

Exhibitor Service 2004

**Coil Winding,
Insulation & Electrical Manufacturing
Exhibition 2004**

June 15 - 17, 2004

Exhibition Grounds Berlin

Service Hotline in Berlin: +49 (0) 30 - 3067 2052

Exhibitor Service

COIL Winding, Insulation, Electrical Manufacturing Exhibition 2004

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For queries regarding technical coordination please contact:

MB Capital Services GmbH

Ms. Ursula Lehmann / Exhibitor Services

Thüringer Allee 12/12A, D-14052 Berlin

COIL-Hotline: Phone. +49 30 306720-52, Fax +49 30 306720 - 59

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

Complete Stand COIL WINDING

Order Form 2004

Fax No. +49 30 / 306720 - 59

or by mail: MB Capital Services GmbH, Thüringer Allee 12/12A, D-14052 Berlin

For queries:

Coil Hotline : +49 30 306720 - 52

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

Deadline: 4 weeks prior to the event

Basic equipment of complete stand

as ordered together with your stand application
(illustration shows 3 x 3 = 9 m² stand)

Wall elements in white, height: 250 cm

Ceiling construction as per static demands

Floor covering in grey

Facia, height: 30 cm, in white

Facia lettering: Standard type Helvetica bold,
height: 100 mm, in black

max. 25 letters per open stand side

Lighting elements: per 4 m² stand size

1 spotlight, 100 W

Daily stand cleaning

Attention please:

The basic equipment of the stand does not include any electrical socket (subject to surcharge).

The mentioned prices are subject to value-added tax.

Delivery or execution of services ordered requires payment in advance.

Payment by credit card

You have the possibility to pay the invoice by credit card. Original of invoice incl. receipt of payment will be sent to you by mail.

We kindly ask you to charge our credit card with the ordered services:

Credit card no.

valid until:

Card holder

Visa EuroCard Amex

Signature:

Our stand dimensions:

Front: _____m, Depth: _____

Type of stand: In-line stand corner stand

Facia lettering/Text (25 characters max.)

Standard colour: black

We can offer artwork according to your individual requirements.

We require in addition:

_____ **3,3 kW (230 V)** Electrical supply
(incl. Distribution with 3 sockets and ground connection) EUR 187,40

_____ **6,5 kW (230 V)** Electrical supply
(incl. distribution with 4 sockets and ground connection) EUR 249,20

We have special requirements. Please contact:

Mr./Mrs.

Telephone

Telefax

Invoicing address/Customer:

Street

Zip code/City/Country

Contact at the stand:

Telefon

Telefax

E-mail

Customer number (if available):

We hereby confirm that we have noted the Terms of Business as listed overleaf.

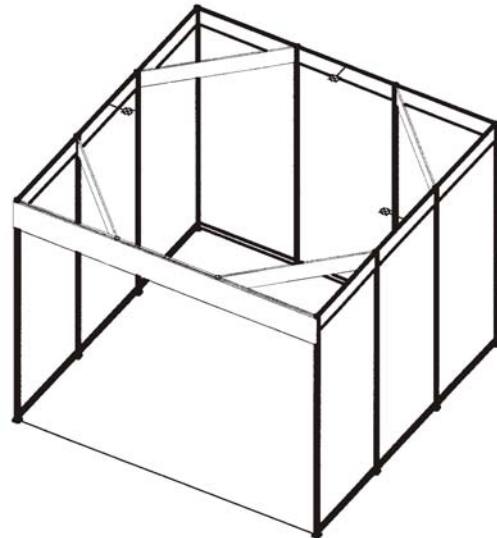
We accept them as binding and agree to their application.

Legal venue and place of jurisdiction: Berlin-Charlottenburg.

Date

Name of customer (in block letters)

Legally binding signature/Company stamp



Additional Equipment for Complete Stand

Order Form 2004

Fax-Nr. +49 30 - 306720 - 59

or per mail: MB Capital Services GmbH, Thüringer Allee 12/12 A, D-14052 Berlin

Hall	Stand No.
Exhibitor:	

For queries

COIL-Hotline: +49 30 306720 - 52
e-mail: lehmann@mb-capital-services.de

Application deadline: 4 weeks prior to event

We hereby place an order for the below mentioned services for the duration of the event:

The mentioned prices are subject to value-added tax. Delivery or implementation of services ordered requires receipt of payment.

Remarks:

Qty.	Order No.	Description	Price each
		Additional Element for System Stand	
_____	501020	Wall element incl. Necessary support 990 x 2500 mm weiß	42.50 EUR
_____	501040	Grid ceiling, m² 1000 x 1000 mm	20.00 EUR
_____	501050	Grid ceiling with built-in lattice, m² 1000 x 1000 mm	39.00 EUR
_____	501050	Folding door with lock 950 x 2000 mm	75.00 EUR
_____	502060	Curtain 950 x 2000 mm	41.00 EUR
_____	503055	Shelf at wall, built-in 1000 x 300 mm	17.00 EUR
_____	503079	Sloping shelf at wall, built-in 1000 x 300 mm	24.00 EUR
_____	503069	Brochure rack at wall, built-in width: 1000 mm, depth: 50 mm	24.00 EUR
_____	503060	Coat rack at wall, built-in, with 5 hooks 1000 mm	20.00 EUR
		Lighting Elements	
_____	505000	Lattice with long range lamp (only in conjunction with grid ceiling)	41.00 EUR
_____	505010	Lattice with built-in spotlight (only in conjunction with grid ceiling)	41.00 EUR
_____	505030	Long range lamp width:1000 mm	22.00 EUR
_____	505022	Spotlight on extended arm 100 Watt	22.00 EUR
_____	505070	Lighting rail with 2 spotlights width: 1000 mm	58.00 EUR
_____	505079	Additional spotlight for lighting rail, 100 W	20.00 EUR
		Kitchen Equipment	
_____	504000	Kitchenette incl. 1 sink, 2 hot plates 1 refrigerator, and water boiler, 5 l (The kitchenette requires an electricity supply of 6,5 kW, 400 V, and water supply and drainage)	217.00 EUR
_____	5160300	Refrigerator, 140 l, in white 55 x 60 x 85 cm	69.00 EUR
_____	5160000	Coffee machine, 1 litre, in white	15.00 EUR

Payment by credit card:

You have the possibility to pay the invoice by credit card. Original of invoice incl. receipt of payment will be sent to you by mail.

We kindly ask you to charge our credit card with the ordered services:

Credit card no. _____

valid until: _____

Card holder _____

___ Visa ___ EuroCard ___ Amex

Signature: _____

Invoicing address/Customer:

Street _____

Zip code/City/Country _____

Contact at the stand: _____

Telefon _____

Telefax _____

E-mail _____

Customer number (if available):

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

Legal venue and place of jurisdiction: Berlin-Charlottenburg.

Date _____ Name of customer (in block letters) _____

_____ Legally binding signature/Company stamp

Standzusatzelemente Stand equipment

No. 2070



Informationscounter
7 Farben zur Wahl
Information counter
7 colours available
100 x 50 x 100 cm

No. 2110

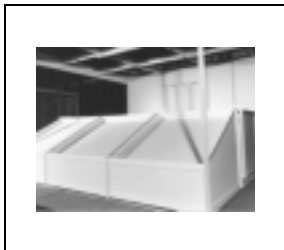


Schauvitrine
weiß, Systemmaterial
Show case
white, modular system
95 x 40 x 110 cm

No. 50110



Tischvitrine
Alu/weiß, 23 cm verglast
Show case
alu/white, 23 cm glass top
100 x 53 x 106 cm



Schrägpodest
weiß
Sloped platform
white
100 x 100 cm, 100/50 cm

No. 2100



Standvitrine, beleuchtet,
150 cm verglast
Upright display case, illuminated
150 cm glass top
100 x 50 x 210 cm

No. 50121



Hochvitrine m. Beleuchtung
95 cm verglast, Alu/weiß
Upright display case, illuminated
95 cm glass top, alu/white
100 x 52 x 206 cm



Bühnen-Mehrweckelement für den Inneneinsatz
(ohne Publikumszulassung)
Podestgröße: 200 x 100 cm
einstellbare Höhen:
16,6 cm, 33,3 cm,
50 cm, 66,8 cm,
80 cm oder 100 cm.
Rahmenkonstruktion aus
Aluminiumprofilen, Auflage-
flüsse aus Kunststoff
Belastung pro Element:
max. 200 kg
**Multi-Purpose Staging for
indoors only** (without per-
mission for public)
Dimensions: 200 x 100 cm
Settings of Height:
16.6 cm, 33.3 cm,
50 cm, 66.8 cm,
80 cm or 100 cm.
Framework of deck profiled
aluminium, for indoor instal-
lations. Trellis feet protected
by plastic
Capacity per platform:
200 kg max

Tribünen

„Combi-Stage“ basiert auf einem Horizontalraster von 200×200 cm, 200×100 cm, 200×50 cm, 100×100 cm, 100×50 cm, wodurch vielseitige Formen und Konstruktionen (auch Winkel- und Rundungen) möglich sind.

Dank einem Vertikalraster kann alle 50 cm eine begehbare Ebene angelegt werden. Die Bodenplatten bestehen aus einer modernen Aluminium-/Sperrholz-Verbund-Konstruktion.

Die Abnahme der Bauaufsicht für die Publikumszulassung erfolgt über das vorhandene Prüfbuch; keine zusätzliche Statikberechnung erforderlich.

Angebot auf Anfrage

Grandstands

„Combi-Stage“ is based on a „horizontal grid“ of 200×200 cm, 200×100 cm, 200×50 cm, 100×100 cm, 100×50 cm. It offers a wide range of possibilities including angled and curved stages.

Because of the „vertical grid“, stage levels can be installed where required at intervals of 50 cm. The deck panels are made from strong, durable aluminium-plywood laminates.

A test book for acceptance of construction work and permission for the public by the building inspectorate is available, no other static calculation is necessary.

Quotation on request



Stand Equipment

Order Form 2004

Fax: +49 30/30 67 20-59

or by Post: **MB Capital Services GmbH, Thüringer Allee 12/12A, D-14052 Berlin**

For queries please contact:

Phone: +49 30/30 67 20-15 or -17

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

Deadline: 2 weeks prior to event

We hereby place an order for the hire of the following stand construction for the duration of event:

The mentioned prices are subject to a premium equivalent of 5 % of hire charge for insurance. They are subject to statutory value-added tax and valid for the duration of the fair incl. delivery and collection, and construction/dismantling.

The hire charge is payable before the beginning of the event without any reduction.

In case of short-term orders (less than 5 days prior to the event) the hire charge is due immediately. (Payment: cash, cheque or credit card).

Payment by credit card

You have the possibility to pay the invoice by credit card. Original of invoice incl. receipt of payment will be sent to you by mail.

We kindly ask you to charge our credit card with the ordered services:

Credit card no.:

.....

valid until:

.....

Card holder:

.....

.....

VISA EuroCard Amex

Signature:

.....

Exhibitor/Invoicing address

Street

Postal code/City/Country

Contact at the stand

Telephone

Telefax

E-mail

As of: June 2003/Subject to alteration

Hall	Stand No.
Exhibitor	

Qty.	Ord.-No.	Description	Dimensions in cm	Price each
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Counter/Show cases in modular system

.....	2070	Information counter Colour: <input type="checkbox"/> white <input type="checkbox"/> red <input type="checkbox"/> blue <input type="checkbox"/> grey <input type="checkbox"/> black <input type="checkbox"/> green <input type="checkbox"/> cream	100 x 50 x 100	63.00 EUR
.....	2077	Surcharge for sliding doors		26.00 EUR
.....	2088	Computer counter, white, Octa-Norm	100 x 50 x 100	85.00 EUR
.....	2077	Surcharge for sliding doors		26.00 EUR
.....	2080	Bar and sales counter, white	100 x 55 x 110	120.00 EUR
.....	2110	Show case, white	95 x 40 x 110	98.00 EUR
.....	50110	Show case, 23 cm glass top, alu/white	100 x 53 x 106	133.00 EUR
.....	2100	Upright display case, illuminated, 150 cm glass top, white	100 x 50 x 210	266.00 EUR
.....	50121	Upright display case, illuminated, 95 cm glass top, alu/white	100 x 52 x 206	245.00 EUR

Platforms in modular system

.....	3020	Platform, white Height: <input type="checkbox"/> 50 cm <input type="checkbox"/> 80 cm <input type="checkbox"/> 100 cm Colour: <input type="checkbox"/> white <input type="checkbox"/> red <input type="checkbox"/> blue <input type="checkbox"/> grey <input type="checkbox"/> black <input type="checkbox"/> green <input type="checkbox"/> cream	100 x 50	55.00 EUR
.....	3030	Platform, white Height: <input type="checkbox"/> 50 cm <input type="checkbox"/> 80 cm <input type="checkbox"/> 100 cm Colour: <input type="checkbox"/> white <input type="checkbox"/> red <input type="checkbox"/> blue <input type="checkbox"/> grey <input type="checkbox"/> black <input type="checkbox"/> green <input type="checkbox"/> cream	100 x 100	65.00 EUR
.....	9990	Sloped Platform, white Sloped surface: 100 to 50 cm, other dimensions and colours on request	100 x 100	143.00 EUR

Multi-purpose Staging (without permission for public)

.....	7310	Multi-purpose staging Framework of deck profiled aluminium	200 x 100	36.00 EUR
.....	7320	Staging steps height of step: 16.6 cm	each p/pcs.	5.00 EUR

We send you an offer on request for a staging according to your individual requirements.

Customer number (if available):

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We hereby confirm that we have noted the conditions as listed overleaf. We accept them as binding and agree to their application. Legal venue and place of jurisdiction is Berlin-Charlottenburg.

Date Name of customer (in block letters)

Legally binding signature and company stamp

Mobiliar zur Miete/Furniture for Hire

Stühle und Tische/Chairs and tables

No. 10101/10102



Schalenstuhl, Plastik
weiß oder anthrazit
Chair, plastic
white or anthracite
43 × 40 × 46/77 cm

No. 10130



Schalenpolsterstuhl
chrom/anthrazit
Upholstered plastic chair
chrome/anthracite
43 × 40 × 46/77 cm

No. 26000



Bistrotisch
chrom/weiß
Bistro table
chrome/white
d: 70 cm, h: 72 cm

No. 21001/21002



Besprechungstisch
chrom/weiß oder schwarz
Conference table
chrome/white or black
80 × 80 × 72 cm

No. 13200/13201/13202



Stuhl „Trav“
weiß, schwarz oder grau
Chair „Trav“
white, black or grey
52 × 44 × 44/83 cm

No. 12000



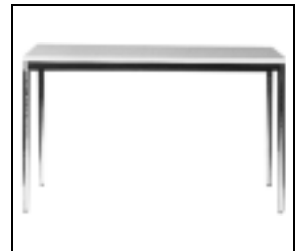
Stuhl „Camillo“
schwarz/Buche
Chair „Camillo“
black/beechn
45 × 40 × 45/85 cm

No. 24020



Tisch „Trav“
chrom/schwarz
Table „Trav“
chrome/black
d: 70 cm, h: 72 cm

No. 21021/21022



Besprechungstisch
chrom/weiß oder schwarz
Conference table
chrome/white or black
120 × 80 × 72 cm

No. 10050



Metallstuhl „Team“
in allen RAL-Tönen
Metal chair „Team“
all RAL colours available
48 × 47 × 44/78 cm

No. 10200



Objektstuhl I
chrom/anthrazit
Upright chair
chrome/anthracite
52 × 44 × 45/77 cm

No. 26100/26101



Kaffehaustisch, Marmor
schwarz oder weiß
Coffee house table, marble
black or white
d: 60 cm, h: 72 cm

No. 27001



Tisch „Denep II“
schwarz/Klarglas
Table „Denep II“
black/white glass
120 × 80 × 72 cm

No. 10250



Objektstuhl II
chrom/anthrazit
Upholstery chair II
chrome/anthracite
49 × 44 × 45/80 cm

No. 11030/11041



Bistrostuhl
weiß oder schwarz
Bistro chair
white or black
38 × 38 × 35/85 cm

No. 25150



Tisch „Carot“
schwarz/Buche
Table „Carot“
black/beechn
d: 70 cm, h: 72 cm

No. 23000/23010



Tisch „Valentino I + II“
schwarz/Buche
Table „Valentino I + II“
black/beechn
120/160 × 80 × 72 cm

Mobiliar zur Miete/Furniture for Hire

Barhocker, Stehtische, Sessel/Bar stools, upright tables, armchairs

No. 16550/16551/16552



Barhocker „Trav“
weiß, schwarz oder grau
Barstool „Trav“
white, black or grey
43 × 42 × 72/100 cm

No. 29080



Stehtisch „Chrom“
weiß
Upright table „Chrome“
white
d: 70 cm, h: 112 cm

No. 15000/15100



Clubsessel
schwarz oder weiß
Club armchair
black or white
74 × 66 × 47/78 cm

No. 27010



Couchtisch „Denep“
schwarz/Glas
Couch table „Denep“
black/glass
70 × 70 × 40 cm

No. 16100/16101



Barhocker „Z“
chrom/weiß oder schwarz
Barstool „Z“
chrome/white or black
33 × 33 × 80 cm

No. 29000



Stehtisch „Trompete“
weiß
Upright table „Trumpet“
white
d: 60 cm, h: 110 cm

No. 15010/15011



Clubsofa
schwarz oder weiß
Clubsofa
black or white
122 × 60 × 47/48 cm

No. 27011



Couchtisch „Denep“
schwarz/Glas
Couch table „Denep“
black/glass
120 × 80 × 40 cm

No. 16200



Barhocker „Astemio“
schwarz
Barstool „Astemio“
black
44 × 41 × 78/98 cm

No. 29110



Stehtisch „Carot“
schwarz/Buche
Upright table „Carot“
black/beechn
d: 70 cm, h: 112 cm

No. 15400



Sessel „Zarutti“
chrom/schwarz
Armchair „Zarutti“
chrome/black
87 × 75 × 45/70 cm

No. 16500



Barhocker „Marlon“
schwarz, drehbar
Barstool „Marlon“
black, revolving
42 × 43 × 78/98 cm

No. 29055



Stehtisch „Trav“
Chrom/schwarz
Upright table „Trav“
chrome/black
d: 60 cm, h: 114 cm

No. 15500



Sofa „Zarutti“
chrom/schwarz
Sofa „Zarutti“
chrome/black
145 × 77 × 40/70 cm

Furniture

Chairs, Tables

Order Form 2004

Fax: +49 30/30 67 20-59

or by Post: **MB Capital Services GmbH, Thüringer Allee 12/12A, D-14052 Berlin**

For queries please contact:

Phone: +49 30/30 67 20-15 or -17

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

Hall	Stand No.
Exhibitor	

For technical queries please contact:

Phone: +49 30/30 38-57 80

Deadline: 2 weeks prior to the event

We hereby place an order for the below mentioned services for the duration of the event:

The mentioned prices are subject to a premium equivalent of 5 % of hire charge for insurance. They are subject to statutory value-added tax and valid for the duration of the fair incl. delivery and collection, and construction/dismantling.

For additional orders placed on site pls. see § 5 of terms overleaf.

Please be aware, that in case of orders placed on site less than 2 days before the event the items cannot be delivered promptly.

Please consider longer terms of delivery!

