

28<sup>th</sup> to 30<sup>th</sup> May 2013

**Messe und Congress Centrum  
Halle Münsterland GmbH**

Albersloher Weg 32  
DE-48155 Münster

Phone: +49 (0) 251 / 6600 – 351  
Fax: +49 (0) 251 / 6600 – 352  
email: iaf-services@halle-muensterland.de

Company: \_\_\_\_\_  
Hall / Booth-No.: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Street: \_\_\_\_\_  
Country, Postcode, City: \_\_\_\_\_  
email: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

**A 1.0 Invoice Address / Exhibition Booth - Outline Sketch /  
Contact Details Booth Builder**

**Please return in conjunction with your order!**

**Invoice address**

In order for the proper correspondence flow to take place and in order for us to avoid any returns, please fill in the correct invoice address, and, if you want, the contact person for the clearance of the services booked.

Company: \_\_\_\_\_  
VAT Reg. No.: \_\_\_\_\_  
Department: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Street: \_\_\_\_\_  
Country, Postcode, City: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

Furthermore, please fill in the outline sketch on reverse according to the following criteria:

booth size (sqm), booth type (row -, corner -, peninsula -, island - booth), optionally cabin position and the required services, like electricity, water supply, etc.

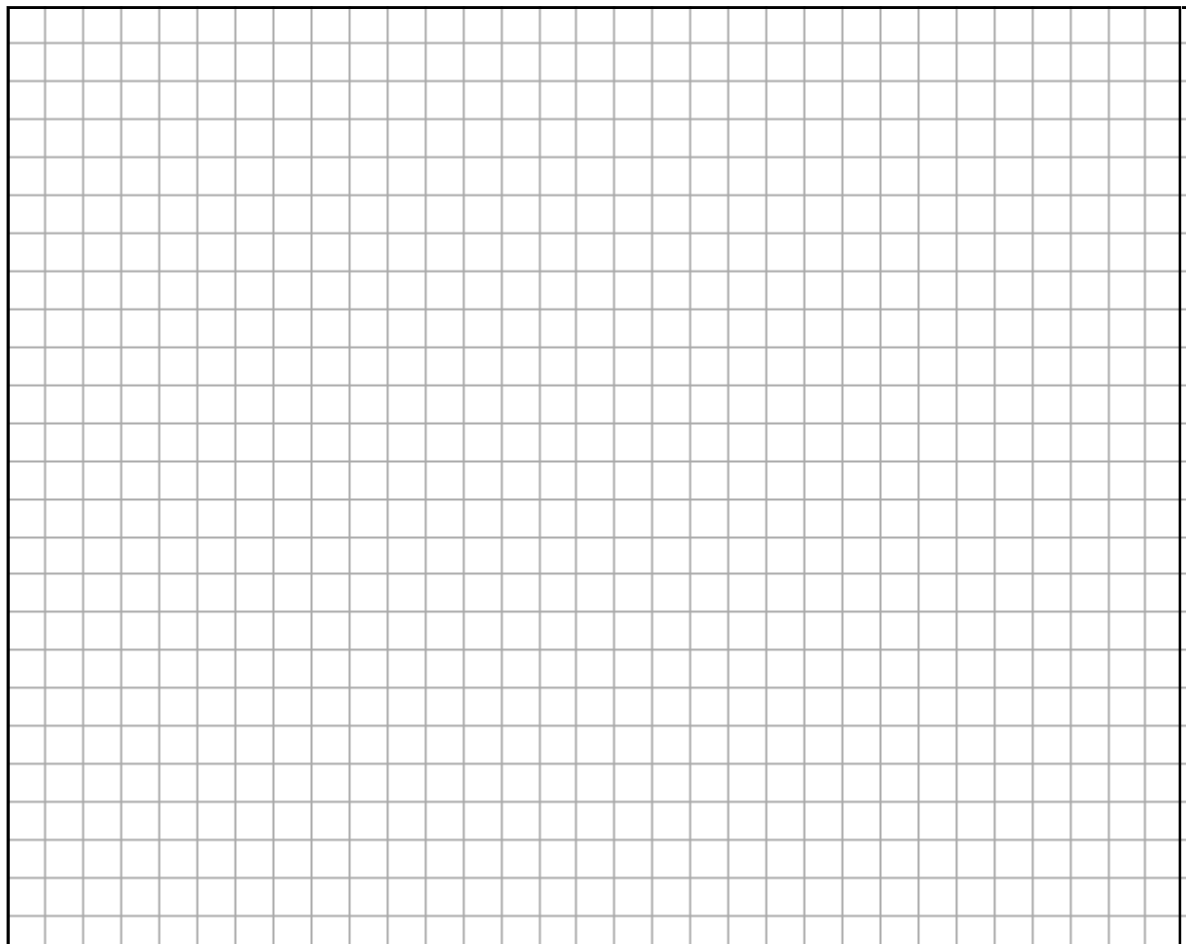
This sketch represents the basis for setting-up your required services and will thus guarantee a smooth set-up process for your booth.

**Please note: Orders received without the completed form "Invoice address / Exhibition Booth - Outline Sketch / Contact Details Booth Builder" can not be handled!**

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### Exhibition booth - outline sketch

1 square is equal to \_\_\_\_ sqm



Please use the following symbols:



= Water supply



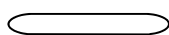
= drain pipe



= cabin



= Door on the left / right hung



= fascia / banner



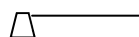
= electrical supply



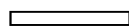
= wardrobe bar



= clip spotlight



= clip floodlight



= storage shelf straight



= storage shelf, diagonal

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## Contact Details Booth Builder

☐ We build our stand ourselves

Contact person / project manager:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile phone: \_\_\_\_\_

☐ We have contracted the following company with the construction of our stand:

Company: \_\_\_\_\_

Street: \_\_\_\_\_

Country,zip code,city: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile phone: \_\_\_\_\_

☐ We have a rental booth

Invoice to:

☐ Exhibitor

☐ Booth builder

Place / Date

company seal / legally binding signature