

# Exhibitor-Service



**22 May to 25 May 2013**

**Berlin**



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# Additional Constr./Dismantl. Passes

(free of charge)

Hall:	Stand No.:
Exhibitor:	

## Order Form 2013

**Fair Management:** Fax: +49(0)30/3038-2515  
**Mail address:** Messe Berlin GmbH, Dept. Linux, Messedamm 22, 14055 Berlin, Germany  
**For queries:** Phone: +49(0)30/3038-2015, **E-Mail:** bartholomae@messe-berlin.de

Construction and dismantling passes are free of charge and will be sent to the exhibitors well in advance of the fair.

**The number of construction and dismantling passes depends on the size of the stand and is regulated by the Exhibition Terms and Conditions. Additional passes can be obtained upon request.**

Qty.	Description	
.....	Construction/dismantling passes	free of charge

**The requested passes can either be sent by post or can be collected on site at the office of the Fair Management or at the Exhibitor Service Center.**

Shipment address for passes:

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Contact for queries:

Phone:

Telefax:

E-Mail:

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

As of: Aug. 2011/Subject to alteration/Legal venue and place of jurisdiction is Berlin-Charlottenburg

# Additional Exhibitor Passes

(a charge will be made)

Hall:	Stand No.:
Exhibitor:	

## Order Form 2013

**Ticketing:** Fax: +49(0)30/3069-6930  
**Mailing address:** MB Capital Services GmbH, Ticketing, Thüringer Allee 12/12A, 14052 Berlin, Germany  
**For queries:** Phone: +49(0)30/3069-6969, E-Mail: kartenservice@mb-capital-services.de

Exhibitor passes (free of charge) as well as construction and dismantling passes will be sent to the exhibitors well in advance of the fair.

**The number of exhibitor passes free of charge depends on the size of the stand and is regulated by the Exhibition Terms and Conditions.**

Additional passes for which a charge will be made, can be ordered.

We kindly ask for your understanding that short-term orders will not be sent out but will be made available for collection at the Exhibitor Service Centre.

Per shipment a forwarding costs lump sum of EUR 5.00 will be charged.

**Exhibitor passes can also be purchased directly at the Exhibitor Service Centre.**

Qty.	Description	Price each	Price total
.....	<b>Exhibitor passes for the duration of the event</b>	42.00 EUR	..... EUR

**Any passes which are not needed may not be returned!**

**The passes will be charged by MB Capital Services GmbH on behalf and on account of Messe Berlin GmbH. The General Terms of Business of Messe Berlin GmbH are valid.**

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

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

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

Name and address of recipient of invoice:

Vat Reg. No.:

Contact for queries:

Phone:

Telefax:

E-Mail:

Your order number for the invoice:

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

As of: Aug. 2011/Subject to alteration/Legal venue and place of jurisdiction is Berlin-Charlottenburg

# Parking Space for Exhibitors

Hall:	Stand No.:
Exhibitor:	

## Order Form 2013

**Deadline: 4 weeks prior to the event**

**Ticketing:** Fax: +49(0)30/3069-6930  
**Mailing address:** MB Capital Services GmbH, Ticketing, Thüringer Allee 12/12A, 14052 Berlin, Germany  
**For queries** Phone: +49(0)30/3069-6969, **E-Mail:** kartenservice@mb-capital-services.de

Qty.	Description	Price each	Price total
	<b>Parking vouchers are only issued and valid for the entire duration of the event.</b>		
.....	<b>Parking voucher(s) for the duration of the event</b>	52.00 EUR	..... EUR

Prices are including VAT but plus an processing fee of 5.00 EUR .

If placing the order 2 weeks prior to the fair the vouchers will be sent together with the invoice.

Orders which have been placed within the last two weeks prior to the event and, on special request those vouchers ordered earlier, can be collected at the Exhibitor Service Center, Hall 7, until the 1<sup>st</sup> day of the event.

Yes, we would like to collect the above ordered vouchers at the Exhibitor Service Center until the 1<sup>st</sup> day of the event..

**Please note the deposit regulation for access during construction and dismantling period (Traffic coordination for the fair will be sent by the Fair Management in advance to the fair). During the event, without parking vouchers, deliveries to the stands are only possible before opening hours in the morning and after the closing in the evening. (Deposit regulation)**

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

The parking voucher entitles the exhibitor's daily repeated access to and exit from the assigned parking space. Messe Berlin is not liable for damage to persons, property, especially not in case of stolen vehicles.

The passes will be charged by MB Capital Services GmbH on behalf of and on account of Messe Berlin GmbH. The General Terms of Business of Messe Berlin GmbH are valid.

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

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

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

Contact for queries: \_\_\_\_\_ Phone: \_\_\_\_\_ Telefax: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Your order number for the invoice: \_\_\_\_\_

<input type="checkbox"/> <b>We are the exhibitor.</b> These services will be charged within the final invoice of Messe Berlin GmbH.	<input type="checkbox"/> We are <b>only ordering by order</b> of the exhibitor. (a written confirmation is available)	<input type="checkbox"/> We are <b>not the exhibitor.</b> These services have to be charged to the above mentioned address.	Legally binding signature and company stamp
Date: _____	Name of the customer (in block letters): _____		

As of: Aug 2011 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg

# Sittings of Containers/Vehicles

Hall:	Stand No.:
Exhibitor:	

## Order Form 2013

**Deadline: 4 weeks prior to the event**

**Customer Service:** Fax: +49(0)30/3038-1460 or 3039-0009143; Tel.: +49(0)30/3038-1400; **E-Mail:** fair-service@messe-berlin.de  
**Mailing address:** Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringer Allee 12/12A, 14052 Berlin, Germany  
**For queries:** Phone: +49(0)30/3038-4084, **E-Mail:** kienast@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
<b>Sittings of containers</b>			
.....	<b>Parking voucher(s) for container, 20", 2,5 x 6 m</b>	280.00 EUR	..... EUR
.....	<b>Parking voucher(s) for container, 40", 2,5 x 12 m</b>	560.00 EUR	..... EUR
<b>Sittings of commercial vehicles/trailers</b>			
.....	<b>Parking space for commercial vehicles/trailers</b> between 2.5 t to 7.5 t max. permitted weight	280.00 EUR	
.....	<b>Parking space for commercial vehicles/trailers</b> of more than 7.5 t max. permitted weight	560.00 EUR	..... EUR

**Please note the deposit regulation for access during construction and dismantling period (Traffic coordination for the fair will be sent by the Fair Management in advance to the fair). During the event, without parking vouchers, deliveries to the stands are only possible before opening hours in the morning and after the closing in the evening. (Deposit regulation)**

Exhibitor parking space is available at the user's risk. Limited parking space is available for exhibitors during the exhibition with the area of the Exhibition Grounds.

In this connection it should be pointed out that parking is only permitted on the places allotted, so that not to adversely affect the operation of the fair. This is in the interest of all exhibitors and visitors.  
 Messe Berlin is not liable for damage to persons, property, especially not in case of stolen vehicles.

All services listed above will be charged together with the stand rental in the final invoice after the event ends, unless otherwise noted in the appropriate order form.

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

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

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

Contact for queries: \_\_\_\_\_ Phone: \_\_\_\_\_ Telefax: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Your order number for the invoice: \_\_\_\_\_

<input type="checkbox"/> <b>We are the exhibitor.</b> These services will be charged within the final invoice of Messe Berlin GmbH.	<input type="checkbox"/> We are <b>only ordering by order</b> of the exhibitor. (a written confirmation is available)	<input type="checkbox"/> We are <b>not the exhibitor.</b> These services have to be charged to the above mentioned address.	Legally binding signature and company stamp
Date: _____	Name of the customer (in block letters): _____		

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# Shows and Events

during openig hours of the fair

Hall:	Stand No.:
Exhibitor:	

## Registration 2013

**Customer Service:** Fax: +49(0)30-3038-1460 or 3039-0009143; Phone: +49(0)30/3038-1400; E-Mail: fair-service@messe-berlin.de  
**Mailing address:** Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringer Allee 12/12A, 14052 Berlin, Germany  
**For queries:** Phone: +49(0)30/3038-4084, E-Mail: kienast@messe-berlin.de

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

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: .....

(For musical performances please see application form – GEMA (public performances of music protected by copyright))

Catering:  We kindly ask to be contacted for an offer for the catering service for our participants.

Contact: .....

Phone: .....

### Remark:

According to the size of the event, the exhibitor is charged extra costs for additional security personnel (compulsory) and additional services, e.g. barriers, personnel for providing sanitary fittings, checkroom, sanitary services, etc. The technical department will coordinate with you on the details. Guests who enter the fairground before 6. pm need an **entrance ticket**. **After 6 pm** 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. The mentioned prices are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

**Please note: Please clarify if your company/your client needs an own PO No. for this order.**  
**For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.**

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

Contact: ..... Phone: ..... Telefax : .....

E-Mail: ..... Your order No. : .....

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

As of: Aug. 2011/Subject to alteration/Legal venue and place of jurisdiction is Berlin-Charlottenburg

# Cable Television and Radio Connection (FS/HfK)

Hall:	Stand No.:
Exhibitor:	

## Order Form 2013

**Deadline: 4 weeks prior to the event**

**Customer Service:** Fax: +49(0)30/3038-1460 or 3039-0009143  
**Mailing address:** Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringer Allee 12/12A, 14052 Berlin, Germany  
**Technical queries:** Phone: +49(0)30/3038-1400; **E-Mail:** fair-service@messe-berlin.de

Qty	Order No.	Description	Price each	Price total
		<b>Main connection – Hf-Leads from the Messe Berlin-Point to the stand</b>		
		<b>Cable TV/FM Radio connection 65 db µV</b>		
.....	82639	<b>in the halls</b>	159.00 EUR	..... EUR
		<b>Cable TV/FM Radio connection 65 db µV</b>		
.....	82640	<b>on the open-air grounds</b>	proof of work and materials	..... EUR

Completion: .....

Dismantling: .....

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

Additional costs arising from changes in connections will becharged 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 30.00 EUR plus VAT will be charged in addition.**

Company name and address of recipient of invoice:

Vat Reg. No.:

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Contact for queries:

Phone:

Telefax:

E-Mail:

Your order number for the invoice:

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

# Page 2

## Installation Guide Cable TV Access

Hall:	Stand-No.:
Exhibitor:	

Fax: +49(0)30/3038-1460 or 3039-0009143

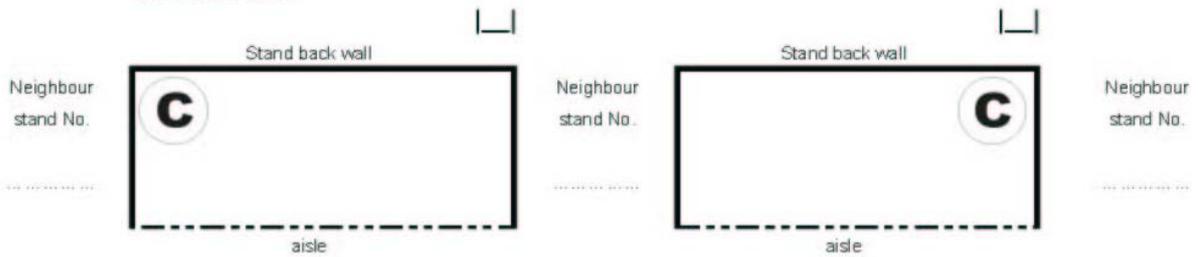
Please indicate the position of your stand on the sketch (aisles, adjacent stands)

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

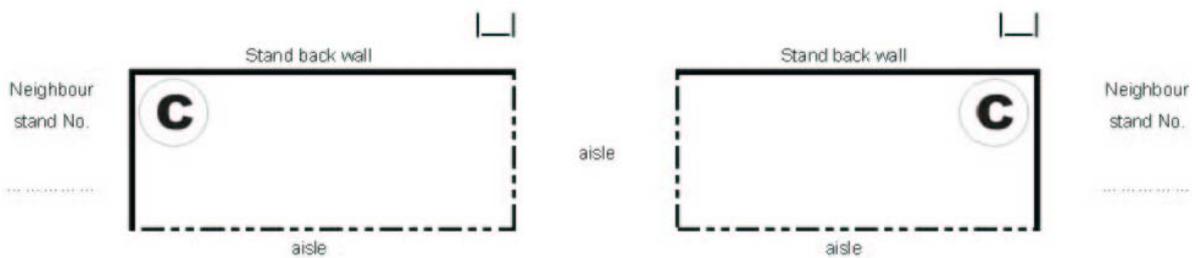
Space for sketch for disposition of technical installations required as listed overleaf.

### Standard installation for cable TV

#### Stand in row



#### Corner stand



# 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  $\mu$ 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  $\mu$ 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.

# Electrical Installations

Hall:	Stand No.:
Exhibitor:	

## Order Form 2013

**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 week prior to the construction period are **subject to a 20 % surcharge.**

**Customer Service:** Fax: +49(0)30/3038-1460 or 3039-0009143; Phone: +49(0)30/3038-1400; E-Mail: fair-service@messe-berlin.de  
**Mailing address:** Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringer Allee 12/12A, 14052 Berlin, Germany  
**Technical queries:** Halls 1 to 26, Palais, Entrance South, Sommergarten, MSH: Phone.: +49(0)30/3038-5807/-5874, E-Mail: ulrich.lerch@wisag.de  
**Internationales Congress Centrum (ICC), ICC-Bridge:** Phone: +49(0)30/3038-1362 E-Mail: steinicke@capital-facility.de

Qty.	Order No.	Description	Price each	Price total
.....	5081840	<b>3,3 kW/16 A AC with neutral conductor 230 V</b> incl. distribution and 1 socket + 1 socket for night current (max. 1,1 kW for 1 fridge only)	169.00 EUR	..... EUR
.....	5081841	<b>3 phase AC 400 V</b> incl. night current (with 1 CEE socket each) (RCD [= Fi protected switch gear] to be provided by the exhibitor) up to 6.5 kW / max. 10 A with CEE 16	180.00 EUR	..... EUR
.....	5081842	up to 11.0 kW / max. 16 A with CEE 16	226.00 EUR	..... EUR
.....	5081843	up to 22.0 kW / max. 32 A with CEE 32	301.00 EUR	..... EUR
.....	5081844	up to 44.0 kW / max. 63 A with CEE 63	564.00 EUR	..... EUR
.....	5090571	<b>Increase of supply, additional kW</b> (accord. to standard cut-outs)	each 16.50 EUR	..... EUR
.....	5081845	<b>3 phase AC 230/400 V incl. distribution</b> with 1 socket for nightcurrent, RCD [=Fi protected switch gear], without sockets - increase of supply - pls. see below up to 6.5 kW (sockets for distribution to be ordered in addition – see 5081849)	191.00 EUR	..... EUR
.....	5081846	up to 11.0 kW (sockets for distribution to be ordered in addition – see 5081849)	238.00 EUR	..... EUR
.....	5081847	up to 22.0 kW (sockets for distribution to be ordered in addition – see 5081849)	317.00 EUR	..... EUR
.....	5081848	up to 44.0 kW (sockets for distribution to be ordered in addition – see 5081849)	590.00 EUR	..... EUR
.....	5090571	<b>Increase of supply, additional kW</b> (accord. to standard cut-outs)	each 16.50 EUR	..... EUR
.....	5081849	<b>Sockets for distribution in addition</b> - incl. safety cut-out B 16	each 22.50 EUR	..... EUR
.....	5082017	<b>Ground connection</b>	18.50 EUR	..... EUR
<b>Electrical parts for hire (in addition to basic installation)</b>				
.....	5082018	Ceecon socket 5 pole/16 A	47.00 EUR	..... EUR
.....	5082019	Ceecon socket 5 pole/32 A	80.00 EUR	..... EUR
.....	5082020	Ceecon socket 5 pole/63 A	107.00 EUR	..... EUR
.....	5082037	Ceecon socket 5 pole/125 A	141.00 EUR	..... EUR
.....	5082038	Spot mounted on arm, low voltage 50 Watt	41.00 EUR	..... EUR
.....	5082077	Spot mounted on arm	30.00 EUR	..... EUR
.....	5082097	Ground floor socket incl. installation	57.00 EUR	..... EUR
.....	5082098	Ceiling connection, 2 kW *)	155.00 EUR	..... EUR
.....	5082099	Halogen projector lamp, 500 Watt	57.00 EUR	..... EUR
.....	5082100	Halogen projector lamp, 1000 Watt	98.00 EUR	..... EUR
.....	5082101	Halogen projector lamp, 1500 Watt	112.00 EUR	..... EUR
.....	5082102	Halogen projector lamp, 2000 Watt	134.00 EUR	..... EUR
.....	5082104	Suspension of Halogen projector lamp, up to 6.00 m height **)	95.00 EUR	..... EUR
.....	5082117	Suspension of Halogen projector lamp, up to 9.00 m height **)	101.00 EUR	..... EUR
.....	5086219	Potential equalisation, separate *) not in hall 25 **) not in halls 9, 18, 20 or 25	54.00 EUR	..... EUR
<b>Additional Services</b>				
.....	5082119	Installation work per hours	39.00 EUR	..... EUR
.....	5082122	Installation of distribution provided up to 11 kW	32.00 EUR	..... EUR
.....	5082123	Installation of distribution provided up to 22 kW	35.00 EUR	..... EUR
.....	5082124	Installation of distribution provided up to 44 kW	41.00 EUR	..... EUR
.....	5082136	Installation of distribution provided for 44 kW and more	47.00 EUR	..... EUR

**Electricity supply from the neighbouring stand is not allowed !**

..page 2/Installation guide - Electrical Installation

# Page 2 Installation Guide Electrical Installations

Hall:	Stand-No.:
Exhibitor:	

Fax: +49(0)30/3038-1460 or 3039-0009143

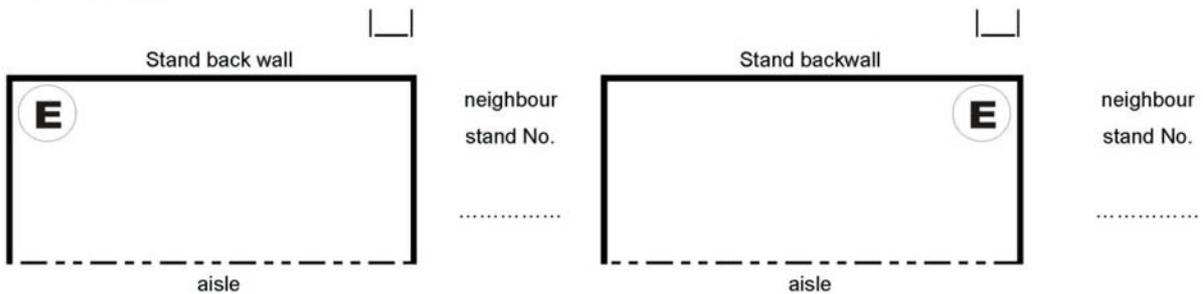
Please enclose a sketch for disposition of the ordered installation. Please indicate the position of your stand on the sketch (aisles, adjacent stands). The exhibitor will be charged for additional charges for necessary alterations due to missing sketches.

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.

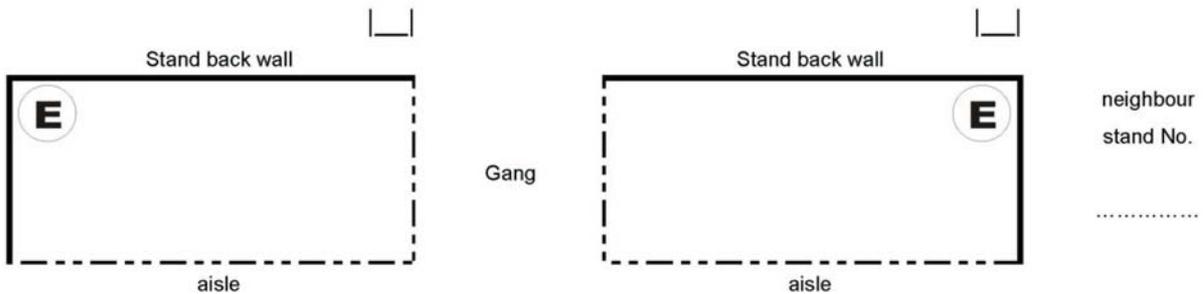
Exact details avoid the need for further enquiries, save time and trouble and ensure punctual execution. **Space for sketch for disposition of technical installations.**

## Standard installation for electrical basic connection

### Stand in row



### Corner stand



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

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

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

Name and address of recipient of invoice:

Vat Reg. No.:

Contact for queries:

Phone:

Telefax:

E-Mail:

Your order number for the invoice:

<input type="checkbox"/> <b>We are the exhibitor.</b> These services will be charged within the final invoice of Messe Berlin GmbH.	<input type="checkbox"/> We are <b>only ordering by order</b> of the exhibitor. (a written confirmation is available)	<input type="checkbox"/> We are <b>not the exhibitor.</b> These services have to be charged to the above mentioned address.	Legally binding signature and company stamp
Date:	Name of the customer (in block letters):		

As of: July 2011 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg

## 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.

Messe Berlin GmbH, Messedamm 22, 14055 Berlin, Germany  
Commercial Register: HRG Amtsgericht Charlottenburg 92 HRB 5484  
Board of Management: Raimund Hosch (Chairman), Dr. Christian Göke,  
VAT Id No. DE 136629714, Tax No. 453/ 04182

# Internet connections available on the exhibition grounds

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

This LAN connects to the internet via an external line at speeds of 155 Mbit/s. The maximum available bandwidth depends on the volume of traffic on this external line and on the performance of the entire internet backbone.

Article no.	Description	max. bandwidth	max. terminals	IP-address	Special information
<b>Broadband internet connection, bandwidth up to 10 Megabit/s, max. no. of terminals 24</b>					
<p><b>Standard internet connections</b> are supplied with non-public IP address. These connections offer unlimited surfing, e-mailing and file downloads and do <b>not</b> support a direct web presence on the internet, neither routers nor proxies, and only limited use of VPN.</p> <p><b>Premium internet connections</b> are supplied with public IP address. These connections support a direct presence on the web (webcam, web servers etc.) from the exhibition grounds, include unlimited use of VPN connections, bidirectional file transfers and naturally surfing and e-mailing.</p>					
INT_E3	<b>Standard broadband internet connection</b>	Up to 10 Mbit/s	24	non-public IP address	No router
INT_E1	<b>Premium broadband internet connection</b>	Up to 10 Mbit/s	24	public IP address	
<b>Internet connection via S-DSL, bandwidth up to 3 Megabit/s, max. no. of terminals 4</b>					
<p><b>Economic internet connections</b> are supplied with non-public IP address. These connections offer unlimited surfing, e-mailing and file downloads and do <b>not</b> support a direct web presence on the internet, neither routers nor proxies and only limited use of VPN.</p> <p><b>Business internet connections</b> are supplied with public IP address. These connections support a direct presence on the web (webcam, web servers etc.) from the exhibition grounds, include unlimited use of VPN connections, bidirectional file transfers and naturally surfing and e-mailing.</p>					
INT_E4	<b>Economic internet connection</b>	Up to 3 Mbit/s	4	non-public IP address	No router
INT_E2	<b>Business internet connection</b>	Up to 3 Mbit/s	4	public IP address	
<b>Wireless LAN internet connection</b>					
<p><b>WLAN internet connections</b> are supplied with non-public IP address. This method of providing mobile access offers unlimited surfing, e-mailing and file downloads. These connections do not support a direct web presence on the internet, neither routers nor proxies and only limited use of VPN.</p>					
INT_E5 INT_E6 INT_E7	<b>WLAN internet connection</b> rental period <b>up to 3 days</b> rental period <b>exceeding 3 days</b> rental period <b>for 1 day</b>	Up to 5 Mbit/s	1	non-public IP address	
INT_E56-M	<b>Additional WLAN internet connection</b> Rental period equal to that of primary connection INT_E5/INT_E6 More than 10 WLAN connections per offer				
<b>Advanced</b>					
Individually designed networks and services to customer specifications.					
	<b>Individually designed network</b> advisory service, planning and provision of an individually designed network (routing, switching etc.) to customer specifications anywhere on the exhibition grounds and in the ICC	Up to 1000 Mbit/s	As specified	As specified	
<b>Cancellation /Express charge for orders/cancellations not in time:</b>					
<p>WLAN cancellation charge (after receipt of order confirmation with access data) : 60,00 Euro (plus VAT)</p> <p>Cancellation charge for wired connections (after installation of cable): 60,00 Euro (plus VAT)</p> <p>Additional alterations/Installation in the stand: 60,00 Euro (plus VAT)</p> <p>Express flat : (in case of order 1week before start of the event): 100,00 Euro (plus VAT)</p>					

# Specifications for internet connections and single components

## Standard - Broadband Internet connection - 10 Mbps

- **INT\_E3** (specifications)  
Bandwidth up to 10 megabits/sec; access to a non-public IP address (automatically via DHCP); type of network: Ethernet (LAN); exhibitor stand connected by screened Cat. 5 data cables (3 to 5 metres supplied on hall floor); standard RJ45 plug connections at stand; flatrate

## Premium- Broadband Internet connection - 10 Mbps

- **INT\_E1** (specifications)  
Bandwidth up to 10 megabits/sec; access to a public IP address; type of network: Ethernet (LAN); exhibitor stand connected by screened Cat. 5 data cables (3 to 5 metres supplied on hall floor); standard RJ45 plug connections at stand; flatrate

## Economic- S-DSL Internet connection - 3 Mbps

- **INT\_E4** (specifications)  
(S-DSL = symmetrical DSL) bandwidth up to 3 megabits/sec (depending on location); access to a non-public IP address (automatically via DHCP); type of network: Ethernet (LAN); exhibitor stand connected by screened Cat. 3 data cables (3 to 5 metres supplied on hall floor); standard RJ45- plug connections and S-DSL modem at stand; Flatrate

## Business – SDSL Internet connection – 3 Mbps

- **INT\_E2** (specifications)  
(S-DSL = symmetrical DSL) bandwidth up to 3 megabits/sec (depending on location); access to a non-public IP address; type of network: Ethernet (LAN); exhibitor stand connected by screened Cat. 3 data cables (3 to 5 metres supplied on hall floor); standard RJ45- plug connections and S-DSL modem at stand; Flatrate

## Single components

- **INT\_E12-KR** (specifications)  
**Installation LAN router hardware;**  
Security router with integrated 4 port switch at internet connection for operating the user's own network; includes installation service (30 mins.) for installing/configuring the router to customer specifications; the router provides the following functions: Firewall, Network Address Translation (NAT, Demilitarized Zone (DMZ), Virtual Private Network (VPN), Dynamic Host Control (DHCP)
- **INT\_E12-WR** (specifications)  
**Installation WLAN router;**  
WLAN router with integrated security functions at internet connection for operating the user's own secure network; includes installation service (30 mins.) for installing/configuring the router to customer specifications; the router provides the following functions: Firewall, Network Address Translation (NAT, Demilitarized Zone (DMZ), Virtual Private Network (VPN), Dynamic Host Control (DHCP)

## Installation of LAN router and WLAN router hardware only at Internet connection Premium (INT\_E1) or Business (INT\_E2)!

- **INT\_E14-8S** (specifications)  
**Installation 8 port switch;**  
8 port LAN switch (10/100 Mbps) at internet connection for operating user's own devices; includes installation service (30 mins.)
- **INT\_E14-16S** (specifications)  
**Installation 16 port switch;**  
16 port LAN switch (10/100 Mbps) at internet connection for operating user's own devices; includes installation service (30 mins.)

## Wireless LAN

### WLAN-Account/internet connection,

WLAN primary connection; one user account (user name / pass word); bandwidth up to 5 megabit/sec;

- **INT\_E5** (specification) - **for a rental period up to 3 days**  
a non-public IP address (assigned automatically via DHCP);
- **INT\_E6** (specification) - **for a rental period exceeding 3 days**  
a non-public IP address (assigned automatically via DHCP)
- **INT\_E7** (Separate connection) - **for a rental period of 1 day**  
a non-public IP address (assigned automatically via DHCP)

### Optional package for Wireless LAN

- **INT\_E56-M** (specification)  
**Additional WLAN-Account/internet connection;**  
Rental period equal to that of the primary connection; bandwidth up to 5 megabit/sec; a non-public IP address (assigned automatically via DHCP); more than 9 additional connections per offer.

## Advanced

- specifications  
**Planning, provision, supervision of complete networks**  
Ranging from basic to complex networks we can offer the following IT services for your exhibitor stand:
  - bandwidths up to 1 000 Megabit/sec at terminal devices
  - network devices: switches, router, WLANs and cabling on stand
  - network services: VoIP, IPTV
  - terminal devices: PCs, laptop and servers

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

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

WLAN cancellation charge (after receipt of order confirmation with access data): 60,00 Euro (plus VAT)

Cancellation charge for cable connected accesses (after installation of cable.): 60,00 EUR (plus VAT)

Additional alterations/Installation in the stand: 60,00 EUR (plus VAT)

Express flat (in case of orders 1 week before start of the event): 100,00 EUR (plus VAT)

# Internet Access

Hall:	Stand No.:
Exhibitor:	

## Order Form 2013

**Deadline: 4 weeks prior to the event**

**Customer Service:** Fax: **+49(0)30/3038-1460** or 3039-0009143  
**Mailing address:** Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringer Allee 12/12A, 14052 Berlin, Germany  
**Technical queries:** Phone: +49(0)30/3038-1400; **E-Mail:** fair-service@messe-berlin.de

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

**Please note:**

Does the exhibitor wish to install his own network/terminal devices (WLAN, switches, routers, servers or cables)? If so, please supply details.

Product	Qty.	Order No.	Description	Price each	Price total
<b>Broadband internet connection, bandwidth up to 10 Megabit/s for max. 24 terminals</b>					
<b>Standard</b>	.....	INT_E3	incl. a <b>non-public</b> IP address, flat rate volume tariff	610.00 EUR	..... EUR
<b>Premium</b>	.....	INT_E1	incl. a <b>public</b> IP address, flat rate volume tariff	780.00 EUR	..... EUR
<b>Internet connection via S-DSL, bandwidth up to 3 Megabit/s (depending on location) for max. 4 terminals</b>					
<b>Economic</b>	.....	INT_E4	incl. a <b>non-public</b> IP address, flat rate volume tariff	370.00 EUR	..... EUR
<b>Business</b>	.....	INT_E2	incl. a <b>public</b> IP address, flat rate volume tariff	470.00 EUR	..... EUR
<b>Other items</b>					
.....	INT_E12-KR	LAN Router 4-Port, incl. installation (for access with public.IP only)		125.00 EUR	..... EUR
.....	INT_E12-WR	WLAN Router, incl. installation (for access with public.IP only)		395.00 EUR	..... EUR
.....	INT_E14-8S	8-Port Switch		80.00 EUR	..... EUR
.....	INT_E14-16S	16-Port Switch		101.00 EUR	..... EUR
.....	INT_E12-IP	Additional public IP address (for Internet access Premium o. Business)		70.00 EUR	..... EUR
.....	INT_E14-90K	Cat.5 cabling on stand, up to 90 m in length (laid in the cavity floor)		199.00 EUR	..... EUR
.....	INT_E14-20K	Cat.5 cabling on stand, up to 20m in length (laid over floor)		60.00 EUR	..... EUR
.....	INT_E14-TU	Technical/IT-Support (30 minutes each)		75.00 EUR	..... EUR
<b>WLAN</b>					
.....	INT_E5	Primary connection Wireless LAN Account, Internet access up to 3 days		155.00 EUR	..... EUR
.....	INT_E6	Primary connection Wireless LAN Account, Internet access more than 3 days		260.00 EUR	..... EUR
.....	INT_E56-M	Additional WLAN connection each		100.00 EUR	..... EUR
.....	INT_E7	Separate connection Wireless LAN Account, Internet access for 1 day		60.00 EUR	..... EUR

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

WLAN cancellation charge (after receipt of order confirmation with access data)	60.00 EUR
Cancellation charge for cable connected accesses (after installation of cable.)	60.00 EUR
Additional alterations/Installation in the stand:	60.00 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 details of the locations of connections and terminal devices. (please see next page).