Qty.	Ord.No.	Description	Dimensions in cm	Price/each
Chairs				
.....	10011	Folding chair , white	40 x 40 x 46/77	8.00 EUR
.....	10030	Folding chair , black	40 x 40 x 46/77	8.00 EUR
.....	10101	Plastic chair , white	43 x 40 x 46/77	9.00 EUR
.....	10102	Plastic chair , anthracite	43 x 40 x 46/77	9.00 EUR
.....	10130	Upholstery chair , chrome/anthracite	43 x 40 x 46/77	10.00 EUR
.....	10200	Upright chair , chrome/anthracite	52 x 44 x 45/77	15.00 EUR
.....	10250	Upright chair , chrome/anthracite	49 x 44 x 45/80	18.00 EUR
.....	13200	Trav , leather, white	52 x 44 x 44/83	18.00 EUR
.....	13202	Trav , leather, black	52 x 44 x 44/83	18.00 EUR
.....	13201	Trav , leather, grey	52 x 44 x 44/83	18.00 EUR
.....	12000	Camillo beech	45 x 40 x 45/85	25.00 EUR
.....	12001	Camillo straw	45 x 40 x 45/85	20.00 EUR
.....	11031	Bistro chair , no upholstery, white	38 x 38 x 35/85	14.00 EUR
.....	11040	Bistro chair , no upholstery, black	38 x 38 x 36/85	14.00 EUR
.....	12010	Arne Jacobsen , chrome/beech	52 x 45 x 45/86	35.00 EUR
.....	10050	Team , in RAL colours	48 x 47 x 44/78	26.00 EUR
.....	12030	Balloon , chrome/beech	53 x 53 x 48/86	14.00 EUR
.....	11200	Aluminium chair	50 x 48 x 44/76	28.00 EUR

Qty.	Ord.No.	Description	Dimensions in cm	Price/each
Tables				
.....	26000	Bistro table , round, white	∅ 70, height: 72	22.00 EUR
.....	25000	Bistro table , round, white/white	∅ 70, height: 72	25.00 EUR
.....	25151	Bistro table , round, black/beech	∅ 70, height: 72	33.00 EUR
.....	22104	Bistro table , chrome/beech	∅ 70, height: 72	30.00 EUR
.....	26010	Bistro table , round, chrome/black	∅ 70, height: 72	25.00 EUR
.....	26101	Table , marble, round, white	∅ 60, height: 72	30.00 EUR
.....	26100	Table , marble, round, black	∅ 60, height: 72	30.00 EUR
.....	25150	Carot , round, black/beech	∅ 70, height: 72	46.00 EUR
.....	24020	Trav , round, chrome/black	∅ 70, height: 72	27.00 EUR
.....	22410	Bistro table , round, chrome/grey	∅ 70, height: 72	35.00 EUR
.....	26500	Bistro table , round, aluminium	∅ 70, height: 72	38.00 EUR
.....	21001	Conference table , chrome/white	80 x 80 x 72	25.00 EUR
.....	21002	Conference table , chrome/black	80 x 80 x 72	25.00 EUR
.....	21021	Conference table , chrome/white	120 x 80 x 72	29.00 EUR
.....	21022	Conference table , chrome/black	120 x 80 x 72	29.00 EUR
.....	21070	Conference table , chrome/white	120 x 80 x 68	29.00 EUR
.....	21040	Conference table , chrome/white	160 x 80 x 72	33.00 EUR
.....	21042	Conference table , chrome/black	160 x 80 x 72	33.00 EUR
.....	23000	Valentino , black/beech	120 x 80 x 72	49.00 EUR
.....	23010	Valentino , black/beech	160 x 80 x 72	56.00 EUR
.....	23030	Valentino , round, black/beech	∅ 120, height: 72	66.00 EUR
.....	27000	Denep , clear glass/black	70 x 70 x 72	49.00 EUR
.....	27001	Denep , clear glass/black	120 x 80 x 72	59.00 EUR
.....	27011	Couch table , clear glass/black	120 x 70 x 40	59.00 EUR
.....	27010	Couch table , clear glass/black	70 x 70 x 40	49.00 EUR
.....	20030	Folding table , wood	200 x 70 x 72	20.00 EUR

Payment by credit card

You have the possibility to pay the invoice by credit card. Original of invoice incl. receipt of payment will be sent to you by mail.

We kindly ask you to charge our credit card with the ordered services:

Credit card no.:

.....

valid until:

.....

Card holder:

.....

.....

.....

VISA EuroCard Amex

Signature:

.....

Exhibitor/Invoicing address

Street

Postal code/City/Country

Contact at the stand

Telephone

Telefax

E-mail

As of: June 2003/Subject to alteration

Customer number (if available):

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We hereby confirm that we have noted the conditions as listed overleaf. We accept them as binding and agree to their application. Legal venue and place of jurisdiction is Berlin-Charlottenburg.

Date Name of customer (in block letters)

Legally binding signature and company stamp

Furniture

Bar stools, Upright tables, Armchairs

Order Form 2004

Fax: +49 30/30 67 20-59

or by Post: **MB Capital Services GmbH, Thüringer Allee 12/12A, D-14052 Berlin**

For queries please contact:

Phone: +49 30/30 67 20-15 or -17

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

Hall	Stand No.
Exhibitor	

For technical queries please contact:

Phone: +49 30/30 38-57 80

Deadline: 2 weeks prior to the event

We hereby place an order for the below mentioned services for the duration of the event:

The mentioned prices are subject to a premium equivalent of 5 % of hire charge for insurance. They are subject to statutory value-added tax and valid for the duration of the fair incl. delivery and collection, and construction/dismantling.

For additional orders placed on site pls. see § 5 of terms overleaf.

Please be aware, that in case of orders placed on site less than 2 days before the event the items cannot be delivered promptly.

Please consider longer terms of delivery!

Qty.	Ord.No.	Description	Dimensions in cm	Price/each
Bar stools				
.....	16550	Trav , black	43 x 42 x 72/100	24.00 EUR
.....	16551	Trav , white	43 x 42 x 72/100	24.00 EUR
.....	16552	Trav , grey	43 x 42 x 72/100	24.00 EUR
.....	16100	Model Z , black	37 x 80	22.00 EUR
.....	16101	Model Z , white	37 x 80	22.00 EUR
.....	16110	Bar stool Oily , chrome/beechn	37 x 75	33.00 EUR
.....	16200	Astemio , black	44 x 41 x 78/98	28.00 EUR
.....	16500	Marlon , black	42 x 43 x 78/98	38.00 EUR
.....	16300	Gin , black/straw	40 x 40 x 78/98	38.00 EUR

Qty.	Ord.No.	Description	Dimensions in cm	Price/each
Upright Tables				
.....	29080	Upright table , chrome/white	∅ 70, height: 110	35.00 EUR
.....	29081	Upright table , chrome/beechn	∅ 70, height: 112	46.00 EUR
.....	29090	Upright table , chrome/black	∅ 70, height: 110	38.00 EUR
.....	29000	Trumpet , metal/white	∅ 60, height: 110	28.00 EUR
.....	29055	Trav , chrome/black	∅ 60, height: 114	42.00 EUR
.....	29110	Carot , black/beechn	∅ 70, height: 112	56.00 EUR
.....	29020	Marble , black	∅ 40, height: 112	38.00 EUR
.....	29400	Upright table , chrome/grey	∅ 70, height: 112	49.00 EUR

Qty.	Ord.No.	Description	Dimensions in cm	Price/each
Armchairs, Sofas				
.....	15603	Conference armchair , black, leather	62 x 60 x 46/85	26.00 EUR
.....	15604	Conference armchair , white, leather	62 x 60 x 46/85	26.00 EUR
.....	15000	Club armchair , black	74 x 66 x 47/78	49.00 EUR
.....	15100	Club armchair , white	74 x 66 x 47/78	49.00 EUR
.....	15010	Club sofa , black	122 x 60 x 47/78	92.00 EUR
.....	15011	Club sofa , white	122 x 60 x 47/78	92.00 EUR
.....	15400	Armchair Zarutti , chrome/black	87 x 77 x 40/70	72.00 EUR
.....	15500	Sofa Zarutti , chrome/black	145 x 77 x 40/70	123.00 EUR
.....	15300	Armchair Breuerart , black	72 x 66 x 40/62	49.00 EUR
.....	15200	Armchair Bauhaus , black	70 x 66 x 40/62	143.00 EUR

Payment by credit card

You have the possibility to pay the invoice by credit card. Original of invoice incl. receipt of payment will be sent to you by mail.

We kindly ask you to charge our credit card with the ordered services:

Credit card no.:

.....

valid until:

.....

Card holder:

.....

.....

.....

VISA EuroCard Amex

Signature:

.....

Exhibitor/Invoicing address

Street

Postal code/City/Country

Contact at the stand

Telephone

Telefax

E-mail

Customer number (if available):

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We hereby confirm that we have noted the conditions as listed overleaf. We accept them as binding and agree to their application. Legal venue and place of jurisdiction is Berlin-Charlottenburg.

Date Name of customer (in block letters)

Legally binding signature and company stamp

Mobiliar zur Miete/Furniture for Hire

Büromöbel, Küchenausstattung/Office furniture, kitchen equipment

No. 21100/21101



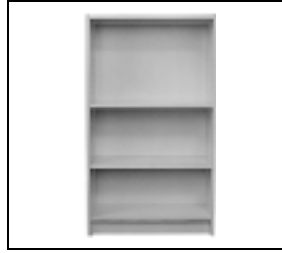
Schreibtisch mit Container
chrom/weiß oder schwarz
Desk with container
chrome/white or black
120 × 80 × 72 cm

No. 50014



Sideboard
schwarz
Sideboard
black
90 × 50 × 72 cm

No. 50201/50202



Regal, niedrig
weiß oder schwarz
Shelving, low
white or black

No. 60300



Kühlschrank
weiß 140 l
Refrigerator
white 140 l
55 × 60 × 85 cm

No. 14100



Counterstuhl
schwarz
Counter chair
black
48 × 46 × 54/76–125 cm

No. 50043



Sideboard
lichtgrau
Sideboard
light grey
90 × 50 × 73 cm

No. 50211/50212



Regal, hoch
weiß oder schwarz
Shelving, high
white or black

No. 60310



Getränkekühlschrank
weiß 300 l
Refrigerator for bottles
white 300 l
60 × 62 × 175 cm

No. 14000



Drehstuhl
schwarz
Revolving chair
black
44 × 44 × 44/52 cm

No. 50521/50522



Rolladenschrank Akten
weiß oder schwarz
Roll front filing cabinet
white or black
40 × 45 × 145 cm

No. 50402/50401



Schließfachsäule
mit 4 oder 5 Fächern
Locker column
with 4 or 5 partitions

No. 65040



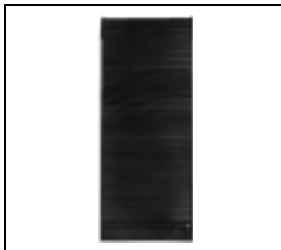
Gastromülleimer
Metall
Refuse container
metal
d: 28 cm

No. 14020



Chefsessel
chrom Leder schwarz
Office armchair
chrome, leather in black
52 × 52 × 44/56 cm

No. 50500/50501



Rolladenschrank Akten
weiß oder schwarz
Filing cabinet/Roller shutter
white or black
80 × 50 × 200 cm

No. 68000



Tischlampe
schwarz
Desk lamp
black
13 × 40 cm

No. 605000

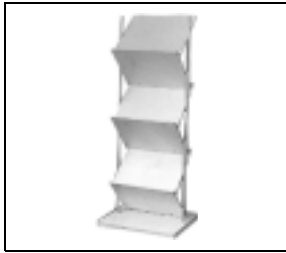


Kleinküche
weiß
Kitchenette
white
100 × 60 × 90 cm

Mobiliar zur Miete/Furniture for Hire

Rattan- und Bauernmöbel, Sonstiges/Rattan and Farmhouse Furniture, miscellaneous

No. 50810



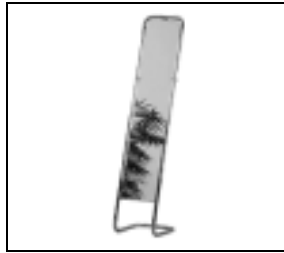
Prospektständer „Zickzack“
Birke natur
Brochure stand “Zigzag“
birch wood
40 × 50 × 160 cm

No. 18000



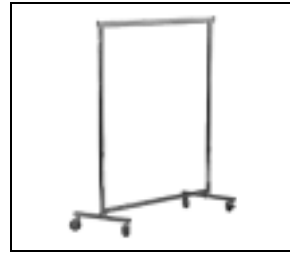
Bauernstuhl
Kiefer natur
Farmhouse chair
pine wood
42 × 47 × 43/82 cm

No. 30301



Standspiegel
chrom
Stand mirror
chrome
45 × 45 × 180 cm

No. 30001



Konfektionsständer
groß, chrom
Coat rack
big, chrome
130–190 × 160 cm

No. 50820



Prospektständer
12 DIN-A4-Fächer
Brochure stand
12 compartments DIN A4
40 × 40 × 170 cm

No. 28401



Bauertisch
Kiefer natur
Farmhouse table
pine wood
70 × 70 × 72 cm

No. 30000



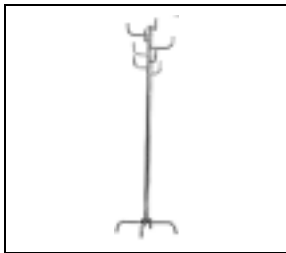
Konfektionsständer
klein, chrom
Coat rack
small, chrome
100 × 150–190 cm

No. 43000



Standascher
lichtgrau
Upright ashtray
light grey
d: 25, h: 60 cm

No. 30110



Garderobenständer
chrom
Coat and hat stand
chrome
d: 45cm , h: 185 cm

No. 18120



Rattansessel
natur mit Poster
Rattan cane armchair
natural, with pad
75 × 72 × 40/77 cm

No. 44040



Absperrständer
d: 30 cm , h: 100 cm
Cordon post
d: 30 cm , h: 100 cm

No. 18200



Rattantisch, rund
natur/Glas
Rattan cane table, round
natural/glass
75 × 56 cm

No. 42003



Trennwand, rollbar
anthrazit/stoffbespannt
150 × 200 cm
Partition, moveable
anthr/fabric covered
150 × 200 cm

Furniture

Office furniture, Kitchen Equipment

Order Form 2004

Fax: +49 30/30 67 20-59

or by Post: **MB Capital Services GmbH, Thüringer Allee 12/12A, D-14052 Berlin**

For queries please contact:

Phone: +49 30/30 67 20-15 or -17

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

Hall	Stand No.
Exhibitor	

For technical queries please contact:

Phone: +49 30/30 38-57 80

Deadline: 2 weeks prior to the event

We hereby place an order for the below mentioned services for the duration of the event:

The mentioned prices are subject to a premium equivalent of 5 % of hire charge for insurance. They are subject to statutory value-added tax and valid for the duration of the fair incl. delivery and collection, and construction/dismantling.

For additional orders placed on site pls. see § 5 of terms overleaf.

Please be aware, that in case of orders placed on site less than 2 days before the event the items cannot be delivered promptly.

Please consider longer terms of delivery!

Payment by credit card

You have the possibility to pay the invoice by credit card. Original of invoice incl. receipt of payment will be sent to you by mail.

We kindly ask you to charge our credit card with the ordered services:

Credit card no.:

.....

valid until:

.....

Card holder:

.....

.....

.....

VISA EuroCard Amex

Signature:

.....

Qty.	Ord.No.	Description	Dimensions in cm	Price/each
------	---------	-------------	------------------	------------

Desks, Office Chairs

.....	21100	Desk, chrome/white	120 x 80 x 72	56.00 EUR
.....	21110	Desk, chrome/white	160 x 80 x 72	66.00 EUR
.....	21200	Desk with facia, white	120 x 80 x 72	76.00 EUR
.....	21112	Desk with facia, white	160 x 80 x 72	92.00 EUR
.....	14000	Revolving chair, black/anthracite	44 x 44 x 44/52	25.00 EUR
.....	14010	Revolving armchair, black/anthracite	48 x 44 x 44/52	29.00 EUR
.....	14100	Counter chair, black	48 x 46 x 54-76/125	38.00 EUR
.....	14020	Revolving armchair, cherry/black, leather	52 x 52 x 44/56	100.00 EUR

Filing Cabinets, Containers, others

.....	50014	Sideboard, black	90 x 50 x 72	51.00 EUR
.....	50043	Sideboard, lightgrey	90 x 50 x 73	46.00 EUR
.....	50044	Sideboard, white, with sliding doors	100 x 50 x 72	46.00 EUR
.....	50046	Sideboard, light grey, with sliding doors	100 x 50 x 72	46.00 EUR
.....	50033	Sideboard, black, with sliding doors	120 x 40 x 80	51.00 EUR
.....	50050	Container removeable, black	45 x 45 x 52	33.00 EUR
.....	50051	Container removeable, white	45 x 45 x 52	33.00 EUR
.....	50500	Filing cabinet, black	80 x 50 x 200	92.00 EUR
.....	50501	Filing cabinet, white	80 x 50 x 200	92.00 EUR
.....	50521	Filing cabinet, black	40 x 45 x 145	54.00 EUR
.....	50522	Filing cabinet, white	40 x 45 x 145	54.00 EUR
.....	50510	Roll front wardrobe, black	80 x 50 x 200	92.00 EUR
.....	50511	Roll front wardrobe, white	80 x 50 x 200	92.00 EUR
.....	50201	Shelving, low, white		23.00 EUR
.....	50202	Shelving, low, black		23.00 EUR
.....	50212	Shelving, high, white		46.00 EUR
.....	50211	Shelving, high, black		46.00 EUR
.....	50401	Locker column, 5 partitions, grey		97.00 EUR
.....	50402	Locker column, 4 partitions		78.00 EUR
.....	68000	Desk lamp, black	13 x 40	14.00 EUR
.....	68010	Upright lamp, black	20 x 150	36.00 EUR
.....	65000	Waste paper bin, plastic, grey	∅ 30	4.00 EUR

Kitchen Equipment

.....	60300	Refrigerator, 140 l, white	55 x 60 x 85	69.00 EUR
.....	60310	Refrigerator for bottles, 300 l	60 x 62 x 175	123.00 EUR
.....	60000	Coffee machine	23 x 28 x 35	15.00 EUR
.....	65040	Refuse container, metal	∅ 28	18.00 EUR
.....	60200	Micro well, white	52 x 38 x 35	74.00 EUR
.....	60500	Kitchenette, white Water installation required see order form D4	100 x 60 x 90	194.00 EUR

Exhibitor/Invoicing address

Street

Postal code/City/Country

Contact at the stand

Telephone

Telefax

E-mail

Customer number (if available):

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We hereby confirm that we have noted the conditions as listed overleaf. We accept them as binding and agree to their application. Legal venue and place of jurisdiction is Berlin-Charlottenburg.

Date Name of customer (in block letters)

Legally binding signature and company stamp

Furniture

Rattan and Farmhouse Furniture, Miscellaneous

Hall	Stand No.
Exhibitor	

Order Form 2004

Fax: +49 30/30 67 20-59

or by Post: MB Capital Services GmbH, Thüringer Allee 12/12A, D-14052 Berlin

For queries please contact:

Phone: +49 30/30 67 20-15 or -17

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

For technical queries please contact:

Phone: +49 30/30 38-57 80

Deadline: 2 weeks prior to the event

We hereby place an order for the below mentioned services for the duration of the event:

The mentioned prices are subject to a premium equivalent of 5 % of hire charge for insurance. They are subject to statutory value-added tax and valid for the duration of the fair incl. delivery and collection, and construction/dismantling.

For additional orders placed on site pls. see § 5 of terms overleaf.

Please be aware, that in case of orders placed on site less than 2 days before the event the items cannot be delivered promptly.

Please consider longer terms of delivery!

