

**26. International Exhibition on Track Technology  
from 28<sup>th</sup> - 30<sup>th</sup> May 2013 in Münster**

# Service manual for exhibitors

**Important information**

**Guidelines**

**Order forms**





26<sup>th</sup> International Exhibition  
for Track Technology



VERBAND DEUTSCHER EISENBAHN-INGENIEURE E.V.

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

Dear exhibitors,

we would like to welcome you to the **26<sup>th</sup> International Exhibition on Track Technology (iaf)** in Münster.

This booklet is designed to serve as a set of guidelines to help you organise and manage your participation successfully during the exhibition.

Please pay attention to the following tips and guidelines and if necessary, forward these to the companies entrusted with the set-up and assistance of your booth.

Please use the enclosed forms to order all the important services you require for your exhibition booth. Please remember to attach your order the form A 1.0 with the information to the invoice address. Without this form, the order is not complete.

Please return the order forms in due time. Should you fail to do so, we cannot guarantee that the services you ordered will be completed or delivered on time.

We look forward to welcoming you in Münster!

Sincerely,

**the team of**  
**Messe und Congress Centrum Halle Münsterland GmbH**



MESSE UND  
CONGRESS CENTRUM  
HALLE MÜNSTERLAND

Wir begeistern Menschen

### Field of Application

Messe und Congress Centrum Halle Münsterland GmbH has issued these safety-related regulations for trade fairs and exhibitions, with the objective to enable a successful and safe course of events for all participants. These technical regulations are based on legal and official requirements and are a binding minimum standard for all exhibitors.

Compliance of these regulations will be monitored by Messe und Congress Centrum Halle Münsterland employees, organisers and appointed third parties.

Taking on an exhibition stand can be partially or entirely banned in the interest of all exhibition participants, in the event that identified safety discrepancies have not been rectified by commencement of the event.

**1. Setting-up and Dismantling Activities:** All setting-up and dismantling activities may only be conducted in accordance with occupational health and safety laws, commercial laws and place of public assembly laws. The exhibitor and their appointed contractors are responsible for the compliance of these regulations. The exhibitor and their appointed contractors must ensure that any two-way hazard with other exhibitors or their contractors must be prevented during set-up and dismantling activities. If required they must appoint a coordinator who will direct these activities. The organiser, Messe und Congress Centrum Halle Münsterland and authorised officials have the right to stop any activities in the event of a breach against legal regulations.

**2. Fire Brigade Movement Zone:** All required emergency access roads and fire brigade movement zones identified by "No standing at any times" signs must remain clear at all times. Vehicles and objects parked on escape routes and in safety areas will be towed or removed at the cost and risk of the owner.

**3. Safety Equipment:** Fire alarm, water markers, hydrants, fire extinguishers and emergency call lines, smoke flaps, openings for fume outlet systems, smoke detectors, telephones, telephone distribution points as well as ventilation in- and outlets for heating and ventilation equipment, their appropriate signage as well as green emergency exit signs must be accessible and visible at any time. They must not be obstructed, moved or made irretrievable in any way.

**4. Exits and Hallways** are escape routes and must be kept clear at any time. Doors within the vicinity of escape routes must be able to be easily opened in full width. Escape routes, exit doors, emergency exits and their signage must not be obstructed, covered or made irretrievable in any way. Hallways must never be narrowed by objects which have been left there or which take up space. Every hallway serves as an escape route in case of an emergency.

**5. Driving on the Premises:** Driving onto the premises with a vehicle, truck or a gas-operated fork lift is strictly prohibited. Authorisations will only be issued in individual cases by Messe und Congress Centrum Halle Münsterland.

**6. Area of Stand:** The area of the stand indicated in the stand confirmation will be marked by the organiser upon request by the exhibitor. Stands must be set-up at this area only. The exhibitor must take marginal deviations of stand measurements into consideration. These could occur due to variations in wall thickness of the partitioning walls. Pillars, wall projection, partitioning walls, distribution boxes, fire extinguisher equipment and other technical equipment are part of the allocated areas for the stands. Therefore only local measurements are valid for place, position, measurement and other fixtures of the rentable area. Claims against the organiser and Messe und Congress Centrum Halle Münsterland based on deviations of the stand confirmation will not be validated.

**7. Stand Safety:** Exhibition stands including fixtures, fittings, exhibits as well as advertising media must be set-up with such a stable technique, that life and health as well as safety and order are not endangered. The exhibitor is responsible for the structural safety of the stand and must provide proof on request. For requirements on stand safety please refer to the National Building Code and the North-Rhine-Westphalian regulations on places of public assembly in their relevant current version.

**8. Exhibition Stands and Auxiliary Constructions subject to authorisation:** all multi-storey exhibition stands, mobile stands, auxiliary constructions must be accompanied by an authorisation to be submitted to the organiser. Generally a test log book or checked statistics for the construction must also be submitted.

**9. Vehicles and Containers** in the halls are also subject to authorisation at all times. Vehicles which feature a combustion engine may only be exhibited on the premises with a maximum fuel content of one litre. The battery must be clamped off and in individual cases if officially required, the fuel tank must be charged and shut off with inert gas (i.e.: nitrogen or carbon dioxide). Additional safety procedures are reserved for exceptions.

**10. Stand Construction materials:** Slightly inflammable, dripping burning intense or toxic gases forming materials are prohibited for constructing stands. Special requirements can be requested for load-bearing construction parts for safety reasons. It is imperative that DIN 4102 (Building materials and building parts resistant to fire) or EN 13501-1 must be observed and complied with.

**11. Carpets:** Laying carpets or other decoration materials directly on the floors of the hall must be carried out by the lessee in such a way, that it must prevent persons from slipping, tripping or falling. Carpets and other floor coverings must be laid in an accident-proof manner and may not project over the stand boundaries. Adhesive markings, carpet fixtures and similar may only occur with special residue-free removable carpet tape. Self-adhesive carpet tiles are prohibited. All applied material must be removed without leaving any residue. This also applies to substances such as oils, fats, colours and similar substances. The floors of the halls must not be painted.

**12. Floor and Parquet Protection:** Anchoring and mounting into the floors is prohibited. Setting-up damp or soaked objects onto the parquet flooring is prohibited. Leaking moisture must be removed immediately. Refrigerators must be set-up on a waterproof underlay.

**13. Glass and Acrylic Glass:** The only glass permitted for use is laminated safety glass. Corners of glass panels must be finished or secured in such a way, that any risk of injury can be excluded. Structural glazing parts must be marked at eye level. Requirements in accordance with "Technical rules for the use of crash-safe glazings (TRAV)" must be complied with for glass constructions.

**14. Exits from enclosed stands:** Stand areas with a floor space of more than 100 m<sup>2</sup> or complex layout planning must have a minimum of two separate exits/escape/emergency exits situated opposite each other. The walking path of each point at an exhibition area up to the hallway must not exceed 20 m.

**15. Railings / Breastwork of Podiums:** General accessible areas which border directly to areas which are situated more than 0.20m deeper must be surrounded by hand rails.

**16. Nails, Hooks, Holes and transporting heavy loads:** Positioning of bolts and anchoring points, as well as knocking holes into floors, walls or ceilings of the hall are prohibited. Heavy loads, heavy load material and crates may only be transported onto the premises with trolleys which have rubber tires. Skid marks caused by abrasion must be avoided.

**17. Second Ceilings / Intervention in the fabric of a building:** Hall components and technical equipment may not be stressed by the superstructure of the stand or exhibits. Exhibitors may build around hall pillars/hall support beams within the stand area avoiding damage and within the approved headroom. Second ceilings coming off the hall ceiling are only permitted for intended technical equipment and may only be performed by Messe und Congress Centrum Halle Münsterland or one of their specialist contractors.

**18. Electrical Installations / Water Supply:** Connections to the existing main power supply can only be performed by Messe und Congress Centrum Halle Münsterland themselves or by approved specialist contractors who are familiar with the place of public assembly. For relevant work within the stand it is also recommended to appoint specialist contractors authorised by Messe und Congress Centrum Halle Münsterland. All electrical equipment must be installed in accordance with the most updated safety regulations of the German Electro-Technical Association (VDE). VDE 0100, 0128 and ICE 60364-7-711 must be observed in particular.

**19. Decoration Materials:** Decoration materials must be in accordance with DIN 4102, at least B1 or at least Category C as per EN 13501-1, i.e. they must be flame resistant. Only certain materials can be rendered flame resistant by subsequent treatment with a flame resistant substance. The applied flame resistance substances must be officially approved. The highly inflammable certification or a certification that the required impregnation has occurred must be disclosed at the stand for inspection at any time.

**20. Use of Balloons and flying objects:** The use of helium balloons and other flying objects in the halls and on the open-air ground is subject to approval by Messe und Congress Centrum Halle Münsterland.

**21. Trees and Plants:** Decorations made out of natural plants may only be kept on the premises providing they are still fresh. Bamboo, reed, hay, straw, bark mulch, turf, (fir-) trees without bulbs or similar materials do not meet the stipulated specifications (ignition hazard due to tobacco products). The Fire Brigade will make decisions on any exceptions.

**22. Waste-, Scrap-, Residue Containers:** Scrap and residue containers made out of flammable materials may not be set-up at the stands. Scrap and

residue containers at the stands must be emptied on a regular basis, no later than every night after tradeshow closing time. If larger quantities of inflammable waste accumulates, these must be disposed off several times during the day.

**23. Empties, Packaging:** The storage of empties, packaging and packaging containers of any type situated at and outside of the stand in the hall is prohibited. Accumulated empties, packaging and packaging containers must be removed immediately.

**24. Smoking Ban:** Smoking is prohibited within Messe und Congress Centrum Halle Münsterland. The smoking ban must be observed and enforced by every exhibitor at their stand.

**25. Fire Extinguisher:** We recommend that suitable and inspected fire extinguishers are available at every stand.

**26. Pyrotechnics:** Pyrotechnical presentations must be officially approved and the organiser as well as Messe und Congress Centrum Halle Münsterland must be notified.

**27. Laser Equipment: the operation of certain types of laser equipment must be in accordance with the regulations of the Employers Liability Insurance Association** and the relevant authorities must be notified. The notification must be accompanied by the written contract commissioning the services of a laser safety specialist to operate the laser equipment. In addition the organiser must be notified of the intended operation.

**28. Fog Machines:** The operation of fog machines is subject to approval by Messe und Congress Centrum Halle Münsterland, in order to avoid accidental activation of the Fire Alarm System.

**29. Hot Plates, Flood Lights, Transformers:** All heat-generating and heat-developing electrical equipment must be assembled on non-inflammable, heat-resistant, asbestos-free underlay for extra protection. A sufficient large distance to inflammable substances and relevant to the heat development must be ensured. Lighting fixtures must not be attached to decorations or similar objects. Please remember to switch off any electrical cooking equipment or other equipment which could expose danger when in operation and left unattended at the end of the daily opening hours.

**30. Advertising Material / Advertising:** Arbitrary advertising campaigns outside your own stand (i.e.: handing out brochures, displaying advertising posters/signs) are prohibited.

**31. Acoustic and Visual Demonstrations:** The operation of acoustic equipment as well as audio-visual presentations of any type by the exhibitor is subject to the approval of the organiser or Messe und Congress Centrum Halle Münsterland and must be submitted in writing. The acoustic levels must not exceed 60 dBA during musical performances. If these regulations are repeatedly breached, the electricity supply to the stand of the exhibitor can be shut off without considering the associated supply to the stand. Compensation claims lodged by the exhibitor for direct or indirect damages due to the power-cut is excluded. The onus of proof for complying with regulations lies with the exhibitor.

**32. Musical Playback (GEMA):** In accordance with legal requirements (Copyright Law), the approval of the Association for musical performance laws and mechanical right of reproduction laws (GEMA) is required for any type of musical playbacks. Musical playbacks which have not been registered can result in a claim for damages by GEMA.

**33. Explosive Substances / Ammunition:** Explosive substances underlie the Explosives Law in the relevant current version and must not be used or displayed at tradeshow.

**34. Spray Guns, Pyroxylin Varnish:** The use of spray guns as well as pyroxylin varnishes is prohibited.

**35. Inflammable Liquids** and inflammable gases must not be used or stored at the stands. Operating any type of gas burners is prohibited.

