

Guest Events Organizer Service

2023

List of Contents - page 1

As of: January 2023

Deadline
prior to the event

Phone: +49(0) ...

General Information

Download Center of Messe Berlin
VAT Form

Parking Vouchers

Sitings for Containers/Vehicles	4 weeks	30/3038-4888
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Permits, Directives, Hall Technology

Fire Officer and Application for Work with heat sources		30/3038-4023 to 28
Inflammable Liquids	4 weeks	30/3038-4023 to 28
Compressed Gas and Liquid Gas Cylinders	4 weeks	30/3038-4023 to 28
Laser Devices		
Load Distribution Measures/Timber Packing	6 weeks prior to construction period	30/3038-4023 to 28
Playing/Performing Music at Trade Shows	4 weeks	30/588 58 999
Test for Construction (requiring official approval)	6 weeks prior to construction period	30/3038-4023 to 28
Pyrotechnics (Application for the use)	4 weeks	
Registration of events on the stand		30/3038-4091

Installation

Compressed Air	4 weeks	30/3038-5771
Extractor Hoods	4 weeks	30/3038-5771
Electrical Installations (Halls)	4 weeks	30/3038-5807/-5874
Electrical Installations (Open Air Grounds)	4 weeks	30/3038-5807/-5874
Gas Installations	4 weeks	30/3038-5771
Internet and WLAN Access	4 weeks	30/3038-1400
Cable TV and Radio Connection	4 weeks	30/3038-1400
Air-Conditioning (Water Supply)	4 weeks	30/3038-5771
Satellite and DVB-T Sites	4 weeks	30/3038-1400
Sprinkler Installations	4 weeks	30/700008-0
Telephone and Fax, ISDN	4 weeks	30/3038-1400
Water Installations (Halls)	4 weeks	30/3038-5771

Logistics

Working Platforms (Agility / Schenker)
Forwarding Services: Schenker Deutschland AG

see Forwarding Service
30/3012995420

List of Contents - page 2

	Deadline prior to the event	Phone: +49(0)...
Staff and Stand Services		
Construction and Dismantling Staff	4 weeks	30/555572-1204
Hostesses and Hosts	4 weeks	30/3038-1435
Photographic Services		30/8826488
Security Cover	4 weeks	30/3038-5867
Staff Placement		30/555572-1204
Stand Cleaning	4 weeks	30/3038-4110
Waste Disposal (Order)	4 weeks	30/3038-1333, -4110
Waste Disposal (Registration)	4 weeks	30/3038-1333, -4110
Other Services and Service Facilities		
Business Center (Office Service)		30/3038-4123 to 4125
Organising Services for Events and Congresses		
Stand Equipment		
Suspension Points, Lighting, Rigging	4 weeks	30/5557448-20
Fabric Decoration	4 weeks	30/3038-1415
Floor Covering, Carpets	4 weeks	30/3038-1415
Furniture for Hire	4 weeks	30/3038-1415
PC Equipment, Notebook	4 weeks	30/3038-1415
Plants and Flower Decoration	4 weeks	30/3038-1415
Video Audio Projection	4 weeks	30/3038-1415
Catering		
Exhibition Services		30/3038-2993

Messe Berlin Download Center

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

Categories

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

Please follow the link:

<https://www.messe-berlin.de/en/extra-pages/download-center/>

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:

Date:

Hall:	Stand No.:
Exhibitor:	

Order Form 2023

Deadline: 4 weeks prior to the event

Customer Service: Tel.: +49(0)30/3038-1400; **E-Mail:** fair-service@messe-berlin.de
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin, Germany
For queries: Phone: +49(0)30/3038-4888, **E-Mail:** traffic@messe-berlin.de

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

Duration of Parking:

from to

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

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

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

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

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

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

Please note: Please clarify the internal PO number for your company/your client for these services.

For later alteration of invoices 100.00 EUR plus VAT will be charged in addition.

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

eInvoicing Mail:

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:** _____

As of: January 2023 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg

Fire Officer for Work with Heat Sources

Event:

Date:

Location:	
Hall:	Stand-No.:
Exhibitor:	

Order Form 2023

Messe Berlin:

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

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

Hot work, such as welding, cutting, soldering, grinding, cutting and other work involving an open flame or where flying sparks are generated, is strictly prohibited on the premises of Messe Berlin.

The carrying out of hot work during set-up and dismantling poses a particularly hazardous situation for a large number of persons and materials, due to the high levels of combustible materials and the resulting time pressure. Welding, cutting and grinding sparks can reach temperatures between 1500 - 3200 °C and ignite flammable materials or cause damage in the service floors and ducts even at a distance of 10m.

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

In exceptional cases, hot work during assembly and dismantling may be permitted upon written application. In this case Messe Berlin will provide a fire guard, for which a charge will be made, who will be present on site from the start to the end of the work and will carry out a follow-up inspection.

We hereby order, in accordance with the above conditions, for the works we propose to carry out (see application) on:

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

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

- one **fire officer (duty period: at least 4 hours)**
- notification **at least 3 working days** prior to start of work Flat rate 210.00 EUR
for each additional hour 50.00 EUR/hr.
 - notification **at least 12 hours** prior to start of work Flat rate 290.00 EUR
for each additional hour 70.00 EUR/hr.
 - notification **less than 12 hours** prior to start of work Flat rate 410.00 EUR
for each additional hour 100.00 EUR/hr.

Remark Messe Berlin:
Application received (Date/hour)
passed on:

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

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

Name and address of recipient of invoice:

VAT Reg. No.

Contact for queries:

Phone:

Telefax:

E-Mail:

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

As of: October 2022 / 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: BERLIN			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: Oktober 2020

Distribution list:

Original: Ausführender

Copy:

Leit- und Sicherheitszentrale
Veranstaltungstechnik ES
Brandwache
CSG AS

Fax: 2808

Fax: 4198

Phone: 030-3038 5866 und 5867

Fax: 1460

Usage of Inflammable Liquids

Event:

Date:

Hall:	Stand No.:
Exhibitor:	

Order Form 2023

Deadline: 4 weeks prior to event

Messe Berlin

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

Technical queries: **E-Mail:** messetechnik@messe-berlin.de

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

Period of usage:

Type of inflammable liquids:

Classification according to german regulations [BetrSichV](#) / [GefStoffV](#) and the Globally Harmonized System of Classification and Labelling of Chemicals

- Category 1** Extremely flammable liquid and vapour (H224)
(e.g.. gasoline, diethyl ether, carbon disulfide)
- Category 2** Highly flammable liquid and vapour (H225)
(e.g. Ethanol, Aceton)
- Category 3** Flammable liquid and vapour (H226)
(e.g. Diesel, turpentine-substitute, petroleum)

Type of usage:

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

..... l in qty. breakable cylinder
Max. daily quantity of 10l / 10kg for Cat.1 & Cat.2

Where are the liquids stored on the stand?

Do vapour/air mixtures or waste gases occur during processing?

yes no

mechanical ventilation no ventilation

Are fire extinguishers available? automatic extinguishers

yes no

portable extinguisher

yes no qty. foam / CO2 filling

The safety datasheets of the mentioned liquids has been attached.

yes no

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:

Installation of Compressed Gas Cylinders

(Use of propane gas is prohibited)

Event:

Date:

Hall:	Stand No.:
Exhibitor:	

Order Form 2023

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. liter

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 [Technical Guidelines Messe Berlin](#), 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 2022 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg
Please see the valid data protection policy of Messe Berlin GmbH: <https://www.messe-berlin.de/en/ExtraPages/DataProtection/>

Operation of Laser Equipment

Event:

Date:

Hall:	Stand No.:
Exhibitor:	

Order Form 2023

Deadline: 4 weeks prior to event

Messe Berlin

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

Technical enquiries: **E-Mail:** lasertechnik@messe-berlin.de

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

Manufacturer:

Designation/Type:

Radiated power or energy:

Wavelength(s):

Continuous wave laser

Pulse laser Pulse duration: Pulse repeat frequency:

Responsible member of staff:

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

Installation site:

Date of use:

Date/time that approval was issued:

Approval given by:

Test runs: date/time:

By signing the order, you acknowledge the stipulated conditions.

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

.....

.....

Contact for queries: Phone: Telefax:

E-Mail:

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

As of: October 2022 / 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 100.00 EUR plus VAT will be invoiced for required/requested changes to the original invoice.

Company name and address of recipient of invoice:

VAT Reg. No.:

Contact for queries:

Phone:

Telefax:

E-Mail:

Your order number for the invoice:

<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: January 2022 / subject to change without notice / place of jurisdiction and performance: Berlin-Charlottenburg
 Please see the valid data protection policy of Messe Berlin GmbH: <https://www.messe-berlin.de/en/ExtraPages/DataProtection/>

Playing/Performing Music at Trade Fairs and Exhibition

Event:

Date:

Registration MES/AUS

As of: August 2021

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

GEMA Key Account Management Messen

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

GEMA registration

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

kontakt@gema.de

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

GEMA – Playing/performing music protected by copyright

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

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

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

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

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

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

Please note:

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

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

For Fees and Form follow the link:

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

QUESTIONNAIRE



GEMA
KundenCenter
11506 Berlin

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

Your customer number

Music Use at Trade Fairs

Customer Data

Mr./Mrs./Ms.	Name/Company	First Name
For Companies*		Date of Birth
Address	Postal Code/City	
Telephone	Fax	Cellphone
E-mail	Website	
Court of Registry	Registration Number	
value added tax identification number		
Association Membership	Since	Membership Number

* First and last name of the authorized representatives

Contact Person Data

Mr./Mrs./Ms.	First Name, Last Name	Telephone
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Billing Address (if different from above)

Mr./Mrs./Ms.	Name/Company	First Name
Address	Postal Code/City	

Trade Fair Data

Name of Trade Fair	Trade Fair Dates (from/to)
Name of Building	Booth Area in Square Meters * m ²
Building Number	Booth Number
Address	Postal Code/City

* Promotion area



Your customer number

Music Use Data

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

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

Audiovisual Playback

- Television broadcasts
- Television broadcasts with large-format screens (>106 cm/42")
- Television broadcasts with monitor wall (>106 cm/42")

Number of Screens

Number of Screens

Number of Walls

Number of Monitors per Wall

The playback of television programs only includes public broadcaster

- Video playback:
- Video playback with large-format projection (>106 cm/42")
- Video playback with monitor wall (>106 cm/42")

Number of Screens

Number of Screens

Number of Walls

Number of Monitors per Wall



Multimedia Applications

- Computer
- With multimedia applications or other motion picture media (film, etc.):
- Only music playback via sequencer, sound cards from programs, or networks (>106 cm/42")
- Video/DVD playback with monitor wall (>106 cm/42")

Total Number

Number

Number

Number

Licensing of Industrial Films and Audiovisual Presentations

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

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

- Entire duration of the fair
- Only on the following days

Date	Number per day	Music playback via
		<input type="checkbox"/> a <input type="checkbox"/> b <input type="checkbox"/> c <input type="checkbox"/> d <input type="checkbox"/> e
		<input type="checkbox"/> a <input type="checkbox"/> b <input type="checkbox"/> c <input type="checkbox"/> d <input type="checkbox"/> e
		<input type="checkbox"/> a <input type="checkbox"/> b <input type="checkbox"/> c <input type="checkbox"/> d <input type="checkbox"/> e
		<input type="checkbox"/> a <input type="checkbox"/> b <input type="checkbox"/> c <input type="checkbox"/> d <input type="checkbox"/> e
		<input type="checkbox"/> a <input type="checkbox"/> b <input type="checkbox"/> c <input type="checkbox"/> d <input type="checkbox"/> e

Date	Number per day	Music playback via
		<input type="checkbox"/> a <input type="checkbox"/> b <input type="checkbox"/> c <input type="checkbox"/> d <input type="checkbox"/> e
		<input type="checkbox"/> a <input type="checkbox"/> b <input type="checkbox"/> c <input type="checkbox"/> d <input type="checkbox"/> e
		<input type="checkbox"/> a <input type="checkbox"/> b <input type="checkbox"/> c <input type="checkbox"/> d <input type="checkbox"/> e
		<input type="checkbox"/> a <input type="checkbox"/> b <input type="checkbox"/> c <input type="checkbox"/> d <input type="checkbox"/> e
		<input type="checkbox"/> a <input type="checkbox"/> b <input type="checkbox"/> c <input type="checkbox"/> d <input type="checkbox"/> e

a) Musician/singer
b) CD/MP3 player/Music cassette player/PC, or other similar device, with self-made recordings

c) CDs/Music cassettes without self-made recordings
d) Video recorder/DVD player with self-made recordings

e) Video recorder/DVD player without

GEMA QUESTIONNAIRE MUSIC USE AT TRADE FAIRS

Your customer number

Booth Parties or Other Events

If an event program is available, it is sufficient if you enclose a copy of the event program.

Event Date	Times (from - to)	Type of Event (e. g., booth party)	Number of visitors (geladen/erwartet)	Music Playback via:
				<input type="checkbox"/> a <input type="checkbox"/> b <input type="checkbox"/> c <input type="checkbox"/> d <input type="checkbox"/> e <input type="checkbox"/> f
				<input type="checkbox"/> a <input type="checkbox"/> b <input type="checkbox"/> c <input type="checkbox"/> d <input type="checkbox"/> e <input type="checkbox"/> f
				<input type="checkbox"/> a <input type="checkbox"/> b <input type="checkbox"/> c <input type="checkbox"/> d <input type="checkbox"/> e <input type="checkbox"/> f
				<input type="checkbox"/> a <input type="checkbox"/> b <input type="checkbox"/> c <input type="checkbox"/> d <input type="checkbox"/> e <input type="checkbox"/> f
				<input type="checkbox"/> a <input type="checkbox"/> b <input type="checkbox"/> c <input type="checkbox"/> d <input type="checkbox"/> e <input type="checkbox"/> f
				<input type="checkbox"/> a <input type="checkbox"/> b <input type="checkbox"/> c <input type="checkbox"/> d <input type="checkbox"/> e <input type="checkbox"/> f
				<input type="checkbox"/> a <input type="checkbox"/> b <input type="checkbox"/> c <input type="checkbox"/> d <input type="checkbox"/> e <input type="checkbox"/> f

a) Musician/singer

b) CD/MP3 player/Music cassette player/
PC, or other similar device, with self-made recordings

c) CDs/Music cassettes without self-made recordings

d) Video recorder/DVD player with self-made recordings

e) Video recorder/DVD player without

f) Playback of television broadcasts

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

Expenses Included for Booth Parties/Events

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

City

Date

Signature



Test for construction requiring official approval

Event:

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 100.00 EUR plus VAT will be invoiced for required/requested changes to the original invoice.

Name and address of the invoice recipient:

VAT ID no.:

Queries should be addressed to:

Telephone:

Fax:

E-mail:

Order number for billing purposes:

<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 (≥ 1,500 m²), → 4.5.1
- display and performance areas, stages (≥ 200 m²) → 5.9

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

- 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 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.

Use of Pyrotechnics

Event:

Date:

Hall:	Stand No.:
Exhibitor:	

Order Form 2023

Deadline: 4 weeks prior to event

Messe Berlin

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

Technical enquiries: E-Mail : pyrotechnik@messe-berlin.de

- Person(s)** responsible for Firing of the effects:
Address:
No. and date of the Permit Notice issued in accordance with § 7 SprengG:
No. and date of Qualification Certificate in accordance with § 20 SprengG:
Issuing authority:
- Date and time** at which the effects are to be fired:
- Place** (Hall/Room/Event site):
Occasion:
Organizer:

We wish to arrange an appointment for a demonstration of the intended effects, for technical safety purposes

on: at: a.m./p.m., because by this time the work of setting up should be sufficiently advanced to allow a realistic demonstration. If you do not consider such a demonstration necessary, please notify us in written form.

- Documents to be submitted: Firing plan (number / article no., calibre, firing angle, category), plan of the effects to be fired with marked safety distances to buildings and visitors. A copy of a current insurance policy stating that pyrotechnic acts are covered.
- General notification: It is obligatory to order a fire safety guard at the operator's expense. Before firing the fireworks, a permit from the regulatory authority/LAGetSi must be presented. Bombs with a calibre >65mm as well as effects with loud explosions/flashbangs and whistle effects are not permitted.

The organizer is required to make the following safety arrangements:

- a minimum of2..... fire extinguisher
- a team of firefighters commensurate with the size of the event
- maintenance of clear emergency exits and free access for the fire brigade

By signing the order, you acknowledge the stipulated conditions.

Company name and address of recipient of invoice:

VAT Reg. No.:

Contact for queries:

Phone:

Telefax:

E-Mail:

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

As of: October 2022/Subject to alteration/Legal venue and place of jurisdiction is Berlin-Charlottenburg
Please see the valid data protection policy of Messe Berlin GmbH: <https://www.messe-berlin.de/en/ExtraPages/DataProtection/>

Shows and Events

during opening hours of the fair

Event:

Date:

Hall:	Stand No.:
Exhibitor:	

Registration 2023

Customer Service: Fax: +49(0)30-3038-1460; Phone: +49(0)30/3038-1400; **E-Mail:** fair-service@messe-berlin.de
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin, Germany
For queries: Phone: +49(0)30/3038-4096; e-mail: event-security@messe-berlin.de

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

We are planning the following events during the fair::

Date: Time from: to:

Title/type of event:
.....

Participants:

Planned number of persons:

Place of event:

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

- | | | |
|---|--|---|
| <input type="checkbox"/> Guards for the event | <input type="checkbox"/> Medical service | <input type="checkbox"/> Miscellaneous: |
| <input type="checkbox"/> Wardrobe/Staff | <input type="checkbox"/> Cordon posts/exclusion zone/walls | |
| <input type="checkbox"/> Toilet supervision | <input type="checkbox"/> Taxi dispatcher | <input type="checkbox"/> Catering service |

Our person in charge for the event:

Name: Telephone: E-Mail:

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

Remark:

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

By signing the order you acknowledge the stipulated conditions.

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

Name and address of recipient of invoice:

Vat Reg. No.:

eInvoicing Mail:

Contact: for queries:

Phone:

Telefax :

E-Mail:

Purchase number for the invoice:

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

As of: September 2021/Subject to alteration/Legal venue and place of jurisdiction is Berlin-Charlottenburg
Please see the valid data protection policy of Messe Berlin GmbH: <https://www.messe-berlin.de/en/ExtraPages/DataProtection/>

IMPORTANT !

**TO AVOID SURCHARGES
FOR SHORT-TERM ORDERS
(20 % TO 30 %)**

**WE KINDLY ASK TO PAY ATTENTION
TO THE APPLICATION DEADLINES
IN THE ORDER FORMS**

Compressed Air Installation

Event:

Date:

Hall:	Stand No.:
Exhibitor:	

Order Form 2023

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: Phone: +49(0)30/3038-1400; E-Mail: fair-service@messe-berlin.de
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin, Germany
Technical queries: Phone: +49(0)30/3038-5771 or +49(0)172/3014922, E-Mail: jens.wieneke@mtd.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)	660.00 EUR EUR
.....	5086316	Main connection up to 600 l/min (incl. connection on the stand)	1,289.00 EUR EUR
.....	5086317	Main connection up to 1 500 l/min (incl. connection on the stand)	1,896.00 EUR EUR
.....	5086318	Main connection up to 2 500 l/min (incl. connection on the stand)	2,301.00 EUR EUR
		Additional work according to expense and time		
.....	5086320	Compressed Air line up to 9 mm ø, per runn. m.	5.40 EUR EUR
.....	5086321	Compressed Air line up to 19 mm ø, per runn. m..	8.33 EUR EUR
.....	5086322	Compressed Air line up to 50 mm ø, per runn. m..	15.10 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.	39.70 EUR EUR
.....	5086329	Regulator up to 600 l/min.	53.30 EUR EUR
.....	5086330	Regulator up to 2 500 l/min.	66.70 EUR EUR
.....	5082263	Branch (each)	31.80 EUR EUR

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

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

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

Please note: Please clarify the internal PO number for your company/your client for these services.