Qty. Ord.No. Description Dimensions in cm Price/each

Rattan Furniture

.....	16802	Rattan cane bar stool, natural, with back		28.00 EUR
.....	18120	Rattan cane armchair, natural, with pad	75 x 72 x 40/77	56.00 EUR
.....	18130	Rattan cane sofa, natural, with pad	112 x 72 x 40/77	112.00 EUR
.....	18200	Rattan cane table, round, natural/glass	75 x 56	33.00 EUR
.....	18140	Rattan cane armchair, natural	60 x 60 x 44/73	46.00 EUR
.....	18201	Rattan cane table, round, natural, plain	53 x 52	30.00 EUR

Farmhouse and Terrace furniture

.....	18000	Farmhouse chair, pine wood	42 x 47 x 43/82	15.00 EUR
.....	16810	Farmhouse bar stool	41 x 41 x 78	22.00 EUR
.....	28400	Farmhouse table, pine wood	120 x 70 x 72	43.00 EUR
.....	28401	Farmhouse table, pine wood	70 x 70 x 72	38.00 EUR
.....	71200	Terrace chair, white	58 x 60 x 46/75	8.00 EUR
.....	71210	Terrace table, white	∅ 90, height: 72	16.00 EUR

Miscellaneous

.....	50820	Brochure stand, revolvable	40 x 40 x 170	61.00 EUR
.....	50810	Brochure stand, zig-zag, birch natural	40 x 50 x 160	92.00 EUR
.....	30301	Stand mirror, chrome	45 x 45 x 180	43.00 EUR
.....	30000	Coat rack, small, chrome	100 x 150-190	20.00 EUR
.....	30001	Coat rack, big, chrome	130-190 x 160	25.00 EUR
.....	30005	Coat rack, chrome with 24 hooks	130-190 x 160	25.00 EUR
.....	30002	Coat hanger		1.00 EUR
.....	42003	Partition, anthr/fabric covered, moveable	150 x 200	77.00 EUR
.....	44040	Cordon post, chrome	∅ 30, height: 100	15.00 EUR
.....	44011	Cordon post, lightgrey	∅ 30, height: 100	15.00 EUR
.....	44044	Cordon post, incl. rope, 2 m, steel/black	32 x 96	43.00 EUR
.....	44050	Cordon post, incl. rope, 2 m, black/blue	31 x 93	23.00 EUR
.....	44010	Chain, plastic, grey	200	3.00 EUR
.....	44025	Rope, black, velvet	180	8.00 EUR
.....	44025	Rope, white	180	8.00 EUR
.....	44025	Rope, red	180	8.00 EUR
.....	44025	Rope, blue	180	8.00 EUR
.....	44025	Rope, green	180	8.00 EUR
.....	44025	Rope, natural	180	8.00 EUR
.....	30110	Coat and hat stand, chrome	∅ 45, height: 185	15.00 EUR
.....	43000	Upright ashtray, lightgrey	∅ 25, height: 60	17.00 EUR
.....	43010	Table ashtray, glass	∅ 8	3.00 EUR

Payment by credit card

You have the possibility to pay the invoice by credit card. Original of invoice incl. receipt of payment will be sent to you by mail.

We kindly ask you to charge our credit card with the ordered services:

Credit card no.:

.....

valid until:

.....

Card holder:

.....

.....

.....

.....

VISA EuroCard Amex

Signature:

.....

Exhibitor/Invoicing address

Street

Postal code/City/Country

Contact at the stand

Telephone

Telefax

E-mail

Customer number (if available):

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We hereby confirm that we have noted the conditions as listed overleaf. We accept them as binding and agree to their application. Legal venue and place of jurisdiction is Berlin-Charlottenburg.

Date Name of customer (in block letters)

Legally binding signature and company stamp

General Conditions of Hire

Messe Berlin reserves the right to have the services and hired items charged directly by its contracting companies on the Fair Grounds Berlin. In this case, the terms of payment of the contracting company are valid.

A complete list of contractors will be available on request.

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,
D-14052 Berlin**

Fax: +49 30/30 67 20 18

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

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

1. Conclusion of the agreement

- (1) The following General Conditions of Hire 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 EURO or involving a stand construction area in excess of 100 m², if notice of withdrawal is given in writing no later than 10 weeks prior to the start of the event, a sum equivalent to 10 % of the rental charge/value of the order will be charged. This sum will increase to the equivalent to 20 % of the rental charge/value of the order if the written notification is received within 6 weeks of the start of the event.
- (3) If non-defective hire items cannot be handed over to the lessee on the agreed delivery date or if he does not take delivery of the items as agreed, the lessee shall be liable for payment of the full hire charge. If delivery date is not been expressly agreed, stand construction will be handed over to the lessee or his representative at the stand no earlier than 5 days but no later than 3 days, other hire items usually 2 days prior to the event. If another lessee can be found for the hire items that have not been delivered, the original lessee shall only be required to pay 25 % of the invoice sum to meet additional expenses.
- (4) In cases as mentioned in 8.1 and 8.2, the onus shall be on the lessee to prove that the lessor has not incurred the flat rate charges as invoiced. The lessor is entitled to assert the actual damage incurred.

9. The liability of the lessee

- (1) The liability of the lessee for any damage to or loss of the items hired to him commences with the hand over and ceases with collection by the lessor after the end of the event at the latest.
- (2) Liability also applies to the lessee's employees and to third persons, but only in cases of negligence on the part of the lessor or its employees. The lessor only bear liability in cases deliberate and malicious damage.
- (3) The lessee is obliged to handle the hired items with care. Nothing may be stuck, nailed or painted onto these items, nor may they be damaged in any other way.
- (4) Without prior approval of EMS the lessee is not permitted to alter the items in his care. Any particular distinguishing marks that may exist may not be removed. Damages should be reported to the lessor immediately.
- (5) The hired items must be made ready and available for collection immediately following the end of the event.
- (6) Should the lessee delay in returning the hired items, The lessor is entitled to prepare such items for removal at the lessee's expense, subject to the lessee's approval.
- (7) The lessee will be informed immediately if the lessor finds any defects on the hired items being returned. Such statements will be considered acknowledged if the lessee does not contest them in writing within one week.

10. The liability of the lessor

- (1) The lessor accepts no liability for any kind of personal injury or damage to property, unless such injury or damage is due to deliberate and malicious damage on the part of the lessor or his employees.
- (2) If the lessor is delayed in providing its service it will not be held liable for slight negligence. This also applies in cases where it proves impossible to provide the required services.

11. Insurance

- (1) The objects and equipment offered for hire must be insured. The insurance premium for the hired items and equipment shall amount to 5 % of the hire charge. This insurance shall cover replacement in the event of loss. The lessee is not entitled to a replacement. A replacement during the event shall only be provided if ordered and paid for by the lessee.
- (2) The premium for insuring the hired modular stand, incl. stand equipment and hired items, shall amount to 4 % of the hire charge. If no insurance cover is taken out for the hired modular stand, the lessee shall be liable for damage to or loss of the hired items.
- (3) The following shall be excluded from the insurance: artwork, water and electricity connections, 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.

Equipment Safety Law

Information for exhibitors concerning the „Law on technical working equipment“

dated October 23, 1992 (Official Gazette I, dated October 23, 1992, page 1793; 1996: page 1019; 1998: page 730)

The exhibitor, when displaying and operating machines and equipment, is obliged to adhere to the generally recognised technical regulations as well as to the regulations governing industrial safety and accident protection and to pay special attention to the act governing technical equipment.

Technical equipment as defined by this act, comprises: ready-to-use working installations, especially tools, working tools, working machinery and power units, lifting and assembly installations as well as transport equipment.

On a par with these installations are: protective equipment not forming part of any technical equipment; illumination, heating, cooling and ventilation equipment; household equipment; sports, leisure time and hobby equipment as well as toys.

The Law on Technical Working Equipment also applies to installations requiring supervision:

- Boiler installations
- Pressure vessel installations
- Installations for filling gases that have been compressed or liquidised, or are released under pressure
- Pipes subject to internal pressure for inflammable, corrosive or poisonous gases, vapours or liquids
- Elevators
- Electrical installations in particularly hazardous spaces
- Drinks dispensing installations and installations for producing carbonated drinks
- Acetylene installations and calcium carbide storage facilities
- Installations for the storage, filling and transport of inflammable liquids
- Technical medical equipment

If machines and parts of apparatus are to be used for working demonstrations, the normal protection must be replaced by an effective guard made of transparent

material of sufficient strength. Under no circumstances may machinery and apparatus be displayed in operation without protection.

Safety devices may be removed from stationary machines, apparatus etc. but only for the purpose of making the construction and design of the covered parts visible to the viewer. In doing so efforts must be made to safeguard against the involuntary switching on of the apparatus. The safety devices must be placed immediately adjacent to the machines.

If an item of technical equipment does not conform to German safety regulations (e.g. because it is intended for export and has been modified to satisfy regulations in the destination country), a sign shall be visibly displayed stating clearly the following text: „This product does not comply with the (German) Equipment Safety Law“ and may not be purchased until it conforms with the terms of this law“. If such technical items are to be demonstrated, suitable measures must be undertaken to protect against personal injury. After 1.1.1995 any machinery, i.e. an assembly of interconnected parts or devices, of which one at least is moving, as well as actuating, control and power circuits, which are joined together for a specific purpose such as the processing, treatment, movement or preparation of a material, may only be used in the Federal Republic of Germany if such machinery is provided with the EC(CE) symbol, and is accompanied by an EC Statement of Conformity and operation instructions in German.

Note: The statutory accident insurers (professional or trade associations) and the Regional Office for Technical and Industrial Safety carry out checks on exhibitors to ensure that the aforementioned regulations are observed, and reserve the right to take appropriate action (i.e. prohibiting the display of the equipment) if the law is contravened.

Declaration of Waste Disposal

Hall	Stand No.
Exhibitor	

Registration 2004

Fax: +49 30/30 38-14 60 or 3 03 90 00 91 43

or by Post: **MB Capital Services GmbH, Thüringer Allee 12/12A, D-14052 Berlin** (on behalf of Messe Berlin GmbH)

For organizational queries:

Phone: +49 30/30 38-14 62

E-Mail: aussteller-service@messe-berlin.de

For technical queries:

Phone: +49 30/30 38-13 34

E-Mail: schmidt@capital-facility.de

Application deadline: 4 weeks prior to event

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 **EUR 115.00/m³** for waste disposal.

Hazardous waste materials should not be included in the normal waste.

Manufacturing waste that has been mixed, for example, with oil or emulsions shall be considered as special waste material.

Our stand is a:

System stand/re-usable stand

Disposable stand

with

disposable carpeting

re-usable carpeting

We have appointed the following company to construct our stand:

Company: Address:

Telephone: Telefax:

Contact:

We have appointed the following company to fit our carpet:

Company: Address:

Telephone: Telefax:

Contact:

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 B6, B7).

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.

Exhibitor/Invoicing address

Street

Postal code/City/Country

Contact at the stand

Telephone

Telefax

E-mail

Customer number (if available):

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We hereby confirm that we have noted the conditions.
We accept them as binding and agree to their application.
Legal venue and place of jurisdiction is Berlin-Charlottenburg.

Date Name of customer (in block letters)

Legally binding signature and company stamp

Waste Disposal Construction and Dismantling

Order Form 2004

Fax: +49 30/30 38-14 60 or 3 03 90 00 91 43

or by Post: **MB Capital Services GmbH, Thüringer Allee 12/12A, D-14052 Berlin** (on behalf of Messe Berlin GmbH)

For organizational queries:

Phone: +49 30/30 38-14 62

E-Mail: aussteller-service@messe-berlin.de

Hall	Stand No.
Exhibitor	

For technical queries:

Phone: +49 30/30 38-13 34

RWE +49 30/30 38-13 33

E-Mail: schmidt@capital-facility.de

Deadline: 2 weeks prior to event

We hereby order the following services:

We require a free non-binding consultation:

Contact:

Telephone:

at our stand:

Date:

Time:

The order form will be passed on to the responsible waste disposal company.

Messe Berlin reserves the right to have the services and hired items charged cash, by cheque or by credit card during the event.

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.

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

In accordance with Technical Guidelines C 1, Item 6.1 "Waste Management", Messe Berlin GmbH or its appointed contractors bear sole responsibility for waste disposal.

Small Containers (Collection Containers 1,1 m³) Collection incl. supply

	price/collection	Construction Qty. Date	Dismantling Qty. Date
mixed waste	64.05 EUR		
paper/cardboard	27.70 EUR		

Waste Sacks 100 l in distinguished colors

	price incl. disposal	Construction Qty.	Dismantling Qty.
mixed waste	7.40 EUR		
paper/cardboard	3.20 EUR		
glass	1.65 EUR		
Foils	3.20 EUR		
DSD-Leichtverpackungen (light packaging)	free of charge		
Self collection	<input type="checkbox"/> yes <input type="checkbox"/> no		
Extra charge for delivery*)	22.45 EUR		
Date of delivery:			

Containers 5,5 to 25 m³ or refuse loosely loaded

Terms include delivery and collection of container.
Charge acc. to volume collected – not to size of container

	price/m ³		We will probably have the following quantities of waste:			
	up to 11 m ³	more than 11 m ³	Construction ca. m ³ Date		Dismantling ca. m ³ Date	
mixed waste	72.45 EUR	55.90 EUR				
paper/cardboard	27.70 EUR	21.55 EUR				
timber (treated/coated)	44.35 EUR	36.45 EUR				
timber (untreated)	35.00 EUR	28.75 EUR				
Other materials	on request					

Exhibitor/Invoicing address

Street

Postal code/City/Country

Contact at the stand

Telephone

Telefax

E-mail

Customer number (if available):

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We hereby confirm that we have noted the conditions as listed overleaf. We accept them as binding and agree to their application. Legal venue and place of jurisdiction is Berlin-Charlottenburg.

Date Name of customer (in block letters)

Legally binding signature and company stamp

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.

Messe Berlin GmbH, Messedamm 22, D-14055 Berlin, Commercial Register: HRG Amtsgericht Charlottenburg 92 HRB 5484
Board of Management: Raimund Hosch (Chairman), Dr. Christian Göke

Waste Disposal

Duration of the Event

Order Form 2004

Hall	Stand No.
Exhibitor	

Fax: +49 30/30 38-14 60 or 3 03 90 00 91 43

or by Post: **MB Capital Services GmbH, Thüringer Allee 12/12A, D-14052 Berlin** (on behalf of Messe Berlin GmbH)

For organizational queries:

Phone: +49 30/30 38-14 62

E-Mail: aussteller-service@messe-berlin.de

For technical queries:

Phone: +49 30/30 38-13 34

RWE +49 30/30 38-13 33

E-Mail: schmidt@capital-facility.de

Deadline: 2 weeks prior to event

We hereby order the following services:

We require a free non-binding consultation:

Contact:

.....
Telephone:

.....
at our stand:

.....
Date: Time:

.....

The order form will be passed on to the responsible waste disposal company.

Messe Berlin reserves the right to have the services and hired items charged cash, by cheque or by credit card during the event.

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.

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

In accordance with Technical Guidelines C 1, Item 6.1 "Waste Management", Messe Berlin GmbH or its appointed contractors bear sole responsibility for waste disposal.

Small Containers Collection incl. supply

Size		price/collection	Qty.
1,1 m ³	mixed waste	64.05 EUR
240 ltr.	mixed waste	21.55 EUR
1,1 m ³	paper/cardboard	27.70 EUR
240 ltr.	paper/cardboard	11.25 EUR
240 ltr.	food waste	29.55 EUR
120 ltr.	food waste	19.65 EUR
60 ltr.	food waste	16.50 EUR
240 ltr.	biological waste	19.65 EUR
120 ltr.	biological waste	14.70 EUR
60 ltr.	waste grease	19.55 EUR

Other sizes on request

Delivery on the first day of the event, prior to the opening
Free containers for glass are situated on the fairgrounds

Waste Sacks 100 l in distinguishing colors

	price incl. disposal	Qty.
mixed waste	7.40 EUR
paper/cardboard	3.20 EUR
glass	1.65 EUR
foils	3.20 EUR
DSD Leichtverpackungen (light packaging)	free of charge

Self collection yes no

Extra charge for delivery 22.45 EUR

Date of delivery:
if no date is specified, delivery will be made in the morning of the first day

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

Exhibitor/Invoicing address

Street

Postal code/City/Country

Contact at the stand

Telephone

Telefax

E-mail

Customer number (if available):

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We hereby confirm that we have noted the conditions as listed overleaf.
We accept them as binding and agree to their application.
Legal venue and place of jurisdiction is Berlin-Charlottenburg.

Date Name of customer (in block letters)

Legally binding signature and company stamp

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.

Messe Berlin GmbH, Messedamm 22, D-14055 Berlin, Commercial Register: HRG Amtsgericht Charlottenburg 92 HRB 5484
Board of Management: Raimund Hosch (Chairman), Dr. Christian Göke

Installation Guide/Technical Service

Hall	Stand No.
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Fax-No. +49 30/30 38 14 60 or 3 03 90 00 91 43

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

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

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

General 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.

Electrical Basic Installations

Hall	Stand No.
Exhibitor	

Order Form 2004

Fax: +49 30/30 38-14 60 or 3 03 90 00 91 43

or by Post: **MB Capital Services GmbH, Thüringer Allee 12/12A, D-14052 Berlin** (on behalf of Messe Berlin GmbH)

For organizational queries:

Phone: +49 30/30 38-14 62

E-Mail: aussteller-service@messe-berlin.de

For technical queries:

Halls: 2, 4, 6 to 18 – all levels

Phone: +49 30/30 38-58 74 or 30 12-10 70

E-Mail: electronica-berlin@t-online.de

For technical queries:

Halls: 1, 3, 5, 19 to 26, Palais, Sommergarten, MSH, Entrance South

Phone: +49 30/30 38-58 07

E-Mail: bernd.wobetzky@gebe.wisag.de

Internationales Congress Centrum (ICC); ICC-Brücke

Phone: +49 30/30 38-38 17

E-Mail: steinicke@capital-facility.de

Application deadline: 4 weeks prior the event

Orders which are placed within the last week before the opening of the event are subject to a 20 % surcharge.

We hereby order the following installation for the duration of the event:

The mentioned prices are subject to statutory value-added tax and are valid for the duration of the event incl. assembly and disassembly.

The entire material and distribution are hired and remain 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.

Estimates for additional installations on the stand be submitted by the appointed companies themselves.

Messe Berlin reserves the right to have the services and hired items charged cash, by cheque or by credit card during the event.

Basic Electrical Installation 230/400 V

The basic electrical installation can only be executed by the authorized installation companies.

Qty.	Description	price/lead
	AC with neutral conductor 230 V incl. distribution with 1 socket and 1 socket for night current	
.....	3.3 kW/16 A	150.00 EUR
	3 phase AC 230/400 V for distribution provided by the exhibitor, with 1 CEE socket each	
	<input type="checkbox"/> CEE 16 <input type="checkbox"/> CEE 32 <input type="checkbox"/> CEE 63 <input type="checkbox"/> CEE 125	
.....	up to 6.5 kW, 10 A max.	160.00 EUR
.....	up to 9.0 kW, 16 A max.	175.00 EUR
.....	up to 18.0 kW, 32 A max.	209.00 EUR
.....	up to 36.0 kW, 63 A max.	396.00 EUR
.....	each additional kW	each 14.52 EUR
	3 phase AC 230/400 V incl. distribution with 1 socket for night current, Fi protected switch gear, without socket	
	The required number of sockets please order below.	
.....	up to 6.5 kW	170.00 EUR
.....	up to 9.0 kW	185.00 EUR
.....	up to 18.0 kW	225.50 EUR
.....	up to 36.0 kW	420.20 EUR
.....	each additional kW	each 14.52 EUR
.....	pcs. sockets for distribution incl. safety cut-out	each 20.90 EUR

Electricity supply from the neighbouring stand is not allowed.

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

Exhibitor/Invoicing address

Street

Postal code/City/Country

Contact at the stand

Telephone

Telefax

E-mail

Customer number (if available):

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We hereby confirm that we have noted the conditions as listed overleaf. We accept them as binding and agree to their application. Legal venue and place of jurisdiction is Berlin-Charlottenburg.

