

Aussteller-Servicehandbuch



Veranstaltungsort

CityCube Berlin
Industrierausstellung: Halle B
Messedamm 22
14055 Berlin

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As of: April 2019

Deadline
prior to the event

Phone: +49(0) ...

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Messe Berlin Download Center

Please find our latest important guidelines, regulations, information sheets as well as overview plans in our Messe Berlin Downloadcenter (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
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- Maps of Exhibition Grounds ExpoCenter Airport
- Publications
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- Technical regulations and legal disclaimer

Please follow the link:

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

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
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Sitings of Containers/Vehicles

Event Industrieausstellung DGHO 2019
Datum 11.-14-10.2019

Hall:	Stand No.:
Exhibitor:	

Order Form 2019

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, Thüringer Allee 12/12A, 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 07.10.2019 to 15.10.2019

Qty.	Description	Price each	Price total
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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:	320,00 EUR EUR
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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:	320,00 EUR EUR
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.....	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 fair 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 30.00 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: _____ Order number for the invoice: _____

Date: _____	Name of the customer (in block letters): _____	Legally binding signature and company stamp: _____
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As of: August 2017 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg

Verkehrsleitfaden – Industrieausstellung der DGHO, OeGHO, SGMO, SGH+SSH

Informationen für Aussteller, Standbauer und beauftragte Anlieferfirmen

	Aufbau 07.10. - 10.10.2019	Veranstaltungslaufzeit		Abbau 15.10.2019	
		11.10 – 13.10.2019	14.10.2019		
<p>PKW bis 3,49 t Gesamtgewicht</p>  <p>200 € Kauti mit Anhänger</p>  <p>Zzgl. 200 € Kauti</p>	<p>07:00 – 24:00 Uhr max. Verweildauer: 2 Std. Kauti*</p>	<p>Einfahrt nur mit Parkschein</p>	<p>Abbauverkehr: 16:00 Uhr-24:00Uhr Kauti*</p>	<p>06:00 – 24:00 Uhr max. Verweildauer: 2 Std. Kauti*</p>	
<p>Transporter / LKW bis 7,49 t Gesamtgewicht</p>  <p>200€ Kauti mit Anhänger</p>  <p>Zzgl. 200 € Kauti</p>			<p>07:00 – 24:00 Uhr max. Verweildauer: 3 Std. Kauti*</p>	<p>Abbauverkehr: 18:00 Uhr-22:00Uhr Kauti*</p>	<p>06:00 – 24:00 Uhr max. Verweildauer: 3 Std. Kauti*</p>
<p>LKW ab 7,5 t Gesamtgewicht</p>  <p>200 € Kauti mit Anhänger</p>  <p>Zzgl. 200 € Kauti</p>			<p>07:00 – 24:00 Uhr max. Verweildauer: 4 Std. Kauti*</p>	<p>Abbauverkehr: 18:00 Uhr-22:00Uhr Kauti*</p>	<p>06:00 – 24:00 Uhr max. Verweildauer: 4 Std. Kauti*</p>
*Kautionsregelung	Die Kauti beträgt pro Fahrzeug /Anhänger jeweils € 200,00. Bitte halten Sie den Betrag passend bereit. Die Kauti verfällt bei Überschreitung der Ausfahrtszeit. Bitte entnehmen Sie Ihre Ausfahrtszeit dem Kautionsbeleg.				
Einfahrten	Einfahrt Tor 9 (Messedamm 22) zum City Cube, Hallen 7.1A, 7.1B, 7.1C, 7.2A, 7.2B, 7.2C, 7.E				
Speditionspartner	Schenker Deutschland AG Tel.: +49 (0)30 301 2995 420 Fax: +49 (0)30 301 2995 429, Email: fairs.berlin@dbschenker.com				
Hinweise	Unberechtigt abgestellte Fahrzeuge / Ladeeinheiten (auf dem Messegelände) werden kostenpflichtig und auf Gefahr des Abstellenden umgesetzt . Abstellmöglichkeiten für LKW während des Aufbaues, der Messezeit sowie des Abbaus auf dem Parkplatz P12 AVUS-Nordkurve . Hinweise zur Umweltzone in Berlin finden Sie unter www.berlin.de/umweltzone				

Fire Officer for Work with Heat Sources

Event:

Date:

Location:	
Hall:	Stand-No.:
Exhibitor:	

Order Form 2019

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 30.00 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: August 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/>

Application for permission

Hot work during setting up and dismantling of events

1 MANDATORY INFORMATION TO BE FILLED IN BY THE CONTRACTOR

<input type="checkbox"/>	Welding	<input type="checkbox"/>	Cutting	<input type="checkbox"/>	Abrasive cutting	<input type="checkbox"/>	Soldering	<input type="checkbox"/>	Defrosting	<input type="checkbox"/>	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:

<input checked="" type="checkbox"/>	Removal of all inflammable, movable materials, packaging, fabrics, liquids, gases from danger zone
<input checked="" type="checkbox"/>	Covering of all fixed, inflammable fabrics and items with non-inflammable materials/fabrics and/or damping with water if necessary
<input checked="" type="checkbox"/>	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 :

<input checked="" type="checkbox"/>	The safety measures referred to above must be checked by the fireguard prior to the commencement of the work
<input checked="" type="checkbox"/>	A fireguard must be present on site while the work is being carried out
<input checked="" type="checkbox"/>	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	<input type="checkbox"/>	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:	<input type="checkbox"/>	Implementation of the safety measures referred to above prior to commencement of hot work has been checked.
	Mobile phone no. of fireguard: <input type="checkbox"/>	<input checked="" type="checkbox"/>	The work may be carried out. <input type="checkbox"/> The work may not be carried out.
	Name / Signature of fireguard representative:	<input type="checkbox"/>	Report by telephone to control and safety centre: + 49 (0)30 -3038 4444
5.3 Conclusion of hot work			
	time:	<input type="checkbox"/>	Hot work concluded, checks have been carried out after 30 min. interval.
	Signature of fireguard:	<input type="checkbox"/>	Report by telephone to control and safety centre: + 49 (0)30 -3038 4444
	Signature of person carrying out work:	<input type="checkbox"/>	Hot work has been completed.

6 CONTROL AND SAFETY CENTRE

Time/signature:	<input type="checkbox"/>	Security staff have instructed inspection to be carried out, acknowledgment has been received.
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Effective: September 2018

Usage of Inflammable Liquids

Event:

Date:

Hall:	Stand No.:
Exhibitor:	

Order Form 2019

Deadline: 4 weeks prior to event

Messe Berlin

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

Technical queries: **E-Mail:** messtechnik@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 /CO₂ 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:
.....

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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 2019

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:** messtechnik@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 CO₂ 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 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/>

Load distribution measures

Timber packing/Underpinning

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: messtechnik@messe-berlin.de or kongresstechnik@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:

$q_k = 10 \text{ kN/m}^2$ or

$Q_k = 35 \text{ kN}$ individual load, based on a contact area of $\geq 25/25 \text{ cm}$

- a) No special measures are required for individual loads of up to 35 kN/support (contact area $\geq 25/25 \text{ cm}$)
- b) For individual loads between $> 35 \text{ kN/support}$ 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:

- o Position of the stand structure on the stand area and relative to the hall plan
- o **Plan of supports**, incl. dimensions (position plan of each support on stand area) – reference point: Corner point of stand area
- o 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 30.00 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:

<input type="checkbox"/> We are the exhibitor. These services will be charged within the final invoice of Messe Berlin GmbH.	<input type="checkbox"/> We are only ordering by order of the exhibitor. (a written confirmation is available)	<input type="checkbox"/> 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: October 2018 / 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/>

Test for construction requiring official approval

Event:

Hall:	Stand no.:
Exhibitor:	Stand size (m ²)

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 30.00 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: _____

<input type="checkbox"/> We are an exhibitor These services will be invoiced in the final invoice by Messe Berlin.	<input type="checkbox"/> We are only placing the order on commission of the exhibitor (Exhibitor's written confirmation has been presented)	<input type="checkbox"/> 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): _____

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 ($\geq 1,500 \text{ m}^2$), → 4.5.1
- display and performance areas, stages ($\geq 200 \text{ m}^2$) → 5.9

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

- for exhibitions / trade fairs: messtechnik@messe-berlin.de
- 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 $> 35 \text{ kN}$ (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.

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 2019

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, Thüringer Allee 12/12A, 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/m ³ ; Solid matter content: Class 1 = max. particle size 0,1 mg/m ³ ; Water content: Class 4 = dew point under compression < +3 °C 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)	605.00 EUR EUR
.....	5086316	Main connection up to 600 l/min (incl. connection on the stand)	1,180.00 EUR EUR
.....	5086317	Main connection up to 1 500 l/min (incl. connection on the stand)	1,736.00 EUR EUR
.....	5086318	Main connection up to 2 500 l/min (incl. connection on the stand)	2,106.00 EUR EUR
		Additional work according to expense and time		
.....	5086320	Compressed Air line up to 9 mm ø, per runn. m.	4.94 EUR EUR
.....	5086321	Compressed Air line up to 19 mm ø, per runn. m..	7.62 EUR EUR
.....	5086322	Compressed Air line up to 50 mm ø, per runn. m..	13.80 EUR EUR
		Compressed air regulator (for hire) Installation, maintenance and removal of regulator incl manometer for unloading pressure 0.5 to 10 bar		
.....	5086388	Regulator up to 300 l/min.	36.40 EUR EUR
.....	5086329	Regulator up to 600 l/min.	48.80 EUR EUR
.....	5086330	Regulator up to 2 500 l/min.	61.10 EUR EUR
.....	5082263	Branch (each)	29.10 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 30.00 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:

<input type="checkbox"/> We are the exhibitor. These services will be charged within the final invoice of Messe Berlin GmbH.	<input type="checkbox"/> We are only ordering by order of the exhibitor. (a written confirmation is available)	<input type="checkbox"/> 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): _____	

Page 2 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: 47.00 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 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 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 2019

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, Thüringer Allee 12/12A, 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	1,995.00 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
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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 30.00 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:

<input type="checkbox"/> We are the exhibitor. These services will be charged within the final invoice of Messe Berlin GmbH.	<input type="checkbox"/> We are only ordering by order of the exhibitor. (a written confirmation is available)	<input type="checkbox"/> 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: November 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/>

../page 2/Installation Guide Extractor hoods

Page 2 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: 47.00 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 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 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 2019

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, Thüringer Allee 12/12A, 14052 Berlin, Germany
Technical queries: Exhibition Grounds Phone: +49(0)30/3038-5807/-5874, E-Mail: ulrich.lerch@electronicagroup.de

Qty.	Order No.	Description	Price each	Price total
		Basic Electrical Installation 230/400 V, installation on site accord. to VDE 0100		
.....	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)	197.00 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	211.00 EUR EUR
.....	5081842	up to 11.0 kW / max. 16 A with CEE 16	264.00 EUR EUR
.....	5081843	up to 22.0 kW / max. 32 A with CEE 32	351.00 EUR EUR
.....	5081844	up to 44.0 kW / max. 63 A with CEE 63	657.00 EUR EUR
.....	5090571	Increase of supply, additional kW (accord. to standard cut-outs; available for 44 kW))	each 19.00 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)	275.00 EUR EUR
.....	5095259	up to 11.0 kW (incl. 4 sockets for distribution)	322.00 EUR EUR
.....	5095260	up to 22.0 kW (incl. 8 sockets for distribution)	491.00 EUR EUR
.....	5095261	up to 44.0 kW (incl. 12 sockets for distribution)	824.00 EUR EUR
.....	5090571	Increase of supply, additional kW (accord. to standard cut-outs, available for 44 kW))	each 19.00 EUR EUR
.....	5081849	Sockets for distribution in addition - incl. safety cut-out B 16	each 26.50 EUR EUR
.....	5082017	Ground connection	28.00 EUR EUR
		Electrical parts for hire (in addition to basic installation)		
.....	5082018	Ceecon socket 5 pole/16 A	54.80 EUR EUR
.....	5082019	Ceecon socket 5 pole/32 A	75.80 EUR EUR
.....	5082020	Ceecon socket 5 pole/63 A	126.00 EUR EUR
.....	5082037	Ceecon socket 5 pole/125 A	166.00 EUR EUR
.....	5082038	Spot mounted on arm, low voltage 50 Watt	48.00 EUR EUR
.....	5082077	Spot mounted on arm	35.00 EUR EUR
.....	5082097	Ground floor socket incl. installation	66.50 EUR EUR
.....	5082098	Ceiling connection, 2 kW *)	180.00 EUR EUR
.....	5082099	Halogen projector lamp, 500 Watt	66.00 EUR EUR
.....	5082100	Halogen projector lamp, 1000 Watt	115.00 EUR EUR
.....	5082101	Halogen projector lamp, 1500 Watt	131.00 EUR EUR
.....	5082102	Halogen projector lamp, 2000 Watt	157.00 EUR EUR
.....	5082104	Suspension of Halogen projector lamp, up to 6.00 m height **)	112.00 EUR EUR
.....	5082117	Suspension of Halogen projector lamp, up to 9.00 m height **)	119.00 EUR EUR
.....	5086219	Potential equalisation, separate *) not in hall 25 + CCB**) not in halls 9, 18, 20 or 25	63.00 EUR EUR
		Additional Services		
.....	5082119	Installation work per hours	45.50 EUR EUR
.....	5082122	Installation of distribution provided up to 11 kW	37.50 EUR EUR
.....	5082123	Installation of distribution provided up to 22 kW	41.00 EUR EUR
.....	5082124	Installation of distribution provided up to 44 kW	48.00 EUR EUR
.....	5082136	Installation of distribution provided for 44 kW and more	55.00 EUR EUR

Electricity supply from the neighbouring stand is not allowed !