For later alteration of invoices 100.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice:

Vat Reg. No.:

Invoicing Mail:

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: October 2022/ Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg

..page 2 – Installation Guide Compressed Air

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

Page 2 Installation Guide Compressed Air

Event:

Date:

Hall:	Stand-No.:
Exhibitor:	

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: 50.00 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: 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 2023

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

Qty.	Order No.	Description	Price each	Price total
		Extractor hood available for hire Dimensions to be agreed up to 2 500 x 1 000 x 500 mm		
.....	82218	Extractor hood for hire	2,180.00 EUR EUR

Due to the special structural conditions in Halls 8.1, 9b, 10.1, 11.1, 13, 14.1, 14.2, 15.1, 15.2, 16 + 25, the installations of extractor hoods is only possible following prior consultation. Quotes available on request.

.....		Connection/Installation of exhibitor's own hood		Quote available on request
-------	--	--	--	----------------------------

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

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

Please note: Please clarify the internal PO number for your company/your client for these services.

For later alteration of invoices 100.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice:

Vat Reg. No.:

eInvoicing Mail:

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: October 2022 / 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:	

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: 50.00 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: Dirk Hoffmann
VAT Reg. No. DE 136629714, Tax No. 27/088/31501

Electrical Installations

Event:

Date:

Hall:	Stand No.:
Exhibitor:	

Order Form 2023

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

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)	215.00 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	230.00 EUR EUR
.....	5081842	up to 11.0 kW / max. 16 A with CEE 16	288.00 EUR EUR
.....	5081843	up to 22.0 kW / max. 32 A with CEE 32	383.00 EUR EUR
.....	5081844	up to 44.0 kW / max. 63 A with CEE 63	717.00 EUR EUR
.....	5090571	Increase of supply, additional kW (accord. to standard cut-outs; available for 44 kW))	each 20.90 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)	301.00 EUR EUR
.....	5095259	up to 11.0 kW (incl. 4 sockets for distribution)	352.00 EUR EUR
.....	5095260	up to 22.0 kW (incl. 8 sockets for distribution)	537.00 EUR EUR
.....	5095261	up to 44.0 kW (incl. 12 sockets for distribution)	900.00 EUR EUR
.....	5090571	Increase of supply, additional kW (accord. to standard cut-outs, available for 44 kW))	each 20.90 EUR EUR
.....	5081849	Sockets for distribution in addition - incl. safety cut-out B 16	each 28.90 EUR EUR
.....	5082017	Ground connection	31.00 EUR EUR
		Electrical parts for hire (in addition to basic installation)		
.....	5082018	Ceecon socket 5 pole/16 A	48.20 EUR EUR
.....	5082019	Ceecon socket 5 pole/32 A	58.70 EUR EUR
.....	5082020	Ceecon socket 5 pole/63 A	81.20 EUR EUR
.....	5082037	Ceecon socket 5 pole/125 A	181.00 EUR EUR
.....	5082097	Ground floor socket incl. installation	72.90 EUR EUR
.....	5082098	Ceiling connection, 2 kW *)	197.00 EUR EUR
.....	5082099	Halogen projector lamp, 500 Watt	72.30 EUR EUR
.....	5082100	Halogen projector lamp, 1000 Watt	125.00 EUR EUR
.....	5082101	Halogen projector lamp, 1500 Watt	144.00 EUR EUR
.....	5082102	Halogen projector lamp, 2000 Watt	171.00 EUR EUR
.....	5082104	Suspension of Halogen projector lamp, up to 6.00 m height **)	122.00 EUR EUR
.....	5082117	Suspension of Halogen projector lamp, up to 9.00 m height **)	129.00 EUR EUR
.....	5086219	Potential equalisation, separate *) not in hall 25 + CCB**) not in halls 9, 18, 20 or 25	68.90 EUR EUR
		Additional Services		
.....	5082119	Installation work per hours	50.00 EUR EUR

Electricity supply from the neighbouring stand is not allowed !

Page 2 Installation Guide Electrical Installations

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.

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

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

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

Please note: Please clarify the internal PO number for your company/your client for these services.

For later alteration of invoices 100.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice:

Vat Reg. No.:

Invoicing Mail:

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: October 2022 / 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 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 2023

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

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)	233.00 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)	272.00 EUR EUR
.....	5094697	up to 6.5 kW / max. 10 A with CEE 16	342.00 EUR EUR
.....	5094671	up to 11.0 kW / max. 16 A with CEE 16	445.00 EUR EUR
.....	5095257	up to 22.0 kW / max. 32 A with CEE 32	857.00 EUR EUR
.....	5095351	Increase of supply, additional kW (accord. to standard cut-outs, available for 44 kW)	each 23.50 EUR EUR
Electrical connections incl. distribution (packages) AC 230/400 V with 1 socket for nightcurrent, RCD [=Fi protected switch gear], including ground connection				
.....	5095346	up to 6.5 kW (incl. 3 sockets for distribution)	398.00 EUR EUR
.....	5095347	up to 11.0 kW (incl. 4 sockets for distribution)	492.00 EUR EUR
.....	5095348	up to 22.0 kW (incl. 8 sockets for distribution)	739.00 EUR EUR
.....	5095349	up to 44.0 kW (incl. 12 sockets for distribution)	1,289.00 EUR EUR
.....	5095351	Increase of supply, additional kW (accord. to standard cut-outs, available for 44 kW)	each 23.50 EUR EUR
.....	5095262	Sockets for distribution in addition - incl. safety cut-out B 16	each 33.20 EUR EUR
.....	5095352	Ground connection	27.40 EUR EUR

Electricity supply from the neighbouring stand is not allowed !

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

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

Please note: Please clarify the internal PO number for your company/your client for these services.

For later alteration of invoices 100.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice:

Vat Reg. No.:

Invoicing Mail:

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: October 2022 / 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	

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: Dirk Hoffmann
VAT Reg. No. DE 136629714, Tax No. 27/088/31501

Gas Installation (Natural Gas)

Event:

Date:

Hall:	Stand No.:
Exhibitor:	

Order Form 2023

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: Phone: +49(0)30/3038-1400; **E-Mail:** fair-service@messe-berlin.de
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin, Germany
Technical queries: Phone: +49(0)30/3038-5771 or +49(0)172/3014922, **E-Mail:** jens.wieneke@mtd.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	515.00 EUR EUR
.....	82337	Connection up to 25 kW/H	581.00 EUR EUR
.....	82338	Connection up to 55 kW/H	680.00 EUR EUR
.....	94881	Connection up to 120 kW/H	1,073.00 EUR EUR
.....	82339	Installation of gas appliances with thermic safety device incl. flexible gas pipe material for hire incl. installation.	94.80 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 100.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice:

Vat Reg. No.:

eInvoicing Mail:

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: October 2022 / 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:	

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: 50.00 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: Dirk Hoffmann
VAT Id No. DE 136629714, Tax No. 27/088/31501

Internet Access

Cable-connected

Event:

Date:

Hall:	Stand No.:
Exhibitor:	

Order Form 2023

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:

Mailing address:

Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin, Germany

Technical queries:

Phone: +49(0)30/3038-1400; E-mail: fair-service@messe-berlin.de

Rental period from to Installation date:

Please note:

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

Product	Qty.	Description	Price each	Price total
Internet connection Broadband dedicated, fixed bandwidth 10 Megabit/s				
10 Megabit/s	incl. a public IP address, flat rate	1,250.00 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	680.00 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	840.00 EUR EUR
		<input type="checkbox"/> incl. a public IP address, data volume flat rate		

Other items	LAN Router 4-Port, incl. installation (for access with public IP only)	150.00 EUR EUR
	WLAN Router, incl. installation (for access with public IP only)	370.00 EUR EUR
	8-Port-Switch	125.00 EUR EUR
	16-Port-Switch	125.00 EUR EUR
	Additional public IP address	135.00 EUR EUR
	Cat.5 cabling on stand, up to 90 m in length (laid in raised floor)	250.00 EUR EUR
	Cat.5 cabling on stand, up to 20m in length (laid on floor)	85.00 EUR EUR
	Technical Support/IT-Support (per 30 minutes)	85.00 EUR EUR

Cancellation / express charges for orders / cancellations not in time

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

In order to be able to supply you with the above items we require a sketch of your stand specifying the exact locations of connections and terminal devices. (Please see next page.)

Internet access can be provided on the open-air grounds but, therefore, individual arrangements must be made in each case if internet access is required on the open-air grounds.

../page 2 / Sketch Internet access

Page 2 Installation Guide Internet Access

Event:

Date :

Hall:	Stand No.:
Exhibitor:	

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

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

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

Please note: Please clarify the internal PO number for your company/your client for these services.

For later alteration of invoices, an additional 100.00 EUR plus VAT will be charged.

Company name and address of recipient of invoice:

Vat Reg. No.:

eInvoicing Mail:

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: October 2022/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 2023

Deadline: 4 weeks prior to the event

Customer Service:

Mailing address:

Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin, Germany

Technical queries:

Phone: +49(0)30/3038-1400; E-Mail: fair-service@messe-berlin.de

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

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

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

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

Your detailed specifications:

Type of encryption (e.g.: WPA-PSK, WPA, WPA2-PSK or WPA2):

SSID:

Manufacturer and model of the access point:

Channel:

Number of clients:

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

Company name and address of recipient of invoice:

Vat Reg. No.:

eInvoicing Mail:

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:
.....

As of: October 2022/Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg
Please see the valid data protection policy of Messe Berlin GmbH: <https://www.messe-berlin.de/en/ExtraPages/DataProtection/>

Wireless LAN Account

Event:

Date:

Hall:	Stand No.:
Exhibitor:	

Order Form 2023

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:

Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin, Germany

Technical queries: Phone: +49(0)30/3038-1400; E-mail: fair-service@messe-berlin.de

Rental period from to Installation date:

Please note:

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

Product	Qty.	Description	Price each	Price total
---------	------	-------------	------------	-------------

WiFi - individual account (Roaming within fair grounds)

Fixed SSID:	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) 	180.00 EUR EUR
		90.00 EUR EUR
		45.00 EUR EUR
		60.00 EUR EUR

WiFi package with fixed SSID (Roaming within fair grounds)

Fixed SSID: WiFi Messe Berlin

Required data:

Username:

Password :

<input type="checkbox"/>	50 Users	900.00 EUR
<input type="checkbox"/>	100 Users	1,140.00 EUR
<input type="checkbox"/>	150 Users	1,280.00 EUR
<input type="checkbox"/>	200 Users	1,400.00 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	1,030.00 EUR

Event:

Date :

Hall:	Stand No.:
Exhibitor:	

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

Required data:

Individual SSID:

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

<input type="checkbox"/>	50 Users	1,650.00 EUR
<input type="checkbox"/>	100 Users	2,200.00 EUR
<input type="checkbox"/>	200 Users	2,750.00 EUR
<input type="checkbox"/>	300 Users	3,300.00 EUR
<input type="checkbox"/>	400 Users	3,850.00 EUR
<input type="checkbox"/>	500 Users	4,300.00 EUR
<input type="checkbox"/>	> 500 Users	individual offer

Optional:

<input type="checkbox"/>	Portal page	850.00 EUR
--------------------------	--------------------	------------

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

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

Please note: Please clarify the internal PO number for your company/your client for these services.

For later alteration of invoices, an additional 100.00 EUR plus VAT will be charged.

Company name and address of recipient of invoice:

Vat Reg. No.:

eInvoicing Mail:

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: October 2022/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: January 2021

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: January 2021

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.

Cable Television and Radio Connection (FS/HfK)

Event:

Date:

Hall:	Stand No.:
Exhibitor:	

Order Form 2023

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:

Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin, Germany

Technical queries: **Phone:** +49(0)30/3038-1400 ; **E-Mail:** fair-service@messe-berlin.de

Qty	Order No.	Description	Price each	Price total
		Cable TV/FM Radio connection 65 db µV		
.....	82639	in the halls	201.00 EUR EUR
		Cable TV/FM Radio connection 65 db µV		
.....	82640	on the open-air grounds	proof of work and materials EUR

Completion:

Dismantling:

**Please enclose a sketch for disposition of the ordered installation.
Please indicate the position of your stand on the sketch
(aisles, adjacent stands).**

Additional costs arising from changes in connections will be charged to the applicant.

Stand installation:

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

Installation company appointed for the hall

Company:

.....
.....

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

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

Please note: Please clarify the internal PO number for your company/your client for these services.

For later alteration of invoices 100.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice:

Vat Reg. No.:

.....
.....

Invoicing Mail:

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: October 2022 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg/page 2 – Installation Guide Cable TV connection
Please see the valid data protection policy of Messe Berlin GmbH: <https://www.messe-berlin.de/en/ExtraPages/DataProtection/>

Page 2 Installation Guide Cable TV Access

Event:

Date:

Hall:	Stand-No.:
Exhibitor:	

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

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

General notes

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

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

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

Connection Conditions for Cable Television and Radio Connections

I. Preliminary remarks

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

II. Connection conditions

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

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

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

2. Level reduction (minimum values)

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

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

4. Single-ended amplifiers cannot be used.

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

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

III. Remarks

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

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

Air-Conditioning Installation (Water supply)

Event:

Date:

Hall:	Stand No.:
Exhibitor:	

Order Form 2023

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: Phone: +49(0)30/3038-1400; E-Mail: fair-service@messe-berlin.de
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin, Germany
Technical queries: Phone: +49(0)30/3038-5771 or +49(0)172/3014922, E-Mail: jens.wieneke@mtd.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)	858.00 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)	1,180.00 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 100.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice:

Vat Reg. No.:

eInvoicing Mail:

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: October 2022 / 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:	

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: 50.00 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: Dirk Hoffmann
VAT Id No. DE 136629714, Tax No.27/088/31501

Satellite and DVB-T Sites Installation of Units

Event:

Date:

Hall:	Stand No.:
Exhibitor:	

Order Form 2023

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:

Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin, Germany

Technical queries: Phone: **+49(0)30/3038-1400**; E-Mail: fair-service@messe-berlin.de

Qty.	Order No.	Description	Price each	Price total
.....	82641	Site(s) for satellite unit according to allocation by Messe Berlin	368.00 EUR EUR

Measurements of the receiving unit (diametre):

Name of satellite, the unit should be directed to:
.....

.....	94822	DVB-T Site	368.00 EUR EUR
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Date of installation:

Date of dismantling:

Installation of Unit

Sat or DVB-T aerial/branching off to the exhibition stand/distributed network at the stand

A or B, please tick where applicable

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

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

.....
.....
.....

We hereby confirm, that the installation company authorized by us has noted the guidelines for installations.

All installation guides need the written approval by Messe Berlin
(responsible: Service + Technik)

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

Please note: Please clarify the internal PO number for your company/your client for these services.

For later alteration of invoices 100.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice:

Vat Reg. No.:

.....
.....

Invoicing Mail:

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: October 2022 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg
Please see the valid data protection policy of Messe Berlin GmbH: <https://www.messe-berlin.de/en/ExtraPages/DataProtection/>

Sprinkler Installations and Fire Extinguisher

Event:

Date:

Hall:	Stand No.:
Exhibitor:	

Order Form 2023

Deadline: 4 weeks prior to the event

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

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

Order No.	Description	Price each
<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	266.00 EUR
_____	82278 Sprinkler hidden	337.00 EUR
_____	82279 Angled to adapt sprinkler	50.30 EUR
_____	97171 Undercover sprinkler	426.00 EUR
_____	82280 Installation of pipes, incl. shaped and connecting pieces per runn. mtr.	71.70 EUR
_____	82281 De-activating or activating, emptying or filling the sprinkler system	488.00 EUR
_____	82282 Reconnecting to existing sprinkler system	419.00 EUR
_____	82283 Flexible Sprinkler installation system	61.00 EUR
_____	82285 Complete draining of installation	210.00 EUR
_____	82286 Isolating valve DN 50	203.00 EUR
_____	82297 Isolating valve DN 80	408.00 EUR
_____	82298 Flow monitor	917.00 EUR
_____	82299 Supply of scissor-type extending platform	867.00 EUR
Qty.	Fire extinguisher	
.....	82300 Fire extinguisher for hire incl. delivery and collection	91.00 EUR EUR

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

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

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

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

eInvoicing Mail:

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: October 2022 / 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 Sprinkler Installations

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.
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: Dirk Hoffmann
VAT Reg. No. DE 136629714, Tax No. 27/088/31501

Telephone and Telefax

Event:

Date:

Hall:	Stand No.:
Exhibitor:	

Order Form 2023

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:

Mailing address:

Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin, Germany

Technical queries:

Phone: +49(0)30/3038-1400; E-Mail: fair-service@messe-berlin.de

--- THE FOLLOWING PRODUCTS ARE AVAILABLE UPON REQUEST ---

- Analog connection without terminal
- Standard telephone/Connection
- Telephone/Connection cordless
- Telefax machine/Connection
- Multifunctional device (scan, fax, copy) / Connection

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

As of: July 2021 / 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/>

Water Installations

Event:

Date:

Hall:	Stand No.:
Exhibitor:	

Order Form 2023

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: Phone: +49(0)30/3038-1400; **E-Mail:** fair-service@messe-berlin.de
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin, Germany
Technical queries: Phone: +49(0)30/3038-5771 or +49(0)172/3014922, **E-Mail:** jens.wieneke@mtd.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	492.00 EUR EUR
.....	94920	Additional water supply for dishwasher DN 15/50 including installation of dishwasher	363.00 EUR EUR
.....	94898	Grease separator , 0,5 ltr/sec., complete hire charge	977.50 EUR EUR
Additional Water Supply				
.....	82148	Supply piping, 20 mm	171.00 EUR EUR
.....	82152	Drainage piping, 70 mm	361.00 EUR EUR
Charges for Installation/Assembly on the stand (without hire for items; items for hire see below)				
.....	82173	Coffee machine	65.10 EUR EUR
Items for Hire (Hire charges do not include installation)				
.....	94846	Single sink, package (incl. base, water boiler 5 l / 2kW, tap battery)	109.00 EUR EUR
.....	95398	Double sink, package (incl. base, water boiler 5 l / 2kW, tap battery)	145.00 EUR EUR
.....	82183	Kitchenette incl. single sink, refrigerator, 2 hot plates and water boiler	297.00 EUR EUR
.....	94919	Professional dishwasher (for installation pls. see. item 94920)	954.00 EUR EUR
.....	94902	Cancellation fee for Professional dishwasher	404.00 EUR EUR

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

../page 2/Installation Guide Water Installation

Page 2 Installation Guide for Water Installations

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

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

Please note: Please clarify the internal PO number for your company/your client for these services.

For later alteration of invoices 100.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice:

Vat Reg. No.:

Invoicing Mail:

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: October 2022 / 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 50.00

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: Dirk Hoffmann
VAT Id No. DE 136629714, Tax No. 27/088/31501

Ausstellerservice Logistik

Sie haben einen Messeauftritt und benötigen Speditionsleistungen?

Spedition und Arbeitsbühnen: Schenker

Bitte bestellen Sie direkt über <https://fairs.dbschenker.com/#/>

Für Rückfragen:

Tel.: +49(0)30 / 3012995- 420

E-Mail: fairs.berlin@dbschenker.com

Exhibition Service Logistics

You have an exhibition appearance and need Logistic Services?