Date Name of customer (in block letters)

Legally binding signature and company stamp

Electrical Installations on the stands

Order Form 2004

Hall	Stand No.
Exhibitor	

Fax: +49 30/30 38-14 60 or 3 03 90 00 91 43

or by Post: **MB Capital Services GmbH, Thüringer Allee 12/12A, D-14052 Berlin** (on behalf of Messe Berlin GmbH)

For organizational queries:

Phone: +49 30/30 38-14 62
E-Mail: aussteller-service@messe-berlin.de

For technical queries:

Halls: 2, 4, 6 to 18 – all levels
Phone: +49 30/30 38-58 74 or 30 12-10 70
E-Mail: electronica-berlin@t-online.de

For technical queries:

Halls: 1, 3, 5, 19 to 26, Palais, Sommergarten, MSH,
Entrance South
Phone: +49 30/30 38-58 07
E-Mail: bernd.wobetzky@gebe.wisag.de
Internationales Congress Centrum (ICC); ICC-Brücke
Phone: +49 30/30 38-38 17
E-Mail: steinicke@capital-facility.de

Application deadline: 4 weeks prior the event

Orders which are placed within the last week before the opening of the event are subject to a 20 % surcharge.
We hereby order the following installation for the duration of the event:

The mentioned prices are subject to statutory value-added tax and are valid for the duration of the event incl. assembly and disassembly.

The entire material incl. the distribution are hired and remain 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.

Estimates for additional installations on the stand be submitted by the appointed companies themselves.

Messe Berlin reserves the right to have the services and hired items charged cash, by cheque or by credit card during the event.

Electrical parts for hire (in addition to basic installation)

Qty.	Description	Price each
.....	Ground connection	16.50 EUR
.....	Ceekon-socket 5 pole/16 A	43.35 EUR
.....	Ceekon-socket 5 pole/32 A	72.00 EUR
.....	Ceekon-socket 5 pole/63 A	99.00 EUR
.....	Ceekon-socket 5 pole/125 A	129.25 EUR
.....	Spot mounted on arm, low voltage, 50 W	37.40 EUR
.....	Spot mounted on arm	27.50 EUR
.....	Ground floor socket incl. installation	52.40 EUR
.....	Ceiling connection, 2,0 kW	143.00 EUR
.....	Halogen projector lamp, 500 watt	52.80 EUR
.....	Halogen projector lamp, 1000 watt	90.20 EUR
.....	Halogen projector lamp, 1500 watt	103.40 EUR
.....	Halogen projector lamp, 2000 watt	121.00 EUR
.....	Suspension of Halogen projector lamp, up to 6 m height	86.90 EUR
.....	Suspension of Halogen projector lamp, up to 9 m height	92.40 EUR

Additional Services

.....	Installation work per hours	33.00 EUR
.....	Installation of distribution provided up to 9 kW	28.40 EUR
.....	Installation of distribution provided up to 18 kW	31.80 EUR
.....	Installation of distribution provided up to 36 kW	36.85 EUR
.....	Installation of appliance provided for 36 kW and more	43.60 EUR

NYM lead, per running metre

.....	3 × 1.5 mm ²	4.20 EUR
.....	5 × 1.5 mm ²	5.20 EUR
.....	3 × 2.5 mm ²	5.30 EUR
.....	5 × 2.5 mm ²	6.50 EUR
.....	5 × 4 mm ²	8.25 EUR
.....	5 × 6 mm ²	9.70 EUR
.....	5 × 10 mm ²	12.35 EUR
.....	5 × 16 mm ²	17.05 EUR

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

Exhibitor/Invoicing address

Street

Postal code/City/Country

Contact at the stand

Telephone

Telefax

E-mail

Customer number (if available):

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We hereby confirm that we have noted the conditions as listed overleaf.
We accept them as binding and agree to their application.
Legal venue and place of jurisdiction is Berlin-Charlottenburg.

Date Name of customer (in block letters)

Legally binding signature and company stamp

Water Installations

Basic water connection

Order Form 2004

Hall	Stand No.
Exhibitor	

Fax: +49 30/30 38-14 60 or 3 03 90 00 91 43

or by Post: **MB Capital Services GmbH, Thüringer Allee 12/12A, D-14052 Berlin** (on behalf of Messe Berlin GmbH)

For organizational queries:

Phone: +49 30/30 38-14 62

E-Mail: aussteller-service@messe-berlin.de

For technical queries:

Halls 1 to 7, 25, 26

Phone: +49 30/30 38-57 59 or +49 1 77/3 44 54 95

E-Mail: AnkeBeckmann@aol.com

Halls 8 to 24

Phone: +49 30/30 38-57 59 or +49 1 72/3 01 49 22

E-Mail: AnkeBeckmann@aol.com

Application deadline: 4 weeks prior to event

We hereby order the following installation for the duration of the event:

The mentioned prices are subject to statutory value-added tax and are valid for the duration of the event incl. assembly and disassembly.

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.

Estimates for additional installations on the stand be submitted by the appointed companies themselves.

For installation work with proof of work the following hourly rates will be charged (plus surcharges in force of tariffs):

Foreman EUR/h 40.00
Plumber EUR/h 35.00
Helper EUR/h 30.00

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.

Messe Berlin reserves the right to have the services and hired items charged cash, by cheque or by credit card during the event.

Basic water connection (up to floor level)

A charge will be made for at least 1 supply pipe, 15 mm dia., and 1 drain, 50 mm dia. (excluding hired items)

Further connections shall be considered as additional orders.

Qty.	Description	Price each
.....	Normal tap connection, 15 mm supply piping	85.50 EUR
.....	Supply piping, 20 mm	116.50 EUR
.....	Supply piping, 25 mm	119.50 EUR
.....	Supply piping, 32 mm	147.00 EUR
.....	Normal connection, 50 mm drainage piping	193.50 EUR
.....	Drainage piping, 70 mm	257.00 EUR
.....	Drainage piping, 100 mm	297.50 EUR

Surcharge for pipe lengths over 3 m (over floor)

Material, installation and dismantling

Qty.	Description	Price each
.....	Supply piping	
.....	NW 15 mm, per runn. metre	20.10 EUR
.....	NW 20 mm, per runn. metre	25.50 EUR
.....	NW 25 mm, per runn. metre	32.30 EUR
.....	NW 32 mm, per runn. metre	41.30 EUR
.....	Drainage piping	
.....	NW 50 mm, per runn. metre	19.30 EUR
.....	NW 70 mm, per runn. metre	22.10 EUR
.....	NW 100 mm, per runn. metre	28.80 EUR

Basic Water Connection for Kitchenette

Kitchenette for hire please see "Installation on the Stand"

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.

Qty.	Description	Price each
.....	Water supply 15 mm, drainage 50 mm incl. installation of supplied kitchenette	355.00 EUR

Items for hire: please see "Installation on the Stand"

Exhibitor/Invoicing address

Street

Postal code/City/Country

Contact at the stand

Telephone

Telefax

E-mail

Customer number (if available):

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We hereby confirm that we have noted the conditions as listed overleaf. We accept them as binding and agree to their application. Legal venue and place of jurisdiction is Berlin-Charlottenburg.

Date Name of customer (in block letters)

Legally binding signature and company stamp

General Guidelines for Installations

All orders for assembly or hire equipment must be in writing.

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.

Messe Berlin GmbH, Messedamm 22, D-14055 Berlin, Commercial Register: HRG Amtsgericht Charlottenburg 92 HRB 5484
Board of Management: Raimund Hosch (Chairman), Dr. Christian Göke

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.

Estimates for additional installations on the stand be submitted by the appointed companies themselves.

Messe Berlin reserves the right to have the services and hired items charged cash, by cheque or by credit card during the event.

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

Water Installations on the Stand

Order Form 2004

Hall	Stand No.
Exhibitor	

Fax: +49 30/30 38-14 60 or 3 03 90 00 91 43

or by Post: **MB Capital Services GmbH, Thüringer Allee 12/12A, D-14052 Berlin** (on behalf of Messe Berlin GmbH)

For organizational queries:

Phone: +49 30/30 38-14 62

E-Mail: aussteller-service@messe-berlin.de

For technical queries:

Halls 1 to 7, 25, 26

Phone: +49 30/30 38-57 59 or +49 1 77/3 44 54 95

E-Mail: AnkeBeckmann@aol.com

Halls 8 to 24

Phone: +49 30/30 38-57 59 or +49 1 72/3 01 49 22

E-Mail: AnkeBeckmann@aol.com

Application deadline: 4 weeks prior to event

We hereby order the following installation for the duration of the event:

The mentioned prices are subject to statutory value-added tax and are valid for the duration of the event incl. assembly and disassembly.

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.

Estimates for additional installations on the stand be submitted by the appointed companies themselves.

For installation work with proof of work the following hourly rates will be charged (plus surcharges in force of tariffs):

Foreman EUR/h 40.00
Plumber EUR/h 35.00
Helper EUR/h 30.00

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.

Messe Berlin reserves the right to have the services and hired items charged cash, by cheque or by credit card during the event.

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

Charges for installation/Assembly on the stand

(without hire for items; items for hire see below)

Qty.	Description	Price each
Sinks and Bar Counter		
.....	Single sink	84.00 EUR
.....	Double sink	91.00 EUR
.....	Bar counter	91.00 EUR
Warm Water Appliances		
.....	Water boiler	32.00 EUR
.....	Hot water geyser	63.50 EUR
Batteries		
.....	Bar counter tap	17.50 EUR
.....	Fixed or swivel faucet	17.50 EUR
.....	Single-hole sink battery	17.50 EUR
Other appliances		
.....	Coffee machine	47.00 EUR
.....	Dishwashing machine	45.00 EUR

Items for Hire

(Hire charges do not include installation)

Qty.	Description	Price each
.....	Tap or stop-cock to 20 mm diameter	3.20 EUR
Sinks		
.....	Single sink, Nirosta stainless steel incl. base	35.00 EUR
.....	Double sink, Nirosta stainless steel incl. base	63.00 EUR
Warm water appliances		
.....	Water boiler, 5 1/2 kW	42.00 EUR
.....	Hot water geyser, 18 kW	66.00 EUR
Batteries		
.....	Double or bar counter tap	17.00 EUR
.....	Fixed or swivel faucet	6.60 EUR
.....	Single-hole sink battery	13.70 EUR
Kitchenette		
.....	incl. single sink, refrigerator, 2 hot plates and water boiler	217.00 EUR

Dishwashing machine for hire: on request – Phone +49 30/30 38-58 07

Exhibitor/Invoicing address

Street

Postal code/City/Country

Contact at the stand

Telephone

Telefax

E-mail

Customer number (if available):

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We hereby confirm that we have noted the conditions as listed overleaf. We accept them as binding and agree to their application. Legal venue and place of jurisdiction is Berlin-Charlottenburg.

Date Name of customer (in block letters)

Legally binding signature and company stamp

General Guidelines for Installations

All orders for assembly or hire equipment must be in writing.

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.

Messe Berlin GmbH, Messedamm 22, D-14055 Berlin, Commercial Register: HRG Amtsgericht Charlottenburg 92 HRB 5484
Board of Management: Raimund Hosch (Chairman), Dr. Christian Göke

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.

Estimates for additional installations on the stand be submitted by the appointed companies themselves.

Messe Berlin reserves the right to have the services and hired items charged cash, by cheque or by credit card during the event.

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

Water Supply for Air-Conditioning

Order Form 2004

Hall	Stand No.
Exhibitor	

Fax: +49 30/30 38-14 60 or 3 03 90 00 91 43

or by Post: **MB Capital Services GmbH, Thüringer Allee 12/12A, D-14052 Berlin** (on behalf of Messe Berlin GmbH)

For organizational queries:

Phone: +49 30/30 38-14 62

E-Mail: aussteller-service@messe-berlin.de

For technical queries:

Halls 1 to 7, 25, 26

Phone: +49 30/30 38-57 59 or +49 1 77/3 44 54 95

E-Mail: AnkeBeckmann@aol.com

Halls 8 to 24

Phone: +49 30/30 38-57 59 or +49 1 72/3 01 49 22

E-Mail: AnkeBeckmann@aol.com

Application deadline: 4 weeks prior to event

We hereby order the following installation for the duration of the event:

The mentioned prices are subject to statutory value-added tax and are valid for the duration of the event incl. assembly and disassembly.

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.

Estimates for additional installations on the stand be submitted by the appointed companies themselves.

For installation work with proof of work the following hourly rates will be charged (plus surcharges in force of tariffs):

Foreman EUR/h 40.00
Plumber EUR/h 35.00
Helper EUR/h 30.00

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.

Messe Berlin reserves the right to have the services and hired items charged cash, by cheque or by credit card during the event.

General hint:

Considering individual air-condition at the stand, the prior consent with "Servicebereich Technik" of Messe Berlin is prerequisite.

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

Basic Water Supply for Air-Conditioning

Qty.	Description	Price each
.....	Supply for air-condition up to DN 25 (supply and drainage 15 m length each) incl. shut-off device, noreturn valve and water meter (DN 20)	625.00 EUR
.....	Supply for air-condition up to DN 50 (supply and drainage 15 m length each) incl. shut-off device, noreturn valve and water meter (DN 25)	860.00 EUR

Pipe lengths over 15 m will be charged according to prices in form D4 water installation.

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.

Water consumption:

The water consumption are based on meter readings and will be charged at EUR 5.15/m³ (plus VAT) by Messe Berlin.

The water readings will be taken after the installation and after dismantling, in the presence of the exhibitor.

Exhibitor/Invoicing address _____

Street _____

Postal code/City/Country _____

Contact at the stand _____

Telephone _____

Telefax _____

E-mail _____

Customer number (if available):

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We hereby confirm that we have noted the conditions as listed overleaf. We accept them as binding and agree to their application. Legal venue and place of jurisdiction is Berlin-Charlottenburg.

Date _____ Name of customer (in block letters) _____

_____ Legally binding signature and company stamp

General Guidelines for Installations

All orders for assembly or hire equipment must be in writing.

If an order is placed by a hirer after the application deadline of which

tees 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

items hied, 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

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

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 price of the stand is not possible. A complaint is unsuccessful.

The exhibitor will be charged with additional charges for necessary alterations due to missing sketches.

Estimates for additional installations on the stand be submitted by the appointed companies themselves.

charged cash, by cheque or by credit card during the event.

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

Board of Management: Raimund Hosch (Chairman), Dr. Christian Göke

Telecommunications

Telephone/Telefax

Order Form 2004

Hall	Stand No.
Exhibitor	

Fax: +49 30/30 38-14 60 or 3 03 90 00 91 43

or by Post: **MB Capital Services GmbH, Thüringer Allee 12/12A, D-14052 Berlin** (on behalf of Messe Berlin GmbH)

For organizational and technical queries:

Phone: +49 30/30 38-14 62

E-Mail: aussteller-service@messe-berlin.de

Application deadline: 4 weeks prior to event

We hereby order the following equipment for hire for the duration of the event:

The mentioned prices are subject to statutory value-added tax and are valid for the duration of the event.

Tariffs and prices of Deutsche Telekom AG are subject to alterations.

If cable-connections are requested, please include an assembly sketch to identify the position of the equipment.

The exhibitor will be charged with additional charges for necessary alterations due to missing sketches (please see overleaf).

Please ask for other services

Tariff units:

Charges are calculated at 0.11 EUR per time-based unit (plus statutory value-added tax)

Please see also information on telecommunications overleaf.

Rental period from: to

Date of installation:

Qty.	Ord. No.	Description	Price each
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Cancellation charge/Express flat sums

.....		Cancellation charge for connections cancelled not in time (pls. see also information 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)	75.00 EUR
.....		Express flat sum 2 (in case of orders 24 hours before start of the event or later)	240.00 EUR

Telephone connections without terminal

.....	A-TAE	Analog connection without terminal (Please mention if modem/Tele Cash is required)	125.00 EUR
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Telephone connections incl. one terminal each

.....	A-DE	DECT Standard handset/Connection , cordless Not suitable for ICC	115.00 EUR
.....	A-DEK	Easy-to-use DECT handset/Connection , cordless (e. g. with speed dialing, phone book) Not suitable for ICC	125.00 EUR
.....	A-ST	Standard telephone/Connection , cable-connected	140.00 EUR
.....	A-FAX	Telefax machine/Connection	265.00 EUR
.....	A-TFAX	Telephone/Telefax machine/Connection	310.00 EUR

Other services

.....	S-EV	Call itemisation	10.00 EUR
.....	S-KTA	Complete telephone units (e. g. central office unit)	on request

Messe Berlin reserves the right to have the services and hired items charged cash, by cheque or by credit card during the event.

Exhibitor/Invoicing address

Street

Postal code/City/Country

Contact at the stand

Telephone

Telefax

E-mail

Customer number (if available):

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We hereby confirm that we have noted the conditions as listed overleaf. We accept them as binding and agree to their application. Legal venue and place of jurisdiction is Berlin-Charlottenburg.

Date Name of customer (in block letters)

Legally binding signature and company stamp

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

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.

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	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).

SDSL

Use is limited due to the prevailing technical conditions. It is conditional on the availability of equipment and network coverage in the installation areas in the exhibition halls or ICC.

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 Telecommunications and Postal Regulatory Authority. In the absence of such approval the applicant's connections will be terminated at his own expense.

Liability, insurance

Messe Berlin is exempt from no-fault liability for initial defects to the rented items (liability for breach of warranty).

Messe Berlin bear unlimited liability for damage caused by wilful intent or gross negligence, for culpable infringement of substantial contractual obligations and for damages causing loss of life, personal injury or impairment of health. In all other respects Messe Berlin is exempt from claims for damages resulting from slight negligence on the part of Messe Berlin itself, persons employed in performance of its obligations, or its vicarious agents.

The exhibitor bears liability in accordance with general rules. Exhibitors are advised to take out suitable insurance cover. Details can be found in the exhibitors' service folder.

For missing or destroyed equipment the lessee shall be required to pay the manufacturer's list price at the time of replacement, and in the case of damage, he shall pay the cost of repair plus 10 % expenses.

Messe Berlin GmbH, Messedamm 22, D-14055 Berlin,
Commercial Register: HRG Amtsgericht Charlottenburg 92 HRB 5484,
Board of Management: Raimund Hosch (Chairman), Dr. Christian Göke

ISDN Connections ISDN Terminals

Order Form 2004

Hall	Stand No.
Exhibitor	

Fax: +49 30/30 38-14 60 or 3 03 90 00 91 43

or by Post: **MB Capital Services GmbH, Thüringer Allee 12/12A, D-14052 Berlin** (on behalf of Messe Berlin GmbH)

For organizational and technical queries:

Phone: +49 30/30 38-14 62

E-Mail: aussteller-service@messe-berlin.de

Application Deadline: 4 weeks prior to the event

We hereby order the following installation for the duration of the event:

The mentioned prices are subject to statutory value-added tax and are valid for the duration of the event.

Tariffs and prices of Deutsche Telekom AG are subject to alterations.

If cable-connections are requested, please include an assembly sketch to identify the position of the equipment.

The exhibitor will be charged with additional charges for necessary alterations due to missing sketches (please see overleaf).

Please ask for other services

Tariff units:

Charges are calculated at 0.11 EUR per time-based unit (plus statutory value-added tax)

Please see also information on telecommunications overleaf.

Rental period from: to

Date of installation:

Qty.	Ord. No.	Description	Price each
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Cancellation charge/Express flat sums

.....		Cancellation charge for connections cancelled not in time (pls. see also information 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)	75.00 EUR
.....		Express flat sum 2 (in case of orders 24 hours before start of the event or later)	240.00 EUR

ISDN Connections without terminal

.....		ISDN standard multi-terminal line incl. Installation ready for operation and work performed on site	225.00 EUR
.....		Primary rate multiplex access as an feature. PABX access incl. installation ready for operations and work performed on site	599.00 EUR

ISDN Terminals

.....		ISDN terminal equipment	61.00 EUR
.....		ISDN facsimile equipment	185.00 EUR

Messe Berlin reserves the right to have the services and hired items charged cash, by cheque or by credit card during the event.