**36. Ethyl Alcohol and Mineral Oils** (fuel, kerosene, etc.) must not be used for the purpose of cooking, heating or operational purposes.

**37. Cut-Off Grinding Work, Heat Treatments and all types of work with an open flame:** Welding, cutting, soldering, sanding, cut-off grinding and other work which involves an open flame or flying sparks is prohibited. In exceptional cases a permission slip may be issued by Messe und Congress Centrum Halle Münsterland for work involving fire with special safety conditions (Permission slip for fire

hazardous work). This is subject to a written application in addition to detailed description of the work.

**38. CE-Labeling of Products:** Products which are not accompanied by a CE-conformation certificate and do not meet the requirements in accordance with § 4 Section 1 or 2 of the Law on Technical Work Equipment and Consumer Products (GPSG) may only be exhibited if a clearly visible sign indicates that these requirements have not been fulfilled and can only be obtained within the European Union once the relevant conformity has been produced. Required precautions must be taken for protection of persons during a presentation.

**39. Modification of stand constructions which are not in accordance with regulations/Auxiliary Constructions:** set-ups, fittings, equipment and decorations (materials) which have been brought into the hall and have not been approved, are not in accordance with these regulations or those of VStättVO NRW (Regulations on a place of public assembly – North-Rhine Westphalia), are not permitted to be set-up in the place of public assembly and if required, must be removed or modified at the cost of the exhibitor. This also applies to an execution by substitution through the organiser. A partial or total closing down of a stand can be ordered based on valid reasons, in particular in the event of severe safety deficiencies.

**40. Dismantling of the Exhibition Stand:** The exhibition areas must be left in their original condition after dismantling the stands. The exhibitor is liable for damages to the ceilings, walls, floors and installation equipment. Adhesive strips must be removed without leaving any residue.

Any damages of the hall, its fittings as well as outside facilities caused by the exhibitor or their contractors must be advised to the Messe und Congress Centrum Halle Münsterland under any circumstances.

**41. Waste Management / -separation:** Providing the exhibitor does not submit a request to the organiser or Messe und Congress Centrum Halle Münsterland to arrange for waste disposal, they must make their own arrangements at their own cost. Packaging materials and waste must not be stored in the hall during the event.

Januar 2009, MESSE UND CONGRESS CENTRUM HALLE MÜNSTERLAND GMBH

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

## 05 Directions

Exit the highway at the interchange Münster Süd (South), take the B51 and follow the signposts marked "Messe und Congress Centrum Halle Münsterland".



**GPS:** use „Albersloher Weg 32, 48155 Münster“ as destination address. Please pay attention to the following outlines and the red targets, that are drawn on the outlines especially for every parking space (South, North, open-air area).

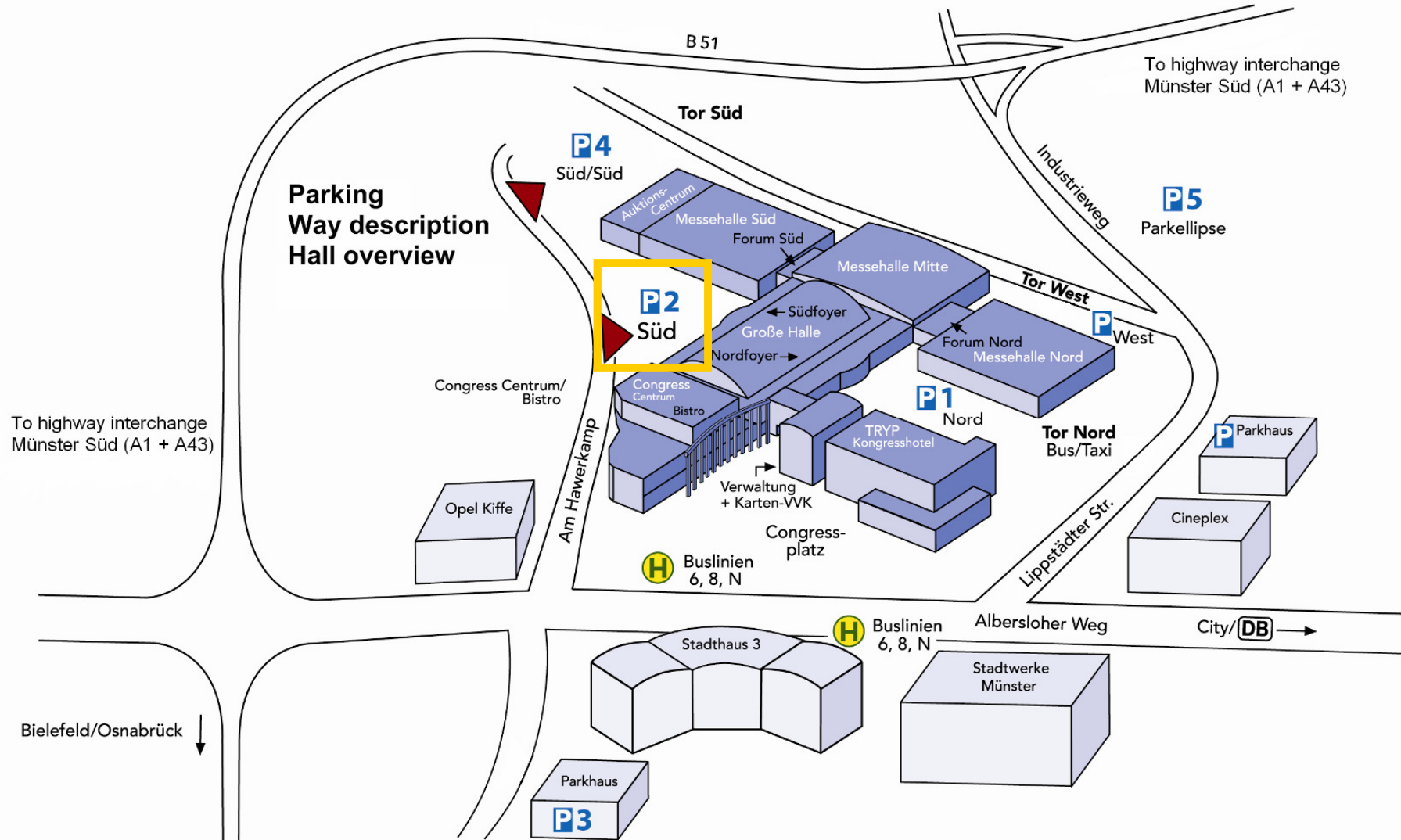
In terms of traffic Messe und Congress Centrum Halle Münsterland is very accessible ( approx. 25 minutes to airport Münster/ Osnabrück by car; highway exit A1 and A43).

You walk only 15 minutes to the city centre. Three bus lines (6, 8 and 17) connect the Messe und Congress Centrum Halle Münsterland with the railway station and the city centre.

