled to a replacement. A replacement during the event shall only be provided if ordered and paid for by the lessee.

(2) The premium for insuring the hired modular stand, incl. stand equipment and hired items, shall amount to 4 % of the hire charge. If no insurance cover is taken out for the hired modular stand, the lessee shall be liable for damage to or loss of the hired items.

(3) The following shall be excluded from the insurance: artwork, water and electricity connections, and on-site services.

12. Federal Data Protection Law (BDSG)

(1) In accordance with the European Data Protection Regulation, personal data concerning our business associates will be stored and processed for the purposes of the contractual agreement. Please see the valid data protection policy of MB Capital Services GmbH https://www.mb-capital-services.de/en/ExtraPages/DataProtection/

13. Final provision

(1) The validity of the „General Terms of Business and Conditions of Hire“ is not affected by the invalidity of any individual regulations or clauses.

(2) Only the German Version is legally binding.

(3) Provided no agreement has been made to the contrary the regulations contained in the Civil Code of the Federal Republic of Germany apply.

(4) The legal venue and place of jurisdiction is Berlin-Charlottenburg.

MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin, Germany
Commercial Register HRG Amtsgericht Charlottenburg No. HRB 65470
Managing Directors: Wilfried Wartenberg, Jörn Riccius
VAT-Id No. DE 191413151, Tax No. 27/088/31501

As of : 1 August 2019

Standzusatzelemente
Additional Stand Equipment

9230 Counter Bari ohne Aufsatz/without hutch, 1030x530x940mm

9229 Counter Bari mit Aufsatz/with hutch, 1030x530x1140mm

9225 Counter, Olbia Buche ohne Aufsatz/ Olbia beech without hutch, 1000x550x900mm

9226 Counter, Olbia Buche mit Aufsatz/ Olbia beech with hutch, 1000x550x900mm

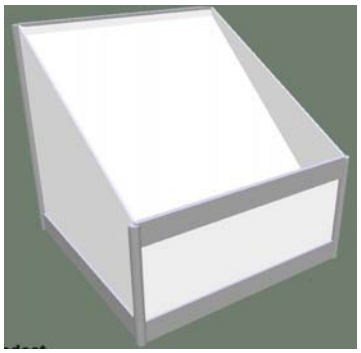
15008 Tischvitrine/Showcase, Etna 50, 500x500x9000mm

15009 Tischvitrine/Showcase, Etna Alu 100, 1000x530x910mm

14610 Vitrine,Showcase, Griante 50 510x510x2000mm

110048 Vitrine,Showcase, Griante 100 1000x510x2000mm

9990 Schrägpodest/Sloped platform 1000x1000m, h: 500 / 1000 mm



Capital Services

MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin,
Tel. +49(0)30-30381415, Fax: +49(0)30-30301418, e-mail: info@mb-capital-services.de
Stand: Januar 2020

PC, Notebook, EDP Equipment

Event
Date

Hall:	Stand No.:
Exhibitor:	

Deadline: 4 weeks prior to the event

Order Form 2020

Orders which are placed within the last 4 weeks prior to the event are **subject to a 20% surcharge**.

Construction + Service: **Fax: +49(0)30/3038-1418**
Mailing address: MB Capital Services GmbH, Standbau + Service, Thüringerallee 12A, 14052 Berlin, Germany
For queries: **Phone: +49(0)30/3038-1415**; **E-Mail:** info@mb-capital-services.de

Rental period from: ..... to: .....

Date of installation: .....

Qty.	Order No.	Description	Price each	Price total
		PC and Notebook for hire		
		Standard operation system: WIN-XP / MS WIN 7 (other configuration on request)		
.....	801013	Office-PC (Intel CPU, incl. 24" screen)	360.00 EUR	..... EUR
.....	802022	Multimedia Notebook, (Dell i7, 15,4" or comparably	350.00 EUR	..... EUR
		Apple PC (on request)		
.....	4020	Presentation Tower, stainless steel (17" touchscreen, internal PC)		upon request
		Various touchscreens on request		
		EDP Equipment (other equipment on request)		
.....	802021	TFT monitor (table stand), up to 24"	190.00 EUR	..... EUR
.....	802041	Laser printer, b/w, approx.15 page/min. (network capable)	210.00 EUR	..... EUR
		(Please ask for supplies)		
.....	802050	Colour laser printer, 600/1 200 dpi, approx.15 page/min (network capable).	210.00 EUR	..... EUR
		25 prints/day included, surcharge for additional prints 0.32 EUR/each		

The mentioned prices are **subject to** a premium equivalent of 5 % of hire charge for insurance. They are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions as listed overleaf. Orders on site will only be accepted under reserve of the availability (§5 of General Terms).