..page 2/Installation guide - Electrical Installation

Page 2 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 30.00 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:

<input type="checkbox"/> We are the exhibitor. These services will be charged within the final invoice of Messe Berlin GmbH.	<input type="checkbox"/> We are only ordering by order of the exhibitor. (a written confirmation is available)	<input type="checkbox"/> 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 2019

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, Thüringer Allee 12/12A, 14052 Berlin, Germany
Technical queries: Exhibition Grounds: Phone: +49(0)30/3038-5807/-5874, E-Mail: ulrich.lerch@electronicagroup.de

Qty.	Order No.	Description	Price each	Price total
.....	5094670	Basic Electrical Installation 230/400 V , installation on site accord. to VDE 0100 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)	214.00 EUR EUR
.....	5094696	3 phase AC 400 V incl. night current (with 1 CEE socket each) (RCD [= Fi protected switch gear] to be provided by the exhibitor) up to 6.5 kW / max. 10 A with CEE 16	249.00 EUR EUR
.....	5094697	up to 11.0 kW / max. 16 A with CEE 16	314.00 EUR EUR
.....	5094671	up to 22.0 kW / max. 32 A with CEE 32	408.00 EUR EUR
.....	5095257	up to 44.0 kW / max. 63 A with CEE 63	784.00 EUR EUR
.....	5095351	Increase of supply, additional kW (accord. to standard cut-outs, available for 44 kW)	each 21.60 EUR EUR
.....	5095346	Electrical connections incl. distribution (packages) AC 230/400 V with 1 socket for nightcurrent, RCD [=Fi protected switch gear], including ground connection up to 6.5 kW (incl. 3 sockets for distribution)	365.00 EUR EUR
.....	5095347	up to 11.0 kW (incl. 4 sockets for distribution)	451.00 EUR EUR
.....	5095348	up to 22.0 kW (incl. 8 sockets for distribution)	676.00 EUR EUR
.....	5095349	up to 44.0 kW (incl. 12 sockets for distribution)	1.180.00 EUR EUR
.....	5095351	Increase of supply, additional kW (accord. to standard cut-outs, available for 44 kW)	each 21.60 EUR EUR
.....	5095262	Sockets for distribution in addition - incl. safety cut-out B 16	each 30.40 EUR EUR
.....	5095352	Ground connection	25.10 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 30.00 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:

<input type="checkbox"/> We are the exhibitor. These services will be charged within the final invoice of Messe Berlin GmbH.	<input type="checkbox"/> We are only ordering by order of the exhibitor. (a written confirmation is available)	<input type="checkbox"/> 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: November 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/>

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 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.

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 2019

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, Thüringer Allee 12/12A, 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	471.00 EUR EUR
.....	82337	Connection up to 25 kW/H	531.00 EUR EUR
.....	82338	Connection up to 55 kW/H	623.00 EUR EUR
.....	94881	Connection up to 120 kW/H	982.00 EUR EUR
.....	82339	Installation of gas appliances with thermic safety device incl. flexible gas pipe material for hire incl. installation.	86.80 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 30.00 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:

<input type="checkbox"/> We are the exhibitor. These services will be charged within the final invoice of Messe Berlin GmbH.	<input type="checkbox"/> We are only ordering by order of the exhibitor. (a written confirmation is available)	<input type="checkbox"/> 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: November 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/>

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: 47.00 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 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 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: Aug 2018

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. bandwidth	max. terminals	IP-address	Special information
Internet access dedicated, bandwidth 10 Megabit/s, max. no. of terminals 10					
<p>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.</p>					
	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					
<p>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.</p>					
	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	
Internet access Business via S-DSL, bandwidth up to 3 Megabit/s, max. no. of terminals 4					
<p>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.</p>					
	Internet access Business	Up to 3 Mbit/s	4	non-public IP address	No router
Wireless LAN internet connection					
<p>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.</p>					
	Wireless LAN Access <ul style="list-style-type: none"> • 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

Internet access Business via SDSL - 3 Mbps

- (S-DSL = symmetrical DSL) bandwidth up to 3 megabits/sec (depending on location); access to a non-public IP address (automatically via DHCP) ; type of network: Ethernet (LAN); exhibitor stand connected by screened Cat. 3 data cables (3 to 5 metres supplied on hall floor); standard RJ45 plug connections and S-DSL modem 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 Control (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 Control (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 Control (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 complex 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 2019

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, Thüringer Allee 12/12A, 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	<input type="checkbox"/> incl. a non-public IP address (DHCP), data volume flat rate	735.00 EUR EUR
		<input type="checkbox"/> incl. a public IP address, data volume flat rate		
20 Megabit/s	<input type="checkbox"/> incl. a non-public IP address (DHCP), data volume flat rate	960.00 EUR EUR
		<input type="checkbox"/> incl. a public IP address, data volume flat rate		
Internet connection Broadband Business, shared medium, bandwidth up to 3 Megabit/s				
3 Megabit/s	incl. a non-public IP address, data volume flat rate	400.00 EUR EUR

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 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 30.00 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:

<input type="checkbox"/> We are the exhibitor. These services will be charged with the final invoice of Messe Berlin GmbH.	<input type="checkbox"/> We are only ordering by order of the exhibitor. (a written confirmation is available)	<input type="checkbox"/> 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: November 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/>

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

Event:

Date:

Hall:	Stand No.:
Exhibitor:	

Registration Form 2019

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, Thüringer Allee 12/12A, 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:
.....

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 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 2019

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, Thüringer Allee 12/12A, 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
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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)		
	<ul style="list-style-type: none"> • WLAN first account • per additional account / 2 - 10 accounts • per additional account / 11 - 20 accounts • cancellation fee (after receipt of login data) 	160.00 EUR EUR
		80.00 EUREUR
		40.00 EUR EUR
		60.00 EUR EUR

WiFi package with fixed SSID (Roaming within fair grounds)

Fixed SSID: „Premium WiFi Messe Berlin“

Required data:

Username:

Password :

<input type="checkbox"/>	50 Users	860.00 EUR
<input type="checkbox"/>	100 Users	990.00 EUR
<input type="checkbox"/>	150 Users	1.110.00 EUR
<input type="checkbox"/>	200 Users	1.240.00 EUR

Optional:

<input type="checkbox"/>	Landing Page (If no Landing Page is ordered, we will link to the event website).	
<input type="checkbox"/>	Support for the period of the event	630.00 EUR

Page 2
Wireless LAN accounts

Event:

Date :

Hall:	Stand No.:
Exhibitor:	

Qty.	Description	Price each	Total price
------	-------------	------------	-------------

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

Required data:

Individual SSID:

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

<input type="checkbox"/>	50 Users	1,575.00 EUR
<input type="checkbox"/>	100 Users	2,100.00 EUR
<input type="checkbox"/>	200 Users	2,625.00 EUR
<input type="checkbox"/>	300 Users	3,150.00 EUR
<input type="checkbox"/>	400 Users	3,675.00 EUR
<input type="checkbox"/>	500 Users	4,200.00 EUR
<input type="checkbox"/>	> 500 Users	individual offer
Optional:		
<input type="checkbox"/>	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 30.00 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:

<input type="checkbox"/> We are the exhibitor. These services will be charged with the final invoice of Messe Berlin GmbH.	<input type="checkbox"/> We are only ordering by order of the exhibitor. (a written confirmation is available)	<input type="checkbox"/> 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: November 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 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 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 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 external 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 jurisdiction 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 complied 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 limited 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 claims 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 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 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 Telemediengesetz (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 claims 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.

Air-Conditioning Installation (Water supply)

Event:

Date:

Hall:	Stand No.:
Exhibitor:	

Order Form 2019

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, Thüringer Allee 12/12A, 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)	785.00 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)	1,080.00 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 dismantling, 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 30.00 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:

<input type="checkbox"/> We are the exhibitor. These services will be charged within the final invoice of Messe Berlin GmbH.	<input type="checkbox"/> We are only ordering by order of the exhibitor. (a written confirmation is available)	<input type="checkbox"/> 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: November 2018 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg ..page 2/Installation guide Air conditioning water
 Please see the valid data protection policy of Messe Berlin GmbH: <https://www.messe-berlin.de/en/ExtraPages/DataProtection/>

Page 2

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: 47.00 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 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 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

Sprinkler Installations and Fire Extinguisher

Event:

Date:

Hall:	Stand No.:
Exhibitor:	

Order Form 2019

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

Order No.	Description	Price each
<input type="checkbox"/>	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 will 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	243.00 EUR
_____	82278 Sprinkler hidden	309.00 EUR
_____	82279 Angled to adapt sprinkler	46.60 EUR
_____	97171 Undercover sprinkler	390.00 EUR
_____	82280 Installation of pipes, incl. shaped and connecting pieces per runn. mtr.	65.90 EUR
_____	82281 De-activating or activating, emptying or filling the sprinkler system	447.00 EUR
_____	82282 Reconnecting to existing sprinkler system	383.00 EUR
_____	82283 Flexible Sprinkler installation system	55.60 EUR
_____	82285 Complete draining of installation	192.00 EUR
_____	82286 Isolating valve DN 50	185.00 EUR
_____	82297 Isolating valve DN 80	374.00 EUR
_____	82298 Flow monitor	839.00 EUR
_____	82299 Supply of scissor-type extending platform	794.00 EUR
Qty.	Fire extinguisher	
.....	82300 Fire extinguisher for hire incl. delivery and collection	80.00 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 30.00 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: _____

<input type="checkbox"/> We are the exhibitor. These services will be charged within the final invoice of Messe Berlin GmbH.	<input type="checkbox"/> We are only ordering by order of the exhibitor. (a written confirmation is available)	<input type="checkbox"/> 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/>

Page 2

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 Analog and ISDN

Event:

Date:

Hall:	Stand No.:
Exhibitor:	

Order Form 2019

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, Thüringer Allee 12/12A, 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

ISDN Connection without terminal

..... ISDN standard line 290.00 EUR EUR

incl. installation ready for operation and work performed on site

ISDN Terminals

..... ISDN terminal equipment 72.00 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 for Telephone/Fax

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

Event :
 Date :

Hall:	Stand No.:
Exhibitor:	

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 30.00 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:

<input type="checkbox"/> We are the exhibitor. These services will be charged within the final invoice of Messe Berlin GmbH.	<input type="checkbox"/> We are only ordering by order of the exhibitor. (a written confirmation is available)	<input type="checkbox"/> 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: November 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 notes for telecommunications

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.

ISDN lines

ISDN lines correspond to the European ISDN standard (DSS1 D-channel protocol). For transferring data, B-channel bundling (2 × 63 KBit/s) is supported. A terminal device can make manual or automatic use of this feature.

Packet-switched data transfer according to X.31 (X.25 via ISDN D channel), e. g. as a means of transferring to the Datex-P network, is not supported.

Each ISDN S0 line can connect up to 8 terminal devices to an S0 bus. It is possible to install up to 8 MSNs (multiple subscriber numbers).

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 claims 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 2019

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, Thüringer Allee 12/12A, 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	451.00 EUR EUR
.....	94920	Additional water supply for dishwasher DN 15/50 including installation of dishwasher	332.00 EUR EUR
.....	94898	Grease separator , 0,5 ltr/sec., complete hire charge	977.50 EUR EUR
Additional Water Supply				
.....	82148	Supply piping, 20 mm	157.00 EUR EUR
.....	82152	Drainage piping, 70 mm	330.00 EUR EUR
Charges for Installation/Assembly on the stand (without hire for items; items for hire see below)				
.....	82173	Coffee machine	59.40 EUR EUR
Items for Hire (Hire charges do not include installation)				
.....	94846	Single sink, package (incl. base, water boiler 5 l / 2kW, tap battery)	100.00 EUR EUR
.....	95398	Double sink, package (incl. base, water boiler 5 l / 2kW, tap battery)	132.00 EUR EUR
.....	82183	Kitchenette incl. single sink, refrigerator, 2 hot plates and water boiler	272.00 EUR EUR
.....	94919	Professional dishwasher (for installation pls. see. item 94920)	874.00 EUR EUR
.....	94919	Cancellation fee for Professional dishwasher	370.00 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 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.