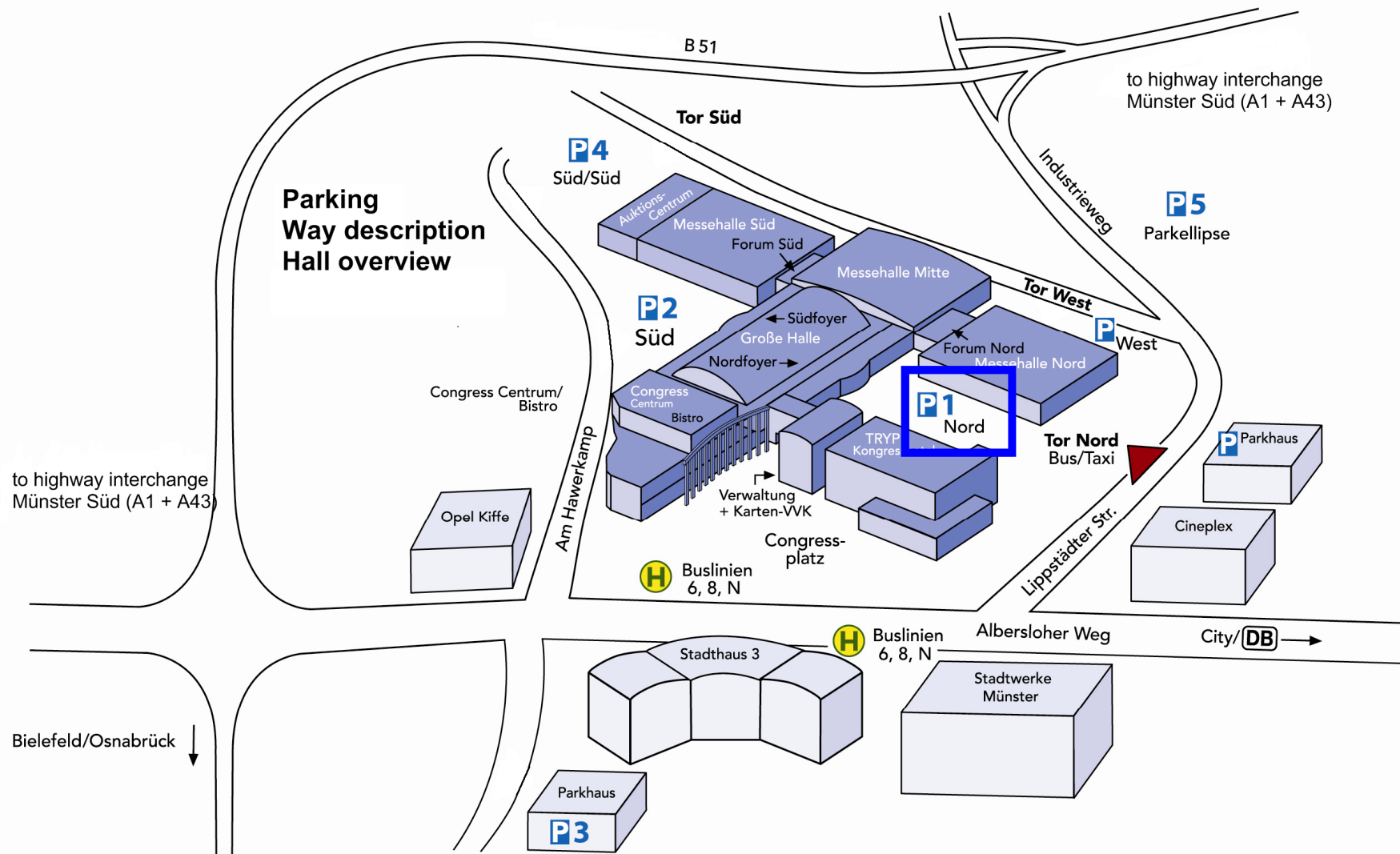




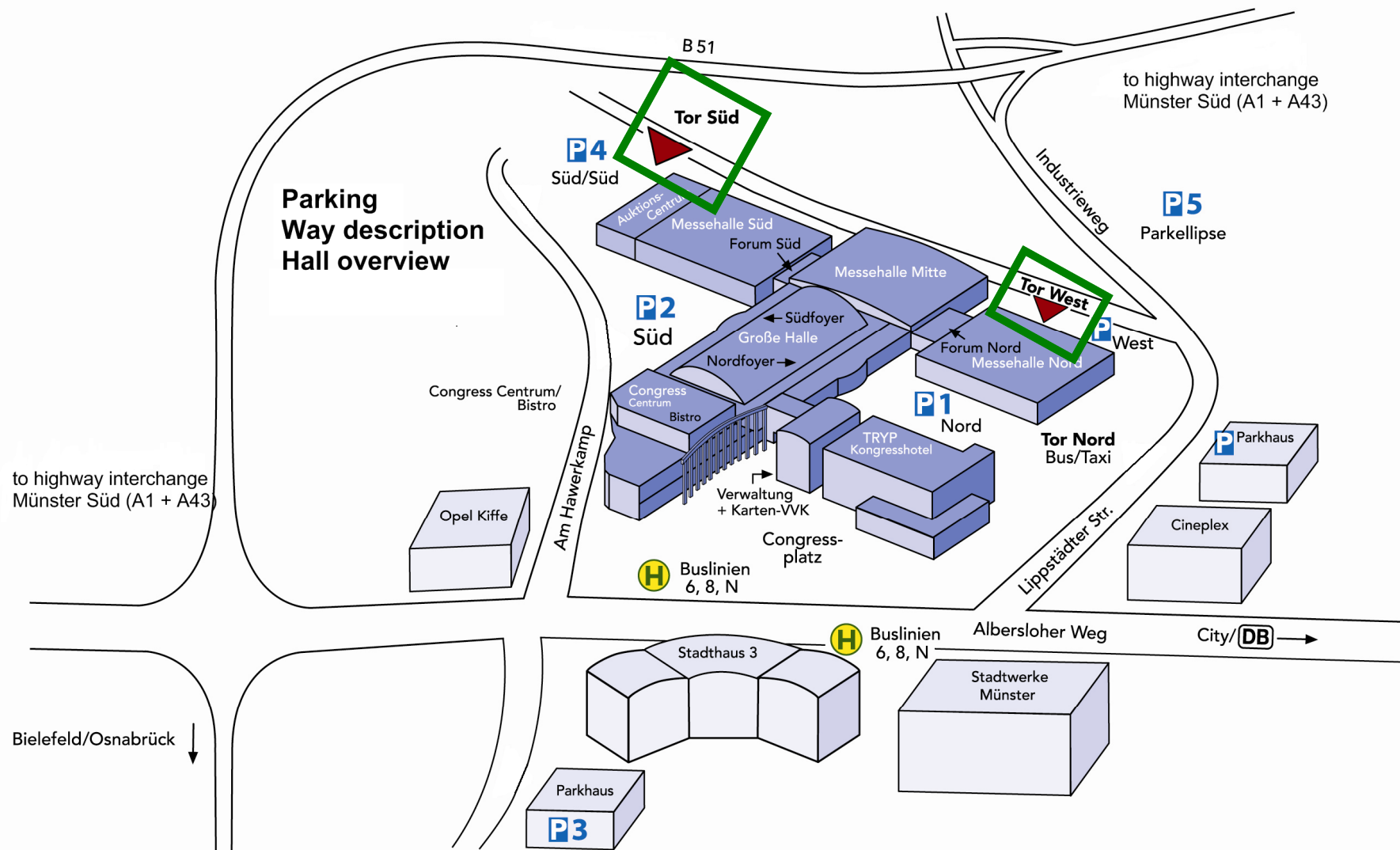
## Way description to parking place south via AM HAVERKAMP



**Way description to parking place north via LIPPSTÄDTER STR.**



## Way description to open-air area via TOR SÜD or TOR WEST





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.

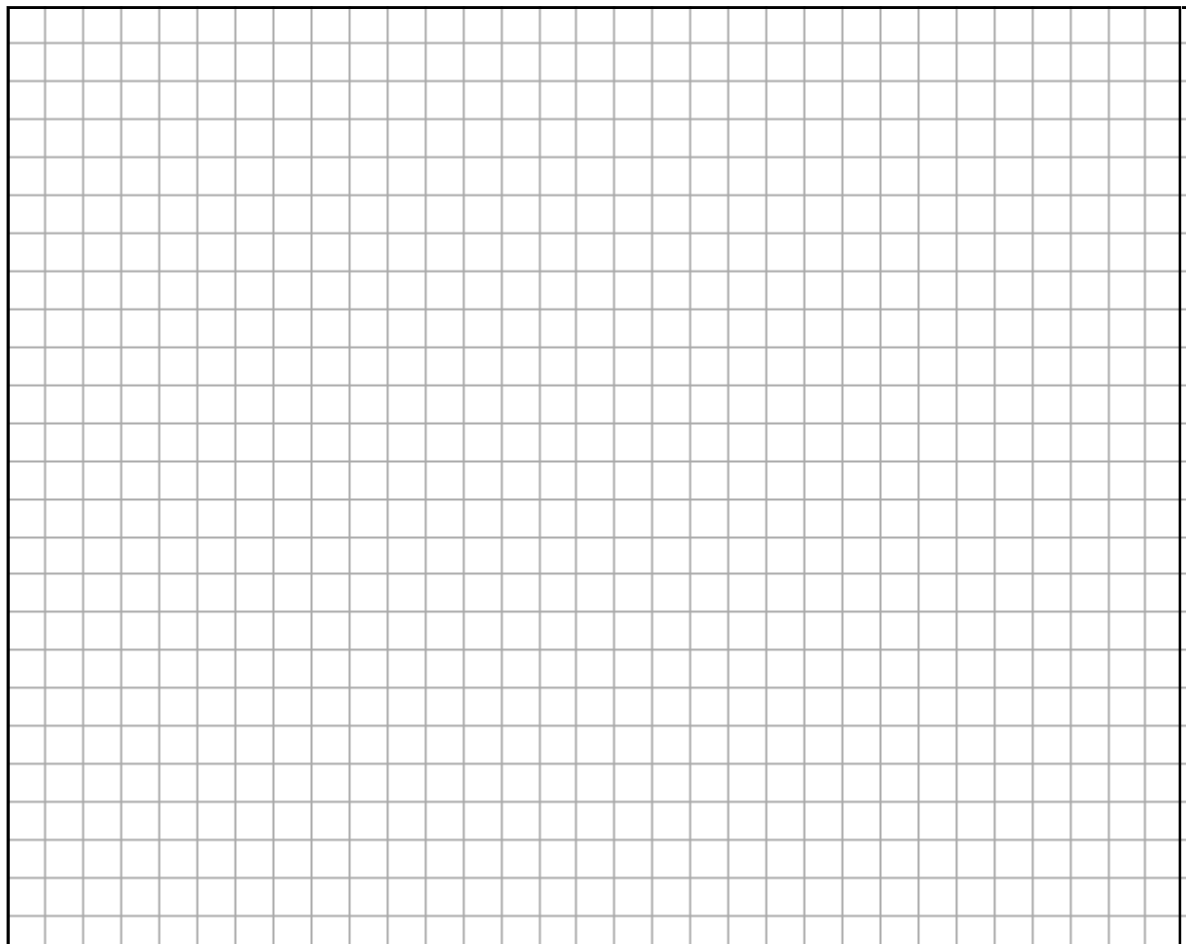
This sketch represents the basis for setting-up your required services and will thus guarantee a smooth set-up process for your booth.

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

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

### Exhibition booth - outline sketch

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



Please use the following symbols:



= Water supply



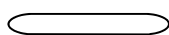
= drain pipe



= cabin



= Door on the left / right hung



= fascia / banner



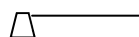
= electrical supply



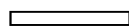
= wardrobe bar



= clip spotlight



= clip floodlight



= storage shelf straight



= storage shelf, diagonal

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

## 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

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

Messe und Congress Centrum  
Halle Münsterland GmbH

Phone: +49 (0) 251 / 6600 – 351

Fax: +49 (0) 251 / 6600 – 352

E-Mail: iaf-services@halle-muensterland.de

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

Hall / Booth-No.: \_\_\_\_\_

## B 1.0 Electrical Installations in the Exhibition Halls

**Please return by: 22.03.2013 (afterward 25% price premium)**

### Basic electricity supply

The connection of the basic electricity supply may only be made by electricians contracted by the Messe und Congress Centrum Halle Münsterland GmbH! Any troubleshooting of self fault blackouts (overcharge of the power supply connection and/or defective equipment) will be separately charged!

All prices include the emergency electrical service.

Item-No.	Amount	Item	price / supply
ELA220	_____ pcs	<b>alternating current supply with 230 volts</b> max. 3 kW, including 1 socket. Assembling and electricity consumption is included in the flat-rate charge.	<b>164,00 EUR</b>
DREH16A	_____ pcs	<b>three phase current supply with 230/400 V</b> with meter. Suitable for distribution of electricity by exhibitor; includes 1 three-phase power outlet of <b>16 amp</b> (max. 10 kW). Electricity consumption is charged according to the meter reading. Assembling included.	<b>210,00 EUR</b>
UVERT16A	_____ pcs	<b>splitter</b> max. 10 kW, with 4 shockproof sockets, 1 x three-phase power outlet 230V/16A.	<b>60,00 EUR</b>
DREH32A	_____ pcs	<b>three phase current supply with 230/400 V</b> with meter. Suitable for distribution of electricity by exhibitor; includes 1 three-phase power outlet of <b>32 amp</b> (max. 20 kW). Electricity consumption is charged according to the meter reading. Assembling included.	<b>236,00 EUR</b>
UVERT32A	_____ pcs	<b>splitter</b> max. 20 kW, with 4 shockproof sockets, 1 x three-phase power outlet 400V/16A, 1 x three-phase power outlet 400V/32A	<b>99,00 EUR</b>
DREH63A	_____ pcs	<b>three phase current supply with 230/400 V</b> with meter. Suitable for distribution of electricity by exhibitor; includes 1 three-phase power outlet of <b>63 amp</b> (max. 40 kW). Electricity consumption is charged according to the meter reading. Assembling included.	<b>296,00 EUR</b>
UVERT63A	_____ pcs	<b>splitter</b> max. 40 kW, with 4 shockproof sockets, 1 x three-phase power outlet 400V/16A, 2 x three-phase power outlet 400V/32A	<b>220,00 EUR</b>
STECKDO	_____ pcs	<b>socket distributor</b> with three sockets up to 3 kW 230 V	<b>13,50 EUR</b>

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

Item-No.	Amount	Item	Price / Supply
STROMVER		<b>power consumption</b> price per kW/h	<b>0,45 EUR</b>
ELMONTST		<b>electrician, per hour</b> for electrical installations within the booth, laying cables, assembling available devices, lighting fixtures, etc.	<b>51,00 EUR</b>

**Desired insert of the electrician:**

Date	Time	
	from	to
	from	to
	from	to
	from	to

All prices mentioned above are net amounts and apply in addition to the legal value added tax.



- The counter splitter with integrated subdistribution 10 kW / 20 kW.
- The splitter will be installed in the booth.
- The splitter has the following dimensions:  
HxBxT 480x600x200 mm

All electrical connections will be set up 2m to the booth.

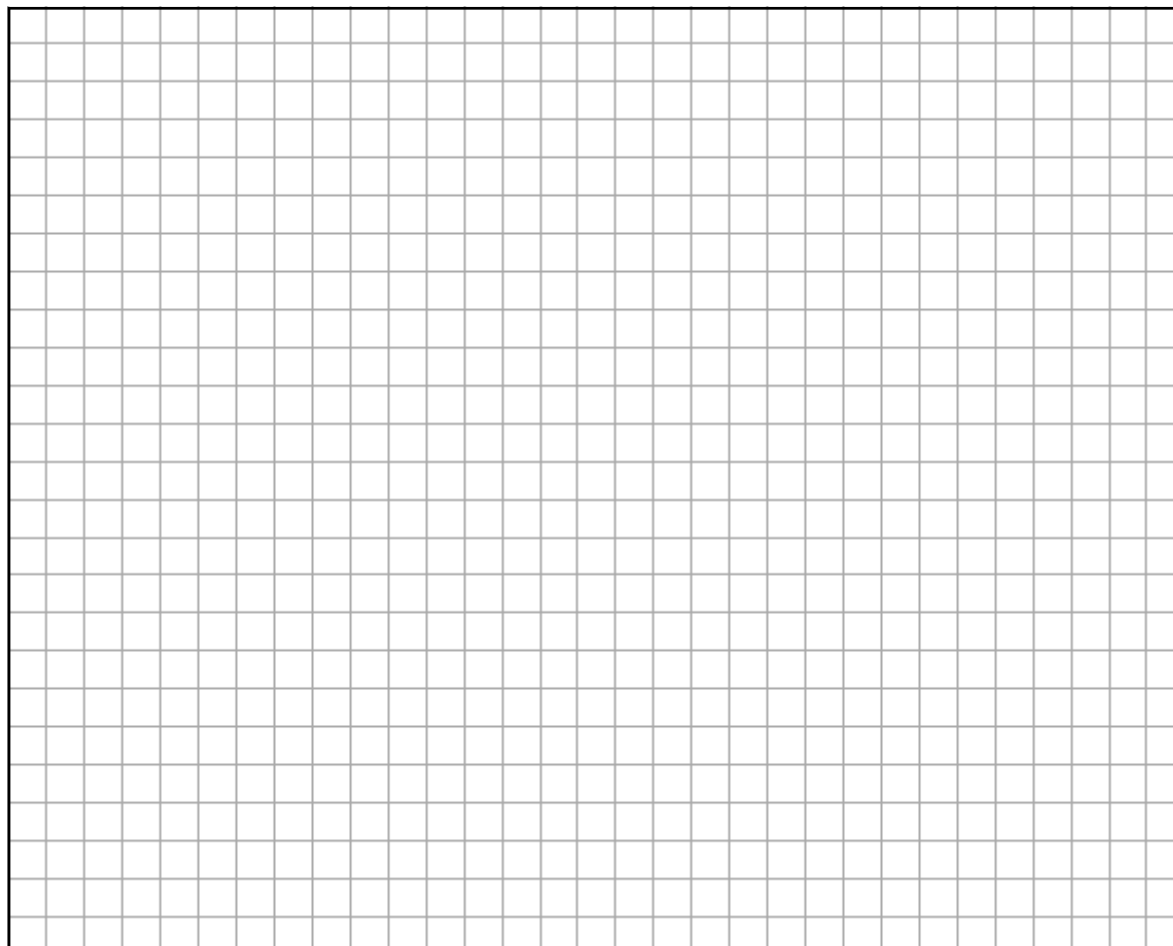


28<sup>th</sup> to 30<sup>th</sup> May 2013

Please fill the outline sketch with the placement of the required installations in your stand and the intended use (laptop, lighting, kitchen, etc.). Otherwise, an installation is not possible.