Payment by credit card:

Credit card No.: |___|___|___|___| |___|___|___|___| |___|___|___|___| |___|___|___|___| valid until: |___|___| |___|___|

Card holder: ..... CVC number: |___|___|___|

☐ VISA ☐ MasterCard ☐ Amex

....
Legally binding signature

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 100.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax:

E-Mail: Your order number for the invoice:

☐ **We are the exhibitor**. The equipment for hire is an additional order to our fair package with Messe Berlin GmbH.	☐ We are **only ordering by order** of the exhibitor. (a written confirmation of cost transfer is enclosed)	☐ **We are not the exhibitor**. Services have to be charged to our own address as mentioned above.	Legally binding signature and company stamp:
Date:	Name of the customer (in block letters):		.....

As of: January 2020/Subject to alteration/Legal venue and place of jurisdiction is Berlin-Charlottenburg
Please see the valid data protection policy of MB Capital Services GmbH https://www.mb-capital-services.de/en/ExtraPages/DataProtection/

General Terms of Business and Conditions of Hire of MB Capital Services GmbH

1. Contract

(1) The following General Terms of Business and Conditions of Hire of MB Capital Service GmbH (in the following: lessor) apply to all hire contracts for movable items and construction. Any conflicting conditions of the lessee are hereby repudiated. Any divergence from these terms and conditions, or ancillary agreements, are only valid if confirmed in writing by the lessor.

(2) All orders for hire equipment must be in writing. The lessor will confirm all orders prior to the event, provided that such orders have been submitted before the prescribed deadline for applications as stated in the order forms contained in the Exhibitors's Service Folder. If exhibitors do not receive written confirmation of their orders, provided that such orders have been submitted on time, they should notify the lessor immediately.

(3) The lessor reserves the right to execute services ordered or deliver items for hire only upon receipt of payment.

2. Details about the loan of items

(1) The lessee is aware that the items available for hire are usually used several times at exhibitions and may not always be new.

(2) The items for hire will only be made available for the agreed purpose and for the duration of the event. They are for the use of the lessee only at the agreed place of hire.

(3) No hired item may be transferred to third parties. Plans, designs, drawing, production and assembly documents and all rights thereto remain the property of the lessor, even when given to the lessee.

(4) The lessee should ascertain whether the hired items are in a suitable condition, safe to use and complete when they are handed over.

(5) By his acceptance of the items entrusted to his care the lessee acknowleges that they do not contain any defects, unless he immediately notifies the lessor of such defects in writing.

(6) Deliveries within the stipulated period of all items ordered from the lessor will be made promptly, to ensure that the hired items are available at the start of the event.

(7) In the absence of any stand personnel when the hired items are delivered, they will be considered to have been correctly delivered when left on the stand.

(8) The lessor is not obliged to check the credentials of the personnel on the stand when delivering the hired items.

(9) No delivery times or special requirements will be considered effective unless confirmed in writing by the lessor.

3. Warranty

(1) If the lessee makes use of his right to notify the lessor of any defects, the lessor's warranty is limited solely to making the necessary improvements, provided that the defective items is one that has already been used. The lessor may supply a replacement if he thinks fit.

4. Hire charges

(1) The charges as listed are net, subject to statutory value added tax plus an insurance premium of 5 % of the hire charge for items hired 4 % of the hire charge for the complete stand incl. equipment. The charges are valid for the duration of the event.

(2) The cost of delivery to and removal from the exhibition grounds, and for any assembly or dismantling that may be required, are included in the hire charge.

5. Orders placed after the application deadline

(1) If the lessee places an order after the expiry of the deadline for applications, of which he has been notified (generally 4 weeks prior to the start of the event), the lessor cannot guarantee prompt or complete deliveries. Above in such cases no guarantees can be provided that the items can be supplied as ordered.

(2) If delivery within the stupulated deadline is possible, the additional costs incurred by the delayed order will be charged to the lessee in the form of a 20 % surcharge on the original hire charge.

(3) The alteration of orders for suspensions within the last week prior to the start of construction will be charged.

6. Deviations from the details in catalogue

(1) All the dimensions stated in the catalogue are approximate. The lessor reserves the right to make reasonable alterations to dimensions, shape and colour of the items ordered for hire. The items supplied must be equal or superior to those ordered.

7. Terms of payment

(1) Upon submission of the invoice the sum due, including statutory value-added tax if not otherwise stated in the invoice, is payable no later than the start of the event. Payment should be made to one of the accounts of the lessor without deduction.