# Page 2 Installation Guide Internet Access

Hall:	Stand-No.:
Exhibitor:	

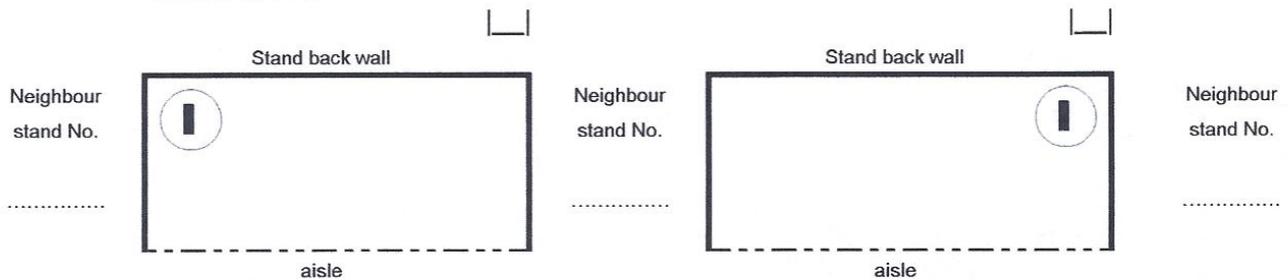
Fax: +49(0)30/3038-1460 or 3039-0009143

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.

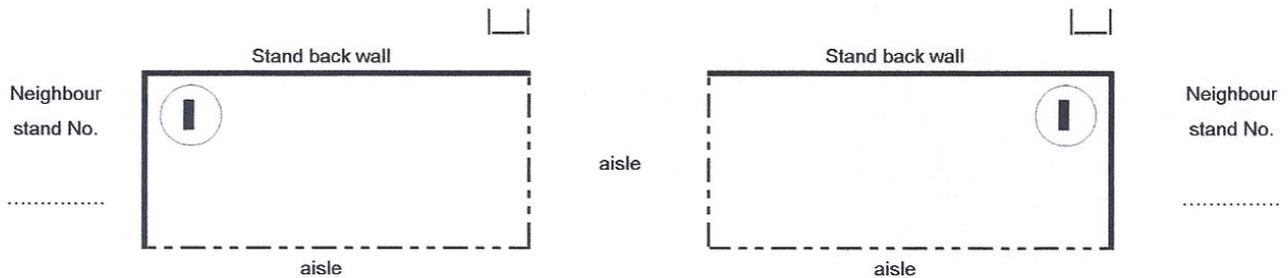
Exact details avoid the need for further enquiries, save time and trouble and ensure punctual execution. Space for sketch for disposition of technical installations.

## Standard installation for Internet access

### Stand in row



### Corner stand



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

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

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

Company name and address of recipient of invoice:

Vat Reg. No.:

Contact for queries:

Phone:

Telefax:

E-Mail:

Order number for the invoice:

<input type="checkbox"/> <b>We are the exhibitor.</b> These services will be charged within the final invoice of Messe Berlin GmbH.	<input type="checkbox"/> We are <b>only ordering by order</b> of the exhibitor. (a written confirmation is available)	<input type="checkbox"/> <b>We are not the exhibitor.</b> 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: July 2012/Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg

# General conditions for the use of Internet connections

## Standard, Premium, Economic and Business

As of: June 2009

### 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 lines175

Access to the internet is provided by a LAN on the exhibition grounds and a 34 Mbit/s 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 34 Mbit/ S 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 E 3.1, Product INTO2 — 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 application 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 deadline. Orders received after this deadline will be dealt with on a first come first served basis. Services and equipment will then only be provided according to the number of call numbers/ lines available.

All the necessary connections will be provided exclusively by Messe Berlin GmbH. The communication equipment and 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.

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: August 2009

## 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 (including the ICC and the Press Center) 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 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 Teledienstgesetz (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. 7.2 to 7.4 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.

# Satellite and DVB-T Sites Installation of Units

Hall:	Stand No.:
Exhibitor:	

## Order Form 2013

**Deadline: 4 weeks prior to the event**

**Customer Service:** Fax: +49(0)30/3038-1460 or 3039-0009143  
**Mailing address:** Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringer Allee 12/12A, 14052 Berlin, Germany  
**Technical queries:** Phone: +49(0)30/3038-1400; **E-Mail:** fair-service@messe-berlin.de

Qty.	Order No.	Description	Price each	Price total
.....	82641	<b>Site(s) for satellite unit</b> according to allocation by Messe Berlin	285.00 EUR	..... EUR

Measurements of the receiving unit (diametre): .....

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

.....	94822	<b>DVB-T Site</b>	285.00 EUR	..... EUR
-------	-------	-------------------	------------	-----------

**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 30.00 EUR plus VAT will be charged in addition.**

Company name and address of recipient of invoice:

Vat Reg. No.:

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Contact for queries:

Phone:

Telefax:

E-Mail:

Your order number for the invoice:

<input type="checkbox"/> <b>We are the exhibitor.</b> These services will be charged within the final invoice of Messe Berlin GmbH.	<input type="checkbox"/> We are <b>only ordering by order</b> of the exhibitor. (a written confirmation is available)	<input type="checkbox"/> <b>We are not the exhibitor.</b> 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: July 2012 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg

# Telephone and Telefax

## Analog and ISDN

Hall:	Stand No.:
Exhibitor:	

### Order Form 2013

**Deadline: 4 weeks prior to the event**

**Customer Service:** Fax: **+49(0)30/3038-1460** or 3039-0009143  
**Mailing address:** Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringer Allee 12/12A, 14052 Berlin, Germany  
**Technical queries:** Phone: +49(0)30/3038-1400; **E-Mail:** fair-service@messe-berlin.de

Qty.	Description	Price each	Price total
	Rental period from ..... to .....		
	Date of installation: .....		
	<b>Telephone connections without terminal</b>		
.....	Analog connection without terminal (please mention if modem/Tele Cash is required)	130.00 EUR	..... EUR
	<b>Telephone connections incl. one terminal each</b>		
.....	Standard Telephone/Connection, cordless	155.00 EUR	..... EUR
.....	Standard Telephone/Connection, cable connected	145.00 EUR	..... EUR
.....	Telefax machine/Connection	275.00 EUR	..... EUR
.....	Telephone and Telefax machine/Connection	400.00 EUR	..... EUR
	<b>ISDN Connection without terminal</b>		
.....	ISDN standard line	230.00 EUR	..... EUR
	incl. installation ready for operation and work performed on site		
.....	Primary rate multiplex access	620.00 EUR	..... EUR
	as an feature, PABX access incl. installation ready for operations and work performed on site		
	<b>ISDN Terminals</b>		
.....	ISDN terminal equipment	63.00 EUR	..... EUR
.....	ISDN facsimile equipment	190.00 EUR	..... EUR
	<b>Other services</b>		
.....	Call itemisation	10.00 EUR	..... EUR
.....	Complete Telephone units (e.g. central office unit)	upon request	
.....	Technical support, for every starting ½ hour each	75.00 EUR	..... EUR
	<b>Cancellation charge / Express flat sums will be charged:</b>		
	Cancellation charge (for connections cancelled not in time (pls. see overleaf)	60.00 EUR	
	Additional alterations/installation in the stand	60.00 EUR	
	Express flat sum 1 (in case of orders 48 hours before start of the event or later)	100.00 EUR	
	Express flat sum 2 (in case of orders 24 hours before start of the event or later)	200.00 EUR	

**Tariff units:** Charges are calculated at **0,12 EUR per time-based unit.**

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

**Page 2**  
**Installation Guide for Telephone/Fax**

Fax: +49(0)30/3038-1460 or 3039-0009143

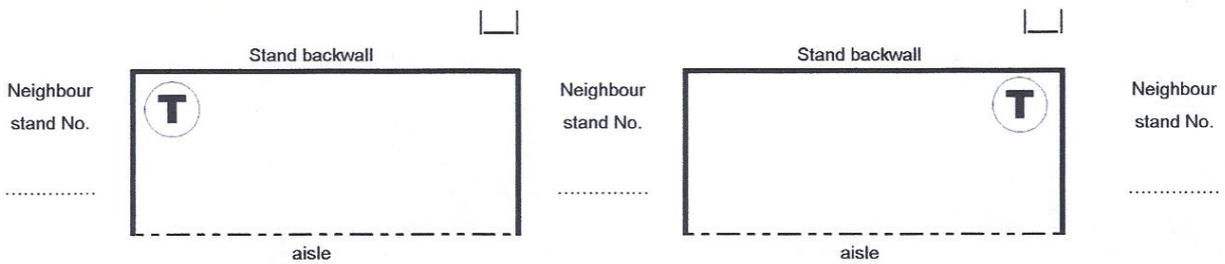
Hall	Stand No.
Exhibitor	

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.

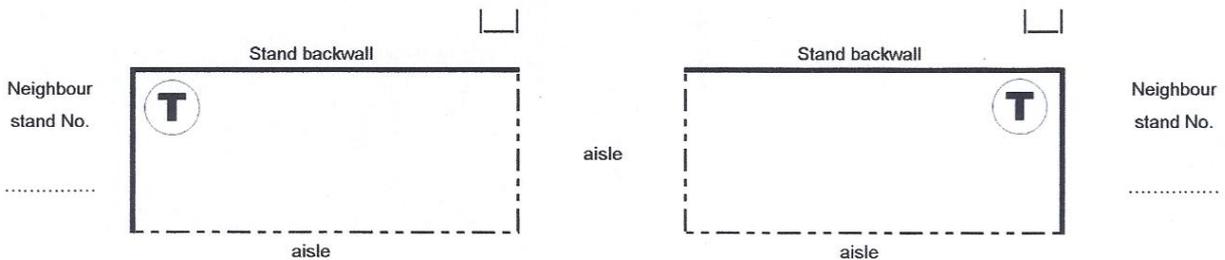
Exact details avoid the need for further enquiries, save time and trouble and ensure punctual execution. **Space for sketch for disposition of technical installations.**

**Standard installation for telephone, ISDN, Fax**

**Stand in row**



**Corner stand**



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.:

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Contact for queries:

Phone:

Telefax:

E-Mail:

Your order number for the invoice:

<input type="checkbox"/> <b>We are the exhibitor.</b> These services will be charged within the final invoice of Messe Berlin GmbH.	<input type="checkbox"/> We are <b>only ordering by order</b> of the exhibitor. (a written confirmation is available)	<input type="checkbox"/> <b>We are not the exhibitor.</b> 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: July 2012 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg

# General notes for telecommunications

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

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

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

## Notes on telecommunications lines

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

### Barred dialling codes

The following network dialling codes are not available

010	call by call / internet by call
012	innovative services
0190-0	premium rate services
0192, 0193	online services
0194 to 0199	
11880, 11881, 1188	information enquiries

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

T-Online	0191011
Compuserve	019160
AOL	01914

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

### ISDN lines

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

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

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

### PSTN exchange prefix

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

### Enabling lines

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

### Availability of telecommunications services (stand construction/dismantling)

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

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

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

### Telecommunications system repair service

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

### Rental period

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

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

### Retaining previous numbers

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

### Responsibility for installing cables

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

### Official approval of equipment

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

### Liability

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

# Water Installations

Hall:	Stand No.:
Exhibitor:	

## Order Form 2013

**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 week prior to the construction period are **subject to a 20 % surcharge.**

**Customer Service:** Fax: +49(0)30/3038-1460 or 3039-00091 43; Phone: +49(0)30/3038-1400; E-Mail: fair-service@messe-berlin.de  
**Mailing address:** Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringer Allee 12/12A, 14052 Berlin, Germany  
**Technical queries:** Phone: +49(0)30/3038-5751 E-Mail: wieneke@messe-berlin.de  
 Phone: +49(0)30/3038-5771

Qty.	Order No.	Description	Price each	Price total
		<b>Basic water connection (up to floor level)</b> (A charge will be made for at least 1 supply pipe, 15 mm dia., and 1 drain, 50 mm dia.; excluding hired items)		
.....	82147	<b>Normal tap connection, 15 mm supply piping</b>	101.00 EUR	..... EUR
.....	82148	Supply piping, 20 mm	134.00 EUR	..... EUR
.....	82149	Supply piping, 25 mm	137.00 EUR	..... EUR
.....	82151	<b>Normal connection, 50 mm drainage piping</b>	215.00 EUR	..... EUR
.....	82152	Drainage piping, 70 mm	283.00 EUR	..... EUR
.....	82153	Drainage piping, 100 mm	325.00 EUR	..... EUR
.....	94898	<b>Grease separator</b> , 0,5 ltr/sec., complete hire charge	1.395.00 EUR	..... EUR
		<b>Surcharge for pipe lengths over 3 m (over floor)</b> material, installation and dismantling		
.....	82155	Supply piping, NW 15 mm, per runn. metre	22.75 EUR	..... EUR
.....	82156	Supply piping, NW 20 mm, per runn. metre	27.50 EUR	..... EUR
.....	82159	Drainage piping, NW 50 mm, per runn. metre	21.10 EUR	..... EUR
.....	82160	Drainage piping, NW 70 mm, per runn. metre	24.00 EUR	..... EUR
.....	82163	<b>Basic Water Connection – Kitchenette</b> Kitchenette for hire please see „Installation on the Stand“ Water supply 15 mm, drainage 50 mm	387.00 EUR	..... EUR
.....	94920	<b>Additional water supply for dishwasher DN 15/50</b> including installation of dishwasher	285.00 EUR	..... EUR
		<b>Charges for Installation/Assembly on the stand</b> (without hire for items; items for hire see below)		
.....	82164	Single sink	91.10 EUR	..... EUR
.....	82166	Double sink	98.90 EUR	..... EUR
.....	82167	Bar counter	98.90 EUR	..... EUR
.....	82168	Water boiler	35.70 EUR	..... EUR
.....	82169	Hot water geyser	68.90 EUR	..... EUR
.....	82170	Bar counter tap	19.40 EUR	..... EUR
.....	82171	Fixed or swivel faucet	19.40 EUR	..... EUR
.....	82172	Single-hole sink battery	20,70 EUR	..... EUR
.....	82173	Coffee machine	51.00 EUR	..... EUR
.....	82174	Dishwashing machine	49.00 EUR	..... EUR
		<b>Items for Hire</b> (Hire charges do not include installation)		
.....	82176	Single sink, Polyethylene incl. base	38.30 EUR	..... EUR
.....	82177	Double sink, Nirosta stainless steel incl. base	68.90 EUR	..... EUR
.....	82178	Water boiler, 5 1/2 kW	46.00 EUR	..... EUR
.....	82179	Hot water geyser, 18 kW	72.00 EUR	..... EUR
.....	82180	Double or bar counter tap	18.90 EUR	..... EUR
.....	82181	Fixed or swivel faucet	7.10 EUR	..... EUR
.....	82182	Single-hole sink battery	15.10 EUR	..... EUR
.....	82183	Kitchenette incl. single sink, refrigerator, 2 hot plates and water boiler	234.00 EUR	..... EUR
.....	94919	Professional dishwasher (for installation pls. see. item 94920)	750.00 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 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.

../page 2/Installation Guide Water Installation

# Page 2 Installation Guide for Water Installations

Fax: +49(0)30/3038-1460 or 3039-0009143

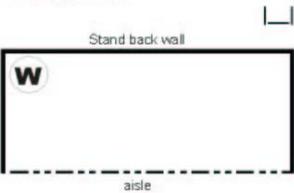
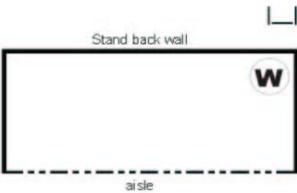
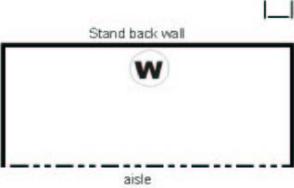
Hall	Stand No.
Exhibitor	

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.

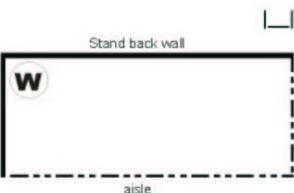
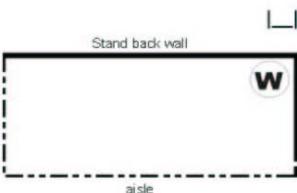
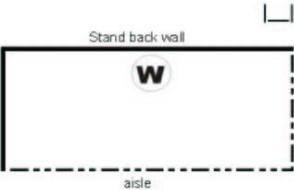
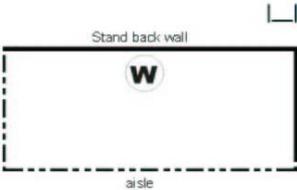
Exact details avoid the need for further enquiries, save time and trouble and ensure punctual execution. Space for sketch for disposition of technical installations required as listed overleaf.

### Standard installation for water supply and drainage

#### In-line Stand

Neighbour stand No. .....	Stand back wall 	Neighbour stand No. .....	Stand back wall 	Neighbour stand No. .....
Neighbour stand No. .....	Stand back wall 	Neighbour stand No. .....		

#### Corner stand

Neighbour stand No. .....	Stand back wall 	aisle	Stand back wall 	Neighbour stand No. .....
Neighbour stand No. .....	Stand back wall 	aisle	Stand back wall 	Neighbour stand No. .....

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

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

Name and address of recipient of invoice:

Vat Reg. No.:

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Contact for queries:

Phone:

Telefax:

E-Mail:

Your order number for the invoice:

<input type="checkbox"/> <b>We are the exhibitor.</b> These services will be charged within the final invoice of Messe Berlin GmbH.	<input type="checkbox"/> <b>We order on behalf of the exhibitor</b> (the written confirmation of coverage of costs is available).	<input type="checkbox"/> <b>We are not the exhibitor.</b> These services have to be charged to the above mentioned address.	Legally binding signature and company stamp
Date:	Name of the customer (in block letters):		

As of: July 2011 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg

## **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): Foreman: EUR/h 42.80, Plumber: EUR/h 38.70, Helper: EUR/h 32.60.

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: Raimund Hosch (Chairman), Dr. Christian Göke,  
VAT Id No. DE 136629714, Tax No. 453/04182

**Forwarding Services:**  
**Agility Fairs & Events**  
 Official Forwarding Agent of Messe Berlin

Hall:	Stand No.:
Exhibitor:	

**Order Form 2013**

**Service:** Fax: +49(0)30/3069-2849  
**Mailing address:** Agility Fairs & Events GmbH, Jaffestraße 2, Service Building South, Access 25, 14055 Berlin, Germany  
**For queries:** Phone: +49(0)30/3069-280; **E-Mail:** expoberlin@agilitylogistics.com

- We place an order for the below marked services:
- We kindly ask for an quotation for the below marked services:

**Transport to Messe Berlin**

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

**Transport after the event**

to (place): .....  
 Date of collection (fair ground): .....  
 Time: .....  
 Shipping details: .....  
 .....  
 .....  
 Dimensions: .....  
 Weight: .....

**Order of technical equipment**

Please note: A charge will be made if you are using your own transport and loading equipment on the Exhibition Grounds, and official approval is also required 800.00 EUR plus VAT per event (incl. construction/dismantling).

- Forklift with driver** weight: ..... t Date: ..... Time: .....
- Packer** Date: ..... Time: .....
- Supply of a 20" container**  Store  Office  Chill Date: ..... Time: .....
- Miscellaneous:** ..... Date: ..... Time: .....

**Handling of empty containers**

Volume approx.: ..... m<sup>3</sup> Collection on: .....

**Customs clearance for import/export**

- Temporary customs clearance
- Final customs clearance

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

Customer/Invoicing address:	Customer No.:
Street:	VAT Reg No.:
Postal code/City/Country:	We hereby confirm that we have noted the conditions. We accept them as binding and agree to their application.
Contact at the stand:	Legally binding signature and company stamp:
Telephone:	
Telefax:	
E-Mail:	Date: Name of customer (in block letters):

As of: July 2012 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg

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

Hall:	Stand No.:
Exhibitor:	

**Order Form 2013**

**Service:** Fax: +49(0)30/3012995-429  
**Mailing address:** Schenker Deutschland AG, DB Schenkerfairs, Jafféstr.2, Service Bldg. South, Access 25,14055 Berlin, Germany  
**For queries:** Phone: +49(0)30/3012995420; **E-Mail:** fairs.berlin@dbschenker.com

- We place an order for the below marked services:
- We kindly ask for an quotation for the below marked services:

**Transport to Messe Berlin**

**Transport after the event**

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

to (place): .....  
 Date of collection (fair ground): .....  
 Time: .....  
 Shipping details: .....  
 .....  
 Dimensions: .....  
 Weight: .....

**Order of technical equipment**

Please note: A charge will be made if you are using your own transport and loading equipment on the Exhibition Grounds, and official approval is also required 800.00 EUR plus VAT per event (incl. construction/dismantling).

- Forklift with** weight: ..... t Date: ..... Time: .....
- Packer** Date: ..... Time: .....
- Supply of a 20" container**  Store  Office  Chill Date: ..... Time: .....
- Miscellaneous:** ..... Date: ..... Time: .....

**Handling of empty containers**

Volume approx.: ..... m<sup>3</sup> Collection on: .....

**Customs clearance for import/export**

- Temporary customs clearance
- Final customs clearance

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

Customer/Invoicing address:	Customer No.:
Street:	VAT Reg No.:
Postal code/City/Country:	We hereby confirm that we have noted the conditions. We accept them as binding and agree to their application.
Contact at the stand:	Legally binding signature and company stamp:
Telephone:	Date: Name of customer (in block letters):
Telefax:	
E-Mail:	

As of: July 2012 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg

# Official Exhibition Freight Handling Tariff - Messe Berlin GmbH

## 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

1.1	Unloading at forwarder's warehouse or directly to exhibition booth, or vice versa, each way	11,00 EUR
1.2	Transfer from warehouse to the exhibition booth or vice versa	15,00 EUR
1.3	Storage charges per exhibition, starting with the official build up, ending with the official end of dismantling / further on request Surcharges as per tariff 4.1, 4.2, 4.3, 4.4, 4.5, 4.6	10,00 EUR

## 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 cbm – minimum 2 cbm from 50 cbm total volume, per booth – each cbm over 100 cbm total volume, per hall – each cbm	40,50 EUR 37,00 EUR 32,50 EUR
2.4	Collection of exhibition goods from the booth, marking, storage including warehouse handling and return to the booth per piece and cbm – minimum 2 cbm	57,50 EUR

Surcharges as per tariff 4.1, 4.5 and 4.6 – no further surcharges, no forklift assistance

## ON-SITE TARIFF 3

Supply of equipment and manpower, per beginning hour

3.1	Manpower	Rates in EUR	Mo – Fr	Saturday*	Sunday*	Holiday*
	Transport worker / forklift driver		38,00	45,50	54,50	72,50
	Supervisor / packer		40,00	48,00	57,50	76,50

Minimum working time 1 hour / surcharges as per tariff 4.1, 4.5, 4.6

3.2	Forklift including driver for loading / unloading / movement / assembling **	Rates in EUR	Mo – Fr	Saturday*	Sunday*	Holiday*
	up to 3 t		96,00	105,50	115,00	133,50
	up to 4 t		108,50	117,50	127,00	146,00
	up to 5 t		113,50	123,00	132,50	151,00

Minimum working time 1 hour / surcharges as per tariff 4.1, 4.5, 4.6

\* hourly rates including the partial surcharges for weekend and holidays

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

3.2.1	loading / unloading of empties, without storage by the official forwarders of the Messe Berlin GmbH each cbm and way	15,00 EUR
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3.3	Mobile cranes including driver	Rates in EUR	Mo – Fr	Saturday*	Sunday*	Holiday*
	up to 20 t		157,00	166,50	176,50	196,50
	up to 50 t		177,00	187,50	197,00	217,00

Surcharges as per tariff 4.5, 4.6

Minimum working time 1 hour additional 1,5 hours travelling time

Set up time is working time

\* hourly rates including the partial surcharges for weekend and holidays

3.4	Container	
	Storage container	620,00 EUR
	Office container	800,00 EUR
	Reefer container	1.600,00 EUR
	All rates per exhibition including placing and removal	

3.5	Other Equipment	
	Pallet truck per day	52,00 EUR
	Sack barrow per day	26,00 EUR
	Ladder up to 2m, each day	25,00 EUR

All charges of tariff 3.5 are additional deposit of 100,00 EUR minimum.

## ON-SITE TARIFF 4

Surcharges for tariff 1, 2 and 3

4.1	Handling surcharge for the ICC	25%
4.2	Saturday surcharge	25%
4.3	Sunday surcharge	50%
4.4	Holiday surcharge	100%
4.5	Late booking surcharge – for services booked later than 24 hours before requested operation time – related to manpower, forklifts, cranes, general cargo, handling of empties and exhibition goods – on the order value	10%
4.6	forwarders insurance / BSK	per tariff

## **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	99,00 EUR
	Each additional customs tariff item	10,00 EUR
5.2	Customs import / export bond fee based on CIF value each way / per month, minimum 21,00 EUR	1%
5.3	Transit customs clearance on T-Form per shipment and clearance	99,00 EUR
5.4	Customs examination fee per examination and shipment	46,50 EUR
5.5	Customs officer fee	per outlay

All above mentioned charges are excluding VAT.

### **General condition**

#### **§ 1**

The exhibition freight handling tariff is valid for all operations and services undertaken on the Berlin exhibition ground and the ICC-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.

#### **§ 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.

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 March 1<sup>st</sup> 2010, at which date all previous tariffs are deemed to be invalid.

02/2010

Schenker Deutschland AG  
Servicegebäude Süd / Einfahrt Tor 25  
Jafféstraße 2  
14055 Berlin, Germany

Phone: +49(0)30/3012995420  
Fax: +49(0)30/3012995429  
Email: fairs.berlin@dbschenker.com

Agility Fairs & Events GmbH  
Servicegebäude Süd / Einfahrt Tor 25  
Jafféstraße 2  
14055 Berlin, Germany

Phone: +49(0)30/3069280  
Fax: +49(0)30/30692849  
Email: expoberlin@agilitylogistics.com

## Coordination of traffic during construction period

Access to the Exhibition Ground: daily 7:00 am to 10:00 pm

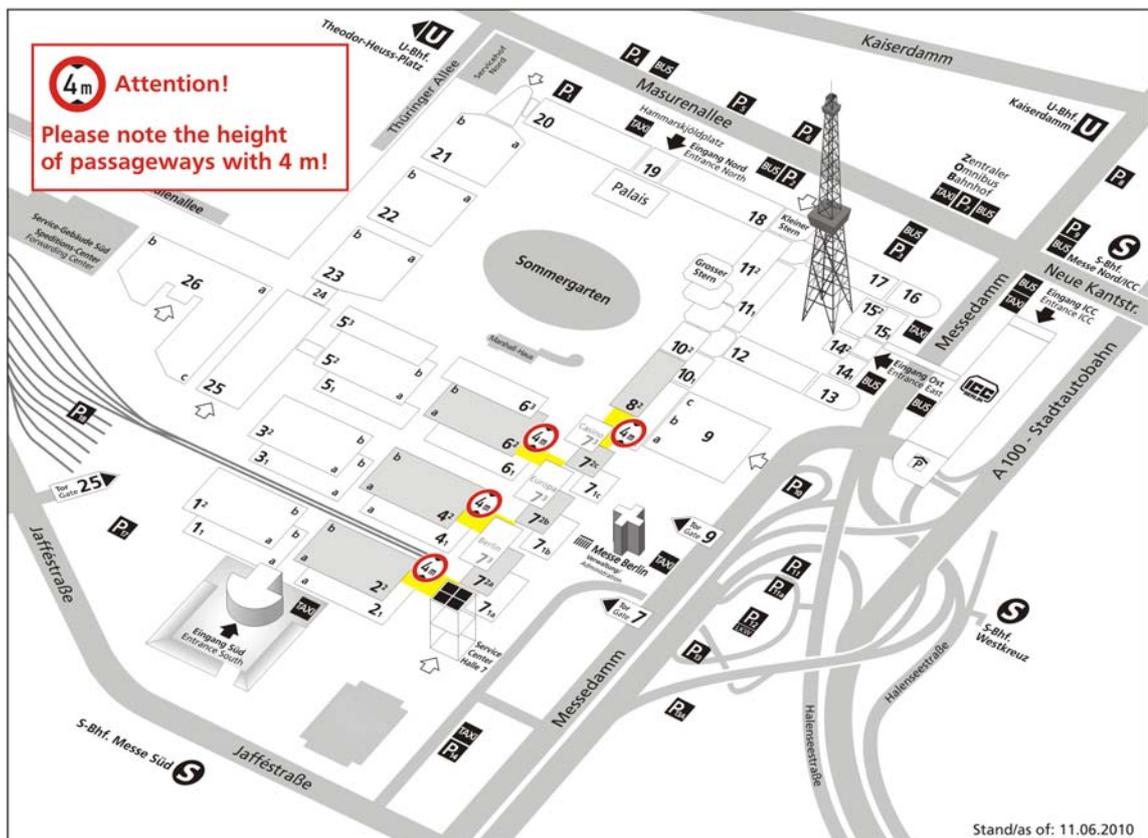
### Vehicle entrances to the Exhibition Grounds

Entrance on Messedamm, Gate 7	Deliveries to Halls 1.1 to 7.1 (level 1)
Entrance on Messedamm, Gate 9	Deliveries to Halls 8 to 18 (Halls 8, 10 and 11, both levels)
Entrance on Jafféstraße, Gate 25	Deliveries to Halls 1.2 to 7.2 (level 2), Halls 20 to 26

### Refundable deposit system

A refundable deposit will be payable from the first day of construction onwards. While the event itself is taking place vehicles will be admitted one hour before the start and one hour after the close of the event.

Deposit 100.00 EUR	Cars	2 hours
	Commercials up to 7.5 t	3 hours
	Commercials over 7.5 t	5 hours



# Working Platforms

for construction + dismantling

Hall:	Stand No.:
Exhibitor:	

## Order Form 2013

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

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

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

Kind of work: .....

Working space available: .....

Max. working height: .....

Lateral reach required: .....

Loads to be transported: .....

Starting time of use: .....

Period of use/days: .....

Contact: .....

Telephone: .....

Fax: .....

E-Mail: .....

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

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

Contact for queries:	Phone:	Telefax :
.....	.....	.....
E-Mail: .....		