Event :

Date :

Hall	Stand No.
Exhibitor	

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 30.00 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:

<input type="checkbox"/> We are the exhibitor. These services will be charged within the final invoice of Messe Berlin GmbH.	<input type="checkbox"/> We order on behalf of the exhibitor. (the written confirmation of coverage of costs is available).	<input type="checkbox"/> 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: December 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 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 47.00

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 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 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 2019

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:

Lateral reach required:

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: August 2018/Subject to alteration
Please see the valid data protection policy of Messe Berlin GmbH: <https://www.messe-berlin.de/en/ExtraPages/DataProtection/>

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

Hall:	Stand No.:
Exhibitor:	

Order Form 2019

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

Transport after the event

from (place):
 Date of delivery (fair ground):
 Time:
 Shipping details:

 Dimensions:
 Weight:

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 signed 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: August 2018 / 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 2019

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, Thüringer Allee 12/12A, 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 m ³ paper/cardboard	57.20 EUR
5082373 1,1 m ³ glass waste	96.30 EUR
5095216 1,1 m ³ foils	57.20 EUR
5082357 1,1 m ³ mixed waste	127.00 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	7.70 EUR
5082361 glass	7.70 EUR
5082362 foils	7.70 EUR
5082359 mixed waste	16.00 EUR

Larger amounts of waste 15 m³ / 25 m³ / 40 m³					
5400204 paper/cardboard - per m ³	44.30 EUR
5482368 untreated wood - per m ³	62.30 EUR
5400205 treated wood - per m ³	81.40 EUR
5095233 construction waste - per m ³	82.40 EUR
5086281 mixed construction waste - per m ³	154.50 EUR
5086277 sheetrock- per m ³	80.30 EUR
5086278 bulky waste - per m ³	80.30 EUR
5097360 mixed scrap metal/metal - per m ³	21.60 EUR
5400118 biological waste - per m ³	86.50 EUR
5082375 carpet - per m ³	107.00 EUR
5400203 mixed waste - per m ³	125.00 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 30.00 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: _____

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

As of: November 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/>

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 2018 / Subject to alteration/Legal venue and place of jurisdiction is Berlin-Charlottenburg
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Waste Disposal

Duration of the Event

Event:

Date:

Hall:	Stand No.:
Exhibitor:	

Deadline: 4 weeks prior to the event

Order form 2019

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, Thüringer Allee 12/12A, 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	57.20 EUR
5082373 1,1 m³ glass waste	96.30 EUR
5095216 1,1 m³ foils	57.20 EUR
5086279 1,1 m³ Wood	95.30 EUR
5082357 1,1 m³ mixed waste	127.00 EUR
240 liters container					
5082376 240 L paper/cardboard	18.00 EUR
5082377 240 L food waste	47.40 EUR
5082380 240 L biological waste	31.40 EUR
5082374 240 L mixed waste	37.60 EUR
120 liters container					
5082378 120 L food waste	31.90 EUR
5082381 120 L biological waste	23.70 EUR
60 liters container					
5082382 60 L waste grease	28.30 EUR
5082379 60 L food waste	24.70 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	7.70 EUR
5082361 glass	7.70 EUR
5082362 foils	7.70 EUR
5082359 mixed waste	16.00 EUR
Larger amounts of waste 15 m³ / 25 m³ / 40 m³					
5400204 paper/cardboard - per m³	44.30 EUR
5482368 untreated wood - per m³	62.30 EUR
5400205 treated wood - per m³	81.40 EUR
5095233 construction waste - per m³	82.40 EUR
5086281 mixed construction waste - per m³	154.50 EUR
5086277 sheetrock- per m³	80.30 EUR
5086278 bulky waste - per m³	80.30 EUR
5097360 mixed scrap metal/metal - per m³	21.60 EUR
5400118 biological waste - per m³	86.50 EUR
5082375 carpet - per m³	107.00 EUR
5400203 mixed waste - per m³	125.00 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 30.00 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:

<input type="checkbox"/> We are the exhibitor. These services will be charged within the final invoice of Messe Berlin GmbH.	<input type="checkbox"/> We are only ordering by order of the exhibitor. (a written confirmation is available)	<input type="checkbox"/> 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: November 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/>

Declaration of Waste Disposal

Event:

Date:

Hall:	Stand No.:
Exhibitor:	

Registration 2019

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, Thüringer Allee 12/12A, 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 **154.50 EUR/m³** 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 30.00 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:
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As of: November 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 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.

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

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 2019

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, Thüringer Allee 12/12A, 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)	28.60 EUR
..... Dates (from - to):	daily (h, from - to):	<input type="checkbox"/> a <input type="checkbox"/> b
..... Dates (from - to):	daily (h, from - to):	<input type="checkbox"/> a <input type="checkbox"/> b
..... Dates (from - to):	daily (h, from - to):	<input type="checkbox"/> a <input type="checkbox"/> b
..... Dates (from - to):	daily (h, from - to):	<input type="checkbox"/> a <input type="checkbox"/> b
End of security cover on:	at / hour:	

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

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 30.00 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: _____

<input type="checkbox"/> We are the exhibitor. These services will be charged within the final invoice of Messe Berlin GmbH.	<input type="checkbox"/> We are only ordering by order of the exhibitor. (a written confirmation is available)	<input type="checkbox"/> 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: November 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 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.

Stand Cleaning

Event:

Date:

Hall:	Stand No.:
Exhibitor:	

Order form 2019

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, Thüringer Allee 12/12A, 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

- | | | | | |
|--------------------------|---|-------|----------|-------------------------|
| <input type="checkbox"/> | 5091511 Cleaning of the stand (floor, furniture, removal of foil)* | Date: | per hour | 34.00 EUR ¹⁾ |
| <input type="checkbox"/> | 5091512 Cleaning of areas of glass and plastic
(mirrors, walls, acrylic surfaces, tiles) | Date: | per hour | 47.50 EUR ¹⁾ |

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

- | | | | |
|--------------------------|--|--------------------|-----------|
| <input type="checkbox"/> | 5095110 Cleaning on the even prior to the event (during the night)
(floor, furniture, removal of foil)* | per m ² | 1.57 EUR |
| <input type="checkbox"/> | 5082422 Cleaning of areas of glass and plastic (during the night)
(mirrors, walls, acrylic surfaces, tiles) | per hour | 69.00 EUR |

Cleaning between the days of the fair (during the night)

(starting in the evening of the first day of the event)

- | | | | |
|--------------------------|--|-------------------------------|-------------------------|
| <input type="checkbox"/> | 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 m ² and days | up to 150 m ² | 0.75 EUR/m ² |
| | | 151-500 m ² | 0.68 EUR/m ² |
| | | 501-1000 m ² | 0.62 EUR/m ² |
| | | More than 1001 m ² | 0.54 EUR/m ² |
| <input type="checkbox"/> | 5095469 Daily cleaning of areas of glass and plastic (during the night)
(mirrors, walls, acrylic surfaces, tiles) | per hour | 69.00 EUR |

Additional services*

- | | | | |
|--------------------------|--|----------|--|
| <input type="checkbox"/> | 5082698 Services at hourly rate
(e.g. auxiliary personnel, cleaning exhibits, washing dishes,
dry cleaning of carpets) | per hour | 34.00 EUR ¹⁾ |
| <input type="checkbox"/> | 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 30.00 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:

<input type="checkbox"/> We are the exhibitor. These services will be charged within the final invoice of Messe Berlin GmbH.	<input type="checkbox"/> We are only ordering by order of the exhibitor. (a written confirmation is available)	<input type="checkbox"/> 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: November 2018 – 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 2019

Deadline: 4 weeks prior to the event

Hosts/Hostesses: Fax: +49(0)30/3038-1440
Mailing address: CSG Team GmbH, Hostessen, Thüringer Allee 12/12A, 14052 Berlin, Germany
For queries: Phone: +49(0)30/3038-1435; **E-Mail:** hostessen@mb-capital-services.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 female male Price each day Price total
 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 rate for each additional hour	<input type="checkbox"/> half-day rate*) at	137.00 €	<input type="checkbox"/> days at fair *) at	219.00 € EUR
					26.50 €	
.....	German, English and 1 other European language rate for each additional hour	<input type="checkbox"/> half-day rate*) at	158.00 €	<input type="checkbox"/> days at fair *) at	241.00 € EUR
					28.50 €	
.....	German, English and 2 other European languages: rate for each additional hour	<input type="checkbox"/> half-day rate*) at	193.00 €	<input type="checkbox"/> days at fair *) at	275.00 € EUR
					32.60 €	
.....	German, 1 European and 1 other special language**): rate for each additional hour	<input type="checkbox"/> half-day rate*) at	214.00 €	<input type="checkbox"/> days at fair *) at	300.00 € EUR
					35.60 €	
.....	Staff supervisor rate for each additional hour	<input type="checkbox"/> half-day rate*) at	214.00 €	<input type="checkbox"/> days at fair *) at	300.00 € EUR
					35.60 €	

Promoter

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

.....	German and English rate for each additional hour	<input type="checkbox"/> half-day rate*) at	140.00 €	<input type="checkbox"/> days at fair *) at	224.00 € EUR
					27.50 €	

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@mb-capital-services.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 30.00 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:

General Terms and Conditions of CSG Team GmbH

Version of: 01.08.2017

By notification of the German Federal Employment Agency, Regional Directorate Berlin-Brandenburg [*Bundesagentur für Arbeit, Regionaldirektion Berlin-Brandenburg*] of 30/12/2004, CSG Team GmbH, Thüringer Allee 12/12A, 14052 Berlin has been granted permission to commercially provide temporary workers.

1 Scope of these terms and conditions

- 1.1 The following terms and conditions are part of all offers – both present and future - as well as of order confirmations and contracts relating to the posting of temporary workers.
- 1.2 Deviating and subsidiary agreements shall only be valid if set out in writing and duly signed by the company providing the temporary workers (hereinafter referred to as the "provider") and the company hiring the temporary workers (hereinafter referred to as the "client"). This also applies to amendments to the written form clause.

2 Offer/conclusion of contract

- 2.1 Offers by the provider are made on the basis of the present terms and conditions.
- 2.2 Contracts must be concluded in writing and shall not become binding for the provider until a contractual document signed by the client has been presented to the provider. Contracts must be concluded and presented at least 14 days before start of the event, duly signed by both parties.

3 Withdrawal/exemption from duty to perform

- 3.1 Should the temporary worker fail to start his/her job or continue the job, or if he/she is absent for any other reason, the client shall immediately inform the provider of the worker's absence. The provider is entitled, and upon the express written request of the client, obliged to provide a replacement worker to the client. Should this not be possible despite every effort on the part of the provider, the provider shall be released from his obligation to supply a temporary worker for the period in which the temporary worker is absent without excuse.
- 3.2 Should the client cancel the contractual services in writing less than 30 working days before the start of the event, CSG shall invoice 5% of the contract value to the client.
Should the client cancel the contract in writing within 10 working days of the start of the hiring period, the provider reserves the right to invoice 10% of the original contract value to the client.
Should the client cancel the contract in writing within 5 working days of start of the hiring period, the provider reserves the right to invoice 50% of the original contract value to the client. Should the client cancel the contract in writing within 3 working days of the start of the hiring period, the provider reserves the right to invoice 100% of the original contract value to the client.
Here, the date on which notice of cancellation is received by the provider is decisive. The client is entitled to submit proof that no damage or less damage has been caused. The provider is entitled to claim any further damages he considers to have been incurred.
- 3.3 Notices of defects (complaints) must be filed with CSG without delay, at the latest 20 working days after the end of the contract performance period. After this, CSG's warranty claim expires. Minor disputes arising in the course of executing the work are not considered to be a valid reason for granting a discount or for non-payment. The offsetting of a claim against counterclaims is only possible if the counterclaim of the provider is undisputed or has been legally established.

4 Employment contract

- 4.1 The provider is the temporary worker's employer pursuant to the German Temporary Employment Act [*Arbeitnehmerüberlassungsgesetz, AÜG*].
- 4.2 For the period during which he or she is placed with the client, the temporary worker is obliged to follow the client's instructions. The client may only assign tasks to the temporary worker that are included in the contractually specified scope of duties. In particular, unless he has obtained the provider's explicit written consent, the client is not allowed to entrust the temporary worker with the transport, handling or collection of money or other means of payment.
- 4.3 Working hours / statutory work break regulations:
An exhibition workday normally comprises 9 working hours. According to the statutory regulations (§ 4 sentence 1 of the German Working Time Act [*Arbeitszeitgesetz, ArbZG*]), a temporary worker working up to 9 hours must be allowed to have a break of 30 minutes. In the case of longer working times - up to 12 hours - the temporary worker must be allowed a break of 45 minutes. The breaks are included in the per diem remuneration paid by the client.

5 Remuneration

- 5.1 Unless explicitly stipulated, the quoted prices are subject to change without notice and exclude bonuses.
- 5.2 If the client places an order after expiry of the known registration deadline – usually 15 working days before the start of the event – the provider shall give no guarantee for timely and full provision of the ordered personnel.
- 5.3 If the provider is nevertheless able to supply the ordered personnel, in the case of orders placed 10 or less working days before the start of the event a surcharge of 20 % of the contract value shall be invoiced to the client for additional expenses incurred in connection with the belated order.

6 Payment

- 6.1 The total amount agreed upon for the ordered number of working days (9 working hours per day) plus VAT and without discount shall be payable before the start of the event, at the latest upon receipt of the invoice.
- 6.2 Unless explicitly stipulated, additional working hours arising in the course of the event shall be invoiced after the end of the event. Invoices shall be calculated on the basis of the temporary worker's timesheets as signed by the client.

7 Guarantee/liability

- 7.1 The provider shall be liable according to statutory provisions for any damage involving loss of life, bodily injury or impairment to health. The same applies to liability for the absence of guaranteed properties as well as liability under the German Product Liability Act [*Produkthaftungsgesetz*].
- 7.2 The provider shall be fully liable for damage caused by wilful action or gross negligence on the part of the provider, his legal representatives or executive personnel.
- 7.3 The provider shall be liable on the merits for damage caused by gross negligent action on the part of his simple vicarious agents. This liability is limited to damage which can be typically expected to occur in contracts of this type.
- 7.4 All other liability on the part of the provider is excluded. In particular the provider assumes no liability for work performed by the temporary worker or damage caused by the temporary worker in performing his/her work. The client shall indemnify the provider from any claims made by third parties in connection with execution and performance of the work by the temporary employee placed with the client.
- 7.5 CSG shall be entitled to withdraw from the contract if insolvency or settlement proceedings have been instituted against the client's assets or are imminent, or if the client has been or is in danger of being declared bankrupt.

8 Place of jurisdiction and applicable law

- 8.1 Provided the client is a merchant/businessperson (*German: Kaufmann*), the sole place of jurisdiction for all disputes in connection with the present contract, including proceedings concerning bills of exchange, cheques and documents, shall be the place of the provider's registered office. The laws of the Federal Republic of Germany shall apply.

9 Severability clause

- 9.1 Should any provision of these General Terms and Conditions be or become invalid or unenforceable, this shall not affect the validity or enforceability of the other provisions. An invalid provision shall be replaced by a provision which is as close as possible to the intended purpose of the invalid provision.