(2) If the lessor has no record that the payment has been received by a date four weeks prior to the start of the event at the latest, it is entitled to withdraw from the agreement.

(3) Order received by the lessor two weeks prior to the start of the event,or later, will only be accepted if accompanied by payment in advance (a cheque should be enclosed with the order).

8. Failure to make use of previously ordered hire items

(1) If the lessee will not make use of previously ordered hired items and give notice in writing no later than 4 weeks prior to the event, the lessor charges 5 % of rental charge. If notice is given no later than 7 days prior to the event, 10 % of hire charge will be charged.

(2) For orders worth more than 10,000.00 EUR or involving a stand construction area in excess of 100 m², if notice of withdrawal is given in writing no later than 10 weeks prior to the start of the event, a sum equivalent to 10 % of the rental charge/value of the order will be charged. This sum will increase to the equivalent to 20 % of the rental charge/value of the order if the written notification is received within 6 weeks of the start of the event.

(3) If non-defective hire items cannot be handed over to the lessee on the agreed delivery date or if he does not take delivery of the items as agreed, the lessee shall be liable for payment of the full hire charge. If delivery date is not been expressively agreed, stand construction will be handed over to the lessee or his representative at the stand no earlier than 5 days but no later than 3 days, other hire items usually 2 days prior to the event. If another lessee can be found for the hire items that have not been delivered, the original lessee shall only be required to pay 25 % of the invoice sum to meet additional expenses.

(4) In cases as mentioned in 8.1 and 8.2, the onus shall be on the lessee to prove that the lessor has not incured the flat rate charges as invoiced. The lessor is entitled to assert the actual damage incurred.

9. The liability of the lessee

(1) The liability of the lessee for any damage to or loss of the items hired to him commences with the hand over and ceases with collection by the lessor after the end of the event at the latest.

(2) Liability also applies to the lessee`s employees and to third persons, but only in cases of negligence on the part of the lessor or its employees. The lessor only bear liability in cases deliberate and malicious damage.

(3) The lessee is obliged to handle the hired items with care. Nothing may be stuck, nailed or painted onto these items, nor may they be damaged in any other way.

(4) Without prior approval of the lessor the lessee is not permitted to alter the items in his care. Any particular distinguishing marks that may exist may not be removed. Damages should be reported to the lessor immediately.

(5) The hired items must be made ready and available for collection immediately following the end of the event.

(6) Should the lessee delay in returning the hired items, The lessor is entitled to prepare such items for removal at the lessee`s expense, subject to the lessee`s approval.

(7) The lessee will be informed immediately if the lessor finds any defects on the hired items being returned. Such statements will be considered acknowledged if the lessee does not contest them in writing within one week.

10. The liability of the lessor

(1) The lessor accepts no liability for any kind of personal injury or damage to property, unless such injury or damage is due to deliberate and malicious damage on the part of the lessor or his employees.

(2) If the lessor is delayed in providing its service it will not be held liable for slight negligence. This also applies in cases where it proves impossible to provide the required services.

11. Insurance

(1) The objects and equipment offered for hire must be insured. The insurance premium for the hired items and equipment shall amount to 5 % of the hire charge. This insurance shall cover replacement in the event of loss. The lessee is not entitled to a replacement. A replacement during the event shall only be provided if ordered and paid for by the lessee.

(2) The premium for insuring the hired modular stand, incl. stand equipment and hired items, shall amount to 4 % of the hire charge. If no insurance cover is taken out for the hired modular stand, the lessee shall be liable for damage to or loss of the hired items.

(3) The following shall be excluded from the insurance: artwork, water and electricity connections, and on-site services.

12. Federal Data Protection Law (BDSG)

(1) In accordance with the European Data Protection Regulation, personal data concerning our business associates will be stored and processed for the purposes of the contractual agreement. Please see the valid data protection policy of MB Capital Services GmbH https://www.mb-capital-services.de/en/ExtraPages/DataProtection/

13. Final provision

(1) The validity of the „General Terms of Business and Conditions of Hire“ is not affected by the invalidity of any individual regulations or clauses.

(2) Only the German Version is legally binding.

(3) Provided no agreement has been made to the contrary the regulations contained in the Civil Code of the Federal Republic of Germany apply.

(4) The legal venue and place of jurisdiction is Berlin-Charlottenburg.

MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin, Germany
Commercial Register HRG Amtsgericht Charlottenburg No. HRB 65470
Managing Directors: Wilfried Wartenberg, Jörn Riccius
VAT-Id No. DE 191413151, Tax No. 27/088/31501

As of : 1 August 2019

Plants and Flower Decoration for Hire

Event Date

Hall:	Stand No.:
Exhibitor:	

Order Form 2020

Deadline: 4 weeks prior to the event

Orders which are placed within the last 4 weeks prior to the event are **subject to a 20% surcharge**.

Construction + Service: **Fax: +49(0)30/3038-1418**
Mailing address: MB Capital Services GmbH, Standbau + Service, Thüringerallee 12A, 14052 Berlin, Germany
For queries: **Phone: +49(0)30/3038-1415**; **E-Mail:** info@mb-capital-services.de

Qty.	Order No.	Description	Price each	Price total
		Bowls for hire with green and mixed flowers		
.....	560202	Bowl on floor, Ø approx. 50 cm with green plant, height 150 cm with additional plants	66.00 EUR	..... EUR
.....	560300	Container, approx.15 cm wide, with green plants and mixed flowers	55.00 EUR	..... EUR
		Green plants for hire with decorative bowl - standard (plastic white or terra-cotta colour; pottery on request)		
.....	560401	Ficus Benjamini, approx. 150 cm h, bowl |__| white |__| terra-cotta	43.00 EUR	..... EUR
.....	560402	Ficus Benjamini, approx. 180 cm h, bowl |__| white |__| terra-cotta	54.00 EUR	..... EUR
.....	560408	Ficus Benjamini, approx. 200 cm h, bowl |__| white |__| terra-cotta	75.00 EUR	..... EUR
.....	560403	Ficus Benjamini, approx. 250 cm h, bowl |__| white |__| terra-cotta	108.00 EUR	..... EUR
.....	560404	Kentia Palm/Areca, approx. 150 cm h, bowl |__| white |__| terra-cotta	49.00 EUR	..... EUR
.....	560405	Kentia Palm/Areca, approx. 180 cm h, bowl |__| white |__| terra-cotta	60.00 EUR	..... EUR
.....	560407	Kentia Palm/Areca, approx. 200 cm h, bowl |__| white |__| terra-cotta	80.00 EUR	..... EUR
.....	560406	Kentia Palm/Areca, approx. 250 cm h, bowl |__| white |__| terra-cotta	130.00 EUR	..... EUR
.....	560060	Ferns Ø approx. 50 cm	35.00 EUR	..... EUR
.....	560070	Laurel tree pyramid, height 180 cm, bowl |__| white |__| terra-cotta	102.00 EUR	..... EUR
.....	560071	Laurel tree globe, height 160 cm, bowl |__| white |__| terra-cotta	65.00 EUR	..... EUR
.....	560072	Laurel tree globe, height 180 cm, bowl |__| white |__| terra-cotta	80.00 EUR	..... EUR
.....	560116	Table decoration	25.00 EUR	..... EUR
.....	560101	Desktop bowls, Ø approx. 20 cm	37.00 EUR	..... EUR
.....	560107	Bunch of flowers with bowl	41.00 EUR	..... EUR
.....	560202	Floor vase, small	66.00 EUR	..... EUR

We would be pleased to offer seasonal plants and flowers according to your individual requirements.

Bunches of flowers for special purposes upon request.

The mentioned prices are **subject to** statutory value-added tax. By signing the order you acknowledge the stipulated conditions. Order on site will only be accepted under reserve (pls see item 5 of General Terms of Hire).

Payment by credit card:

Credit card No.: |___|___|___|___| |___|___|___|___| |___|___|___|___| |___|___|___|___| valid until: |___|___| |___|___|

Card holder: ..... CVC number: |___|___|___|

☐ VISA ☐ MasterCard ☐ Amex

....
Legally binding signature

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 100.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax:

E-Mail: Your order number for the invoice:

☐ **We are the exhibitor**. The equipment for hire is an additional order to our fair package with Messe Berlin GmbH.	☐ We are **only ordering by order** of the exhibitor. (a written confirmation of cost transfer is enclosed)	☐ **We are not the exhibitor**. Services have to be charged to our own address as mentioned above.	Legally binding signature and company stamp:
Date:	Name of the customer (in block letters):		.....

As of: January 2020/Subject to alteration/Legal venue and place of jurisdiction is Berlin-Charlottenburg
Please see the valid data protection policy of MB Capital Services GmbH https://www.mb-capital-services.de/en/ExtraPages/DataProtection/

General hints for plants and floral decorations

All orders must be placed in writing and should be sent to:
MB Capital Services GmbH, Thüringerallee 12 A, 14052 Berlin,
Germany Fax: +49(0)30/3038-1418
E-mail: info@mb-capital-services.de
(Postal address of order forms in the Exhibitor Service Manual).