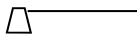
### Exhibition booth - outline sketch

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



Please use these symbols:

 = clip spotlight

 = clip floodlight

 = electrical supply

Place / Date \_\_\_\_\_

company seal / legally binding signature \_\_\_\_\_

**Attention: The order is valid only in conjunction with form A 1.0!**

#### For internal use only!

RUBIN: \_\_\_\_\_  
Regi-Nr.: \_\_\_\_\_ Datum: \_\_\_\_\_  
Kd.-Nr.: \_\_\_\_\_ Kürzel: \_\_\_\_\_

Weitergeleitet:

Datum: \_\_\_\_\_ Unterschrift 1: i. A. \_\_\_\_\_  
Datum: \_\_\_\_\_ Unterschrift 2: i. A. \_\_\_\_\_

#### Only for service provider!

Bestätigung per Email:

Datum: \_\_\_\_\_  
Kürzel: \_\_\_\_\_

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

Messe und Congress Centrum  
Halle Münsterland GmbH

Phone: +49 (0) 251 / 6600 – 351

Fax: +49 (0) 251 / 6600 – 352

E-Mail: iaf-services@halle-muensterland.de

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

Hall / Booth-No.: \_\_\_\_\_

## B 1.1 Electrical Installations in the outdoor area / railway station of WLE

**Please return by: 22.03.2013 (afterward 25% price premium)**

### Basic electricity supply

The connection of the basic electricity supply may only be made by electricians contracted by the Messe und Congress Centrum Halle Münsterland GmbH! Any troubleshooting of self fault blackouts (overcharge of the power supply connection and/or defective equipment) will be separately charged!

All prices include the emergency electrical service.

Item-No.	Amount	Item	price / supply
FGELA220	_____ pcs	<b>alternating current supply with 230 volts</b> max. 3 kW, with 1 shock proof socket. Assembling and electricity consumption are included in the flat-rate charge.	<b>205,00 EUR</b>
FGDRE16A	_____ pcs	<b>three phase current supply with 230/400 V</b> with meter. Suitable for distribution of electricity by exhibitor; includes 1 three-phase power outlet of <b>16 amp</b> (max. 10 kW). Electricity consumption is charged according to the meter reading. Assembling included.	<b>320,00 EUR</b>
FGUV16A	_____ pcs	<b>splitter</b> max. 10 kW, with 4 shockproof sockets, 1 x three-phase power outlet 230V/16A	<b>60,00 EUR</b>
FGDRE32A	_____ pcs	<b>three phase current supply with 230/400 V</b> with meter. Suitable for distribution of electricity by exhibitor; includes 1 three-phase power outlet of <b>32 amp</b> (max. 20 kW). Electricity consumption is charged according to the meter reading. Assembling included.	<b>332,00 EUR</b>
FGUV32A	_____ pcs	<b>splitter</b> max. 20 kW, with 4 shockproof sockets, 1 x three-phase power outlet 400V/16A, 1 x three-phase power outlet 400V/32A	<b>99,00 EUR</b>
FGDRE63A	_____ pcs	<b>three phase current supply with 230/400 V</b> with meter. Suitable for distribution of electricity by exhibitor; includes 1 three-phase power outlet of <b>63 amp</b> (max. 40 kW). Electricity consumption is charged according to the meter reading. Assembling included.	<b>370,00 EUR</b>
FGUV63A	_____ pcs	<b>splitter</b> max. 40 kW, with 4 shockproof sockets, 1 x three-phase power outlet 400V/16A, 2 x three-phase power outlet 400V/32A	<b>238,00 EUR</b>
FGSTECKD	_____ pcs	<b>socket distributor</b> with three sockets up to 3 kW 230 V	<b>13,50 EUR</b>

Item-No.	Amount	Item	Price / Supply
STROMVER		<b>power consumption</b> Price per kW/h	<b>0,45 EUR</b>
ELMONTST		<b>electrician, per hour</b> For electrical installations within the booth, laying cables, assembling available devices, lighting fixtures, etc.	<b>51,00 EUR</b>

**Desired insert of the electrician:**

Date	Time
	from to
	from to
	from to
	from to

All prices mentioned above are net amounts and apply in addition to the legal value added tax.



- The counter splitter with integrated subdistribution 10 kW / 20 kW.
- The splitter will be installed in the booth.
- The splitter has the following dimensions:  
HxBxT 480x600x200 mm

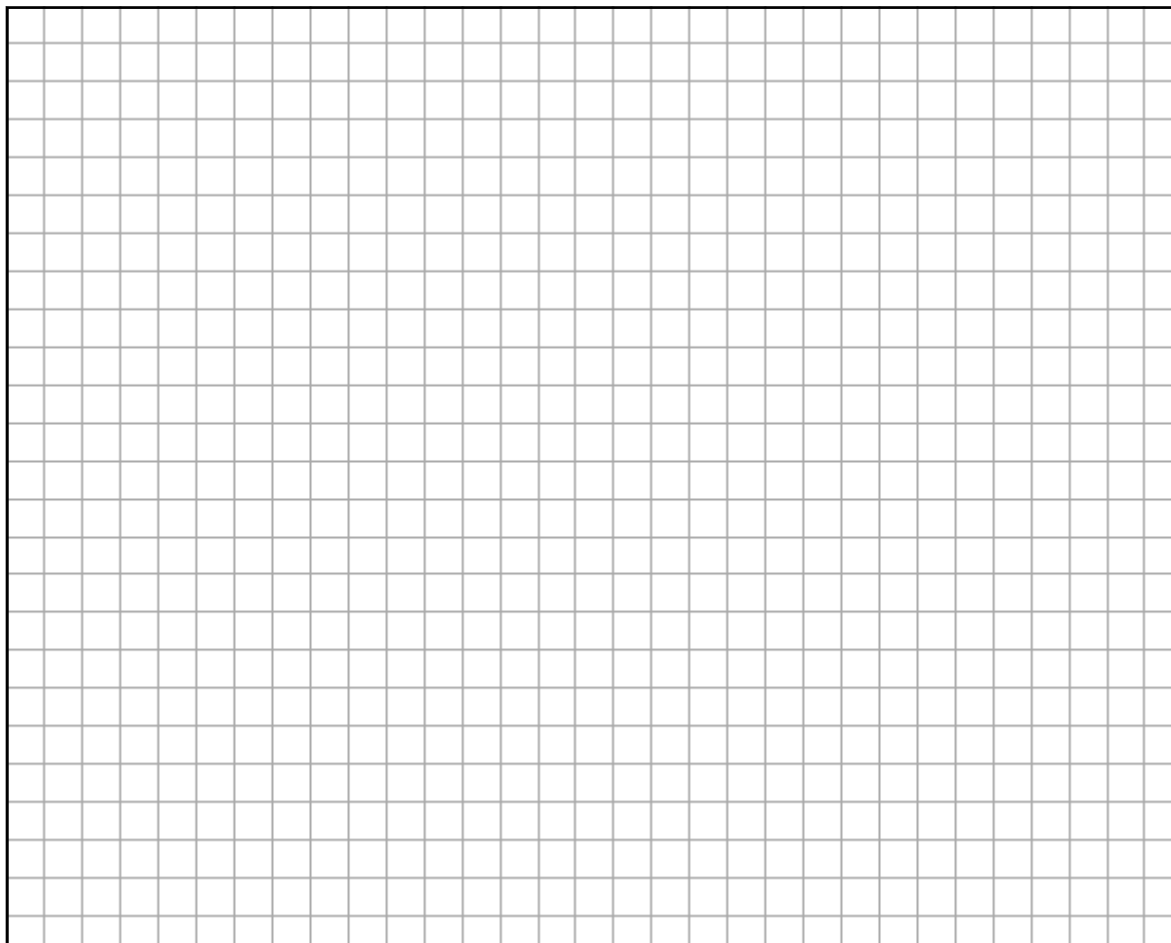
All electrical connections will be set up 2m to the booth.

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

Please fill the outline sketch with the placement of the required installations in your stand and the intended use (laptop, lighting, kitchen, etc.). Otherwise, an installation is not possible.

### Exhibition booth - outline sketch

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



Place / Date

company seal / legally binding signature

**Attention: The order is valid only in conjunction with form A 1.0!**

#### For internal use only!

RUBIN:

Regi-Nr.: \_\_\_\_\_

Datum: \_\_\_\_\_

Kd.-Nr.: \_\_\_\_\_

Kürzel: \_\_\_\_\_

Weitergeleitet:

Datum:

Unterschrift 1: i. A. \_\_\_\_\_

Unterschrift 2: i. A. \_\_\_\_\_

#### Only for service provider!

Bestätigung per Email:

Datum: \_\_\_\_\_

Kürzel: \_\_\_\_\_

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

Messe und Congress Centrum  
Halle Münsterland GmbH

Phone: +49 (0) 251 / 6600 – 351

Fax: +49 (0) 251 / 6600 – 352

E-Mail: iaf-services@halle-muensterland.de

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

Hall / Booth-No.: \_\_\_\_\_

## B 1.2 Extension cables

Please return by: 22.03.2013 (afterward 25% price premium)

### Extension cables in the Exhibition Halls

Item.-No.	Item	Length				Price / Piece
		10 m	15 m	20 m	25 m	
VERLKAB	Extension cable up to 3 kW	pcs	pcs	pcs		13,50 EUR
VERLKAB1	Extension cable up to 10 kW	pcs	pcs	pcs		20,00 EUR
VERLKAB2	Extension cable up to 20 kW	pcs	pcs			26,50 EUR
VERLKAB4	Extension cable up to 40 kW				pcs	40,00 EUR

### Extension cables in the outdoor area / railway station of WLE

Item.-No.	Item	Length				Price / Piece
		10 m	15 m	20 m	25 m	
FGVK3KW	Extension cable up to 3 kW	pcs	pcs	pcs		13,50 EUR
FGVK10KW	Extension cable up to 10 kW	pcs	pcs	pcs		20,00 EUR
FGVK20KW	Extension cable up to 20 kW	pcs	pcs			26,50 EUR
FGVK40KW	Extension cable up to 40 kW				pcs	40,00 EUR

Place / Date \_\_\_\_\_

company seal / legally binding signature \_\_\_\_\_

Attention: The order is valid only in conjunction with Form A 1.0!

#### For internal use only!

RUBIN:

Regi-Nr.: \_\_\_\_\_

Datum: \_\_\_\_\_

Kd.-Nr.: \_\_\_\_\_

Kürzel: \_\_\_\_\_

Weitergeleitet:

Unterschrift 1: i. A. \_\_\_\_\_

Datum: \_\_\_\_\_

Unterschrift 2: i. A. \_\_\_\_\_

#### Only for service provider!

Bestätigung per Email:

Datum: \_\_\_\_\_

Kürzel: \_\_\_\_\_



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

Messe und Congress Centrum  
Halle Münsterland GmbH

Phone: +49 (0) 251 / 6600 – 351

Fax: +49 (0) 251 / 6600 – 352

E-Mail: iaf-services@halle-muensterland.de

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

Hall / Booth-No.: \_\_\_\_\_

## B 1.3 Lighting in the Exhibition Halls

**Please return by: 22.03.2013 (afterwards 25% price premium)**

### Important information:

Please note that for all ordered lighting devices one additional power connection is required (Form B 1.0). Without this connection installation of lightning is not possible! Please also remember to incorporate the desired lighting devices in the outline sketch of your booth (Form B 1.0).