Forwarding Agency and Working Platforms: Schenker

Please order directly from <https://fairs.dbschenker.com/#/>

For queries:

Phone: +49(0)30 3012995 420

E-mail: fairs.berlin@dbschenker.com

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

**Official
Exhibition Freight Handling Tariff
Messe Berlin GmbH
2023**

Exhibition freight handling tariff
Messe Berlin GmbH
General condition

§ 1

The exhibition freight handling tariff is valid for all operations and services undertaken on the Berlin exhibition ground and the CCB Berlin by the official forwarding agents of Messe Berlin GmbH. This includes all on-site handling of freight and carrying out of all necessary formalities for both domestic and foreign shipments.

The Messe Berlin GmbH reserves the right to use the traffic control system with time-slots to be booked for unloadings and loadings via forwarding forklift service. On own shows of the Messe Berlin GmbH a booking of a time-slot is mandatory to book upfront for access to the venue.

§ 2

The official tariff will form the basis for all invoices by the official forwarders. Prices shown are maximum rates, Calculations 1cbm = 333kg, and exclude German VAT.

The administration charges cover planning and supervisory work carried out by the official forwarders (i.e. arranging and holding available sufficient labour and equipment, handling of empties / exhibition goods, etc.). Commission will be levied for non-pre-booked orders percental on the order value.

§ 3

In addition to the fairs and exhibition tariff all orders are undertaken strictly as per the "German Forwarders Terms and Conditions" (ADSp) latest issue. All orders of cranes and heavy load orders are undertaken as per the "BSK" – terms and conditions latest issue, copies of both terms are available on request.

§ 4

Shipments can only be accepted on a Freight Prepaid basis up to "free arrival exhibition ground Berlin." In order to ensure prompt delivery to stand it is imperative each individual package marked with exhibitor's name, the name of the exhibition together with the hall and stand number.

§ 5

Official Forwarding Agents Contractual Responsibilities and Liabilities. The responsibility and liability for the freight ends once the goods have been delivered to the exhibitors stand, whether the exhibitor is present or not. In the absence of written instructions to the contrary, goods may be delivered to the stand commencing on the first day of the official build-up period.

The responsibility and liability for storage during the exhibition of empty packing materials and / or freight commence with collection of same from the exhibitors stand and ends when the material has been returned at the close of the exhibition. Under no circumstances are goods to be left in cases labelled for empty case storage. In such instances no liability can be accepted for such goods. Goods which are required to be storage during the exhibition are to be separately declared and labelled as such.

The responsibility and liability for freight at the close of the exhibition commences with its collection from the stand during the official dismantling period whether the exhibitor is present or not.

The surrendering of documents by the exhibitor at the Forwarders office and the acceptance of same does not constitute any admission responsibility or liability for freight which has not yet been collected from the stand.

If a booked time-slot was not used, the official freight forwarders are free to reserve the right to charge a penalty, usually 1 hour of 4tons forklift.

Exhibitors are recommended to take out transport and storage insurance for their goods, details of such insurance can be obtained from the official forwarders. Insurance cover over the storage of empty packing materials can only be obtained on special request from the official forwarder.

The official forwarder cannot be held responsible for any verbal order or instructions given by the exhibitors directly to the labour force.

§ 6

The collection and storage of empty packing material is carried out by the official forwarder following receipt of a written order. The Building and Fire authorities do not allow the storage of empty packing materials in the exhibition halls. Should such materials be discovered following the end of the official build-up period, it will be removed by the official forwarders of the Messe Berlin GmbH at the exhibitors cost even in absence of an official order.

Empty cases are to be clearly labelled and suitably secured for removal before being handed over to the official forwarder for storage.

§ 7

All claims of whatever nature must be made in writing at the forwarders office immediately. Verbal claims alone cannot be accepted.

§ 8

Forwarder invoices are payable upon receipt. The customer is deemed to be default (without warning or other preliminary action being required) at the latest 10 days after receipt of invoice. In case of such default the forwarder is entitled to charge interest as per the German Forwarders Terms and Conditions (ADSp).

§ 9

The sole place of performance for all contractual obligations is Berlin. The sole place of jurisdiction for the both parties in any lawsuit arising from such contracts is Berlin.

§ 10

This tariff takes effect as from January 1st 2023, at which date all previous tariffs are deemed to be invalid.

as of 11/2022



ON-SITE- TARIFF 1

Unloading / loading of general cargo, part- and complete trailer loads, container and accessible goods

1 cbm = 333 kg / per beginning 100 kg; m/m 200 kg

1.1	Unloading at forwarder's warehouse, transfer from warehouse to the exhibition booth or vice versa, incl. short storage per exhibition, starting with first official build up and ending on last official break down day, each way	EURO	38,00
-----	---	------	-------

Surcharges as per tariff 4.1, 4.2, 4.3, 4.4, 4.5; 4.6

1.2	Unloading and direct delivery of courier shipments which was pre advised through to the exhibitor and only during the runtime of the Show, max. 30 kg	EURO	17,00
-----	---	------	-------

Surcharges as per tariff 4.1, 4.2, 4.3, 4.5; 4.6

ON-SITE TARIFF 2

Handling of empties / exhibition goods

2.1	Collection of the empty packing materials from exhibition booth, marking, storage including warehouse handling and return to exhibition booth, per piece and beginning cbm – minimum 2 cbm -	EURO	50,00
2.2	from 50 cbm total volume, per booth – each cbm	EURO	46,00
2.3	over 100 cbm total volume, per hall – each cbm	EURO	42,00
2.4	Surcharge for late hand-over for empty packaging – empties announced as ready for collection later than the constructive set-up period acc. to technical guidelines		+35 %
2.5.	Discount for early hand-over of empty packaging – empties announced as ready for collection during the official set-up period (up to 3 days before constructive build-up)		./ 10%
2.6	Collection of exhibition goods from the booth, marking, storage including warehouse handling and return to the booth per piece and beginning cbm – minimum 2 cbm	EURO	74,00

Surcharges as per tariff 4.4; 4.5; 4.7 – no further surcharges, no forklift assistance



ON-SITE TARIFF 3

Supply of equipment and manpower, per beginning hour

3.1	Manpower	Rates in EURO	Mo – Fr
	Transport worker		37,00
	Heavy lift transport worker		48,00
	Supervisor		75,00

Minimum working time 4 hours / surcharges as per tariff 4.1;4.2;4.3;4.4; 4.5

3.2	Forklift including driver for loading / unloading / movement / assembling **	Rates in EURO	Mo – Fr
	up to 3,0 t		134,00
	up to 5,0 t		141,00

Minimum working time 1 hour / surcharges as per tariff 4.1,4.2,4.3,4.4; 4.5; 4.6

** Excluding special equipment e.g. lifting height over 5,50m; ropes / shackles

3.3	Mobile cranes including driver	Rates in EURO	Mo – Fr
	up to 20 t		198,00
	up to 50 t		225,00

Surcharges as per tariff 4.4; 4.5; 4.6

Minimum working time 2 hour additional 2 hours travelling time

Set up time is working time

The rates for Saturday or Sunday are only on request.

3.4	Container (20' Container)		
	Storage container		EURO 874,00
	Office container	on request	
	Reefer container	on request	

All rates per exhibition including placing and removal, excl.

Parking fee to Messe Berlin, surcharges as per Tariff 4.4



ON-SITE TARIFF 4

Surcharges for tariff 1, 2 and 3

4.1	Saturday surcharge		25%
4.2	Sunday surcharge		50%
4.3	Holiday surcharge		100%
4.4	Late booking surcharge – for services booked later than 24hours before requested operation time – related to manpower, forklifts, cranes, general cargo, handling of empties and exhibition goods – on the order value		25%
4.5	forwarders insurance (SpV & BSK)	acc. to SpV list	
4.6	late arrival surcharge		50%
4.7	collection of empty or exhibition goods on the 1 st day of the venue		100%

ON-SITE TARIFF 5

Customs clearance of exhibition goods at the on-site customs office

5.1	Cancellation of transit documents, clearance for temporary or permanent import – per shipment and clearance including one customs tariff item	EURO	140,00
	Each additional customs tariff item	EURO	30,00
5.2	Customs import / export bond fee based on CIF value each way / per month, minimum EURO 9,00		1%
5.3	Disbursement fee for Duties/Tax, other charges		3%
5.4	Transit customs clearance on T-Form per shipment and clearance	EURO	140,00
5.5	Customs examination fee per examination and shipment	EURO	65,00
5.6	Customs officer fee	per outlay	
5.7	Carnet ATA storage fee	EURO	85,00

All above mentioned charges are excluding transport to/from Messe Berlin and VAT.
Rates for Guest events and other venues on request.



ON-SITE TARIFF 6

Working platforms

Kind of lift	Working height range	Rental fee m/m 4 hours	Rental per day	Mietpreis pro Tag	Way to / from	Insurance
			1 day - 4 days	5 days - 9 days		Each unit
Sizzors lift	to 7,9 m		120,00 €	99,00 €	134,00 €	5,00 €
	from 8m-11,9m		163,00 €	135,00 €	134,00 €	5,00 €
	from 12m-16m		236,00 €	199,00 €	134,00 €	5,00 €
Cherrypicker						
	from 8m -11,9m		212,00 €	184,00 €	160,00 €	10,00 €
	from 12m-15,9m		278,00 €	254,00 €	160,00 €	10,00 €
	from 16m - 22m		345,00 €	302,00 €	160,00 €	10,00 €
Cherrypicker						
with second hinge	from 8m - 11,9m		236,00 €	205,00 €	160,00 €	15,00 €
	from 12m-15,9m		297,00 €	266,00 €	160,00 €	15,00 €
	from 16m-22m		357,00 €	326,00 €	160,00 €	15,00 €

Rental over 9 days – please ask for a new offer
 All prices excl. 19% VAT – daily rates are based
 on each single calendar day
 Surcharges as per Tariff 4.4(own contribution on request)

Kind of lift	Working height	Rental per day 1 day - 4 days	Rental per day 5 days – 9 days	Way to / from per lift	Insurance per day
Genie	bis 4,5	96,00 €	72,00 €	87,00 €	5,00 €
mechanical	bis 7,5	121,00 €	96,00 €	87,00 €	5,00 €
working cage					
Genie					
Electric	bis 7,5	145,00 €	121,00 €	121,00 €	10,00 €

Rental over 9 days – please ask for a new offer
All prices excl. 19% VAT – daily rates are based
on each single calendar day
Surcharges as per Tariff 4.4 (own contribution on request)

Waste Disposal Construction and Dismantling

Event:

Date:

Hall:	Stand No.:
Exhibitor:	

Deadline: 4 weeks prior to the event

Order form 2023

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

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

Description	Price incl. collection	Qty/Constr.	Date/Constr.	Qty/Dismantl.	Date/Dismantl.
Small containers 1,1 m³ (Collection incl. supply)					
5082358 1,1 m ³ paper/cardboard	62.50 EUR
5082373 1,1 m ³ glass waste	105.00 EUR
5095216 1,1 m ³ foils	62.50 EUR
5082357 1,1 m ³ mixed waste	140.00 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	8.40 EUR
5082361 glass	8.40 EUR
5082362 foils	8.40 EUR
5082359 mixed waste	17.40 EUR

Larger amounts of waste 15 m³ / 25 m³ / 40 m³					
5400204 paper/cardboard - per m ³	48.30 EUR
5482368 untreated wood - per m ³	68.30 EUR
5400205 treated wood - per m ³	88.90 EUR
5095233 construction waste - per m ³	90.00 EUR
5086281 mixed construction waste - per m ³	169.00 EUR
5086277 sheetrock- per m ³	87.70 EUR
5086278 bulky waste - per m ³	87.70 EUR
5097360 mixed scrap metal/metal - per m ³	23.50 EUR
5400118 biological waste - per m ³	94.50 EUR
5082375 carpet - per m ³	117.00 EUR
5400203 mixed waste - per m ³	138.00 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.:

eInvoicing Mail:

Contact for queries:

Phone:

E-Mail:

Purchase number for the invoice:

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

As of: October 2022 / 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: Dirk Hoffmann
VAT Id No. DE 136629714, Tax No. 27/088/31501

Waste Disposal

Duration of the Event

Event:

Date:

Hall:	Stand No.:
Exhibitor:	

Deadline: 4 weeks prior to the event

Order form 2023

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

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

Description	Price incl. collection	Qty.	Date	Qty.	Date
Small containers 1,1 m³ (Collection incl. supply)					
5082358 1,1 m ³ paper/cardboard	62.50 EUR
5082373 1,1 m ³ glass waste	105.00 EUR
5095216 1,1 m ³ foils	62.50 EUR
5086279 1,1 m ³ Wood	104.00 EUR
5082357 1,1 m ³ mixed waste	140.00 EUR
240 liters container					
5082376 240 L paper/cardboard	19.70 EUR
5082377 240 L food waste	51.80 EUR
5082380 240 L biological waste	34.20 EUR
5082374 240 L mixed waste	41.20 EUR
120 liters container					
5082378 120 L food waste	34.90 EUR
5082381 120 L biological waste	25.90 EUR
60 liters container					
5082382 60 L waste grease	31.00 EUR
5082379 60 L food waste	27.00 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	8.40 EUR
5082361 glass	8.40 EUR
5082362 foils	8.40 EUR
5082359 mixed waste	17.40 EUR
Larger amounts of waste 15 m³ / 25 m³ / 40 m³					
5400204 paper/cardboard - per m ³	48.30 EUR
5482368 untreated wood - per m ³	68.30 EUR
5400205 treated wood - per m ³	88.90 EUR
5095233 construction waste - per m ³	90.00 EUR
5086281 mixed construction waste - per m ³	169.00 EUR
5086277 sheetrock- per m ³	87.70 EUR
5086278 bulky waste - per m ³	87.70 EUR
5097360 mixed scrap metal/metal - per m ³	23.50 EUR
5400118 biological waste - per m ³	94.50 EUR
5082375 carpet - per m ³	117.00 EUR
5400203 mixed waste - per m ³	138.00 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: 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.:

eInvoicing Mail:

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: October 2022 / 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 2023

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: Phone.: +49(0)30/3038-1400; **E-Mail:** fair-service@messe-berlin.de

Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin, Germany

Queries for disposal: Phone: +49(0)30/3038-1333, -4110

Waste materials which have not been registered and/or are not placed in the appropriate containers but left in the halls can be subject to a higher charge of **158.00 EUR/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.:

Invoicing Mail:

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 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.

Arbeitskräftevermittlung: Auf- und Abbauhilfen/Standhilfen

Vermittlungsauftrag für Arbeitskräfte – kostenlos / Staff placement order – free of charge
Für eine gültige Legitimation / Eintrittskarte, in der Regel kostenpflichtig, hat der Aussteller / die Standbaufirma selbst zu sorgen.

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)30/55570-1804
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 Assistants (labour) for stand constructions and dismantling					
Hostessen/Standhilfen Receptionists/Stand assistants					
Verkäufer/-innen Sales persons					
Sonstige Berufe - bitte erläutern - Other occupations - please specify -					

Stand: Oktober 2022 / Änderungen vorbehalten
As of: October 2022 / Subject to alteration

Datum, Unterschrift und Firmenstempel
Date, Signature and company stamp

Security Cover

Event:

Date:

Hall:	Stand No.:
Exhibitor:	

Order form 2023

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: Phone: +49(0)30-3038-1400; **E-Mail:** fair-service@messe-berlin.de
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin, Germany
Queries for security: Phone: +49(0)30/3038-5867; 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)	41,80 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.:

eInvoicing Mail:

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):		

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 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: January 2021

§ 1 General details

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

§ 2 Subject of the Agreement

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

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

§ 3 Terms of Payment

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

§ 4 Objections

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

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

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

§ 5 Third Party Liability Insurance

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

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

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

§ 6 Law, Place of Jurisdiction

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

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

Photographic Service

Event:

Date:

Hall:	Stand No.:
Exhibitor:	

Order Form 2023

Construction + Service: Fax: +49(0)30/3038-1418

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

For queries: Phone: +49(0)30/8826488; mobile: +49(0)171/5183045; Homepage: www.nieswand-pletschke.com

Qty.	Description	Price each	Price total
Photographs of the Stand			
.....	Standphoto / each with optimum of lighting incl. Digital imaging (during night, with complete lighting of stand)	85.00 EUR EUR
.....	Panoramaphoto	190.00 EUR EUR
.....	Panoramic view, 360 °	280.00 EUR EUR
.....	Multimedia show (DVD) (text, logos, music, label)	On request	
.....	Documentation during the opening hours of the fair incl. digital imaging Documentation of stand (up to 25 perspectives), colour	280.00 EUR EUR
Miscellaneous			
.....	Other copies of CD with label	9.00 EUR EUR
.....	Additional colour print 18/24 cm	18.00 EUR EUR
.....	Additional colour print 13/18 cm	14.00 EUR EUR
Discount for larger quantities available on request			

For more information please contact

Mr. Ms.:

Telephone/Fax:

Delivery/Issue: upon demand CD, DVD, print, USB-stick or via link. Payment: invoice, credit card or cash.

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

Payment by credit card:

Credit card No.: | | | | | | | | | | | | | | | | | | | | valid until: | | | | | | | |

Card holder: CVC number: | | | | |

VISA MasterCard

.....
Legally binding signature

Company name and address of recipient of invoice:

VAT Reg. No.:

eInvoicing Mail:

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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Please see the valid data protection policy of MB Capital Services GmbH: <https://www.mb-capital-services.de/en/ExtraPages/DataProtection/>
Please see the valid data protection policy of nieswand & pletschke fotografie GbR: www.nieswand-pletschke.de/datenschutz/

Stand Cleaning

Event:

Date:

Hall:	Stand No.:
Exhibitor:	

Order form 2023

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

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

Please tick where applicable:

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

Basic cleaning during construction period

- | | | | | |
|--------------------------|---|-------|----------|-------------------------|
| <input type="checkbox"/> | 5091511 Cleaning of the stand (floor, furniture, removal of foil)* | Date: | per hour | 40.70 EUR ¹⁾ |
| <input type="checkbox"/> | 5091512 Cleaning of areas of glass and plastic
(mirrors, walls, acrylic surfaces, tiles) | Date: | per hour | 56.90 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 | 1.87 EUR |
| <input type="checkbox"/> | 5082422 Cleaning of areas of glass and plastic (during the night)
(mirrors, walls, acrylic surfaces, tiles) | per hour | 82.60 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 | 0.91 EUR/m ² |
| | | 151-500 m ² | 0.81 EUR/m ² |
| | | 501-1000 m ² | 0.74 EUR/m ² |
| | | More than 1001 m ² | 0.64 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 | 82.60 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 | 40.70 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.:

Invoicing Mail:

Contact for queries:

Phone:

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):		

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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: Dirk Hoffmann
VAT Id No. DE 136629714, Tax No. 27/088/31501

Event Staff Hostesses and hosts

Event:

Date:

Hall:	Stand no:
Exhibitor:	

Enquiry 2023

Deadline: 4 weeks prior to the event

For queries: hostessen@mb-capital-services.de

In the case of cancellation on the part of the user company from 14 up to 11 days before the beginning of the assignment, 30 % of the agreed order value shall be payable. In the case of cancellation on the part of the user company from 10 up to 5 days before the beginning of the assignment, 50 % of the agreed order value shall be payable. In the case of cancellation on the part of the user company up to 2 days before the beginning of the assignment, 65 % of the agreed order value shall be payable. After this 80 % will be charged in case of cancellation.

Enquiries after the deadline are only accepted under reserve. Orders received within 4 to 2 weeks prior the event are subject to a 10 % surcharge, the last 14 days to a 20% surcharge.