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

As of: July 2012/Subject to alteration

## Price list for Working Platforms and Lifts 2013

### Working Platforms

lift	working	rent	rent per day	rent per day	travelling time	insurance
	height	m/m 4 hours	1 to 4 days	5 to 9 days	per lift	per day
Scissor lift	until 7,9m	55,00 EUR	100,00 EUR	82,00 EUR	116,00 EUR	5,00 EUR
	from 8m – 11,9m	73,00 EUR	135,00 EUR	112,00 EUR	116,00 EUR	5,00 EUR
	from 12m - 16m	99,00 EUR	195,00 EUR	165,00 EUR	116,00 EUR	5,00 EUR
Cherry picker						
	from 8m - 11,9m	90,00 EUR	175,00 EUR	153,00 EUR	140,00 EUR	10,00 EUR
	from 12m - 15,9m	135,00 EUR	230,00 EUR	210,00 EUR	140,00 EUR	10,00 EUR
	from 16m - 22m	240,00 EUR	285,00 EUR	250,00 EUR	140,00 EUR	10,00 EUR
Cherry picker						
with pivot	from 8m - 11,9m	105,00 EUR	195,00 EUR	170,00 EUR	140,00 EUR	15,00 EUR
	from 12m - 15,9m	145,00 EUR	245,00 EUR	220,00 EUR	140,00 EUR	15,00 EUR
	from 16m - 22m	175,00 EUR	295,00 EUR	270,00 EUR	140,00 EUR	15,00 EUR

Rent for more than 9 days on request / day = calendar day - All above mentioned rates are excluding VAT.

### Lifts with basket or crank

lift	working-	rent	rent per day	rent per day	travelling time	insurance
	height	m/m 4 hours	1 to 4 days	5 to 9 days	per lift	per day
lift with basket						
with crank	up to 4,5m	50,00 EUR	80,00 EUR	60,00 EUR	75,00 EUR	5,00 EUR
mechanical lifting	up to 7,5m	60,00 EUR	100,00 EUR	80,00 EUR	75,00 EUR	5,00 EUR
lift with basket						
electrical lifting	up to 7,5m	80,00 EUR	120,00 EUR	100,00 EUR	100,00 EUR	10,00 EUR

Rent for more than 9 days on request / day = calendar day - All above mentioned rates are excluding VAT.

# Business Center on the Exhibition Grounds

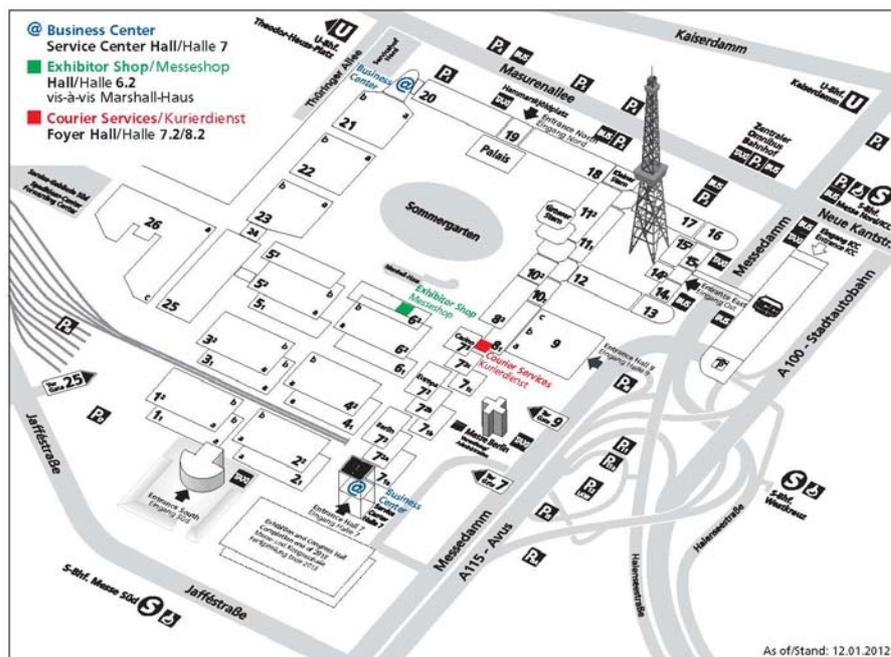
**Office Service:** Fax: +49(0)30/3038-4136  
**For queries:** Phone: +49(0)30/3038-4128/-4123; E-Mail: business-center@messe-berlin.de  
 Offices: Hall 7, Service Center, 2nd floor  
 Entrance Hall 20/21  
 ICC Berlin (optional)

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

**Price list**  
 (payment in cash only) – As of July 2011

<b>Photocopies</b>			
DIN A 4	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	01-49 Copies	each	0,30 EUR
	50-250 Copies	each	0,25 EUR
	more than 250 Copies	each	0,20 EUR
<b>Telephone calls</b>			
Charge per unit			0,30 EUR
Prepaid telephone cards		each	5,00/10,00 EUR
SIM cards		each	19,95 EUR
<b>Telefax</b>			
Sending a fax		p/page	1,30 EUR
Receiving a fax		p/page	0,70 EUR
<b>E-Mail/Internet</b>			
per 15 minutes			3,00 EUR
<b>Laptop</b>			
per 15 minutes			3,00 EUR
<b>Use of PC/Scanner/CD Burner</b>			
per 15 minutes			3,00 EUR
<b>Printing DIN A 4</b>			
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
<b>For sale</b>			
Compact disk recordable		each	1,80 EUR
Compact disk rewritable		each	3,20 EUR
DVD rewritable		each	3,20 EUR
<b>Typing Service (German, English)</b>			
Other languages on request		p/ page DIN A4	8,00 EUR

All prices are inclusive the statutory value-added tax



# Playing/Performing Music at Trade Fairs and Exhibition

## Registration MES/AUS

**Fax:** +49(0)711/2252-800  
**Mailing address:** GEMA-Bezirksdirektion Stuttgart, Postfach 10173, 70015 Stuttgart, Germany

**Offices: GEMA**  
Bezirksdirektion Stuttgart,  
Herdweg 63, 70174 Stuttgart,  
Deutschland

Phone: +49(0)711/2252-794  
Fax: + 49(0)711/2252-800  
E-Mail: messe@gema.de

**For exhibitors from abroad:** Please send your application to the above mentioned address.

**For exhibitors from Germany:** Your application will be passed on to the appropriate regional head office. You may also send your application directly. The corresponding addresses and contact details you will find overleaf as well as under:  
<http://www.gema.de/der-verein-gema/adresse/bezirksdirektion>.

### 1. Company details

Name: .....  
Head office: .....  
Street: .....  
City: .....  
VAT Reg. No.: .....

#### Person to contact at company:

Name: .....  
Dept.: .....  
Phone: .....  
E-Mail: .....

### 2. Trade fair/exhibition details

Description: .....  
City: .....  
Duration: .....

Hall No.: .....  
Stand No.: .....  
Stand area in m<sup>2</sup>: .....

### 3. Music to be played/performed as follows:

#### 3.1 At stand

Radio  Audio media  
(cassette recorder/DC player/MP3 etc.)

#### 3.2 Playing of audiovisual content

TV broadcast No. of screens: .....  
 images protected on large screen No. of screens: .....  
 using wall equipped with monitors No. of walls: .....  
No. of monitors per wall: .....  
 Video/DVD screening No. of screens: .....  
 projected on large screen No. of screens: .....  
 using wall equipped with monitors No. of walls: .....

#### 3.3 Multimedia applications

Computer Overall total: .....  
 using multimedia applications,  
internet and otherwise total: .....

#### 3.4 Live playing/performing

(e.g. singers, dancers, musicians, other)  
 yes Number of performances/daily : .....  
 on all days  only on: .....

#### 3.5 Musical jingles

(e.g. lottery show, promotion campaigns, other)  
 yes Number of performances/daily : .....  
 on all days  only on: .....

#### 3.6 Parties at stand, informal get-togethers after 6 p.m.

yes date: .....  
 with Live music  audio media (CDs etc.)

Charges for using music: .....

Number of invited guests: .....

#### 3.7 Events outside the exhibition grounds

yes date: .....  
 with Live music  audio media (CDs etc.)

Charges for using music: .....

Number of invited guests: .....

Details of location: .....

### 4. Issuing of licences for business films and screening of audiovisual content

(see items 3.2 and 3.3)

Has a licence been issued for screening in public?

yes  no

(it is necessary to enclose copy of licence)

Place, date

Stamp

Signature

# Information for Exhibitors

## 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 organisers 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 organiser, 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 licence. That is to say that after an applicant has handed in his registration in the correct way, a licence 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 licence, 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.

### GEMA registration

Please return the filled form to GEMA Key Account Management Messen or, 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 licence fee according to the details you have specified.

Fee category WR-VR-MES for works played from the GEMA repertoire, for entertainment purposes, not in the sense of organised events, at trade fairs and exhibitions

Each item subject to additional 7 % VAT (fees charged outside Germany are exempt)

Details valid for 2012. We reserve the right to make changes for 2013.

<b>1. audio media</b>	per Stand EUR 18.60/day	<b>4. visual media</b>	
<b>2. radio broadcasts</b>	per Stand EUR 15.04/day	4.1 per monitor	EUR 32.38/day
<b>3. television broadcasts</b>		4.2 per large video screen or per wall	
3.1 per TV set	EUR 7.88/day	equipped with video screen up to 100 m <sup>2</sup>	EUR 64.76/day
3.2 per large video screen or per wall equipped with monitors up to 100 m <sup>2</sup>	EUR 15.04/day		

### 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 licence 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 quoted above include all extras charged by the GVL (Collecting Society for Neighbouring Rights) and the VG Wort collecting society.

In case of queries please contact us. Our advisers will be at your disposal.

### GEMA Key Account Management Messen,

Phone: (0711) 2252-794 Fax: 0711-2252-800, E-mail: messe@gema.de



## Important information for operation of a radio broadcasting installation on the Fair Grounds

1. The term "radio installation" applies to all fixed or mobile broadcasting installations operated by nonpublic terrestrial broadcasters (nömL) and to all wireless radio-control and relay installations.
2. Messe Berlin must be notified at least 6 weeks prior to the start of the event about the use of any radio installations.
3. Operating frequencies are allocated, subject to mandatory approval, to be shared with other users of the frequencies, thereby creating the possibility of mutual influence on the signals. When carrying out radio operations, discipline must be exercised, and the transmission periods must be kept as short as possible to keep interference to a minimum for the benefit of all those users conducting radio operations.
4. The frequencies are allocated to the subscriber for his or her own use. The allocated frequency may only be transferred with the prior written approval of the regulating authority (Bundesnetzagentur – BNA), and it remains subject to the existing allocation regulations.
5. Under the terms of this frequency allocation, any radio installations used must comply with the relevant licensing regulations if BNA for the prescribed purpose, and must be marked with the appropriate licensing symbol.
6. Use of the frequencies must not interfere with other telecommunications installations and equipment. The relevant technical rules should be applied to eliminate any interference caused by use of the allocated frequency. If interference is being caused, BNA is authorized to restrict or prevent use of the corresponding radio equipment. The subscriber must comply with these instructions immediately.
7. The prior approval of BNA must be obtained before connecting up to any other telecommunications installations/telecommunications networks.
8. Officials of BNA must be permitted or enabled to gain access during normal operating times to sites, buildings, rooms and vehicles housing radio installations and equipment in order to examine the installations and facilities. These officials must be supplied with all required information about the radio network, radio installations and radio operations. The necessary documents must be made available.
9. Any alterations to the frequencies used by means of changes (e.g. change of location) and extensions to the radio network or to the radio installations may only be undertaken subject to the prior written approval of BNA.
10. Radio operations must be restricted to what is absolutely necessary. If necessary BNA reserves the right to impose an automatic limitation on the time spent on air.
11. Only internal information may be transmitted over the allotted frequency/frequencies.
12. Within reasonable limits BNA may subsequently impose conditions and restrictions if, after allocation, it is established that increased use of the frequency range is causing harmful interference in the frequencies used.
13. BNA may allocate one frequency or more other frequencies if the increased demand for communications by a user has caused such far-reaching changes to the occupancy of the allocated frequency or frequencies as to prevent other users from making use of the same allotted frequency or frequencies, if these restrictions are caused by the party to whom the frequency has been allocated, and if the situation cannot be remedied by any other action.
14. The frequency allocation may be revoked either partially or entirely if a) the conditions governing the frequency allocation subsequently no longer apply, or if other factors subsequently emerge, on the basis of which BNA would be justified in not allowing allocation of the frequency, or not allowing its allocation in this form. b) the holder of the allocation fails to meet the obligations incurred as a result of the allocation, and this applies in particular to failure to comply with conditions regarding the allocation, or failure to comply within a specified time. c) BNA were entitled, on the basis of subsequent changes to a legal regulation, to no longer permit the allocation of the frequency, or its allocation in this form, provided that the party receiving the allocation has not made use of it, or if public interest were to be jeopardised, or d) the public interest were to be severely prejudiced in some other way, or if this detriment could not be eliminated.
15. The document authorizing the allocation must be presented to BNA or the police officers on request.
16. The holder of the frequency allocation must instruct service personnel about the obligation to adhere to the operational conditions with regard to the frequency allocation. The holder of the allocation is responsible for ensuring that the relevant regulations are observed.
17. This frequency allocation is not concerned with radiation safety nor with electrical and mechanical safety of the radio installation, for which separate rules and regulations apply.
18. The use of radio installations for monitoring purposes is prohibited.
19. The monitoring and recording of information intended for others is not permitted. The contents of such Information and the fact that it has been received may not be communicated to others, even if its reception was accidental. Information about the allocation of frequencies can be obtained from the relevant regulating authority, Bundesnetzagentur für Elektrizität, Gas, Telekommunikation, Post und Eisenbahnen, Berlin Phone: +49(0)30/43 74-0

Postal address:  
Bundesnetzagentur für Elektrizität, Gas, Telekommunikation,  
Post und Eisenbahnen Außenstelle Berlin  
Seidelstraße 49  
13405 Berlin, Germany

# Test for construction requiring official approval

Hall:	Stand No.:
Exhibitor:	

## Order Form 2013

**Deadline: 6 weeks prior to the event \*)**

Orders which are placed within the last 2 weeks prior to the construction period are subject to a 20 % surcharge.

**Messe Berlin:** Fax: +49(0)30/3038-4198  
**Mailing address:** Messe Berlin GmbH, Event Service, Messedamm 22, 14055 Berlin, Germany  
**Technical queries:** Phone: +49(0)30/3038 4022 to 4028, E-Mail: messetechnik@messe-berlin.de

Construction requiring official approval are (pls. see Technical Guidelines):

- Stand structures with two or more storeys, see item. 4.2.1
- Special structures/constructions, special structural components, temporary structures, structures over public access areas, platforms, see item 4.2.1
- Showtrucks
- Aisles, gangways, steps, railings, parapets, see item 4.6
- Outdoor structures, see item 4.8

In accordance with the Technical Guidelines of Messe Berlin we hereby apply for the issue of an approval, limited to the duration of the fair, for the following:

**Size/Area for construction ..... m<sup>2</sup>**

The following documents are hereby enclosed, in German, with reference to the relevant DIN technical standards:

- o Description of structure
- o Location plan
- o **proved** statical calculation/Test book/Type test (Original issue) – pls. see item 4.2.1
- o Load for column each/conductive load into the floor
- o Construction drawings
- o Groundplans, views, sections (3 copies)
- o Calculation of area for construction, able to be proved
- o

Messe Berlin will charge **6.00 EUR per m<sup>2</sup>** stand construction, **at minimum 260.00 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 6.00 EUR per m<sup>2</sup> of the presented stand construction, at minimum **360.00 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 !**

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

**Remark Messe Berlin**

passed on:

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

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

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"/> <b>We are the exhibitor.</b> These services will be charged within the final invoice of Messe Berlin GmbH.	<input type="checkbox"/> We are <b>only ordering by order</b> of the exhibitor. (a written confirmation is available)	<input type="checkbox"/> We are <b>not the exhibitor.</b> 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: July 2012 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg

# Approval, testing and exemption of structures requiring a building permit

(see Technical Guidelines items 4.2.1, 4.9.3, 4.9.4, 4.9.5 and 4.9.6)

Assuming that the Technical Directives for the design and construction of the stand are adhered to, it is not necessary to submit drawings in order to obtain approval for single-storey stand structures in the exhibition halls.

## Construction application/ Structures requiring a building permit

All other stand structures, mobile stands, outdoor structures, special structures and constructions require approval.

Two-storey structures may possibly be allowed, subject to the approval of the relevant project management of Messe Berlin. The application must be submitted immediately after receiving notification that a stand has been assigned.

Two-storey structures are not possible in Halls 8.1, 10.1 and 11.1, and only at certain locations in Halls 14.1 and 15.1.

Unless stated otherwise for the trade fair in question, the maximum height of stand structures is equal to the inside height of the hall minus 0.50 m.

If an area of more than 30 m<sup>2</sup> is covered over with material that is not suitable for use with sprinkler systems, a sprinkler system must be installed. Stand structures bordering on neighbouring stands must be painted in neutral white above a height of 2.50 m.

**The following documents in German are required no later than 6 weeks prior to the start of construction when applying for approval for**

- Stand structures with two or more storeys (see item 4.2.1)
- For special structures / special structural solutions, special components, temporary structures, components above areas frequented by visitors, grandstands (see item 4.2.1)
- Showtrucks
- Aisles, gangways, steps, railings, parapets (see item 4.6)
- Outdoor structures (see item 4.8)

the following documents, in German (in duplicate) are required at least 6 weeks prior to the start of the event:

- a) **examined** static calculation in accordance with German industrial standards and technical rules. Examined in the aforementioned sense applies to stress analysis documents (incl. test report), which have been examined exclusively by a **technical inspector or a structural stability expert approved in accordance with the respective state building regulations**,
- b) description of the building, location plan,
- c) stand construction drawings to a scale of 1 : 100 (layout, elevations, sections),
- d) item a) does not apply if a type certification suitable for examination or a valid inspect and test log in accordance with FIBauR (Directive on the Construction and Operation of Temporary Structures) is submitted. Submitted valid inspect and test logs will be shown by Messe Berlin on behalf of the exhibitor to the local Building Inspectorate responsible for the final acceptance.

The exhibitor/stand constructor will be invoiced for the costs of the construction approval process.

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

- Description of construction and operation,
- Design drawings,
- Proofs of stability,
- TÜV test certificates, approvals or
- Statement of EU conformity issued by a recognised certification authority or an equivalent manufacturer's statement in accordance with BauPG, §§ 9, 10.

The above documents may also be required.

If none of the stress analysis documents examined as stated above are available, they may be drawn up with the assistance of Messe Berlin. The costs will be borne by the exhibitor/stand constructor.

## Individual loads on supporting pillars

The load to which the floor can be subjected varies between the different halls (see Hall Data). Proof must be provided that the foundation pressure of the pillars does not exceed the permitted foundation pressure of the hall floors.

## Responsible site supervisor

The "site supervisor" appointed by the stand construction company or the exhibitor to oversee the work, and whose name must be supplied to Messe Berlin, is responsible for ensuring compliance with the Technical Directives. If this site supervisor does not have sufficient specialised knowledge or experience of particular items of work or aspects of the work, he must obtain the services of suitable experts.

## Stand construction approval

After scrutiny, the copy of the stand construction plans, endorsed as approved, will be returned to the exhibitor/stand constructor.

Stand construction work may not commence until the approval endorsement has been granted.

## Acceptance

Acceptance will be carried out or coordinated by Messe Berlin after approval has been granted for the construction of the stand, and following the erection of the supporting structure, the responsible site supervisor shall apply to Messe Berlin for acceptance.

Cladding may only be added to the supporting structure after the structure has been approved as being free of defects.

During the construction phase, if it is established that a stand or stand construction that was initially categorised by the exhibitor or stand constructor as being of a basic design subsequently proves to comprise a non-standard design (as determined by Messe Berlin), an acceptance process must immediately be initiated.

Prior to the start of the fair a final acceptance of all the fair structures will be carried out. If required, Messe Berlin GmbH will call in the services of specialised authorities or qualified experts (e. g. construction supervisory authority, professional association, fire service, trading standards department, police, technical supervisory board – TÜV).

If defects are discovered in structures at trade fairs a deadline will be given in writing for their elimination.

If defects are not remedied, even after instructions to do so have been issued, partial or even complete use of the stand for the exhibition may be prohibited. This prohibition on the use of the stand may be effected by Messe Berlin by the imposition of certain measures (cordoning off, closure of the stand, interruption of supplies to the stand. Such measures do not affect the obligation to pay the stand rental charge.

## Fees

Messe Berlin will apply the scale of fees listed overleaf for examination and approval of the documents submitted, to ensure that they are correct and complete, and for single acceptance of the supporting structure including stairs and railings/parapets.

For single-storey exhibition stands or stand structures the usable stand area is calculated on the basis of the usable area, usually that accessible to persons, of the upper floor, and, if appropriate, this will also include the stand area covered by other, special stand constructions.

## Work involving fire risks

Work involving the risk of fire may only be carried out subject to prior application and approval.

This approval is issued by Messe Berlin together with the certificate. Application forms/certificates should be requested if required.

# Information on Management of Stands

We specifically draw the attention of our exhibitors to the following statutory regulations:

## 1. Company name

The full address of the exhibitor (and if applicable, the branch office responsible for the participation) must be clearly displayed in adequately sized letters on all stands (company name, full address, including city, street, house number).

## 2. Pricing (Only valid if in accordance with the General Conditions of Participation the direct sale is permitted.)

In accordance with the Regulation on Pricing which came into force on 18 October 2002, BGBI page 4197, the persons offering goods for sale to the ultimate private consumer are responsible for displaying the price (including value added tax). The price labels on the goods must be displayed in an unambiguous way and should be clearly legible from a distance. When using price lists for goods which are only displayed as models or depicted in brochures, such lists should be displayed open to view, thereby eliminating any need to enquire about details of the sales price. This regulation does not apply if the supplier of goods makes it clear that he only wishes to sell items to the trade for use in a professional or commercial capacity. If sales, even individually, are made to private sector end-users, the obligation to display prices applies in full. Exhibitors will be monitored to ensure that they observe this regulation. In order to avoid action being taken against exhibitors, they are requested to strictly observe this regulation.

## 3. Order books

If the exhibitor is using orderbooks from suppliers, the supplier's full address must be printed or stamped on each form, along with that of the exhibiting firm.

## 4. Addressing visitors

Visitors should only be addressed from within the confines of the stand, and in a correct and polite form, even if such persons are only seeking information.

## 5. Advertising statements (only valid if direct sale is permitted)

All statements about the goods on display, especially concerning their materials, performance, price and ancillary costs must be accurate and comprehensive.

## 6. Delivery dates

Delivery dates should only be agreed upon if they can actually be met. If delivery is delayed for some pressing reason, the customer must be notified immediately.

## 7. Items manufactured to order

The greatest care should be taken in recording the details for items which are to be manufactured to order, in particular with regard to colour, design and dimensions. Care should be taken to ensure that the client is not burdened by the risks of manufacturing defects and with the cost of eliminating such defects.

## 8. Claims

Claims and complaints must be dealt with correctly within a suitable period of time. If disputes occur it is advisable to call in the services of the exhibition management – the organisers. Failure to observe these regulations, even after suitable warnings have been given, may result in enforced closure of the stand, and the exhibitor may be prohibited from attending other exhibitions.

## 9. Complaints by exhibitors

Complaints by exhibitors must be reported or notified in writing to the organiser or the exhibition management during the exhibition.

## **10. GEMA-(Performing Rights Society) – Fees (Notification required)**

Approval must be obtained from the GEMA (Performing Rights Society) for any public performance of copyrighted music by sound media (e.g. phonograph records, CDs, magnetic tapes, music cassettes), picture/sound media (e.g. videorecorders), for instrumental performances or musical presentations as part of radio or television broadcasts or the screening of films.

Applications should be made prior to the start of the exhibition to the following address:

GEMA Bezirksdirektion Stuttgart, Herdweg 63, 70174 Stuttgart (Deutschland)

Telefon: +49(0)711/2252-794, Telefax: +49(0)711/2252-800, www.gema.de

## **11. Energy Consumption Labelling Regulation (EnVKV)**

Item 4 of the Energy Consumption Labelling Directive requires that end-users should be provided with a label giving details about the consumption of electrical energy and other important resources with regard to the products offered for sale, hire or hire-purchase, or which are being exhibited to end-users. § 4 Section 2 of the **Energy Consumption Labelling Regulation (EnVKV)** specifies the following: "Before the household appliances named in Section 1 Line 1 are being displayed, dealers must attach the labels specified in Section 1 Line 2 No. 1 to the front or top of these appliances, so that such labels can be clearly seen and are not obstructed in any way."

Furthermore, since 20 December 2011, the Delegated Regulations (EU) Nos. 1059/2010, 1060/2010 of the Commission from 28 September 2010, supplementing the Directive 2010/30/EU of the European Parliament and the Council concerning the labelling of domestic dishwashers, domestic refrigerators and domestic washing machines with reference to energy consumption, and which require the attachment of an updated, extended energy efficiency label to the aforementioned appliances being exhibited, are directly applicable.

## **12. Sale of drugs, advertising of remedies (Notification required)**

**A** Special information referring to the dispensing of drugs: If exhibitors are planning to sell or dispense drugs (see § 2, Arzneimittelgesetz 1976 (Drugs Law) for a definition of what constitutes drugs under this law) e.g. free of charge, exhibitors are required to notify the Landesamt für Gesundheit und Soziales (LAGeSo), Turmstrasse 21, 10559 Berlin, Germany. No specific form is required for this notification. **(The obligation to notify the authorities is laid down in § 67 item 1 of the Arzneimittelgesetz.)**

**B** Special information regarding advertising of remedies: Advertising that contains references to health is subject to the law on advertising for remedies.

Information in this respect is also available from the same address:

Landesamt für Gesundheit und Soziales (LAGeSo), Telephone: +49(0)30/90229-0,

E-Mail: infopoint@lageso.berlin.de

## **13. Copyrights, protected trade marks or patents**

The exhibition company expects exhibitors to observe the legal copyrights, patents or protected trade marks of other exhibitors. If the regulations of the exhibition company are not observed, it reserves the right to take action and to refuse admission to future events. This regulation does not imply any obligation on the part of the exhibition company in cases of infringement of protected copyrights, trademarks or patents. Under no circumstances may claims be made against the exhibition company.

## **14. Gamblings (Notification required)**

Gamblings organised in connection with trade fairs or exhibitions are public events and, if a monetary stake is involved, require official approval in accordance with the lottery regulations.

Applications should be made to the following office: Landeseinwohneramt Berlin, Referat Verschiedene

Ordnungs-aufgaben – II B 122 – Friedrichstraße 219, 10958 Berlin, Germany,

Telephone: +49(0)30/90269-0, Fax: +49(0)30/90269-1299

## **15. Cleaning**

Messe Berlin will arrange for display areas to be swept before handing them over. If exhibitors do not leave their display areas clean and tidy after the event, Messe Berlin will arrange cleaning at the exhibitor's expense. Any adhesive strips or nails left over after carpets have been removed must be taken up, or this will be done at the exhibitor's expense.

## **16 Hygiene requirements for unpackaged food items dispensed on the Exhibition Grounds**

The Guidelines of Public Health and Building Inspectorate as listed overleaf and the Technical Guidelines must be observed when setting up kitchen areas for preparing food which is intended for dispensing and immediate consumption on site.

All persons preparing or **dispensing unwrapped foodstuffs** of animal origin, food for babies and infants, ice cream, bakery products with fillings that are not fully baked, delicatessen salads etc. must have received instructions in accordance with the Law on the protection against infection (please see information in the annex to the PDF form).

For queries please contact:

Bezirksamt Charlottenburg-Wilmersdorf von Berlin – Gesundheitsamt -  
Lebensmittelpersonal-Beratungsstelle, Hohenzollerndamm 177, 10713 Berlin, Germany  
Telephone: +49(0)30/9029-16299, Fax: +49(0)30/9029-16295

### Structural requirements for sales stands

- Suitable waste air extraction systems for ovens, deep fat fryers, roasting, baking cooking units or similar facilities. Annoyance caused to neighbouring exhibitors and visitors by smoke should be avoided. Failure to comply may result in enforced closure of the stand. An additional fire extinguisher must be installed next to each cooking, frying and grilling installation.
- The assembly, design and operation of such installations must be discussed with Messe Berlin GmbH before they are installed - Technical Dept., T: +49(0)30/3038-2824 to 2829
- Please note, that **liquid gas containers** are not allowed on the Exhibition Grounds. Please see also Technical Guidelines, Item 5.5 Compressed air and gas installation and item 5.7 Use of pressurised gases and inflammable liquids **(Notification required)**
- Wipe-resistant floor coverings (e.g. plastic sheets) and washable wall coverings on the stands
- Washable storage and sales surfaces (e.g. plastic sheets) at a height of at least 60 cm above the floor.
- Running hot and cold water for cleaning plates, cups and glasses in dual sink units or dish-washers (or in the case of rinsing units, cold water only).
- Hand-washing facilities with running hot water and with liquid soap and disposable hand towels.
- Effective protection against spitting or coughing (e.g. Plexi glass panels or similar barriers).
- Effective refrigeration facilities for perishable foodstuffs

### General hygiene requirements

- Foodstuffs may not be stored, handled or sold anywhere except on the sales stands.
- Hygienic storage (protected against dust and dirt, refrigerated if necessary) of all foodstuffs and utensils (e.g. plates, cooking pots).
- Water intended for consumption or for cleaning purposes may only be obtained from drinking water taps. No water may be obtained from toilet areas.
- Prohibition on smoking on stands containing foodstuffs.
- Clean working clothes for all personnel employed on the stands.
- Live mussels must be stored under cool conditions at between +2 and +10 °C. Fresh oysters may only be served by suitably qualified personnel who are properly informed about the edibility of such items.

For queries please contact: Bezirksamt Charlottenburg-Wilmersdorf von Berlin – Veterinär- und  
Lebensmittelaufsichtsamt – Hohenzollerndamm 174-177, 10713 Berlin, Germany,  
telephone: +49(0)30 9029-29106/107, E-Mail: vetleb@charlottenburg-wilmersdorf.de

## 17. Installation used for dispensing drinks

The guideline data regarding the intervals between cleaning, as stipulated by DIN 6650-6, apply to all installations used for dispensing drinks. This specifies that regular cleaning of the dispensing installations (e.g. taps, lines, fittings) should be conducted at the following intervals:

Beverage	Interval
Fruit juices, sweetened fruit drinks, fruit juice drinks	daily
Still water, non-alcoholic Beer	1 – 7 days
Beer (excluding alcohol-free beer)	every 7 days
Wine, carbonated, non-alcoholic refreshing drinks, carbonated water	7 – 14 days
Primary ingredients of drinks, spirits	30 – 90 days

This imposes a documentary obligation, i.e. the operator must provide proof that he has met his duties of supervision and care, and of the way in which he has fulfilled these obligations.

Reference source for DIN standards: Beuth Verlag GmbH, Burggrafenstraße 6, 10787 Berlin, <http://www.beuth.de>

## 18. Law Governing Restaurants (Gaststättengesetz) (notification required)

An approval, subject to a fee, in accordance with § 12 of the Law Governing Restaurants (Gaststättengesetz) only need be applied for if alcoholic drinks are being dispensed (also together with food).