1. The charges indicated on the order form are subject to statutory value-added tax.

2. The lessor agrees to supply the goods at a suitable date and time but does not imply that the client is entitled to assert legal claims on the basis of such an undertaking. Orders should therefore be made at the earliest possible time prior to the start of the event and if necessary a suitable time and date for delivery should be arranged with the client.

3. The client is required to ensure that the items hired are maintained correctly from the moment that they are supplied by the lessor to the time at which they are returned. The client undertakes to ensure that the plants are properly cared for throughout the period of hire.

4. The client agrees to notify immediately if he intends to vacate his stand before the end of event.

5. Invoices will be submitted when the items are delivered. The sum invoiced is payable immediately and without deductions and a receipt will be issued. No other arrangement is permitted unless prior agreement has been reached when placing the order. The items remain the property of the lessor until payment has been made in full.

6. Additional agreements are only valid if made in writing. Place of jurisdiction and delivery is Berlin.

MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin
Commercial Register: Amtsgericht Charlottenburg HRB 65470
Board of Management: Wilfried Wartenberg, Jörn Riccius
VAT Reg. No. DE 191413151, Tax No. 27/088/31501

Dekoration mit Pflanzen und Blumen
Decoration with Plants and Flowers

Beispiele für Tisch- oder Tresendekorationen
Illustrations of floral table or counter decorations

auf Anfrage / on request

66,00 Euro / 66,00 €
Bestell-Nr./Order-Nr. 560202

25,00 Euro / 25,00 €
Bestell-Nr./Order-Nr. 560116

37,00 Euro / 37.00 €
Bestell-Nr./Order-Nr. 560101

66,00 Euro / 66.00 €
Bestell-Nr./Order-Nr. 560202

48,00 EUR / 48 €
Bestell-Nr./Order-Nr. 560107

Gern unterbreiten wir Ihnen Dekorationsangebote nach Ihren individuellen Wünschen.

We are pleased to offer flower arrangements according to your individual requirements.

MB Capital Services GmbH

Tel./Phone: +49(0)30/3038-1415
Fax: +49(0)30/3038-1418

e-mail: info@mb-capital-services.de

Blumen Rühl

Tel./Phone: +49/30/8111051

Stand: Januar 2020

Grünpflanzen / Green Plants

Anz/Qty **Ficus Benjamini, grün,** 150 – 250 **cm**
Ficus Benjamini, green, 150 – 250 cm
…… auf Anfrage / on request

Anz/Qty **Farn**
Fern
..... s. Bestellschein / see order form

Anz/Qty **Lorbeerpyrmide, ca. 180 cm**
Lauren pyramid, approx. 180 cm
..... s. Bestellschein / see order form

Anz/Qty **Lorbeerkugel, 160/180 cm**
Lauren globe, 160/180 cm
..... s. Bestellschein / see order form

Anz/Qty **Kentia-Palme 159 bis 259 cm**
Kentia palm, 150 – 250 cm
..... s. Bestellschein / see order form

Rückfragen und formlose Anfragen richten Sie bitte an / For queries and requests please contact:

MB Capital Services GmbH
Tel./Phone: +49(0)30/3038-1415
Fax: +49(0)30/3038-1418
E-mail: info@mb-capital-services.de

Blumen Rühl

Tel./Phone: +49/30/8111051

Stand: Januar 2020

Video/Audio

Event
Date

Hall:	Stand No.:
Exhibitor:	

Deadline: 4 weeks prior to the event

Order Form 2020

Orders which are placed within the last 4 weeks prior to the event are **subject to a 20% surcharge.**

Construction + Service: **Fax: +49(0)30 3038-1418**
Mailing address: MB Capital Services GmbH, Standbau + Service, Thüringerallee 12A, 14052 Berlin, Germany
For queries: **Phone:** +49(0)30 3038-1415**; E-Mail:** info@mb-capital-services.de