Employment period:

Date, from:	to:	Time, from:	to:
-------------	-----	-------------	-----

Pax	Staff	€ per hour Minimum working hours 5/day (max 10,75 hours/ day)
	Hostess/ host as stand assistant, information or counter services; with the languages: German and English	30,00 €
	Hostess/ host as stand assistant, information or counter services; with the languages: German, English and one more european language	33,00 €
	Staff supervisor	38,00 €
	Event Hands for light construction, decoration	30,00 €
	Service Hostess/ host for light service-tasks	33,00 €
	Promoter: For promotion at the booth or on the fairground (only with a chargeable promotion- license); with the languages German and English)	33,00 €

We will provide our staff with an entrance pass. You do not have to buy an exhibitor pass for our staff.

Minimum working hours: 5 hours/ day, maximum working hours: 10,75 hours/ day incl. the statutory breaks. There may be surcharges for work on Sundays, at night and on public holidays.

Additional Languages on request with surcharge.

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 MB Capital Services GmbH reserves the right to invoice exhibitors directly via contractual partners for the services of stand personnel.

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

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

Contact for queries:	Phone:
----------------------	--------

E-Mail:	Purchase number for the invoice:
---------	----------------------------------

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

Business Center on the Exhibition Grounds

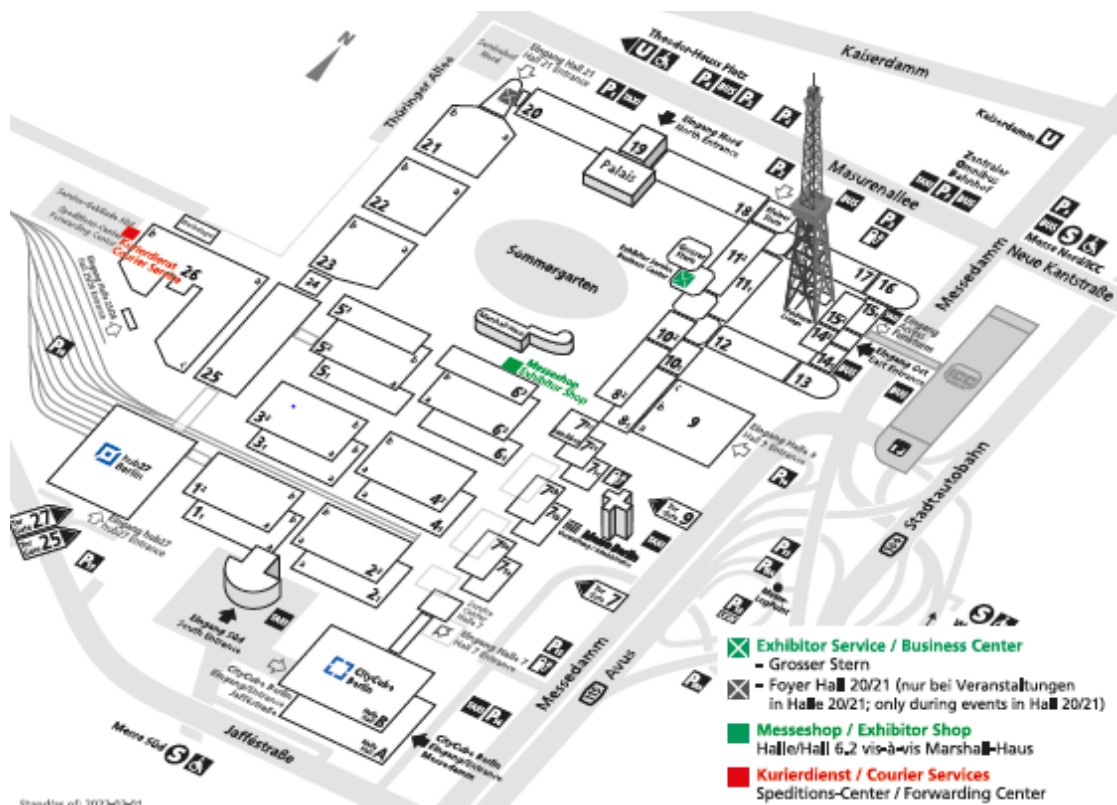
For queries: Phone: +49(0)30/3038-4123 to 4125; E-Mail: business-center@messe-berlin.de
Offices: Grosser Stern, 3. Floor,
Entrance Hall 20/21

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 and credit card payment possible) – As of: November 2022

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
E-Mail/Internet / Use of PC per 15 minutes			3.00 EUR
Various office supplies			upon request
Laminating (A6 – A3)			1,00 - 6,00 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: tickets@messe-berlin.de

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: advertising@mb-capital-services.de

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: systems@mb-capital-services.de

Design and Events

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

For information: design@mb-capital-services.de

Illustration for unique system stands:



 Capital Services

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

Inquiry Form 2023

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, Thüringerallee 12A, 14052 Berlin, Germany
Commercial inquiries: Tel.:+49 (0)30 30 38-1415; E-Mail: systems@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:	_____	eInvoicing:	_____

Purchase Order No.: _____

Please note: Please clarify the internal PO number for your company/ your client for these services. For belated alteration of invoice an additional handling fee of 100.00 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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General terms and rental conditions of MB Capital Services GmbH

1. Scope of application

- (1) The following “rental conditions“ of MB Capital Services GmbH, hereinafter referred to as CSG, apply to all orders concerning the renting of items, objects and structures for use at events held at the Messegelände Berlin exhibition grounds, or, upon special agreement, at another location.
- (2) Supplementary or contradictory terms and conditions defined by our contract partners shall only apply if such terms and conditions have been expressly acknowledged and confirmed in writing by CSG.

2. Establishment of a contractual relationship

- (1) All orders concerning the renting of items, objects and structures must be placed in writing. CSG will confirm, before the start of the respective event, all orders received by the closing date(s) stated in the order forms of the Exhibitors' Service Folder or on the BECO-Webshop platform. If the contract partner has not received written confirmation of orders placed by the prescribed closing date at least one week before the start of the event, he shall inform CSG without delay.
- (2) CSG reserves the right to withhold delivery and performance of services until payment has been received.

3. Details of transfer for use

- (1) The contract partner is aware that rented items, objects and structures are normally used for multiple exhibitions and events and are not always in an “as new” condition.
- (2) Rented items, objects and structures are only made available for the agreed purpose, for the duration of the event and at the agreed location.
- (3) Quotations, plans, designs, drawings, production and assembly documents and all rights thereto remain in the ownership and possession of CSG at all times, even if they have already been transferred to the contract partner for his use.
- (4) Upon receipt of the rented items, objects and structures, the contract partner shall check that these are complete, in proper condition and are safe for use.
- (5) By accepting the items placed at his disposal, the contract partner confirms that these are in proper and fault-free condition, unless he files an immediate written notice of defect to CSG.
- (6) All items, objects and structures that were ordered by the set deadline will be delivered by CSG in a timely manner so that they are available for the start of the event.
- (7) If no staff is present at the exhibition stand/rental location when the rented items, objects and structures are delivered, depositing these on the exhibition stand shall be deemed as due and proper handover.
- (8) CSG is not obliged to check the authorization of persons encountered on the stand when the rented items, objects and structures are delivered and handed over.
- (9) Specific delivery times and special wishes are only effective if CSG has explicitly confirmed these in writing.

4. Warranty

- (1) The contract partner shall file written notice of any recognizable defects to CSG within 24 hours of transfer of the rented items, objects and structures. All warranty rights shall expire if such notice is not filed within the said period. This provision shall not apply if CSG has fraudulently concealed the defect or has assumed guarantee for the quality of the item or for successful performance.

- (2) If the contract partner has justifiably filed a notice of defect, CSG's warranty obligations are limited to rectification of the defect, in so far as the defective item is a used item. CSG is entitled to supply a replacement at any time and at its own discretion.

5. Prices

- (1) All prices stated in the price lists/quotations are understood as net prices subject to the statutory VAT applicable at the time of provision of the service, plus an insurance premium (see Item 12).
- (2) The costs of transportation to and from the Messegelände Berlin Exhibition Grounds (or, in the case of a special agreement, to and from another location) and the costs for any necessary assembly or disassembly work are included in the rental price.

6. Orders placed after the closing date

- (1) If the contract partner does not place the order until after the closing date (four weeks before the start of the event), CSG cannot guarantee timely and complete delivery and availability. In particular, no guarantee can be given in such cases that the rented items, objects and structures will be provided in the form/version ordered.
- (2) If timely delivery is nevertheless possible in such cases, an additional charge of 20 % of the rental fee will be made to cover any additional costs arising from the belated order.
- (3) Modifications and adaptations of rented items, objects and structures that have already been ordered, e.g. suspensions, are always subject to charge.

7. Deviations from catalogue specifications

- (1) All measurements stated in the catalogue are approximate. CSG reserves the right to deviations in dimension, shape and colour of the ordered rented items, objects and structures, as far as these are reasonable and acceptable for the contract partner. The actually delivered items must be of equal or better quality than those ordered.

8. Conditions of payment

- (1) Unless otherwise specified in the invoice, the duly invoiced amount plus the value added tax valid on the date the service is rendered shall be transferred, without deduction and not later than 7 days before the start of the event, to one of the CSG accounts as stated on the invoice.
- (2) In the event of default in payment, statutory default interest pursuant to § 288 Sections 1 and 2 BGB (German Civil Code) may be charged. CSG may, at its own discretion, claim for further damages caused by default in payment.
- (3) If CSG does not receive payment prior to the start of the event, it is entitled to cancel the contract and, where appropriate, to dismantle and/or recover any rental objects and structures that may have already been delivered.
- (4) If at the time the contract was concluded the contract parties had assumed that the provided service was exempt from VAT, and subsequent to conclusion of the contract they discover that the agreed service is subject to VAT after all, VAT shall be subsequently charged.
- (5) Any orders received by CSG one week or less before the start of the respective event will only be accepted against advance payment (credit card payment or immediate bank transfer).
- (6) Any objections to CSG's invoice should be forwarded to CSG in writing within 14 working days. CSG reserves the right to charge a processing fee for changes to an invoice which are not attributable to fault on the part of CSG.

9. Cancellation and non-acceptance of rented items, objects and structures

- (1) In the case of an order volume of up to EUR 10,000.00, if the contract partner provides written notification to CSG at the latest four weeks before the start of the event that he has no use for the ordered rental items, objects and structures and consequently cancels the contract, CSG will charge 20% of the rental price. If such written notification is given at the latest 7 days before the start of the event, 50% of the rental price will be charged.
- (2) In the case of an order volume above EUR 10,000.00, CSG will charge 20% of the rental price to the contract partner if written notice of cancellation is received no later than 10 weeks before the start of the event, and 50% of the rental price if written notice of cancellation is received no later than 6 weeks before the start of the event.
- (3) If it is not possible to transfer the rented items, objects and structures to the contract party or his agent at the agreed delivery time or if the contract party does not accept the ordered rented items, objects and structures at the agreed delivery time, the contract party shall remain obliged to pay the agreed rental fee in full.

10. Force majeure / Cancellation of event

- (1) If the event cannot take place or is cancelled due to force majeure (in particular natural disasters and their consequences, war, terrorist attacks, pandemics, endemics, the interruption or massive disruption of traffic, supply or telecommunication connections) or a comparable event (unforeseeable lawful strikes and lawful lockouts as well as other business interruptions or disruptions for which the contract parties are not responsible), CSG is obliged to inform the contract party immediately that the event has been cancelled. In this case, the contract parties are relieved of their obligation to provide services from the start of the force majeure or comparable occurrence onwards. The (partial) services ordered and rendered by CSG up to such time shall be settled and charged in accordance with an assessment to be made by the contract parties. Any payments exceeding the agreed amount will be refunded to the contract partner.
- (2) The above Section 10. (1) shall also apply in the event of rescheduling or relocation of the event. In the case of period-related rental prices, the price shall be adjusted accordingly if the duration of the event is altered.
- (3) Any further claims by the contract partner, in particular compensation for damages, shall be excluded, except where CSG has induced the reason for cancellation at least through gross negligence.

11. Liability

- (1) The contract partner's liability for damage and loss of the items transferred to him on a rental basis begins with handing-over of such items and ends, at the latest, upon redemption of these items by CSG when the event is over.
- (2) The contract partner is liable to CSG for damages caused by him, his vicarious agents, guests, visitors or other third parties. This provision shall also apply in the event that the contract partner is not responsible for the selection of his vicarious agents.
- (3) The contract partner is obliged to treat the rented items, objects and structures with care. The rented items, objects and structures may not be glued, nailed, painted or otherwise damaged.
- (4) Without the prior consent of CSG, the contract partner is not entitled to make alterations or modifications to the items placed at his disposal.
- (5) The contract partner may not remove any existing special markings. Any damage is to be reported to CSG immediately.
- (6) The contract partner shall make the rented items, objects and structures available for collection immediately after the end of the event.
- (7) If there is any delay on the part of the contract partner in handing over the rented items, objects and structures, CSG is entitled to prepare these items for removal at the expense and risk of the contract partner. Agreement on the part of the contract partner is hereby assumed.
- (8) Any defects detected by CSG on returned rented items, objects and structures shall be notified to the contract party immediately. It shall be assumed that the contract partner is in

agreement with such findings if he raises no written objection within one week of receipt of notification.

- (9) CSG shall not be liable for personal injury or property damage of any kind, unless CSG or its vicarious agents have caused the damage wilfully or due to gross negligence.
- (10) If CSG is in default with delivery and/or performance of services, it shall only be liable if it has acted with intent and gross negligence. The same shall apply for cases of impossibility of performance.

12. Insurance

- (1) The items and equipment offered for rental shall be insured against damage and loss.
- (2) The insurance premium for the rental objects and equipment amounts to 5% of the rental price. This covers replacement in the event of loss or damage. The insurance premium for a complete system stand (including the stand equipment) is 5% of the rental price.
- (3) The contract partner has no right to replacement. Any replacement during the duration of the event will only be provided at the order and expense of the contract partner.
- (4) If the contract partner waives the provision of insurance, he assumes liability for any damage to and loss of rented items, objects and structures, and at CSG's request must prove that he has corresponding insurance coverage.
- (5) Graphic services, electricity and water connections are not included in the insurance coverage.

13. Data security

- (1) The data protection policy of MB Capital Services GmbH shall apply
- (2) See <https://www.mb-capital-services.de/en/extra-pages/data-protection/>

14. Final provisions and place of jurisdiction

- (1) The place of performance for all claims arising from the contract is Berlin.
- (2) The law of the Federal Republic of Germany shall apply.
- (3) If the contract partner is an entrepreneur or has no general place of jurisdiction in the Federal Republic of Germany, the parties agree upon Berlin as the place of jurisdiction for any disputes arising from or in connection with this contract.
- (4) Should individual clauses of these General terms and rental conditions be or become invalid, this shall not affect the validity of the remaining provisions of the contract. In this case, the invalid provision shall be supplemented or amended in such a way that the purpose intended is achieved.

up to date: December 2022

Fabric Decoration

Event:

Date:

Hall:	Stand No.:
Exhibitor:	

Order Form 2023

Deadline: 4 weeks prior to the event

We reserve the right to fulfill the services only upon receipt of the total sum of confirmation in advance.
Orders within the last 4 weeks prior to the official construction period are subject to a surcharge of 30 % on the offered prices.
Orders on site are accepted upon presentation of a credit card.
At the time placing the order, orders will be considered as complete if accompanied by a sketch including measurements and installation heights.

Construction + Service: MB Capital Services GmbH, Standbau + Service, Thüringerallee 12A, 14052 Berlin, Germany
 E-Mail: systems@mb-capital-services.de
 Phone: +49(0)30/3038-5786

Please contact for offer request:

E-Mail: FrankVogt@langhammer-vogt.de
 Phone: +49 (0)30 3038 5786

Please contact for invoicing request:

E-Mail: info@mb-capital-services.de
 Phone: +49 (0)30 3067 20-15

Textile sheets and tensioned wall coverings

Available qualities see overleaf

- Please send us a quotation for Textile ceiling for the stand Tensioned wall covering

Quality: colour:.....

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

Payment by credit card:

Credit card No.: |_|_|_|_| | |_|_|_|_| | |_|_|_|_| | |_|_|_|_| valid until: |_|_| | |_|_|

Card holder: CVC number: |_|_|_|

- VISA MasterCard Amex

.....
 Legally binding signature

Please note: Please clarify the internal PO number for your company/your client for these services.

For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice:

Vat Reg. No.:

eInvoicing Mail:

Contact for queries:

Phone:

Telefax:

E-Mail:

Your order number for the invoice:

- | | | |
|---|--|---|
| <input type="checkbox"/> We are the exhibitor.
The service 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. |
| Date: | Name of the customer (in block letters): | |

Legally binding signature and company stamp:

Remarks to tensioned structures:

(As of: September 2020)

(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, Thüringerallee 12A, 14052 Berlin, Germany
HRG Amtsgericht Charlottenburg HRB 65470
Board of Management: Kathleen Kolm
VAT Reg. No.: DE 191413151, Tax-No.: 27/088/31501

Floor Covering, Carpet for Hire

Event:

Date:

Hall:	Stand No.:
Exhibitor:	

Order Form 2023

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: MB Capital Services GmbH, Standbau + Service, Thüringerallee 12A, 14052 Berlin, Germany
 E-Mail: systems@mb-capital-services.de
 Phone: +49(0)30/3038-1415

Qty.	Order No.	Description	Price each	Price total
Velours carpeting				
		delivered in rolls, width 2 m , laid on two-sided adhesive tape incl. covering foil and collection after the event, per sqm.		
.....	540801	red	12.90 EUR EUR
.....	540802	blue	12.90 EUR EUR
.....	540803	black	12.90 EUR EUR
.....	540804	green	12.90 EUR EUR
.....	540805	grey mottled	12.90 EUR EUR
.....	540806	grey	12.90 EUR EUR
.....	540807	anthracite	12.90 EUR EUR
Needled felt carpeting				
		delivered in rolls, width 2 m , laid on two-sided adhesive tape incl. covering foil and collection after the event, per sqm		
.....	540701	red	11.90 EUR EUR
.....	540702	blue	11.90 EUR EUR
.....	540703	anthracite	11.90 EUR EUR
.....	540704	green	11.90 EUR EUR
.....	540705	grey mottled	11.90 EUR EUR
.....	540706	grey	11.90 EUR EUR
Sealing of edges of carpeting using coloured fabric tape				
.....	540110	Coloured fabric tape, per runn.mtr.	1.80 EUR EUR
PVC Floor covering, mottled (for kitchen areas)				
		delivered in rolls, width 2 m , laid on two-sided adhesive tape incl. covering foil and collection after the event, per sqm		
.....	540400	PVC Floor covering	17.00 EUR	
Preferred date of execution:				(only binding upon written confirmation)

The mentioned prices are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions. Order on site will only be accepted under reserve (pls see item 5 of General Terms of Hire).

Payment by credit card:

Credit card No.: valid until:

Card holder: CVC number:

VISA MasterCard Amex

Legally binding signature

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.

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

eInvoicing Mail:

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):		

General terms and rental conditions of MB Capital Services GmbH

1. Scope of application

- (1) The following “rental conditions“ of MB Capital Services GmbH, hereinafter referred to as CSG, apply to all orders concerning the renting of items, objects and structures for use at events held at the Messegelände Berlin exhibition grounds, or, upon special agreement, at another location.
- (2) Supplementary or contradictory terms and conditions defined by our contract partners shall only apply if such terms and conditions have been expressly acknowledged and confirmed in writing by CSG.

2. Establishment of a contractual relationship

- (1) All orders concerning the renting of items, objects and structures must be placed in writing. CSG will confirm, before the start of the respective event, all orders received by the closing date(s) stated in the order forms of the Exhibitors' Service Folder or on the BECO-Webshop platform. If the contract partner has not received written confirmation of orders placed by the prescribed closing date at least one week before the start of the event, he shall inform CSG without delay.
- (2) CSG reserves the right to withhold delivery and performance of services until payment has been received.