Depending on whether you require the lighting devices for your own booth material or for material ordered from this manual you can choose from different lighting options (All options including installation service).

### A) Lighting for exhibitor-owned booth material:

Item-No.	Amount	Item	price / supply
KLESPOTW	_____ pcs	<b>clip spotlight, white</b> incl. mirror reflector lamp 75W	<b>25,00 EUR</b>
KLESPOTS	_____ pcs	<b>clip spotlight, silver</b> incl. mirror reflector lamp 75W	<b>25,00 EUR</b>
KLESTRAB	_____ pcs	<b>clip floodlight, black</b> with arm 450mm incl. mirror reflector lamp 75W	<b>35,00 EUR</b>
KLESTRAS	_____ pcs	<b>clip floodlight, silver</b> with arm 450mm incl. mirror reflector lamp 75W	<b>35,00 EUR</b>

### B) Lighting for a booth construction from the service manual (Form C 1.0—C 1.3):

Item-No.	Amount	Item	price / supply
AUSLSTRA	_____ pcs	<b>clip floodlight</b> for the installation at back walls	<b>35,00 EUR</b>
SCHISTRA	_____ pcs	<b>bus bar floodlight</b> for the installation on track light systems / crossbars	<b>42,00 EUR</b>
STROMVER		<b>power consumption</b> per kW/h	<b>0,45EUR</b>

Place / Date \_\_\_\_\_

company seal/ leagally binding signature \_\_\_\_\_

**Attention: The order is valid only in conjunction with form A 1.0!**

#### For internal use only!

RUBIN:

Regi-Nr.: \_\_\_\_\_

Datum: \_\_\_\_\_

Kd.-Nr.: \_\_\_\_\_

Kürzel: \_\_\_\_\_

Weitergeleitet:

Unterschrift 1: i. A. \_\_\_\_\_

Datum: \_\_\_\_\_

Unterschrift 2: i. A. \_\_\_\_\_

#### Only for service provider!

Bestätigung per EMail:

Datum: \_\_\_\_\_

Kürzel: \_\_\_\_\_

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

Messe und Congress Centrum  
Halle Münsterland GmbH

Phone: +49 (0) 251 / 6600 – 351

Fax: +49 (0) 251 / 6600 – 352

E-Mail: iaf-services@halle-muensterland.de

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

Hall / Booth-No.: \_\_\_\_\_

## B 1.4 Lighting in the outdoor area / railway station of WLE

**Please return by: 22.03.2013 (afterwards 25% price premium)**

### Important information:

Please note that for all ordered lighting devices one additional power connection is required (Form B 1.1). Without this connection installation of lightning is not possible! Please also remember to incorporate the desired lighting devices in the outline sketch of your booth (Form B 1.1).

Depending on whether you require the lighting devices for your own booth material or for material ordered from this manual you can choose from different lighting options (All options including installation service).

### A) Lighting for exhibitor-owned booth material:

Item-No.	Amount	Item	price / supply
FGKLSPOW	_____ pcs	<b>clip spotlight, white</b> incl. mirror reflector lamp 75W	<b>25,00 EUR</b>
FGKLSPOS	_____ pcs	<b>clip spotlight, silver</b> incl. mirror reflector lamp 75W	<b>25,00 EUR</b>
FGKLSTRB	_____ pcs	<b>clip floodlight, black</b> with arm 450mm incl. mirror reflector lamp 75W	<b>35,00 EUR</b>
FGKLSTAS	_____ pcs	<b>clip floodlight, silver</b> with arm 450mm incl. mirror reflector lamp 75W	<b>35,00 EUR</b>

### B) Lighting for a booth construction from the service manual (Form C 1.0—C 1.3):

Item-No.	Amount	Item	price / supply
FGAUSLST	_____ pcs	<b>clip floodlight</b> for the installation at back walls	<b>35,00 EUR</b>
FGSCHIST	_____ pcs	<b>bus bar floodlight</b> for the installation on track light systems / crossbars	<b>42,00 EUR</b>
STROMVER		<b>power consumption</b> per kW/h	<b>0,45EUR</b>

Place / Date \_\_\_\_\_

company seal/ leagally binding signature \_\_\_\_\_

**Attention: The order is valid only in conjunction with form A 1.0!**

#### For internal use only!

RUBIN: \_\_\_\_\_  
Regi-Nr.: \_\_\_\_\_ Datum: \_\_\_\_\_  
Kd.-Nr.: \_\_\_\_\_ Kürzel: \_\_\_\_\_

Weitergeleitet:

Unterschrift 1: i. A. \_\_\_\_\_  
Datum: \_\_\_\_\_  
Unterschrift 2: i. A. \_\_\_\_\_

#### Only for service provider!

Bestätigung per EMail: \_\_\_\_\_  
Datum: \_\_\_\_\_  
Kürzel: \_\_\_\_\_

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

Messe und Congress Centrum  
Halle Münsterland GmbH

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

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

Hall / Booth-No.: \_\_\_\_\_

## B 2.0 Water Supply in the Exhibition Halls

Please return by: 22.03.2012 (afterward 25% price premium)

The connection of the water supply may only be made by plumbers contracted by the Messe und Congress Centrum Halle Münsterland GmbH! External installations are not permitted!

Item-No.	Amount	Item	Price
WASSERAN	_____ pcs	<b>water tap</b> consisting of: pipes laid on the individual stand with a tap or stopcock and a drain pipe, including attachment and water supply. Up to a water use of 30 cbm the fees for water use are included, for a water use larger than 31 cbm a water meter will be installed. The consumption will then be charged afterwards.  Estimated water consumption: _____ cbm  For the connection of: <input type="checkbox"/> dishwasher <input type="checkbox"/> coffee machine <input type="checkbox"/> bar <input type="checkbox"/> convectomat  <input type="checkbox"/> hand washbasin <input type="checkbox"/> combined kitchen <input type="checkbox"/> _____	429,00 EUR
WEWASSAN	_____ pcs	<b>additional water tap</b> for the same booth pipes laid on the individual stand with a tap or stopcock ( <b>without</b> drain pipe), including attachment and water supply. Up to a water use of 30 cbm the fees for water use are included, for a water use larger than 31 cbm a water meter will be installed. The consumption will then be charged afterwards.  Estimated water consumption: _____ cbm  For the connection of: <input type="checkbox"/> dishwasher <input type="checkbox"/> coffee machine <input type="checkbox"/> bar <input type="checkbox"/> convectomat  <input type="checkbox"/> hand washbasin <input type="checkbox"/> combined kitchen <input type="checkbox"/> _____	135,00 EUR
WEWASSAB		<b>additional drain pipe</b>	70,00 EUR
WASSMONT		<b>technician services</b> , per hour for other required connections of machines and automatic devices	55,00 EUR

All prices mentioned above are net amounts and apply in addition to the legal value added tax.

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

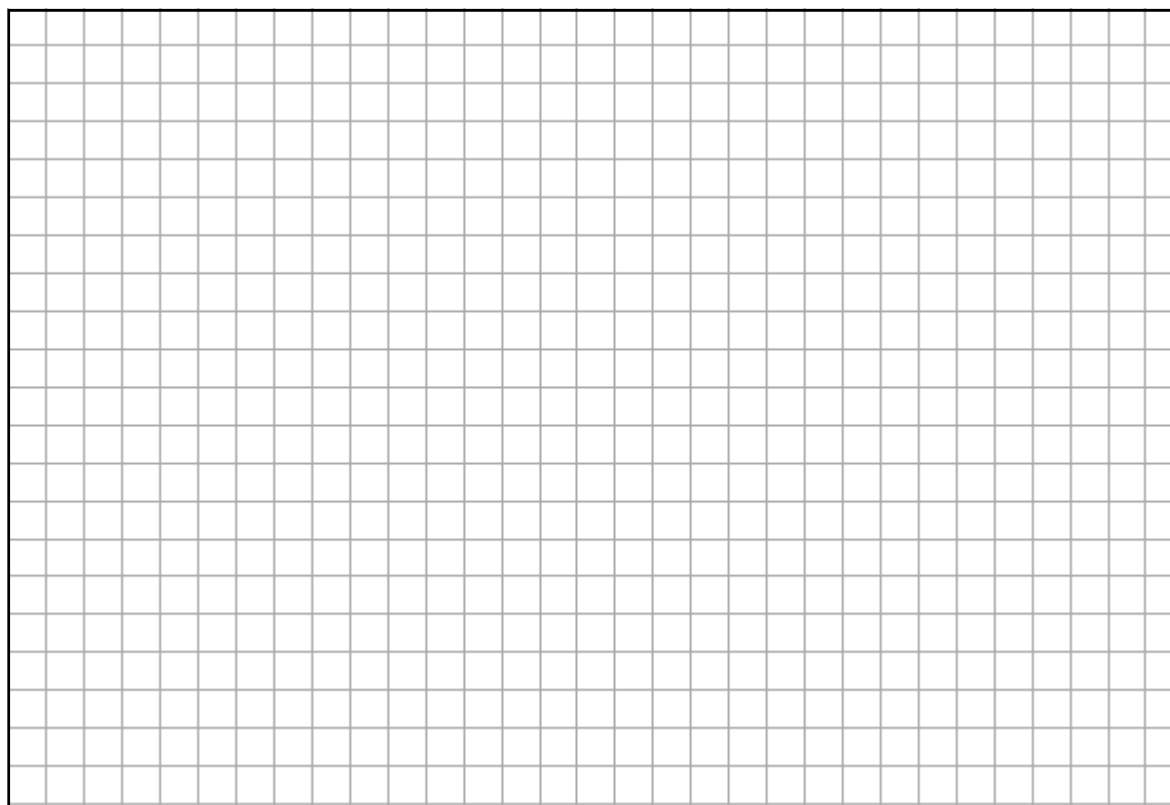
### Conditions for water supply connection and delivery:

All water supplies will be set up 2m to the booth. The water supply is laid using PE threaded piping and shall remain property of Messe und Congress Centrum Halle Münsterland GmbH. The same applies to the furnishing items. In case the furnishing items are damaged and can no longer be used, an additional charge will be billed. In case the fixtures and fittings can no longer be used, they will be charged at the full daily rate. Fixtures and fittings, as well as furnishing items, stolen from the booth will be reimbursed according to their value. Those exhibitors ordering water supplies are subject to these terms and conditions. A technician will be available during the exhibition itself in order to carry out any necessary repair work. The exhibition management must be informed in case any repairs or other work are necessary.

Please fill in the booth sketch with the precise locations of your required installations and their use (sink, kitchen ...). Otherwise the piping cannot be carried out.

### Exhibition booth - outline sketch

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



Please use these symbols:



= water tap



= drain pipe

Place / Date

company seal / legally binding signature

**Attention: The order is valid only in conjunction with form A 1.0!**

#### For internal use only!

RUBIN:

Regi-Nr.: \_\_\_\_\_

Datum: \_\_\_\_\_

Kd.-Nr.: \_\_\_\_\_

Kürzel: \_\_\_\_\_

Weitergeleitet:

Unterschrift 1: i. A. \_\_\_\_\_

Datum: \_\_\_\_\_

Unterschrift 2: i. A. \_\_\_\_\_

#### Only for service provider!

Bestätigung per Email:

Datum: \_\_\_\_\_

Kürzel: \_\_\_\_\_

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

Messe und Congress Centrum  
Halle Münsterland GmbH

Phone: +49 (0) 251 / 6600 – 351

Fax: +49 (0) 251 / 6600 – 352

email: iaf-services@halle-muensterland.de

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

Hall / Booth-No.: \_\_\_\_\_

## B 2.1 Water Supply in outdoor area / railway tracks of WLE

**Please return by: 22.03.2012 (afterward 25% price premium)**

The connection of the water supply may only be made by plumbers contracted by the Messe und Congress Centrum Halle Münsterland GmbH! External installations are not permitted!