General Terms and Conditions for the Hostess Service of MB Capital Services GmbH

1. These General Terms and Conditions apply to the "hostess service" of MB Capital Services GmbH (hereinafter referred to as "CSG"). The client confirms acceptance of these terms and conditions upon signing the contract.
2. Orders are to be placed 4 weeks or 20 working days before the start of the event and shall become binding after being given CSG's written approval.
3. If services are not carried out according to contract, the client is entitled to demand remedy. If this is not possible, a cost reduction shall be agreed upon in lieu of remedy.
4. Notices of defects (complaints) shall be filed with CSG immediately, at the latest 30 days after the end of the contract performance period. Any right to make warranty claims against CSG shall expire after this date.
Minor disputes arising in the course of performance of the work are not considered to be valid reason for the granting of discounts or for non-payment. The offsetting of a claim against counterclaims is only possible if the client's counterclaim is undisputed or has been legally established.
5. CSG shall be fully liable for damage caused by wilful action or gross negligence on the part of CSG, its legal representatives or executive personnel.
CSG shall be liable on the merits for damage caused by gross negligent action on the part of its simple vicarious agents. This liability is limited to damage which can be typically expected to occur in contracts of this type.
CSG shall be liable on the merits for any breach of essential contractual obligations. Essential contractual obligations are obligations whose fulfilment is of particular importance in achieving the purpose of the contract (cardinal obligations). In the event of a breach of cardinal obligations not covered by Clause 1, liability is limited to damage which can be typically expected to occur in contracts of this type.
The client shall be liable according to statutory provisions. The client shall keep CSG indemnified against any third-party claims against CSG resulting from any breach of the client's contractual obligations.
6. If the client cancels the contractual services in writing less than 6 weeks before the start of the event, CSG shall invoice 5% of the contract value to the client. If the contract is cancelled in writing less than 2 weeks before the start of the event, 10% of the original contract value shall be due. If the client cancels the contract in writing within 6 days of the start of the event, CSG reserves the right to invoice 50% of the original contract value. If the contract is cancelled in writing less than 3 days before the start of the event, the full contract value is due for payment.
7. After the event has closed, CSG will issue a final invoice for expenses and for services rendered.
8. The personal data of our business partners are only stored and processed for the purpose of the contract and in accordance with §§ 28 and 29 of the German Federal Data Protection Act [*Bundesdatenschutzgesetz, BDSG*].
9. CSG shall be entitled to withdraw from the contract if insolvency or settlement proceedings have been instituted against the client's assets or are imminent, or if the client has been or is in danger of being declared bankrupt.
10. Deviating and subsidiary agreements shall only be valid if confirmed in writing by CSG. Should any provision of these general terms and conditions be or become invalid or unenforceable, this shall not affect the validity or enforceability of the other provisions. The invalid provision shall be amended in such a way that the intended purpose is achieved.
The laws of the Federal Republic of Germany shall apply to the mutual rights and obligations arising and resulting from this contractual relationship. Place of fulfilment is Berlin- Charlottenburg. If the defendant is a merchant/businessperson (*German: Kaufmann*) or a legal entity under public law or if the defendant has no general place of jurisdiction within the Federal Republic of Germany, the plaintiff shall be entitled to choose Berlin-Charlottenburg or the defendant's general place of jurisdiction as place of jurisdiction.

MB Capital Services GmbH, Thüringer Allee 12/12A, 14052 Berlin
Registered at: Amtsgericht Charlottenburg HRB 65470
CEOs: Wilfried Wartenberg, Jörn Riccius
VAT ID No. DE 191413151, Tax No. 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

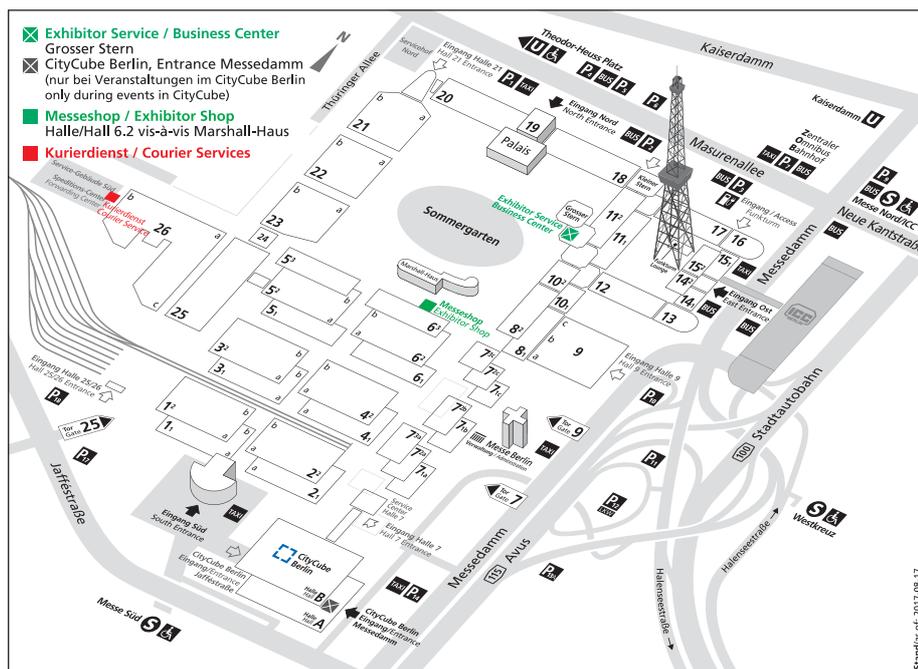
The opening hours will be communicated in the exhibitors' information prior to the fair.

Price list

(payment in cash only) – As of: September 2018

Photocopies			
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



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)30/3069-6931/ -69, Fax: +49(0)30/3069-6930

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)30/3067-2052/ -48, Fax: +49(0)30/3067-2059

Design and Events

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

For information: Phone +49(0)30/3067-2044, Fax: +49(0)30/3067-2019

Illustration for unique system stands:



 Capital Services

MB Capital Services GmbH, Thüringer Allee 12/12 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

Inquiry Form 2019

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 address: MB Capital Services GmbH, Stand + Service, Thüringer Allee 12/12A, 14052 Berlin, Germany
Commercial inquiries: Tel.: +49 (0)30 30 69 69-15, Email: info@mb-capital-services.de
Technical inquiries: 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
_____	<input type="checkbox"/> 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)

_____	<input type="checkbox"/> Event Technology > Lighting (tungsten light, daylight etc.) > Sound (fullrange-speaker, microphone etc.) > Rigging (truss, manual and electric chain hoists, lifting accessories etc.)
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_____	<input type="checkbox"/> 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.
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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:	<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Amex
Signature:	_____	CVC number:	____ ____ ____

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

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- (2) If delivery within the stipulated 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

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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 expressly 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 incurred the flat rate charges as invoiced. The lessor is entitled to assert the actual damage incurred.

9. The liability of the lessee

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- (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/>

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Remarks to tensioned structures:

(As of: January 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

Legal venue and place of jurisdiction is Berlin-Charlottenburg
MB Capital Services GmbH, Thüringer Allee 12/12A, 14052 Berlin, Germany
HRG Amtsgericht Charlottenburg HRB 65470
Board of Management: Wilfried Wartenberg, Jörn Riccius
VAT Reg. No.: DE 191413151, Tax-No.: 27/453/04182

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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.

Furniture for hire 2

Bar stools + Upright tables

Armchairs + Sofas

Event:

Date:

Hall:	Stand No.:
Exhibitor:	

Order Form 2019

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)30/3069-6918**

Mailing address: MB Capital Services GmbH, Standbau + Service, Thüringer Allee 12/12A, 14052 Berlin, Germany

For queries: Phone: **+49(0)30/3069-6915** 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)		
.....		<input type="checkbox"/> 24 white <input type="checkbox"/> 25 black	27.00 EUR EUR
.....	115..	Bar stool, LEM, (36x43x70-80/77-87 cm)		
.....		<input type="checkbox"/> 141 black <input type="checkbox"/> 259 white	74.50 EUR EUR
.....		<input type="checkbox"/> 140 Beech <input type="checkbox"/> 278 Walnut	74.50 EUR EUR
.....	13...	Bar stool, Breeze, alu polished /plastic black, (50x40x75/109)	39.00 EUR EUR
.....		<input type="checkbox"/> 144 black <input type="checkbox"/> 142 red <input type="checkbox"/> 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 stainless steel/white, (70x70x110 cm)	70.00 EUR EUR
.....	9689	Upright table, Roana 110 stainless 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) <input type="checkbox"/> 57 cream <input type="checkbox"/> 58 black	59.00 EUR EUR
.....	...	Club chair, Rondo III, (70x58x47/79 cm)	69.00 EUR EUR
.....		<input type="checkbox"/> 16035 white <input type="checkbox"/> 112076 black		
.....	1059..	Rondo Bench (Sofa)	128.00 EUR EUR
.....		<input type="checkbox"/> 76 white <input type="checkbox"/> 77 black		
.....	1121..	Lounge element Cadiz with 2 backrests, synthetic leather, (60x60x79/45 cm)	135.00 EUR EUR
.....		<input type="checkbox"/> 09 white <input type="checkbox"/> 10 black		
.....	1121..	Loungeelement Cadiz with 1 backrest, synthetic leather, (60x60x79/45 cm)	109.00 EUR EUR
.....		<input type="checkbox"/> 07 white <input type="checkbox"/> 08 black		
.....	1121..	Loungeelement Cadiz, without backrest, synthetic leather, (60x60x79/45 cm)	75.00 EUR EUR
.....		<input type="checkbox"/> 05 white <input type="checkbox"/> 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 internal PO number for your company/your client for these services.
For later alteration of invoices 30.00 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:

<input type="checkbox"/> We are the exhibitor. The equipment for hire is an additional order to our fair package with Messe Berlin GmbH.	<input type="checkbox"/> We are only ordering by order of the exhibitor. (a written confirmation of cost transfer is enclosed)	<input type="checkbox"/> 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: November 2018/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 acknowledges 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 stipulated 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 expressly 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 incurred 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)

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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:

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:

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)30/3069-6915 oder/or 3038-5780, Fax: +49(0)30/3069-6918 oder/or 2058, E-Mail: info@mb-capital-services.de

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



Abbildung: 2 Stück

16069 Absperrkordel Locri
Rope, schwarz/black



Rückfragen/Queries:

Stand Equipment

Event:

Date:

Hall:	Stand No.:
Exhibitor:	

Order Form 2019

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)30/3069-6918**

Mailing address: MB Capital Services GmbH, Standbau + Service, Thüringer Allee 12/12A, 14052 Berlin, Germany

For queries: Phone: **+49(0)30/3069-6915; E-Mail: info@mb-capital-services.de**

Qty	Order No.	Description	Price each	Price total
.....	2070	Information Counter , 1000x500x1000 mm, Standard colour: <input type="checkbox"/> white <input type="checkbox"/> red <input type="checkbox"/> green <input type="checkbox"/> black <input type="checkbox"/> blue <input type="checkbox"/> lightgrey <input type="checkbox"/> grey <input type="checkbox"/> cream	68,00 EUR EUR
.....	2077	Information Counter , 1000x500x1000 mm, white, lockable	101.50 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: <input type="checkbox"/> 500 mm <input type="checkbox"/> 800 mm <input type="checkbox"/> 1000 mm <input type="checkbox"/> white <input type="checkbox"/> red <input type="checkbox"/> green <input type="checkbox"/> black <input type="checkbox"/> blue <input type="checkbox"/> lightgrey <input type="checkbox"/> grey <input type="checkbox"/> cream	63.00 EUR EUR
.....	3030	Platform , 1000x1000 mm Height: <input type="checkbox"/> 500 mm <input type="checkbox"/> 800 mm <input type="checkbox"/> 1000 mm <input type="checkbox"/> white <input type="checkbox"/> red <input type="checkbox"/> green <input type="checkbox"/> black <input type="checkbox"/> blue <input type="checkbox"/> lightgrey <input type="checkbox"/> grey <input type="checkbox"/> 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 30.00 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:

<input type="checkbox"/> We are the exhibitor. The equipment for hire is an additional order to our fair package with Messe Berlin GmbH.	<input type="checkbox"/> We are only ordering by order of the exhibitor. (a written confirmation of cost transfer is enclosed)	<input type="checkbox"/> 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: November 2018/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 acknowledges 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 stipulated 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 expressly 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 incurred 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.