3. Details of transfer for use

- (1) The contract partner is aware that rented items, objects and structures are normally used for multiple exhibitions and events and are not always in an “as new” condition.
- (2) Rented items, objects and structures are only made available for the agreed purpose, for the duration of the event and at the agreed location.
- (3) Quotations, plans, designs, drawings, production and assembly documents and all rights thereto remain in the ownership and possession of CSG at all times, even if they have already been transferred to the contract partner for his use.
- (4) Upon receipt of the rented items, objects and structures, the contract partner shall check that these are complete, in proper condition and are safe for use.
- (5) By accepting the items placed at his disposal, the contract partner confirms that these are in proper and fault-free condition, unless he files an immediate written notice of defect to CSG.
- (6) All items, objects and structures that were ordered by the set deadline will be delivered by CSG in a timely manner so that they are available for the start of the event.
- (7) If no staff is present at the exhibition stand/rental location when the rented items, objects and structures are delivered, depositing these on the exhibition stand shall be deemed as due and proper handover.
- (8) CSG is not obliged to check the authorization of persons encountered on the stand when the rented items, objects and structures are delivered and handed over.
- (9) Specific delivery times and special wishes are only effective if CSG has explicitly confirmed these in writing.

4. Warranty

- (1) The contract partner shall file written notice of any recognizable defects to CSG within 24 hours of transfer of the rented items, objects and structures. All warranty rights shall expire if such notice is not filed within the said period. This provision shall not apply if CSG has fraudulently concealed the defect or has assumed guarantee for the quality of the item or for successful performance.

- (2) If the contract partner has justifiably filed a notice of defect, CSG's warranty obligations are limited to rectification of the defect, in so far as the defective item is a used item. CSG is entitled to supply a replacement at any time and at its own discretion.

5. Prices

- (1) All prices stated in the price lists/quotations are understood as net prices subject to the statutory VAT applicable at the time of provision of the service, plus an insurance premium (see Item 12).
- (2) The costs of transportation to and from the Messegelände Berlin Exhibition Grounds (or, in the case of a special agreement, to and from another location) and the costs for any necessary assembly or disassembly work are included in the rental price.

6. Orders placed after the closing date

- (1) If the contract partner does not place the order until after the closing date (four weeks before the start of the event), CSG cannot guarantee timely and complete delivery and availability. In particular, no guarantee can be given in such cases that the rented items, objects and structures will be provided in the form/version ordered.
- (2) If timely delivery is nevertheless possible in such cases, an additional charge of 20 % of the rental fee will be made to cover any additional costs arising from the belated order.
- (3) Modifications and adaptations of rented items, objects and structures that have already been ordered, e.g. suspensions, are always subject to charge.

7. Deviations from catalogue specifications

- (1) All measurements stated in the catalogue are approximate. CSG reserves the right to deviations in dimension, shape and colour of the ordered rented items, objects and structures, as far as these are reasonable and acceptable for the contract partner. The actually delivered items must be of equal or better quality than those ordered.

8. Conditions of payment

- (1) Unless otherwise specified in the invoice, the duly invoiced amount plus the value added tax valid on the date the service is rendered shall be transferred, without deduction and not later than 7 days before the start of the event, to one of the CSG accounts as stated on the invoice.
- (2) In the event of default in payment, statutory default interest pursuant to § 288 Sections 1 and 2 BGB (German Civil Code) may be charged. CSG may, at its own discretion, claim for further damages caused by default in payment.
- (3) If CSG does not receive payment prior to the start of the event, it is entitled to cancel the contract and, where appropriate, to dismantle and/or recover any rental objects and structures that may have already been delivered.
- (4) If at the time the contract was concluded the contract parties had assumed that the provided service was exempt from VAT, and subsequent to conclusion of the contract they discover that the agreed service is subject to VAT after all, VAT shall be subsequently charged.
- (5) Any orders received by CSG one week or less before the start of the respective event will only be accepted against advance payment (credit card payment or immediate bank transfer).
- (6) Any objections to CSG's invoice should be forwarded to CSG in writing within 14 working days. CSG reserves the right to charge a processing fee for changes to an invoice which are not attributable to fault on the part of CSG.

9. Cancellation and non-acceptance of rented items, objects and structures

- (1) In the case of an order volume of up to EUR 10,000.00, if the contract partner provides written notification to CSG at the latest four weeks before the start of the event that he has no use for the ordered rental items, objects and structures and consequently cancels the contract, CSG will charge 20% of the rental price. If such written notification is given at the latest 7 days before the start of the event, 50% of the rental price will be charged.
- (2) In the case of an order volume above EUR 10,000.00, CSG will charge 20% of the rental price to the contract partner if written notice of cancellation is received no later than 10 weeks before the start of the event, and 50% of the rental price if written notice of cancellation is received no later than 6 weeks before the start of the event.
- (3) If it is not possible to transfer the rented items, objects and structures to the contract party or his agent at the agreed delivery time or if the contract party does not accept the ordered rented items, objects and structures at the agreed delivery time, the contract party shall remain obliged to pay the agreed rental fee in full.

10. Force majeure / Cancellation of event

- (1) If the event cannot take place or is cancelled due to force majeure (in particular natural disasters and their consequences, war, terrorist attacks, pandemics, endemics, the interruption or massive disruption of traffic, supply or telecommunication connections) or a comparable event (unforeseeable lawful strikes and lawful lockouts as well as other business interruptions or disruptions for which the contract parties are not responsible), CSG is obliged to inform the contract party immediately that the event has been cancelled. In this case, the contract parties are relieved of their obligation to provide services from the start of the force majeure or comparable occurrence onwards. The (partial) services ordered and rendered by CSG up to such time shall be settled and charged in accordance with an assessment to be made by the contract parties. Any payments exceeding the agreed amount will be refunded to the contract partner.
- (2) The above Section 10. (1) shall also apply in the event of rescheduling or relocation of the event. In the case of period-related rental prices, the price shall be adjusted accordingly if the duration of the event is altered.
- (3) Any further claims by the contract partner, in particular compensation for damages, shall be excluded, except where CSG has induced the reason for cancellation at least through gross negligence.

11. Liability

- (1) The contract partner's liability for damage and loss of the items transferred to him on a rental basis begins with handing-over of such items and ends, at the latest, upon redemption of these items by CSG when the event is over.
- (2) The contract partner is liable to CSG for damages caused by him, his vicarious agents, guests, visitors or other third parties. This provision shall also apply in the event that the contract partner is not responsible for the selection of his vicarious agents.
- (3) The contract partner is obliged to treat the rented items, objects and structures with care. The rented items, objects and structures may not be glued, nailed, painted or otherwise damaged.
- (4) Without the prior consent of CSG, the contract partner is not entitled to make alterations or modifications to the items placed at his disposal.
- (5) The contract partner may not remove any existing special markings. Any damage is to be reported to CSG immediately.
- (6) The contract partner shall make the rented items, objects and structures available for collection immediately after the end of the event.
- (7) If there is any delay on the part of the contract partner in handing over the rented items, objects and structures, CSG is entitled to prepare these items for removal at the expense and risk of the contract partner. Agreement on the part of the contract partner is hereby assumed.
- (8) Any defects detected by CSG on returned rented items, objects and structures shall be notified to the contract party immediately. It shall be assumed that the contract partner is in

agreement with such findings if he raises no written objection within one week of receipt of notification.

- (9) CSG shall not be liable for personal injury or property damage of any kind, unless CSG or its vicarious agents have caused the damage wilfully or due to gross negligence.
- (10) If CSG is in default with delivery and/or performance of services, it shall only be liable if it has acted with intent and gross negligence. The same shall apply for cases of impossibility of performance.

12. Insurance

- (1) The items and equipment offered for rental shall be insured against damage and loss.
- (2) The insurance premium for the rental objects and equipment amounts to 5% of the rental price. This covers replacement in the event of loss or damage. The insurance premium for a complete system stand (including the stand equipment) is 5% of the rental price.
- (3) The contract partner has no right to replacement. Any replacement during the duration of the event will only be provided at the order and expense of the contract partner.
- (4) If the contract partner waives the provision of insurance, he assumes liability for any damage to and loss of rented items, objects and structures, and at CSG's request must prove that he has corresponding insurance coverage.
- (5) Graphic services, electricity and water connections are not included in the insurance coverage.

13. Data security

- (1) The data protection policy of MB Capital Services GmbH shall apply
- (2) See <https://www.mb-capital-services.de/en/extra-pages/data-protection/>

14. Final provisions and place of jurisdiction

- (1) The place of performance for all claims arising from the contract is Berlin.
- (2) The law of the Federal Republic of Germany shall apply.
- (3) If the contract partner is an entrepreneur or has no general place of jurisdiction in the Federal Republic of Germany, the parties agree upon Berlin as the place of jurisdiction for any disputes arising from or in connection with this contract.
- (4) Should individual clauses of these General terms and rental conditions be or become invalid, this shall not affect the validity of the remaining provisions of the contract. In this case, the invalid provision shall be supplemented or amended in such a way that the purpose intended is achieved.

up to date: December 2022

Furniture for hire 1

Chairs + Tables

Event:

Date:

Hall:	Stand No.:
Exhibitor:	

Order Form 2023

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: MB Capital Services GmbH, Thüringerallee 12 A, 14052 Berlin, Germany

E-Mail: systems@mb-capital-services.de

Phone: +49(0)30/3038-1415

Qty	Order No	Description (WxDxH) / Other furniture upon request	Price each	Price / total
Chairs				
.....	10101	Plastic chair, white, 54x53x78 cm	13.00 EUR EUR
.....	10261	chair FLOU cushion anthracite, 54x58x49/82 cm	26.00 EUR EUR
.....	120..	Chair 3D Colour, 56x52x44/82 cm <input type="checkbox"/> 61 black/white <input type="checkbox"/> 62 orange/white <input type="checkbox"/> 65 red/white	37.00 EUR EUR
.....	12070	Chair Vanilla, chrome /white, 53x55x77 cm	54.00 EUR EUR
.....	12539	Chair Aline, black, 54x58x78 cm	53.00 EUR EUR
.....	12680	Chair Kuadra, white, 45x53x84/45 cm	33.00 EUR EUR
.....	15605	Conference chair, chrome/black/grey, 51x53x47/81 cm	25.00 EUR EUR
.....	132..	Chair Jonel leather, 51x51x45/82 cm <input type="checkbox"/> 00 white <input type="checkbox"/> 02 black	25.00 EUR EUR
.....	12030	Chair Balloon,chrome/beechn, 42x47,5x45/86,5 cm	22.00 EUR EUR
.....	125..	Chair Breeze, alu polished/plastic, 50x40x45/70 cm <input type="checkbox"/> 40 blue <input type="checkbox"/> 42 black <input type="checkbox"/> 44 red	40.00 EUR EUR
Tables				
.....	26000	Bistro table, round, chrome/white, Ø 70 cm, height 72 cm	33.00 EUR EUR
.....	26120	Bistro table, stainless steel/white, 70x70x75 cm,	72.00 EUR EUR
.....	25151	Bistro table, round, black/beechn, Ø 70 cm, height 72 cm	48.00 EUR EUR
.....	26010	Bistro table, round, chrome/black, Ø 70 cm, height 72 cm	37.00 EUR EUR
.....	21001	Conference table, chrome, 80x80x72 cm white	37.00 EUR EUR
.....	21002	Conference table, chrome, 80x80x72 cm black	39.00 EUR EUR
.....	21006	Conference table, chrome, 80x80x72 cm, beech	38.00 EUR EUR
.....	210..	Conference table, chrome, 120x80x72 cm <input type="checkbox"/> 21 white <input type="checkbox"/> 22 black	42.00 EUR EUR
.....	210..	Conference table, chrome, 160x80x72 cm <input type="checkbox"/> 40 white <input type="checkbox"/> 42 black	49.00 EUR EUR
.....	27065	Couch table, black/glass, 70x70x40 cm	95.00 EUR EUR
.....	27053	Couch table, chrome/glass, 100x60x40 cm	92.00 EUR EUR
.....	27050	Couch table, chrome/glass, rund, d: 70 cm, height 40 cm	79.00 EUR EUR

The mentioned prices are **subject to** a premium equivalent of 5 % of hire charge for insurance. They are **subject to** statutory value-added tax. By signing the order you acknowledge the stipulated conditions as listed overleaf. Orders on site will only be accepted under reserve of the availability (§5 of General Terms).

Payment by credit card:

Credit card No.: _____ valid until: _____

Card holder: CVC number: _____

VISA MasterCard Amex

.....
Legally binding signature

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice:

Vat Reg. No.:

invoicing Mail:

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: December 2022/Subject to alteration/Legal venue and place of jurisdiction is Berlin-Charlottenburg
Please see the valid data protection policy of MB Capital Services GmbH <https://www.mb-capital-services.de/en/ExtraPages/DataProtection/>

Furniture for hire 3

Lounge / Office furniture, Kitchen equipment

Event:

Date:

Hall:	Stand No.:
Exhibitor:	

Order Form 2023

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: MB Capital Services GmbH, Thüringerallee 12 A, 14052 Berlin, Germany
E-Mail: systems@mb-capital-services.de
Phone: +49(0)30/3038-1415

Qty	Order No	Description (WxDxH) / Other furniture upon request	Price each	Price / total
.....	15400	Armchair Zarutti, chrome/black, 87x77x41/77 cm	93.00 EUR EUR
.....	15500	Sofa Zarutti, chrome/black, 145x77x41/77 cm	155.00 EUR EUR
.....	156...	Seating cube, synthetic leather, 50x50x45 cm <input type="checkbox"/> 70 white <input type="checkbox"/> 71 black	35.00 EUR EUR
.....	156	Rectangular seat, synthetic leather, 100x50x45 cm <input type="checkbox"/> 75 white <input type="checkbox"/> 76 black	67.00 EUR EUR
.....	15680	Table cube, synthetic leather, 55x55x45 cm white	61.00 EUR EUR
.....	15681	Table cube, synthetic leather, 55x55x45 cm black	52.00 EUR EUR
Desks, Office chairs				
.....	21100	Desk, chrome/white, with container, 120x80x72 cm	91.00 EUR EUR
.....	14113	swivel armchair FLOU anthracite, 48x56x43/56cm	40.00 EUR EUR
.....	14105	counter chair, anthracite cushion, 48x46x54-76/125cm	61.00 EUR EUR
Filing cabinets, containers, others				
.....	50018	Sideboard, black, aluminium frame, doors, lockable, 80x40x72 cm	80.00 EUR EUR
.....	50020	Sideboard, white, aluminium frame, doors, lockable, 80x40x72 cm	80.00 EUR EUR
.....	50045	Sideboard, lightgrey, with sliding doors, lockable, 100x50x72 cm	71.00 EUR EUR
.....	500..	Container. removable. 45x45x52 cm <input type="checkbox"/> 51 white <input type="checkbox"/> 50 black	49.00 EUR EUR
.....	502..	Shelving, low, white: 80x28x106 cm, black: 77x40x110 cm <input type="checkbox"/> 06 white <input type="checkbox"/> 07 black	35.00 EUR EUR
.....	50402	Locker column, 4 partitions, grey	118.00 EUR EUR
.....	65000	Waste paper bin, grey	7.00 EUR EUR
Kitchen equipment				
.....	60300	Refrigerator, 140 litres, white, 50x60x84 cm	99.00 EUR EUR
.....	60311	Refrigerator for bottles, 350 litres, 60x62x186 cm	172.00 EUR EUR

The mentioned prices are **subject to** a premium equivalent of 5 % of hire charge for insurance. They are **subject to** statutory value-added tax. By signing the order you acknowledge the stipulated conditions as listed overleaf. Orders on site will only be accepted under reserve of the availability (§5 of General Terms).

Payment by credit card:

Credit card No.: valid until:

Card holder: CVC number:

VISA MasterCard Amex

.....
Legally binding signature

**Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.**

Company name and address of recipient of invoice:

Vat Reg. No.:

Invoicing Mail:

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. Date:	<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:
Name of the customer (in block letters):			

As of: December 2022/Subject to alteration/Legal venue and place of jurisdiction is Berlin-Charlottenburg
Please see the valid data protection policy of MB Capital Services GmbH <https://www.mb-capital-services.de/en/ExtraPages/DataProtection/>

Furniture for hire 4

Brochure stands, Cordon posts, Miscellaneous

Event:

Date:

Hall:	Stand No.:
Exhibitor:	

Order Form 2023

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: MB Capital Services GmbH, Thüringerallee 12 A, 14052 Berlin, Germany
 E-Mail: systems@mb-capital-services.de
 Phone: +49(0)30/3038-1415

Qty	Order No	Description (WxDxH)	Price each	Price / total
Brochure stands				
.....	50827	Brochure stand, foldable, 25x30x157 cm	112.00 EUR EUR
.....	50820	Brochure stand, revolvable, 40x40x170 cm	85.00 EUR EUR
.....	508..	Brochure stand, zig zag, birch natural, 40x50x160 cm	 EUR
		<input type="checkbox"/> 10 birch natural <input type="checkbox"/> 11 white <input type="checkbox"/> 12 black	128.00 EUR	
.....	50825	Brochure stand Easy, foldable, 5x4 shelves, alu/acrylic, 27x37x144 cm	112.00 EUR EUR
.....	50840	Brochure stand „Pi“, silver/black, 35x40x131 cm	89,00 EUR EUR
Mirrors and coat racks				
.....	30301	Stand mirror, chrome, 45x45x180 cm	66.00 EUR EUR
.....	30000	Coat rack, small, chrome, 100x150-190 cm	30.00 EUR EUR
.....	30001	Coat rack, big, chrome, 150-210x160 cm	38.00 EUR EUR
.....	30002	Coat hanger	1.00 EUR EUR
.....	30110	Coat and hat stand, chrome, Ø 67 cm, height 175 cm	22.00 EUR EUR
Cordon posts and ropes				
.....	44040	Cordon post, chrome, Ø 30 cm, height 90 cm	23.00 EUR EUR
.....	44011	Cordon post, lightgrey, Ø 30 cm, height 100 cm	22.00 EUR EUR
.....	44044	Cordon post, stainless steel incl. rope, 2 m, black,	57.00 EUR EUR
.....	44049	Cordon post, steel black, 31x93 cm incl. rope, 2 m, blue,	57.00 EUR EUR
.....	44010	Chain, plastic grey, 200 cm	3.00 EUR EUR
.....	44025	Rope, velvet, 180 cm	12.00 EUR EUR
		<input type="checkbox"/> black <input type="checkbox"/> white <input type="checkbox"/> red <input type="checkbox"/> blue <input type="checkbox"/> green <input type="checkbox"/> natural		

The mentioned prices are **subject to** a premium equivalent of 5 % of hire charge for insurance. They are **subject to** statutory value-added tax. By signing the order you acknowledge the stipulated conditions as listed overleaf. Orders on site will only be accepted under reserve of the availability (§5 of General Terms).

Payment by credit card:

Credit card No.: valid until:

Card holder: CVC number:

VISA MasterCard Amex

.....
 Legally binding signature

Please note: Please clarify the 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.:

eInvoicing Mail:

Contact for queries:

Phone:

Telefax:

E-Mail:

Your order number for the invoice:

We are the exhibitor.

The equipment for hire is an additional order to our fair package with Messe Berlin GmbH.

Date:

We are only ordering by order of the exhibitor.

(a written confirmation of cost transfer is enclosed)

Name of the customer (in block letters):

We are not the exhibitor.

Services have to be charged to our own address as mentioned above.