Qty	Order No	Description	Price each	Price / total
		Projection Screens		
.....	4038	Projection screen on stand, 1,5 x 1,5 m	60.00 EUR	..... EUR
.....	4045	Projection screen on stand, 1,8 x 1,8 m	85.00 EUR	..... EUR
.....	4050	2,1 x 2,8m / stentering frame, 4:3 format, free-standing	290.00 EUR	..... EUR
.....	4055	3,0 x 4,0m / stentering frame, 4:3 format, free-standing	390.00 EUR	..... EUR
		Microphone Systems for Speakers		
.....	5008	System incl. microphone (with cable) up to 50 m² area covered by PA system	200.00 EUR	..... EUR
.....	5010	System incl. microphone (with cable) up to 100 m² area covered by PA system	310.00 EUR	..... EUR
.....	5040	System incl. microphone (with cable) up to 500 m² area covered by PA system	430,00 EUR	..... EUR
.....	5009	System incl. wireless hand-microphone up to 50 m² area covered by PA system	360.00 EUR	..... EUR
.....	5020	System incl. wireless hand-microphone up to 100 m² area covered by PA	430.00 EUR	..... EUR
.....	5050	System incl. wireless hand-microphone up to 500 m² area covered by PA	530.00 EUR	..... EUR
		Miscellaneous		
.....	5110	Wireless Microphone (handhold))	240.00 EUR	..... EUR
.....	5160	Wireless Headset-Microphone	300.00 EUR	..... EUR
.....	5120	Desktop microphone (Shure DDS)	110.00 EUR	..... EUR
.....	5130	Microphone with stand (with cable)	60.00 EUR	..... EUR
.....	5140	CD Player	50.00 EUR	..... EUR
.....	5620	DVD Player (Standard)	60.00 EUR	..... EUR
.....	5625	Blu Ray DVD-Player (Full HD))	110.00 EUR	..... EUR
.....	5150	Speaker's Desk		upon request

Required date of delivery on: ..... time (from/to).....
(over a period of 3 hours - 2. delivery – based on an hourly rate)

The mentioned prices are **subject to** a premium equivalent of 5 % of hire charge for insurance. They are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions as listed overleaf. Orders on site will only be accepted under reserve of the availability (§5 of General Terms).

Payment by credit card:

Credit card No.: |___|___|___|___| |___|___|___|___| |___|___|___|___| |___|___|___|___| valid until: |___|___| |___|___|

Card holder: ..... CVC number: |___|___|___|

☐ VISA ☐ MasterCard ☐ Amex

....
Legally binding signature

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 100.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax:

E-Mail: Your order number for the invoice:

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Date:	Name of the customer (in block letters):		.....

As of: January 2020/Subject to alteration/Legal venue and place of jurisdiction is Berlin-Charlottenburg
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Video/Projection

Event
Date

Hall:	Stand No.:
Exhibitor:	

Order Form 2020

Deadline: 4 weeks prior to the event

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Mailing address: MB Capital Services GmbH, Standbau + Service, Thüringerallee 12A, 14052 Berlin, Germany
For queries: **Phone: +49(0)30/3038-1415; E-Mail:** info@mb-capital-services.de

Qty	Order No	Description	Price each	Price / total
		Monitors (Video/Data)/Plasma Displays – (dimensions on request)		
.....	6010	24" LED/LCD Display Full HD	210.00 EUR	..... EUR
.....	6011	32" LED/LCD Display Full HD, USB-Port	510.00 EUR	..... EUR
.....	6012	40"/42" LED/LCD Display Full HD, USB-Port	750.00 EUR	..... EUR
.....	6014	55" LED/LCD Display Full HD, USB-Port	980.00 EUR	..... EUR
.....	6015	65" LED/LCD Display Full HD, USB-Port	1.530.00 EUR	..... EUR
.....	6016	75" LED/LCD Display Full HD, USB-Port	1.650.00 EUR	..... EUR
.....	6023	Notebook-/DVD-board for Floor stand	60.00 EUR	..... EUR
.....	6024	Wall mount		upon request
.....	6025	Ceiling mount		upon request
.....	6026	Design floor stand	150.00 EUR	..... EUR
		Projectors (Video/Data)		
.....	7020	DLP projector, 3500 ANSI-Lumen HD (1920x1080 Pixel	700.00 EUR	..... EUR
.....	7021	LCD projector, 6000 ANSI-Lumen SD (1025x768 Pixel)	1.430.00 EUR	..... EUR
.....	7022	LCD/DLP projector, 10000 ANSI-Lumen		upon request
.....	7030	Projector table (up to 5000 ANSI-Lumen)		upon request

Required date of delivery on: ..... time (from/to).....
(over a period of 3 hours - 2. delivery – based on an hourly rate)

The mentioned prices are **subject to** a premium equivalent of 5 % of hire charge for insurance. They are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions as listed overleaf. Orders on site will only be accepted under reserve of the availability (§5 of General Terms).