The application may be made without the need for a specific form, or by using the application form GASTG (approval application) and should be submitted to:

Bezirksamt Charlottenburg-Wilmersdorf von Berlin, - Wirtschaftsamt  
Hohenzollerndamm 174-177, 10713 Berlin, Germany

telephone: + 49(0)30 / 9029-29000

Fax: + 49(0)30 / 9029-29039

e-mail: [wirdamt@charlottenburg-wilmersdorf.de](mailto:wirdamt@charlottenburg-wilmersdorf.de)

(official form please see in the annex to the PDF form)

### Regulations and Legislation:

- Lebensmittel- und Futtermittel-Gesetzbuch (LFGB) of 28.04.2006 (Bundesgesetzblatt/Federal Gazette I, page 945), in the current valid version
- Food Hygiene Regulation of 08.08.2007 (Bundesgesetzblatt/ Fed. Gazette – BGBl. I, page 1816), amended on 29.04.2004 (EC regulations No. L 226 page 3),

### For queries please contact:

Bezirksamt Charlottenburg-Wilmersdorf von Berlin

- Veterinär- und Lebensmittelaufsichtsamt -

Hohenzollerndamm 174-177

10713 Berlin, Germany

Tel.: +49(0)30/9029-29106/107, Fax: +49(0)30/9029-29105

[E-Mail: vetleb@charlottenburg-wilmersdorf.de](mailto:vetleb@charlottenburg-wilmersdorf.de)

# Information for employers about the Law on the Prevention of Infection

(Details correct as of 07.03.06)

Employers also require a certificate stating that they have received initial instructions in accordance with § 43 IfSG (Law on Protection against Infection) or a bill of health / "Red Card" in accordance with § 18 BSeuchG (superseded on 01.01.2001 by the IfSG), if they carry out the relevant work on or with foodstuffs, deal with equipment used in the production of food, or market foodstuffs.

Employers or principals are required to instruct their staff about the Law on the Prevention of Infection; the obligation upon the employer to provide such instruction applies to all staff engaged in the relevant activities (production, handling or marketing of the foodstuffs listed in the written instructional material) – including those who are still working with a valid "Red Card" in accordance with § 18 of the Federal Law on Contagious Diseases (Bundesseuchengesetz).

Initial instruction by the employer must take place immediately after the staff have taken up employment.

**Important:** The initial instruction from the Health Department or an appointed physician may not have been received more than 3 months prior to the initial employment in the food sector. Subsequently such instruction shall be provided each year.

In this respect it is useful to include instructions about hygiene in accordance with the rules laid down by the LMHV (Food Hygiene Regulations), (maintenance of the cool chain, cleaning rules etc). It is the responsibility of employers (including managers) to ensure that sufficient specialist knowledge about hygienic methods of production and processing is available. The directives contained in the LMHV also stipulate that such instruction is obligatory. Both forms of instruction must be carried out, and neither of them replaces the other!

Documentary evidence of the instruction must be provided and confirmed by the signature of the staff member.

The certificates referring to the instruction in accordance with § 43 IfSG (initial instruction and documentation of the subsequent instruction as carried out by the employer) must be available at the place of work and must be presented for inspection by the Veterinary and Food Supervisory Office or by staff of the Health Department. The absence of a certificate confirming initial instruction by the Health Department or a physician appointed by the Health Department and the lack of documentation about subsequent instruction may lead to the imposition of substantial fines.

## **Advisory office for Charlottenburg-Wilmersdorf**

Bezirksamt Charlottenburg-Wilmersdorf von Berlin  
Gesundheitsamt Lebensmittelpersonal-Beratungsstelle  
Hohenzollerndamm 177 10713 Berlin  
Tel. +49(0)30/90 29-16299 Fax +49(0)30/90 29-16295

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  - 5.6.4 Exhaust gases and vapours
  - 5.6.5 Exhaust gas extraction systems
    - 5.6.5.1 Exhaust gas pipes
- 5.7 Use of pressurised gases and inflammable liquids
  - 5.7.1 Pressurised gas installations
    - 5.7.1.1 Application for use of pressurised gas bottles
  - 5.7.2 Inflammable liquids
    - 5.7.2.1 Storage and use
    - 5.7.2.2 Storage of supplies
    - 5.7.2.3 Supply tanks
    - 5.7.2.4 Storage site
    - 5.7.2.5 Operating regulations
    - 5.7.2.6 Filling with liquids
    - 5.7.2.7 Empty containers
- 5.8 Asbestos and other hazardous materials
- 5.9 Film, photography, televisual presentations, scenery areas and other forms of presentation
- 5.10 Protection against radiation
  - 5.10.1 Radioactive materials
  - 5.10.2 X-ray equipment and devices causing stray radiation
  - 5.10.3 Laser installations
- 5.11 High frequency equipment, radio systems, electromagnetic compatibility, harmonics
- 5.12 Cranes, stacker trucks, working platforms, empty packaging
- 5.13 Reproduction of music
- 5.14 Drink dispensing facilities
- 5.15. Inspection of foodstuffs

## **6. Environmental protection**

- 6.1 Waste management
  - 6.1.1 Waste disposal
  - 6.1.2 Waste materials requiring special supervision
  - 6.1.3 Waste materials brought on site
- 6.2 Water, sewage, soil protection
  - 6.2.1 Oil, fat separators
  - 6.2.2 Cleaning / Cleaning products
- 6.3 Environmental damage
- 6.4 Protection against noise

# Technical Guidelines

as per: **June 2012**

## 1. Preliminary remarks

Messe Berlin has issued directives for trade fairs and other events with the aim of maximising the opportunities for all exhibitors / organisers to present their exhibits, and to address their visitors and other interested persons.

These directives must be complied with by all exhibitors and organisers.

For events taking place in the ICC Berlin the ICC Berlin's General Terms and Technical Conditions for Exhibitions apply ([www.icc-berlin.com/ICCBerlin/exhibition](http://www.icc-berlin.com/ICCBerlin/exhibition) areas - Download -General Terms and Technical Conditions for Exhibitions at ICC Berlin).

The Technical Guidelines of Messe Berlin shall apply if any part of the event takes place in the halls on the Exhibition Grounds.

These directives also contain safety regulations intended to serve the interests of our exhibitors and visitors by ensuring that technical equipment and design elements at the event are made as safe as possible.

The building regulations, fire protection and other safety regulations have been drawn up in consultation with the relevant Building Supervisory Department of the City of Berlin.

Messe Berlin reserves the right to carry out checks to ensure compliance with these regulations.

Statutory regulations in their respective valid form must also be observed.

If any defects that have been detected have not been remedied before the start of the event, the right to stage an event and the use of an exhibition stand may be prohibited in the interests of all those participating in it.

We reserve the right to impose any other additional requirements regarding safety and the construction of stands which may arise.

**The order forms for services are available on the internet.** They should be filled in and returned within the specified time. If they are not received on time, Messe Berlin can provide no guarantees regarding correct and punctual fulfilment of such services.

Furthermore, if orders are submitted after the specified deadline, Messe Berlin reserves the right to impose a surcharge on the rates, in accordance with the details given in the service folder.

For their information exhibitors will, if necessary, receive additional circulars with details about the preparations for, and staging of the event.

These Technical Directives have been agreed and prepared, using a standardised layout, by the following trade fair companies:

- Deutsche Messe AG Hannover
- Köln Messe GmbH
- Leipziger Messe GmbH
- Messe Berlin GmbH
- Messe Düsseldorf GmbH
- Messe Frankfurt GmbH
- Messe München GmbH
- Nürnberg Messe GmbH

The building law forms part of the law of the respective Land.

As a result, and due to the different structural conditions at the individual exhibition grounds, there may be differences in the various implementing provisions. Messe Berlin also reserves the right to make alterations.

The German text is binding.

### 1.1 House regulations

Police	110 (external)
Fire service	112 (external)
Emergency calls	110 (internal)
DRK (Red Cross)	2222 (internal)

01 The Exhibition Grounds are private premises. They are owned by the Land Berlin. As the authorised user, Messe Berlin, together with the respective organisers, exercises domiciliary rights.

02 Visitors may only enter the grounds, including the buildings (with the exception of the administrative building) if they are in possession of a valid admission ticket. All other persons require a pass. The duration of the stay is limited to the times and to the building specified on the admission ticket or pass. The admission tickets must be retained while on the grounds and must be shown to the appointed supervisory personnel on request. Exhibition stands may only be entered under the supervision of the stand personnel.

- 03 Children under the age of 14 may only remain on the exhibition grounds if in the company of a parent or guardian. Exceptions will only apply if specific notification is displayed at the ticket offices. **For safety reasons, persons who are not engaged in activities for which security cover is required, and minors in particular, are not permitted in the halls or on the outdoor display areas during the construction and dismantling periods.**
- 04 The facilities made available to visitors should be treated with due care. Visitors are not allowed onto any other facilities or installations, and may not operate such installations.
- 05 Meetings or demonstrations are not permitted on the Exhibition Grounds.
- 06 Commercial photography or filming on the exhibition grounds or in the halls, especially of the items and objects being exhibited, is not permitted.
- 07 Visitors are not permitted to exhibit, sell or distribute printed matter or goods of any kind on the exhibition grounds, or to use sound media or sound amplifiers etc. on the grounds.
- 08 Vehicles may not be driven on the exhibition grounds unless a special permit has been granted.
- 09 Smoking is completely prohibited in enclosed rooms on the Exhibition Grounds, including in the ICC Berlin.  
Exhibitors, lessees and other contractual partners of Messe Berlin shall be obliged to ensure that their third-party contractual partners observe the smoking ban. Messe Berlin shall not be held liable if either they or their vicarious agents fail to observe the smoking ban.
- 10 In accordance with the particular nature of the event, a prohibition on bringing bags and similar receptacles into the event may be imposed. For safety reasons the contents of bags and similar receptacles, and of items of clothing such as coats, jackets and capes, may be examined.
- 11 No weapons may be brought onto the grounds.
- 12 No dogs or other animals are allowed onto the grounds.
- 13 At closing time visitors to events must leave the event and the grounds by the nearest exit.
- 14 The instructions of supervisory personnel must be complied with.

## 1.2 Opening times

### 1.2.1 Construction and dismantling periods

During the general construction and dismantling periods work may be carried out in the halls and on the outdoor grounds between 7 a.m. and 10 p.m., unless, in the case of a specific trade fair, other times have been announced by means of a circular.

For reasons of general safety on the exhibition grounds, the halls and the entire exhibition grounds will be closed outside these times.

### 1.2.2 Duration of the event

For the duration of the event the halls will be opened one hour before the start of the fair and closed again one hour after the official closing time.

In individual cases, where valid reasons exist for exhibitors to be working on their stands, special written permission must be obtained from the fair management.

## 2. Traffic on the exhibition grounds, emergency exits, safety installations

### 2.1 Traffic regulations

To ensure that traffic flows smoothly during the construction and dismantling periods and during the event itself, the rules intended to regulate and direct traffic must be strictly observed, as must any instructions issued by persons in authority. The Road Traffic Regulations – StVO – apply throughout the exhibition grounds and on the parking areas belonging to the exhibition grounds.

The maximum permitted speed on the exhibition grounds is 5 kph.

Vehicles may only enter the halls for the purposes of unloading or loading. Access to the halls is only permitted for vehicles which do not exceed the maximum permitted floor load. Engines should be turned off while loading or unloading is taking place. Vehicles may not be left in the halls.

Restrictions on entry and rules regarding payment of a security during events and during the construction and dismantling periods will be announced for specific events in the information sent to exhibitors, or in the advice for drivers.

Illegally parked vehicles, semi-trailers, containers, receptacles and empty packaging of all kinds will be removed at the expense and risk of the owner.

The instructions of the persons appointed by Messe Berlin to direct and regulate traffic must be strictly complied with, and attention must be paid to any relevant information.

### 2.2 Emergency exits

#### 2.2.1 Manoeuvring areas for the fire service, hydrants

The access routes and manoeuvring areas for the fire service are clearly marked, and must be kept clear at all times.

Vehicles and objects left on emergency exits and safety areas **may** be removed at the owner's risk and expense. Hydrants on the open-air grounds must not be obscured, obstructed, or built over.

#### 2.2.2 Emergency exits, escape hatches, aisles in the halls

Emergency escape routes must be kept clear at all times.

The doors along the escape routes must easily open outwards across their entire width.

Emergency exit doors and hatches and the signs indicating them may not be built over, blocked, covered by suspended items or in any other way obscured.

Items may not be placed in the aisles in the halls, or placed so as to restrict the width of the aisles.

These aisles are needed as emergency exits!

### **2.3 Safety equipment**

Sprinkler systems, fire alarms, fire extinguishing equipment, smoke detectors, smoke extraction devices, delayed discharge apertures, closure devices for the hall doors and other safety equipment, the signs indicating them, and the green signs for the emergency exits must be accessible and visible at all times, and may not be obscured or built over.

### **2.4 Stand numbering**

The organiser will provide each stand with a number.

### **2.5 Security cover**

The organiser will be responsible for providing general supervision of the halls and the open-air grounds for the duration of the fair. General supervision is only provided at certain times during construction and dismantling.

Messe Berlin is entitled to implement any measures needed for carrying out checks and providing security cover.

If security cover for the stand itself is required, this must be organised by the exhibitors themselves.

Security officers to guard the stands may only be obtained from the security company appointed by Messe Berlin.

### **2.6 Emergency evacuation**

Messe Berlin GmbH may order rooms or buildings to be closed or evacuated for safety reasons. Any persons in such rooms or buildings must comply with instructions.

Exhibitors must inform their staff about this procedure and if necessary must prepare and publicise their own plans for evacuating rooms and buildings. It is your responsibility to ensure that your stand is cleared.

## **3 Technical data, and the equipment in the halls and on the open air grounds**

### **3.1 Data pertaining to the halls**

see "Technical equipment in the halls at a glance"

# Hallentechnik, Ebene 1

## Technical Equipment, level 1

Hallennummer Hall number	Länge m Length m	Breite m Width m	Brutto m <sup>2</sup> Gross area m <sup>2</sup>	Lichte Höhe m Clearance height m	Installationsboden auf Massivdecke Utility floor on a solid base	Massivogden mit Kabelkanälen Solid floor with cable ducts	Zulässige Bodenbelastung kN/m <sup>2</sup> Maximum permissible surface load kN/m <sup>2</sup>	Gabelstapler und LKW Radlast t Fork lift and truck with wheel load t	Vorhandene Zwischendeck Available intermediate ceiling	Hängepunkte 2 kN/Pkt. Suspension points max. load 2 kN/pt.	Fenster Tageslicht (1) einseitig, (2) zweiseitig, (3) dreiseitig, (4) allseitig Daylight from window, (1) one sided, (2) two sided, (3) three sided, (4) four sided	Anzahl Tore Number of gates	Toreinfahrtsgrößen (Breite x Höhe) m Entrance dimensions (width x height) m Durchfahrthöhen auf dem Messegelände 4 m Height of passageways across the exhibition grounds 4 m	Gasanschluss möglich Gas connection	Kühlung Cooling	Wasseranschluss bis 50 mm Water connection up to 50 mm	Wasserabfluss bis 100 mm Water drainage up to 100 mm	Vorhandener Brandschutz / Sprinkler Fire fighting system / sprinkler system	Stützen Supports	Lastenaufzüge Freigh elevators
EMS	-	-	2.326/465	18,00	-	X	10	3,5	-	X	(4)	1	5,00x5,50	-	X	X	X	X	-	-
1.1	98	62	6.058	6,00	X	-	10	3,5	-	X	(1)	4	4,85x5,30	X	X	X	X	X	X	-
2.1	98	62	6.058	6,00	X	-	10	3,5	-	X	(1)	4	4,85x5,30	X	X	X	X	X	X	-
3.1	98	62	6.058	6,00	X	-	10	3,5	-	X	(1)	4	4,85x5,30	X	X	X	X	X	X	-
4.1	98	62	6.058	6,00	X	-	10	3,5	-	X	(1)	4	4,85x5,30	X	X	X	X	X	X	-
5.1	98	26	2.606	6,00	X	-	10	3,5	-	X	(1)	2	4,85x5,30	X	X	X	X	X	X	-
6.1	98	29	2.783	6,00	X	-	10	3,5	-	X	(1)	2	4,85x5,30	X	X	X	X	X	X	-
a	41	28	1.218	6,00	X	-	10	3,5	-	X	(1 <sup>0</sup> )	1	4,85x5,30	X	X	X	X	X	X	-
7.1 b	41	28	1.218	6,00	X	-	10	3,5	-	X	(1 <sup>0</sup> )	1	4,85x5,30	X	X	X	X	X	X	-
c	38	28	1.130	6,00	X	-	10	3,5	-	X	(1 <sup>0</sup> )	1	4,85x5,30	X	X	X	X	X	X	-
8.1	103	28	2.962	4,10	X	-	10	3,5	-	X	-	2	5,30x4,00	X	X	X	X	X	X	-
a	84	29	2.461	8,90	-	X	50*	3,5	X	-	(1)	2	4,69x5,00	-	X	X	X	X	X	-
b	58	48	2.760	8,90	-	X	50*	3,5	X	-	-	-	über/Via a+c	-	X	X	X	X	X	-
c	84	29	2.451	8,90	-	X	50*	3,5	X	-	(1)	2	4,73x5,00	-	X	X	X	X	X	-
10.1	58	28	1.677	4,10	X	-	10	3,5	-	X	-	2	5,30x3,95	X	X	X	X	X	X	-
11.1	94	28	2.709	4,10	X	-	10	3,5	-	X	-	4	5,30x4,00	X	X	X	X	X	X	-
12	84	32	2.705	10,89	X	-	10	3,5	X	X	(2)	1	7,60x4,85	X	X	X	X	X	X	-
13	Ø27	-	583	19,17+6,40	-	X	10	3,5	-	X	(4)	-	über/Via 14,1	X	X	X	X	X	X	-
14.1	34	24	765	4,43+6,46	X	-	10	1,5	X	X <sup>0</sup>	(1)	1	4,50x4,15	X	X	X	X	X	X	-
15.1	102	24	2.309	4,43+6,39	X	-	10	1,5	X	X <sup>0</sup>	(1)	1	4,50x4,15	X	X	X	X	X	X	-
16	Ø27	-	583	19,00+6,40	-	X	10	3,5	-	X	(4)	-	über/Via 15,1	X	X	X	X	X	X	-
17	91	32	2.957	8,40	X	-	10	3,5	X	X	(2)	2	4,28x4,65	X	X	X	X	X	X	-

Die angegebenen Längen- und Breitenmaße sind auf volle Meter gerundet.

EMS Eingang Messe Süd

KN Kilonewton

\* im Kanalbereich nur 10 kN/m<sup>2</sup>

(1<sup>0</sup>) Kein durchgängiger Fensterverband

X<sup>0</sup> Auhängung ca. 0,35 kN/m Kabinenprofil

In senkrechter Richtung

The dimensions indicated have been rounded to the nearest metre.

EMS Entrance Messe south

KN Kilonewton

\* in the vicinity of ducts only 10 kN/m<sup>2</sup>

(1<sup>0</sup>) no continuous windows

X<sup>0</sup> suspension approx. 0,35 kN/m cross section

screwed connection, applied vertically

# Hallentechnik, Ebene 2

## Technical Equipment, level 2

Hallennummer Hall number	Länge m Length m	Breite m Width m	Brutto m <sup>2</sup> Gross area m <sup>2</sup>	Lichte Höhe m Clearance height m	Installationsboden auf Massivdecke Utility floor on a solid base	Massivogden mit Kabelkanälen Solid floor with cable ducts	Zulässige Bodenbelastung kN/m <sup>2</sup> Maximum permissible surface load kN/m <sup>2</sup>	Gabelstapler und LKW Radlast t Fork lift and truck with wheel load t	Vorhandene Zwischendeck Available intermediate ceiling	Hängepunkte 2 kN/Pkt. Suspension points max. load 2 kN/pt.	Fenster Tageslicht Daylight from window, (1) einseitig, (2) zweiseitig, (3) dreiseitig, (4) allseitig (1) one sided, (2) two sided, (3) three sided, (4) four sided	Anzahl Tore Number of gates	Toreinfahrtsgrößen (Breite x Höhe) m Entrance dimensions (width x height) m Durchfahrthöhen auf dem Messegelände 4 m Height of passageways across the exhibition grounds 4 m	Gasanschluss möglich Gas connection	Kühlung Cooling	Wasseranschluss bis 50 mm Water connection up to 50 mm	Wasserabfluss bis 100 mm Water drainage up to 100 mm	Vorhandener Brandschutz / Sprinkler Fire fighting system / sprinkler system	Stützen Supports	Lastenaufzüge Freigh elevators
1.2	98	62	6.058	9,00	X	-	10	3,5	-	X	(1 <sup>0</sup> )	2	4,85x5,30	X	X	X	X	X	X	-
2.2	98	62	6.058	9,00	X	-	10	3,5	-	X	(1 <sup>0</sup> )	2	4,85x5,30	X	X	X	X	X	X	-
3.2	98	62	6.058	9,00	X	-	10	3,5	-	X	(1 <sup>0</sup> )	2	4,85x5,30	X	X	X	X	X	X	-
4.2	98	62	6.058	9,00	X	-	10	3,5	-	X	(1 <sup>0</sup> )	2	4,85x5,30	X	X	X	X	X	X	-
5.2 a	98	29	2.904	9,00	X	-	10	3,5	-	X	(1 <sup>0</sup> )	2	4,85x5,30	X	X	X	X	X	X	-
b	98	29	3.517	9,00	X	-	10	3,5	-	X	(1 <sup>0</sup> )	2	4,85x5,30	X	X	X	X	X	X	-
6.2 a	98	29	2.904	9,00	X	-	10	3,5	-	X	(1 <sup>0</sup> )	2	4,85x5,30	X	X	X	X	X	X	-
b	98	29	3.369	9,00	X	-	10	3,5	-	X	(1 <sup>0</sup> )	2	4,85x5,30	X	X	X	X	X	X	-
a	41	28	1.218	6,00	X	-	10	3,5	-	X	(1 <sup>0</sup> )	1	4,85x5,30	X	X	X	X	X	X	-
b	41	28	1.218	6,00	X	-	10	3,5	-	X	(1 <sup>0</sup> )	1	4,85x5,30	X	X	X	X	X	X	-
c	38	28	1.130	6,00	X	-	10	3,5	-	X	(1 <sup>0</sup> )	1	4,85x5,30	X	X	X	X	X	X	-
8.2	103	28	2.960	7,20	X	-	10	3,5	X	X	(2)	2	5,30x5,30	X	X	X	X	X	X	-
10.2	58	28	1.688	7,20	X	-	10	3,5	X	X	(2)	2	5,30x5,30	X	X	X	X	X	X	-
11.2	94	28	2.706	7,20	X	-	10	3,5	X	X	(2)	2	5,30x5,30	X	X	X	X	X	X	-
14.2	18	20	369	4,35	X	-	5	-	X	-	(1)	-	-	X	X	X	X	X	X	-
15.2	60	20	1.228	4,35	X	-	5	-	X	-	(1)	-	-	X	X	X	X	X	X	-
18	96	39	3.821	14,35	X	-	10	3,5	X	X	(3)	1	4,40x4,85	X	X	X	X	X	X	-
19 Empfangshalle Nord	-	-	-	31,80	-	-	5	-	-	X	(4)	-	-	-	-	-	-	-	-	-
20	96	39	3.947	14,35	X	-	10	3,5	X	X	(3)	1	4,75x5,00	X	X	X	X	X	X	-
21 a	71	33	2.937	10,00+5,00	X	-	10	3,5	X	X	(1)	2	4,80x5,00	X	X	X	X	X	X	-
b	72	33	2.458	10,00+5,00	X	-	10	3,5	X	X	(1)	2	4,80x5,00	X	X	X	X	X	X	-
22 a	71	33	2.784	10,00+5,00	X	-	10	3,5	X	X	(1)	2	4,80x5,00	X	X	X	X	X	X	-
b	71	33	2.362	10,00+5,00	X	-	10	3,5	X	X	(1)	2	4,80x5,00	X	X	X	X	X	X	-
23 a	65	33	2.661	10,00+5,00	X	-	10	3,5	X	X	(1)	2	4,80x5,00	X	X	X	X	X	X	-
b	60	33	1.996	10,00+5,00	X	-	10	3,5	X	X	(1)	2	4,80x5,00	X	X	X	X	X	X	-
24	149	48	7.458	15,70	-	-	200*	3,5	-	X	(2)	4	11,20x10,50	X	X	X	X	X	X	-
25	74	67	4.259	7,00+4,64	-	X	50*	3,5	-	-	(2)	4	4,90x5,00	X	X	X	X	X	X	-
a	59	67	3.453	7,00	-	X	50*	3,5	-	-	(2)	4	4,90x5,00	X	X	X	X	X	X	-
b	74	44	3.189	7,00+4,64	-	X	50*	3,5	-	-	(2)	3	4,90x5,00	X	X	X	X	X	X	-
c	98	29	3.209	6,00	X	-	10	3,5	-	X	(1 <sup>0</sup> )	-	-	X	X	X	X	X	X	-
6.3	98	29	3.257	6,00	X	-	10	3,5	-	X	(1 <sup>0</sup> )	-	-	X	X	X	X	X	X	-

Die angegebenen Längen- und Breitenmaße sind auf volle Meter gerundet.

KN Kilonewton

(1<sup>0</sup>) im Kanabereich nur 10 kN/m<sup>2</sup>

X<sup>0</sup> Kein durchgehender Fensterverband

Abhängung ca. 0,35 kN/m Kahlensprofil

In senkrechter Richtung

The dimensions indicated have been rounded to the nearest metre.

KN Kilonewton

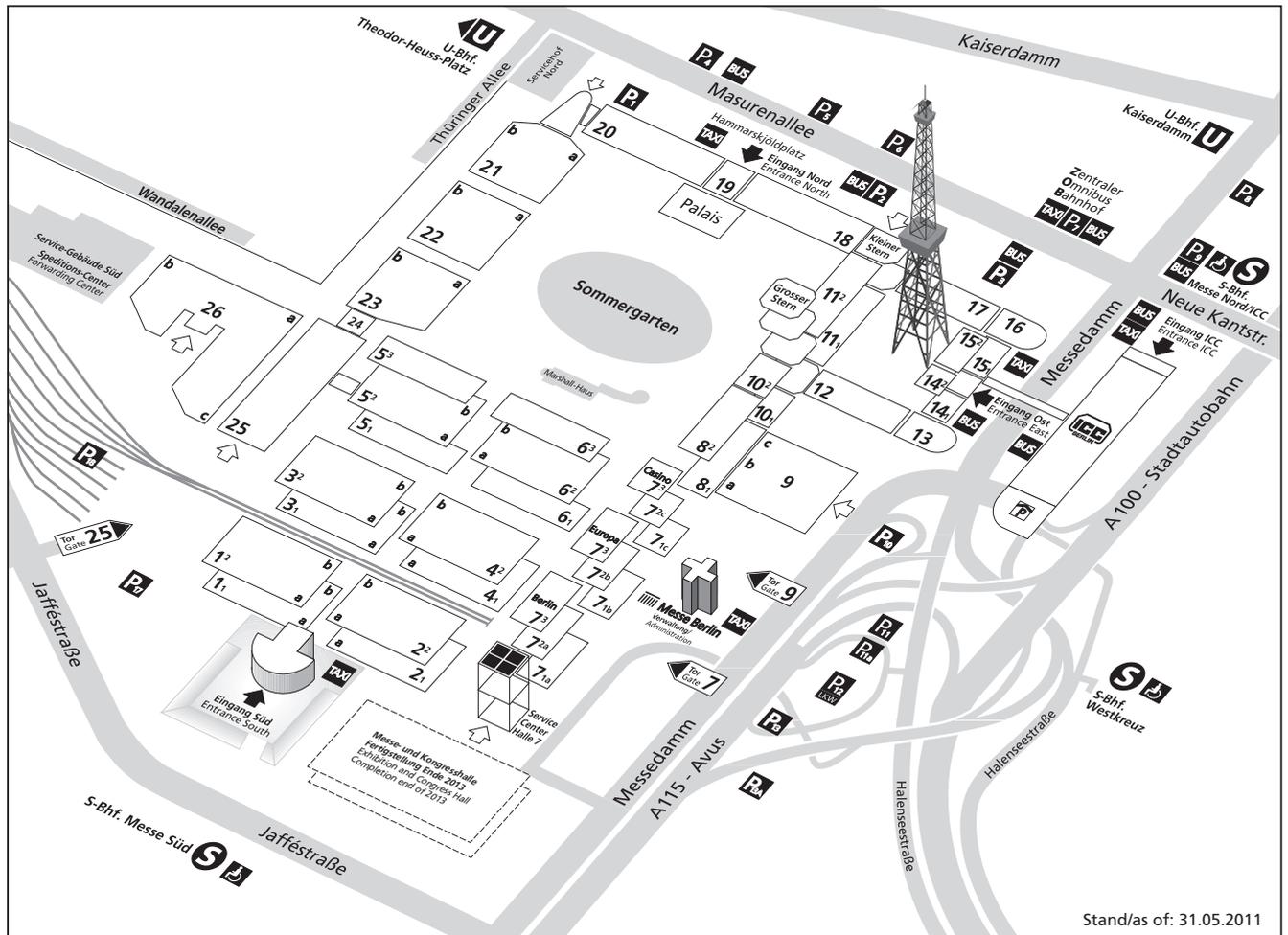
(1<sup>0</sup>) in the vicinity of ducts only 10 kN/m<sup>2</sup>

X<sup>0</sup> no continuous windows

suspension approx. 0,35 kN/m cross section

screwed connection, applied vertically

# Geländeplan Exhibition grounds



-  Haupteingänge / Main entrances
-  Bedarfseingänge / Reserve entrances

### 3.1.1 General lighting, types of current, voltages

The general hall lighting has an intensity of at least 100 lux, measured 1 m above the hall floor.

Available types of current and voltages on the exhibition grounds:

Type of supply: TN-C/S network

AC 230 volt ( $\pm 10\%$ ) 50 Hz

Three-phase 3 x 400 volt ( $\pm 10\%$ ) 50 Hz

### 3.1.2 Supplies of compressed air, electricity, natural gas and water

The supplies of compressed air, electricity, natural gas and water to the stands are obtained through the pipework and wiring in the false floors. In Halls 9 abc, 13, 16, 25 and 26 abc these supplies are obtained from the ducts in the hall floors.

### 3.1.3 Communication facilities

Telephone, telefax, data and aerial connections to the stand are laid in the false floor carrying in which the pipework and wiring are installed. In Halls 9 abc, 13, 16, 25 and 26 abc these services are supplied from the ducts in the hall floors.

### 3.1.4 Sprinkler system

The halls are fitted with sprinkler systems.

Any superstructure occupying more than 30 m<sup>2</sup> of the stand area (enclosed ceiling area) requires the installation of a sprinkler system that conforms to the VDS standard.

The sprinkler systems required for stands are supplied from the false floor. In Halls 9 abc, 13, 16, 25 and 26 abc the supply is obtained from the ducts in the hall floors or the hall ceilings.