Exhibitor/Invoicing address

Street

Postal code/City/Country

Contact at the stand

Telephone

Telefax

E-mail

Customer number (if available):

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We hereby confirm that we have noted the conditions as listed overleaf. We accept them as binding and agree to their application. Legal venue and place of jurisdiction is Berlin-Charlottenburg.

Date Name of customer (in block letters)

Legally binding signature and company stamp

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

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.

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	premium rate services
0192, 0193	online services
0194 to 0199	
11880, 11881, 1188	information enquiries

Only the following online service providers 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 x 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).

PSDN 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 Telecommunications and Postal Regulatory Authority. In the absence of such approval the applicant's connections will be terminated at his own expense.

Liability, insurance

Messe Berlin is exempt from no-fault liability for initial defects to the rented items (liability for breach of warranty).

Messe Berlin bear unlimited liability for damage caused by wilful intent or gross negligence, for culpable infringement of substantial contractual obligations and for damages causing loss of life, personal injury or impairment of health. In all other respects Messe Berlin is exempt from claims for damages resulting from slight negligence on the part of Messe Berlin itself, persons employed in performance of its obligations, or its vicarious agents.

The exhibitor bears liability in accordance with general rules. Exhibitors are advised to take out suitable insurance cover. Details can be found in the exhibitors' service folder.

For missing or destroyed equipment the lessee shall be required to pay the manufacturer's list price at the time of replacement, and in the case of damage, he shall pay the cost of repair plus 10 % expenses.

Messe Berlin GmbH, Messedamm 22, D-14055 Berlin,
Commercial Register: HRG Amtsgericht Charlottenburg 92 HRB 5484,
Board of Management: Raimund Hosch (Chairman), Dr. Christian Göke

Internet Access Standard

Order Form 2004

Hall	Stand No.
Exhibitor	

Fax: +49 30/30 38-14 60 or 3 03 90 00 91 43

or by Post: **MB Capital Services GmbH, Thüringer Allee 12/12A, D-14052 Berlin** (on behalf of Messe Berlin GmbH)

For organizational and technical queries:

Phone: +49 30/30 38-14 62

E-Mail: aussteller-service@messe-berlin.de

Application deadline: 4 weeks prior to event

We hereby order the following equipment for hire for the duration of the event:

The mentioned prices are subject to statutory value-added tax and are valid for the duration of the event.

Tariffs and prices of Deutsche Telekom AG are subject to alterations.

Our offer consists of:

- **cabling and connection fee**
- **non-public IP address**
- **Provider**
- **all capacity units for the duration of the event**

Each access includes **one non-public IP address**.

For the installation of the outlet, we urgently an assembly sketch marking the desired position (please see overleaf).

The exhibitor will be charged with additional charges for necessary alterations due to missing sketches.

Please see also information on LAN/internet lines overleaf.

Rental period from: to

Date of installation:

Qty.	Ord. No.	Description	Price each
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Cancellation charge/Express flat sums

.....		Cancellation charge for connections cancelled not in time (pls. see also information overleaf)	60.00 EUR
.....		Additional alterations/Installation in the stand	60.00 EUR
.....		Express flat sum 1 (in case of orders 2 weeks before start of the event)	75.00 EUR
.....		Express flat sum 2 (in case of orders 2 weeks before start of the event)	240.00 EUR

Installation of Internet Access – Standard

.....	INT01-1	Access to internet/network Specification: CAT5 cable (available approx. 3–5 m above hall floor), a non-public IP address; bandwidth 10 Mbps (shared medium); Network: CAT5/Ethernet, cable supplied with RJ45 plug. Terminal requires following equipment: Ethernet 10/100 network card. Provider access: Messe Berlin GmbH provides internet access and IP address (non-public IP address space). This connection does not support any router or proxy!	590.00 EUR
.....	INT01-2	Additional non-public IP address for use via HUB or switch	55.00 EUR
.....	INT01-3	Wiring to stand To enable this work to be carried out we require a sketch of your stand showing exact location of terminals	on request
.....	INT01-4	Technical support (e.g. installation services for connecting to PC/network HUB/switch) for every starting 1/2 hour each	75.00 EUR

Messe Berlin reserves the right to have the services and hired items charged cash, by cheque or by credit card during the event.

The internet access is possible with a connection to the exhibition facility's LAN, continuing with **34 Mbit/s** **outerline** to ISP. The possible band width is depending on the LAN capacity as well as the provider back bone.

All data applicable to the connection will be sent to you with the confirmation of the order.

Exhibitor/Invoicing address

Street

Postal code/City/Country

Contact at the stand

Telephone

Telefax

E-mail

Customer number (if available):

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We hereby confirm that we have noted the conditions as listed overleaf. We accept them as binding and agree to their application. Legal venue and place of jurisdiction is Berlin-Charlottenburg.

Date Name of customer (in block letters)

Legally binding signature and company stamp

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

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.

Notes on LAN/internet lines

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.

During trade fairs and congresses the network usage varies.

The link between one network provider and another (e. g. between Telekom and another provider) provider's network is beyond Messe Berlin GmbH's control/ responsibility.

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

DHCP

Use of DHCP services is prohibited, as this option may be active on a co-exhibitors' PC

client, possibly resulting in network/IP problems occurring.

DNS

If any of your computer systems uses DNS then this may cause interference within the network.

Permission is required to wire up active components on stands. Please inform Messe Berlin. If an unauthorised network configuration is found operating on a fair stand, then Messe Berlin reserves the right to disable further use of that configuration.

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.

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 3.2, Product INT02 – 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 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.

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.

Liability, insurance

Messe Berlin is exempt from no-fault liability for initial defects to the rented items (liability for breach of warranty).

Messe Berlin bear unlimited liability for damage caused by wilful intent or gross negligence, for culpable infringement of substantial contractual obligations and for damages causing loss of life, personal injury or impairment of health. In all other respects Messe Berlin is exempt from claims for damages resulting from slight negligence on the part of Messe Berlin itself, persons employed in performance of its obligations, or its vicarious agents.

The exhibitor bears liability in accordance with general rules. Exhibitors are advised to take out suitable insurance cover. Details can be found in the exhibitors' service folder.

For missing or destroyed equipment the lessee shall be required to pay the manufacturer's list price at the time of replacement, and in the case of damage, he shall pay the cost of repair plus 10 % expenses.

Messe Berlin GmbH, Messedamm 22, D-14055 Berlin, Commercial Register: HRG Amtsgericht Charlottenburg 92 HRB 5484, Board of Management: Raimund Hosch (Chairman), Dr. Christian Göke

Internet Access Premium

Order Form 2004

Hall	Stand No.
Exhibitor	

Fax: +49 30/30 38-14 60 or 3 03 90 00 91 43

or by Post: **MB Capital Services GmbH, Thüringer Allee 12/12A, D-14052 Berlin** (on behalf of Messe Berlin GmbH)

For organizational and technical queries:

Phone: +49 30/30 38-14 62

E-Mail: aussteller-service@messe-berlin.de

Application deadline: 4 weeks prior to event

We hereby order the following equipment for hire for the duration of the event:

The mentioned prices are subject to statutory value-added tax and are valid for the duration of the event.

Tariffs and prices of Deutsche Telekom AG are subject to alterations.

Our offer consists of:

- **cabling and connection fee**
- **public IP address**
- **Provider**
- **all capacity units for the duration of the event**

Each access includes **one public IP address**.

For the installation of the outlet, we urgently an assembly sketch marking the desired position (please see overleaf).

The exhibitor will be charged with additional charges for necessary alterations due to missing sketches.

Please see also information on LAN/internet lines overleaf.

Rental period from: to

Date of installation:

Qty.	Ord. No.	Description	Price each
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Cancellation charge/Express flat sums

.....	Cancellation charge	for connections cancelled not in time (pls. see also information overleaf)	60.00 EUR
.....	Additional alterations/Installation in the stand		60.00 EUR
.....	Express flat sum 1	(in case of orders 2 days before start of the event)	75.00 EUR
.....	Express flat sum 2	(in case of orders 1 day before start of the event)	240.00 EUR

Installation of Internet Access – Premium

.....	INT02-1	Access to internet/network Specification: CAT5 cable (available approx. 3–5 m above hall floor), a public IP address; bandwidth 10 Mbps (shared medium); Network: CAT5/Ethernet, cable supplied with RJ45 plug. Terminal requires following equipment: Ethernet 10/100 network card. Provider access: Messe Berlin GmbH provides internet access and IP address (public IP address space).	760.00 EUR
.....	INT02-2	Additional public IP address for use via HUB or switch	70.00 EUR
.....	INT02-3	Wiring to stand To enable this work to be carried out we require a sketch of your stand showing exact location of terminals	on request
.....	INT02-4	Technical support (e.g. installation services for connecting to PC/network HUB/switch) for every starting 1/2 hour each	75.00 EUR

Messe Berlin reserves the right to have the services and hired items charged cash, by cheque or by credit card during the event.

The internet access is possible with a connection to the exhibition facility's LAN, continuing with **34 Mbit/s** **outerline** to ISP. The possible band width is depending on the LAN capacity as well as the provider back bone.

All data applicable to the connection will be sent to you with the confirmation of the order.

Exhibitor/Invoicing address

Street

Postal code/City/Country

Contact at the stand

Telephone

Telefax

E-mail

Customer number (if available):

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We hereby confirm that we have noted the conditions as listed overleaf. We accept them as binding and agree to their application. Legal venue and place of jurisdiction is Berlin-Charlottenburg.

Date Name of customer (in block letters)

Legally binding signature and company stamp

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

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.

Notes on LAN/internet lines

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.

During trade fairs and congresses the network usage varies.

The link between one network provider and another (e. g. between Telekom and another provider) provider's network is beyond Messe Berlin GmbH's control/responsibility.

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

DHCP

Use of DHCP services is prohibited, as this option may be active on a co-exhibitors' PC

client, possibly resulting in network/IP problems occurring.

DNS

If any of your computer systems uses DNS then this may cause interference within the network.

Permission is required to wire up active components on stands. Please inform Messe Berlin. If an unauthorised network configuration is found operating on a fair stand, then Messe Berlin reserves the right to disable further use of that configuration.

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.

When assigning a public IP address all ports are freely available (no interconnection of proxy, firewall or NAT – Network Address Translation)

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 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.

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.

Liability, insurance

Messe Berlin is exempt from no-fault liability for initial defects to the rented items (liability for breach of warranty).

Messe Berlin bear unlimited liability for damage caused by wilful intent or gross negligence, for culpable infringement of substantial contractual obligations and for damages causing loss of life, personal injury or impairment of health. In all other respects Messe Berlin is exempt from claims for damages resulting from slight negligence on the part of Messe Berlin itself, persons employed in performance of its obligations, or its vicarious agents.

The exhibitor bears liability in accordance with general rules. Exhibitors are advised to take out suitable insurance cover. Details can be found in the exhibitors' service folder.

For missing or destroyed equipment the lessee shall be required to pay the manufacturer's list price at the time of replacement, and in the case of damage, he shall pay the cost of repair plus 10 % expenses.

Messe Berlin GmbH, Messedamm 22, D-14055 Berlin, Commercial Register: HRG Amtsgericht Charlottenburg 92 HRB 5484, Board of Management: Raimund Hosch (Chairman), Dr. Christian Göke

Internet Access SDSL

Order Form 2004

Hall	Stand No.
Exhibitor	

Fax: +49 30/30 38-14 60 or 3 03 90 00 91 43

or by Post: **MB Capital Services GmbH, Thüringer Allee 12/12A, D-14052 Berlin** (on behalf of Messe Berlin GmbH)

For organizational and technical queries:

Phone: +49 30/30 38-14 62

E-Mail: aussteller-service@messe-berlin.de

Application deadline: 4 weeks prior to event

We hereby order the following equipment for hire for the duration of the event:

The mentioned prices are subject to statutory value-added tax and are valid for the duration of the event.

Tariffs and prices of Deutsche Telekom AG are subject to alterations.

Our offer consists of:

- **cabling and connection fee**
- **non-public IP address**
- **Provider**
- **all capacity units for the duration of the event**

Each access includes **one non-public IP address**.

For the installation of the outlet, we urgently an assembly sketch marking the desired position (please see overleaf).

The exhibitor will be charged with additional charges for necessary alterations due to missing sketches.

Please see also information on LAN/internet lines overleaf.

Rental period from: to

Date of installation:

Qty.	Ord. No.	Description	Price each
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Cancellation charge/Express flat sums

.....		Cancellation charge for connections cancelled not in time (pls. see also information overleaf)	60.00 EUR
.....		Additional alterations/Installation in the stand	60.00 EUR
.....		Express flat sum 1 (in case of orders 2 days before start of the event)	75.00 EUR
.....		Express flat sum 2 (in case of orders 1 day before start of the event)	240.00 EUR

Installation of Internet Access – SDSL

.....	INT03-1	Access to internet/network Specification: access incl. modem with CAT5 cable (available approx. 3–5 m above hall floor), a non-public IP address; bandwidth 2 Mbps (shared medium); Network: CAT5/Ethernet, cable supplied with RJ45 plug. Terminal requires following equipment: Ethernet 10/100 network card. Provider access: Messe Berlin GmbH provides internet access and IP address (non-public IP address space). This connection does not support any router or proxy!	360.00 EUR
.....	INT03-2	Additional non-public IP address for use via HUB or switch	55.00 EUR
.....	INT03-3	Wiring to stand To enable this work to be carried out we require a sketch of your stand showing exact location of terminals	on request
.....	INT03-4	Technical support (e.g. installation services for connecting to PC/network HUB/switch) for every starting 1/2 hour each	75.00 EUR

Messe Berlin reserves the right to have the services and hired items charged cash, by cheque or by credit card during the event.

The internet access is possible with a connection to the exhibition facility's LAN, continuing with **34 Mbit/s** **outerline** to ISP. The possible band width is depending on the LAN capacity as well as the provider back bone.

All data applicable to the connection will be sent to you with the confirmation of the order.

Exhibitor/Invoicing address

Street

Postal code/City/Country

Contact at the stand

Telephone

Telefax

E-mail

Customer number (if available):

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We hereby confirm that we have noted the conditions as listed overleaf. We accept them as binding and agree to their application. Legal venue and place of jurisdiction is Berlin-Charlottenburg.

Date Name of customer (in block letters)

Legally binding signature and company stamp

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

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.

Notes on LAN/internet lines

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.

During trade fairs and congresses the network usage varies.

The link between one network provider and another (e. g. between Telekom and another provider) provider's network is beyond Messe Berlin GmbH's control/responsibility.

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

DHCP

Use of DHCP services is prohibited, as this option may be active on a co-exhibitors' PC

client, possibly resulting in network/IP problems occurring.

DNS

If any of your computer systems uses DNS then this may cause interference within the network.

Permission is required to wire up active components on stands. Please inform Messe Berlin. If an unauthorised network configuration is found operating on a fair stand, then Messe Berlin reserves the right to disable further use of that configuration.

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.

SDSL

This is limited by the technical conditions. Requirements: availability of the relevant equipment and network coverage in the installation areas in the exhibition halls or in the ICC Berlin.

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.

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 to 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 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.

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.

Liability, insurance

Messe Berlin is exempt from no-fault liability for initial defects to the rented items (liability for breach of warranty).

Messe Berlin bear unlimited liability for damage caused by wilful intent or gross negligence, for culpable infringement of substantial contractual obligations and for damages causing loss of life, personal injury or impairment of health. In all other respects Messe Berlin is exempt from claims for damages resulting from slight negligence on the part of Messe Berlin itself, persons employed in performance of its obligations, or its vicarious agents.

The exhibitor bears liability in accordance with general rules. Exhibitors are advised to take out suitable insurance cover. Details can be found in the exhibitors' service folder.

For missing or destroyed equipment the lessee shall be required to pay the manufacturer's list price at the time of replacement, and in the case of damage, he shall pay the cost of repair plus 10 % expenses.

Messe Berlin GmbH, Messedamm 22, D-14055 Berlin, Commercial Register: HRG Amtsgericht Charlottenburg 92 HRB 5484, Board of Management: Raimund Hosch (Chairman), Dr. Christian Göke

Internet Access WLAN

Order Form 2004

Hall	Stand No.
Exhibitor	

Fax: +49 30/30 38-14 60 or 3 03 90 00 91 43

or by Post: **MB Capital Services GmbH, Thüringer Allee 12/12A, D-14052 Berlin** (on behalf of MB Capital Marketing & Media GmbH)

For organizational and technical queries:

Phone: +49 30/30 38-14 62

E-Mail: aussteller-service@messe-berlin.de

Application deadline: 3 days prior to event

We hereby order the following service for hire for the duration of the event:

The mentioned prices are subject to statutory value-added tax and are valid for the duration of the event.

The duration of the event is defined as the period beginning three days before the opening of the event and ending one day after the closing of the event.

Tariffs and prices of Deutsche Telekom AG are subject to alterations.

Our offer consists of:

- **cabling and connection fee**
- **non-public IP address via DHCP**
- **all capacity units for the duration of the event**

Each access includes **one non-public IP address**.

Please note our terms of use and the operating details about our WLAN internet access.

Rental period from: to

.....

Qty.	Ord. No.	Description	Price each
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Installation of Internet Access – WLAN

.....	INT04-1	WLAN Account Specification: non-public IP address or SSID; bandwidth 1 Mbps (shared medium); Network: WLAN – standard 802.11b. Terminal requires following equipment: WLAN compatible laptop/PCMCIA WLAN card, WLAN card for desktop PC. Provider access: Messe Berlin GmbH provides internet access and IP address (non-public IP address space).	320.00 EUR
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The internet access is possible with a connection to the exhibition halls WLAN, continuing with **34 Mbit/s** outerline to ISP. The possible band width is depending on the WLAN capacity as well as the provider back bone.

All data applicable to the connection will be sent to you with the confirmation of the order.

Messe Berlin reserves the right to have the services and hired items charged cash, by cheque or by credit card during the event.

Exhibitor/Invoicing address

Street

Postal code/City/Country

Contact at the stand

Telephone

Telefax

E-mail

Customer number (if available):

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We hereby confirm that we have noted the conditions as listed overleaf. We accept them as binding and agree to their application. Legal venue and place of jurisdiction is Berlin-Charlottenburg.

Date Name of customer (in block letters)

Legally binding signature and company stamp

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

General Conditions for Use of the Messe Berlin WLAN

– June 2003 –

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, however an average of 500 kbits/s is realistic. The range of transmission within the buildings is up to 30 meters from the access points.

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 can access the Internet via WLAN with a WLAN capable device that meets the IEEE 802.11b standard.

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, Thüringer 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 of the event. The duration of the event is defined as the period beginning three days before the opening of the event and ending one day after the closing of the event.

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

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 Users are responsible for data security (for example, using VPN Client or SSL encryption). Compensation claims resulting from the use of an unencoded connection are excluded, provided the event that caused the damages was not the result of deliberate or gross negligence on the part of Messe Berlin.

6.3 Users access the Internet at their own risk. Users are solely responsible for all damages to hardware, software, loss of data, or other forms of loss caused by the use of the service, provided the event that caused the damages was not the result of deliberate or gross negligence on the part of Messe Berlin.

7. Liability limitations

7.1 Messe Berlin merely provides access to the Internet via WLAN. Content accessed via this connection are not checked in any way whatsoever by Messe Berlin, e.g., for potentially damaging software (e.g. computer viruses). Unless explicitly labeled to the contrary, all content accessed by users via the WLAN is to be regarded as outside content as defined in Article 5, Section 3 of the German Teleservice Act.