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



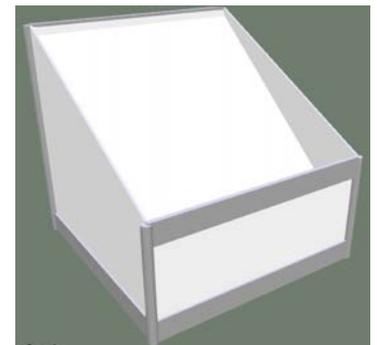
14610 Vitrine, Showcase, Griante 50 510x510x2000mm



110048 Vitrine, Showcase, Griante 100 1000x510x2000mm



9990 Schrägpodest/Sloped platform 1000x1000m, h: 500 / 1000 mm



Zusatzausstattung für Mietsystemstand F1

Event:

Datum:

Halle:	Stand-Nr.:
Aussteller:	

Seite 2 der Bestellung

Meldeschluss: 4 Wochen vor Messebeginn

Menge	Best.-Nr.	Beschreibung	Einzelpreis	Gesamtpreis
.....	20000	Wasseranschluss/Kompaktküche (einschl. Spüle, Kühlschrank, 2 Kochplatten und Kochendwassergerät - Elektroanschluss von mind. 6,5 kW erforderlich)	723,00 EUREUR
Elemente als Zusatzausstattung				
.....	1900	Einbau einer Kabine , ca. m ²		auf Anfrage
.....	2300	Dreieck-Leuchtsäule , 700 x 700 x 1000 mm	239,00 EUREUR
.....	3075	Wandbord/Ablage , 1000 x 300 mm, weiß	25,00 EUREUR
.....	3079	Schrägablage , 1000 x 300 mm, weiß	30,00 EUREUR
.....	5022	Langarmstrahler , 100 W	28,00 EUREUR
.....	3060	Garderobenleiste mit 5 Haken , 1000 mm	25,00 EUREUR
.....	2400	Regal mit 5 Einlegeböden , 1000 x 400 x 2000 mm, weiß	70,00 EUREUR
.....	2070	Informationscounter , weiß, 1 Seite offen	70,00 EUREUR
.....	2077	Informationscounter , weiß, verschließbar	104,00 EUREUR
.....	2080	Verkaufs- und Bartheke , weiß, 1000 x 550 x 1100 mm	137,00 EUREUR
.....	2110	Schauvitrine , weiß, 950 x 400 x 1100 mm	114,00 EUREUR
.....	2100	Standvitrine , beleuchtet, weiß, 1000 x 500 x 2100 mm, 1500 mm verglast	285,00 EUREUR
.....	3020	Podest , 1000 x 500 mm, weiß, Höhe: <input type="checkbox"/> 500 mm <input type="checkbox"/> 800 mm <input type="checkbox"/> 1000 mm in Farbe wie Wandelemente:	63,00 EUREUR
.....	3030	Podest , 1000 x 1000 mm, weiß, Höhe: <input type="checkbox"/> 500 mm <input type="checkbox"/> 800 mm <input type="checkbox"/> 1000 mm in der Farbe der Wandelemente:	73,00 EUREUR
.....	17011	Prospektständer, Genua , 12 DIN-A4-Fächer	58,00 EUREUR
<input type="checkbox"/>	3010	Tägliche Standreinigung pro m ² und Veranstaltungstag an Veranstaltungstagen/Datum – von bis	0,70 EUREUR

Die genannten Preise verstehen sich zzgl. einer Versicherungsprämie von 4 % vom Gesamtmietwert sowie der gesetzlichen Mehrwertsteuer. Mit der Unterschrift der Bestellung erkennen Sie die genannten Bedingungen an. Bestellungen vor Ort können nur unter Vorbehalt angenommen werden (siehe § 5 der Geschäftsbedingungen).

Nein, wir benötigen keine Versicherung zum Mietwert und übernehmen die Haftung für den Stand und die Ausstattung über unsere eigene Versicherung.

Kreditkartenzahlung:

Kreditkarten-Nr.: | | | | | | | | | | | | | | | | | | | | gültig bis | | | | | | | | | |

Kreditkarteninhaber: CVC-Nummer | | | | |

VISA MasterCard Amex

.....
Verbindliche Unterschrift

**Bitte beachten: Bitte klären Sie die interne Bestellnummer Ihres Unternehmens/Ihres Auftraggebers für diese Leistungen.
Nachträgliche Rechnungsumschreibungen werden mit EUR 30,00 zzgl. MwSt. berechnet.**

Name und Anschrift des Rechnungsempfängers:

USt-IDNr.

Ansprechpartner für Rückfragen:

Telefon:

Telefax:

E-Mail:

Bestellnummer für die Abrechnung:

<input type="checkbox"/> Wir sind Aussteller. Diese Bestellung ist ein Zusatz zu unserem Messepaket der Messe Berlin GmbH.	<input type="checkbox"/> Wir bestellen nur im Auftrag des Ausstellers. (die schriftliche Kostenübernahme des Ausstellers liegt bei)	<input type="checkbox"/> Wir sind kein Aussteller. Wir übernehmen die Leistungen selbst (siehe Adresse oben).	Rechtsverbindliche Unterschrift und Firmenstempel:
Datum:	Name des Bestellers (in Blockbuchstaben):		

Stand: August 2018/Änderungen vorbehalten/Gerichtsstand und Erfüllungsort: Berlin-Charlottenburg
Es gilt die Datenschutzrichtlinie der MB Capital Services GmbH. Siehe <https://www.mb-capital-services.de/Zusatzseiten/Datenschutz/>

Allgemeine Geschäfts- und Mietbedingungen der MB Capital Services GmbH

1. Vertragsüberlassung

- (1) Für alle Bestellungen über Mietgegenstände und -aufbauten für Veranstaltungen auf dem Messegelände Berlin gelten die folgenden „Mietbedingungen“ der MB Capital Services GmbH, im folgenden Vermieter genannt. Entgegenstehende Bedingungen des Mieters werden hiermit zurückgewiesen. Abweichungen oder Nebenabreden werden nur durch schriftliche Bestätigung des Vermieters wirksam.
- (2) Bestellungen von Mietgut bedürfen der Schriftform. Alle bis zu den in den Bestellformularen der Aussteller-Service-Mappe genannten Anmeldeschlussterminen termingerecht eingegangenen Bestellungen werden vor Veranstaltungsbeginn bestätigt. Hat der Mieter bis 1 Woche vor Veranstaltungsbeginn keine schriftliche Bestätigung auf seine rechtzeitig eingesandten Bestellungen erhalten, so ist dies unverzüglich mitzuteilen.
- (3) Der Vermieter behält sich vor, die Lieferung und Leistungserbringung erst nach Zahlungseingang vorzunehmen.

2. Art und Weise der Gebrauchsüberlassung

- (1) Dem Mieter ist bekannt, dass das Mietgut in der Regel mehrfach zu Ausstellungszwecken verwendet wird und nicht immer neuwertig ist.
- (2) Das Mietgut wird nur zum vereinbarten Zweck für die Dauer der Veranstaltung zur ausschließlichen Nutzung durch den Mieter am vereinbarten Mietort zur Verfügung gestellt.
- (3) Die Überlassung des Mietgutes an Dritte ist nicht gestattet. Planungen, Entwürfe, Zeichnungen, Fertigungs- und Montageunterlagen bleiben mit allen Rechten im Eigentum des Vermieters, und zwar auch dann, wenn sie dem Mieter übergeben worden sind.
- (4) Der Mieter hat sich bei der Übergabe von dem ordnungsgemäßen Zustand der Verkehrssicherheit und der Vollständigkeit des Mietgutes zu überzeugen.
- (5) Mit deren Empfang bestätigt der Mieter den mangelfreien Zustand der ihm überlassenen Sachen, es sei denn, er erhebt unverzüglich gegenüber dem Vermieter die schriftliche Mängelrüge.
- (6) Die Auslieferung aller beim Vermieter termingerecht eingegangenen Bestellungen erfolgt so rechtzeitig, dass das Mietgut zum Beginn der Veranstaltung zur Verfügung steht.
- (7) Ist der Messestand bei Anlieferung personell nicht besetzt, so gilt mit dem Abstellen des Mietgutes auf dem Messestand das Mietgut als ordnungsgemäß übergeben.
- (8) Der Vermieter ist nicht verpflichtet, die Legitimation der auf dem Stand bei der Anlieferung des Mietgutes angetroffenen Personen zu überprüfen.
- (9) Liefertermine und Sonderwünsche bedürfen zu ihrer Wirksamkeit der ausdrücklichen schriftlichen Bestätigung des Vermieters.

3. Gewährleistung

- (1) Hat der Mieter die Mängelrüge zu Recht erhoben, so ist die Gewährleistungspflicht des Vermieters auf Nachbesserung beschränkt, soweit es sich bei der mangelhaften Sache um eine bereits gebrauchte handelt. Dem Vermieter steht die Lieferung von Ersatz jederzeit frei.

4. Preise

- (1) Die in den Preislisten ausgewiesenen Preise verstehen sich netto zuzüglich der gesetzlichen Umsatzsteuer sowie einer Versicherungsprämie Höhe von 5 % des Mietpreises bei Einzelbestellungen und 4 % bei der Gesamtbeauftragung innerhalb eines Systemstandes und gelten für die Dauer der Veranstaltung.
- (2) Die Kosten für den An- und Abtransport auf dem Messegelände sowie für eine gegebenenfalls erforderliche Montage oder Demontage sind im Mietpreis enthalten.

5. Bestellungen nach Anmeldeschluss

- (1) Erfolgt die Bestellung durch den Mieter nach dem ihm bekannten Anmeldeschluss (4 Wochen vor Beginn der Veranstaltung), so übernimmt der Vermieter keine Gewähr für eine rechtzeitige und komplette Anlieferung. Vor allem kann in diesen Fällen nicht gewährleistet werden, dass die Gegenstände in der bestellten Form zur Auslieferung gelangen.
- (2) Ist in diesen Fällen eine rechtzeitige Übergabe noch möglich, wird dem Mieter für die durch die verspätete Bestellung entstandenen Mehrkosten ein Aufschlag von 20 % auf die Miete gesondert in Rechnung gestellt.
- (3) Die Änderung einer Bestellung für Abhängungen ab 1 Woche vor Aufbaubeginn ist kostenpflichtig.

6. Abweichungen zu Katalogangaben

- (1) Alle katalogseitigen Maßangaben sind ca.-Maße. Der Vermieter behält sich Abweichungen in Maß, Form und Farbe des bestellten Mietgutes vor, soweit dies für den Mieter zumutbar ist. Die gelieferten Sachen müssen gleichwertiger oder besserer Natur sein.

7. Zahlungsbedingungen

- (1) Bei erfolgter Rechnungslegung ist die Rechnungssumme zuzüglich der gesetzlichen Umsatzsteuer, sofern nicht anders in der Rechnung festgelegt, bis spätestens zum Veranstaltungsbeginn auf eines der angegebenen Konten des Vermieters ohne Abzüge zu überweisen.
- (2) Kann der Vermieter vor Veranstaltungsbeginn keinen Zahlungseingang feststellen, ist er berechtigt, vom Vertrag zurückzutreten.
- (3) Bestellungen, die 1 Woche oder weniger vor Veranstaltungsbeginn beim Vermieter eingehen, werden nur gegen Vorkasse (Barzahlung, Kreditkarten- oder Scheckzahlung ist möglich) angenommen.

8. Nichtabnahme von bestelltem Mietgut

- (1) Teilt der Mieter spätestens 4 Wochen vor der Veranstaltung schriftlich mit, dass er keine Verwendung für das Mietgut hat, stellt der Vermieter 5 % des Mietpreises/Bestellwertes in Rechnung. Erfolgt die schriftliche Mitteilung spätestens 7 Tage vor dem Veranstaltungsbeginn, werden 10 % des Mietpreises/Bestellwertes in Rechnung gestellt.
- (2) Bei einem Bestellvolumen von mehr als EUR 10.000,00 oder mehr als 100 m² Standbaufläche werden bei Eingang des schriftlichen Rücktritts bis spätestens 10 Wochen vor Veranstaltungsbeginn 10 % des Mietpreises / Bestellwertes, bei Eingang der schriftlichen Mitteilung bis spätestens 6 Wochen vor Veranstaltungsbeginn 20 % des Mietpreises / Bestellwertes in Rechnung gestellt.
- (3) Kann das Mietgut nicht zum vereinbarten Lieferzeitpunkt übergeben werden oder nimmt der Mieter das bestellte Mietgut nicht zum vereinbarten Lieferzeitpunkt ab, bleibt er zur Zahlung des Mietzinses in voller Höhe verpflichtet. Ist ein Lieferzeitpunkt nicht ausdrücklich vereinbart, werden Standbauten frühestens 5 Tage, spätestens 3 Tage und sonstige Mietgüter in der Regel 2 Tage vor Messebeginn an den Mieter oder seinen Standbeauftragten übergeben. Ist eine anderweitige Verwendung des Mietgutes möglich, werden dem Mieter 25 % des Mietpreises/Bestellwertes in Rechnung gestellt.
- (4) Dem Mieter bleibt der Nachweis vorbehalten, dass dem Vermieter in den unter 8.1 und 8.2 genannten Fällen ein Schaden nicht oder nicht in dieser Höhe entstanden ist. Der Vermieter kann einen tatsächlich entstandenen höheren Schaden geltend machen.

9. Haftung des Mieters

- (1) Die Haftung des Mieters für Beschädigungen und Verluste der ihm mietweise überlassenen Sachen beginnt mit der Übergabe und endet spätestens mit der Rücknahme durch den Vermieter nach Veranstaltungsende.
- (2) Die Haftung erstreckt sich auf die Erfüllungsgehilfen des Mieters. Dies gilt nicht, wenn ein Verschulden auf Seiten des Vermieters und seiner Erfüllungsgehilfen liegt. Der Vermieter haftet hierbei nur für Vorsatz und grobe Fahrlässigkeit.
- (3) Der Mieter ist verpflichtet, das Mietgut pfleglich zu behandeln. Das Mietgut darf nicht beklebt, genagelt, gestrichen oder sonst wie beschädigt werden.
- (4) Der Mieter ist nicht berechtigt, ohne vorherige Zustimmung des Vermieters Veränderungen an den ihm überlassenen Sachen vorzunehmen. Vorhandene besondere Kennzeichnungen dürfen vom Mieter nicht entfernt werden. Beschädigungen sind dem Vermieter unverzüglich anzuzeigen.
- (5) Das Mietgut ist vom Mieter unverzüglich nach Veranstaltungsschluss abholbereit zur Verfügung zu stellen.
- (6) Gerät der Mieter mit der Übergabe des Mietgutes in Verzug, so ist der Vermieter berechtigt, diese Gegenstände auf Kosten und Gefahr des Mieters für den Abtransport vorzubereiten. Das Einverständnis des Mieters wird hierzu vorausgesetzt.
- (7) Vom Vermieter festgestellte Mängel am rückgelieferten Mietgut werden dem Mieter unverzüglich angezeigt. Die Feststellungen gelten als anerkannt, wenn der Mieter nicht innerhalb 1 Woche nach Zugang schriftlich widerspricht.