### 3.1.5 Heating/ventilation

The halls are equipped with ventilation systems. If necessary, the halls will be heated during the event (+18 °/ 20 °C), or cooled (+26° / 30°C).

### 3.1.6 Interruptions to supplies or services

If interruptions occur to the technical supplies the fair management must be notified immediately. Messe Berlin accepts no liability for losses or damage caused by such interruptions.

## 3.2 Open-air grounds

The open-air grounds comprise uneven and non-compacted gravel and paved areas.

During the opening times of the event the grounds will be provided with general lighting for the roadways and paths.

The necessary connection points for services are provided at irregular distances.

There is a rail connection onto the Exhibition Grounds.

## 4 Stand construction regulations

### 4.1 Constructional safety of stands

Exhibition stands, together with their installations and exhibits, and any means of carrying advertising, must be structurally stable, so that they do not jeopardise public safety and order, and in particular, do not present a hazard to life and health.

Exhibitors are responsible for the structural safety and may be required to furnish proof of same.

The stipulations of the Berlin Building Regulations [BauO Bln] and the following provisions, directives and introduced, technical rules in their current versions apply categorically:

- MVStättV – Model Ordinance Concerning the Construction and Operation of Places of Public Assembly

- M-FIBauR – Model Directive Concerning the Construction and Operation of Temporary Structures

including

- DIN EN 13 782<sup>1)</sup> – Temporary structures - tents

- DIN EN 13 814\*) – Temporary structures and installations for event venues

\*) for the former DIN 4112 – Temporary Structures, Technical Building Regulations for Calculation and Implementation

If stand structures are to afford access to the general public at trade fairs, the main entrances and exits must be designed to be barrier-free. As an alternative, the stand operator / exhibitor must indicate the availability of organisational and operational measures on the stand (personnel on the stand to provide assistance) to ensure access for wheelchair users.

In order to achieve sufficient longitudinal and lateral stability, the stability of stand structures must be formulated for a horizontal equivalent distributed load (dynamic pressure) of 0.125 kN/m<sup>2</sup>. More precise evidence must be submitted in the event of a deviation from this figure.

In substantiated cases Messe Berlin reserves the right to arrange for a structural engineer to conduct an on-site examination of the stability, for which a charge will be made.

### 4.2 Stand construction approval

Provided the design and construction of the stand conform to the technical guidelines, drawings for approval of single-tier stand constructions in the halls need not be submitted. If a stand area occupies the space of an entire hall section or hall(s) through which visitor aisles must pass, then approval must be obtained, even in the case of single-tier constructions.

If requested by exhibitors, Messe Berlin can arrange for the stand construction plans (submitted in duplicate) to be checked. All other stand structures, temporary structures, mobile stands, outdoor structures, special structures and constructions require testing and approval.

In all cases proof of stability must be provided.

The stand structures on the ILA open air grounds that require approval include all building structures that are classed as standard, temporary structures in accordance with BbgBO § 75 (1) or M-FIBauR, or are categorised as such by nature of their type and method of construction, such as:

- marquees with a floor area of at least 75.0 m<sup>2</sup>
- stages, including stage covers
- stand installations for spectators

- equipment for play, sport or pleasure
- free-standing scaffolding and advertising installations / large viewing screens
- free-standing masts and signalling installations intended for exhibition or presentation purposes
- additional external extensions to and structures at the entrances to existing airport halls and buildings and / or the fair's own exhibition marquees
- all other stand structures that can be walked on and/or are covered or free-standing: platforms, walkways, canopies, 2- and multi-storey pavilions and/or container installations;
- installations with fully enclosed cinema or other types of auditoriums and visitor rooms.

#### 4.2.1 Examination and acceptance of structures requiring approval

For the examination and approval, possibly involving the relevant building inspectorate, of:

- Stand structures with two or more storeys (see item 4.2.1)
- Special structures / special structural solutions, special components, temporary structures, components above areas frequented by visitors, grandstands, see Item 4.2.1
- Show trucks
- Aisles, gangways, steps, railings, parapets (see item 4.6)
- Outdoor structures (see item 4.8),

the following documents must be submitted in paper form (in duplicate) and as digital pdf files (messetechnik@messe-berlin.de) to Messe Berlin GmbH/ES 21. The following documents, in German or English, are required at least 6 weeks prior to the start of the event:

- Structural calculations\*) in accordance with German DIN standards, technical rules and/or Eurocodes (EC, DIN EN) for all stand structures referred to and for which approval is required.  
\*) If also provided in examined, original version, including accompanying test report (not to be submitted in the form of a digital file !)  
Examined in the aforementioned sense applies to stress analysis documents (incl. test report), which have been examined exclusively by a technical inspector or a structural stability expert approved in accordance with the respective state building regulations.
- Description of the building, location plan,
- Stand construction drawings to a scale of 1 : 100 (layout, elevations, sections),
- A plan of the emergency escape routes providing evidence of the length and width of the rescue routes must be supplied.
- Item a) does not apply if a type certification suitable for examination or a valid inspect and test log in accordance with M-FIBauR (Model Directive on the Construction and Operation of Temporary Structures) is submitted. Submitted valid inspection and test logs will be shown by Messe Berlin on behalf of the exhibitor to the testing authority responsible for final on-site acceptance.

The exhibitor / stand constructor will be invoiced for the costs of the construction approval process.

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

- Description of construction and operation
  - Design drawings,
  - Proofs of stability,
  - TÜV test certificates, approvals
- or
- Statement of EU conformity issued by a recognised certification authority or an equivalent manufacturer's declaration in accordance with BauPG, §§ 9, 10. The above documents may also be required if necessary.

The stand installation is not considered as approved until written notification has been given by Messe Berlin.

If none of the stress analysis documents examined as stated above are available, they may be drawn up with the assistance of Messe Berlin. The costs will be borne by the exhibitor/stand constructor.

Exhibitors / stand constructors may be charged with additional costs if documents are not submitted on time.

#### 4.2.2 Vehicles and containers

Vehicles and containers placed in the halls require official approval if used as display stands.

#### 4.2.3 Alterations to non-regulation stand structures

Stand constructions that have not been approved, or that do not conform to the Technical Directives or to legal requirements, may have to be altered or removed.

If work is not carried out within the specified time, Messe Berlin is entitled to undertake the alterations itself, at the exhibitor's expense.

#### 4.2.4 Extent of liability

If the exhibitor and/or his appointed stand constructor does not comply with these stand construction regulations, they shall be liable for all damage resulting from the infringement of the stand construction regulations.

Furthermore the exhibitor and/or his appointed stand constructor shall exempt Messe Berlin from any claims by third parties that may be asserted on the basis of an infringement of these stand construction regulations.

### 4.3 Construction heights

Unless stated otherwise for the trade fair in question, the maximum height of stand structures is equal to the inside height of the hall minus 0.50 m.

The lessee is obliged to install a white partition separating his stand and the directly adjacent stand. This partition must be structurally stable, have no gaps, and bear no advertising of any kind.

Advertising facing directly adjacent stands must be placed at a distance of at least 1 m from the boundary of the neighbouring stand. Exhibits are not subject to this regulation. Structural restrictions may apply.

The height restriction in Halls 8.1, 10.1 and 11.1 is 3.60 m.

### 4.4 Fire protection and safety regulations

#### 4.4.1 Fire protection

##### 4.4.1.1 Stand construction and decoration materials

The use of easily flammable materials, those which cause flaming droplets when burning, or which lead to the production of noxious gases, such as polystyrene foam (styrofoam) PVC or similar acrylic glass products, is prohibited. No materials may be used that create dense smoke when ignited.

In individual cases, and for safety reasons, special requirements may be imposed with regard to load-bearing structures (e.g. they should not be made of inflammable materials).

The use of plastic cable ties to secure any parts subject to structural stresses is not permitted.

Decoration materials must be at least flame-retardant in accordance with **EN 13501-1 C d0 and/or DIN 4102-1 B1, and should not form burning droplets.**

Test certificate for the categories of material used must be available. Trees and plants may only be used for decorative purposes if they have been recently cut (leaves and pine needles must be fresh and green.) If it becomes apparent that trees and plants have dried out during the exhibition, making them easily inflammable, they must be removed.

Bamboo, reeds, hay, straw, bark mulch, turf or similar materials do not as a rule satisfy the aforementioned requirements.

##### 4.4.1.2 Displays of motor vehicles

Vehicles powered by combustion engines may only be exhibited in the halls if the fuel tank is virtually empty. Battery terminals must be disconnected and the fuel tank must be sealed off. For gas-powered vehicles see item 5.7 concerning the pressurised container.

##### 4.4.1.3 Explosive substances/Ammunition

Explosive substances are regulated by the Law on Explosives (Sprengstoffgesetz) in its current amendment and may not be displayed at trade fairs or exhibitions. This also applies to ammunition as defined by the Weapons Law (Waffengesetz).

##### 4.4.1.4 Pyrotechnics

Pyrotechnic displays require official authorisation and the intended special pyrotechnical effects must be approved by Messe Berlin.

A copy of the application for such authorisation (Landesamt für Arbeitsschutz, Gesundheitsschutz und technische Sicherheit Berlin – LAGetSi – Turmstrasse 21, 10559 Berlin, tel.: 030/90254-5000) should be submitted to Messe Berlin at least two weeks prior to the start of the event.

##### 4.4.1.5 Flying objects/Balloons

Approval must be obtained from Messe Berlin for the use of balloons filled with safety gas and for remotely controlled flying objects, as well as for the distribution of balloons in the halls and on the open air grounds.

Any cleaning costs that are incurred will be charge to the exhibitor.

##### 4.4.1.6 Smoke machines

The agreement of Messe Berlin must be obtained before using smoke machines.

##### 4.4.1.7 Ashtrays

Unless smoking has been expressly prohibited on the stand, arrangements must be made to provide a sufficient number of ashtrays or other containers for disposing of cigarettes, made of non-inflammable material, and for them to be emptied at regular intervals.

##### 4.4.1.8 Containers for waste, recyclable and residual materials

Any containers placed on the stands for recyclable and residual materials must not be made of inflammable materials.

Containers for recyclable and residual materials must be emptied regularly, and at least every evening after the close of the fair, using the recycling stations located at the entrances to the halls.

If larger quantities of inflammable materials accumulate, these must be removed several times daily.

##### 4.4.1.9 Spray guns, nitrocellulose lacquer

The use of spray guns and of **materials and paints containing solvents** is not permitted.

##### 4.4.1.10 Hot work

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

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

##### 4.4.1.11 Empty packaging

Empty packaging of all kinds (e.g. boxes and packing materials) may not be stored in the hall, either inside or outside the stand. Any such empty packaging must be removed immediately.

##### 4.4.1.12 Fire extinguishers

On stands of > 100 m<sup>2</sup> a suitable fire extinguisher with at least 10 extinguishing units must be available during construction and dismantling and throughout the duration of the event. The location of the extinguisher must be marked on the stand in

compliance with the accident prevention regulations BGV A8 (VBG 125). If necessary several fire extinguishers may be required. On two-storey stands one fire extinguisher must be provided at the top of each stairway.

#### 4.4.2 Stand canopies

In order not to adversely affect the use of sprinklers, in those halls equipped with such installations no stands may be covered.

Ceilings shall be considered as open if not more than 50% of the area, based on the square metre measurement of each individual stand, is enclosed.

Ceilings capable of incorporating a sprinkler system and with a grid size of at least 2 x 4 mm or 3 x 3 mm for areas of up to 30 m<sup>2</sup> are permitted, to which individual areas may be added. The fabric covering should be tensioned horizontally, and should consist of a single layer only. Penetration of the fabric sheets should be avoided. (For two-storey structures see also Item 4.9.2)

Open grid ceilings are permitted.

Approval must be obtained for horizontal decorations and for ceiling areas over single and collective stands.

The materials used for these areas must be at least flame retardant, in accordance with EN 13501-1 C, d0 and/or DIN 4102/B1, not forming burning droplets, and proof must be furnished in the form of a test certificate.

Under the preliminary remarks, the following regulations apply to all stands:

- a) Contiguous areas may not constitute a single area of more than 30.00 m<sup>2</sup> (floor plan projection).
- b) If there are a number of such individual areas they must be separated from one another (floor plan projection). The spacing shall be determined in each individual case.
- c) If the stated maximum area is exceeded, a sprinkler system must be provided.

#### 4.4.3 Glass and acrylic glass

Only safety glass which is suitable for the purpose may be used.

Please ask for a copy of our code of practice for the use of glass/acrylic glass in trade fair construction ("Merkblatt zum Einsatz von Glas/Acrylglas im Messebau"). See also [www.messe-berlin.de](http://www.messe-berlin.de) (Exhibition Centers – Guidelines and Conditions – Download).

Any exposed edges of the glass should be worked in such a way or protected so as to prevent the risk of injury.

#### 4.4.4 Enclosed recreation rooms

All recreation rooms which are enclosed on all sides (enclosed spaces) must be equipped with a visual or acoustic system to relay alarms to the stand at all times. Substitute measures may be approved in exceptional cases.

Auditoriums must have at least two exits leading directly to the aisles of the halls.

These exits should be placed as far as possible from one another.

Special approval must be obtained for auditoriums with a capacity of more than 200 persons..

### 4.5 Exits/ Escape routes, Doors

#### 4.5.1 Exits. Escape routes

The distance between any point on a display area and a hall exit may not exceed 20 m in a straight line.

Recreation rooms with a floor area in excess of 100 m<sup>2</sup> must be provided with at least two exits to emergency escape routes, which must be as far apart as possible from one another and leading in opposite directions.

The escape routes must be marked as such, in accordance with BGV A8 (formerly VBG 125).

The minimum number and clear width of escape routes (exits, stairways, corridors) that must be provided are listed below:

- up to 100 m<sup>2</sup>: 1 escape route, 0.90 m wide
- over 100 m<sup>2</sup> and up to 200 m<sup>2</sup>: 2 escape routes, each 0.90 m wide
- over 200 m<sup>2</sup> and less than 400 m<sup>2</sup>: 2 escape routes, each 1.20 m wide

#### 4.5.2 Doors

The use of swinging, revolving, code-operated, sliding doors and other restrictions, either manually operated or powered, on emergency rescue routes is possible subject to approval by the building inspectorate and the submission of evidence of such approval.

### 4.6 Platforms, parapets, ladders, ramps, raised walkways, stairs

Generally accessible walkways and other such areas which are immediately adjacent to areas that are more than 0.20 m lower must be surrounded by parapets. These must be at least 1.10 m in height.

Parapets on areas accessible to the public attending trade fairs must be provided with a firm, non-slip handrail. To discourage anyone from climbing over the parapets, only enclosed infilling or vertical bars with a maximum gap of 0.12 m between the bars or openings are permitted.

Parapets on areas with restricted access by trade visitors must be provided at the least with a non-slip handrail, as well as centre and lower braces.

Proof of stability must be presented for platforms and the parapets required for them.

Depending on the use, the floor load must be designed to carry at least 3.0 kN/m<sup>2</sup> in accordance with DIN 1055-3, Table 1 [Cat. C1].

Single-step, accessible platforms may not exceed a height of 0.20 m.

Ladders, ramps, raised walkways and stairs must comply with the accident prevention regulations.

The distance between the parts of the balustrade may not exceed 0.12 m in any direction. (MVStättVo §11, Section 2) (see 4.9.6)

### 4.7 Stand design

#### 4.7.1 Barrier-free construction

When constructing the stands it is important to ensure that they do not present obstacles to the disabled. The stands and their equipment must also be accessible to and usable by disabled people.

#### 4.7.2 Examination of the rented area

The organiser will mark out the rented area. All exhibitors are required, when on site, to inform themselves about the location, dimensions and any fittings, safety installations etc.  
The boundaries of the stand must be strictly adhered to.

#### 4.7.3 Interference with the permanent building structure

No parts of the hall or technical installations may be damaged, contaminated or altered in any other way (e.g. through drilling, or the insertion of screws or nails), they may not be painted or papered, nor may anything be pasted onto them. No parts of the hall or technical installations may be used to support stand fittings or exhibits.  
However, provided that no damage is caused to them, the columns/supports in the halls may be enclosed within the rented area, up to the permitted construction height  
No third parties are allowed onto any accessible part of the intermediate floor.

#### 4.7.4 Hall floors

When laying carpets and other floor coverings measures must be taken to prevent accidents. These carpets and floor coverings may not extend beyond the boundaries of the stand.  
Only adhesive tape may be used to attach the floor coverings, and when this is removed no residues should be left behind. All materials used must be removed without leaving residues.  
Oil, fat, paints and similar substances must be removed immediately from the surfaces.  
The hall floors may not be painted, nor may anything be stuck to them.  
Anchor points and attachments in the hall floor are only possible under certain conditions in Halls 9abc, 25 and 26 abc, and approval can be granted in response to an application.  
The floor will be restored to its original state by Messe Berlin GmbH or its contractors. A charge will be made for this work.

#### 4.7.5 Suspended items

Items may be suspended from the hall ceilings using the technical facilities provided **and in compliance with BVG C1**. The provision of these facilities is dependent on Messe Berlin or its contractual partners.

Approval must be obtained for suspended items.

An outline sketch must be included with the order form "Suspended Decoration", showing the suspended weights and required positions of the suspension points.

The installation of all suspended items, whether from the hall ceiling or the elevated system of traverses (ground support), and other structures must comply with BGV C1 (*Venues for Theatrical Performances*) and the current standards for event engineering (*SP Q 1-3* or similar regulations).

##### 4.7.5.1 Suspension of heavy loads

In all cases tests are required for heavy suspended loads (> 2,0 kN/Point) and these are subject to stability monitoring by Messe Berlin.

The necessary documents must be submitted and Messe Berlin will **undertake an examination of them**, for which a fee is payable, and for the monitoring of the construction. Orders, using form "Suspended Decoration", must also be accompanied by assembly instructions, a dimensioned site plan showing the crosspieces together with the planned suspension points, including the loads at these points and installation details. These must be submitted in German no later than 6 weeks prior to the start of construction.

On behalf of and at the expense of the lessee, Messe Berlin **will examine** these documents. **In the aforementioned cases an inspection of the suspended loads / assemblies for the transmitted loads or direct loads imposed on the hall trusses, will be undertaken and/or approved by Messe Berlin GmbH, for which a charge will be made.**

Lessees will be obliged to undertake any **ensuing** corrections and/or alterations.

#### 4.7.6 Partitions marking stand boundaries

The organiser will rope or cordon off the rented stand area, and mark it accordingly.

Partitions for marking the boundaries of the stand are not available on the exhibition grounds.

The backs of the partitions belonging to neighbouring stands may not be used unless prior approval has been obtained.

If required, partitions and the walls of booths in the halls can be ordered from Messe Berlin, for which a charge will be made. An outline sketch must be included with the order form, showing the arrangement of the partitions.

The partitioning elements are made of perforated wall elements, white, plastic coated, thickness approx. 25 mm, height approx. 2.47 m.

The stand partitioning elements are re-usable and may be papered. Paint may only be applied to the paper, and dispersion paint must be used.

A tolerance of up to 80 mm must be allowed when calculating the dimensions of the rented area, to allow for the partitions on both sides.

#### 4.7.7 Advertising materials / Presentations

Lettering referring to the stand or exhibits, and company or brand logos, must not exceed the prescribed construction height. They should contribute towards a harmonious overall impression.

Presentations, optical, slowly moving or acoustic forms of advertising are permitted, as is the reproduction of music, provided that they do not cause annoyance to adjoining stands, congestion in the aisles, or render inaudible the announcements by the fair authorities in the halls. The volume may not exceed 70 dB(A) at the stand boundaries. Exhibitors are only permitted to distribute printed matter and to conduct advertising on their own stands.

#### 4.7.8 Appearance

**Exhibitors are responsible for designing their stands, taking into account criteria that typify the event in question. Partitions adjoining aisles used by visitors should create a more varied effect by the installation of showcases, niches, display and similar items.**

**Where the rear of a stand adjoins that of a neighbouring exhibitor, its appearance must be kept neutral, so as not to adversely affect the appearance of the other stand.**

**The lessee is obliged to install a white partition separating his stand and the directly adjacent stand, which should be structurally stable, have no gaps, and bear no advertising of any kind.**

**Products made as a result of child exploitation as defined by the ILO Convention 182 may not be used in the design and fitting out of the stand.**

#### 4.7.9 Air conditioning

Evenly distributed air conditioning from the central system in the hall cannot be guaranteed where there are enclosed ceilings or on the upper floors of stands.

If a separate air conditioning unit is to be installed on a stand, the use of air-cooled condensers is not permitted in the hall. Fresh water may only be used in air conditioning units for cooling the refrigerating compressors. The water consumption of such air conditioning units must be recorded by means of a water meter.

#### 4.7.9 Kitchens

For reasons of safety no kitchen appliances using inflammable gases from pressurised bottles are allowed in the halls (see Item 5.5.2).

Kitchen vapours must be conducted out of the hall in order to eliminate offensive odours.

In order to help protect the environment cooking oils, fat from deep fat fryers and similar substances should be disposed of separately. The appropriate containers should be kept in readiness on the stand.

The pollutants in any waste water intended for release into the sewage system should not exceed the amounts normally produced in domestic situations. Fat separators must be used if waste water containing large amounts of fat or grease is to be disposed off.

#### 4.7.10 Restoration of stand areas

Exhibitors must ensure that stand areas are handed over in a clean and original condition by the end of dismantling at the latest. All the necessary restoration work, including the removal of adhesive strips, paint residues etc., must be completed by this time.

### 4.8 Open air grounds

All event-related stand structures on the open air grounds are defined by the local building regulations (*Bauordnung für Berlin*) [BauO Bln, § 52 (1)] as temporary structures, so-called **special structures** for public assembly use within the exhibition grounds.

Accordingly, such special structures must comply with the conditions imposed by current public regulations as stated in the local building regulations *Bauordnung von Berlin* [BbgBO], and in particular with the following rules and regulations in their current, valid version.

- *BetrVO – Regulation Concerning the Operation of Building Structures*
- *MVStättV – Model Ordinance Concerning the Construction and Operation of Places of Public Assembly*
- *M-FIBauR – Model Directive Concerning the Construction and Operation of Temporary Structures*
- *DIN EN 13 782<sup>1)</sup> – Temporary structures - tents*
- *DIN EN 13 814<sup>2)</sup> – Temporary structures and installations for event venues*  
\*) for the former DIN 4112 – *Temporary Structures, Technical Building Regulations for Calculation and Implementation,*

The stand structures on the ILA open air grounds that require approval include all building structures that are classed as standard *temporary structures* in accordance with BbgBO § 75 (1) or M-FIBauR, and/or are categorised as such by nature of their type and method of construction, such as:

- Marquees with a floor area of  $\geq 75.0 \text{ m}^2$   
Tent structures with a ground area of  $< 75 \text{ m}^2$  and similar structures are classed as *temporary structures*. These are only exempt from model approval and official approval for use. The stability of these installations must still categorically conform to the technical specifications for *temporary structures* (in compliance with DIN EN 13 782)
- Stages, including stage covers
- Stand installations for spectators
- Equipment for play, sport or pleasure as well as fairground rides or stalls
- Free-standing scaffolding and advertising installations / large viewing screens
- Free-standing masts and signalling installations intended for exhibition or presentation purposes
  
- Additional extensions to and structures at the entrances to existing exhibition halls and / or the fair's own exhibition marquees
- All other stand structures that can be walked on and/or are covered or free-standing:
  - Platforms, walkways;
  - Canopies and connecting passageways
  - Single and multi-storey pavilions and/or container installations;
  - Installations with fully enclosed cinema or other types of auditoriums and visitor rooms.

Without exception approval is also required for the aforementioned installations and structures even if they are only erected for short periods.

In this respect see Items 4.1 and 4.2 ff "Testing and acceptance of structures for which approval is required".

Also in this respect please consult our "Fact Sheet Concerning Structures on the Open-Air Grounds".

### 4.9 Two- and multi-storey structures

#### 4.9.1 Construction applications

The erection of **two- or multi-storey structures** is possible subject to the agreement of the relevant project management at Messe Berlin. The application must be submitted as soon as approval has been granted for the stand.

Two-storey structures are not possible in Halls 8.1, 10.1 and 11.1, and only at certain points in Halls 14.1 and 15.1.

#### 4.9.2 Conditions pertaining to construction over the stand area, safe distances, height of interiors on the stand

In the case of two-storey structures, interior rooms must have a headroom of at least 2.30 m.

A sprinkler installation must be provided if an area of more than 30 m<sup>2</sup> is to be built over.

Above a height of 2.50 m, stand structures adjoining neighbouring stands must be painted in neutral white.

#### 4.9.3 Live loads / Design loads

In accordance with DIN 1055-3, Table 1 [Cat. C] the following working loads apply, as perpendicular live loads, to the upper floor of a two-storey stand within a hall:

In the case of **limited use by trade visitors**, or by stand personnel engaged in discussions or assisting customers, i.e. furnishing with tables and chairs arranged freely or in discussion booths, the following live load [Cat. C1] applies:  $q_k = 3,0 \text{ kN/m}^2$ .

The following live load [Cat. C3 and upwards] is required for **unrestricted use** as a freely accessible area for exhibitions and assemblies, either with or without closely placed seating:  $q_k = 5.0 \text{ kN/m}^2$ .

Stairs and rostrums with stairs must always be designed for a live load [Cat. T2] of  $q_k = 5.0 \text{ kN/m}^2$ .

A **horizontal load of 1/20  $q_k$**  ( $q_k$  = perpendicular live load) applies on the upper floor of two-storey trade fair stands or viewing platforms in order to achieve sufficient lateral and longitudinal stability .

In accordance with DIN 1055-3, table 7, a horizontal live load [Cat. C] of  **$q_k = 1,0 \text{ kN/m}$**  at the capping level applies to balustrades and railings. The same load conditions must also be applied to external cladding that also acts as a safety wall element, if no separate, supporting balustrade is provided on the inside.

For other free-standing wall/stand construction elements with a height of more than 4 metres, proof must be provided for a horizontal load of  $0.125 \text{ kN/m}^2$  (hall wind) or 1/100 of the deadweight at half the hall height, in order to ensure sufficient stability and tilt resistance for the base load mounting.

Proof must be provided that the permitted loads on the hall floor ( $\leq 35 \text{ kN kN/m}^2$ ) have not been exceeded ( $\leq 35 \text{ kN}$ , see Item 3.1. Hall data).

Increased individual supporting loads ( $\geq$  approx. 35 kN) as a result of stand construction by the lessees or the introduction of exhibits (transport loads) must be indicated separately and noted in a dimensioned, scaled plan showing the positioning of the supports in relation to the boundaries of the stand **and giving details of the loads imposed on these supports**. This information must be provided in German and submitted to Messe Berlin for examination.

An examination must be carried out by Messe Berlin **GmbH**, for which a charge will be made, into the increased load distribution in the elevated modular floor of the hall (which may be achieved by using stronger packing).

The examination documents **and those pertaining to** the plan showing the positioning of the supports on to the stress analysis engineer **will be scrutinised** on behalf of and at the expense of the exhibitor/stand constructor. Any corrections are binding on the exhibitor/stand constructor.

#### 4.9.4 Emergency exits / Stairways

On the upper floor of a two-storey exhibition stand the walking distance from any accessible point to the stairs may not exceed 20 m. The stairs should be arranged in such a way as to ensure the minimum distance along the escape routes to the outside of the building.

If the upper floor area exceeds  $100 \text{ m}^2$ , at least two sets of stairs are required, separated from one another and running in opposite directions.

All stairways must be constructed in conformity with DIN 18065. The risers may not exceed 0.19 m. in height and the tread width should not be less than 0.26 m.

The stairs must have a minimum width of 1.0 m. On upper floor areas in excess of  $100 \text{ m}^2$  and with fewer than 200 persons, two stairways with a minimum width of 1.0 m are sufficient. If the upper floor area exceeds  $200 \text{ m}^2$  and/or there are more than 200 persons, two stairways each with a minimum useable stair width of 1.20 m are required.

If stairways are required, spiral or solid newel staircases may not be used.

Stairs with a width exceeding 2.40 m must be provided with two external handrails and a central handrail.

The handrails must be firmly attached, non-slip and endless, i.e. turned in on themselves. A gap of at least 0.05 m must be provided between the handrails and adjacent structures. Handrails must be provided on both sides.

#### 4.9.5 Construction materials

For two-storey stands the load-bearing components, the ground floor ceiling and the floor on the upper storey must be made of materials that are at least flame-retardant, **must comply with EN 13501-1 C, d0 and/or DIN 4102-1 B 1 and must not form burning droplets**.

#### 4.9.6 Upper floors

If necessary, on the upper floor, in the area around the parapets or railings, skirting with a height of at least 0.05 m must be provided to prevent items from rolling off.

Parapets and railings must be constructed in accordance with Items 4.6 and 4.9.3.

In halls provided with a sprinkler system, under no circumstances should the upper floor be covered over, unless this area is also protected by a sprinkler system

In addition to the fire extinguishers provided on the ground floor, at least one fire extinguisher must be placed in a conspicuous place at the top of the stairs, where it is easily accessible (see item 4.4.1.12).

## 5. Operational safety, technical safety regulations, technical rules, technical services

### 5.1 General rules

Exhibitors are responsible for ensuring operating safety and compliance with industrial safety and accident prevention regulations on their stands.

Construction and dismantling work may only be carried out subject to the current valid working and trade law regulations.

#### 5.1.1 Damage

At the conclusion of the event, any damage caused by the exhibitor or his employees on the exhibition grounds, in buildings, or to installations will be made good by Messe Berlin at the exhibitor's expense.

## 5.2 Use of operating equipment

The use of devices that fire bolts is not permitted in the exhibition halls.

Woodworking equipment that is not fitted with sawdust extractors may not be used in the halls.

The use of cranes, forklift trucks and working platforms is restricted exclusively to the forwarding companies under contract to Messe Berlin. The use of a company's own cranes, forklift trucks and working platforms is not permitted for safety reasons (see Item 5.12).

## 5.3 Electrical installations

### 5.3.1 Electrical connections

One or more connection points with fuse boxes and master switches will be provided for each stand where electrical power is required.

These connections (main connections) will be installed by Messe Berlin GmbH or its contractors and a charge will be made for this work.

An outline sketch must be included with the order form, showing the required location of the connections.

The sum total of the power required by all consumer units (electric lights, motors, appliances etc.) should be shown, to enable a sufficient cross-section for the power supply lines to be calculated.

For safety reasons the power supply may be cut off on the final day after the close of the fair.

### 5.3.2 Stand installations

After orders have been placed, electrical installation work on the stand will be carried out by Messe Berlin or its appointed contractors, for which a charge will be made.

Earth leakage circuit breakers (RCDs) rated at 30 mA are compulsory for all circuits.

The exhibitor may use his own electrical contractors or an approved specialist firm to carry out installation work within the stand, in accordance with VDE regulations, valid European regulations and current available technology.

### 5.3.3 Assembly and operating regulations

All electrical equipment must be installed and operated in accordance with the current, valid safety regulations of the German Electrical Engineering Association VDE or the current, valid EU standards (EN). Particular attention must be paid to VDE 0100, 0108, 0128 and ICE standard 60364-7-711.

Compensation must be provided for installations using fluorescent tubes (single compensation or dual circuit).