7.2 Messe Berlin is fully liable for intentional damages and gross negligence. Messe Berlin is also liable for negligent violation of duties, provided these claims are based on loss of life, bodily injury or damage to personal health. Messe Berlin is only liable in cases of simple negligence if it has failed to fulfill a major contractual obligation. For damage claims based on purely financial losses resulting from simple negligence, liability is limited to a maximum of Euro 12 500 for each individual claimant and a maximum of Euro 5 000 000 for the sum of all claims associated with a single event in which damages were incurred. Should the total amount of claims for damages incurred in a single event exceed the maximum limit of Euro 5 000 000, individual compensation claims will be reduced proportionally to bring the total in line with this maximum limit. Messe Berlin is not liable for damages due to acts of God and unforeseeable, temporary events that were not caused by Messe Berlin. This applies in particular to damages resulting from orders from government agencies, loss of communication networks, strikes, lockouts and damages that participants could have avoided through timely data protection and backups.

7.3 In accordance with Section 6.2, Messe Berlin is also not liable for damages caused by third-party access using the user name and password assigned to users, provided this was not caused by deliberate or gross negligence on the part of Messe Berlin.

7.4 Messe Berlin remains liable for malicious intent and warranties as stipulated in the regulations of the Product Liability Act.

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.

Compressed Air Installations

Order Form 2004

Hall	Stand No.
Exhibitor	

Fax: +49 30/30 38-14 60 or 3 03 90 00 91 43

or by Post: **MB Capital Services GmbH, Thüringer Allee 12/12A, D-14052 Berlin** (on behalf of Messe Berlin GmbH)

For organizational queries:

Phone: +49 30/30 38-14 62

E-Mail: aussteller-service@messe-berlin.de

For technical queries:

Halls 1 to 7, 25, 26

Phone: +49 30/30 38-57 59 or +49 1 77/3 44 54 95

E-Mail: AnkeBeckmann@aol.com

Halls 8 to 24

Phone: +49 30/30 38-57 59 or +49 1 72/3 01 49 22

E-Mail: AnkeBeckmann@aol.com

Application deadline: 4 weeks prior to event

We hereby order the following installation for the duration of the event:

The mentioned prices are subject to statutory value-added tax and are valid for the duration of the event incl. assembly and disassembly.

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.

Estimates for additional installations on the stand be submitted by the appointed companies themselves.

For installation work with proof of work the following hourly rates will be charged (plus surcharges in force of tariffs):

Foreman EUR/h 40.00
Plumber EUR/h 35.00
Helper EUR/h 30.00

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.

Messe Berlin reserves the right to have the services and hired items charged cash, by cheque or by credit card during the event.

Compressor

Powered by electric motor, supplied with sound insulation cover, 20 m flexible hose and electrical connection

Available for hire for the duration of an exhibition, incl. connection and dismantling

Qty.	Description	Price each
.....	Air flow rate 100–200 l/min.	322.00 EUR
.....	Air flow rate 200–400 l/min.	363.00 EUR
.....	Air flow rate 400–600 l/min.	394.00 EUR

Compressor installed outside the hall area

Available for hire for the duration of an exhibition, incl. connection and dismantling

.....	Air flow rate up to 1000 l/min. incl. electrical connection	1,048.00 EUR
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Additional services according to requirements, e.g.

.....	Fine oil filter, up to 600 l/min.	24.00 EUR
.....	Additional hose	per 10 running m. 40.00 EUR
.....	Branch (each)	23.00 EUR

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

Exhibitor/Invoicing address

Street

Postal code/City/Country

Contact at the stand

Telephone

Telefax

E-mail

Customer number (if available):

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We hereby confirm that we have noted the conditions as listed overleaf. We accept them as binding and agree to their application. Legal venue and place of jurisdiction is Berlin-Charlottenburg.

Date Name of customer (in block letters)

Legally binding signature and company stamp

General Guidelines for Installations

All orders for assembly or hire equipment must be in writing.

If an order is placed by a hirer after the application deadline of which

tees 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

items hied, 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

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

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 price is not possible. A complaint is unsuccessful.

The exhibitor will be charged with additional charges for necessary alterations due to missing sketches.

Estimates for additional installations on the stand be submitted by the appointed companies themselves.

charged cash, by cheque or by credit card during the event.

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

Board of Management: Raimund Hosch (Chairman), Dr. Christian Göke

Suspended Decoration Fabric Coverings

Order Form 2004

Hall	Stand No.
Exhibitor	

Fax: +49 30/30 67 20-59

or by Post: **MB Capital Services GmbH, Thüringer Allee 12/12A, D-14052 Berlin**

For queries please contact:

Phone: +49 30/30 67 20-15 or -17

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

For technical queries please contact:

Phone: +49 30/30 38-57 86

Application Deadline: 4 weeks prior to event

We hereby order the following installation for the duration of the event:

The mentioned prices are subject to statutory value-added tax and are valid for the duration of the event incl. assembly and disassembly.

Delivery or execution of services requires receipt of payment.

Items may only be suspended from the technical facilities provided. See item 3 of the Technical Guidelines, Technical data and equipment in the halls and on the open-air grounds.

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:

- Continuous areas may not comprise a single area in excess of 30.00 m² (projected layout).
- A number of individual areas may only be set up together if a suitable space is left between them (projected layout). The spaces are to be determined in each individual case.
- A sprinkler system must be provided if the indicated maximum surface area is exceeded.

Please attach a groundplan/perspective drawing of your stand

Suspended advertising and stand structure supports

Qty. Price upon request

- Suspension points for:
- Suspension of advertising structure** incl. attachment with tested attachment points (in accordance with DIN 1142)
Weight/each: kg
 - Stand structure support**
 - Suspension of steel tube construction;** Weight:..... kg
Depending on the location of the stand it may be necessary to use cross pieces to distribute the load, because items may only be attached to existing points in the hall.

Textile sheets and tensioned wall coverings

(ready-made, delivered and tacked smoothly onto supplied wooden background, incl. removal after end of fair)

- m²
- **Glass fibre textile material**, Item 96044, transparent, mesh dimension 2 x 4 mm, Non-flammable DIN 4102 A2, can be used with sprinklers, widths: 1.50 + 2.95 m
 white black 17.15 EUR/m²
 - **Rayon net**, fire-resistant, impregnated to DIN 4102 B1 mesh dimension 3 x 3 mm, can be used with sprinklers, seamless up to 11.80 m
 white 14.65 EUR/m²
 black 15.10 EUR/m²
 - **Glass fibre textile material**, dense quality, Item 96082 Non-flammable, width 1.67 m, other colours on request
 white black 16.60 EUR/m²
 - **Sheet made of Smoke Out**, Trevira CS, B1, width 2.80 m With melting seam every 30 cm, can be used with sprinklers
 white anthracite 23.70 EUR/m²
 - **Furnishing molleton**, 165 gr/m², width 3.00 m, treated to make it flame resistant, various colours on request
Colour: _____ 9.85 EUR/m²
 - **Stage molleton**, 300 gr/m², width 3.00 m, treated to make it flame resistant, various colours on request
Colour: _____ 10.45 EUR/m²
 - **Walkways covered with curtain** made of glass fibre textile material (incl. rails, extractable, and incl. approx. 100 % cloth overmeasure) 29.85 EUR/m²

Exhibitor/Invoicing address

Street

Postal code/City/Country

Contact at the stand

Telephone

Telefax

E-mail

Customer number (if available):

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We hereby confirm that we have noted the conditions as listed overleaf. We accept them as binding and agree to their application. Legal venue and place of jurisdiction is Berlin-Charlottenburg.

Date Name of customer (in block letters)

Legally binding signature and company stamp

General Conditions of Hire

Messe Berlin reserves the right to have the services and hired items charged directly by its contracting companies on the Fair Grounds Berlin. In this case, the terms of payment of the contracting company are valid.

A complete list of contractors will be available on request.

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,
D-14052 Berlin**

Fax: +49 30/30 67 20 18

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

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

1. Conclusion of the agreement

- (1) The following General Conditions of Hire 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 EURO or involving a stand construction area in excess of 100 m², if notice of withdrawal is given in writing no later than 10 weeks prior to the start of the event, a sum equivalent to 10 % of the rental charge/value of the order will be charged. This sum will increase to the equivalent to 20 % of the rental charge/value of the order if the written notification is received within 6 weeks of the start of the event.
- (3) If non-defective hire items cannot be handed over to the lessee on the agreed delivery date or if he does not take delivery of the items as agreed, the lessee shall be liable for payment of the full hire charge. If delivery date is not been expressly agreed, stand construction will be handed over to the lessee or his representative at the stand no earlier than 5 days but no later than 3 days, other hire items usually 2 days prior to the event. If another lessee can be found for the hire items that have not been delivered, the original lessee shall only be required to pay 25 % of the invoice sum to meet additional expenses.
- (4) In cases as mentioned in 8.1 and 8.2, the onus shall be on the lessee to prove that the lessor has not incurred the flat rate charges as invoiced. The lessor is entitled to assert the actual damage incurred.

9. The liability of the lessee

- (1) The liability of the lessee for any damage to or loss of the items hired to him commences with the hand over and ceases with collection by the lessor after the end of the event at the latest.
- (2) Liability also applies to the lessee's employees and to third persons, but only in cases of negligence on the part of the lessor or its employees. The lessor only bear liability in cases deliberate and malicious damage.
- (3) The lessee is obliged to handle the hired items with care. Nothing may be stuck, nailed or painted onto these items, nor may they be damaged in any other way.
- (4) Without prior approval of EMS the lessee is not permitted to alter the items in his care. Any particular distinguishing marks that may exist may not be removed. Damages should be reported to the lessor immediately.
- (5) The hired items must be made ready and available for collection immediately following the end of the event.
- (6) Should the lessee delay in returning the hired items, The lessor is entitled to prepare such items for removal at the lessee's expense, subject to the lessee's approval.
- (7) The lessee will be informed immediately if the lessor finds any defects on the hired items being returned. Such statements will be considered acknowledged if the lessee does not contest them in writing within one week.

10. The liability of the lessor

- (1) The lessor accepts no liability for any kind of personal injury or damage to property, unless such injury or damage is due to deliberate and malicious damage on the part of the lessor or his employees.
- (2) If the lessor is delayed in providing its service it will not be held liable for slight negligence. This also applies in cases where it proves impossible to provide the required services.

11. Insurance

- (1) The objects and equipment offered for hire must be insured. The insurance premium for the hired items and equipment shall amount to 5 % of the hire charge. This insurance shall cover replacement in the event of loss. The lessee is not entitled to a replacement. A replacement during the event shall only be provided if ordered and paid for by the lessee.
- (2) The premium for insuring the hired modular stand, incl. stand equipment and hired items, shall amount to 4 % of the hire charge. If no insurance cover is taken out for the hired modular stand, the lessee shall be liable for damage to or loss of the hired items.
- (3) The following shall be excluded from the insurance: artwork, water and electricity connections, 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.

Parking Space for Exhibitors

Hall	Stand No.
Exhibitor	

Order Form 2004

Fax: +49 30/30 69-69 30

or by Post: **MB Capital Services GmbH, Thüringer Allee 12/12A, D-14052 Berlin** (on behalf of Messe Berlin GmbH)

For organizational queries:

Phone: +49 30/30 38-14 62

E-Mail: aussteller-service@messe-berlin.de

For technical queries:

Phone: +49 30/30 69-69 69

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

Deadline: 4 weeks prior to event

We hereby order the following services for the duration of the event:

The mentioned prices are **including** statutory value-added tax.

Exhibitor parking space is available at the user's risk.

Limited parking space is available for exhibitors during the exhibition within the area of the Exhibition Grounds. In this connection it should be pointed out that parking is only permitted on the places allotted, so as 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 Exhibition Grounds.

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

Parking vouchers for Exhibitors

Parking vouchers are only issued for the entire duration of the event

Please see "**General Information and dates for the Exhibitor**" (Annex to the Exhibitor Service Manual)

Qty.	Vouchers for duration of event	Price total
.....	Voucher(s) EUR 36.00 each	= EUR

Prices are including VAT but plus an processing fee of 4.00 EUR

If placing the order 1 week prior to the fair the vouchers will be sent together with the invoice.

Orders which have been placed within the last week prior to the event and, on special request, those vouchers ordered earlier, can be collected at the Exhibitor Service Counter in Hall 7.

Yes, we would like to collect the above ordered vouchers at the Exhibitor Service Counter (Hall 7).

Parking vouchers are only valid during the fair.

Access to the Exhibition Grounds:

1 hour before opening of the fair until 1 hour after closing.

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, deliveries to the stands are only possible before opening hours in the morning and after the closing in the evening. (Deposit regulation)

Exhibitor/Invoicing address

Street

Postal code/City/Country

Contact at the stand

Telephone

Telefax

E-mail

Customer number (if available):

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We hereby confirm that we have noted the conditions. We accept them as binding and agree to their application. Legal venue and place of jurisdiction is Berlin-Charlottenburg.

Date Name of customer (in block letters)

Legally binding signature and company stamp

Sittings of Containers/Vehicles

Hall	Stand No.
Exhibitor	

Order Form 2004

Fax: +49 30/30 38-14 60 or 3 03 90 00 91 43

or by Post: **MB Capital Services GmbH, Thüringer Allee 12/12A, D-14052 Berlin** (on behalf of Messe Berlin GmbH)

For organizational queries:

Phone: +49 30/30 38-14 62

E-Mail: aussteller-service@messe-berlin.de

For technical queries:

Phone: +49 30/30 38-28 35

E-Mail: geduhn@messe-berlin.de

Deadline: 4 weeks prior to event

We hereby order the following services for the duration of the event:

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

Exhibitor parking space is available at the user's risk.

Limited parking space or sittings are available for exhibitors during the exhibition within the area of the Exhibition Grounds. In this connection it should be pointed out that parking is only permitted on the places allotted, so as 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.

Messe Berlin reserves the right to have the services and hired items charged cash, by cheque or by credit card during the event.

Siting of Containers/Vehicles

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

(Please see "General information and dates for the Exhibitor")

(Annex to the Exhibitor Service Manual)

Duration of Parking

from to

Qty.	Siting(s) for duration of event	Price total
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Sittings of containers

Parking voucher for container, 20", 2.5 x 6 mtr.

..... Siting(s) EUR 210.00 each = EUR

Parking voucher for container, 40", 2.5 x 12 mtr.

..... Siting(s) EUR 420.00 each = EUR

Sittings of commercial vehicles/trailers

Parking space for commercial vehicles/trailers between 2.5 t and 7.5 t max. permitted weight

..... Siting(s) EUR 210.00 each = EUR

Parking space for commercial vehicles/trailers of more than 7.5 t max. permitted weight

..... Siting(s) EUR 420.00 each = EUR

Access to Exhibition Grounds: daily, 7:00 a.m. to 10:00 p.m.

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, deliveries to the stands are only possible 1 hour before opening hours in the morning and one hour after the closing in the evening. (Deposit regulation)

Exhibitor/Invoicing address

Street

Postal code/City/Country

Contact at the stand

Telephone

Telefax

E-mail

Customer number (if available):

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We hereby confirm that we have noted the conditions. We accept them as binding and agree to their application. Legal venue and place of jurisdiction is Berlin-Charlottenburg.

Date Name of customer (in block letters)

Legally binding signature and company stamp

Staff Placement Construction/Dismantling/Fair Personnel

Vermittlungsauftrag für Arbeitskräfte – kostenlos / Staff placement order – free of charge

Auftraggeber/ Employer

Name/Firma
Name/Company

Straße/Hausnummer
Street/Number



Bundesanstalt für Arbeit

Arbeitsamt Berlin Nord

Job-Vermittlung
(especially for Exhibitions, Congresses and Fairs)
Hammarskjöldplatz 1
14055 Berlin

Fax: +49 30/55 55 70-19 99

**Phone: +49 30/55 55 70-12 03/05
+49 30/30 38-57 30**

Internet: <http://www.arbeitsamt.de>

E-Mail: Berlin-Nord.Hammarskjoldplatz@arbeitsamt.de

Telefon/Telefax
Phone/Fax

PLZ/Ort
Town and postal code

Halle
Hall

Stand-Nr.
Stand number

Rückfragen an/Vorzustellen bei
Contact name

Stellenbeschreibung/ Job description

Art	Anzahl	Tages-/Stunden- honorar netto	Sprachkenntnisse	Beschäftigungsdauer von ... bis	Arbeitszeit von ... bis	Vorstellungsort und Datum
Type	Number	Daily or hourly rate	Languages required	Occupation time from ... until	Working time from ... until	Place and date of interview
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 – please specify –</i>						

Datum, Unterschrift und Firmenstempel
Date, Signature and company stamp

Security Cover

Hall	Stand No.
Exhibitor	

Order Form 2004

Fax: +49 30/30 38-14 60 or 3 03 90 00 91 43

or by Post: **MB Capital Services GmbH, Thüringer Allee 12/12A, D-14052 Berlin** (on behalf of Messe Berlin GmbH)

For organizational queries:

Phone: +49 30/30 38-14 62

E-Mail: aussteller-service@messe-berlin.de

For technical queries:

Phone: +49 30/30 38-13 32

E-Mail: dudziak@capital-facility.de

Deadline: 2 weeks prior to event

We hereby order the following equipment for hire for the duration of the event:

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.

Price structure:

For the provision of personnel for items 1 – 3 there will be a charge of EUR 15.95/hour incl. surcharge for night and sundays.

Services, which are ordered before the deadline, i.e. 2 weeks prior to the fair, are not subject to an additional surcharge of 25 %.

Services, which are ordered after the deadline, i.e. less than 2 weeks prior to the fair, are subject to a allover surcharge of 25 %.

In addition will be charged 100 % surcharge for official holidays as well as EUR 3.45 travelling costs for each period of duties.

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

Charges for item 3 will be based on the type of services required.

Minimum period for which these services will be provided is 4 hours.

Messe Berlin reserves the right to have the services and hired items charged cash, by cheque or by credit card during the event.

1. Personnel to provide stand security cover

No. of persons

..... 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.

2. Special staff for events on the stand (e.g. multi-lingual)

No. of persons

..... Dates (from-to):

daily (h, from-to):

Price according to quotation

3. Suitable qualified personnel for special purposes

No. of persons

..... Dates (from-to):

daily (h, from-to):

Price according to quotation

Use of security devices (devices to register movement)

Qty.

price each/day

..... devices to register movement incl. detailed advice
in advance – each per day 3.45 EUR

The use of devices to register movement is only possible
in conjunction with personnel in accordance with items 1–3.

We can offer a comprehensive security analysis for the stand.

Exhibitor/Invoicing address

Street

Postal code/City/Country

Contact at the stand

Telephone

Telefax

E-mail

Customer number (if available):

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We hereby confirm that we have noted the conditions as listed overleaf.
We accept them as binding and agree to their application.
Legal venue and place of jurisdiction is Berlin-Charlottenburg.

Date Name of customer (in block letters)

Legally binding signature and company stamp

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,
D-14055 Berlin/Germany**
or
**MB Capital Services GmbH, Thüringer Allee 12/12 A,
D-14052 Berlin**
Fax: +49 30/30 38-14 60
e-mail: aussteller-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 deliberate 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 EUR 1,000,000.00 for personal injury, damage to property and financial damage

EUR 10,000.00 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.

Stand Cleaning

Order Form 2004

Hall	Stand No.
Exhibitor	

Fax: +49 30/30 38-14 60 or 3 03 90 00 91 43

or by Post: **MB Capital Services GmbH, Thüringer Allee 12/12A, D-14052 Berlin** (on behalf of Messe Berlin GmbH)

For organizational queries:

Phone: +49 30/30 38-14 62

E-Mail: aussteller-service@messe-berlin.de

For technical queries:

Phone: +49 30/30 38-13 35

Gegenbauer: +49 30/30 38-57 09

E-Mail: brandt@capital-facility.de

Deadline: 2 weeks prior to event

We hereby order the following equipment for hire for the duration of the event:

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

The deadline for placing orders is 3 days prior to the start of the fair. Orders received after this date are subject to a 20 % surcharge.

*) You will be charged for surcharges in force locally work during nights, on Saturdays, for overtime work, and work carried out on Sundays and public holidays.