Item-No.	Amount	Item	Price
FGWASSER	_____ pcs	<b>water tap</b> consisting of: pipes laid on the individual stand with a tap or stopcock and a drain pipe, including attachment and water supply. Up to a water use of 30 cbm the fees for water use are included, for a water use larger than 31 cbm a water meter will be installed. The consumption will then be charged afterwards.  Estimated water consumption: _____ cbm  For the connection of: <div> <input type="checkbox"/> dishwasher <input type="checkbox"/> coffee machine <input type="checkbox"/> bar <input type="checkbox"/> convectomat </div> <div> <input type="checkbox"/> hand washbasin <input type="checkbox"/> combined kitchen <input type="checkbox"/> _____ </div>	<b>685,00 EUR</b>
FGWEWASS	_____ pcs	<b>additional water tap</b> for the same booth pipes laid on the individual stand with a tap or stopcock ( <b>without</b> drain pipe), including attachment and water supply. Up to a water use of 30 cbm the fees for water use are included, for a water use larger than 31 cbm a water meter will be installed. The consumption will then be charged afterwards.  Estimated water consumption: _____ cbm  For the connection of: <div> <input type="checkbox"/> dishwasher <input type="checkbox"/> coffee machine <input type="checkbox"/> bar <input type="checkbox"/> convectomat </div> <div> <input type="checkbox"/> hand washbasin <input type="checkbox"/> combined kitchen <input type="checkbox"/> _____ </div>	<b>135,00 EUR</b>
FGWEWAAB		<b>additional drain pipe</b>	<b>70,00 EUR</b>
WASSMONT		<b>technician services</b> , per hour for other required connections of machines and automatic devices	<b>55,00 EUR</b>

All prices mentioned above are net amounts and apply in addition to the legal value added tax.



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

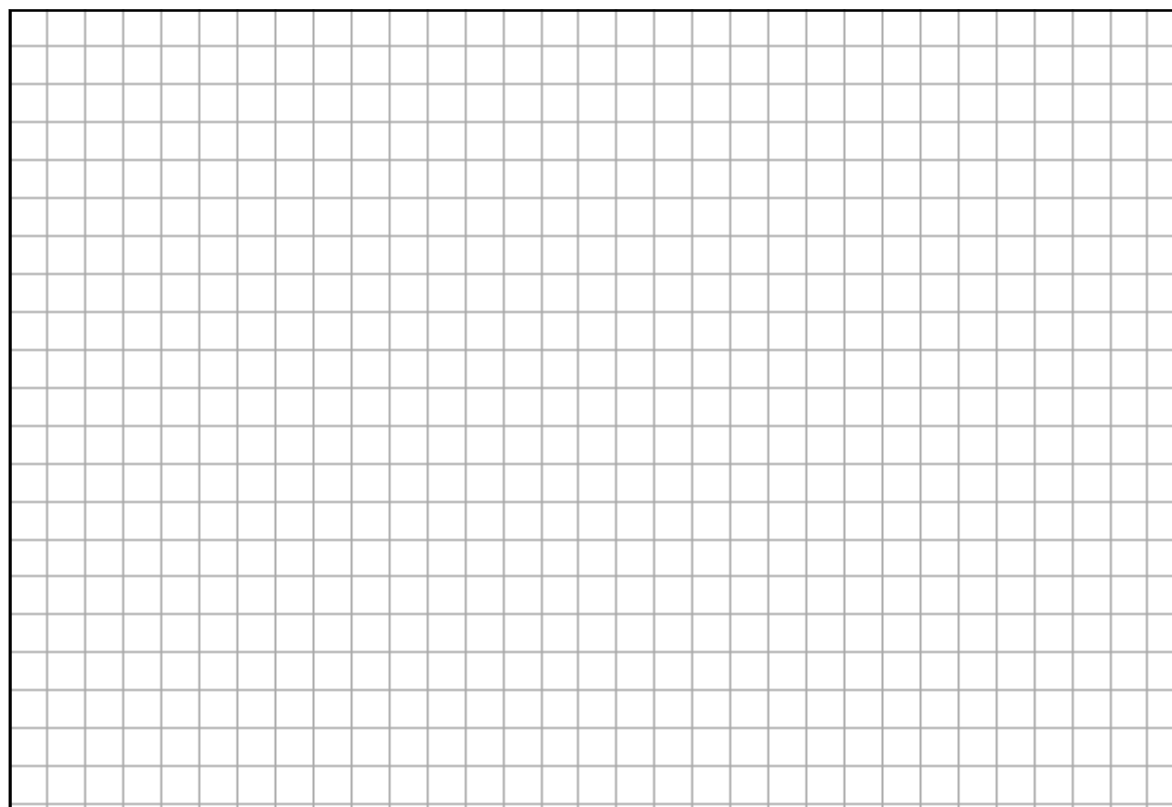
**Conditions for water supply connection and delivery:**

All water supplies will be set up 2m to the booth. The water supply is laid using PE threaded piping and shall remain property of Messe und Congress Centrum Halle Münsterland GmbH. The same applies to the furnishing items. In case the furnishing items are damaged and can no longer be used, an additional charge will be billed. In case the fixtures and fittings can no longer be used, they will be charged at the full daily rate. Fixtures and fittings, as well as furnishing items, stolen from the booth will be reimbursed according to their value. Those exhibitors ordering water supplies are subject to these terms and conditions. A technician will be available during the exhibition itself in order to carry out any necessary repair work. The exhibition management must be informed in case any repairs or other work are necessary.

Please fill in the booth sketch with the precise locations of your required installations and their use (sink, kitchen ...). Otherwise the piping cannot be carried out.

**Exhibition booth - outline sketch**

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



Please use these symbols:

**H<sub>2</sub>O** = water tap

**WAB** = drain pipe

Place / Date

company seal / legally binding signature

**Attention: The order is valid only in conjunction with form A 1.0!**

<b>For internal use only!</b>		Weitergeleitet:		<b>Only for service provider!</b>	
RUBIN:		Datum:		Unterschrift 1: i. A.	Bestätigung per Email:
Regi-Nr.:		Datum:			Datum:
Kd.-Nr.:		Kürzel:		Unterschrift 2: i. A.	Kürzel:

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

Messe und Congress Centrum  
Halle Münsterland GmbH

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

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

Hall / Booth-No.: \_\_\_\_\_

## C 1.0 System Booth 1 "Standard"

Please return by: 22.03.2013 (afterward 25% price premium)

Item No.	Item	Rental price / sqm
SYSTEM1	<b>System booth 1 ,Standard', up to a booth size of 30 sqm</b> <ul style="list-style-type: none"> <li>• carpet with covering foil please tick the colour:  <input type="checkbox"/> dark grey   <input type="checkbox"/> grey   <input type="checkbox"/> black   <input type="checkbox"/> red   <input type="checkbox"/> blue   <input type="checkbox"/> fawn   <input type="checkbox"/> sand </li> <li>• rear and side wall, headroom: 2,50 m colour: <input type="checkbox"/> white   <input type="checkbox"/> light grey</li> <li>• clip floodlight</li> <li>• column with 'Cargo foot', detached, for labeling the stand, reversible (prices for caption upon request)</li> </ul>	<b>66,00 EUR / sqm</b>

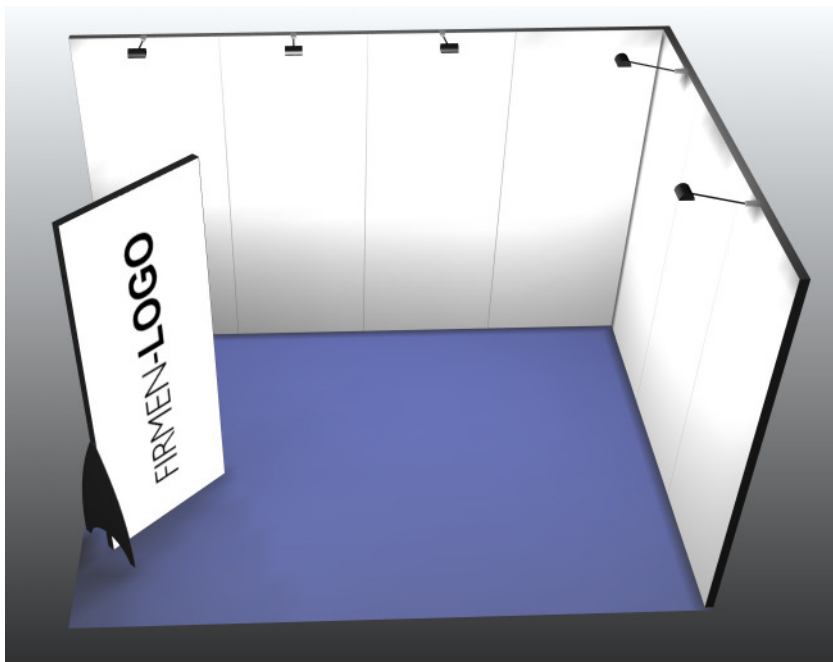


Image: System booth 1 ,Standard' mit a size of 12 sqm

Place / Date \_\_\_\_\_

company seal / legally binding signature \_\_\_\_\_

**Attention: The order is valid only in conjunction with form A 1.0!**

### For internal use only!

RUBIN: \_\_\_\_\_  
Regi-Nr.: \_\_\_\_\_ Datum: \_\_\_\_\_  
Kd.-Nr.: \_\_\_\_\_ Kürzel: \_\_\_\_\_

Weitergeleitet:

Unterschrift 1: i. A. \_\_\_\_\_  
Datum: \_\_\_\_\_  
Unterschrift 2: i. A. \_\_\_\_\_

### Only for service provider!

Bestätigung per Email: \_\_\_\_\_  
Datum: \_\_\_\_\_  
Kürzel: \_\_\_\_\_

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

Messe und Congress Centrum  
Halle Münsterland GmbH

Phone: +49 (0) 251 / 6600 – 351

Fax: +49 (0) 251 / 6600 – 352

email: iaf-services@halle-muensterland.de

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

Hall / Booth-No.: \_\_\_\_\_

## C 1.1 System Booth 2 ‚Basis‘

Please return by: 22.03.2013 (afterward 25% price premium)

Item No.	Item	Rental price / sqm
SYSTEM2	<b>system booth 2 ‚Basis‘, up to a booth size of 30 sqm</b> • carpet with covering foil please tick the colour: <input type="checkbox"/> dark grey <input type="checkbox"/> grey <input type="checkbox"/> black <input type="checkbox"/> red <input type="checkbox"/> blue <input type="checkbox"/> fawn <input type="checkbox"/> sand • rear and side wall, headroom: 2,50 m colour: <input type="checkbox"/> white <input type="checkbox"/> light grey • two logo-forex-plates (50 x 100 cm), incl. caption (foil section) plotted after original pattern (Please send the appropriate graphic files and fonts in format eps or PDF ( at least 300 dpi) or in format jpg (1:1, at least 72 dpi) until 22.03.2013 at the latest to the above mentioned email-address.) • seven running meters crossbar with one crossbar column / backing	90,00 EUR / sqm