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Please note: Please clarify the internal PO number for your company/your client for these services.
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General Terms of Business and Conditions of Hire of MB Capital Services GmbH

1. Contract

(1) The following General Terms of Business and Conditions of Hire of MB Capital Service GmbH (in the following: lessor) apply to all hire contracts for movable items and construction. Any conflicting conditions of the lessee are hereby repudiated. Any divergence from these terms and conditions, or ancillary agreements, are only valid if confirmed in writing by the lessor.

(2) All orders for hire equipment must be in writing. The lessor will confirm all orders prior to the event, provided that such orders have been submitted before the prescribed deadline for applications as stated in the order forms contained in the Exhibitors's Service Folder. If exhibitors do not receive written confirmation of their orders, provided that such orders have been submitted on time, they should notify the lessor immediately.

(3) The lessor reserves the right to execute services ordered or deliver items for hire only upon receipt of payment.

2. Details about the loan of items

(1) The lessee is aware that the items available for hire are usually used several times at exhibitions and may not always be new.

(2) The items for hire will only be made available for the agreed purpose and for the duration of the event. They are for the use of the lessee only at the agreed place of hire.

(3) No hired item may be transferred to third parties. Plans, designs, drawing, production and assembly documents and all rights thereto remain the property of the lessor, even when given to the lessee.

(4) The lessee should ascertain whether the hired items are in a suitable condition, safe to use and complete when they are handed over.

(5) By his acceptance of the items entrusted to his care the lessee acknowleges that they do not contain any defects, unless he immediately notifies the lessor of such defects in writing.

(6) Deliveries within the stipulated period of all items ordered from the lessor will be made promptly, to ensure that the hired items are available at the start of the event.

(7) In the absence of any stand personnel when the hired items are delivered, they will be considered to have been correctly delivered when left on the stand.

(8) The lessor is not obliged to check the credentials of the personnel on the stand when delivering the hired items.

(9) No delivery times or special requirements will be considered effective unless confirmed in writing by the lessor.

3. Warranty

(1) If the lessee makes use of his right to notify the lessor of any defects, the lessor's warranty is limited solely to making the necessary improvements, provided that the defective items is one that has already been used. The lessor may supply a replacement if he thinks fit.

4. Hire charges

(1) The charges as listed are net, subject to statutory value added tax plus an insurance premium of 5 % of the hire charge for items hired 4 % of the hire charge for the complete stand incl. equipment. The charges are valid for the duration of the event.

(2) The cost of delivery to and removal from the exhibition grounds, and for any assembly or dismantling that may be required, are included in the hire charge.

5. Orders placed after the application deadline

(1) If the lessee places an order after the expiry of the deadline for applications, of which he has been notified (generally 4 weeks prior to the start of the event), the lessor cannot guarantee prompt or complete deliveries. Above in such cases no guarantees can be provided that the items can be supplied as ordered.

(2) If delivery within the stupulated deadline is possible, the additional costs incurred by the delayed order will be charged to the lessee in the form of a 20 % surcharge on the original hire charge.

(3) The alteration of orders for suspensions within the last week prior to the start of construction will be charged.

6. Deviations from the details in catalogue

(1) All the dimensions stated in the catalogue are approximate. The lessor reserves the right to make reasonable alterations to dimensions, shape and colour of the items ordered for hire. The items supplied must be equal or superior to those ordered.

7. Terms of payment

(1) Upon submission of the invoice the sum due, including statutory value-added tax if not otherwise stated in the invoice, is payable no later than the start of the event. Payment should be made to one of the accounts of the lessor without deduction.

(2) If the lessor has no record that the payment has been received by a date four weeks prior to the start of the event at the latest, it is entitled to withdraw from the agreement.

(3) Order received by the lessor two weeks prior to the start of the event,or later, will only be accepted if accompanied by payment in advance (a cheque should be enclosed with the order).

8. Failure to make use of previously ordered hire items

(1) If the lessee will not make use of previously ordered hired items and give notice in writing no later than 4 weeks prior to the event, the lessor charges 5 % of rental charge. If notice is given no later than 7 days prior to the event, 10 % of hire charge will be charged.

(2) For orders worth more than 10,000.00 EUR or involving a stand construction area in excess of 100 m², if notice of withdrawal is given in writing no later than 10 weeks prior to the start of the event, a sum equivalent to 10 % of the rental charge/value of the order will be charged. This sum will increase to the equivalent to 20 % of the rental charge/value of the order if the written notification is received within 6 weeks of the start of the event.

(3) If non-defective hire items cannot be handed over to the lessee on the agreed delivery date or if he does not take delivery of the items as agreed, the lessee shall be liable for payment of the full hire charge. If delivery date is not been expressively agreed, stand construction will be handed over to the lessee or his representative at the stand no earlier than 5 days but no later than 3 days, other hire items usually 2 days prior to the event. If another lessee can be found for the hire items that have not been delivered, the original lessee shall only be required to pay 25 % of the invoice sum to meet additional expenses.