The high or low frequency interference to the mains must not exceed the figures stated in VDE 0160 and VDE 0838 (EN 50 006).

The measures intended to provide protection in the event of indirect contact must include conductive structural components (earthing of the stand).

Only cable with a minimum cross section of 1.5 mm<sup>2</sup> Cu of the types NYM, H05VV-F, H05RR-F may be used.

The only exceptions are in the case of wiring supplying consumer units which are used at different locations (appliances etc.) with a length of up to 1.5 m.

Non-insulated electrical wires and terminals may not be used in low voltage installations (low voltage lighting systems), and stranded systems must be fully insulated too.

Secondary circuits must be protected against short-circuiting and overloading.

Transformers and converters should be protected by primary and secondary fuses.

Electronic protection systems do not qualify as automatic cut-out devices as defined in the VDE regulations. Measures should be undertaken to prevent lamps from dropping out.

Only lamps fitted with a protective disc may be used with halogen lights.

Busbars must be provided with protective covers. Connections using plastic cable ties are not permitted.

Lamps should be placed at a suitable distance from inflammable materials, based on the amount of heat generated.

The electrical installations on the exhibition stand may only be used for the event after they have been inspected and approved by the Technical Supervisory Authority (TÜV) or some other independent expert. Messe Berlin will arrange for the inspection to be carried out.

Non-insulated electrical wires and terminals may not be used for voltages in excess of 25 V AC or 60 V DC.

(Protection against direct contact must be provided).

Users may not carry out their own extensions or alterations after approval has been granted.

No power may be obtained from neighbouring stands.

Stands are not permitted to use their own power supply systems.

### 5.3.4 Safety measures

As a means of protection, all **exothermal** and heat-producing electrical appliances (hotplates, spotlights, transformers etc.) must be installed on non-inflammable, heat-resistant and asbestos-free bases.

Lamps should be placed at a suitable distance from inflammable materials, based on the amount of heat generated.

Lighting units may not be attached to inflammable decorations or similar items.

The manufacturer's instructions must be complied with.

### 5.3.5 Safety lighting

Stands on which, by the special nature of their construction, the existing general safety lighting is not fully effective, require their own, additional safety lighting, in conformity with VDE 0108.

It should be installed to enable persons to safely find their way to the general escape routes.

## 5.4 Water and sewage installations

Each stand to which water and sewage connections are to be made will be provided with one or more such connections.

Supply lines on their own are only permitted for permanent consumer units. Outflow pipes with a nominal diameter of less than 50 mm will not be installed.

Water supply pipes and sewage pipes will be installed by Messe Berlin or its contractors to floor level, for which a charge will be made. No one is permitted to carry out their own assembly work within the false floor. Independently executed assembly work above the false floor that is not of a suitably professional standard will be dismantled or made good by Messe Berlin, for which a charge will be made.

If exhibitors are using industrial dishwashers they must apply for separate basic water supply and drainage lines, as specified by order form D4, item no. 94920.

If exhibitors carry out their own installation work connecting to the basic water supply/drainage lines (these being subject to a charge) this must comply with recognised technical guidelines and official drinking water regulations **and such work must correspond to the current drinking water regulations in order to ensure that the installation and operation of a connection do not have any lasting impact on the quality of drinking water.**

An outline sketch must be included with the order form, showing the required location of the connections.  
For safety reasons the water supply may be cut off on the final day after the close of the fair.

## 5.5 Compressed air/Gas installations

### 5.5.1 Compressed air installations

Each stand to which compressed air connections are to be made will be provided with one or more such connections. The connections will be installed by Messe Berlin GmbH or its contractors. A charge will be made for this work. An outline sketch must be included with the order form, showing the required location of the connections. For safety reasons the compressed air supply is disconnected each day after the fair has closed.

### 5.5.2 Gas installations (natural gas)

Each stand to be supplied with gas will be provided with one or more such connections. For installations the latest version of the TRGI installation regulations is binding. Exhaust gases from large items of equipment must be led outside the building into the open air. Natural gas connections will be installed by contractors appointed by Messe Berlin, for which a charge will be made. An outline sketch must be included with the order form, showing the required location of the connections.

## 5.6 Mechanical installations, pressurised containers, exhaust gas installations

### 5.6.1 Machinery noise

In the interests of other exhibitors, the operation of loud machinery and appliances should be kept to a minimum. Noise levels at the boundaries of the stand must not exceed 70 dB(A).

### 5.6.2 Equipment Safety Law and Product Safety Law

All technical working equipment and consumer products exhibited must satisfy the current and valid terms of the Equipment and Product Safety Law (GPSG).

Technical working equipment and consumer products that do not conform to these requirements must be provided with a clearly visible sign stating that these items do not comply with the aforementioned law and may only be purchased after they conform to statutory requirements.

The relevant declaration of conformity by the manufacturer must be available on the stand for all technical working equipment and consumer products bearing the CE symbol.

When demonstrations take place the stand personnel must take the necessary precautions to protect the public.

The stand personnel are also responsible for ensuring that no unauthorised persons are allowed to operate the equipment.

#### 5.6.2.1 Protective devices

All protective devices must be in place when machinery and apparatus are being operated, Normal protective devices may be replaced by a secure cover made of organic glass or some other similar, transparent material

The protective devices may be removed if equipment is not being operated, in order to show visitors the type of construction and design of the parts that would normally be covered. Such protective devices must be placed next to the machine, where they can be clearly seen.

#### 5.6.2.2 Test methods

To ensure that safety requirements are being complied with, the technical working equipment on display may be inspected with regard to its accident prevention and technical safety features by the relevant supervisory authority (Landesamt für Arbeitsschutz, Gesundheitsschutz und technische Sicherheit Berlin – LAGetSi – Turmstrasse 21, D-10559 Berlin, tel. :030/90254-5000), if necessary acting in association with the relevant technical commissions of the professional associations.

To enable the authorities to examine the equipment in order to ensure its conformity to the requirements of the CE symbol, the EC declaration of conformity must be kept available for inspection on the stand. Any doubts in this respect should be clarified with the relevant authority before the start of the fair.

#### 5.6.2.3 Ban on the operation of equipment

Messe Berlin is also entitled at any time to prohibit the use of machinery, apparatus and appliances if, in its opinion, grounds exist for believing that such operation might present a material or personal risk.

### 5.6.3 Pressurised containers

#### 5.6.3.1 Inspection certificate

Pressurised containers may only be operated on the stand if the tests stipulated in **the Ordinance on Industrial Safety and Health (BetSichV) in its current form** have been carried out.

The test certificates issued in this respect must be kept at the exhibition venue together with the pressurised container and presented to the relevant supervisory authority on demand

Further details may be obtained from the relevant supervisory authority, Landesamt für Arbeitsschutz, Gesundheitsschutz und technische Sicherheit Berlin – LAGetSi – Turmstrasse 21, D-10559 Berlin, tel. : 030/90254-5000).

#### 5.6.3.2 Testing

The certificate for construction and water pressure tests is not sufficient. This requirement also applies for foreign containers or those on hire.

If applications are received up to 4 weeks prior to the start of the fair, pressurised containers requiring testing may be inspected and tested by the Technical Supervisory Authority (TÜV). The certificate for construction and water pressure testing should be made available, and an appointed mechanic should be present on the stand.

Further details may be obtained from the relevant supervisory authority, Landesamt für Arbeitsschutz, Gesundheitsschutz und technische Sicherheit Berlin – LAGetSi – Turmstrasse 21, D-10559 Berlin, tel. : 030/90254-5000).

#### 5.6.3.3. Hired equipment

Since the relative short period of the fair does not allow time for the testing of foreign pressurised containers, exhibitors are advised to hire pressurised containers that have already been tested.

#### 5.6.3.4. Monitoring

During the event the necessary approval documentation should be available for inspection by the supervisory authority.

Further details may be obtained from the relevant supervisory authority, Landesamt für Arbeitsschutz, Gesundheitsschutz und technische Sicherheit Berlin – LAGetSi – Turmstrasse 21, D-10559 Berlin, tel. : 030/90254-5000).

#### 5.6.4. Exhaust gases and vapours

Inflammable gases and vapours, or those which are harmful or hazardous to health, or cause a general nuisance, which are produced by exhibits and equipment may not be conducted into the halls.

They must be conducted into the open air by means of suitable pipes as specified by the Federal Pollution Law (Bundesimmissionsschutzgesetz) in its current amendment.

#### 5.6.5. Waste gas installations

Inflammable gases and vapours, or those which are harmful or hazardous to health, or cause a general nuisance, require the installation of a waste gas pipe. Official approval must be obtained for the installation, including the pipes and an outlet venting outside the building.

##### 5.6.5.1. Waste gas pipes

The pipes carrying smoke and waste gases must be of non-inflammable materials. The pipes carrying smoke must be at least 0.50 m from any inflammable material, and surrounded if necessary by a protective tube or sleeve.

The extraction units, from the lower edge of the supporting structure of the room or hall to the outside of the building, are installed exclusively by Messe Berlin or its contractors, and a charge will be made for this work.

The pipes from the exhibit to the lower edge of the supporting structure of the room or hall may be installed by Messe Berlin or its contractors, and a charge will be made for this work.

Connections to the exhibits must be arranged by the exhibitors themselves.

An outline sketch must be included with the order form, showing the required location of the outlets.

## 5.7. The use of pressurised gases and inflammable liquids

### 5.7.1. Pressurised gas installations

The storage and use of pressurised gas in the halls and on the grounds is not permitted, except with the written permission of Messe Berlin.

#### 5.7.1.1. Application for use of pressurised gas bottles

Written permission must be obtained from Messe Berlin, using the form provided, if inflammable gases in pressurised bottles are to be used for presenting exhibits.

In accordance with the relevant accident prevention regulations, pressurised gas bottles must be secured against impact, falling, against access by unauthorised persons and against heat.

### 5.7.2. Inflammable liquids

#### 5.7.2.1. Storage and use

The storage and use of inflammable liquids (see Regulation on Inflammable Liquids [Verordnung über brennbare Flüssigkeiten], BGBl 1, in the current amendment) in the exhibition halls and on the grounds is not permitted without written approval.

Approval for the storage and use of inflammable liquids can only be issued for the operation or demonstration of exhibits. The appropriate application/form should be submitted to Messe Berlin together with the safety data sheet.

#### 5.7.2.2. Storage of supplies

For operational and storage purposes, no more than one day's supply of inflammable liquid should be kept on the stand. The amount in question should be stated on the application.

#### 5.7.2.3. Containers for the storage of supplies

The day's supply should be kept in a clearly visible place in closed, fracture-resistant containers. It must be inaccessible to unauthorised persons. These containers must be stored in non-inflammable collecting vessels.

#### 5.7.2.4. Storage site

Smoking must be strictly prohibited at the storage site. The appropriate signs must be displayed there.

Suitable extinguishers must be kept in readiness.

#### 5.7.2.5. Operating regulations

Equipment that is operated or demonstrated using inflammable liquids must be provided with non-inflammable collecting receptacles placed at the filling tube and at any places where the liquid could escape.

Because of the danger of explosion or fire, any inflammable liquid that has escaped must be removed immediately from the catchment receptacles and disposed of safely.

#### 5.7.2.6. Filling with liquids

When filling with the liquid, the utmost care should be taken because of the hazards involved.

#### 5.7.2.7. Empty containers

Empty containers which have been used to store inflammable liquids may not be left or stored on the stand or in the halls.

## 5.8. Asbestos and other hazardous materials

The deployment and use of construction materials or products containing asbestos or other hazardous materials is prohibited.

The basis for this prohibition is provided by the Law for Protection against Hazardous Materials (Chem. Gesetz), BGBl. 1, Part 1, in conjunction with the Prohibited Chemicals Regulation (ChemVerbotsV) and the Regulation on Hazardous Materials (GefStoffV), in their current amendments.

## **5.9 Film, photography, televisual presentations, scenic displays and other forms of presentation**

See item 4.4.4. The provisions of § 34 of BetrVO apply to scenic displays > 50 m<sup>2</sup>.

## **5.10 Protection against radiation**

### **5.10.1 Radioactive materials**

Official approval and the agreement of Messe Berlin must be obtained when dealing with radioactive materials. In accordance with the Regulations on Protection against Radiation (Strahlenschutzverordnung) in the current amendment, applications must be made to the relevant authority and the approval must be submitted to Messe Berlin no later than 6 weeks prior to the start of the fair.

If approval has been granted, proof must be demonstrated that sufficient legal cover is provided for any planned use of radioactive materials on the Messe Berlin exhibition grounds.

### **5.10.2 X-ray equipment and devices causing stray radiation**

Approval must be obtained, together with the agreement of Messe Berlin, in order to operate X-ray equipment and devices producing stray radiation.

The regulation concerning protection against damage caused by X-rays (RöV, BGI I) in its current amendment must be observed.

Notification of the operation of X-ray equipment and devices creating stray radiation must be provided and is mandatory §§ 3,4,5,8 RöV.

The relevant supervisory authority is Landesamt für Arbeitsschutz, Gesundheitsschutz und technische Sicherheit Berlin – LAGetSi – Turmstrasse 21, D-10559 Berlin, tel. : 030/90254-5000, to which applications or notifications must be submitted at least 4 weeks prior to the start of the event.

### **5.10.3 Laser installations**

Approval must be obtained, together with the agreement of Messe Berlin, in order to operate laser installations.

In accordance with § 6 of the accident prevention regulations regarding laser beams (Unfallverhütungsvorschriften "Laserstrahlung") BGI B2, the relevant authority must be notified about the intention to operate laser installations.

The announcement must be accompanied by a written authorisation from the Laser Protection Officer for the operation of laser equipment.

The relevant supervisory authority is Landesamt für Arbeitsschutz, Gesundheitsschutz und technische Sicherheit Berlin – LAGetSi – Turmstrasse 21, D-10559 Berlin, tel. : 030/90254-5000, to which applications or notifications must be submitted at least 4 weeks prior to the start of the event, using the appropriate form.

## **5.11 High frequency equipment, radio systems, electromagnetic compatibility, harmonics**

To ensure uniform frequencies and to eliminate mutual interference between the various systems wherever possible, the approval of the relevant regulatory authority, Bundesnetzagentur für Elektrizität, Gas, Telekommunikation, Post und Eisenbahnen, Außenstelle Berlin, Seidelstr. 49, 13405 Berlin, tel. 49(0)30-4374-0, and the agreement of Messe Berlin GmbH must be obtained by operators of high frequency equipment, radio installations and other transmitters for telecommunications purposes, as well as of pager systems, microport systems, two-way intercom and telecontrol systems. No special form is required when applying to Messe Berlin for this permit. The application should be accompanied by the relevant technical data (see order form E7) No special form is required when applying to Messe Berlin for this permit. .

High frequency equipment and radio systems may only be operated if they conform to the terms of the Telecommunications Equipment Law BGI and of the Law on the Electromagnetic Compatibility of Equipment (EMVG), in their current valid versions.

The stipulations of the 26<sup>th</sup> Regulation on the Implementation of the German Anti-Pollution Law must be complied with if exhibits or stand decorations are used that produce electrical, magnetic or electromagnetic fields.

The electrical installations used in exhibits should be designed in such a way as to prevent excessive phase effects on the power supply to the Exhibition Grounds resulting from harmonics (see also Item 5.3.3).

## **5.12 Cranes, stacker trucks, working platforms, empty packaging**

The use of cranes and forklift trucks is restricted exclusively to the forwarding companies under contract to Messe Berlin. Any exceptions require a permit and payment of a fee, and must be approved by Messe Berlin.

Within the exhibition grounds all forwarding rights are held by the forwarding companies appointed by Messe Berlin.

Orders issued to these forwarding companies are subject to the latest version of the General German Forwarders' Conditions (ADSp), and to the list of forwarding charges for trade fairs and exhibitions in Berlin.

Messe Berlin accepts no liability for any risks arising out of the activities of the forwarding companies. No empty packaging of any kind may be stored on the stands.

## **5.13 Reproduction of music**

Under the terms of the Copyright Law, § 15 Urheberrechtsgesetz (BGI 1) in its current amendment, the reproduction of music of all kinds requires the approval of Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte (GEMA), Bezirksdirektion Berlin, Keithstrasse 7, 10787 Berlin, tel. +49(0)30 / 212 92-0, Messesachbearbeitung.

Failure to register the reproduction of music may result in claims by GEMA for damages (§ 97 Urheberrechtsgesetz).

## **5.14 Facilities for dispensing drinks**

The guideline data regarding the intervals between cleaning, as stipulated by DIN 6650-6, applies to all installations used for dispensing drinks.

The operator must provide proof that he has met his duties of supervision and care, and must show how he has fulfilled these obligations.

Reference source for DIN standards:

Beuth Verlag GmbH, Burggrafenstrasse 6, 10787 Berlin, <http://www.beuth.de>

### **5.15. Inspection of foodstuffs**

If samples of foodstuffs are to be offered for consumption on site, or if food and drinks are to be sold on site, statutory provisions, in particular those of the Food Hygiene Regulation GVB1 and the Food and Utensils Law LMBG in their current amendments (BGBl), must be observed.

Any queries should be addressed to the Bezirksamt Charlottenburg-Wilmersdorf von Berlin, Veterinär- und Lebensmittelaufsichtsamt, Hohenzollerndamm 177, 10713 Berlin, tel. 030 / 9029-29 106/107.

## **6. Environmental protection**

Messe Berlin is fundamentally committed to protecting the environment.

As the contractual partners of Messe Berlin, exhibitors are required to ensure that all provisions and rules are strictly adhered to by their contractors too.

### **6.1 Waste management**

The basis for all following regulations is provided by the conditions of the recycling and waste management legislation (KrW-AbfG, in its current amendment), the associated implementing provisions and rules, as well as the law for the avoidance and disposal of waste and refuse in Berlin.

Exhibitors are responsible for correct and environmentally responsible waste disposal during construction, throughout the duration of the event, and during dismantling of their stands.

Technical arrangements for the disposal for recycling purposes and removal are the sole responsibility of Messe Berlin and its appointed contractual partners

#### **6.1.1 Disposal of waste**

In accordance with the principles of recycling, every effort should firstly be made to avoid the production of waste materials on exhibition grounds.

Caterers should avoid using disposable plates and cups.

Exhibitors and their contractual partners are required to make an effective contribution to such efforts at each stage of the event.

This objective must be pursued even at the planning stage and in coordinating the efforts of all those involved. In general reusable materials should be used in constructing and operating the stand, and should have the minimum environmental impact.

Any materials left behind will be disposed of without ascertaining their value, at the exhibitor's expense, and this will incur a higher charge.

#### **6.1.2 Waste materials requiring special supervision**

Exhibitors are required to report to Messe Berlin with details about any waste materials which, by their nature, condition or quantity, represent a health hazard (in particular food waste), are hazardous to the air or water, or are explosive or inflammable (e.g. batteries, paints, solvents, lubricants, dyes etc.), and to arrange for their correct disposal by the relevant contractual partners of Messe Berlin.

#### **6.1.3 Waste materials brought in**

Materials and waste that are not produced during the event and are not the result of the construction and dismantling work may not be brought onto the exhibition grounds.

### **6.2 Water, sewage, soil protection**

#### **6.2.1 Oil, fat separators**

Water introduced into the mains may not contain higher levels of harmful materials than those allowed in **regular** domestic use.

Oil/grease extractors must be used if water containing oils or grease at higher levels than those specified is introduced into the sewage system.

Mobile caterers must ensure that grease and oils are retained and disposed of separately.

#### **6.2.2 Cleaning / Cleaning products**

All cleaning work must be carried out using biodegradable products.

In accordance with the regulations, cleaning products that contain hazardous solvents may only be used in exceptional cases.

Cleaning work during the event and during the construction and dismantling periods may only be carried out by the cleaning company appointed by Messe Berlin GmbH.

### **6.3 Environmental damage**

Environmental damage/contamination (e.g. by petrol, oil, solvents, dyes) must be reported to Messe Berlin immediately.

### **6.4 Protection against noise**

Every effort must be made to avoid unnecessary noise during construction and dismantling.

Noisy activities must be avoided on weekdays before 7 a.m. and after 6 p.m., on Saturdays after 4 p.m. and on Sundays and public holidays. This applies in particular to the halls 21b-23b **as well as** 25 and 26ab, which are adjacent to a residential area. In these halls the main doors must be kept closed.

Failure to observe these rules may result in construction and dismantling work being prohibited during the periods referred to above.

# Exhibition services Catering exhibition site / ICC



Your order: \_\_\_\_\_ pages

**Back to:**

**CAPITAL CATERING GMBH**  
Exhibition Services  
Messedamm 22  
14055 Berlin

Phone: + 49 (0)30 3038 - 2993 / - 1952

Fax: + 49 (0)30 3038 - 1951

**Your data:**

\_\_\_\_\_  
Name of exhibitor/ invoice recipient

\_\_\_\_\_  
Street

\_\_\_\_\_  
Post code/town/country

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
E-Mail

\_\_\_\_\_  
Contact person at exhibition stand (Name and phone number)

**We have read the terms and conditions of delivery, recognize them as legally binding and consent to their application.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company name/Company stamp and legal binding signature

Exhibition / congress:	
Hall:	Delivery date:
Stand no.:	Delivery time:
Exhibiting Company/ Stand name:	

**Dear client,**

you want a successful appearance of your company with gastronomical support?

We, the **CAPITAL CATERING GMBH**, are directly on the exhibition ground of Berlin and in the ICC on your disposal! Take advantage of our being in place and convince yourself of our expertise, promptness and flexibility!

Whether for the meals of your construction team, the catering service for your guests, your exhibition stand or your stand party – the enclosed order form shows our range of products. To help us process your order smoothly, we would ask you to sent us your requests as soon as possible.

Are you looking for something special for your guests?

On request we are pleased to submit you an individual offer. We organise your highlights at the Berlin "Funkturn", in the Palais near the Funkturn, or at any other exclusive location in Berlin.

Focus on your customers; we will take care of the rest!

**For your booking or enquiry:**

**Phone: + 49 (0)30 3038 - 2993 / - 1952**

**Fax: + 49 (0)30 3038 - 1951**

**Mail: [cateringservice@capital-catering.de](mailto:cateringservice@capital-catering.de)**

We are looking forward to your visit!

**YOUR CAPITAL CATERING TEAM**

In accordance with the general terms and conditions of business and delivery of CCG, we have placed a legally binding order encompassing the services marked on the ensuing pages.

**Please indicate your preferred method of payment**

Cash       EC Card       Credit Card

VAT ID No.	_____
Type of credit card	_____

Card number	_____	Valid until	_____ / _____	Alpha code	_____
-------------	-------	-------------	---------------	------------	-------

Name of cardholder (please write in block capitals)	_____
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I hereby grant authorisation to charge the invoice amount due to the credit card mentioned above.

Date	_____	Legally binding signature	_____
------	-------	---------------------------	-------

## Staff / Terms and conditions

We will provide service staff for your exhibition stand or receptions during the exhibition, on condition that catering services are ordered as well. On the basis of CCG's corporate principles, all personnel services are subject to the General Equal Treatment Act. An order for personnel services presupposes acceptance of the Equal Treatment Act.

Minimum 4 hours/person

Serving staff	hours/person 26,50 EUR:	.....	people per .....	hour
	date: .....		time : .....	
Head waiter (required if there are 3 serving staff or more)	hours/person 32.00 EUR:	.....	people per .....	hour
Chef	hours/person 32.00 EUR:	.....	people per .....	hour
Logistician	hours/person 30.00 EUR:	.....	people per .....	hour

### General Terms and Conditions for CCG Exhibitor Service

1. Extract from the General Terms and Conditions of Capital Catering GmbH (CCG) for the exhibitor service. The complete General Terms and Conditions of CCG which are currently valid apply. These can be found at the following link: [www.capital-catering.de](http://www.capital-catering.de)
2. Unless otherwise expressly agreed, this offer is only valid for exhibitors in the exhibition halls and open-air grounds of the Messe Berlin and at the exhibition stands of the ICC Berlin. Prices and articles are subject to change.
3. All prices are for delivery only and do not include any further staff services. These can be requested separately. All prices are subject to VAT and deposit. This price list supersedes all previously issued lists.
4. For logistics, we must receive a binding order for the first delivery from the purchaser either by telephone, fax or e-mail [cateringservice@capital-catering.de](mailto:cateringservice@capital-catering.de) at least 10 days prior to the event, and 4 days in advance for large-scale equipment.
5. Special articles which do not have to be procured or produced for the purchaser by CCG based upon the valid range of exhibitor service items must be ordered at the latest 2 days before the expiration of the specified run-up period for the procurement and will be binding.
6. Changes to confirmed orders can only be implemented if received by 12:00 on the day before the delivery. This does not apply to special orders and goods already produced. These will be charged at 100% of the order value.
7. Cancellations to confirmed orders will be calculated on a graduated scale: up to 10 days before the delivery deadline incurs no charge; up to 3 days before the delivery deadline, a charge of 50% of the order value; on the delivery day, a charge of 100% of the order value.
8. In the case of an order value of less than €60.00, we calculate a transportation fee to the amount of €12.00 excluding VAT.
9. The purchaser must guarantee to accept the delivery at the agreed time at the exhibitor's stand. Should this acceptance not occur, all additional deliveries and attempted deliveries will incur a charge of €20.00 excluding VAT.
10. Delivery of the goods will only take place if credit card details have been provided as payment security, or if cash payment has occurred.
11. We can only deliver goods in the minimum quantities specified. Delivery on a commission basis is not possible. Extra service charges apply for assembly and disassembly of our goods.
12. Claims, particularly those regarding missing quantities and goods supplied in error, must be reported immediately to our delivery personnel upon delivery. Claims made after delivery will not be accepted. If the return delivery of delivered and accepted goods cannot take place principally due to food law regulations, it will be charged in its entirety.
13. The purchaser is liable for the replacement value of any rented equipment and goods subject to deposit which are lost or damaged. The lessee's liability begins at delivery and ends with return delivery to the lessor.
14. Unless otherwise agreed, rented equipment will be collected on the last day of the event. The compulsory protection regulations apply to the customer up to 24 hours after the end of the event.

**beer / soft drinks / sparkling wine / champagne / wine / spirits**

Item	Quantity	Unit	Price in EUR	Order quantity
<b>Beer</b>				
Berliner Kindl Jubiläums Pils*	24 bott.	0,33l	24,00	.....
Bitburger Pils*	24 bott.	0,33l	26,00	.....
Beck's Pils*	24 bott.	0,33l	26,00	.....
Erdinger Hefe*	20 bott.	0,5l	34,00	.....
Berliner Kindl Jubiläums Pils*	barrel	30l	115,00	.....
	barrel	50l	185,00	.....
Radeberger Pilsner*	barrel	30l	115,00	.....
	barrel	50l	185,00	.....
Other beers on request or by advance order Please enter the required variety and quantity:				
.....	barrel	50l	Price on request	.....
beer pump (chiller)	per day		35,00	.....
CO2 tank	pce.		30,00	.....
Stainless steel tap	pce.		65,00	.....
Prices include connection of the system.				
beer pump (chiller)	fair flat		150,00	.....
beer pump (chiller) with stainless steel tap	fair flat		185,00	.....
Co2 tank included in fair flat				
<b>Soft drinks</b>				
Coca Cola*	12 bott.	1,0l	24,00	.....
Coca Cola*	24 bott.	0,33l	18,50	.....
Coca Cola light*	24 bott.	0,33l	18,50	.....
Gerolsteiner Sprudel *	12 bott.	0,75l	19,50	.....
Gerolsteiner Sprudel *	24 bott.	0,25l	17,50	.....
Gerolsteiner Naturell*	12 bott.	0,75l	19,50	.....
Gerolsteiner Naturell*	24 bott.	0,25l	17,50	.....
Orange juice*	6 bott.	1,0l	19,50	.....
Apple juice*	6 bott.	1,0l	19,50	.....
Premix drinks on request.				

<b>Water dispenser</b>			
Hire of water dispenser	pce.		200,00
water container (18.9 l)			
incl. 100 cups	pce.		25,00

<b>Ice</b>	<b>per 10 litres gross</b>		
<b>with</b> beverage order	10 l		9,50
<b>without</b> beverage order	10 l		16,50
Crushed Ice	10 l		16,50

Item	Quantity	Unit	Price in EUR	Order quantity
<b>Sparkling wine / champagne</b>				
Rotkäppchen, dry		0,75l	11,00	.....
Mumm Extra dry		0,75l	14,00	.....
Prosecco di Valdobbiadene		0,75l	15,50	.....
Veuve Clicquot		0,75l	48,00	.....
Other sparkling wines and champagnes on request.				
<b>Wine</b>				
<b>White wine</b>				
Dörrenbacher Gutenberg				
Grauburgunder, Qualitätswein		0,75l	13,00	.....
Chardonnay				
Vin de Pays d' Oc "Les Vigneaux"		0,75l	13,80	.....
Pinot Grigio				
Friaul, "Le Marsure", Teresa Raiz		0,75l	13,50	.....
<b>Red wine</b>				
Château d'Orsan				
Côte du Rhône		0,75l	10,00	.....
Ramón Bilbao				
Rioja Crianza		0,75l	13,50	.....
Chianti Classico				
Lamole di Lamole		0,75l	13,50	.....
Other wine varieties on request.				

<b>Aperitifs &amp; Spirits</b>			
Campari		0,7l	18,00
Wodka Moskovskaya		0,5l	18,00
Bacardi Rum		0,7l	22,00
Johnnie Walker, Red Label		0,7l	22,00
Hennessy "Fine de Cognac"		0,7l	48,00
Other aperitifs and spirits on request.			

\*Deposit on reusable crates, water containers, premix containers and beer barrels refundable on return:

Deposit water container	pce.	10,00
Deposit beverage crate	crate	6,00
Deposit beer barrel	pce.	40,00
Deposit premix container	pce.	10,00

All prices are subject to value-added tax. - Purchase goods are **not** refundable.

**coffee/ coffee service packages / materials**

Item	Unit	Price in EUR	Order quantity
<b>Coffee service package large</b>			
1 Darbomat coffee machine, hire price output up to 100 cups/hour 50 filter bags of 60 grams coffee each 50 coffee sets, porcelain			
2 boxes coffee cream, 240 portions each 500 sugar sachets 1 box mixed tea biscuits, 1.0 kg - sufficient for approx. 550 cups -		230,00	.....
<b>Coffee service package small</b>			
1 coffee machine (10 cups), hire price 1 box coffee cream, 240 portions 300 sugar sachets 6 x 200 g coffee, 100 coffee filters with 20 coffee sets (porcelain), hire price		110,00	.....
with 240 disposable cups / stirrers		115,00	.....
<b>Espresso machines &amp; Service package</b>			
1 Jura Impressa X9 espresso machine or similar, hire price 30 coffee and 30 espresso sets 25 latte macchiato glasses 2 kg premium Italian beans 120 portions coffee cream, 5 litres UHT milk 200 sugar sachets		490,00	.....
Other espresso machines for various coffee specialities on request.			
<b>Nespresso machine &amp; Service package</b>			
1 Nespresso machine, hire price 25 coffee and 25 espresso sets 100 coffee and 100 espresso pads 120 portions coffee cream, 2 litres UHT milk 200 sugar sachets		290,00	.....
<b>Coffee / Tea etc.</b>			
Coffee beans	1 kg	23,50	.....
Espresso beans	1kg	23,50	.....
Coffee, powder	200g	6,00	.....
Coffee Darbomat	60g	2,75	.....
Espresso pads	50 pcs.	37,50	.....
Coffee pads	50 pcs.	37,50	.....
Tea	25 bags	5,00	.....
Coffee cream, 240 pcs.	Box	18,00	.....
Sugar, portions	100 pcs.	3,50	.....
Sweetener	Dispenser	3,00	.....
UHT milk, 1.5% fat content	Ltr.	2,20	.....
Coffee filter bag	100 pcs.	3,50	.....
Thermos flask, 1 litre, hire price	pce.	6,50	.....
Water heater, hire price	pce.	20,00	.....
Coffee machine (10-cup automatic), hire price	pce.	20,00	.....
Coffee in thermos flask or electric "Thermophore" dispenser <b>(minimum purchase 5 litres, incl. sugar, cream)</b> with disposable crockery	Ltr.	8,80	.....
with porcelain crockery	Ltr.	8,80	.....