10. Haftung des Vermieters

- (1) Der Vermieter haftet nicht für Personen- oder Sachschäden irgend- welcher Art, es sei denn, er oder seine Erfüllungsgehilfen haben den Schaden vorsätzlich oder grob fahrlässig herbeigeführt.
- (2) Kommt der Vermieter mit seiner Leistung in Verzug, so haftet er nur für Vorsatz und grobe Fahrlässigkeit. Das Gleiche gilt bei Unmöglichkeit der Leistungserbringung.

11. Versicherung

- (1) Die zur mietweisen Vorhaltung angebotenen Gegenstände und Mietgeräte sind zu versichern. Die Versicherungsprämie für die Mietgegenstände und -geräte beträgt 5 % des Mietpreises. Sie deckt die Wiederbeschaffung im Falle des Verlustes ab. Der Mieter hat keinen Anspruch auf Ersatz. Ein Ersatz während der Dauer der Veranstaltung erfolgt nur auf Bestellung und Kosten des Mieters.
- (2) Bei Versicherung eines Mietsystemstandes einschl. der Standbauausstattung und der Mietgegenstände beträgt die Versicherungsprämie 4 % des Mietpreises. Bei Nichtanspruchnahme der Versicherung für den Mietsystemstand übernimmt der Mieter die Haftung für Schäden und Verluste am Mietgut.
- (3) Grafische Leistungen, Strom- und Wasseranschlüsse sowie Dienstleistungen, die vor Ort erbracht werden, sind von der Versicherung ausgeschlossen.

12. Datenschutz

- (1) Es gilt die Datenschutzrichtlinie der MB Capital Services GmbH. Siehe <https://www.mb-capital-services.de/Zusatzseiten/Datenschutz/>

13. Schlussbestimmungen

- (1) Die Wirksamkeit der Allgemeinen Mietbedingungen bleibt von der Unwirksamkeit einzelner Bestimmungen und Klauseln unberührt.
- (2) Allein verbindlich ist die deutsche Fassung.
- (3) Es gelten die Vorschriften des Bürgerlichen Gesetzbuches der Bundesrepublik Deutschland, soweit in den Geschäftsbedingungen des Vermieters nichts anderes vereinbart ist.
- (4) Die Geschäftspartner verpflichten sich, sich weder aktiv noch passiv an der Verletzung der Menschenrechte oder an der Diskriminierung ihrer Mitarbeiter, der Kinderarbeit oder am Terrorismus zu beteiligen.
- (5) Erfüllungsort und Gerichtsstand ist Berlin-Charlottenburg.

Zusatzausstattung für Mietsystemstand F2

Event:

Datum:

Halle:	Stand-Nr.:
Aussteller:	

Seite 2 der Bestellung

Meldeschluss: 4 Wochen vor Messebeginn

Menge	Best.-Nr.	Beschreibung	Einzelpreis	Gesamtpreis
.....	20000	Wasseranschluss/Kompaktküche (einschl. Spüle, Kühlschrank, 2 Kochplatten und Kochendwassergerät - Elektroanschluss von mind. 6,5 kW erforderlich)	723,00 EUR EUR
Elemente als Zusatzausstattung				
.....	3075	Wandbord/Ablage , 1000 x 300 mm, weiß	25,00 EUR EUR
.....	3079	Schräglage , 1000 x 300 mm, weiß	30,00 EUR EUR
.....	5022	Langarmstrahler , 100 W	28,00 EUR EUR
.....	5070	Lichtschiene, 100 W	25,00 EUR EUR
.....	5079	Strahler für Lichtschiene, 100 W	25,00 EUR EUR
.....	3060	Garderobenleiste mit 5 Haken , 1000 mm (für die Kabine)	25,00 EUR EUR
.....	2400	Regal mit 4 Einlegeböden , 1000 x 400 x 2000 mm, weiß (für die Kabine)	70,00 EUR EUR
.....	18037	Schließfachsäule, Salerno 180, 4 Fach (für die Kabine)	86,00 EUR EUR
.....	2070	Informationscounter , weiß, 1 Seite offen	70,00 EUR EUR
.....	2077	Informationscounter , weiß, verschließbar	104,00 EUR EUR
.....	2080	Verkaufs- und Bartheke , weiß	137,00 EUR EUR
.....	2110	Schauvitrine , weiß, 950 x 400 x 1100 mm	114,00 EUR EUR
.....	2100	Standvitrine , beleuchtet, weiß, 1000 x 500 x 2100 mm, 1500 mm verglast	285,00 EUR EUR
.....	3020	Podest , 1000 x 500 mm, weiß, Höhe: <input type="checkbox"/> 500 mm <input type="checkbox"/> 800 mm <input type="checkbox"/> 1000 mm in Farbe wie Wandelemente:	63,00 EUR EUR
.....	3030	Podest , 1000 x 1000 mm, weiß, Höhe: <input type="checkbox"/> 500 mm <input type="checkbox"/> 800 mm <input type="checkbox"/> 1000 mm in der Farbe der Wandelemente:	73,00 EUR EUR
.....	17011	Prospektständer, Genua , 12 DIN-A4-Fächer Ausstattung mit Küchenmobiliar	58,00 EUR EUR auf Anfrage
<input type="checkbox"/>	3010	Tägliche Standreinigung pro m ² und Veranstaltungstag an Veranstaltungstagen/Datum – von bis	0,70 EUR EUR

Die genannten Preise verstehen sich zzgl. einer Versicherungsprämie von 4 % vom Gesamtmietwert sowie der gesetzlichen Mehrwertsteuer. Mit der Unterschrift der Bestellung erkennen Sie die genannten Bedingungen an. Bestellungen vor Ort können nur unter Vorbehalt angenommen werden (siehe § 5 der Geschäftsbedingungen).

Nein, wir benötigen keine Versicherung zum Mietwert und übernehmen die Haftung für den Stand und die Ausstattung über unsere eigene Versicherung.

Kreditkartenzahlung:

Kreditkarten-Nr.: gültig bis

Kreditkarteninhaber: CVC-Nummer

VISA MasterCard Amex

.....
Verbindliche Unterschrift

Bitte beachten: Bitte klären Sie die interne Bestellnummer Ihres Unternehmens/Ihres Auftraggebers für diese Leistungen. Nachträgliche Rechnungsumschreibungen werden mit EUR 30,00 zzgl. MwSt. berechnet.

Name und Anschrift des Rechnungsempfängers:

UST-ID-Nr.

Ansprechpartner für Rückfragen:

Telefon:

Telefax:

E-Mail:

Bestellnummer für die Abrechnung:

<input type="checkbox"/> Wir sind Aussteller. Diese Bestellung ist ein Zusatz zu unserem Messepaket der Messe Berlin GmbH.	<input type="checkbox"/> Wir bestellen nur im Auftrag des Ausstellers. (die schriftliche Kostenübernahme des Ausstellers liegt bei)	<input type="checkbox"/> Wir sind kein Aussteller. Wir übernehmen die Leistungen selbst (siehe Adresse oben).	Rechtsverbindliche Unterschrift und Firmenstempel:
Datum:	Name des Bestellers (in Blockbuchstaben):		

Stand: August 2018/Änderungen vorbehalten/Gerichtsstand und Erfüllungsort: Berlin-Charlottenburg

Es gilt die Datenschutzrichtlinie der MB Capital Services GmbH. Siehe <https://www.mb-capital-services.de/Zusatzseiten/Datenschutz/>

Allgemeine Geschäfts- und Mietbedingungen der MB Capital Services GmbH

1. Vertragsüberlassung

- (1) Für alle Bestellungen über Mietgegenstände und -aufbauten für Veranstaltungen auf dem Messegelände Berlin gelten die folgenden „Mietbedingungen“ der MB Capital Services GmbH, im folgenden Vermieter genannt. Entgegenstehende Bedingungen des Mieters werden hiermit zurückgewiesen. Abweichungen oder Nebenabreden werden nur durch schriftliche Bestätigung des Vermieters wirksam.
- (2) Bestellungen von Mietgut bedürfen der Schriftform. Alle bis zu den in den Bestellformularen der Aussteller-Service-Mappe genannten Anmeldeschlussterminen termingerecht eingegangenen Bestellungen werden vor Veranstaltungsbeginn bestätigt. Hat der Mieter bis 1 Woche vor Veranstaltungsbeginn keine schriftliche Bestätigung auf seine rechtzeitig eingesandten Bestellungen erhalten, so ist dies unverzüglich mitzuteilen.
- (3) Der Vermieter behält sich vor, die Lieferung und Leistungserbringung erst nach Zahlungseingang vorzunehmen.

2. Art und Weise der Gebrauchsüberlassung

- (1) Dem Mieter ist bekannt, dass das Mietgut in der Regel mehrfach zu Ausstellungszwecken verwendet wird und nicht immer neuwertig ist.
- (2) Das Mietgut wird nur zum vereinbarten Zweck für die Dauer der Veranstaltung zur ausschließlichen Nutzung durch den Mieter am vereinbarten Mietort zur Verfügung gestellt.
- (3) Die Überlassung des Mietgutes an Dritte ist nicht gestattet. Planungen, Entwürfe, Zeichnungen, Fertigungs- und Montageunterlagen bleiben mit allen Rechten im Eigentum des Vermieters, und zwar auch dann, wenn sie dem Mieter übergeben worden sind.
- (4) Der Mieter hat sich bei der Übergabe von dem ordnungsgemäßen Zustand der Verkehrssicherheit und der Vollständigkeit des Mietgutes zu überzeugen.
- (5) Mit deren Empfang bestätigt der Mieter den mangelfreien Zustand der ihm überlassenen Sachen, es sei denn, er erhebt unverzüglich gegenüber dem Vermieter die schriftliche Mängelrüge.
- (6) Die Auslieferung aller beim Vermieter termingerecht eingegangenen Bestellungen erfolgt so rechtzeitig, dass das Mietgut zum Beginn der Veranstaltung zur Verfügung steht.
- (7) Ist der Messestand bei Anlieferung personell nicht besetzt, so gilt mit dem Abstellen des Mietgutes auf dem Messestand das Mietgut als ordnungsgemäß übergeben.
- (8) Der Vermieter ist nicht verpflichtet, die Legitimation der auf dem Stand bei der Anlieferung des Mietgutes angetroffenen Personen zu überprüfen.
- (9) Liefertermine und Sonderwünsche bedürfen zu ihrer Wirksamkeit der ausdrücklichen schriftlichen Bestätigung des Vermieters.

3. Gewährleistung

- (1) Hat der Mieter die Mängelrüge zu Recht erhoben, so ist die Gewährleistungspflicht des Vermieters auf Nachbesserung beschränkt, soweit es sich bei der mangelhaften Sache um eine bereits gebrauchte handelt. Dem Vermieter steht die Lieferung von Ersatz jederzeit frei.

4. Preise

- (1) Die in den Preislisten ausgewiesenen Preise verstehen sich netto zuzüglich der gesetzlichen Umsatzsteuer sowie einer Versicherungsprämie Höhe von 5 % des Mietpreises bei Einzelbestellungen und 4 % bei der Gesamtbeauftragung innerhalb eines Systemstandes und gelten für die Dauer der Veranstaltung.
- (2) Die Kosten für den An- und Abtransport auf dem Messegelände sowie für eine gegebenenfalls erforderliche Montage oder Demontage sind im Mietpreis enthalten.

5. Bestellungen nach Anmeldeschluss

- (1) Erfolgt die Bestellung durch den Mieter nach dem ihm bekannten Anmeldeschluss (4 Wochen vor Beginn der Veranstaltung), so übernimmt der Vermieter keine Gewähr für eine rechtzeitige und komplette Anlieferung. Vor allem kann in diesen Fällen nicht gewährleistet werden, dass die Gegenstände in der bestellten Form zur Auslieferung gelangen.
- (2) Ist in diesen Fällen eine rechtzeitige Übergabe noch möglich, wird dem Mieter für die durch die verspätete Bestellung entstandenen Mehrkosten ein Aufschlag von 20 % auf die Miete gesondert in Rechnung gestellt.
- (3) Die Änderung einer Bestellung für Abhängungen ab 1 Woche vor Aufbaubeginn ist kostenpflichtig.

6. Abweichungen zu Katalogangaben

- (1) Alle katalogseitigen Maßangaben sind ca.-Maße. Der Vermieter behält sich Abweichungen in Maß, Form und Farbe des bestellten Mietgutes vor, soweit dies für den Mieter zumutbar ist. Die gelieferten Sachen müssen gleichwertiger oder besserer Natur sein.

7. Zahlungsbedingungen

- (1) Bei erfolgter Rechnungslegung ist die Rechnungssumme zuzüglich der gesetzlichen Umsatzsteuer, sofern nicht anders in der Rechnung festgelegt, bis spätestens zum Veranstaltungsbeginn auf eines der angegebenen Konten des Vermieters ohne Abzüge zu überweisen.
- (2) Kann der Vermieter vor Veranstaltungsbeginn keinen Zahlungseingang feststellen, ist er berechtigt, vom Vertrag zurückzutreten.
- (3) Bestellungen, die 1 Woche oder weniger vor Veranstaltungsbeginn beim Vermieter eingehen, werden nur gegen Vorkasse (Barzahlung, Kreditkarten- oder Scheckzahlung ist möglich) angenommen.