Legally binding signature and company stamp:

As of: December 2022/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/>

10101 Schalenstuhl
Plastic chair



10261 Stuhl FLOU
Chair FLOU



12061 Stuhl 2D-Colour
Chair 3D-colour



12539 Aline
Aline



12680 Stuhl Kuadra, weiß
Chair Kuadra, white



15605 Konferenzstuhl
Conference chair



13201 Trav, grau
Trav, grey



12070 Stuhl Vanilla, weiß
Chair Vanilla, white



12030 Balloon, Buche
Balloon, beech



12544 Breeze, rot
Breeze, red



26000 Bistrotisch,
Bistro table



26120 Tisch Edelstahl
Table stainless steel



25151 Bistrotisch
Bistro table



26010 Bistrotisch
Bistro table



21004 Bistrotisch
Bistro table



22210 Bistrotisch
Bistro table



21021 Besprechungstisch
Conference table



27065 Couchtisch, Glas
Couch table, glass



27053 Couchtisch, Glas
Couch table, glass



27050 Couchtisch, Glas
Couch table, glass



Rückfragen/Queries:

MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin, Deutschland/Germany
Tel. +49(0)30/3038-2015; E-Mail: systems@mb-capital-services.de

16101 Barhocker Z
Bar stool Z



16022 Barhocker LEM
Bar stool LEM



16062 Barhocker 3D-C
Bar stool 3D-C



16010 Barhocker Shaker
Bar stool Shaker



16550 Barhocker TRAV
Bar stool TRAV



16630 Barhocker Breeze
Bar stool Breeze



29080 Stehtisch
Upright table



29090 Stehtisch
Upright table



29120 Stehtisch
Upright table



29140 Stehtisch
Upright table



29083 Stehtisch
Upright table



29086 Stehtisch
Upright table



15604 Konferenzsessel
Conference armchair



15011 Clubsofa
Club sofa



15100 Clubsessel
Club armchair



15152 Loungeelement
DADO



15151 Loungeelement
DADO



15150 Loungeelement
DADO



15400 Sessel Zarutti
Armchair Zarutti



15500 Sofa Zarutti
Sofa Zarutti



Rückfragen/Queries:

MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin, Deutschland/Germany
Tel. +49(0)30/3038-2015; E-Mail: systems@mb-capital-services.de

Mobiliar zur Miete / Furniture for Hire

Illustration 3

15670 Sitzkubus, weiß
Seating Cube, white



15675 Sitzquader
Rectangular Seat



15680 Tischkubus
Table Cube



21100 Schreibtisch
Desk



14113 Drehstuhl
Swivel armchair



14105 Counterstuhl
Counter chair



50018 Sideboard
Sideboard



50020 Sideboard
Sideboard



50045 Sideboard
Sideboard



50050 Rollcontainer
Container removable



60300 Kühlschrank
Refrigerator



60311 Getränkekühlschrank
Refrigerator for bottles



50827 Prospektständer
Brochure Stand



50202 Aktenregal, niedrig
Shelving, low



50206 Regal, niedrig
Shelving, low



50402
Schließfachsäule



50820 Prospektständer
Brochure Stand



50810 Zickzack
Zigzag



50825 Prospektständer Easy
Brochure stand easy



50840 Prospektständer PI
Brochure stand Pi



Rückfragen/Queries:

MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin, Deutschland/Germany
Tel. +49(0)30/3038-2015; E-Mail: systems@mb-capital-services.de

30301 Standspiegel
Stand mirror



30005 Konfektionsständer
Coat rack



30110 Garderobenständer
Coat hanger



44050 Absperrständer
Cordon post



Weiteres Mobiliar auf Anfrage, z.B.: / Other Furniture upon request., e.g.:

Lagerregal
Storage Shelve



Brückentisch
Bridge table



Tisch Duo
Table Duo



Tisch Duo
Table Duo



Barhocker Calexp
Bar stool Calexp



Barhocker Calexp
Bar stool Calexp



Bistrotisch Arki
Bistro table Arki



Bistrotisch Arki
Bistro table Arki



Sessel Kameo
Armchair Kameo



Sofa Kameo
Sofa Kameo



Sessel Koppa
Armchair Koppa



Sessel Qubo
Armchair Qubo



Paletten Bank
Pallet Bench



Paletten Loungetisch
Pallet Loungetable



Leuchtkubus
Light Cube



Beleuchtete Counter
Illuminated counters



Rückfragen/Queries:

MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin, Deutschland/Germany
Tel. +49(0)30/3038-2015; E-Mail: systems@mb-capital-services.de

General terms and rental conditions of MB Capital Services GmbH

1. Scope of application

- (1) The following “rental conditions“ of MB Capital Services GmbH, hereinafter referred to as CSG, apply to all orders concerning the renting of items, objects and structures for use at events held at the Messegelände Berlin exhibition grounds, or, upon special agreement, at another location.
- (2) Supplementary or contradictory terms and conditions defined by our contract partners shall only apply if such terms and conditions have been expressly acknowledged and confirmed in writing by CSG.

2. Establishment of a contractual relationship

- (1) All orders concerning the renting of items, objects and structures must be placed in writing. CSG will confirm, before the start of the respective event, all orders received by the closing date(s) stated in the order forms of the Exhibitors' Service Folder or on the BECO-Webshop platform. If the contract partner has not received written confirmation of orders placed by the prescribed closing date at least one week before the start of the event, he shall inform CSG without delay.
- (2) CSG reserves the right to withhold delivery and performance of services until payment has been received.

3. Details of transfer for use

- (1) The contract partner is aware that rented items, objects and structures are normally used for multiple exhibitions and events and are not always in an “as new” condition.
- (2) Rented items, objects and structures are only made available for the agreed purpose, for the duration of the event and at the agreed location.
- (3) Quotations, plans, designs, drawings, production and assembly documents and all rights thereto remain in the ownership and possession of CSG at all times, even if they have already been transferred to the contract partner for his use.
- (4) Upon receipt of the rented items, objects and structures, the contract partner shall check that these are complete, in proper condition and are safe for use.
- (5) By accepting the items placed at his disposal, the contract partner confirms that these are in proper and fault-free condition, unless he files an immediate written notice of defect to CSG.
- (6) All items, objects and structures that were ordered by the set deadline will be delivered by CSG in a timely manner so that they are available for the start of the event.
- (7) If no staff is present at the exhibition stand/rental location when the rented items, objects and structures are delivered, depositing these on the exhibition stand shall be deemed as due and proper handover.
- (8) CSG is not obliged to check the authorization of persons encountered on the stand when the rented items, objects and structures are delivered and handed over.
- (9) Specific delivery times and special wishes are only effective if CSG has explicitly confirmed these in writing.

4. Warranty

- (1) The contract partner shall file written notice of any recognizable defects to CSG within 24 hours of transfer of the rented items, objects and structures. All warranty rights shall expire if such notice is not filed within the said period. This provision shall not apply if CSG has fraudulently concealed the defect or has assumed guarantee for the quality of the item or for successful performance.

- (2) If the contract partner has justifiably filed a notice of defect, CSG's warranty obligations are limited to rectification of the defect, in so far as the defective item is a used item. CSG is entitled to supply a replacement at any time and at its own discretion.

5. Prices

- (1) All prices stated in the price lists/quotations are understood as net prices subject to the statutory VAT applicable at the time of provision of the service, plus an insurance premium (see Item 12).
- (2) The costs of transportation to and from the Messegelände Berlin Exhibition Grounds (or, in the case of a special agreement, to and from another location) and the costs for any necessary assembly or disassembly work are included in the rental price.

6. Orders placed after the closing date

- (1) If the contract partner does not place the order until after the closing date (four weeks before the start of the event), CSG cannot guarantee timely and complete delivery and availability. In particular, no guarantee can be given in such cases that the rented items, objects and structures will be provided in the form/version ordered.
- (2) If timely delivery is nevertheless possible in such cases, an additional charge of 20 % of the rental fee will be made to cover any additional costs arising from the belated order.
- (3) Modifications and adaptations of rented items, objects and structures that have already been ordered, e.g. suspensions, are always subject to charge.

7. Deviations from catalogue specifications

- (1) All measurements stated in the catalogue are approximate. CSG reserves the right to deviations in dimension, shape and colour of the ordered rented items, objects and structures, as far as these are reasonable and acceptable for the contract partner. The actually delivered items must be of equal or better quality than those ordered.

8. Conditions of payment

- (1) Unless otherwise specified in the invoice, the duly invoiced amount plus the value added tax valid on the date the service is rendered shall be transferred, without deduction and not later than 7 days before the start of the event, to one of the CSG accounts as stated on the invoice.
- (2) In the event of default in payment, statutory default interest pursuant to § 288 Sections 1 and 2 BGB (German Civil Code) may be charged. CSG may, at its own discretion, claim for further damages caused by default in payment.
- (3) If CSG does not receive payment prior to the start of the event, it is entitled to cancel the contract and, where appropriate, to dismantle and/or recover any rental objects and structures that may have already been delivered.
- (4) If at the time the contract was concluded the contract parties had assumed that the provided service was exempt from VAT, and subsequent to conclusion of the contract they discover that the agreed service is subject to VAT after all, VAT shall be subsequently charged.
- (5) Any orders received by CSG one week or less before the start of the respective event will only be accepted against advance payment (credit card payment or immediate bank transfer).
- (6) Any objections to CSG's invoice should be forwarded to CSG in writing within 14 working days. CSG reserves the right to charge a processing fee for changes to an invoice which are not attributable to fault on the part of CSG.

9. Cancellation and non-acceptance of rented items, objects and structures

- (1) In the case of an order volume of up to EUR 10,000.00, if the contract partner provides written notification to CSG at the latest four weeks before the start of the event that he has no use for the ordered rental items, objects and structures and consequently cancels the contract, CSG will charge 20% of the rental price. If such written notification is given at the latest 7 days before the start of the event, 50% of the rental price will be charged.
- (2) In the case of an order volume above EUR 10,000.00, CSG will charge 20% of the rental price to the contract partner if written notice of cancellation is received no later than 10 weeks before the start of the event, and 50% of the rental price if written notice of cancellation is received no later than 6 weeks before the start of the event.
- (3) If it is not possible to transfer the rented items, objects and structures to the contract party or his agent at the agreed delivery time or if the contract party does not accept the ordered rented items, objects and structures at the agreed delivery time, the contract party shall remain obliged to pay the agreed rental fee in full.

10. Force majeure / Cancellation of event

- (1) If the event cannot take place or is cancelled due to force majeure (in particular natural disasters and their consequences, war, terrorist attacks, pandemics, endemics, the interruption or massive disruption of traffic, supply or telecommunication connections) or a comparable event (unforeseeable lawful strikes and lawful lockouts as well as other business interruptions or disruptions for which the contract parties are not responsible), CSG is obliged to inform the contract party immediately that the event has been cancelled. In this case, the contract parties are relieved of their obligation to provide services from the start of the force majeure or comparable occurrence onwards. The (partial) services ordered and rendered by CSG up to such time shall be settled and charged in accordance with an assessment to be made by the contract parties. Any payments exceeding the agreed amount will be refunded to the contract partner.
- (2) The above Section 10. (1) shall also apply in the event of rescheduling or relocation of the event. In the case of period-related rental prices, the price shall be adjusted accordingly if the duration of the event is altered.
- (3) Any further claims by the contract partner, in particular compensation for damages, shall be excluded, except where CSG has induced the reason for cancellation at least through gross negligence.

11. Liability

- (1) The contract partner's liability for damage and loss of the items transferred to him on a rental basis begins with handing-over of such items and ends, at the latest, upon redemption of these items by CSG when the event is over.
- (2) The contract partner is liable to CSG for damages caused by him, his vicarious agents, guests, visitors or other third parties. This provision shall also apply in the event that the contract partner is not responsible for the selection of his vicarious agents.
- (3) The contract partner is obliged to treat the rented items, objects and structures with care. The rented items, objects and structures may not be glued, nailed, painted or otherwise damaged.
- (4) Without the prior consent of CSG, the contract partner is not entitled to make alterations or modifications to the items placed at his disposal.
- (5) The contract partner may not remove any existing special markings. Any damage is to be reported to CSG immediately.
- (6) The contract partner shall make the rented items, objects and structures available for collection immediately after the end of the event.
- (7) If there is any delay on the part of the contract partner in handing over the rented items, objects and structures, CSG is entitled to prepare these items for removal at the expense and risk of the contract partner. Agreement on the part of the contract partner is hereby assumed.
- (8) Any defects detected by CSG on returned rented items, objects and structures shall be notified to the contract party immediately. It shall be assumed that the contract partner is in

agreement with such findings if he raises no written objection within one week of receipt of notification.

- (9) CSG shall not be liable for personal injury or property damage of any kind, unless CSG or its vicarious agents have caused the damage wilfully or due to gross negligence.
- (10) If CSG is in default with delivery and/or performance of services, it shall only be liable if it has acted with intent and gross negligence. The same shall apply for cases of impossibility of performance.

12. Insurance

- (1) The items and equipment offered for rental shall be insured against damage and loss.
- (2) The insurance premium for the rental objects and equipment amounts to 5% of the rental price. This covers replacement in the event of loss or damage. The insurance premium for a complete system stand (including the stand equipment) is 5% of the rental price.
- (3) The contract partner has no right to replacement. Any replacement during the duration of the event will only be provided at the order and expense of the contract partner.
- (4) If the contract partner waives the provision of insurance, he assumes liability for any damage to and loss of rented items, objects and structures, and at CSG's request must prove that he has corresponding insurance coverage.
- (5) Graphic services, electricity and water connections are not included in the insurance coverage.

13. Data security

- (1) The data protection policy of MB Capital Services GmbH shall apply
- (2) See <https://www.mb-capital-services.de/en/extra-pages/data-protection/>

14. Final provisions and place of jurisdiction

- (1) The place of performance for all claims arising from the contract is Berlin.
- (2) The law of the Federal Republic of Germany shall apply.
- (3) If the contract partner is an entrepreneur or has no general place of jurisdiction in the Federal Republic of Germany, the parties agree upon Berlin as the place of jurisdiction for any disputes arising from or in connection with this contract.
- (4) Should individual clauses of these General terms and rental conditions be or become invalid, this shall not affect the validity of the remaining provisions of the contract. In this case, the invalid provision shall be supplemented or amended in such a way that the purpose intended is achieved.

up to date: December 2022

Stand Equipment

Event:

Date:

Hall:	Stand No.:
Exhibitor:	

Order Form 2023

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: MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin, Germany
E-Mail: systems@mb-capital-services.de
Phone: +49(0)30/3038-1415

Qty	Order No.	Description	Price each	Price total
.....	42295	Information Counter , alu/white, lockable, 100x50x100 cm	102,00 EUR EUR
.....	42305	Bar Counter , alu/white, lockable, 100x50x120 cm	136,00 EUR EUR
.....	42315	Computer standing desk , alu/white, 74x74x118 cm	102,00 EUR EUR
.....	50635	Counter , alu/beech, 109x54x105 cm	201,00 EUR EUR
.....	50630	Counter with top , aluminium/beech, 109x54x105 cm	220,00 EUR EUR
.....	50632	Standing desk , aluminium/beech, 100/70x50x104 cm	201,00 EUR EUR
.....	50111	Showcase , alu/white, glass top, 103x53x106 cm	207,00 EUR EUR
.....	50121a	Display case , alu/white, glass top, illuminated, 100x52x206 cm	334,00 EUR EUR
.....	50123	Glass showcase , alu/ glass, not illuminated, 43x37x162 cm	138,00 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.:

eInvoicing Mail:

Contact for queries:

Phone:

Telefax:

E-Mail:

Your order number for the invoice:

We are the exhibitor. **We are only ordering by order** of the exhibitor. **We are not the exhibitor.**

The equipment for hire is an additional order to our fair package with Messe Berlin GmbH.

(a written confirmation of cost transfer is enclosed)

Services have to be charged to our own address as mentioned above.

Legally binding signature and company stamp:

Date:

Name of the customer (in block letters):

As of: January 2023/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/>



Messe Berlin

- Contractual partner: MB Capital Services GmbH

Standzusatzelemente Additional Stand Equipment

42295 Informationscounter/ Information Counter
verschießbar/ lockable, 100x50x100 cm



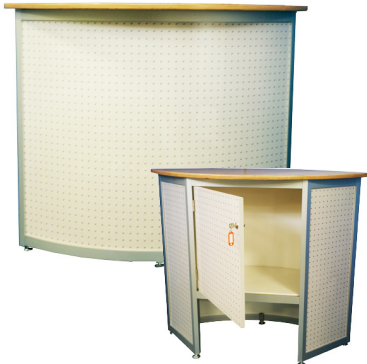
42305 Barcounter/ Bar Counter
verschießbar/ lockable, 100x50x120 cm



42315 Computerstehpult/ Counter standing desk
74x74x118 cm



50635 Counter



50630 Counter mit Aufsatz/ Counter with top
109x54x105 cm



50632 Stehpult/ Standing desk
100/70x50x104 cm



50111 Tischvitrine/ Showcase
Verglast/ glass top, 103x53x106 cm



50121 Hochvitrine/ Display case mit Beleuchtung/ illuminated,
100x52x206 cm



50123 Glasvitrine/ Glass showcase ohne Beleuchtung/ not illuminated,
43x37x162 cm



General terms and rental conditions of MB Capital Services GmbH

1. Scope of application

- (1) The following “rental conditions“ of MB Capital Services GmbH, hereinafter referred to as CSG, apply to all orders concerning the renting of items, objects and structures for use at events held at the Messegelände Berlin exhibition grounds, or, upon special agreement, at another location.
- (2) Supplementary or contradictory terms and conditions defined by our contract partners shall only apply if such terms and conditions have been expressly acknowledged and confirmed in writing by CSG.

2. Establishment of a contractual relationship

- (1) All orders concerning the renting of items, objects and structures must be placed in writing. CSG will confirm, before the start of the respective event, all orders received by the closing date(s) stated in the order forms of the Exhibitors' Service Folder or on the BECO-Webshop platform. If the contract partner has not received written confirmation of orders placed by the prescribed closing date at least one week before the start of the event, he shall inform CSG without delay.
- (2) CSG reserves the right to withhold delivery and performance of services until payment has been received.

3. Details of transfer for use

- (1) The contract partner is aware that rented items, objects and structures are normally used for multiple exhibitions and events and are not always in an “as new” condition.
- (2) Rented items, objects and structures are only made available for the agreed purpose, for the duration of the event and at the agreed location.
- (3) Quotations, plans, designs, drawings, production and assembly documents and all rights thereto remain in the ownership and possession of CSG at all times, even if they have already been transferred to the contract partner for his use.
- (4) Upon receipt of the rented items, objects and structures, the contract partner shall check that these are complete, in proper condition and are safe for use.
- (5) By accepting the items placed at his disposal, the contract partner confirms that these are in proper and fault-free condition, unless he files an immediate written notice of defect to CSG.
- (6) All items, objects and structures that were ordered by the set deadline will be delivered by CSG in a timely manner so that they are available for the start of the event.
- (7) If no staff is present at the exhibition stand/rental location when the rented items, objects and structures are delivered, depositing these on the exhibition stand shall be deemed as due and proper handover.
- (8) CSG is not obliged to check the authorization of persons encountered on the stand when the rented items, objects and structures are delivered and handed over.
- (9) Specific delivery times and special wishes are only effective if CSG has explicitly confirmed these in writing.

4. Warranty

- (1) The contract partner shall file written notice of any recognizable defects to CSG within 24 hours of transfer of the rented items, objects and structures. All warranty rights shall expire if such notice is not filed within the said period. This provision shall not apply if CSG has fraudulently concealed the defect or has assumed guarantee for the quality of the item or for successful performance.

- (2) If the contract partner has justifiably filed a notice of defect, CSG's warranty obligations are limited to rectification of the defect, in so far as the defective item is a used item. CSG is entitled to supply a replacement at any time and at its own discretion.