Item	Unit	Price in EUR	Order quantity
<b>Dishwasher</b>			
(W/H/D) 60 x 85 x 60 cm - 380 V, 16 A 1/2" inflow, 50 mm outflow incl. installation and detergent	pce.	490,00	.....
<b>Crockery / cutlery / glasses</b>			
<i>If a dish-washing service is required on exchange then there will be a hire charge to pay on each new delivery.</i>			
Plate, large	pce.	0,70	.....
Plate, small	pce.	0,60	.....
Soup bowl/saucer	pce.	0,95	.....
Coffee set incl. spoon	pce.	0,95	.....
Espresso set incl. spoon	pce.	0,95	.....
Latte macchiato glass and spoon	pce.	1,00	.....
Knife	pce.	0,50	.....
Fork	pce.	0,50	.....
Soup spoons	pce.	0,50	.....
Coffee / dessert spoon	pce.	0,50	.....
Tray, approx. 45 x 32 cm	pce.	1,90	.....
Tray, round, non-slip	pce.	3,00	.....
Juice / beer tumbler, 0.2 l	pce.	0,70	.....
Champagne glass, 0.1 l	pce.	0,70	.....
Wine glass, 0.2 l	pce.	0,70	.....
Beer tulip, 0.3 l	pce.	0,70	.....
Schnapps glass 0,2 cl	pce.	0,70	.....
<b>Misc. Materials / tablecloths / napkins</b>			
100 beakers, white, 0.2 l	Pack.	9,50	.....
100 beakers, clear, 0.2 l	Pack.	17,00	.....
10 champagne glasses, disposable	Pack.	2,60	.....
60 coffee cups, disposable	Pack.	6,80	.....
100 coffee spoons, plastic	Pack.	4,80	.....
100 plates, small, plastic	Pack.	12,00	.....
100 plates, large, plastic	Pack.	13,50	.....
Other disposable items on request.			
Tablecloths, white, on loan			
1.40 x 1.40 m	pce.	4,00	.....
2.10 x 1.40 m	pce.	4,50	.....
Napkins, white, plain	100 pcs.	6,00	.....
Napkins, paper white, red, blue, yellow (state colour)	50 pcs.	6,00	.....
Corkscrew	pce.	2,50	.....
Knife, sharp	pce.	2,50	.....
Tea towel, on loan	pce.	1,50	.....
Washing-up liquid	0.5l	3,50	.....
Glass cleaner	0.5l	4,00	.....
Sponge	pce.	0,80	.....
Sponge cloth	pce.	0,80	.....
Paper towels	2 pcs.	2,80	.....
Waste bags 20 l, 20 pcs.	Pack.	3,80	.....
Waste bags 120 l, 5 pcs.	Pack.	3,80	.....
Waste Bin, 20l, hire price	pce.	10,00	.....
Cutting board, 33 x 22 cm, hire price	pce.	10,00	.....

## bread rolls / sweet and savoury pastries / miscellaneous

Please note the minimum order quantities:

**Other choices and offers for crew catering on request.**

Item	Unit	Price in EUR	Order quantity
<b>Snacks</b> (Minimum order quantity 10 portions)			
Bockwurst or poultry sausage with mustard and bread roll (from 100 pcs. incl. sausage heater on loan)	pcs.	2,20	.....
Potato salad with 3 small rissole	portion	4,50	.....
Berlin rissole with mustard and bread roll	pce.	2,00	.....
Bavarian white sausage with mild mustard	2 pcs.	3,00	.....
<b>Salads</b> (Minimum order quantity 10 portions/2 kg)			
Potato salad with oil/vinegar	kg	10,50	.....
Fresh seasonal garden salad	portion	4,00	.....
Tomatoes with mozzarella and basil	portion	4,50	.....
<b>Fruits</b> (Minimum order quantity 5 portions)			
Assorted fruits	portion	1,20	.....
Bite-sized fruits	portion	4,00	.....
Fresh fruit salad	1 kg	12,00	.....
Fresh fruit salad	200g	2,80	.....
<b>Soups / Stews</b>			
<b>(minimum 25 bowls)</b>			
Including small bread roll each and chafing dish to keep warm. If clean crockery is to be provided daily there will be a surcharge of 20%. If you wash the dirty dishes on your stand, then the first delivery will include crockery.			
Goulash soup	bowl	3,20	.....
Italian minestrone	bowl	3,20	.....
Cream of potato soup with bacon and chanterelles	bowl	3,20	.....
Chili con carne	bowl	3,20	.....
Berlin pea soup with bacon and sausages	bowl	3,20	.....
Noodle soup with chicken and vegetables	bowl	3,20	.....
<b>Spring:</b> asparagus soup	bowl	3,20	.....
<b>Summer:</b> gazpacho	bowl	3,20	.....
<b>Autumn:</b> wild mushroom soup	bowl	3,20	.....
<b>Winter:</b> cream of pumpkin soup	bowl	3,20	.....
<b>Bread / bread rolls</b>			
Bread rolls	pce.	0,45	.....
Party rolls	pce.	0,65	.....
Venetian rolls	pce.	0,60	.....
Baguette, 250 g	pce.	3,60	.....

Item	Unit	Price in EUR	Order quantity
<b>Sweet Goodies</b> (Minimum order quantity 3 portions)			
<b>Petits fours "Four Seasons"</b>			
portion with 9 pieces, seasonal variable, e.g.			
bloodorange			
almond-apple-red currant			
raspberry-coconut			
coffee arabica tartlet			
apricot tartlet	portion	13,50	.....
<b>Petits fours "Little Bakery"</b>			
portion with 8 pieces, seasonal variable, e.g.			
chocolat tartlet			
mocca éclair			
chocolat-hazelnut			
caramel-apple			
tiramisu	portion	13,50	.....
<b>Sweet and savoury baked goods</b> (Minimum 10 pcs. per variety)			
<b>sweet</b>	Traybake	pce.	2,30
	Berlin jelly donuts	pce.	1,40
	Assorted Danish pastries	pce.	1,40
	Chocolate croissant	pce.	1,50
	buttered mini croissant	Stck.	1,40
	sweet mini croissants with assorted fillings	Stck.	1,40
	Chocolate muffin	pce.	1,90
	Blueberry muffin	pce.	1,90
<b>savoury</b>	Savoury mini croissants with assorted fillings	pce.	1,40
	Pretzels	pce.	1,50
<b>Chips &amp; Cookies</b>			
	Mixed tea biscuits	1 kg	18,00
	Snack Hits savoury mix	300g	5,80
	Crackers	150g	3,00
	Pretzel sticks	150g	2,50
	Potato crisps	200g	3,00
	Peanuts	200g	3,00

All prices are subject to value-added tax. - Purchase goods are **not** refundable.

### canapé / fingerfood / party snacks

The following is a selection of finger foods for receptions, stand parties etc.  
We will be pleased to submit an individual offer for you - especially for a hot or cold buffet or lunch.  
Please note that our quoted prices do not include staff.  
Please also note the minimum order quantities:

Item	Unit	Price in EUR	Order quantity
<b>Canapé "Classic"</b> (Minimum order quantity 5 pieces per sort)			
Assorted		.....	
Dutch Gouda (medium mature)		.....	
Cooked ham		.....	
Black Forest ham		.....	
Salami		.....	
Roast turkey breast		.....	
	pce.	2,60	
<b>Canapé "Ambiente"</b> (Minimum order quantity 5 pieces per sort)			
Assorted		.....	
Mozzarella with tomatoes		.....	
Italian salami		.....	
Parma ham		.....	
Roast beef		.....	
Smoked salmon		.....	
Poulard breast		.....	
	pce.	2,70	
<b>Canapé assortment "Lukullus"</b> (Minimum order quantity 10 portion; 1 portion = 6 pcs.)			
Rolls of roastbeef filled with green marinated asparagus in remoulade on wild garlic in lollo bionda salad on baguette			
Roll of blackforest ham and edam cheese with pesto on pistachio-spread in chicorree salad on baguette			
Smoked duck breast on spread of cheese and oranges in lollo bionda salad on baguette			
Edam cheese on spread of grapes and cheese in lollo rosso salad on baguette			
	portion	16,50	.....
<b>Warm party snacks</b> (Minimum order quantity 25 pcs. per variety)			
<i>Delivery includes all crockery and a chafing dish</i>			
Spicy beef meatballs on mango and cumin ragout	pce.	1,50	.....
Mini roast sausages with mustard	pce.	1,80	.....
Yakitori skewer with teriyaki marinade	pce.	1,80	.....
Mini escalope	3 pcs.	3,20	.....
Chicken nuggets with honey sauce	3 pcs.	2,20	.....
Mini rissole with mustard and ketchup	pce.	1,50	.....
Mini spring roll with soy	2 pcs.	2,10	.....

Item	Unit	Price in EUR	Order quantity
<b>Finger food selection "Berlin"</b> (Minimum order quantity 10 portions)			
<b>cold</b>			
Mini rissole with corn on the cob (meatballs available on request)			
Smoked pork on fresh rustic loaf			
Smoked fish on pumpernickel			
German butter cheese on mini bread roll			
Spree Forest gherkins and bread			
Mini "Berliner" jelly donuts	portion	12,00	.....
<b>Finger food selection "Italy"</b> (Minimum order quantity 10 portions)			
<b>cold</b>			
Coppa di Parma on ciabatta			
Skewers of sliced Parma ham and melon			
Tuna salad on a bed of artichoke			
Skewered cherry tomatoes and mozzarella with fresh basil			
Assorted olives with cocktail sticks			
Cup Tiramisu			
	portion	14,00	.....
<b>Fingerfoodbuffet "Asien"</b> (Minimum order quantity 10 portions)			
<b>cold / warm</b>			
Mini wrap "Lemon chicken"			
Mini wrap "Asian Veggie"			
Fish Stick Limon with Hoi Sin sauce			
Yakitori skewers with teriyaki marinade			
Rambutans with pineapple and pistachios	portion	12,00	.....
<b>Finger food selection "Fit and vital"</b> (Minimum order quantity 10 portions)			
<b>cold / warm</b>			
Yoghurt and lime drink with chives			
Selection of dim sum (cooked without oil) with a mild soy sauce			
raw vegetable salads (carrot, cabbage, cucumber, apple, cellery)			
Fresh fruit salad with lemon balm			
	portion	12,50	.....
<b>Finger food selection "Mini Wrap"</b> (Minimum order quantity 5 portions, 1 Portion = 5 pce)			
<b>cold / saisonal variabel</b>			
Oriental Chicken Wrap			
African Chicken Wrap			
Asian Veggie Wrap			
BBQ Chicken Wrap			
Lemon Chicken Wrap	portion	11,00	.....
<b>Finger food selection "German Snacks"</b> (Minimum order quantity 10 portions; 1 portion = 4 pce)			
<b>warm / saisonal variabel</b>			
Tarte flambée wrap filled with sour cream, onion, ham and herbs			
Party meatloaf Bavaria			
Mini-salmon-phylo			
Mini escalope countryside	portion	5,60	.....

**bread / rolls**

<b>"Classic"</b>	1/2 ciabatta roll	1/2 baguette bread roll	1/2 wholegrain bread roll	1/2 Venetian rolls
Price in EUR per piece	2,70	2,60	2,50	2,40
Please indicate order quantity. Minimum purchase 5 pcs. per variety.				
Assorted				
Dutch Gouda (medium mature)				
Cooked ham				
Black Forest ham				
Salami				
Roast turkey breast				

<b>"Ambiente"</b>	1/2 ciabatta roll	1/2 baguette bread roll	1/2 wholegrain bread roll	1/2 Venetian rolls
Price in EUR per piece	2,80	2,70	2,70	2,60
Please indicate order quantity. Minimum purchase 5 pcs. per variety.				
Assorted				
Mozzarella with tomatoes				
Italian salami				
Parma ham				
Roast beef				
Smoked salmon				
Poulard breast				

All prices are subject to value-added tax. - Purchase goods are **not** refundable.

# Hostesses and Hosts

Hall:	Stand No.:
Exhibitor:	

## Order Form 2013

**Deadline: 2 weeks prior to the event**

**Hosts/Hostesses:** Fax: +49(0)30/3038-1440  
**Mailing address:** MB Capital Services GmbH, Hostessen, Thüringer Allee 12/12A, 14052 Berlin, Germany  
**For queries:** Phone: +49(0)30/3038-1435; E-Mail: hostessen@mb-capital-services.de

Orders which are placed within the last 7 days prior to the event are **subject to a 20 % surcharge** on the mentioned prices. According to the general terms of business, for withdrawal within the last 3 days prior to the event, there will be invoiced 50 % of the original order volume.

Qty.	Description	Price each day	Price total
	<input type="checkbox"/> female <input type="checkbox"/> male		
	Employment period: date: ..... time: from : ..... to: .....		

### Host/Hostess

As stand assistant, or for information and counter services; with the languages:

.....	German and English	..... days at fair *) at	180.00 EUR	..... EUR
	rate for each additional hour		22.00 EUR	
.....	German, English and 1 other European language (incl. Russian)	..... days at fair *) at	200.00 EUR	..... EUR
	rate for each additional hour		24.00 EUR	
.....	German, English and 2 other European languages (incl. Russian)	..... days at fair *) at	230.00 EUR	..... EUR
	rate for each additional hour		28.00 EUR	
.....	German, 1 European and 1 other special language	..... days at fair *) at	250.00 EUR	..... EUR
	rate for each additional hour		22.00 EUR	
.....	Personnel supervisor	..... days at fair *) at	240.00 EUR	..... EUR
	rate for each additional hour		28.00 EUR	

Our staff wears business attire.

Would you prefer the suite colour to reflect you corporate identity or do you wish to supply an outfit for the promotion?

Do you wish to brief your stand personnel on the day preceding the fair?

Do you have any other requirements?

Please talk to us – we look forward to hearing from you. We can also call you back.

Please call back: Mr./Ms. .... Telephone: .....

\*) A day at the fair consists of 9 working hours incl. the statutory breaks. The minimum number of hours worked per day is 4 hours and will be invoiced at 50 % of the full daily rate. The CSG TEAM GmbH reserves the right to invoice exhibitors directly via contractual partners for the services of hostesses and stand personnel.

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

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

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

Company name and address of recipient of invoice:

VAT Reg. No.:

Contact for queries:

Phone:

Telefax :

E-Mail:

Purchase number for the invoice:

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

As of: July 2012 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg

# Insurance for Exhibits

Hall:	Stand No.:
Exhibitor:	

## Order Form 2013

**Insurance:** Fax: +49(0)30/250092-755  
**Mailing address:** Funk & Söhne GmbH, Versicherungsmakler, Postfach 1229, 10722 Berlin, Germany  
**For queries:** Phone: +49(0)30/250092-0, **E-Mail:** v.dutrannoy@funk-gruppe.de, r.wulf@funk-gruppe.de

**Important:**

All exhibitors are seriously advised to arrange insurance cover for their exhibits for the duration of the exhibition, during transport to and from the event and for any storage in intervening periods or after the event.

The Fair Management does not accept any liability for persons or objects on the Exhibition Grounds – including construction and dismantling periods.

For premiums and insurance conditions please see overleaf.  
 Please note: The insurance cover is only valid after payment.

Name of event/Dates of event/insurance cover:

The following items will be on display (give exact details):

**A Sum insured according to insurance application:**

Exhibits: ..... EUR  
 Stand equipment: ..... EUR  
 Pers. property of stand personnel: ..... EUR  
**Total sum insured: ..... EUR**

Are the items being transported  
 from Europe:  yes  no  
 from outside of Europe  yes  no

What additional insurance do you require?

**B Liability insurance \*)**  yes  no  
**C Accident insurance \*)**  yes  no

Number of all persons: .....

\*) See insurance conditions next page

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

---

Customer/Invoicing address: VAT Reg. No.:

---

Street/P.O.Box

---

Zip Code/City/Country

---

Contact for queries: Telephone: Telefax:

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E-Mail: Customer number:

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

As of: July 2012/Subject to alteration/Legal venue and place of jurisdiction is Berlin-Charlottenburg.

## Details about exhibition insurance

For the exhibitor's own interest and account, the following forms of insurance cover are available from leading insurers in Germany.

### A.

Exhibition insurance providing full cover for the exhibits against all usual risks. Cover is provided against risks such as damage during transportation, fire, water or moisture damage (except on the open air grounds), burglary, theft, deliberate and malicious damage by third persons. This cover is valid for the duration of the event and, if proposed, during transport to and from the event. Not allocated storages are also included for a period of up to 30 days. The insurance cover is provided in accordance with the General Insurance Terms for Exhibition 1988 and in general the clause concerning the exclusion of risks arising from the use of chemical, biological, biochemical substances or electromagnetic waves as weapons causing a public danger, and changes to the exclusion of nuclear energy. The following also applies if applicable respectively included Machinery Clause, Special Conditions to the AVB Exhibition of Traveller's Baggage.

The premium-rates amount on average to 3.5 % of the value of the exhibit. The premium is increased for items being transported. In case of coinsurance of transport the surcharge for premiums are:

Transports from: Europe + 1.5 % surcharge  
other countries + 3.5 % surcharge

The minimum premium per exhibition/application is 50.00 EUR plus the valid insurance tax in each case. In the case of damage the policyholder shall be required to meet 25% of the indemnifiable damages himself. The insurance terms can be sent on request.

### B.

Liability insurance for claims against exhibitors or their employees and stand personnel (own staff and outside staff) in their capacity exhibitors.

The General Terms of Liability Insurance (AHB) apply. The amount of cover provided is as follows:

3,000,000.00 EUR for personal injury and damage to property

25,000.00 EUR for financial loss

2,000,000.00 EUR for environment basic cover.

The premium, plus valid insurance tax for a period of amounts to 109.00 EUR.

### C.

Accident insurance, providing cover for the policyholder, his own or outside stand personnel, according to the guidelines laid down in the General Accident Insurance Terms (AUB) and in legal regulations, and valid for the official duration of the exhibition. Insurance cover also applies to direct travel by those protected under the policy on their journeys to and from the event from their place of residence or place of work, provided this is within Europe.

Insurance cover provided:

10,000.00 EUR in the event of death

75,000.00 EUR in the event of injury.

The premium, plus valid insurance tax in each case, is 18.00 EUR.

Copies of the skeleton agreement for liability insurance and/or accident insurance may be inspected in our office in Budapester Straße, or can be sent on request.

Application deadline for insurance 14 days prior to the opening of the exhibition. For applications received any later, insurance cover only applies provided no damage has occurred or been notified before receipt of the application.

#### Transactions/Assistance

Special authority to act on behalf of the insurers has been granted to the following company:

L. Funk & Söhne GmbH

Insurance brokers

Budapester Str. 31, 10787 Berlin, Germany

Postfach 12 29, 10722 Berlin, Germany

Telephone: +49(0)30/25 00 92-0

Telefax: +49(0)30/25 00 92-7 55

#### Damage occurring on the Exhibition Grounds

1. If damage occurs or is discovered, the official in charge must be notified immediately. Messrs. Funk & Söhne GmbH should also be notified at once in writing of any damage.

2. In the event of burglary or theft the local police station should be informed immediately. The address is:

Polizei-Abschnitt 22

Charlottenburger Chaussee 75

13597 Berlin, Germany

Phone: +49(0)30/46 64-22 27 01

Fax: +49(0)30/46 64-22 27 99

#### Damage occurring during transport

Where loss or damage is apparent on taking delivery of the goods delivery documents must be marked and the carrier/driver must be requested to certify the loss or damage. When loss or damage is not apparent immediately upon discovery (but not later than three days following delivery) notice must be given to the carrier and he must be requested to attend a joint survey. Failure to comply with these instructions will cause delay in eventual settlement and may prejudice any claim under the policy.

#### Note:

Applications for insurance cover become provisionally effective on receipt of the signed application by Messrs. Funk or Messe Berlin, but not prior to departure of persons or dispatch of goods.

## – Damage Claim Report –



**L. Funk & Söhne GmbH**  
**Versicherungsmakler GmbH**  
**Postfach 12 29**

**10722 Berlin**

Submitted by (stamp):

Bank:  
 Sort code:  
 Account number:

### I. General details

#### Event:

Date of damage occurred:: _____	<input type="checkbox"/> Industrial liability insurance	
Value of damage (estimated): _____	<input type="checkbox"/> Exhibition insurance	
Cause of damage: _____	<input type="checkbox"/> Accident insurance	
Invoice no.: _____		
Paid on: _____		
Damage reported on: _____	Police (office): _____	Public Prosecutor's Office: _____
	File ref.: _____	File ref.: _____
Describe how damage occurred (use enclosures and additional documents if necessary):		

### II. In cases of damage or injury covered by liability insurance (personal injury, damage to property or financial damage)

1. In what respect do you regard the exhibitor as culpable?	_____
2. Please give full description of how the damage occurred:	_____ _____
<b>3. Only to be completed in cases of personal injury:</b>	
3.1 Description of the injury:	_____ _____
3.2 Which doctor or hospital treated the injured person?	_____
3.3 Date of birth of injured person:	_____
3.4 Family status of injured person:	<input type="checkbox"/> single <input type="checkbox"/> married <input type="checkbox"/> widowed <input type="checkbox"/> divorced
3.5 Does the injured person have any children?	<input type="checkbox"/> no <input type="checkbox"/> yes, how many      ages _____
3.6 Is the injured person claiming restitution from a third party (health insurer, professional association or similar)?	<input type="checkbox"/> no <input type="checkbox"/> yes, from _____

## – Damage Claim Report –



<b>4. Only to be completed if damage to property has occurred</b>	<b>Retain damaged items as evidence!</b>
4.1 What items were damaged?	_____
4.2 What form did the damage take?	_____
4.3 When were the damaged items acquired and what did they cost?	Date: _____ €
	Date: _____ €
4.4 Is repair possible?	<input type="checkbox"/> no <input type="checkbox"/> yes
4.5 What is your estimate of the cost of the damage?	_____ €
4.6 Has consideration been given to the fact that the items may have already been worn or damaged?	<input type="checkbox"/> no <input type="checkbox"/> yes
4.7 Are the damaged items insured (against damage by fire or domestic water, for glass damage, damage to lighting tubes, vehicle insurance etc.)?	<input type="checkbox"/> no <input type="checkbox"/> yes, with _____
Has a claim already been submitted to the insurers?	<input type="checkbox"/> no <input type="checkbox"/> yes      policy number: _____
Claimant (name, address):	_____
	_____
	<input type="checkbox"/> staff <input type="checkbox"/> visitor <input type="checkbox"/> other person
Person responsible for damage (name, address):	_____
	_____
	<input type="checkbox"/> staff <input type="checkbox"/> visitor <input type="checkbox"/> other person
<input type="checkbox"/> Claims have already been asserted:	<input type="checkbox"/> verbally
	<input type="checkbox"/> in writing (enclose claim documents)

### III. Damage to exhibits/stand equipment, luggage

<input type="checkbox"/> Damage has not yet been made good.	<input type="checkbox"/> Damage was made good on _____
<input type="checkbox"/> Invoice(s) for the sum of _____ € enclosed.	
Person responsible for damage (name, address):	_____
	_____
	_____



# Security Cover

Hall:	Stand No.:
Exhibitor:	

## Order form 2013

**Deadline: 2 weeks prior to the event**

Services, which are ordered less than 2 weeks prior to the fair, are subject to an allover **surcharge of 25 %**.

**Customer Service:** Fax: **+49(0)30/3038-1460** or 3039-0009143; **Phone:** +49(0)30-3038-1400; **E-Mail:** fair-service@messe-berlin.de  
**Mailing address:** Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringer Allee 12/12A, 14052 Berlin, Germany  
**Queries for security:** **Phone:** +49(0)30/3038-4082; **Berlin ExpoCenter Airport :** +49(0)30/3038-84075

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

No. of pers.		Price/hour
	<b>1. Personnel to provide stand security cover</b>	<b>18.50 EUR</b>

..... Dates (from - to): ..... daily (h, from - to): .....

..... Dates (from - to): ..... daily (h, from - to): .....

..... Dates (from - to): ..... daily (h, from - to): .....

..... Dates (from - to): ..... daily (h, from - to): .....

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

**1a. Staff for evening events**

.....	Dates (from - to): .....	daily (h, from - to): .....	<b>22.50 EUR</b>
-------	--------------------------	-----------------------------	------------------

Supervisors required / as per agreement

No. of pers	<b>2. Special staff for events on the stand</b> (pls. see registration "Shows and Events")	Price
	(e.g. multi-lingual)	as per offer

..... Dates (from - to): ..... daily (h, from - to): .....

**Additional services upon request** Price  
(e.g. body guard, stage guard, security technology) as per offer

We require personal contact:

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. In addition will be charged 100 % surcharge for official holidays.

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

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

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

Contact for queries: \_\_\_\_\_ Phone: \_\_\_\_\_ Telefax : \_\_\_\_\_

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

<input type="checkbox"/> <b>We are the exhibitor.</b> These services will be charged within the final invoice of Messe Berlin GmbH.	<input type="checkbox"/> We are <b>only ordering by order</b> of the exhibitor. (a written confirmation is available)	<input type="checkbox"/> <b>We are not the exhibitor.</b> 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: July 2012//Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg

# General Guidelines for Security Cover

All orders must be placed in writing and should be sent either to  
Messe Berlin GmbH, Exhibitor Service, Messedamm 22, 14055 Berlin/Germany or  
MB Capital Services GmbH, Thüringer Allee 12/12 A, D-14052 Berlin  
Fax: +49(0)30/3038-1460  
e-mail: fair-service@messe-berlin.de  
(postal address of order forms in the Exhibitor Service Manual).

## § 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 Liability

The contractor is answerable for any damage or consequential damage caused by a defect resulting from unauthorised actions, negligence in making the contract, infringement of contractual or statutory collateral duties, the impossibility of performing the services, or delay, provided that such damage has been caused by deli berate or gross negligence on the part of his legal representative or employees.

The client's claims for liability fall under the statute of limitations after 6 months from the time that the respective services are completed.

The contractor shall take out liability insurance for the following amounts:  
A lump sum of 1,000,000.00 EUR for personal injury, damage to property and financial damage  
10,000.00 EUR to cover the loss of guarded items.  
In each case of damage or injury the amount of liability is limited to the sums given above.

## § 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.

Messe Berlin GmbH, Messedamm 22, 14055 Berlin, Germany  
Commercial Register: HRG Amtsgericht Charlottenburg 92 HRB 5484  
Board of Management: Raimund Hosch (Chairman), Dr. Christian Göke,  
VAT Id No. DE 136629714, Tax No. 453/04182

# Stand Cleaning

Hall:	Stand No.:
Exhibitor:	

## Order form 2013

**Deadline: 2 weeks prior to the event**

Orders received within the last 3 days prior to the start of the event are **subject to a 20 % surcharge.**

**Customer Service:** Fax: **+49(0)30/3038-1460** or 3039-0009143; **Phone:** +49(0)30/3038-1400; **e-mail:** fair-service@messe-berlin.de  
**Mailing address:** Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringer Allee 12/12A, 14052 Berlin, Germany  
**Queries for cleaning:** **Phone: +49(0)30/3038-4102; Berlin ExpoCenter Airport: +49(0)30/3038-94025**

Stand size - first floor/m<sup>2</sup> ..... Company name/lettering on the stand:  
 Stand size – base/m<sup>2</sup> ..... .....

Please tick where applicable

### Basic cleaning during construction period

**Cleaning of the stand** (floor, furniture, removal of foil) Date: ..... per hour 24.40 EUR <sup>1)</sup>  
 **Cleaning of areas of glass and plastic** Date: ..... per hour 33.60 EUR <sup>1)</sup>  
 (mirrors, walls, acrylic surfaces, tiles)

### Cleaning on the even prior to the event/during the night

**Cleaning on the even prior to the event** per m<sup>2</sup> 1.12 EUR  
 (floor, furniture, removal of foil)  
 **Cleaning of areas of glass and plastic** (during the night) per hour 39.60 EUR <sup>2)</sup>  
 (mirrors, walls, acrylic surfaces, tiles)

### Cleaning between the days of the fair

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

**Daily cleaning of the stand** up to 150 m<sup>2</sup> 0.51 EUR/m<sup>2</sup>  
 (tables washing off, waste baskets emptying, hard floor covering wet mopping, 151-500 m<sup>2</sup> 0.48 EUR/m<sup>2</sup>  
 and carpets vacuum cleaning), payment according to m<sup>2</sup> and days 501-1000 m<sup>2</sup> 0.37 EUR/m<sup>2</sup>  
 More than 1001 m<sup>2</sup> 0.32 EUR/m<sup>2</sup>

**Daily cleaning of areas of glass and plastic** per hour 39.60 EUR <sup>\*\*</sup>  
 (mirrors, walls, acrylic surfaces, tiles)

### Additional services

**Services at hourly rate** per hour 24.40 EUR <sup>1)</sup>  
 (e.g. auxiliary personnel, cleaning exhibits, washing dishes, dry cleaning of carpets)

**Premium Cleaning – All-Inclusive-Package** individual flat fee according agreement  
 (floors, glass, furniture, exhibits); basic cleaning, daily cleaning in the evening, 1 service staff always stand by; Phone: +49(0)30/3038-1334

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

Contact: .....

<sup>1)</sup> You will be charged for surcharges in force locally work during nights, and work carried out on Sundays and public holidays with proof of hours worked (50%).  
<sup>2)</sup> plus 25 % charge for work after 9.00 p.m.; payment at hourly rate, with proof of hours worked.

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

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

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

Contact for queries: ..... Phone: ..... Telefax : .....

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

<input type="checkbox"/> <b>We are the exhibitor.</b> These services will be charged within the final invoice of Messe Berlin GmbH.	<input type="checkbox"/> <b>We are only ordering by order</b> of the exhibitor. (a written confirmation is available)	<input type="checkbox"/> <b>We are not the exhibitor.</b> 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: July 2012/Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg

# General Guidelines for Stand Cleaning

All orders must be placed in writing and should be sent either to Messe Berlin GmbH, Exhibitor Service, Messedamm 22, D-14055 Berlin/Germany or  
MB Capital Services GmbH, Thüringer Allee 12/12 A, 14052 Berlin, Germany  
Fax: +49(0)30/30 38-1460  
e-mail: fair-services@messe-berlin.de  
(Postal address of order forms in the Exhibitor Service Manual).