(4) In cases as mentioned in 8.1 and 8.2, the onus shall be on the lessee to prove that the lessor has not incured the flat rate charges as invoiced. The lessor is entitled to assert the actual damage incurred.

9. The liability of the lessee

(1) The liability of the lessee for any damage to or loss of the items hired to him commences with the hand over and ceases with collection by the lessor after the end of the event at the latest.

(2) Liability also applies to the lessee`s employees and to third persons, but only in cases of negligence on the part of the lessor or its employees. The lessor only bear liability in cases deliberate and malicious damage.

(3) The lessee is obliged to handle the hired items with care. Nothing may be stuck, nailed or painted onto these items, nor may they be damaged in any other way.

(4) Without prior approval of the lessor the lessee is not permitted to alter the items in his care. Any particular distinguishing marks that may exist may not be removed. Damages should be reported to the lessor immediately.

(5) The hired items must be made ready and available for collection immediately following the end of the event.

(6) Should the lessee delay in returning the hired items, The lessor is entitled to prepare such items for removal at the lessee`s expense, subject to the lessee`s approval.

(7) The lessee will be informed immediately if the lessor finds any defects on the hired items being returned. Such statements will be considered acknowledged if the lessee does not contest them in writing within one week.

10. The liability of the lessor

(1) The lessor accepts no liability for any kind of personal injury or damage to property, unless such injury or damage is due to deliberate and malicious damage on the part of the lessor or his employees.

(2) If the lessor is delayed in providing its service it will not be held liable for slight negligence. This also applies in cases where it proves impossible to provide the required services.

11. Insurance

(1) The objects and equipment offered for hire must be insured. The insurance premium for the hired items and equipment shall amount to 5 % of the hire charge. This insurance shall cover replacement in the event of loss. The lessee is not entitled to a replacement. A replacement during the event shall only be provided if ordered and paid for by the lessee.

(2) The premium for insuring the hired modular stand, incl. stand equipment and hired items, shall amount to 4 % of the hire charge. If no insurance cover is taken out for the hired modular stand, the lessee shall be liable for damage to or loss of the hired items.

(3) The following shall be excluded from the insurance: artwork, water and electricity connections, and on-site services.

12. Federal Data Protection Law (BDSG)

(1) In accordance with the European Data Protection Regulation, personal data concerning our business associates will be stored and processed for the purposes of the contractual agreement. Please see the valid data protection policy of MB Capital Services GmbH https://www.mb-capital-services.de/en/ExtraPages/DataProtection/

13. Final provision

(1) The validity of the „General Terms of Business and Conditions of Hire“ is not affected by the invalidity of any individual regulations or clauses.

(2) Only the German Version is legally binding.

(3) Provided no agreement has been made to the contrary the regulations contained in the Civil Code of the Federal Republic of Germany apply.

(4) The legal venue and place of jurisdiction is Berlin-Charlottenburg.

MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin, Germany
Commercial Register HRG Amtsgericht Charlottenburg No. HRB 65470
Managing Directors: Wilfried Wartenberg, Jörn Riccius
VAT-Id No. DE 191413151, Tax No. 27/088/31501

As of : 1 August 2019

Ausstellerservice Catering

Sie haben einen Messeauftritt?

Ihre Kunden sollen sich entspannt fühlen, um angenehme Gespräche zu führen und einen erfolgreichen Gesprächsverlauf zu erleben? Lassen Sie uns Ihren Gast verwöhnen, unaufdringlich und wirkungsvoll.
Wir kümmern uns um die gastronomische Unterstützung von Canapés bis zum Champagner!

Ihr Erfolg durch unsere Erfahrung!

Gerne können Sie uns telefonisch unter der Rufnummer +49 (0)30 3038-2993 erreichen. Wir freuen uns auf Sie.

Unsere Bestellformulare finden Sie unter:

https://www.capital-catering.de/Portfolio/Ausstellerservice/

Exhibition Service Catering

You have an exhibition appearance?

Your customers should feel relaxed, to lead pleasant conversations and to facilitate a successful outcome? Let us pamper your guests, unobtrusively and effectively. We take care of the gastronomic support from canapés to champagne!

Your success with our experience!

You can reach us be email, fax or phone: +49 (0)30 3038-2993. We are looking forward to you!

Please find our order forms

https://www.capital-catering.de/en/Portfolio/ExibitorService/