***) Daily cleaning of the stand**

Prices for cleaning between days of fair, per cleaning

up to 150 m ²	0.48 EUR/m ²
151–500 m ²	0.45 EUR/m ²
501–1000 m ²	0.34 EUR/m ²
above 1001 m ²	0.29 EUR/m ²

Messe Berlin reserves the right to have the services and hired items charged cash, by cheque or by credit card during the event.

Remark:

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

According to the Technical Guidelines C 1, 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).

Stand size/m ²	Name of exhibitor/company name at the stand
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Basic cleaning during construction period

.....	Cleaning of the stand (floor, furniture, exhibits)	per hour	21.19 EUR*)
.....	Cleaning of areas of glass and plastic (mirrors, walls, acrylic surfaces, tiles)	per hour	27.93 EUR*)

*) Payment at hourly rate, with proof of hours worked

Cleaning on the even of the fair

.....	Cleaning of the stand (floor, furniture, exhibits)	per hour	21.19 EUR*)
.....	Cleaning of areas of glass and plastic (mirrors, walls, acrylic surfaces, tiles)	per hour	27.93 EUR*)

*) Payment at hourly rate, with proof of hours worked

Cleaning between the days of the fair

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

.....	Daily cleaning of the stand (Prices see to the left)*) (Services: Ashtray cleaning and wet wiping, tables washing off, waste baskets emptying, hard floor covering wet mopping, and carpets vacuum cleaning) payment according to m ² (see to the left)		
.....	Daily cleaning of areas of glass and plastic (mirrors, walls, acrylic surfaces, tiles)	per hour	27.93 EUR*)

*) Payment at hourly rate, with proof of hours worked

Additional services

.....	Services at hourly rate (e. g. auxiliary personnel, cleaning exhibits, washing dishes, dry cleaning of carpets)	per hour	21.19 EUR*)
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*) Payment at hourly rate, with proof of hours worked

..... We require extra services. Please contact us on the stand.

Date: Time:

Contact:

Exhibitor/Invoicing address

Street

Postal code/City/Country

Contact at the stand

Telephone

Telefax

E-mail

Customer number (if available):

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We hereby confirm that we have noted the conditions as listed overleaf. We accept them as binding and agree to their application. Legal venue and place of jurisdiction is Berlin-Charlottenburg.

Date Name of customer (in block letters)

Legally binding signature and company stamp

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, D-14052 Berlin

Fax: +49 30/30 38-14 60

e-mail: aussteller-service@messe-berlin.de

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

1. Preliminary cleaning

Preliminary cleaning entails the collection and disposal of all packaging and rubbish (superficial cleaning) as well as dusting and washing of furniture and floor (and where applicable vacuuming of carpets).

Payment is for all confirmed hours of work.

2. Regular cleaning

Regular cleaning includes the removal of dust from floors and furniture and the wiping of these areas with a damp cloth, as well as vacuum cleaning of carpets (no shampooing).

3. Other duties of the client

The client must clear all objects to be cleaned; this is not included in the duties of our cleaning personnel 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.

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.

7.

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.

8.

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.

9.

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.

10.

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

11. 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.

12. 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 EUR 1,000,000.00 for personal injury, up to EUR 500,000.00 for damage to property and objects, for failure to provide suitable care or for damage due to bad workmanship, up to EUR 50,000.00.

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.

Flower Decoration

Order Form 2004

Fax: +49 30/30 67 20-59

or by Post: **MB Capital Services GmbH, Thüringer Allee 12/12A, D-14052 Berlin**

For queries please contact:

Phone: +49 30/30 67 20-15 or -17

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

For technical queries please contact:

Phone: +49 30/30 38-14 07

Fair-Hotline: +49 30/3 02 11 12

Deadline: 2 weeks prior to the event

We hereby place an order for the below mentioned services for the duration of the event:

The mentioned prices are subject to statutory value-added tax and are valid for the duration of the event (incl. construction/dismantling and delivery and collection).

Payment should be made in cash upon delivery of the items to the stand.

Payment by credit card will be accepted on site (VISA, EuroCard, Amex).

Other arrangements should be agreed upon in writing. If no payment is received, the lessor is entitled to withdraw from the agreement.

Payment by credit card

You have the possibility to pay the invoice by credit card. Original of invoice incl. receipt of payment will be sent to you by mail.

We kindly ask you to charge our credit card with the ordered services:

Credit card no.:

.....

valid until:

.....

Card holder:

.....

.....

VISA EuroCard Amex

Signature:

.....

Qty.	Ord.No.	Description	Price each
------	---------	-------------	------------

No returnable items/Sales price

.....	560101	Desktop bowls, with plants, d: ca. 20 cm	17.50 EUR
.....	560102	Desktop bowls, with plants, d: ca. 30 cm	27.50 EUR
.....	560104	Desktop bowls, with plants, d: ca. 40 cm	46.00 EUR
.....	560105	Bunch of flowers with bowl <input type="checkbox"/> white <input type="checkbox"/> terra-cotta	20.00 EUR
.....	560107	Bunch of flowers with bowl <input type="checkbox"/> white <input type="checkbox"/> terra-cotta	30.00 EUR
.....	560108	Bunch of flowers with bowl <input type="checkbox"/> white <input type="checkbox"/> terra-cotta	40.00 EUR

Bowls for hire with green and mixed flowers

.....	560203	Desktop bowls, with plants, d: ca. 40 cm	37.00 EUR
.....	560201	Bowl on Floor, d: approx. 50 cm with green plant, height 150 cm plus additional plants	61.00 EUR
.....	560300	Container, approx. 15 cm wide with green plants and mixed flowers	33.00 EUR

Green plants for hire with decorative bowl – standard (plastic in white or terra-cotta colour: pottery on request)

.....	Ficus Benjamini incl. decorative bowl		
.....	560401	Height: approx. 150 cm; bowl: <input type="checkbox"/> white <input type="checkbox"/> terra-cotta	38.50 EUR
.....	560402	Height: approx. 180 cm; bowl: <input type="checkbox"/> white <input type="checkbox"/> terra-cotta	48.50 EUR
.....	560408	Height: approx. 200 cm; bowl: <input type="checkbox"/> white <input type="checkbox"/> terra-cotta	64.00 EUR
.....	560403	Height: approx. 250 cm; bowl: <input type="checkbox"/> white <input type="checkbox"/> terra-cotta	84.50 EUR
.....	Kentia Palms, incl. decorative bowl		
.....	560404	Height: approx. 150 cm; bowl: <input type="checkbox"/> white <input type="checkbox"/> terra-cotta	43.50 EUR
.....	560405	Height: approx. 180 cm; bowl: <input type="checkbox"/> white <input type="checkbox"/> terra-cotta	54.00 EUR
.....	560407	Height: approx. 200 cm; bowl: <input type="checkbox"/> white <input type="checkbox"/> terra-cotta	69.00 EUR
.....	560406	Height: approx. 250 cm; bowl: <input type="checkbox"/> white <input type="checkbox"/> terra-cotta	99.50 EUR
.....	560060	Ferns, approx. 50 cm Ø	28.00 EUR
.....	Laurel Trees		
.....	560070	Pyramid, approx. 180 cm; bowl: <input type="checkbox"/> white <input type="checkbox"/> terra-cotta	55.00 EUR
.....	560071	Globe, approx. 160 cm; bowl: <input type="checkbox"/> white <input type="checkbox"/> terra-cotta	55.00 EUR
.....	560072	Globe, approx. 180 cm; bowl: <input type="checkbox"/> white <input type="checkbox"/> terra-cotta	75.00 EUR

Plantings as per requirements

.....	560501	Plantings as per requirements – per m ² from 75.00 to 120.00 EUR on request: other green plants with more than 2.50 m height.
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Exhibitor/Invoicing address

Street

Postal code/City/Country

Contact at the stand

Telephone

Telefax

E-mail

Customer number (if available):

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We hereby confirm that we have noted the conditions as listed overleaf. We accept them as binding and agree to their application. Legal venue and place of jurisdiction is Berlin-Charlottenburg.

Date Name of customer (in block letters)

Legally binding signature and company stamp

Purchase or hire of plants and floral decorations

Messe Berlin reserves the right to have the services and hired items charged directly by its contracting companies on the Fair Grounds Berlin. In this case, the terms of payment of the contracting company are valid.

A complete list of contractors will be available on request.

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,
D-14052 Berlin**

Fax: +49 30/30 67 20 18

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

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

1. The charges indicated on the order form are subject to statutory value-added tax.
2. The lessor agrees to supply the goods at a suitable date and time but does not imply that the client is entitled to assert legal claims

on the basis of such an undertaking. Orders should therefore be made at the earliest possible time prior to the start of the event and if necessary a suitable time and date for delivery should be arranged with the client.

3. The client is required to ensure that the items hired are maintained correctly from the moment that they are supplied by the lessor to the time at which they are returned. The client undertakes to ensure that the plants are properly cared for throughout the period of hire.
4. The client agrees to notify immediately if he intends to vacate his stand before the end of event.
5. Invoices will be submitted when the items are delivered. The sum invoiced is payable immediately and without deductions and a receipt will be issued. No other arrangement is permitted unless prior agreement has been reached when placing the order. The items remain the property of the lessor until payment has been made in full.
6. Additional agreements are only valid if made in writing. Place of jurisdiction and delivery is Berlin.

Blumendekoration/ Flower Decorations

Beispiele/Weitere Dekorationen auf Anfrage
Illustrations/Other decorations upon request

560105/560107/560108
Blumenstrauß nach Saison
Bunch of flowers/seasonal



560105/560107/560108
Blumenstrauß nach Saison
Bunch of flowers/seasonal



560060
Farn, Ø ca. 50 cm
Fern, Ø approx. 50 cm



560101/560102/560103
Thekenschalen nach Saison
Desktop bowl/seasonal



560300
Meterkasten, bepflanzt
Container with plants



560101/560102/560103
Thekenschalen nach Saison
Desktop bowl/seasonal



560201
Bodenschale nach Saison
Bowl on floor/seasonal



Nach Angebot/per quotation
Gesteckte Blumenkante
Mixed flower edge



Auf Anfrage/on request
Übertopf, terracottafarben
Bowl, terra-cotta colour



Auf Anfrage/on request
Keramiktopf, weiß
Pottery bowl, white



Auf Anfrage/on request
Keramiktopf, weiß
Pottery bowl, white



Auf Anfrage/on request
Übertopf, terracottafarben
Bowl, terra-cotta colour



Auf Anfrage/on request
Pflanzkorb
Plait for plants



Für Rückfragen/for queries: Telefon/phone: +49 30/30 38-14 07, Fax: +49 30/30 67-20 58

Stand: Juni 2003/Änderungen vorbehalten
As of: June 2003/Subject to alteration

560401/560402/56408/560403
Ficus Benjamini, grün/weiß
Ficus Benjaminie, green/white
150 cm, 180 cm, 200 cm, 250 cm



560401/560402/56408/560403
Ficus Benjamini, grün
Ficus Benjaminie, green
150 cm, 180 cm, 200 cm, 250 cm



Auf Anfrage/on request
Yucca-Palme
Yucca palm
ca./approx. 160 cm



560070
Lorbeerpyramide
Lauren pyramid
ca./approx. 180 cm



560071/560072
Lorbeerkugel
Lauren globe
160 cm/180 cm



560404/560405/560407/560406
Kentia-Palme
Kentia palm
150 cm, 180 cm, 200 cm, 250 cm



Auf Anfrage/on request
Areca-Palme
Areca palm



Auf Anfrage/on request
Dracaena
Dracaena



Auf Anfrage/on request
Phönix-Palme
Phenix palm



Floor Covering, Carpet

Order Form 2004

Hall	Stand No.
Exhibitor	

Fax: +49 30/30 67 20-59

or by Post: **MB Capital Services GmbH, Thüringer Allee 12/12A, D-14052 Berlin** (für die Messe Berlin GmbH)

For queries please contact:

Phone: +49 30/30 67 20-15 or -17

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

Deadline: 2 weeks prior to the event

We hereby place an order for the below mentioned services for the duration of the event:

The mentioned prices are subject to statutory value-added tax and are valid for the duration of the fair incl. delivery and collection, and construction/dismantling.

Messe Berlin reserves the right to have the services and hired items charged directly by its contracting companies on the Fair Grounds Berlin. In this case, the terms of payment of the contracting company are valid.

A complete list of contracting companies will be available on request.

Qty./m ²	Ord.No.	Description	Price/m ²
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Velours carpeting

disposable, supplied new, laid on two-sided adhesive tape
incl. covering foil and disposal

.....	540801	red	8.50 EUR
.....	540802	blue	8.50 EUR
.....	540803	black	8.50 EUR
.....	540804	green	8.50 EUR
.....	540805	grey mottled	8.50 EUR
.....	540806	grey	8.50 EUR
.....	540807	anthracite	8.50 EUR

Needled felt carpeting

disposable, supplied new, laid on two-sided adhesive tape
incl. covering foil and disposal

.....	540701	red	7.50 EUR
.....	540702	blue	7.50 EUR
.....	540703	anthracite	7.50 EUR
.....	540704	green	7.50 EUR
.....	540705	grey mottled	7.50 EUR
.....	540706	grey	7.50 EUR

Sealing off edges of carpeting using coloured fabric tape

The standard practice is to tape up the side of the carpet facing
the public matching the colour of disposable

.....	540110	Coloured fabric tape, per runn. metre for (disposable only)	1.00 EUR
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PVC floor covering, mottled (for kitchen areas)

disposable, supplied new, wipe-clean, modified,
laid on two-sided adhesive tape incl. disposal

.....	540400	PVC Floor covering	9.00 EUR
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Floor Tiles „Triply“ for hire

compressed chips of wood

on request

Preferred date of execution

(only binding upon written confirmation):

Payment by credit card

You have the possibility to pay the invoice by credit card. Original of invoice incl. receipt of payment will be sent to you by mail.

We kindly ask you to charge our credit card with the ordered services:

Credit card no.:

.....

valid until:

.....

Card holder:

.....

.....

.....

VISA EuroCard Amex

Signature:

.....

Exhibitor/Invoicing address

Street

Postal code/City/Country

Contact at the stand

Telephone

Telefax

E-mail

Customer number (if available):

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We hereby confirm that we have noted the conditions as listed overleaf.
We accept them as binding and agree to their application.
Legal venue and place of jurisdiction is Berlin-Charlottenburg.

Date Name of customer (in block letters)

Legally binding signature and company stamp

General Conditions of Hire

Messe Berlin reserves the right to have the services and hired items charged directly by its contracting companies on the Fair Grounds Berlin. In this case, the terms of payment of the contracting company are valid.

A complete list of contractors will be available on request.

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,
D-14052 Berlin**

Fax: +49 30/30 67 20 18

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

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

1. Conclusion of the agreement

- (1) The following General Conditions of Hire 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 EURO or involving a stand construction area in excess of 100 m², if notice of withdrawal is given in writing no later than 10 weeks prior to the start of the event, a sum equivalent to 10 % of the rental charge/value of the order will be charged. This sum will increase to the equivalent to 20 % of the rental charge/value of the order if the written notification is received within 6 weeks of the start of the event.
- (3) If non-defective hire items cannot be handed over to the lessee on the agreed delivery date or if he does not take delivery of the items as agreed, the lessee shall be liable for payment of the full hire charge. If delivery date is not been expressly agreed, stand construction will be handed over to the lessee or his representative at the stand no earlier than 5 days but no later than 3 days, other hire items usually 2 days prior to the event. If another lessee can be found for the hire items that have not been delivered, the original lessee shall only be required to pay 25 % of the invoice sum to meet additional expenses.
- (4) In cases as mentioned in 8.1 and 8.2, the onus shall be on the lessee to prove that the lessor has not incurred the flat rate charges as invoiced. The lessor is entitled to assert the actual damage incurred.

9. The liability of the lessee

- (1) The liability of the lessee for any damage to or loss of the items hired to him commences with the hand over and ceases with collection by the lessor after the end of the event at the latest.
- (2) Liability also applies to the lessee's employees and to third persons, but only in cases of negligence on the part of the lessor or its employees. The lessor only bear liability in cases deliberate and malicious damage.
- (3) The lessee is obliged to handle the hired items with care. Nothing may be stuck, nailed or painted onto these items, nor may they be damaged in any other way.
- (4) Without prior approval of EMS the lessee is not permitted to alter the items in his care. Any particular distinguishing marks that may exist may not be removed. Damages should be reported to the lessor immediately.
- (5) The hired items must be made ready and available for collection immediately following the end of the event.
- (6) Should the lessee delay in returning the hired items, The lessor is entitled to prepare such items for removal at the lessee's expense, subject to the lessee's approval.
- (7) The lessee will be informed immediately if the lessor finds any defects on the hired items being returned. Such statements will be considered acknowledged if the lessee does not contest them in writing within one week.

10. The liability of the lessor

- (1) The lessor accepts no liability for any kind of personal injury or damage to property, unless such injury or damage is due to deliberate and malicious damage on the part of the lessor or his employees.
- (2) If the lessor is delayed in providing its service it will not be held liable for slight negligence. This also applies in cases where it proves impossible to provide the required services.

11. Insurance

- (1) The objects and equipment offered for hire must be insured. The insurance premium for the hired items and equipment shall amount to 5 % of the hire charge. This insurance shall cover replacement in the event of loss. The lessee is not entitled to a replacement. A replacement during the event shall only be provided if ordered and paid for by the lessee.
- (2) The premium for insuring the hired modular stand, incl. stand equipment and hired items, shall amount to 4 % of the hire charge. If no insurance cover is taken out for the hired modular stand, the lessee shall be liable for damage to or loss of the hired items.
- (3) The following shall be excluded from the insurance: artwork, water and electricity connections, 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.

Photographic Service

Hall	Stand No.
Exhibitor	

Order Form 2004

Fax: +49 30/30 67 20-59

or by Post: **MB Capital Services GmbH, Thüringer Allee 12/12A, D-14052 Berlin**

For queries please contact:

Phone: +49 30/30 67 20-15 or -17
E-Mail: info@mb-capital-services.de

For technical queries please contact:

Phone: +49 30/8 82 64 88
Mobile: +49(0)171/5 18 30 45

Deadline: 2 weeks prior to the event

We hereby place an order for the below mentioned services for the duration of the event:

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

If no other arrangements has been made with the client, the photographs will be delivered to the stand within 48 hours. Payment shall be made in cash when the photographs are handed over, or a submission of invoice, without deduction, at the latest.

Messe Berlin reserves the right to have the services and hired items charged directly by its contracting companies on the Fair Grounds Berlin. In this case, the terms of payment of the contracting company are valid.

A complete list of contracting companies will be available on request.

Payment by credit card

You have the possibility to pay the invoice by credit card. Original of invoice incl. receipt of payment will be sent to you by mail.

We kindly ask you to charge our credit card with the ordered services:

Credit card no.:

.....

valid until:

.....

Card holder:

.....

.....

.....

VISA EuroCard Amex

Signature:

.....

Please call at our stand to discuss details:

on:

.....

from-to (h):

.....

Qty.	Description	Price/each
------	-------------	------------

Photographs of the Stand

.....	Photographs using large format camera and optimum of lighting (over night, with complete lighting of stand)	70.00 EUR
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Group photo (Medium format)

.....	Group photo (e. g. of entire stand team)	120.00 EUR
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Enlargements (for photographs of stand or group photos)

.....	Format DIN A4	22.00 EUR
.....	Format 20 × 25 cm	20.00 EUR
.....	Format 18 × 24 cm	18.00 EUR
.....	Format 13 × 18 cm	14.00 EUR
.....	Graduated prices according to qty.	on request
.....	Negative incl. copyright	on request
.....	Transfer to CD ROM	on request

Photographs during the opening hours of the fair

.....	Documentation of stand (various perspectives) (Colour, incl. contact sheets)	185.00 EUR
-------	--	------------

Print Enlargements for Documentation

.....	Format 18 × 24 cm	7.80 EUR
.....	Format 13 × 18 cm	4.50 EUR
.....	Format 10 × 15 cm	2.90 EUR
.....	Transfer to CD ROM	59.00 EUR

Digital documentation for internet

on request

Discount for larger quantities available on request

For more information please contact:

Mr./Ms.:

Telephone/Fax:

Exhibitor/Invoicing address

Street

Postal code/City/Country

Contact at the stand

Telephone

Telefax

E-mail

VAT-Registration (if available):

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We hereby confirm that we have noted the conditions as listed overleaf. We accept them as binding and agree to their application. Legal venue and place of jurisdiction is Berlin-Charlottenburg.