## 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: Raimund Hosch (Chairman), Dr. Christian Göke,  
VAT Id No. DE 136629714, Tax No. 453/04182

# Staff Placement: Construction/Dismantling/Stand Assistants

Vermittlungsauftrag für Arbeitskräfte – kostenlos / Staff placement order – free of charge

## Auftraggeber / Employer

Name/Firma  
Name/Company

---

Strasse/Hausnummer  
Street/Number

---



**Bundesagentur für Arbeit**

Telefon/Telefax  
Phone/Fax

---

PLZ/Ort  
Town and postal code

---

Halle  
Hall

---

Stand-Nr.  
Stand number

---

Rückfragen an  
Contact

---

E-Mail

---

## Agentur für Arbeit Berlin Nord

Job-Vermittlung  
(especially for exhibitions, conferences and trade fairs)  
Streitstrasse 6-7, 13587 Berlin, Germany  
**Phone: +49(0)30/555572-1204**  
**Fax: +49(0)30/555572-1999**  
**Internet: <http://www.arbeitsagentur.de>**  
**E-Mail: [Spandau.Jobvermittlung@arbeitsagentur.de](mailto:Spandau.Jobvermittlung@arbeitsagentur.de)**

During the fairs:  
Branch office Exhibition Grounds Hall 13:  
Contact upon agreement by telephone  
Fair Hotline: +49(0)30-3038-5730

## Stellenbeschreibung / Job description

Art	Anzahl	Tages-/Stunden- honorar netto	Sprachkenntnisse	Beschäftigungsdauer von ... bis	Arbeitszeit von ... bis
Type	Number	Daily or hourly rate	Languages required	Occupation time from ... until	Working time from ...until
Hilfen zum Standauf- bau und –abbau <i>Assistants (labour) for stand constructions and dismantling</i> (ca. 8-11 EUR/h)					
Hostessen/Standhilfen <i>Receptionists/Stand assistants</i> (ca. 11-15 EUR/h)					
Verkäufer/-innen <i>Sales persons</i> (ca. 8-11 EUR/h)					
Sonstige Berufe - bitte erläutern - <i>Other occupations</i> - please specify -					

Stand: Juli 2011 / Änderungen vorbehalten  
As of: July 2011 / Subject to alteration

PS: Die Stundenlöhne sind nur Richtlinien und beziehen sich auf ganztägige Einsätze  
The hourly rates are guidelines and relate to fulltime jobs.

Bitte beachten Sie, dass es sich um Nettostundensätze handelt und der Auftraggeber für die Entrichtung der Steuer- und Sozialabgaben verpflichtet ist.  
Please note: The mentioned hourly rates are net and the customer is responsible to register and pay the tax and social insurance contributions.

Datum, Unterschrift und Firmenstempel  
Date, Signature and company stamp

---

# Waste Disposal Construction and Dismantling

Hall:	Stand No.:
Exhibitor:	

## Order form 2013

**Deadline: 2 weeks prior to the event**

**Customer Service:** Fax: +49(0)30/3038-1460 or 3039-0009143; **Phone.:** +49(0)30/3038-1400; **E-Mail:** fair-service@messe-berlin.de  
**Mailing address:** Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringer Allee 12/12A, 14052 Berlin, Germany  
**Queries for disposal:** **Phone:** +49(0)30/3038-4106; **Berlin ExpoCenter Airport:** +49(0)30/3038-84020

Description	Price incl. collection	Qty/Constr.	Date/Constr.	Qty/Dismantl.	Date/Dismantl.
<b>Small Containers</b> (Collection Container 1,1 m³) Collection incl. supply					
mixed waste	86.40 EUR	.....	.....	.....	.....
paper/cardboard	35.60 EUR	.....	.....	.....	.....
DSD-Leichtverpackung (light packaging)	67.40 EUR	.....	.....	.....	.....
Foils	35.50 EUR	.....	.....	.....	.....
<b>Waste sacks</b> , 100 Liters each, in distinguished colours, incl. disposal					
mixed waste	8.90 EUR	.....	.....	.....	.....
paper/cardboard	3.60 EUR	.....	.....	.....	.....
glass	4.80 EUR	.....	.....	.....	.....
foils	3.60 EUR	.....	.....	.....	.....
DSD-Leichtverpackung (light packaging)	4.80 EUR	.....	.....	.....	.....

Self collection  yes  no \*)  
 Date of delivery: ..... \*) plus. 7.95 EUR for delivery on the stand/charge for delivery (if no date is specified, delivery will be made in the morning of the first day of the event - for which a charge will be made)

Containers	Constr/approx. m³	Date	Dismantl/approx. m³	Date
5,5 to 25 m³ or refuse loosely loaded Charge according to volume collected not to size of container				
Mixed waste - up to 11 m³	95.50 EUR	.....	.....	.....
- more than 11 m³	75.50 EUR	.....	.....	.....
Paper/cardboard – up to 11 m³	30.60 EUR	.....	.....	.....
Timber (treated/coated) - up to 11 m³	57.10 EUR	.....	.....	.....
- more than 11 m³	48.80 EUR	.....	.....	.....

We require a free non-binding consultation:

Contact: Telephone : at our stand: Date/Time

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

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

Company name and address of recipient of invoice:

Vat Reg. No.:

Contact for queries:

Phone:

Telefax :

E-Mail:

Purchase number for the invoice:

<input type="checkbox"/> <b>We are the exhibitor.</b> These services will be charged within the final invoice of Messe Berlin GmbH.	<input type="checkbox"/> We are <b>only ordering by order</b> of the exhibitor. (a written confirmation is available)	<input type="checkbox"/> <b>We are not the exhibitor.</b> 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: July 2012/Subject to alteration/Legal venue and place of jurisdiction is Berlin-Charlottenburg

## 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 are only possible if the rectification of the complaint is unsuccessful.

# Waste Disposal

## Duration of the Event

Hall:	Stand No.:
Exhibitor:	

### Order form 2013

**Deadline: 2 weeks prior to the event**

**Customer Service:** Fax: +49(0)30/3038-1460 or 3039-0009143; **Phone.:** +49(0)30/3038-1400; **E-Mail:** fair-service@messe-berlin.de  
**Mailing address:** Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringer Allee 12/12A, 14052 Berlin, Germany  
**Queries for disposal:** **Phone:** +49(0)30/3038-4106; **Berlin ExpoCenter Airport:** +49(0)30/3038-84020

Description	wPrice incl. collection	Qty/Constr.	Date/Constr.	Qty/Dismantl.	Date/Dismantl.
<b>Small containers (Collection incl. supply)</b>					
1,1 m <sup>3</sup> glass waste	65.50 EUR	.....	.....	.....	.....
1,1 m <sup>3</sup> mixed waste	86.40 EUR	.....	.....	.....	.....
240 L mixed waste	25.70 EUR	.....	.....	.....	.....
1,1 m <sup>3</sup> paper/cardboard	35.60 EUR	.....	.....	.....	.....
240 L paper/card board	12.45 EUR	.....	.....	.....	.....
1,1 m <sup>3</sup> DSD light packaging	67.40 EUR	.....	.....	.....	.....
1,1 m <sup>3</sup> foils	35.60 EUR	.....	.....	.....	.....
240 L food waste	32.70 EUR	.....	.....	.....	.....
120 L food waste	21.70 EUR	.....	.....	.....	.....
240 L biological waste	21.40 EUR	.....	.....	.....	.....
120 L biological waste	16.10 EUR	.....	.....	.....	.....
60 L waste grease	21.40 EUR	.....	.....	.....	.....

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

Waste sacks 100 Ltr. In distinguishing colours	Price incl. disposal				
mixed waste	8.90 EUR	.....	.....	.....	.....
paper/cardboard	3.60 EUR	.....	.....	.....	.....
glass	4.80 EUR	.....	.....	.....	.....
foils	3.60 EUR	.....	.....	.....	.....
DSD light packaging (plastic packaging, metal)	4.80 EUR	.....	.....	.....	.....

Self collection  yes  no \*)  
 Date of delivery .....

\*) plus 795 EUR for delivery on the stand/charge for delivery (if no date is specified, delivery will be made in the morning of the first day of the event for which a charge will be made)

**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

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

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

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

Contact for queries: Phone: Telefax :  
 E-Mail: Purchase number for the invoice:

<input type="checkbox"/> <b>We are the exhibitor.</b> These services will be charged within the final invoice of Messe Berlin GmbH.	<input type="checkbox"/> We are <b>only ordering by order</b> of the exhibitor. (a written confirmation is available)	<input type="checkbox"/> <b>We are not the exhibitor.</b> 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: July 2012/Subject to alteration/Legal venue and place of jurisdiction is Berlin-Charlottenburg

## 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 are only possible if the rectification of the complaint is unsuccessful.

# Declaration of Waste Disposal

Hall:	Stand No.:
Exhibitor:	

## Registration 2013

**Deadline: 2 weeks prior to the event**

**Customer Service:** Fax: **+49(0)30/3038-1460** or 3039-0009143; **Phone.:** +49(0)30/3038-1400; **E-Mail:** fair-service@messe-berlin.de  
**Mailing address:** Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringer Allee 12/12A, 14052 Berlin, Germany  
**Queries for disposal:** **Phone:** +49(0)30/3038-4106; **Berlin ExpoCenter Airport: +49(0)30/3038-84020**

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 **115.00 EUR/m<sup>3</sup>** for waste disposal. Hazardous waste materials should not be included in the normal waste. Manufacturing waste that has been mixed, for example, with oil or emulsions shall be considered as special waste material.

### Our stand is a:

System stand/re-usable stand  Disposable stand

### with

disposable carpeting  re-usable carpeting

### We have appointed the following company to construct our stand:

Company: .....

Address: .....

Telephone: ..... Fax: .....

### We have appointed the following company to fit our carpet:

Company: .....

Address: .....

Telephone: ..... Fax: .....

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

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

We will be removing re-usable materials ourselves

**Please note:** According to the German Recycling Law, you are not allowed to take non-recyclable materials off the Exhibition Grounds yourself.

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

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

Company name and address of recipient of invoice:

Vat Reg. No.:

Contact for queries:

Phone:

Telefax :

E-Mail:

Purchase number for the invoice:

Date:	Name of the customer (in block letters):	Legally binding signature and company stamp
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As of: July 2012/Subject to alteration/Legal venue and place of jurisdiction is Berlin-Charlottenburg



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

As of: January 1, 2010

## 1. Contract

- (1) The following General Terms of Business and Conditions of Hire of MB Capital Service GmbH (in the following: lessor) apply to all hire contracts for movable items and construction. Any conflicting conditions of the lessee are hereby repudiated. Any divergence from these terms and conditions, or ancillary agreements, are only valid if confirmed in writing by the lessor.
- (2) All orders for hire equipment must be in writing. The lessor will confirm all orders prior to the event, provided that such orders have been submitted before the prescribed deadline for applications as stated in the order forms contained in the Exhibitors's Service Folder. If exhibitors do not receive written confirmation of their orders, provided that such orders have been submitted on time, they should notify the lessor immediately.
- (3) The lessor reserves the right to execute services ordered or deliver items for hire only upon receipt of payment.

## 2. Details about the loan of items

- (1) The lessee is aware that the items available for hire are usually used several times at exhibitions and may not always be new.
- (2) The items for hire will only be made available for the agreed purpose and for the duration of the event. They are for the use of the lessee only at the agreed place of hire.
- (3) No hired item may be transferred to third parties. Plans, designs, drawing, production and assembly documents and all rights thereto remain the property of the lessor, even when given to the lessee.
- (4) The lessee should ascertain whether the hired items are in a suitable condition, safe to use and complete when they are handed over.
- (5) By his acceptance of the items entrusted to his care the lessee acknowledges that they do not contain any defects, unless he immediately notifies the lessor of such defects in writing.
- (6) Deliveries within the stipulated period of all items ordered from the lessor will be made promptly, to ensure that the hired items are available at the start of the event.
- (7) In the absence of any stand personnel when the hired items are delivered, they will be considered to have been correctly delivered when left on the stand.
- (8) The lessor is not obliged to check the credentials of the personnel on the stand when delivering the hired items.
- (9) No delivery times or special requirements will be considered effective unless confirmed in writing by the lessor.

## 3. Warranty

- (1) If the lessee makes use of his right to notify the lessor of any defects, the lessor's warranty is limited solely to making the necessary improvements, provided that the defective items is one that has already been used. The lessor may supply a replacement if he thinks fit.

## 4. Hire charges

- (1) The charges as listed are net, subject to statutory value added tax plus an insurance premium of 5 % of the hire charge for items hired 4 % of the hire charge for the complete stand incl. equipment. The charges are valid for the duration of the event.
- (2) The cost of delivery to and removal from the exhibition grounds, and for any assembly or dismantling that may be required, are included in the hire charge.

## 5. Orders placed after the application deadline

- (1) If the lessee places an order after the expiry of the deadline for applications, of which he has been notified (generally 4 resp. 2 weeks prior to the start of the event), the lessor cannot guarantee prompt or complete deliveries. Above in such cases no guarantees can be provided that the items can be supplied as ordered.
- (2) If delivery within the stipulated deadline is possible, the additional costs incurred by the delayed order will be charged to the lessee in the form of a 20 % surcharge on the original hire charge.

## 6. Deviations from the details in catalogue

- (1) All the dimensions stated in the catalogue are approximate. The lessor reserves the right to make reasonable alterations to dimensions, shape and colour of the items ordered for hire. The items supplied must be equal or superior to those ordered.

## 7. Terms of payment

- (1) Upon submission of the invoice the sum due, including statutory value-added tax if not otherwise stated in the invoice, is payable no later than the start of the event. Payment should be made to one of the accounts of the lessor without deduction.
- (2) If the lessor has no record that the payment has been received by a date four weeks prior to the start of the event at the latest, it is entitled to withdraw from the agreement.
- (3) Order received by the lessor two weeks prior to the start of the event, or later, will only be accepted if accompanied by payment in advance (a cheque should be enclosed with the order).

## 8. Failure to make use of previously ordered hire items

- (1) If the lessee will not make use of previously ordered hired items and give notice in writing no later than 4 weeks prior to the event, the lessor charges 5 % of rental charge. If notice is given no later than 7 days prior to the event, 10 % of hire charge will be charged.
- (2) For orders worth more than 10,000.00 EUR or involving a stand construction area in excess of 100 m<sup>2</sup>, if notice of withdrawal is given in writing no later than 10 weeks prior to the start of the event, a sum equivalent to 10 % of the rental charge/value of the order will be charged. This sum will increase to the equivalent to 20 % of the rental charge/value of the order if the written notification is received within 6 weeks of the start of the event.
- (3) If non-defective hire items cannot be handed over to the lessee on the agreed delivery date or if he does not take delivery of the items as agreed, the lessee shall be liable for payment of the full hire charge. If delivery date is not been expressly agreed, stand construction will be handed over to the lessee or his representative at the stand no earlier than 5 days but no later than 3 days, other hire items usually 2 days prior to the event. If another lessee can be found for the hire items that have not been delivered, the original lessee shall only be required to pay 25 % of the invoice sum to meet additional expenses.
- (4) In cases as mentioned in 8.1 and 8.2, the onus shall be on the lessee to prove that the lessor has not incurred the flat rate charges as invoiced. The lessor is entitled to assert the actual damage incurred.

## 9. The liability of the lessee

- (1) The liability of the lessee for any damage to or loss of the items hired to him commences with the hand over and ceases with collection by the lessor after the end of the event at the latest.
- (2) Liability also applies to the lessee's employees and to third persons, but only in cases of negligence on the part of the lessor or its employees. The lessor only bear liability in cases deliberate and malicious damage.
- (3) The lessee is obliged to handle the hired items with care. Nothing may be stuck, nailed or painted onto these items, nor may they be damaged in any other way.
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- (5) The hired items must be made ready and available for collection immediately following the end of the event.
- (6) Should the lessee delay in returning the hired items, The lessor is entitled to prepare such items for removal at the lessee's expense, subject to the lessee's approval.
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- (2) The premium for insuring the hired modular stand, incl. stand equipment and hired items, shall amount to 4 % of the hire charge. If no insurance cover is taken out for the hired modular stand, the lessee shall be liable for damage to or loss of the hired items.
- (3) The following shall be excluded from the insurance: artwork, water and electricity connections, an on-site services.

## 12. Federal Data Protection Law (BDSG)

- (1) In accordance with §§ 28 and 29 BDSG, personal data concerning our business associates will be stored and processed for the purposes of the contractual agreement.

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# Plants and Flower Decoration for Hire

Hall:	Stand No.:
Exhibitor:	

## Order Form 2013

**Deadline: 2 weeks prior to the event**

**Construction + Service:** Fax: +49(0)30/3067-2018

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

**For queries:** Phone: +49(0)30/3067-2015; E-Mail: info@mb-capital-services.de

Qty.	Order No.	Description	Price each	Price total
<b>Bowls for hire with green and mixed flowers</b>				
.....	560201	Bowl on floor, Ø approx. 50 cm with green plant, height 150 cm with additional plants	61.00 EUR	..... EUR
.....	560300	Container, approx. 15 cm wide, with green plants and mixed flowers	39.50 EUR	..... EUR
<b>Green plants for hire with decorative bowl - standard</b> (plastic white or terra-cotta colour; pottery on request)				
.....	560401	Ficus Benjamini, approx. 150 cm h, bowl <input type="checkbox"/> white <input type="checkbox"/> terra-cotta	38.50 EUR	..... EUR
.....	560402	Ficus Benjamini, approx. 180 cm h, bowl <input type="checkbox"/> white <input type="checkbox"/> terra-cotta	48.50 EUR	..... EUR
.....	560408	Ficus Benjamini, approx. 200 cm h, bowl <input type="checkbox"/> white <input type="checkbox"/> terra-cotta	64.00 EUR	..... EUR
.....	560403	Ficus Benjamini, approx. 250 cm h, bowl <input type="checkbox"/> white <input type="checkbox"/> terra-cotta	84.50 EUR	..... EUR
.....	560404	Kentia Palm/Arecca, approx. 150 cm h, bowl <input type="checkbox"/> white <input type="checkbox"/> terra-cotta	43.50 EUR	..... EUR
.....	560405	Kentia Palm/Arecca, approx. 180 cm h, bowl <input type="checkbox"/> white <input type="checkbox"/> terra-cotta	54.00 EUR	..... EUR
.....	560407	Kentia Palm/Arecca, approx. 200 cm h, bowl <input type="checkbox"/> white <input type="checkbox"/> terra-cotta	69.00 EUR	..... EUR
.....	560406	Kentia Palm/Arecca, approx. 250 cm h, bowl <input type="checkbox"/> white <input type="checkbox"/> terra-cotta	99.50 EUR	..... EUR
.....	560060	Ferns Ø approx. 50 cm	28.00 EUR	..... EUR
.....	560070	Laurel tree pyramid, height 180 cm, bowl <input type="checkbox"/> white <input type="checkbox"/> terra-cotta	55.00 EUR	..... EUR
.....	560071	Laurel tree globe, height 160 cm, bowl <input type="checkbox"/> white <input type="checkbox"/> terra-cotta	55.00 EUR	..... EUR
.....	560072	Laurel tree globe, height 180 cm, bowl <input type="checkbox"/> white <input type="checkbox"/> terra-cotta	75.00 EUR	..... EUR

We would be please 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: .....

VISA  MasterCard  Amex

.....  
Legally binding signature

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

Company name and address of recipient of invoice:

Vat Reg. No.:

Contact for queries:

Phone:

Telefax:

E-Mail:

Your order number for the invoice:

<input type="checkbox"/> <b>We are the exhibitor.</b> The equipment for hire is an additional order to our fair package with Messe Berlin GmbH.	<input type="checkbox"/> We are <b>only ordering by order</b> of the exhibitor. (a written confirmation of cost transfer is enclosed)	<input type="checkbox"/> <b>We are not the exhibitor.</b> 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: July 2012/Subject to alteration/Legal venue and place of jurisdiction is Berlin-Charlottenburg

## Purchase or hire of plants and floral decorations

All orders must be placed in writing and should be sent either to  
**Messe Berlin GmbH, Exhibitor Service, Messedamm 22, 14055 Berlin, Germany** or  
**MB Capital Services GmbH, Thüringer Allee 12/12 A, 14052 Berlin, Germany**  
**Fax: +49(0)30/3067-2018/58**  
**e-mail: [info@mb-capital-services.de](mailto:info@mb-capital-services.de)**  
(Postal address of order forms in the Exhibitor Service Manual).

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

# Dekorationen mit Pflanzen und Blumen Decorations with Plants and Flowers

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

auf Anfrage / on request

10,50 EUR / 10.50 €

12,50 EUR / 12.50 €



60,00 EUR / 60.00 €

55,00 EUR / 55.00 €

65,00 EUR / 65.00 €



**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)30/3021112 oder/or 8111051 oder/or 3067-2015  
Fax: +49(0)30/8115140 oder/or .3067-2058

e-mail: [info@blumen-ruehl.de](mailto:info@blumen-ruehl.de) oder/or [info@mb-capital-services.de](mailto:info@mb-capital-services.de)

## Grünpflanzen / Green Plants

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



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



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



Anz/Qty **Lorbeerpyramide, ca. 180 cm**  
**Lauren pyramid, approx. 180 cm**  
 ..... s. Bestellschein / see order form



Anz/Qty **Lorbeerkugel, 160/180 cm**  
**Lauren globe, 160/180 cm**  
 ..... s. Bestellschein / see order form



Anz/Qty **Kentia-Palme 159 bis 259 cm**  
**Kentia palm, 150 – 250 cm**  
 ..... s. Bestellschein / see order form



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



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



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



**Rückfragen und formlose Anfragen richten Sie bitte an / For queries and requests please contact:**  
**MB Capital Services GmbH – Tel/Phone +49(0)30/3067-2015**  
**Fax: +49(0)30/3067-2058**



## Remarks to tensioned structures:

(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 m<sup>2</sup> (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.

There are differing technical requirements for suspension points in the halls. Please contact Messe Berlin if you are missing the information about the possible suspension points in your hall layout.

## Textile sheets and tensioned wall coverings

(ready-made, delivered and tacked smoothly onto supplied wooden background, incl. removal after end of fair)

	Price per m <sup>2</sup>
<b>Glass fibre textile material</b> , item 96044, transparent, mesh dimension 2 x 4 mm, non-flammable DIN 4102 A2, can be used with sprinklers, widths: 1,50 x + 2,95 m	
white or black	17.15 EUR
<b>Rayon net</b> , fire-resistant, impregnated to DIN 4102 B1, mesh dimension 3 x 3 mm, can be used for sprinklers, seamless up to 11,80 m	
white	14.65 EUR
black	15.10 EUR
<b>Glass fibre textile material</b> , dense quality, item 96082, non-flammable, width 1,67 m, other colours on request	
white or black	16.60 EUR
<b>Sheet made of Smoke Out</b> , Trevira CS, B1, width 2,80 m, with melting seam every 30 cm can be used with sprinklers	
white or anthracite	23.70 EUR
<b>Furnishing molleton</b> , 165 gr/m <sup>2</sup> , width 3,00 m, treated to make it flame resistant various colours on request	9.85 EUR
<b>Stage molleton</b> , 300 gr/m <sup>2</sup> , width 3,00 m, treated to make it flame resistant various colours on request	10.45 EUR
Walkways covered with curtain made of textile material (incl. rails, extractable, and incl. approx. 100 % cloth overmeasure)	
Trevira CS B1	23.75 EUR
Glass fibre	29.85 EUR

Legal venue and place of jurisdiction is Berlin-Charlottenburg  
MB Capital Services GmbH, Thüringer Allee 12/12A, 14052 Berlin, Germany  
HRG Amtsgericht Charlottenburg HRB 65470  
Geschäftsführer: Manfred Gleich, Wilfried Wartenberg  
USt-ID-Nr. DE 191413151, Steuer-Nr. 27/453/04182



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## 1. Contract

- (1) The following General Terms of Business and Conditions of Hire of MB Capital Service GmbH (in the following: lessor) apply to all hire contracts for movable items and construction. Any conflicting conditions of the lessee are hereby repudiated. Any divergence from these terms and conditions, or ancillary agreements, are only valid if confirmed in writing by the lessor.
- (2) All orders for hire equipment must be in writing. The lessor will confirm all orders prior to the event, provided that such orders have been submitted before the prescribed deadline for applications as stated in the order forms contained in the Exhibitors's Service Folder. If exhibitors do not receive written confirmation of their orders, provided that such orders have been submitted on time, they should notify the lessor immediately.
- (3) The lessor reserves the right to execute services ordered or deliver items for hire only upon receipt of payment.

## 2. Details about the loan of items

- (1) The lessee is aware that the items available for hire are usually used several times at exhibitions and may not always be new.
- (2) The items for hire will only be made available for the agreed purpose and for the duration of the event. They are for the use of the lessee only at the agreed place of hire.
- (3) No hired item may be transferred to third parties. Plans, designs, drawing, production and assembly documents and all rights thereto remain the property of the lessor, even when given to the lessee.
- (4) The lessee should ascertain whether the hired items are in a suitable condition, safe to use and complete when they are handed over.
- (5) By his acceptance of the items entrusted to his care the lessee acknowledges that they do not contain any defects, unless he immediately notifies the lessor of such defects in writing.
- (6) Deliveries within the stipulated period of all items ordered from the lessor will be made promptly, to ensure that the hired items are available at the start of the event.
- (7) In the absence of any stand personnel when the hired items are delivered, they will be considered to have been correctly delivered when left on the stand.
- (8) The lessor is not obliged to check the credentials of the personnel on the stand when delivering the hired items.
- (9) No delivery times or special requirements will be considered effective unless confirmed in writing by the lessor.

## 3. Warranty

- (1) If the lessee makes use of his right to notify the lessor of any defects, the lessor's warranty is limited solely to making the necessary improvements, provided that the defective items is one that has already been used. The lessor may supply a replacement if he thinks fit.

## 4. Hire charges

- (1) The charges as listed are net, subject to statutory value added tax plus an insurance premium of 5 % of the hire charge for items hired 4 % of the hire charge for the complete stand incl. equipment. The charges are valid for the duration of the event.
- (2) The cost of delivery to and removal from the exhibition grounds, and for any assembly or dismantling that may be required, are included in the hire charge.

## 5. Orders placed after the application deadline

- (1) If the lessee places an order after the expiry of the deadline for applications, of which he has been notified (generally 4 resp. 2 weeks prior to the start of the event), the lessor cannot guarantee prompt or complete deliveries. Above in such cases no guarantees can be provided that the items can be supplied as ordered.
- (2) If delivery within the stipulated deadline is possible, the additional costs incurred by the delayed order will be charged to the lessee in the form of a 20 % surcharge on the original hire charge.

## 6. Deviations from the details in catalogue

- (1) All the dimensions stated in the catalogue are approximate. The lessor reserves the right to make reasonable alterations to dimensions, shape and colour of the items ordered for hire. The items supplied must be equal or superior to those ordered.

## 7. Terms of payment

- (1) Upon submission of the invoice the sum due, including statutory value-added tax if not otherwise stated in the invoice, is payable no later than the start of the event. Payment should be made to one of the accounts of the lessor without deduction.
- (2) If the lessor has no record that the payment has been received by a date four weeks prior to the start of the event at the latest, it is entitled to withdraw from the agreement.
- (3) Order received by the lessor two weeks prior to the start of the event, or later, will only be accepted if accompanied by payment in advance (a cheque should be enclosed with the order).

## 8. Failure to make use of previously ordered hire items

- (1) If the lessee will not make use of previously ordered hired items and give notice in writing no later than 4 weeks prior to the event, the lessor charges 5 % of rental charge. If notice is given no later than 7 days prior to the event, 10 % of hire charge will be charged.
- (2) For orders worth more than 10,000.00 EUR or involving a stand construction area in excess of 100 m<sup>2</sup>, if notice of withdrawal is given in writing no later than 10 weeks prior to the start of the event, a sum equivalent to 10 % of the rental charge/value of the order will be charged. This sum will increase to the equivalent to 20 % of the rental charge/value of the order if the written notification is received within 6 weeks of the start of the event.
- (3) If non-defective hire items cannot be handed over to the lessee on the agreed delivery date or if he does not take delivery of the items as agreed, the lessee shall be liable for payment of the full hire charge. If delivery date is not been expressly agreed, stand construction will be handed over to the lessee or his representative at the stand no earlier than 5 days but no later than 3 days, other hire items usually 2 days prior to the event. If another lessee can be found for the hire items that have not been delivered, the original lessee shall only be required to pay 25 % of the invoice sum to meet additional expenses.
- (4) In cases as mentioned in 8.1 and 8.2, the onus shall be on the lessee to prove that the lessor has not incurred the flat rate charges as invoiced. The lessor is entitled to assert the actual damage incurred.

## 9. The liability of the lessee

- (1) The liability of the lessee for any damage to or loss of the items hired to him commences with the hand over and ceases with collection by the lessor after the end of the event at the latest.
- (2) Liability also applies to the lessee's employees and to third persons, but only in cases of negligence on the part of the lessor or its employees. The lessor only bear liability in cases deliberate and malicious damage.
- (3) The lessee is obliged to handle the hired items with care. Nothing may be stuck, nailed or painted onto these items, nor may they be damaged in any other way.
- (4) Without prior approval of the lessor the lessee is not permitted to alter the items in his care. Any particular distinguishing marks that may exist may not be removed. Damages should be reported to the lessor immediately.
- (5) The hired items must be made ready and available for collection immediately following the end of the event.
- (6) Should the lessee delay in returning the hired items, The lessor is entitled to prepare such items for removal at the lessee's expense, subject to the lessee's approval.
- (7) The lessee will be informed immediately if the lessor finds any defects on the hired items being returned. Such statements will be considered acknowledged if the lessee does not contest them in writing within one week.

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- (2) If the lessor is delayed in providing its service it will not be held liable for slight negligence. This also applies in cases where it proves impossible to provide the required services.

## 11. Insurance

- (1) The objects and equipment offered for hire must be insured. The insurance premium for the hired items and equipment shall amount to 5 % of the hire charge. This insurance shall cover replacement in the event of loss. The lessee is not entitled to a replacement. A replacement during the event shall only be provided if ordered and paid for by the lessee.
- (2) The premium for insuring the hired modular stand, incl. stand equipment and hired items, shall amount to 4 % of the hire charge. If no insurance cover is taken out for the hired modular stand, the lessee shall be liable for damage to or loss of the hired items.
- (3) The following shall be excluded from the insurance: artwork, water and electricity connections, an on-site services.

## 12. Federal Data Protection Law (BDSG)

- (1) In accordance with §§ 28 and 29 BDSG, personal data concerning our business associates will be stored and processed for the purposes of the contractual agreement.

## 13. Final provision

- (1) The validity of the „General Terms of Business and Conditions of Hire“ is not affected by the invalidity of any individual regulations or clauses.
- (2) Only the German Version is legally binding.
- (3) Provided no agreement has been made to the contrary the regulations contained in the Civil Code of the Federal Republic of Germany apply.
- (4) The legal venue and place of jurisdiction is Berlin-Charlottenburg.



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

As of: January 1, 2010

## 1. Contract

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