8. Nichtabnahme von bestelltem Mietgut

- (1) Teilt der Mieter spätestens 4 Wochen vor der Veranstaltung schriftlich mit, dass er keine Verwendung für das Mietgut hat, stellt der Vermieter 5 % des Mietpreises/Bestellwertes in Rechnung. Erfolgt die schriftliche Mitteilung spätestens 7 Tage vor dem Veranstaltungsbeginn, werden 10 % des Mietpreises/Bestellwertes in Rechnung gestellt.
- (2) Bei einem Bestellvolumen von mehr als EUR 10.000,00 oder mehr als 100 m² Standbaufläche werden bei Eingang des schriftlichen Rücktritts bis spätestens 10 Wochen vor Veranstaltungsbeginn 10 % des Mietpreises / Bestellwertes, bei Eingang der schriftlichen Mitteilung bis spätestens 6 Wochen vor Veranstaltungsbeginn 20 % des Mietpreises / Bestellwertes in Rechnung gestellt.
- (3) Kann das Mietgut nicht zum vereinbarten Lieferzeitpunkt übergeben werden oder nimmt der Mieter das bestellte Mietgut nicht zum vereinbarten Lieferzeitpunkt ab, bleibt er zur Zahlung des Mietzinses in voller Höhe verpflichtet. Ist ein Lieferzeitpunkt nicht ausdrücklich vereinbart, werden Standbauten frühestens 5 Tage, spätestens 3 Tage und sonstige Mietgüter in der Regel 2 Tage vor Messebeginn an den Mieter oder seinen Standbeauftragten übergeben. Ist eine anderweitige Verwendung des Mietgutes möglich, werden dem Mieter 25 % des Mietpreises/Bestellwertes in Rechnung gestellt.
- (4) Dem Mieter bleibt der Nachweis vorbehalten, dass dem Vermieter in den unter 8.1 und 8.2 genannten Fällen ein Schaden nicht oder nicht in dieser Höhe entstanden ist. Der Vermieter kann einen tatsächlich entstandenen höheren Schaden geltend machen.

9. Haftung des Mieters

- (1) Die Haftung des Mieters für Beschädigungen und Verluste der ihm mietweise überlassenen Sachen beginnt mit der Übergabe und endet spätestens mit der Rücknahme durch den Vermieter nach Veranstaltungsende.
- (2) Die Haftung erstreckt sich auf die Erfüllungsgehilfen des Mieters. Dies gilt nicht, wenn ein Verschulden auf Seiten des Vermieters und seiner Erfüllungsgehilfen liegt. Der Vermieter haftet hierbei nur für Vorsatz und grobe Fahrlässigkeit.
- (3) Der Mieter ist verpflichtet, das Mietgut pfleglich zu behandeln. Das Mietgut darf nicht beklebt, genagelt, gestrichen oder sonst wie beschädigt werden.
- (4) Der Mieter ist nicht berechtigt, ohne vorherige Zustimmung des Vermieters Veränderungen an den ihm überlassenen Sachen vorzunehmen. Vorhandene besondere Kennzeichnungen dürfen vom Mieter nicht entfernt werden. Beschädigungen sind dem Vermieter unverzüglich anzuzeigen.
- (5) Das Mietgut ist vom Mieter unverzüglich nach Veranstaltungsschluss abholbereit zur Verfügung zu stellen.
- (6) Gerät der Mieter mit der Übergabe des Mietgutes in Verzug, so ist der Vermieter berechtigt, diese Gegenstände auf Kosten und Gefahr des Mieters für den Abtransport vorzubereiten. Das Einverständnis des Mieters wird hierzu vorausgesetzt.
- (7) Vom Vermieter festgestellte Mängel am rückgelieferten Mietgut werden dem Mieter unverzüglich angezeigt. Die Feststellungen gelten als anerkannt, wenn der Mieter nicht innerhalb 1 Woche nach Zugang schriftlich widerspricht.

10. Haftung des Vermieters

- (1) Der Vermieter haftet nicht für Personen- oder Sachschäden irgend- welcher Art, es sei denn, er oder seine Erfüllungsgehilfen haben den Schaden vorsätzlich oder grob fahrlässig herbeigeführt.
- (2) Kommt der Vermieter mit seiner Leistung in Verzug, so haftet er nur für Vorsatz und grobe Fahrlässigkeit. Das Gleiche gilt bei Unmöglichkeit der Leistungserbringung.

11. Versicherung

- (1) Die zur mietweisen Vorhaltung angebotenen Gegenstände und Mietgeräte sind zu versichern. Die Versicherungsprämie für die Mietgegenstände und -geräte beträgt 5 % des Mietpreises. Sie deckt die Wiederbeschaffung im Falle des Verlustes ab. Der Mieter hat keinen Anspruch auf Ersatz. Ein Ersatz während der Dauer der Veranstaltung erfolgt nur auf Bestellung und Kosten des Mieters.
- (2) Bei Versicherung eines Mietsystemstandes einschl. der Standbauausstattung und der Mietgegenstände beträgt die Versicherungsprämie 4 % des Mietpreises. Bei Nichtanspruchnahme der Versicherung für den Mietsystemstand übernimmt der Mieter die Haftung für Schäden und Verluste am Mietgut.
- (3) Grafische Leistungen, Strom- und Wasseranschlüsse sowie Dienstleistungen, die vor Ort erbracht werden, sind von der Versicherung ausgeschlossen.

12. Datenschutz

- (1) Es gilt die Datenschutzrichtlinie der MB Capital Services GmbH. Siehe <https://www.mb-capital-services.de/Zusatzseiten/Datenschutz/>

13. Schlussbestimmungen

- (1) Die Wirksamkeit der Allgemeinen Mietbedingungen bleibt von der Unwirksamkeit einzelner Bestimmungen und Klauseln unberührt.
- (2) Allein verbindlich ist die deutsche Fassung.
- (3) Es gelten die Vorschriften des Bürgerlichen Gesetzbuches der Bundesrepublik Deutschland, soweit in den Geschäftsbedingungen des Vermieters nichts anderes vereinbart ist.
- (4) Die Geschäftspartner verpflichten sich, sich weder aktiv noch passiv an der Verletzung der Menschenrechte oder an der Diskriminierung ihrer Mitarbeiter, der Kinderarbeit oder am Terrorismus zu beteiligen.
- (5) Erfüllungsort und Gerichtsstand ist Berlin-Charlottenburg.

Zusatzausstattung für Mietsystemstand F3

Event:

Datum:

Halle:	Stand-Nr.:
Aussteller:	

Seite 2 der Bestellung

Meldeschluss: 4 Wochen vor Messebeginn

Menge	Best.-Nr.	Beschreibung	Einzelpreis	Gesamtpreis
.....	20000	Wasseranschluss/Kompaktküche (einschl. Spüle, Kühlschrank, 2 Kochplatten und Kochendwassergerät - Elektroanschluss von mind. 6,5 kW erforderlich)	723,00 EUREUR
Elemente als Zusatzausstattung				
.....	2075	Zusätzliche Prospektablage (DIN-A4-Format zum Einbau)	25,00 EUREUR
.....	5070	Lichtschiene , 100 W	25,00 EUREUR
.....	5959	Niedervoltstrahler , 50 W	35,00 EUREUR
.....	3060	Garderobenleiste mit 5 Haken , 1000 mm (für die Kabine)	25,00 EUREUR
.....	2400	Regal mit 5 Einlegeböden , 1000x400x2000 mm, weiß (für die Kabine)	70,00 EUREUR
.....	2079	Informationscounter , grau/Holz, 100 cm hoch	83,00 EUREUR
.....	3021	Präsentationspodest, grau , 1000x500x1000 mm	63,00 EUREUR
.....	3031	Präsentationspodest, grau , 1000x1000x1000 mm	73,00 EUREUR
.....	25070	Möbel: Sitzgruppe grau/groß 1 Tisch, Medola weiß, 80x80x75 cm (8125) mit 4 Stühlen, Bunny Buche (140056)	170,00 EUREUR
.....	8658	Stehtisch, Brio 110 , Buche, Ø: 70 cm	61,00 EUREUR
.....	115140	Barhocker, LEM , Buche	74,50 EUREUR
.....	128051	Counterstuhl, Pagani , schwarz, Höhe: 67-79/114-126 cm	70,00 EUREUR
Ausstattung mit Küchenmobiliar				auf Anfrage
Weitere Angebote siehe Mobiliar zur Miete*				
<input type="checkbox"/>	3010	Tägliche Standreinigung pro m ² und Veranstaltungstag an Veranstaltungstagen/Datum – von bis	0,70 EUREUR

Die genannten Preise verstehen sich zzgl. einer Versicherungsprämie von 4 % vom Gesamtmietwert sowie der gesetzlichen Mehrwertsteuer. Mit der Unterschrift der Bestellung erkennen Sie die genannten Bedingungen an. Bestellungen vor Ort können nur unter Vorbehalt angenommen werden (siehe § 5 der Geschäftsbedingungen).

Nein, wir benötigen keine Versicherung zum Mietwert und übernehmen die Haftung für den Stand und die Ausstattung über unsere eigene Versicherung.

Kreditkartenzahlung:

Kreditkarten-Nr.: gültig bis

Kreditkarteninhaber: CVC-Nummer

VISA MasterCard Amex

.....
Verbindliche Unterschrift

**Bitte beachten: Bitte klären Sie die interne Bestellnummer Ihres Unternehmens/Ihres Auftraggebers für diese Leistungen.
Nachträgliche Rechnungsumschreibungen werden mit EUR 30,00 zzgl. MwSt. berechnet.**

Name und Anschrift des Rechnungsempfängers:

USt-ID-Nr.

Ansprechpartner für Rückfragen:

Telefon:

Telefax:

E-Mail:

Bestellnummer für die Abrechnung:

<input type="checkbox"/> Wir sind Aussteller. Diese Bestellung ist ein Zusatz zu unserem Messepaket der Messe Berlin GmbH.	<input type="checkbox"/> Wir bestellen nur im Auftrag des Ausstellers. (die schriftliche Kostenübernahme des Ausstellers liegt bei)	<input type="checkbox"/> Wir sind kein Aussteller. Wir übernehmen die Leistungen selbst (siehe Adresse oben).	Rechtsverbindliche Unterschrift und Firmenstempel:
Datum:	Name des Bestellers (in Blockbuchstaben):		

Stand: August 2018 / Änderungen vorbehalten/Gerichtsstand und Erfüllungsort: Berlin-Charlottenburg

Es gilt die Datenschutzrichtlinie der MB Capital Services GmbH. Siehe <https://www.mb-capital-services.de/Zusatzseiten/Datenschutz/>

Allgemeine Geschäfts- und Mietbedingungen der MB Capital Services GmbH

1. Vertragsüberlassung

- (1) Für alle Bestellungen über Mietgegenstände und -aufbauten für Veranstaltungen auf dem Messegelände Berlin gelten die folgenden „Mietbedingungen“ der MB Capital Services GmbH, im folgenden Vermieter genannt. Entgegenstehende Bedingungen des Mieters werden hiermit zurückgewiesen. Abweichungen oder Nebenabreden werden nur durch schriftliche Bestätigung des Vermieters wirksam.
- (2) Bestellungen von Mietgut bedürfen der Schriftform. Alle bis zu den in den Bestellformularen der Aussteller-Service-Mappe genannten Anmeldeschlussterminen termingerecht eingegangenen Bestellungen werden vor Veranstaltungsbeginn bestätigt. Hat der Mieter bis 1 Woche vor Veranstaltungsbeginn keine schriftliche Bestätigung auf seine rechtzeitig eingesandten Bestellungen erhalten, so ist dies unverzüglich mitzuteilen.
- (3) Der Vermieter behält sich vor, die Lieferung und Leistungserbringung erst nach Zahlungseingang vorzunehmen.

2. Art und Weise der Gebrauchsüberlassung

- (1) Dem Mieter ist bekannt, dass das Mietgut in der Regel mehrfach zu Ausstellungszwecken verwendet wird und nicht immer neuwertig ist.
- (2) Das Mietgut wird nur zum vereinbarten Zweck für die Dauer der Veranstaltung zur ausschließlichen Nutzung durch den Mieter am vereinbarten Mietort zur Verfügung gestellt.
- (3) Die Überlassung des Mietgutes an Dritte ist nicht gestattet. Planungen, Entwürfe, Zeichnungen, Fertigungs- und Montageunterlagen bleiben mit allen Rechten im Eigentum des Vermieters, und zwar auch dann, wenn sie dem Mieter übergeben worden sind.
- (4) Der Mieter hat sich bei der Übergabe von dem ordnungsgemäßen Zustand der Verkehrssicherheit und der Vollständigkeit des Mietgutes zu überzeugen.
- (5) Mit deren Empfang bestätigt der Mieter den mangelfreien Zustand der ihm überlassenen Sachen, es sei denn, er erhebt unverzüglich gegenüber dem Vermieter die schriftliche Mängelrüge.
- (6) Die Auslieferung aller beim Vermieter termingerecht eingegangenen Bestellungen erfolgt so rechtzeitig, dass das Mietgut zum Beginn der Veranstaltung zur Verfügung steht.
- (7) Ist der Messestand bei Anlieferung personell nicht besetzt, so gilt mit dem Abstellen des Mietgutes auf dem Messestand das Mietgut als ordnungsgemäß übergeben.
- (8) Der Vermieter ist nicht verpflichtet, die Legitimation der auf dem Stand bei der Anlieferung des Mietgutes angetroffenen Personen zu überprüfen.
- (9) Liefertermine und Sonderwünsche bedürfen zu ihrer Wirksamkeit der ausdrücklichen schriftlichen Bestätigung des Vermieters.

3. Gewährleistung

- (1) Hat der Mieter die Mängelrüge zu Recht erhoben, so ist die Gewährleistungspflicht des Vermieters auf Nachbesserung beschränkt, soweit es sich bei der mangelhaften Sache um eine bereits gebrauchte handelt. Dem Vermieter steht die Lieferung von Ersatz jederzeit frei.

4. Preise

- (1) Die in den Preislisten ausgewiesenen Preise verstehen sich netto zuzüglich der gesetzlichen Umsatzsteuer sowie einer Versicherungsprämie Höhe von 5 % des Mietpreises bei Einzelbestellungen und 4 % bei der Gesamtbeauftragung innerhalb eines Systemstandes und gelten für die Dauer der Veranstaltung.
- (2) Die Kosten für den An- und Abtransport auf dem Messegelände sowie für eine gegebenenfalls erforderliche Montage oder Demontage sind im Mietpreis enthalten.