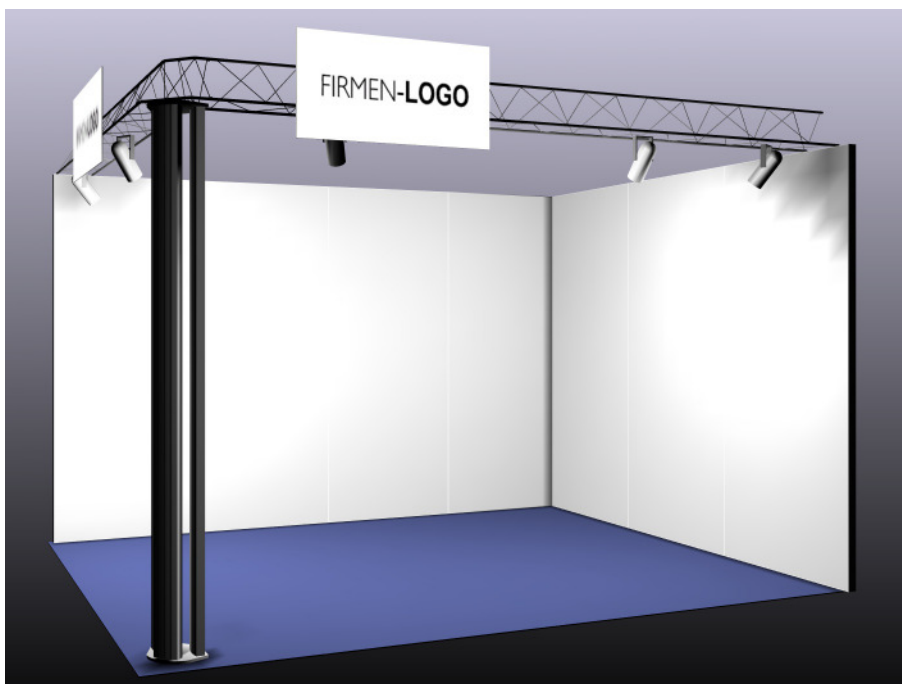


Image: System booth 2 ‚Basis‘ with a size of 12 sqm

Place / Date \_\_\_\_\_

company seal / legally binding signature \_\_\_\_\_

**Attention: The order is valid only in conjunction with form A 1.0!**

<b>For internal use only!</b>		Weitergeleitet:		<b>Only for service provider!</b>	
RUBIN:				Unterschrift 1: i. A.	Bestätigung per Email:
Regi-Nr.:	Datum:	Datum:			Datum:
Kd.-Nr.:	Kürzel:			Unterschrift 2: i. A.	Kürzel:

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

Messe und Congress Centrum  
Halle Münsterland GmbH

Phone: +49 (0) 251 / 6600 – 351

Fax: +49 (0) 251 / 6600 – 352

email: iaf-services@halle-muensterland.de

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

Hall / Booth-No.: \_\_\_\_\_

## C 1.2 Sytem Booth "Trend"

Please return by: 22.03.2013 (afterward 25% price premium)

Item No.	Item	Rental price / sqm
SYSTEM3	<b>System booth 3 „Trend“, for booths larger than 30 sqm</b> • carpet with covering foil please tick the colour: <input type="checkbox"/> dark grey <input type="checkbox"/> grey <input type="checkbox"/> black <input type="checkbox"/> red <input type="checkbox"/> blue <input type="checkbox"/> fawn <input type="checkbox"/> sand • rear and side wall, headroom: 3,0 m colour: <input type="checkbox"/> white <input type="checkbox"/> light grey • two logo-forex-plates (45 x 180 cm) for caption of the booth, incl. caption (foil section) after original pattern (Please send the appropriate graphic files and fonts in format eps or PDF ( at least 300 dpi) or in format jpg (1:1, at least 72 dpi) until 22.03.2013 at the latest to the above mentioned email-address.) • one cabin, W: 1,50 x T: 2,50 x H: 3,0 m • 13 running meters crossbar „Event 2“ with a column-display, lighted (price f. caption on request)	<b>115,00 EUR / sqm</b>

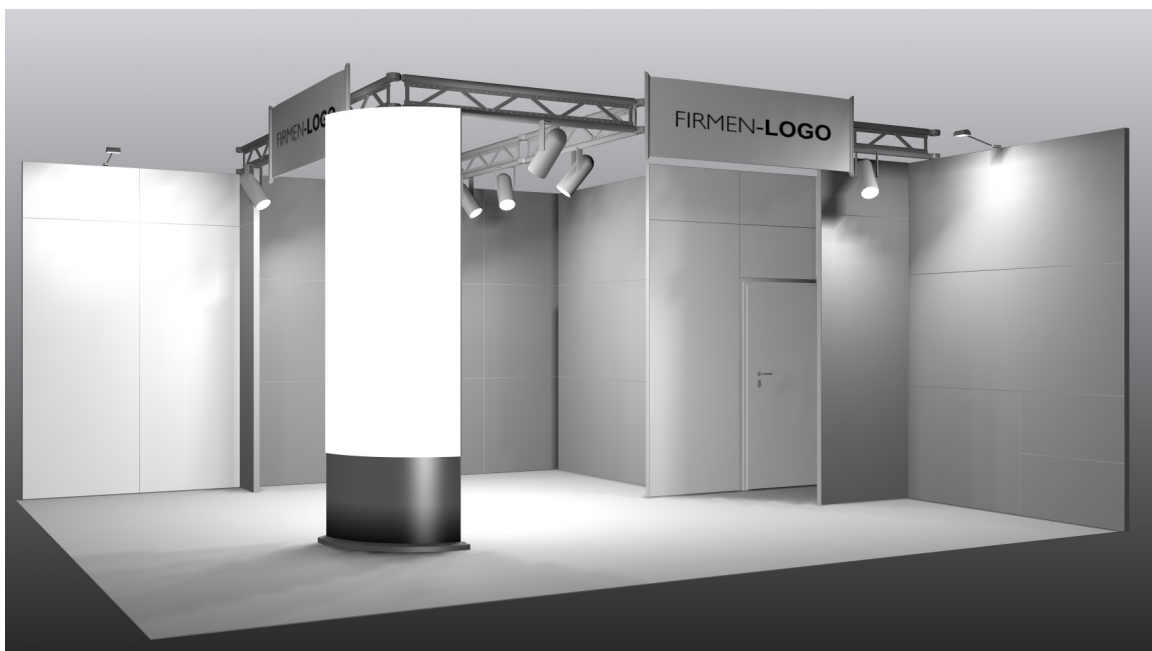


Image: System booth 3 „Trend“ with a booth size of 42 sqm

Place / Date \_\_\_\_\_

company seal / legally binding signature \_\_\_\_\_

**Attention: The order is valid only in conjunction with form A 1.0!**

<b>For internal use only!</b>		Weitergeleitet:		<b>Only for service provider!</b>	
RUBIN:			Unterschrift 1: i. A.	Bestätigung per Email:	
Regi-Nr.:	Datum:	Datum:		Datum:	
Kd.-Nr.:	Kürzel:		Unterschrift 2: i. A.	Kürzel:	

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

Messe und Congress Centrum  
Halle Münsterland GmbH

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

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

Hall / Booth-No.: \_\_\_\_\_

## C 1.3 Booth Construction

Please return by: 22.03.2013 (afterward 25% price premium)

Item No.	Amount	Item	Price
WANDWE	_____	<b>booth wall element*</b> , system wall ‚Matrix‘, <b>standard colour</b> , please tick your desired colour: <input type="checkbox"/> white <input type="checkbox"/> light grey <input type="checkbox"/> slate grey	<b>36,00 EUR</b>
WANDANFA	_____	<b>booth wall element</b> , system wall ‚Matrix‘, <b>other colours</b> , please fill in the desired color-number (see following page): _____	<b>48,00 EUR</b>
WANDSPEZ	_____	<b>booth wall element</b> , system wall ‚Matrix‘, <b>individual colours</b> , desired colour: _____	<b>on request</b>
WANDDRUK	_____	<b>booth wall element with individual print**</b>	<b>355,00 EUR</b>
KABTÜRLI	_____	<b>cabin door</b> , system wall ‚Matrix‘, white, W: 992 x H: 2480 mm, standard door leaf, hinges left	<b>139,00 EUR</b>
KABTÜR	_____	<b>cabin door</b> , system wall ‚Matrix‘, white, W: 992 x H: 2480 mm, standard door leaf, hinges right	<b>139,00 EUR</b>
GARDLEIS	_____	<b>wardrobe</b> , 8 hooks, wall-mounted	<b>25,00 EUR</b>
REGABGER	_____	<b>even storage rack</b> , white, straight installation	<b>25,00 EUR</b>
REGABSCH	_____	<b>storage rack</b> , white, angular installation	<b>25,00 EUR</b>
STBLENDE	_____	<b>logo-forex-plate</b> (50 x 100 cm), including the logo / caption**	<b>100,00 EUR</b>

\* All booth wall elements are one-side filled and have these dimensions: W: 992 x H: 2480 mm. If the filling of the frame elements will be damaged beyond repair, the filling will be charged to the exhibitor with 55,00 EUR / piece.

\*\* Please send the appropriate graphic files and fonts in format eps or PDF ( at least 300 dpi) or in format jpg (1:1, at least 72 dpi) until 22.03.2013 at the latest to the above mentioned E-Mail-Adress.

**Additional equipment available on request!**

**All prices mentioned above are net amounts and apply in addition to the legal value added tax.**

Please enclose to this order the booth sketch, marked with the precise locations of your required installations and the position of your booth (gangway, neighbouring booths) (see form A 1.0). Otherwise the construction can not be carried out.

Place / Date \_\_\_\_\_

company seal / legally binding signature \_\_\_\_\_

**Attention: The order is valid only in conjunction with form A 1.0!**

### For internal use only!

RUBIN: \_\_\_\_\_  
Regi-Nr.: \_\_\_\_\_ Datum: \_\_\_\_\_  
Kd.-Nr.: \_\_\_\_\_ Kürzel: \_\_\_\_\_

Weitergeleitet:

Datum: \_\_\_\_\_ Unterschrift 1: i. A. \_\_\_\_\_  
Datum: \_\_\_\_\_ Unterschrift 2: i. A. \_\_\_\_\_

### Only for service provider!

Bestätigung per Email: \_\_\_\_\_  
Datum: \_\_\_\_\_  
Kürzel: \_\_\_\_\_



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



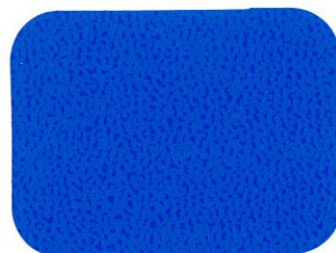
**01 (1023)** sun yellow



**21 (1015)** ivory



**11 (9010)** white



**08 (5015)** light blue



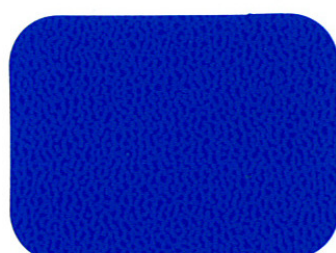
**02 (1028)** melon yellow



**22 (1010)** champagne



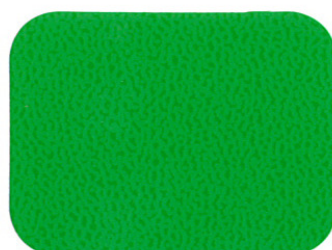
**16 (9002)** grey-white



**09 (5017)** traffic blue



**03 (2004)** pure orange



**13 (6018)** light green



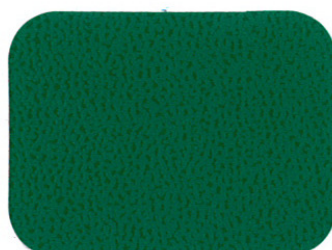
**17 (7035)** light grey



**10 (5003)** sapphire



**04 (3020)** traffic red



**14 (6029)** mint green



**07** light grey



**19 (7015)** slate grey



**05 (3002)** crimson



**47 (5018)** turquoise



**18 (7037)** dusty grey



**20 (9011)** black

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

Messe und Congress Centrum  
Halle Münsterland GmbH

Phone: +49 (0) 251 / 6600 – 351

Fax: +49 (0) 251 / 6600 – 352

email: iaf-services@halle-muensterland.de

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

Hall / Booth-No.: \_\_\_\_\_

## C 2.0 Rental furniture

Please return by: 22.03.2013 (afterward 25% price premium)