Date Name of customer (in block letters)

Legally binding signature and company stamp

Messe Berlin reserves the right to have the services and hired items charged directly by its contracting companies on the Fair Grounds Berlin. In this case, the terms of payment of the contracting company are valid.

A complete list of contractors will be available on request.

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,
D-14052 Berlin**

Fax: +49 30/30 67 20 18

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

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

Video and Audio Standard Sets

Order Form 2004

Hall	Stand No.
Exhibitor	

Fax: +49 30/30 67 20-59

or by Post: **MB Capital Services GmbH, Thüringer Allee 12/12A, D-14052 Berlin**

For queries please contact:

Phone: +49 30/30 67 20-15 or -17

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

For technical queries please contact:

Phone: +49 30/30 67 20-14

Deadline: 2 weeks prior to the event

We hereby place an order for the below mentioned services for the duration of the event:

The mentioned prices are subject to a premium equivalent of 5 % of hire charge for insurance. They are subject to statutory value-added tax and valid for the duration of the fair incl. delivery and collection, and construction/dismantling.

For services on appliances not hired from Messevideo a flat fee of EUR 61,50 per Service each plus VAT will be charged.

Payment by credit card

You have the possibility to pay the invoice by credit card. Original of invoice incl. receipt of payment will be sent to you by mail.

We kindly ask you to charge our credit card with the ordered services:

Credit card no.:

valid until:

Card holder:

VISA EuroCard Amex

Signature:

Exhibitor/Invoicing address

Street

Postal code/City/Country

Contact at the stand

Telephone

Telefax

E-mail

As of: June 2003/Subject to alteration

Qty.	Ord. No.	Description (Measurement on request)	Price/each
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Video standard sets, with recorder, monitor and loudspeakers each

.....	3010	Set for VHS system, PAL (Monitor and autorepeat player)	280.00 EUR
.....	3040	Set für VHS system, PAL, SECAM or NTSC	350.00 EUR
.....	3060	Set for S-VHS system, PAL	450.00 EUR
.....	4041	Mounting for monitor	49.00 EUR
.....	4042	Overhead mounting for monitor (Rack)	92.00 EUR
.....	4043	Presentation Tower (Video), closed, 70 cm speaker and VHS autorepeat player	380.00 EUR
.....	3080	Presentation Tower (Video), closed, 95 cm speaker and VHS autorepeat player	500.00 EUR
.....	4020	Presentation Tower (Data), touchscreen PC or DVD drive	1 490.00 EUR
.....	3090	Software development for tower, Data/PC (Scanning of effects for video wall or monitor wall), per hour	61.50 EUR
.....	3070	PC Pentium with VGA monitor, keyboard, CD ROM drive and hard disc (for video programming/presentation/only)	160.00 EUR

Microphone systems for speakers

(with micro with stand, cable, amplifier, 2 loudspeakers on stand each)

.....	5008	area covered by PA system up to 50 m ²	310.00 EUR
.....	5010	area covered by PA system 50–100 m ²	380.00 EUR
.....	5440	area covered by PA system 100–500 m ²	530.00 EUR

Microphone systems for speakers

(with wireless micro, cable, amplifier, 2 loudspeakers on stand each)

.....	5009	area covered by PA system up to 50 m ²	480.00 EUR
.....	5020	area covered by PA system 50–100 m ²	560.00 EUR
.....	5050	area covered by PA system 100–500 m ²	710.00 EUR

Paging System, Video monitoring system

.....	5030	Paging system with on and off switch, amplifier, 4 compact loudspeakers	220.00 EUR
.....	5090	Video monitoring system with 2 mini cameras	560.00 EUR

Disc Player (radio remote control)

.....	4180	DVD Player	140.00 EUR
.....	4190	Mini Disc player	30.00 EUR

Required date of delivery (over a period of 3 hours):

on: h (from-until):
(2nd delivery – based on an hourly rate – see conditions overleaf)

Other equipment on request

Customer number (if available):

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We hereby confirm that we have noted the conditions as listed overleaf. We accept them as binding and agree to their application. Legal venue and place of jurisdiction is Berlin-Charlottenburg.

Date Name of customer (in block letters)

Legally binding signature and company stamp

Conditions of hire

Messe Berlin reserves the right to have the services and hired items charged directly by its contracting companies on the Fair Grounds Berlin. In this case, the terms of payment of the contracting company are valid.

A complete list of contractors will be available on request.

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, D-14052 Berlin

Fax: +49 30/30 38-95 18

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

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

1. Conclusion of the agreement

- (1) The following Conditions of Hire apply to all hire contracts for movable items. 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 of 2 weeks prior to the event. If lessees do not receive written confirmation of their orders, provided that such orders have been submitted on time, they should notify the lessor immediately.

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.
- (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) The equipment supplied is subject to the prescribed 3 hour time limit. If during this period the lessee is not on hand to take delivery of the items, they will be delivered later, but no later than the first day of the fair. A charge will be made for this second delivery, based on the current hourly rate. Connection of the equipment within a distance of 3 m (between appliance and power supply) and initial set-up are included in the hire charge. All other services and materials will be invoiced according to recorded use, based on the current hourly rate.
- (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. He may supply a replacement if it thinks fit.

4. Hire charges

- (1) The charges as listed are net, subject to statutory value added tax, a insurance premium of 5 % of the hire charge, and valid for the duration of the event.
- (2) The cost of delivery to and removal from the exhibition grounds, and for any assembly (up to 3 m from appliance to power outlet) 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 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 2 weeks prior to the start of the event 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 one week prior to the start of the event, or later, will only be accepted if accompanied by payment in advance (payment by credit card or with cheque).

8. Cancellation, failure to make use of previously ordered hire items

- (1) The lessee may withdraw from the rental agreement at no expense if notice of cancellation is received by the lessor at least four weeks prior to the start of the event. If notice of cancellation is given no earlier than four weeks and no later than seven days prior to the start, all of the actual costs incurred for work carried out up to the date on which notice is given must be paid for. Moveable hire items that have been ordered and which cannot be delivered because of the cancellation will be charged for at 10 % of the rental cost.
- (2) 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 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 as invoiced to meet additional expenses.
- (3) The onus shall be on the lessee to prove that the lessor has not incurred the full or partial flat rate charges as invoiced.

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 not in cases of negligence on the part of the lessor or his employees. The lessor is only liable in cases of deliberate and malicious damage.
- (3) The items and equipment offered for hire must be insured. Insurance to cover the price of the items or the equipment will be invoiced, the premium amounting to 5 % of the hire charge. This is intended to cover the costs of replacement by the lessor in the event of loss. The lessee is not entitled to claim any replacement. Replacement during the event will only be made subject to the submission of an order and the expense of the lessee.
- (4) 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.
- (5) 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.
- (6) The hired items must be made ready and available for collection immediately following the end of the event.
- (7) 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.
- (8) The lessee will be informed immediately if the lessor finds any defects on the hired items being returned. Such statements will be considered acknowledged if the lessee does not contest them in writing within one week.

10. The liability of the lessor

- (1) The lessor accepts no liability for any kind of personal injury or damage to property, unless such injury or damage is due to intent or gross negligence on the part of the lessor or his employees.
- (2) If the lessor is delayed in providing its service he will be only held liable for deliberate and malicious damage. This also applies in cases where it proves impossible to provide the required services.

11. 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.

12. 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.

Video/Audio/Projection Components

Order Form 2004

Fax: +49 30/30 67 20-59

or by Post: **MB Capital Services GmbH, Thüringer Allee 12/12A, D-14052 Berlin**

For queries please contact:

Phone: +49 30/30 67 20-15 or -17

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

Hall	Stand No.
Exhibitor	

For technical queries please contact:

Phone: +49 30/30 67 20-14

Deadline: 2 weeks prior to the event

We hereby place an order for the below mentioned services for the duration of the event:

The mentioned prices are subject to a premium equivalent of 5 % of hire charge for insurance. They are subject to statutory value-added tax and valid for the duration of the fair incl. delivery and collection, and construction/dismantling.

For services on appliances not hired from the lessor a flat fee of EUR 61,50 per Service each plus VAT will be charged.

Payment by credit card

You have the possibility to pay the invoice by credit card. Original of invoice incl. receipt of payment will be sent to you by mail.

We kindly ask you to charge our credit card with the ordered services:

Credit card no.:

.....

valid until:

.....

Card holder:

.....

.....

.....

VISA EuroCard Amex

Signature:

.....

Exhibitor/Invoicing address

Street

Postal code/City/Country

Contact at the stand

Telephone

Telefax

E-mail

As of: June 2003/Subject to alteration

Qty. Ord. No. Description (Measurement on request) Price/each

Monitors (Video/data)/Plasma Displays (dimensions in mm, W x H x D)

.....	6010	Plasma display, 17", with foothold	350.00 EUR
.....	6011	Plasma display, 21", Video/VGA	610.00 EUR
.....	6012	Plasma display, 42", Video/XGA	980.00 EUR
.....	6013	Plasma display, 50", Video/XGA	1 270.00 EUR
.....	6023	Mount for cross pieces	110.00 EUR
.....	6021	Floor stand for plasma	150.00 EUR
.....	6022	Ceiling mount for plasma	160.00 EUR

Projectors (Video/data)

.....	7010	LCD projector, 800 AnsiLumen, PAL/SECAM/NTSC	420.00 EUR
.....	7011	LCD projector, 1200 AnsiLumen, PAL/SECAM/NTSC	680.00 EUR
.....	7012	LCD projector, 2000 AnsiLumen, PAL/SECAM/NTSC	820.00 EUR
.....	7013	LCD projector, 2500 AnsiLumen, PAL/SECAM/NTSC	670.00 EUR
.....	7014	LCD projector, 3000 AnsiLumen, PAL/SECAM/NTSC	1 560.00 EUR
.....	7020	LCD projector, 5000 AnsiLumen, PAL/SECAM/NTSC	4 200.00 EUR
.....	7015	LCD projector, 6000 AnsiLumen, PAL/SECAM/NTSC	5 380.00 EUR

Overhead projectors/Slide projectors

.....	4036	Overhead projector, 250 W	160.00 EUR
.....	4037	Overhead projector, 450 W	210.00 EUR
.....	4033	High power slide projector, Prolite 5000	420.00 EUR
.....	4034	Slide projector, Kodak SAV 2050	180.00 EUR

Projection screens/Screen boxes

.....	4038	Projection screen on stand (front projection), 1250 x 1250 mm	130.00 EUR
.....	4039	Screen with aluminium frame, front or back projection, 3000 x 2500 mm	290.00 EUR
.....	4040	Screenbox, 152 cm diagonal	830.00 EUR
.....	4125	Screenbox, with VHS player auto repeat, 117 cm diagonal	680.00 EUR

Camcorders/Recorders/Players

.....	4026	Camcorder, S-VHS or DV	80.00 EUR
.....	4027	Videoplayer, Betacam SP	430.00 EUR
.....	4028	Videoplayer, S-VHS	220.00 EUR
.....	4029	Videoplayer, CRV	180.00 EUR
.....	4030	Videoplayer, DVC PRO	560.00 EUR
.....	4000	Digital camera (2.1 Mio. Pixel min.)	60.00 EUR
.....	7000	Webcam with USB or serial connection	30.00 EUR

Monitor Wall/Video Wall

on request

Required date of delivery (over a period of 3 hours):

on: h (from-until):
(2nd delivery – based on an hourly rate – see conditions overleaf)

Other items on request

Customer number (if available):

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We hereby confirm that we have noted the conditions as listed overleaf. We accept them as binding and agree to their application. Legal venue and place of jurisdiction is Berlin-Charlottenburg.

Date Name of customer (in block letters)

Legally binding signature and company stamp

Conditions of hire

Messe Berlin reserves the right to have the services and hired items charged directly by its contracting companies on the Fair Grounds Berlin. In this case, the terms of payment of the contracting company are valid.

A complete list of contractors will be available on request.

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, D-14052 Berlin

Fax: +49 30/30 38-95 18

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

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

1. Conclusion of the agreement

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4. Hire charges

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5. Orders placed after the application deadline

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- (2) If delivery within the stipulated deadline is possible, the additional costs incurred by the delayed order will be charged to the lessee in the form of a 20 % surcharge on the original hire charge.

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

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- (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 one week prior to the start of the event, or later, will only be accepted if accompanied by payment in advance (payment by credit card or with cheque).

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9. The liability of the lessee

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- (2) Liability also applies to the lessee's employees and to third persons, but not in cases of negligence on the part of the lessor or his employees. The lessor is only liable in cases of deliberate and malicious damage.
- (3) The items and equipment offered for hire must be insured. Insurance to cover the price of the items or the equipment will be invoiced, the premium amounting to 5 % of the hire charge. This is intended to cover the costs of replacement by the lessor in the event of loss. The lessee is not entitled to claim any replacement. Replacement during the event will only be made subject to the submission of an order and the expense of the lessee.
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- (7) 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.
- (8) The lessee will be informed immediately if the lessor finds any defects on the hired items being returned. Such statements will be considered acknowledged if the lessee does not contest them in writing within one week.

10. The liability of the lessor

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- (2) If the lessor is delayed in providing its service he will be only held liable for deliberate and malicious damage. This also applies in cases where it proves impossible to provide the required services.

11. 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.

12. 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.

PC, Notebook, EDP Equipment

Hall	Stand No.
Exhibitor	

Order Form 2004

Fax: +49 30/30 67 20-59

or by Post: **MB Capital Services GmbH, Thüringer Allee 12/12A, D-14052 Berlin**

For queries please contact:

Phone: +49 30/30 67 20-15 or -17

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

For technical queries please contact:

Phone: +49 30/30 67 20-14

Deadline: 2 weeks prior to the event

We hereby place an order for the below mentioned services for the duration of the event:

The mentioned prices are subject to a premium equivalent of 5 % of hire charge for insurance. They are subject to statutory value-added tax and valid for the duration of the fair incl. delivery and collection, and construction/ dismantling.

For services on appliances not hired from the lessor a flat fee of EUR 61,50 per Service each plus VAT will be charged.

Rental period from: to

Date of installation:

Qty.	Ord. No.	Description	Price each
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PC and notebook for hire

Standard Operation System: WIN2000/NT 4.0; with Monitor 17"

.....	PC12	PC Pentium, 1.2 GHz AMD or Celeron	339.00 EUR
.....	PC14	PC Pentium, 1.4 GHz AMD or Celeron	369.00 EUR
.....	PC16	PC Pentium, 1.6 GHz AMD or Celeron	399.00 EUR
.....	NOT80	Notebook 800 MHz, Monitor 13" TFT	425.00 EUR
.....	NOT100	Notebook 1000 MHz, Monitor 14.1" TFT	560.00 EUR
.....	NOT160	Notebook 1600 MHz, Monitor 15.1" TFT, high-end	620.00 EUR

Payment by credit card

You have the possibility to pay the invoice by credit card. Original of invoice incl. receipt of payment will be sent to you by mail.

We kindly ask you to charge our credit card with the ordered services:

Credit card no.:

.....

valid until:

.....

Card holder:

.....

.....

.....

VISA EuroCard Amex

Signature:

.....

EDP Equipment

.....	MON01	Monitor, 17"	75.00 EUR
.....	MON02	Monitor, 19"	120.00 EUR
.....	MON03	Monitor, 21"	170.00 EUR
.....	MON04	Monitor, TFT 15" with foothold	225.00 EUR
.....	MON05	Monitor, TFT 17" with foothold	360.00 EUR
.....	MON06	Monitor, TFT 20" with foothold	560.00 EUR
.....	DRU01	Laser printer, 600 dpi, at minimum 6 pages/min., PCL 5	115.00 EUR
.....	DRU02	Colour laser printer, 600/1200 dpi, at minimum 6 pages/min., PCL 5, incl. Jet direct network card	479.00 EUR

Other equipment e. g. modem, network facilities on request.

Exhibitor/Invoicing address

Street

Postal code/City/Country

Contact at the stand

Telephone

Telefax

E-mail

Customer number (if available):

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We hereby confirm that we have noted the conditions as listed overleaf. We accept them as binding and agree to their application. Legal venue and place of jurisdiction is Berlin-Charlottenburg.

Date Name of customer (in block letters)

Legally binding signature and company stamp

Conditions of hire

Messe Berlin reserves the right to have the services and hired items charged directly by its contracting companies on the Fair Grounds Berlin. In this case, the terms of payment of the contracting company are valid.

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or

MB Capital Services GmbH, Thüringer Allee 12/12 A, D-14052 Berlin

Fax: +49 30/30 38-95 18

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

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

1. Conclusion of the agreement

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- (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) The equipment supplied is subject to the prescribed 3 hour time limit. If during this period the lessee is not on hand to take delivery of the items, they will be delivered later, but no later than the first day of the fair. A charge will be made for this second delivery, based on the current hourly rate. Connection of the equipment within a distance of 3 m (between appliance and power supply) and initial set-up are included in the hire charge. All other services and materials will be invoiced according to recorded use, based on the current hourly rate.
- (8) The lessor is not obliged to check the credentials of the personnel on the stand when delivering the hired items.
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- (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. He may supply a replacement if it thinks fit.

4. Hire charges

- (1) The charges as listed are net, subject to statutory value added tax, a insurance premium of 5 % of the hire charge, and valid for the duration of the event.
- (2) The cost of delivery to and removal from the exhibition grounds, and for any assembly (up to 3 m from appliance to power outlet) 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 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 2 weeks prior to the start of the event 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 one week prior to the start of the event, or later, will only be accepted if accompanied by payment in advance (payment by credit card or with cheque).

8. Cancellation, failure to make use of previously ordered hire items

- (1) The lessee may withdraw from the rental agreement at no expense if notice of cancellation is received by the lessor at least four weeks prior to the start of the event. If notice of cancellation is given no earlier than four weeks and no later than seven days prior to the start, all of the actual costs incurred for work carried out up to the date on which notice is given must be paid for. Moveable hire items that have been ordered and which cannot be delivered because of the cancellation will be charged for at 10 % of the rental cost.
- (2) 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 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 as invoiced to meet additional expenses.
- (3) The onus shall be on the lessee to prove that the lessor has not incurred the full or partial flat rate charges as invoiced.

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 not in cases of negligence on the part of the lessor or his employees. The lessor is only liable in cases of deliberate and malicious damage.
- (3) The items and equipment offered for hire must be insured. Insurance to cover the price of the items or the equipment will be invoiced, the premium amounting to 5 % of the hire charge. This is intended to cover the costs of replacement by the lessor in the event of loss. The lessee is not entitled to claim any replacement. Replacement during the event will only be made subject to the submission of an order and the expense of the lessee.
- (4) 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.
- (5) 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.
- (6) The hired items must be made ready and available for collection immediately following the end of the event.
- (7) 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.
- (8) The lessee will be informed immediately if the lessor finds any defects on the hired items being returned. Such statements will be considered acknowledged if the lessee does not contest them in writing within one week.

10. The liability of the lessor

- (1) The lessor accepts no liability for any kind of personal injury or damage to property, unless such injury or damage is due to intent or gross negligence on the part of the lessor or his employees.
- (2) If the lessor is delayed in providing its service he will be only held liable for deliberate and malicious damage. This also applies in cases where it proves impossible to provide the required services.

11. 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.

12. 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.