5. Bestellungen nach Anmeldeschluss

- (1) Erfolgt die Bestellung durch den Mieter nach dem ihm bekannten Anmeldeschluss (4 Wochen vor Beginn der Veranstaltung), so übernimmt der Vermieter keine Gewähr für eine rechtzeitige und komplette Anlieferung. Vor allem kann in diesen Fällen nicht gewährleistet werden, dass die Gegenstände in der bestellten Form zur Auslieferung gelangen.
- (2) Ist in diesen Fällen eine rechtzeitige Übergabe noch möglich, wird dem Mieter für die durch die verspätete Bestellung entstandenen Mehrkosten ein Aufschlag von 20 % auf die Miete gesondert in Rechnung gestellt.
- (3) Die Änderung einer Bestellung für Abhängungen ab 1 Woche vor Aufbaubeginn ist kostenpflichtig.

6. Abweichungen zu Katalogangaben

- (1) Alle katalogseitigen Maßangaben sind ca.-Maße. Der Vermieter behält sich Abweichungen in Maß, Form und Farbe des bestellten Mietgutes vor, soweit dies für den Mieter zumutbar ist. Die gelieferten Sachen müssen gleichwertiger oder besserer Natur sein.

7. Zahlungsbedingungen

- (1) Bei erfolgter Rechnungslegung ist die Rechnungssumme zuzüglich der gesetzlichen Umsatzsteuer, sofern nicht anders in der Rechnung festgelegt, bis spätestens zum Veranstaltungsbeginn auf eines der angegebenen Konten des Vermieters ohne Abzüge zu überweisen.
- (2) Kann der Vermieter vor Veranstaltungsbeginn keinen Zahlungseingang feststellen, ist er berechtigt, vom Vertrag zurückzutreten.
- (3) Bestellungen, die 1 Woche oder weniger vor Veranstaltungsbeginn beim Vermieter eingehen, werden nur gegen Vorkasse (Barzahlung, Kreditkarten- oder Scheckzahlung ist möglich) angenommen.

8. Nichtabnahme von bestelltem Mietgut

- (1) Teilt der Mieter spätestens 4 Wochen vor der Veranstaltung schriftlich mit, dass er keine Verwendung für das Mietgut hat, stellt der Vermieter 5 % des Mietpreises/Bestellwertes in Rechnung. Erfolgt die schriftliche Mitteilung spätestens 7 Tage vor dem Veranstaltungsbeginn, werden 10 % des Mietpreises/Bestellwertes in Rechnung gestellt.
- (2) Bei einem Bestellvolumen von mehr als EUR 10.000,00 oder mehr als 100 m² Standbaufläche werden bei Eingang des schriftlichen Rücktritts bis spätestens 10 Wochen vor Veranstaltungsbeginn 10 % des Mietpreises / Bestellwertes, bei Eingang der schriftlichen Mitteilung bis spätestens 6 Wochen vor Veranstaltungsbeginn 20 % des Mietpreises / Bestellwertes in Rechnung gestellt.
- (3) Kann das Mietgut nicht zum vereinbarten Lieferzeitpunkt übergeben werden oder nimmt der Mieter das bestellte Mietgut nicht zum vereinbarten Lieferzeitpunkt ab, bleibt er zur Zahlung des Mietzinses in voller Höhe verpflichtet. Ist ein Lieferzeitpunkt nicht ausdrücklich vereinbart, werden Standbauten frühestens 5 Tage, spätestens 3 Tage und sonstige Mietgüter in der Regel 2 Tage vor Messebeginn an den Mieter oder seinen Standbeauftragten übergeben. Ist eine anderweitige Verwendung des Mietgutes möglich, werden dem Mieter 25 % des Mietpreises/Bestellwertes in Rechnung gestellt.
- (4) Dem Mieter bleibt der Nachweis vorbehalten, dass dem Vermieter in den unter 8.1 und 8.2 genannten Fällen ein Schaden nicht oder nicht in dieser Höhe entstanden ist. Der Vermieter kann einen tatsächlich entstandenen höheren Schaden geltend machen.

9. Haftung des Mieters

- (1) Die Haftung des Mieters für Beschädigungen und Verluste der ihm mietweise überlassenen Sachen beginnt mit der Übergabe und endet spätestens mit der Rücknahme durch den Vermieter nach Veranstaltungsende.
- (2) Die Haftung erstreckt sich auf die Erfüllungsgehilfen des Mieters. Dies gilt nicht, wenn ein Verschulden auf Seiten des Vermieters und seiner Erfüllungsgehilfen liegt. Der Vermieter haftet hierbei nur für Vorsatz und grobe Fahrlässigkeit.
- (3) Der Mieter ist verpflichtet, das Mietgut pfleglich zu behandeln. Das Mietgut darf nicht beklebt, genagelt, gestrichen oder sonst wie beschädigt werden.
- (4) Der Mieter ist nicht berechtigt, ohne vorherige Zustimmung des Vermieters Veränderungen an den ihm überlassenen Sachen vorzunehmen. Vorhandene besondere Kennzeichnungen dürfen vom Mieter nicht entfernt werden. Beschädigungen sind dem Vermieter unverzüglich anzuzeigen.
- (5) Das Mietgut ist vom Mieter unverzüglich nach Veranstaltungsschluss abholbereit zur Verfügung zu stellen.
- (6) Gerät der Mieter mit der Übergabe des Mietgutes in Verzug, so ist der Vermieter berechtigt, diese Gegenstände auf Kosten und Gefahr des Mieters für den Abtransport vorzubereiten. Das Einverständnis des Mieters wird hierzu vorausgesetzt.
- (7) Vom Vermieter festgestellte Mängel am rückgelieferten Mietgut werden dem Mieter unverzüglich angezeigt. Die Feststellungen gelten als anerkannt, wenn der Mieter nicht innerhalb 1 Woche nach Zugang schriftlich widerspricht.

10. Haftung des Vermieters

- (1) Der Vermieter haftet nicht für Personen- oder Sachschäden irgend- welcher Art, es sei denn, er oder seine Erfüllungsgehilfen haben den Schaden vorsätzlich oder grob fahrlässig herbeigeführt.
- (2) Kommt der Vermieter mit seiner Leistung in Verzug, so haftet er nur für Vorsatz und grobe Fahrlässigkeit. Das Gleiche gilt bei Unmöglichkeit der Leistungserbringung.

11. Versicherung

- (1) Die zur mietweisen Vorhaltung angebotenen Gegenstände und Mietgeräte sind zu versichern. Die Versicherungsprämie für die Mietgegenstände und -geräte beträgt 5 % des Mietpreises. Sie deckt die Wiederbeschaffung im Falle des Verlustes ab. Der Mieter hat keinen Anspruch auf Ersatz. Ein Ersatz während der Dauer der Veranstaltung erfolgt nur auf Bestellung und Kosten des Mieters.
- (2) Bei Versicherung eines Mietsystemstandes einschl. der Standbauausstattung und der Mietgegenstände beträgt die Versicherungsprämie 4 % des Mietpreises. Bei Nichtanspruchnahme der Versicherung für den Mietsystemstand übernimmt der Mieter die Haftung für Schäden und Verluste am Mietgut.
- (3) Grafische Leistungen, Strom- und Wasseranschlüsse sowie Dienstleistungen, die vor Ort erbracht werden, sind von der Versicherung ausgeschlossen.

12. Datenschutz

- (1) Es gilt die Datenschutzrichtlinie der MB Capital Services GmbH. Siehe <https://www.mb-capital-services.de/Zusatzseiten/Datenschutz/>

13. Schlussbestimmungen

- (1) Die Wirksamkeit der Allgemeinen Mietbedingungen bleibt von der Unwirksamkeit einzelner Bestimmungen und Klauseln unberührt.
- (2) Allein verbindlich ist die deutsche Fassung.
- (3) Es gelten die Vorschriften des Bürgerlichen Gesetzbuches der Bundesrepublik Deutschland, soweit in den Geschäftsbedingungen des Vermieters nichts anderes vereinbart ist.
- (4) Die Geschäftspartner verpflichten sich, sich weder aktiv noch passiv an der Verletzung der Menschenrechte oder an der Diskriminierung ihrer Mitarbeiter, der Kinderarbeit oder am Terrorismus zu beteiligen.
- (5) Erfüllungsort und Gerichtsstand ist Berlin-Charlottenburg.

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 acknowledges 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 stipulated 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 expressly 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 incurred the flat rate charges as invoiced. The lessor is entitled to assert the actual damage incurred.

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- (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.
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- (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.

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- (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/>

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- (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.
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Plants and Flower Decoration for Hire

Event:

Date:

Hall:	Stand No.:
Exhibitor:	

Order Form 2019

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)30/3069-6918
Mailing address: MB Capital Services GmbH, Standbau + Service, Thüringer Allee 12/12A, 14052 Berlin, Germany
For queries: Phone: +49(0)30/3069-6915; E-Mail: info@mb-capital-services.de

Qty.	Order No.	Description	Price each	Price total
Bowls for hire with green and mixed flowers				
.....	560201	Bowl on floor, Ø approx. 50 cm with green plant, height 150 cm with additional plants	61.00 EUR EUR
.....	560300	Container, approx. 15 cm wide, with green plants and mixed flowers	39.50 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 <input type="checkbox"/> white <input type="checkbox"/> terra-cotta	38.50 EUR EUR
.....	560402	Ficus Benjamini, approx. 180 cm h, bowl <input type="checkbox"/> white <input type="checkbox"/> terra-cotta	48.50 EUR EUR
.....	560408	Ficus Benjamini, approx. 200 cm h, bowl <input type="checkbox"/> white <input type="checkbox"/> terra-cotta	64.00 EUR EUR
.....	560403	Ficus Benjamini, approx. 250 cm h, bowl <input type="checkbox"/> white <input type="checkbox"/> terra-cotta	84.50 EUR EUR
.....	560404	Kentia Palm/Areca, approx. 150 cm h, bowl <input type="checkbox"/> white <input type="checkbox"/> terra-cotta	43.50 EUR EUR
.....	560405	Kentia Palm/Areca, approx. 180 cm h, bowl <input type="checkbox"/> white <input type="checkbox"/> terra-cotta	54.00 EUR EUR
.....	560407	Kentia Palm/Areca, approx. 200 cm h, bowl <input type="checkbox"/> white <input type="checkbox"/> terra-cotta	69.00 EUR EUR
.....	560406	Kentia Palm/Areca, approx. 250 cm h, bowl <input type="checkbox"/> white <input type="checkbox"/> terra-cotta	99.50 EUR EUR
.....	560060	Ferns Ø approx. 50 cm	28.00 EUR EUR
.....	560070	Laurel tree pyramid, height 180 cm, bowl <input type="checkbox"/> white <input type="checkbox"/> terra-cotta	55.00 EUR EUR
.....	560071	Laurel tree globe, height 160 cm, bowl <input type="checkbox"/> white <input type="checkbox"/> terra-cotta	55.00 EUR EUR
.....	560072	Laurel tree globe, height 180 cm, bowl <input type="checkbox"/> white <input type="checkbox"/> terra-cotta	75.00 EUR EUR
.....	560101	Desktop bowls, Ø approx. 20 cm	21.00 EUR EUR
.....	560102	Desktop bowls, Ø approx. 30 cm	33.00 EUR EUR
.....	560107	Bunch of flowers with bowl	30.00 EUR EUR
.....	560109	Bowl for bunch of flowers	5.00 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 30.00 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:

<input type="checkbox"/> We are the exhibitor. The equipment for hire is an additional order to our fair package with Messe Berlin GmbH.	<input type="checkbox"/> We are only ordering by order of the exhibitor. (a written confirmation of cost transfer is enclosed)	<input type="checkbox"/> 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: November 2018/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, Thüringer Allee 12/12 A, 14052 Berlin, Germany

Fax: +49(0)30/3067-2018/58

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.

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



60,00 Euro / 60.00 €

10,50 Euro / 10.50 €



55,00 Euro / 55.00 €

12,50 Euro / 12.50 €



65,00 EUR / 65 €



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)30/3069-6915

Fax: +49(0)30/3069-6958

e-mail: info@mb-capital-services.de

Blumen Rühl

Tel./Phone: +49/30/8111051

Grünpflanzen / Green Plants

Anz/Qty **Thuja, 150 – 250 cm**
Thuja, 150 – 250 cm
 auf Anfrage / on request



Anz/Qty **Ficus Benjamins, grün, 150 – 250 cm**
Ficus Benjamins, green, 150 – 250 cm
 s. Bestellschein / see order form



Anz/Qty **Yucca-Palme, ca. 160 cm**
Yucca palm, approx. 160 cm
 Auf Anfrage / on request



Anz/Qty **Lorbeerpyramide, 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



Anz/Qty **Areca-Palme**
Areca palm
 auf Anfrage / on request



Anz/Qty **Dracaena**
Dracaena
 auf Anfrage / on request



Anz/Qty **Phönix-Palme**
Phenix palm
 auf Anfrage / on request



Rückfragen und formlose Anfragen richten Sie bitte an / For queries and requests please contact:

MB Capital Services GmbH
 Tel./Phone: +49(0)30/3069-6915
 Fax: +49(0)30/3069-6958
 E-mail: info@mb-capital-services.de

Blumen Rühl
 Tel./Phone: +49/30/8111051

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 acknowledges 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 stipulated 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.
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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](tel:+49(0)3030382993) 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 by email, fax or phone: [+49 \(0\)30 3038-2993](tel:+49(0)3030382993). We are looking forward to you!

Please find our order forms

<https://www.capital-catering.de/en/Portfolio/ExhibitorService/>