5. Prices

- (1) All prices stated in the price lists/quotations are understood as net prices subject to the statutory VAT applicable at the time of provision of the service, plus an insurance premium (see Item 12).
- (2) The costs of transportation to and from the Messegelände Berlin Exhibition Grounds (or, in the case of a special agreement, to and from another location) and the costs for any necessary assembly or disassembly work are included in the rental price.

6. Orders placed after the closing date

- (1) If the contract partner does not place the order until after the closing date (four weeks before the start of the event), CSG cannot guarantee timely and complete delivery and availability. In particular, no guarantee can be given in such cases that the rented items, objects and structures will be provided in the form/version ordered.
- (2) If timely delivery is nevertheless possible in such cases, an additional charge of 20 % of the rental fee will be made to cover any additional costs arising from the belated order.
- (3) Modifications and adaptations of rented items, objects and structures that have already been ordered, e.g. suspensions, are always subject to charge.

7. Deviations from catalogue specifications

- (1) All measurements stated in the catalogue are approximate. CSG reserves the right to deviations in dimension, shape and colour of the ordered rented items, objects and structures, as far as these are reasonable and acceptable for the contract partner. The actually delivered items must be of equal or better quality than those ordered.

8. Conditions of payment

- (1) Unless otherwise specified in the invoice, the duly invoiced amount plus the value added tax valid on the date the service is rendered shall be transferred, without deduction and not later than 7 days before the start of the event, to one of the CSG accounts as stated on the invoice.
- (2) In the event of default in payment, statutory default interest pursuant to § 288 Sections 1 and 2 BGB (German Civil Code) may be charged. CSG may, at its own discretion, claim for further damages caused by default in payment.
- (3) If CSG does not receive payment prior to the start of the event, it is entitled to cancel the contract and, where appropriate, to dismantle and/or recover any rental objects and structures that may have already been delivered.
- (4) If at the time the contract was concluded the contract parties had assumed that the provided service was exempt from VAT, and subsequent to conclusion of the contract they discover that the agreed service is subject to VAT after all, VAT shall be subsequently charged.
- (5) Any orders received by CSG one week or less before the start of the respective event will only be accepted against advance payment (credit card payment or immediate bank transfer).
- (6) Any objections to CSG's invoice should be forwarded to CSG in writing within 14 working days. CSG reserves the right to charge a processing fee for changes to an invoice which are not attributable to fault on the part of CSG.

9. Cancellation and non-acceptance of rented items, objects and structures

- (1) In the case of an order volume of up to EUR 10,000.00, if the contract partner provides written notification to CSG at the latest four weeks before the start of the event that he has no use for the ordered rental items, objects and structures and consequently cancels the contract, CSG will charge 20% of the rental price. If such written notification is given at the latest 7 days before the start of the event, 50% of the rental price will be charged.
- (2) In the case of an order volume above EUR 10,000.00, CSG will charge 20% of the rental price to the contract partner if written notice of cancellation is received no later than 10 weeks before the start of the event, and 50% of the rental price if written notice of cancellation is received no later than 6 weeks before the start of the event.
- (3) If it is not possible to transfer the rented items, objects and structures to the contract party or his agent at the agreed delivery time or if the contract party does not accept the ordered rented items, objects and structures at the agreed delivery time, the contract party shall remain obliged to pay the agreed rental fee in full.

10. Force majeure / Cancellation of event

- (1) If the event cannot take place or is cancelled due to force majeure (in particular natural disasters and their consequences, war, terrorist attacks, pandemics, endemics, the interruption or massive disruption of traffic, supply or telecommunication connections) or a comparable event (unforeseeable lawful strikes and lawful lockouts as well as other business interruptions or disruptions for which the contract parties are not responsible), CSG is obliged to inform the contract party immediately that the event has been cancelled. In this case, the contract parties are relieved of their obligation to provide services from the start of the force majeure or comparable occurrence onwards. The (partial) services ordered and rendered by CSG up to such time shall be settled and charged in accordance with an assessment to be made by the contract parties. Any payments exceeding the agreed amount will be refunded to the contract partner.
- (2) The above Section 10. (1) shall also apply in the event of rescheduling or relocation of the event. In the case of period-related rental prices, the price shall be adjusted accordingly if the duration of the event is altered.
- (3) Any further claims by the contract partner, in particular compensation for damages, shall be excluded, except where CSG has induced the reason for cancellation at least through gross negligence.

11. Liability

- (1) The contract partner's liability for damage and loss of the items transferred to him on a rental basis begins with handing-over of such items and ends, at the latest, upon redemption of these items by CSG when the event is over.
- (2) The contract partner is liable to CSG for damages caused by him, his vicarious agents, guests, visitors or other third parties. This provision shall also apply in the event that the contract partner is not responsible for the selection of his vicarious agents.
- (3) The contract partner is obliged to treat the rented items, objects and structures with care. The rented items, objects and structures may not be glued, nailed, painted or otherwise damaged.
- (4) Without the prior consent of CSG, the contract partner is not entitled to make alterations or modifications to the items placed at his disposal.
- (5) The contract partner may not remove any existing special markings. Any damage is to be reported to CSG immediately.
- (6) The contract partner shall make the rented items, objects and structures available for collection immediately after the end of the event.
- (7) If there is any delay on the part of the contract partner in handing over the rented items, objects and structures, CSG is entitled to prepare these items for removal at the expense and risk of the contract partner. Agreement on the part of the contract partner is hereby assumed.
- (8) Any defects detected by CSG on returned rented items, objects and structures shall be notified to the contract party immediately. It shall be assumed that the contract partner is in

agreement with such findings if he raises no written objection within one week of receipt of notification.

- (9) CSG shall not be liable for personal injury or property damage of any kind, unless CSG or its vicarious agents have caused the damage wilfully or due to gross negligence.
- (10) If CSG is in default with delivery and/or performance of services, it shall only be liable if it has acted with intent and gross negligence. The same shall apply for cases of impossibility of performance.

12. Insurance

- (1) The items and equipment offered for rental shall be insured against damage and loss.
- (2) The insurance premium for the rental objects and equipment amounts to 5% of the rental price. This covers replacement in the event of loss or damage. The insurance premium for a complete system stand (including the stand equipment) is 5% of the rental price.
- (3) The contract partner has no right to replacement. Any replacement during the duration of the event will only be provided at the order and expense of the contract partner.
- (4) If the contract partner waives the provision of insurance, he assumes liability for any damage to and loss of rented items, objects and structures, and at CSG's request must prove that he has corresponding insurance coverage.
- (5) Graphic services, electricity and water connections are not included in the insurance coverage.

13. Data security

- (1) The data protection policy of MB Capital Services GmbH shall apply
- (2) See <https://www.mb-capital-services.de/en/extra-pages/data-protection/>

14. Final provisions and place of jurisdiction

- (1) The place of performance for all claims arising from the contract is Berlin.
- (2) The law of the Federal Republic of Germany shall apply.
- (3) If the contract partner is an entrepreneur or has no general place of jurisdiction in the Federal Republic of Germany, the parties agree upon Berlin as the place of jurisdiction for any disputes arising from or in connection with this contract.
- (4) Should individual clauses of these General terms and rental conditions be or become invalid, this shall not affect the validity of the remaining provisions of the contract. In this case, the invalid provision shall be supplemented or amended in such a way that the purpose intended is achieved.

up to date: December 2022

PC, Notebook, EDP Equipment

Event:

Date:

Hall:	Stand No.:
Exhibitor:	

Deadline: 4 weeks prior to the event

Order Form 2023

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

Construction + Service: MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin, Germany
E-Mail: systems@mb-capital-services.de
Phone: +49(0)30/3038-1415

Rental period from: to:

Required date of delivery on:.....time (from/to):
(over a period of 3 hours – 2. delivery based on an hourly rate)

Qty.	Order No.	Description	Price each	Price total
.....	802022	Multimedia Notebook (Dell i7, 15,4" or comparably)	350.00 EUR EUR
.....	802031	Tablet (Apple iPad 4 9,7" WLAN 16GB)	160,00 EUR EUR
.....	802041	Laser printer, b/w, approx.15 page/min. (network capable)	210.00 EUR EUR
.....	802050	Colour laser printer, 600/1 200 dpi, approx.15 page/min (network capable). 25 prints/day included, surcharge for additional prints 0.32 EUR/each	210.00 EUR EUR

The mentioned prices are **subject to** a premium equivalent of 5 % of hire charge for insurance. They are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions as listed overleaf.

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.:

eInvoicing Mail:

Contact for queries:

Phone:

Telefax:

E-Mail:

Your order number for the invoice:

We are the exhibitor.

The equipment for hire is an additional order to our fair package with Messe Berlin GmbH.

Date:

We are only ordering by order of the exhibitor.

(a written confirmation of cost transfer is enclosed)

Name of the customer (in block letters):

We are not the exhibitor.

Services have to be charged to our own address as mentioned above.

Legally binding signature and company stamp:

As of: January 2023/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 and rental conditions of MB Capital Services GmbH

1. Scope of application

- (1) The following “rental conditions“ of MB Capital Services GmbH, hereinafter referred to as CSG, apply to all orders concerning the renting of items, objects and structures for use at events held at the Messegelände Berlin exhibition grounds, or, upon special agreement, at another location.
- (2) Supplementary or contradictory terms and conditions defined by our contract partners shall only apply if such terms and conditions have been expressly acknowledged and confirmed in writing by CSG.

2. Establishment of a contractual relationship

- (1) All orders concerning the renting of items, objects and structures must be placed in writing. CSG will confirm, before the start of the respective event, all orders received by the closing date(s) stated in the order forms of the Exhibitors' Service Folder or on the BECO-Webshop platform. If the contract partner has not received written confirmation of orders placed by the prescribed closing date at least one week before the start of the event, he shall inform CSG without delay.
- (2) CSG reserves the right to withhold delivery and performance of services until payment has been received.

3. Details of transfer for use

- (1) The contract partner is aware that rented items, objects and structures are normally used for multiple exhibitions and events and are not always in an “as new” condition.
- (2) Rented items, objects and structures are only made available for the agreed purpose, for the duration of the event and at the agreed location.
- (3) Quotations, plans, designs, drawings, production and assembly documents and all rights thereto remain in the ownership and possession of CSG at all times, even if they have already been transferred to the contract partner for his use.
- (4) Upon receipt of the rented items, objects and structures, the contract partner shall check that these are complete, in proper condition and are safe for use.
- (5) By accepting the items placed at his disposal, the contract partner confirms that these are in proper and fault-free condition, unless he files an immediate written notice of defect to CSG.
- (6) All items, objects and structures that were ordered by the set deadline will be delivered by CSG in a timely manner so that they are available for the start of the event.
- (7) If no staff is present at the exhibition stand/rental location when the rented items, objects and structures are delivered, depositing these on the exhibition stand shall be deemed as due and proper handover.
- (8) CSG is not obliged to check the authorization of persons encountered on the stand when the rented items, objects and structures are delivered and handed over.
- (9) Specific delivery times and special wishes are only effective if CSG has explicitly confirmed these in writing.

4. Warranty

- (1) The contract partner shall file written notice of any recognizable defects to CSG within 24 hours of transfer of the rented items, objects and structures. All warranty rights shall expire if such notice is not filed within the said period. This provision shall not apply if CSG has fraudulently concealed the defect or has assumed guarantee for the quality of the item or for successful performance.

- (2) If the contract partner has justifiably filed a notice of defect, CSG's warranty obligations are limited to rectification of the defect, in so far as the defective item is a used item. CSG is entitled to supply a replacement at any time and at its own discretion.

5. Prices

- (1) All prices stated in the price lists/quotations are understood as net prices subject to the statutory VAT applicable at the time of provision of the service, plus an insurance premium (see Item 12).
- (2) The costs of transportation to and from the Messegelände Berlin Exhibition Grounds (or, in the case of a special agreement, to and from another location) and the costs for any necessary assembly or disassembly work are included in the rental price.

6. Orders placed after the closing date

- (1) If the contract partner does not place the order until after the closing date (four weeks before the start of the event), CSG cannot guarantee timely and complete delivery and availability. In particular, no guarantee can be given in such cases that the rented items, objects and structures will be provided in the form/version ordered.
- (2) If timely delivery is nevertheless possible in such cases, an additional charge of 20 % of the rental fee will be made to cover any additional costs arising from the belated order.
- (3) Modifications and adaptations of rented items, objects and structures that have already been ordered, e.g. suspensions, are always subject to charge.

7. Deviations from catalogue specifications

- (1) All measurements stated in the catalogue are approximate. CSG reserves the right to deviations in dimension, shape and colour of the ordered rented items, objects and structures, as far as these are reasonable and acceptable for the contract partner. The actually delivered items must be of equal or better quality than those ordered.

8. Conditions of payment

- (1) Unless otherwise specified in the invoice, the duly invoiced amount plus the value added tax valid on the date the service is rendered shall be transferred, without deduction and not later than 7 days before the start of the event, to one of the CSG accounts as stated on the invoice.
- (2) In the event of default in payment, statutory default interest pursuant to § 288 Sections 1 and 2 BGB (German Civil Code) may be charged. CSG may, at its own discretion, claim for further damages caused by default in payment.
- (3) If CSG does not receive payment prior to the start of the event, it is entitled to cancel the contract and, where appropriate, to dismantle and/or recover any rental objects and structures that may have already been delivered.
- (4) If at the time the contract was concluded the contract parties had assumed that the provided service was exempt from VAT, and subsequent to conclusion of the contract they discover that the agreed service is subject to VAT after all, VAT shall be subsequently charged.
- (5) Any orders received by CSG one week or less before the start of the respective event will only be accepted against advance payment (credit card payment or immediate bank transfer).
- (6) Any objections to CSG's invoice should be forwarded to CSG in writing within 14 working days. CSG reserves the right to charge a processing fee for changes to an invoice which are not attributable to fault on the part of CSG.

9. Cancellation and non-acceptance of rented items, objects and structures

- (1) In the case of an order volume of up to EUR 10,000.00, if the contract partner provides written notification to CSG at the latest four weeks before the start of the event that he has no use for the ordered rental items, objects and structures and consequently cancels the contract, CSG will charge 20% of the rental price. If such written notification is given at the latest 7 days before the start of the event, 50% of the rental price will be charged.
- (2) In the case of an order volume above EUR 10,000.00, CSG will charge 20% of the rental price to the contract partner if written notice of cancellation is received no later than 10 weeks before the start of the event, and 50% of the rental price if written notice of cancellation is received no later than 6 weeks before the start of the event.
- (3) If it is not possible to transfer the rented items, objects and structures to the contract party or his agent at the agreed delivery time or if the contract party does not accept the ordered rented items, objects and structures at the agreed delivery time, the contract party shall remain obliged to pay the agreed rental fee in full.

10. Force majeure / Cancellation of event

- (1) If the event cannot take place or is cancelled due to force majeure (in particular natural disasters and their consequences, war, terrorist attacks, pandemics, endemics, the interruption or massive disruption of traffic, supply or telecommunication connections) or a comparable event (unforeseeable lawful strikes and lawful lockouts as well as other business interruptions or disruptions for which the contract parties are not responsible), CSG is obliged to inform the contract party immediately that the event has been cancelled. In this case, the contract parties are relieved of their obligation to provide services from the start of the force majeure or comparable occurrence onwards. The (partial) services ordered and rendered by CSG up to such time shall be settled and charged in accordance with an assessment to be made by the contract parties. Any payments exceeding the agreed amount will be refunded to the contract partner.
- (2) The above Section 10. (1) shall also apply in the event of rescheduling or relocation of the event. In the case of period-related rental prices, the price shall be adjusted accordingly if the duration of the event is altered.
- (3) Any further claims by the contract partner, in particular compensation for damages, shall be excluded, except where CSG has induced the reason for cancellation at least through gross negligence.

11. Liability

- (1) The contract partner's liability for damage and loss of the items transferred to him on a rental basis begins with handing-over of such items and ends, at the latest, upon redemption of these items by CSG when the event is over.
- (2) The contract partner is liable to CSG for damages caused by him, his vicarious agents, guests, visitors or other third parties. This provision shall also apply in the event that the contract partner is not responsible for the selection of his vicarious agents.
- (3) The contract partner is obliged to treat the rented items, objects and structures with care. The rented items, objects and structures may not be glued, nailed, painted or otherwise damaged.
- (4) Without the prior consent of CSG, the contract partner is not entitled to make alterations or modifications to the items placed at his disposal.
- (5) The contract partner may not remove any existing special markings. Any damage is to be reported to CSG immediately.
- (6) The contract partner shall make the rented items, objects and structures available for collection immediately after the end of the event.
- (7) If there is any delay on the part of the contract partner in handing over the rented items, objects and structures, CSG is entitled to prepare these items for removal at the expense and risk of the contract partner. Agreement on the part of the contract partner is hereby assumed.
- (8) Any defects detected by CSG on returned rented items, objects and structures shall be notified to the contract party immediately. It shall be assumed that the contract partner is in

agreement with such findings if he raises no written objection within one week of receipt of notification.

- (9) CSG shall not be liable for personal injury or property damage of any kind, unless CSG or its vicarious agents have caused the damage wilfully or due to gross negligence.
- (10) If CSG is in default with delivery and/or performance of services, it shall only be liable if it has acted with intent and gross negligence. The same shall apply for cases of impossibility of performance.

12. Insurance

- (1) The items and equipment offered for rental shall be insured against damage and loss.
- (2) The insurance premium for the rental objects and equipment amounts to 5% of the rental price. This covers replacement in the event of loss or damage. The insurance premium for a complete system stand (including the stand equipment) is 5% of the rental price.
- (3) The contract partner has no right to replacement. Any replacement during the duration of the event will only be provided at the order and expense of the contract partner.
- (4) If the contract partner waives the provision of insurance, he assumes liability for any damage to and loss of rented items, objects and structures, and at CSG's request must prove that he has corresponding insurance coverage.
- (5) Graphic services, electricity and water connections are not included in the insurance coverage.

13. Data security

- (1) The data protection policy of MB Capital Services GmbH shall apply
- (2) See <https://www.mb-capital-services.de/en/extra-pages/data-protection/>

14. Final provisions and place of jurisdiction

- (1) The place of performance for all claims arising from the contract is Berlin.
- (2) The law of the Federal Republic of Germany shall apply.
- (3) If the contract partner is an entrepreneur or has no general place of jurisdiction in the Federal Republic of Germany, the parties agree upon Berlin as the place of jurisdiction for any disputes arising from or in connection with this contract.
- (4) Should individual clauses of these General terms and rental conditions be or become invalid, this shall not affect the validity of the remaining provisions of the contract. In this case, the invalid provision shall be supplemented or amended in such a way that the purpose intended is achieved.

up to date: December 2022

Plants and Flower Decoration for Hire

Event:

Date:

Hall:	Stand No.:
Exhibitor:	

Order Form 2023

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: MB Capital Services GmbH, Standbau + Service, Thüringerallee 12A, 14052 Berlin, Germany
 E-Mail: systems@mb-capital-services.de
 Phone: +49(0)30/3038-1415

Qty.	Order No.	Description	Price each	Price total
Bowls for hire with green and mixed flowers				
.....	560202	Bowl on floor, Ø approx. 50 cm with green plant, height 150 cm with additional plants	66.00 EUR EUR
.....	560300	Container, approx. 15 cm wide, with green plants and mixed flowers	55.00 EUR EUR
Green plants for hire with decorative bowl - standard (plastic white or terra-cotta colour; pottery on request)				
.....	560401	Ficus Benjamini, approx. 150 cm h, bowl <input type="checkbox"/> white <input type="checkbox"/> terra-cotta	43.00 EUR EUR
.....	560402	Ficus Benjamini, approx. 180 cm h, bowl <input type="checkbox"/> white <input type="checkbox"/> terra-cotta	54.00 EUR EUR
.....	560408	Ficus Benjamini, approx. 200 cm h, bowl <input type="checkbox"/> white <input type="checkbox"/> terra-cotta	75.00 EUR EUR
.....	560403	Ficus Benjamini, approx. 250 cm h, bowl <input type="checkbox"/> white <input type="checkbox"/> terra-cotta	108.00 EUR EUR
.....	560404	Kentia Palm/Areca, approx. 150 cm h, bowl <input type="checkbox"/> white <input type="checkbox"/> terra-cotta	49.00 EUR EUR
.....	560405	Kentia Palm/Areca, approx. 180 cm h, bowl <input type="checkbox"/> white <input type="checkbox"/> terra-cotta	60.00 EUR EUR
.....	560407	Kentia Palm/Areca, approx. 200 cm h, bowl <input type="checkbox"/> white <input type="checkbox"/> terra-cotta	80.00 EUR EUR
.....	560406	Kentia Palm/Areca, approx. 250 cm h, bowl <input type="checkbox"/> white <input type="checkbox"/> terra-cotta	130.00 EUR EUR
.....	560060	Ferns Ø approx. 50 cm	35.00 EUR EUR
.....	560070	Laurel tree pyramid, height 180 cm, bowl <input type="checkbox"/> white <input type="checkbox"/> terra-cotta	102.00 EUR EUR
.....	560071	Laurel tree globe, height 160 cm, bowl <input type="checkbox"/> white <input type="checkbox"/> terra-cotta	65.00 EUR EUR
.....	560072	Laurel tree globe, height 180 cm, bowl <input type="checkbox"/> white <input type="checkbox"/> terra-cotta	80.00 EUR EUR
.....	560116	Table decoration	25.00 EUR EUR
.....	560101	Desktop bowls, Ø approx. 20 cm	37.00 EUR EUR
.....	560107	Bunch of flowers with bowl	48.00 EUR EUR
.....	560202	Floor vase, small	66.00 EUR EUR

We would be pleased to offer seasonal plants and flowers according to your individual requirements.

Bunches of flowers for special purposes upon request.

The mentioned prices are **subject to** statutory value-added tax. By signing the order you acknowledge the stipulated conditions. Order on site will only be accepted under reserve (pls see item 5 of General Terms of Hire).

Payment by credit card:

Credit card No.: valid until:

Card holder: CVC number:

VISA MasterCard Amex

.....
 Legally binding signature

**Please note: Please clarify the internal PO number for your company/your client for these services.
 For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.**

Company name and address of recipient of invoice:

Vat Reg. No.:

eInvoicing Mail:

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. Date:	<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. Name of the customer (in block letters):	Legally binding signature and company stamp:
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As of: December 2022/Subject to alteration/Legal venue and place of jurisdiction is Berlin-Charlottenburg
 Please see the valid data protection policy of MB Capital Services GmbH <https://www.mb-capital-services.de/en/ExtraPages/DataProtection/>

General hints for plants and floral decorations

All orders must be placed in writing and should be sent to:

MB Capital Services GmbH, Thüringerallee 12 A, 14052 Berlin, Germany

E-mail: systems@mb-capital-services.de

(Postal address of order forms in the Exhibitor Service Manual).

1. The charges indicated on the order form are subject to statutory value-added tax.
2. The lessor agrees to supply the goods at a suitable date and time but does not imply that the client is entitled to assert legal claims on the basis of such an undertaking. Orders should therefore be made at the earliest possible time prior to the start of the event and if necessary a suitable time and date for delivery should be arranged with the client.
3. The client is required to ensure that the items hired are maintained correctly from the moment that they are supplied by the lessor to the time at which they are returned. The client undertakes to ensure that the plants are properly cared for throughout the period of hire.
4. The client agrees to notify immediately if he intends to vacate his stand before the end of event.
5. Invoices will be submitted when the items are delivered. The sum invoiced is payable immediately and without deductions and a receipt will be issued. No other arrangement is permitted unless prior agreement has been reached when placing the order. The items remain the property of the lessor until payment has been made in full.
6. Additional agreements are only valid if made in writing. Place of jurisdiction and delivery is Berlin.

MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin
Commercial Register: Amtsgericht Charlottenburg HRB 65470
Board of Management: Kathleen Kolm
VAT Reg. No. DE 191413151, Tax No. 27/088/31501

Dekoration mit Pflanzen und Blumen Decoration with Plants and Flowers

Beispiele für Tisch- oder Tresendekorationen Illustrations of floral table or counter decorations

auf Anfrage / on request



37,00 Euro / 37.00 €
Bestell-Nr./Order-Nr. 560101

66,00 Euro / 66,00 €
Bestell-Nr./Order-Nr. 560202



66,00 Euro / 66.00 €
Bestell-Nr./Order-Nr. 560202

25,00 Euro / 25,00 €
Bestell-Nr./Order-Nr. 560116



48,00 EUR / 48 €
Bestell-Nr./Order-Nr. 560107



Gern unterbreiten wir Ihnen Dekorationsangebote nach Ihren individuellen Wünschen.

We are pleased to offer flower arrangements according to your individual requirements.

MB Capital Services GmbH

Tel./Phone: +49(0)30/3038-1415

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

Blumen Rühl

Tel./Phone: +49/30/8111051

Grünpflanzen / Green Plants

Anz/Qty **Ficus Benjamini, grün, 150 – 250 cm**
..... **Ficus Benjamini, green, 150 – 250 cm**
auf Anfrage / on request



Anz/Qty **Farn**
..... **Fern**
s. Bestellschein / see order form



Anz/Qty **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



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

MB Capital Services GmbH
Tel./Phone: +49(0)30/3038-1415
E-mail: systems@mb-capital-services.de

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

Video/Projection

Event:

Date:

Hall:	Stand No.:
Exhibitor:	

Order Form 2023

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: MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin, Germany
 E-Mail: systems@mb-capital-services.de
 Phone: +49(0)30/3038-1415

Rental period from..... to:

Required date of delivery on: time (from/to):
(over a period of 3 hours – 2. delivery based on an hourly rate)

Qty	Order No	Description	Price each	Price / total
		Monitors (dimensions on request)		
.....	6010	24" HD Display, USB-Port (no wall mount)	250.00 EUR EUR
.....	6011	32" HD Display, USB-Port	510.00 EUR EUR
.....	6012	42" HD Display, USB-Port	690.00 EUR EUR
.....	6014	55" HD Display, USB-Port	890.00 EUR EUR
.....	6015	65" HD Display, USB-Port	980.00 EUR EUR
.....	6016	75" HD Display, USB-Port	1.200.00 EUR EUR
.....	6017	84" 4K Display, USB-Port (only with floor stand)	1.820.00 EUR EUR
.....	6023	Notebook-/DVD-board for Floor stand	60.00 EUR EUR

Please indicate for monitors : 6024 Wall mount 6025 Table stand 6026 Floor stand

Projectors (Video/Data)

.....	7020	DLP projector, 3000 ANSI-Lumen (full HD) 16 :9 (4 :3)	390.00 EUR EUR
.....	7021	DLP projector, 6000 ANSI-Lumen (full HD) 16 :10 (4 :3)	780.00 EUR EUR
.....	7022	DLP projector, 10000 ANSI-Lumen (full HD) 16:9 (4:3)	1.950.00 EUR EUR
.....	7030	Projector table (up to 5000 ANSI-Lumen)	19.50 EUR EUR

Projection screens

.....	4038	Projection screen on stand 1,25 x 1,25 / 1,5 x 1,5 m 1:1	117.00 EUR EUR
.....	4045	Projection screen on stand 1,8 x 1,8 m 1:1	175.50 EUR EUR

The mentioned prices are **subject to** a premium equivalent of 5 % of hire charge for insurance. They are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions as listed overleaf.

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.:

Invoicing Mail:

Contact for queries:

Phone:

Telefax:

E-Mail:

Your order number for the invoice:

We are the exhibitor. **We are only ordering by order of the exhibitor.** **We are not the exhibitor.**
 The equipment for hire is an additional order to our fair package with Messe Berlin GmbH. (a written confirmation of cost transfer is enclosed) Services have to be charged to our own address as mentioned above.

Date: _____ Name of the customer (in block letters): _____

Legally binding signature and company stamp:

As of: December 2022/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/>

 **Messe Berlin** - Contractual partner: MB Capital Services GmbH

Audio

Event:

Date:

Hall:	Stand No.:
Exhibitor:	

Deadline: 4 weeks prior to the event

Order Form 2023

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

Construction + Service: MB Capital Services GmbH, Thüringerallee 12A, 14052 Berlin, Germany
 E-Mail: systems@mb-capital-services.de
 Phone: +49(0)30 3038-1415

Rental period from..... to:

Required date of delivery on:..... time (from/to):.....
 (over a period of 3 hours – 2. delivery based on an hourly rate)

Qty	Order No	Description	Price each	Price / total
Microphone Systems for Speakers				
.....	5008	System incl. microphone (with cable) up to 50 m² area covered by PA system	550.00 EUR EUR
.....	5010	System incl. microphone (with cable) up to 100 m² area covered by PA system	680.00 EUR EUR
.....	5040	System incl. microphone (with cable) up to 500 m² area covered by PA system	1.100.00 EUR EUR
.....	5009	System incl. wireless hand-microphone up to 50 m² area covered by PA system	680.00 EUR EUR
.....	5020	System incl. wireless hand-microphone up to 100 m² area covered by PA	820.00 EUR EUR
.....	5050	System incl. wireless hand-microphone up to 500 m² area covered by PA	1.200.00 EUR EUR
Miscellaneous				
.....	5110	Wireless Microphone (handhold)	110.00 EUR EUR
.....	5160	Wireless Headset-Microphone	130.00 EUR EUR
.....	5120	Desktop microphone (Shure DDS)	48.00 EUR EUR
.....	5150	Speaker's Desk	175.50 EUR EUR

The mentioned prices are **subject to** a premium equivalent of 5 % of hire charge for insurance. They are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions as listed overleaf.

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.:

Invoicing Mail:

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: December 2022/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 and rental conditions of MB Capital Services GmbH

1. Scope of application

- (1) The following “rental conditions“ of MB Capital Services GmbH, hereinafter referred to as CSG, apply to all orders concerning the renting of items, objects and structures for use at events held at the Messegelände Berlin exhibition grounds, or, upon special agreement, at another location.
- (2) Supplementary or contradictory terms and conditions defined by our contract partners shall only apply if such terms and conditions have been expressly acknowledged and confirmed in writing by CSG.

2. Establishment of a contractual relationship

- (1) All orders concerning the renting of items, objects and structures must be placed in writing. CSG will confirm, before the start of the respective event, all orders received by the closing date(s) stated in the order forms of the Exhibitors' Service Folder or on the BECO-Webshop platform. If the contract partner has not received written confirmation of orders placed by the prescribed closing date at least one week before the start of the event, he shall inform CSG without delay.
- (2) CSG reserves the right to withhold delivery and performance of services until payment has been received.

3. Details of transfer for use

- (1) The contract partner is aware that rented items, objects and structures are normally used for multiple exhibitions and events and are not always in an “as new” condition.
- (2) Rented items, objects and structures are only made available for the agreed purpose, for the duration of the event and at the agreed location.
- (3) Quotations, plans, designs, drawings, production and assembly documents and all rights thereto remain in the ownership and possession of CSG at all times, even if they have already been transferred to the contract partner for his use.
- (4) Upon receipt of the rented items, objects and structures, the contract partner shall check that these are complete, in proper condition and are safe for use.
- (5) By accepting the items placed at his disposal, the contract partner confirms that these are in proper and fault-free condition, unless he files an immediate written notice of defect to CSG.
- (6) All items, objects and structures that were ordered by the set deadline will be delivered by CSG in a timely manner so that they are available for the start of the event.
- (7) If no staff is present at the exhibition stand/rental location when the rented items, objects and structures are delivered, depositing these on the exhibition stand shall be deemed as due and proper handover.
- (8) CSG is not obliged to check the authorization of persons encountered on the stand when the rented items, objects and structures are delivered and handed over.
- (9) Specific delivery times and special wishes are only effective if CSG has explicitly confirmed these in writing.

4. Warranty

- (1) The contract partner shall file written notice of any recognizable defects to CSG within 24 hours of transfer of the rented items, objects and structures. All warranty rights shall expire if such notice is not filed within the said period. This provision shall not apply if CSG has fraudulently concealed the defect or has assumed guarantee for the quality of the item or for successful performance.

- (2) If the contract partner has justifiably filed a notice of defect, CSG's warranty obligations are limited to rectification of the defect, in so far as the defective item is a used item. CSG is entitled to supply a replacement at any time and at its own discretion.

5. Prices

- (1) All prices stated in the price lists/quotations are understood as net prices subject to the statutory VAT applicable at the time of provision of the service, plus an insurance premium (see Item 12).
- (2) The costs of transportation to and from the Messegelände Berlin Exhibition Grounds (or, in the case of a special agreement, to and from another location) and the costs for any necessary assembly or disassembly work are included in the rental price.

6. Orders placed after the closing date

- (1) If the contract partner does not place the order until after the closing date (four weeks before the start of the event), CSG cannot guarantee timely and complete delivery and availability. In particular, no guarantee can be given in such cases that the rented items, objects and structures will be provided in the form/version ordered.
- (2) If timely delivery is nevertheless possible in such cases, an additional charge of 20 % of the rental fee will be made to cover any additional costs arising from the belated order.
- (3) Modifications and adaptations of rented items, objects and structures that have already been ordered, e.g. suspensions, are always subject to charge.

7. Deviations from catalogue specifications

- (1) All measurements stated in the catalogue are approximate. CSG reserves the right to deviations in dimension, shape and colour of the ordered rented items, objects and structures, as far as these are reasonable and acceptable for the contract partner. The actually delivered items must be of equal or better quality than those ordered.

8. Conditions of payment

- (1) Unless otherwise specified in the invoice, the duly invoiced amount plus the value added tax valid on the date the service is rendered shall be transferred, without deduction and not later than 7 days before the start of the event, to one of the CSG accounts as stated on the invoice.
- (2) In the event of default in payment, statutory default interest pursuant to § 288 Sections 1 and 2 BGB (German Civil Code) may be charged. CSG may, at its own discretion, claim for further damages caused by default in payment.
- (3) If CSG does not receive payment prior to the start of the event, it is entitled to cancel the contract and, where appropriate, to dismantle and/or recover any rental objects and structures that may have already been delivered.
- (4) If at the time the contract was concluded the contract parties had assumed that the provided service was exempt from VAT, and subsequent to conclusion of the contract they discover that the agreed service is subject to VAT after all, VAT shall be subsequently charged.
- (5) Any orders received by CSG one week or less before the start of the respective event will only be accepted against advance payment (credit card payment or immediate bank transfer).
- (6) Any objections to CSG's invoice should be forwarded to CSG in writing within 14 working days. CSG reserves the right to charge a processing fee for changes to an invoice which are not attributable to fault on the part of CSG.

9. Cancellation and non-acceptance of rented items, objects and structures

- (1) In the case of an order volume of up to EUR 10,000.00, if the contract partner provides written notification to CSG at the latest four weeks before the start of the event that he has no use for the ordered rental items, objects and structures and consequently cancels the contract, CSG will charge 20% of the rental price. If such written notification is given at the latest 7 days before the start of the event, 50% of the rental price will be charged.
- (2) In the case of an order volume above EUR 10,000.00, CSG will charge 20% of the rental price to the contract partner if written notice of cancellation is received no later than 10 weeks before the start of the event, and 50% of the rental price if written notice of cancellation is received no later than 6 weeks before the start of the event.
- (3) If it is not possible to transfer the rented items, objects and structures to the contract party or his agent at the agreed delivery time or if the contract party does not accept the ordered rented items, objects and structures at the agreed delivery time, the contract party shall remain obliged to pay the agreed rental fee in full.

10. Force majeure / Cancellation of event

- (1) If the event cannot take place or is cancelled due to force majeure (in particular natural disasters and their consequences, war, terrorist attacks, pandemics, endemics, the interruption or massive disruption of traffic, supply or telecommunication connections) or a comparable event (unforeseeable lawful strikes and lawful lockouts as well as other business interruptions or disruptions for which the contract parties are not responsible), CSG is obliged to inform the contract party immediately that the event has been cancelled. In this case, the contract parties are relieved of their obligation to provide services from the start of the force majeure or comparable occurrence onwards. The (partial) services ordered and rendered by CSG up to such time shall be settled and charged in accordance with an assessment to be made by the contract parties. Any payments exceeding the agreed amount will be refunded to the contract partner.
- (2) The above Section 10. (1) shall also apply in the event of rescheduling or relocation of the event. In the case of period-related rental prices, the price shall be adjusted accordingly if the duration of the event is altered.
- (3) Any further claims by the contract partner, in particular compensation for damages, shall be excluded, except where CSG has induced the reason for cancellation at least through gross negligence.

11. Liability

- (1) The contract partner's liability for damage and loss of the items transferred to him on a rental basis begins with handing-over of such items and ends, at the latest, upon redemption of these items by CSG when the event is over.
- (2) The contract partner is liable to CSG for damages caused by him, his vicarious agents, guests, visitors or other third parties. This provision shall also apply in the event that the contract partner is not responsible for the selection of his vicarious agents.
- (3) The contract partner is obliged to treat the rented items, objects and structures with care. The rented items, objects and structures may not be glued, nailed, painted or otherwise damaged.
- (4) Without the prior consent of CSG, the contract partner is not entitled to make alterations or modifications to the items placed at his disposal.
- (5) The contract partner may not remove any existing special markings. Any damage is to be reported to CSG immediately.
- (6) The contract partner shall make the rented items, objects and structures available for collection immediately after the end of the event.
- (7) If there is any delay on the part of the contract partner in handing over the rented items, objects and structures, CSG is entitled to prepare these items for removal at the expense and risk of the contract partner. Agreement on the part of the contract partner is hereby assumed.
- (8) Any defects detected by CSG on returned rented items, objects and structures shall be notified to the contract party immediately. It shall be assumed that the contract partner is in

agreement with such findings if he raises no written objection within one week of receipt of notification.

- (9) CSG shall not be liable for personal injury or property damage of any kind, unless CSG or its vicarious agents have caused the damage wilfully or due to gross negligence.
- (10) If CSG is in default with delivery and/or performance of services, it shall only be liable if it has acted with intent and gross negligence. The same shall apply for cases of impossibility of performance.

12. Insurance

- (1) The items and equipment offered for rental shall be insured against damage and loss.
- (2) The insurance premium for the rental objects and equipment amounts to 5% of the rental price. This covers replacement in the event of loss or damage. The insurance premium for a complete system stand (including the stand equipment) is 5% of the rental price.
- (3) The contract partner has no right to replacement. Any replacement during the duration of the event will only be provided at the order and expense of the contract partner.
- (4) If the contract partner waives the provision of insurance, he assumes liability for any damage to and loss of rented items, objects and structures, and at CSG's request must prove that he has corresponding insurance coverage.
- (5) Graphic services, electricity and water connections are not included in the insurance coverage.

13. Data security

- (1) The data protection policy of MB Capital Services GmbH shall apply
- (2) See <https://www.mb-capital-services.de/en/extra-pages/data-protection/>

14. Final provisions and place of jurisdiction

- (1) The place of performance for all claims arising from the contract is Berlin.
- (2) The law of the Federal Republic of Germany shall apply.
- (3) If the contract partner is an entrepreneur or has no general place of jurisdiction in the Federal Republic of Germany, the parties agree upon Berlin as the place of jurisdiction for any disputes arising from or in connection with this contract.
- (4) Should individual clauses of these General terms and rental conditions be or become invalid, this shall not affect the validity of the remaining provisions of the contract. In this case, the invalid provision shall be supplemented or amended in such a way that the purpose intended is achieved.

up to date: December 2022

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/>