Item No.	Amount	Item	Rental price <small>for the duration of the exhibition</small>
THEKE1	_____ pcs	<b>Information counter</b> , aluminium-frame white fronts with one storage shelf W: 1.200 x T: 500 x H: 1.140 mm	180,00 EUR
THEKE2	_____ pcs	<b>Counter ,Möller'</b> , silver with top-showcase and one storage shelf W: 1.000 x T: 700 x H: 1.100 mm	199,00 EUR
THEKE3	_____ pcs	<b>Counter ,SNI'</b> , grey architrave block and white top part with one storage shelf, lockable T: 600 x H: 1.100 mm, please tick the desired width: ■ 800 mm      ■ 1200 mm	115,00 EUR
THEKE4	_____ pcs	<b>Counter ,Matrix'</b> , aluminium-frame white front, grey plate W: 992 x T: 550 x H: 992 mm	170,00 EUR
SÄUVIT50	_____ pcs	<b>Columnar vitrine ,View 50'</b> grey floor cupboard, lockable, three storage shelves, lighted W: 500 x T: 500 x H: 2.000 mm	225,00 EUR
SÄUVI100	_____ pcs	<b>Columnar vitrine ,View 100'</b> grey floor cupboard, lockable, three storage shelves, lighted W: 1.000 x T: 400 x H: 2.000 mm	265,00 EUR
ABPLA1	_____ pcs	<b>Worktable ,Eli'</b> white, with cable exit, W: 500 x T: 500 x H: 1.000 mm	120,00 EUR
ABPLA2	_____ pcs	<b>Worktable ,Kube'</b> , grey corpus front panel hole optics, with monitor carrier W: 500 x T: 500 x H: 1.000 mm	155,00 EUR
ABPLA3	_____ pcs	<b>Worktable ,Casba'</b> , corpus back-lit silver front and tabletop, lockable W: 500 x T: 500 x H: 1.000 mm	180,00 EUR
SIDEBOAR	_____ pcs	<b>Sideboard ,Hora'</b> , grey corpus storage shelves, lockable W: 500 x T: 500 x H: 1.000 mm	139,00 EUR
PROSPSTÄ	_____ pcs	<b>Brochure display stand</b> , anthrazite foot grey shelves, 4 anthrazite depositions DIN A4	60,00 EUR
LAGEREGA	_____ pcs	<b>Storage rack</b> , made from plastic W: 900 x T: 450 x H: 500 (depending on box) mm, 5 shelves	25,00 EUR

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

Item No.	Amount	Item	Rental price <small>for the duration of the exhibition</small>
LEUSÄUL	_____ pcs	<b>Luminous column</b> , back-lit incl. graphic after printable template* W 1.000 x T: 500 x H: 2.500 mm	<b>795,00 EUR</b>
GRAFSTEL	_____ pcs	<b>Graphic column</b> , Free standing frame element with side stand both sides of white or light gray incl. Graphic after printable template* W 992 x H: 2.480 mm	<b>689,00 EUR</b>

\* Please send the appropriate graphic files and fonts in format eps or PDF ( at least 300 dpi) or in format jpg (1:1, at least 72 dpi) until 22.03.2013 at the latest to the above mentioned email-address.

**Please use form B 1.0 or B 1.1 to order the necessary electrical installations.**

**Additional equipment available on request!**

**All prices mentioned above are net amounts and apply in addition to the legal value added tax.**

Place / Date \_\_\_\_\_

company seal / legally binding signature \_\_\_\_\_

**Attention: The order is valid only in conjunction with form A 1.0!**

<b>For internal use only!</b>		Weitergeleitet:		<b>Only for service provider!</b>	
RUBIN:				Unterschrift 1: i. A.	Bestätigung per Email:
Regi-Nr.:	_____	Datum:	_____		Datum: _____
Kd.-Nr.:	_____	Kürzel:	_____	Unterschrift 2: i. A.	Kürzel: _____

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



Information counter



counter 'Möller'



counter 'SNI'



counter 'Matrix'



columnar vitrine  
'View 50'



columnar vitrine  
'View 100'



worktable 'Ell'



worktable  
'Kube'



worktable 'Casba'



sideboard 'Hora'



brochure display stand



storage rack



luminous column



graphic column



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

Messe und Congress Centrum  
Halle Münsterland GmbH

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

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

Hall / Booth-No.: \_\_\_\_\_

## C 2.1 Rental Kitchen Equipment

Please return by: 22.03.2013 (afterward 25% price premium)

Item No.	Amount	Item	Rental Price <small>for the duration of the exhibition</small>
KOMBIKÜ	_____ pcs	<b>combi kitchen</b> <b>(width 1,0 / 1,5 m; depth 0,6 m)</b> with sinks, two hot plates, boiler and built-in type (please choose: <input type="checkbox"/> dishwasher <b>or</b> <input type="checkbox"/> refrigerator)	270,00 EUR
KÜHLSCHR	_____ pcs	<b>refrigerator</b> ca. 150l, with freezer-unit	90,00 EUR
HANDWABE	_____ pcs	<b>sink</b>	145,00 EUR
HAUGESCH	_____ pcs	<b>household dishwasher</b> with short cleaning cycle, <b>incl.</b> consumables, 45 cm assembly dimension	289,00 EUR
KAFVOLAU	_____ pcs	<b>coffee automat</b> <b>without</b> consumables, for the use of complete coffee beans, espresso, cappuccino, latte macchiato, „Schümli“-coffee	289,00 EUR



Please use forms B 1.0 - B 2.1 to order the necessary installations for electricity and water.

Additional equipment available on request!

All prices mentioned above are net amounts and apply in addition to the legal value added tax.

Place / Date \_\_\_\_\_

company seal / legally binding signature \_\_\_\_\_

Attention: The order is valid only in conjunction with form A 1.0!

### For internal use only!

RUBIN: \_\_\_\_\_  
 Regi-Nr.: \_\_\_\_\_ Datum: \_\_\_\_\_  
 Kd.-Nr.: \_\_\_\_\_ Kürzel: \_\_\_\_\_

Weitergeleitet:

Datum: \_\_\_\_\_ Unterschrift 1: i. A. \_\_\_\_\_  
 Datum: \_\_\_\_\_ Unterschrift 2: i. A. \_\_\_\_\_

### Only for service provider!

Bestätigung per Email: \_\_\_\_\_  
 Datum: \_\_\_\_\_  
 Kürzel: \_\_\_\_\_

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

Messe und Congress Centrum  
Halle Münsterland GmbH

Phone: +49 (0) 251 / 6600 – 351

Fax: +49 (0) 251 / 6600 – 352

email: iaf-services@halle-muensterland.de

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

Hall / Booth-No.: \_\_\_\_\_

## C 2.2 Rental Chairs and Tables

Please return by: 22.03.2013 (afterward 25% price premium)

### Stühle

Item No.	Amount	Item	Rental price for the duration of the exhibition
STUHL1	_____ pcs	<b>chair ‚Breeze‘</b> chrome-frame, with an armrest ■ black ■ white	36,00 EUR
STUHL2	_____ pcs	<b>chair ‚Minu‘</b> silver-frame, with an armrest, backrest beech-coloured, cushion grey artificial leather	36,00 EUR
BARHOCK	_____ pcs	<b>bar stool ‚Z‘</b> chrome-frame, cushion artificial leather ■ black ■ white	30,00 EUR
BARHOCK2	_____ pcs	<b>bar stool ‚LEM‘</b> silver-frame, seating surface ■ black ■ white	72,00 EUR
LEDERSTU	_____ pcs	<b>swinging chair (leather) ‚Denaro‘</b> chrome-frame, with padded armrests, artificial leather black	72,00 EUR
LOUNGESE	_____ pcs	<b>lounge armchair ‚Snowball‘</b> chrome-base, artificial leather ■ black ■ white	99,00 EUR

### Tische

Item No.	Amount	Item	Rental price for the duration of the exhibition
STEHTIS	_____ pcs	<b>bar table, H: 1.100 mm</b> frame ■ silver ■ black tabletop (diameter ca. 700 mm) ■ beech ■ black ■ white	42,00 EUR
BISTROTI	_____ pcs	<b>bistro table, H: 740 mm</b> silver-frame, tabletop (diameter ca. 700 mm) ■ beech ■ black ■ white	36,00 EUR
BESPTI1	_____ pcs	<b>conference table ‚Steel 80‘</b> chrome-table legs, beech-tabletop W: 800 x T: 800 mm	60,00 EUR
BESPTI2	_____ pcs	<b>conference table ‚Steel 160‘</b> chrome-table legs, beech-tabletop W: 1.600 x T: 800 mm	79,00 EUR
HIGHTABL	_____ pcs	<b>hightable, white</b> W: 1.500 x T: 640 x H: 1.000 mm	145,00 EUR

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



chair 'Breeze', black / white



chair 'Minu'



bar stool 'Z', black / white



bar stool 'LEM',  
black / white



swinging chair  
(leather) 'Denero'



lounge armchair  
'Snowball'



bar table



bistro table



'Steel 80'



'Steel 160'



hightable

Additional equipment available on request!

All prices mentioned above are net amounts and apply in addition to the legal value added tax.

Place / Date

company seal / legally binding signature

Attention: The order is valid only in conjunction with form A 1.0!

**For internal use only!**

RUBIN:

Regi-Nr.: \_\_\_\_\_

Datum: \_\_\_\_\_

Kd.-Nr.: \_\_\_\_\_

Kürzel: \_\_\_\_\_

Weitergeleitet:

Datum: \_\_\_\_\_

Kürzel: \_\_\_\_\_

Unterschrift 1: i. A. \_\_\_\_\_

Unterschrift 2: i. A. \_\_\_\_\_

**Only for service provider!**

Bestätigung per Email:

Datum: \_\_\_\_\_

Kürzel: \_\_\_\_\_



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

Messe und Congress Centrum  
Halle Münsterland GmbH

Phone: +49 (0) 251 / 6600 – 351

Fax: +49 (0) 251 / 6600 – 352

email: iaf-services@halle-muensterland.de

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

Hall / Booth-No.: \_\_\_\_\_

## C 3.0 Ceiling Suspensions

**Please return by: 22.03.2013 (afterward 25% price premium)**

We would like to draw your attention to the fact that all ceiling suspensions in the exhibition halls may only be made by the Messe und Congress Centrum Halle Münsterland GmbH or the service companies contracted by the Messe und Congress Centrum Halle Münsterland GmbH.

Please consult us in the event that you wish to attach weights exceeding those detailed below.

Item-No.	Amount	Item	Rental price
FAHNEAUF	_____ pcs	<b>Flag suspension°</b>	
		<b>without pre-suspension rigg:</b>	<b>120,00 EUR</b>
		<b>incl. a necessary pre-suspension rigg° (12 meters maximum span) **</b>	<b>290,00 EUR</b>
FLUG75	_____ pcs	<b>Suspension point, 75 kg</b>	
		<b>without pre-suspension rigg:</b>	<b>95,00 EUR</b>
		<b>incl. a necessary pre-suspension rigg (12 meters maximum span) **</b>	<b>345,00 EUR</b>
FLUG250	_____ pcs	<b>Suspension point, 250 kg</b>	
		<b>without pre-suspension rigg:</b>	<b>165,00 EUR</b>
		<b>incl. a necessary pre-suspension rigg (16 meters maximum span) **</b>	<b>450,00 EUR</b>

° The flags to be suspended and the plan of suspension points have to be delivered until 19.05.2013 at the latest. If the exhibitor will not personally take back the flags after the event the costs of the return shipping will be charged.

### Delivery Address:

Messe und Congress Centrum  
Halle Münsterland GmbH  
iaf 2013 Deckenabhängung  
Albersloher Weg 32  
DE - 48155 Münster

\*\* Whether a pre-rig at the desired position is needed depends on the particular structural conditions.

**All prices mentioned above are net amounts and apply in addition to the legal value added tax.**

Please fill in the booth sketch (see following page) with the precise locations of your required installations, the position of your booth (gangway, neighbouring booths) and the final height of your construction and the suspensions. Otherwise the suspensions cannot be carried out.

Ceiling suspension points, which have to be reconstructed on site, will be charged with 50% price premium per each ceiling suspension.

The service includes basically the above mentioned material, including transport, set-up and dismantling. The material which have not been mentioned will be separately charged. The suspension of the certain items is not included in the offer und can not be made by the Messe und Congress Centrum Halle Münsterland GmbH or its partners. If a point is outside of the roof frame of the Messe und Congress Centrum Halle Münsterland GmbH, then it can eventually be fixed by using additional material. Prices on request.

The works will be made by Messe und Congress Centrum Halle Münsterland GmbH and its partners basically according to regulations like BGV C1 and will be coordinated by the Messe und Congress Centrum Halle Münsterland GmbH.

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

The points include the material needed, the works shall be made according to the regulations, until the so called delivery deadline. Starting with that moment, the customer is solely responsible for the safety.

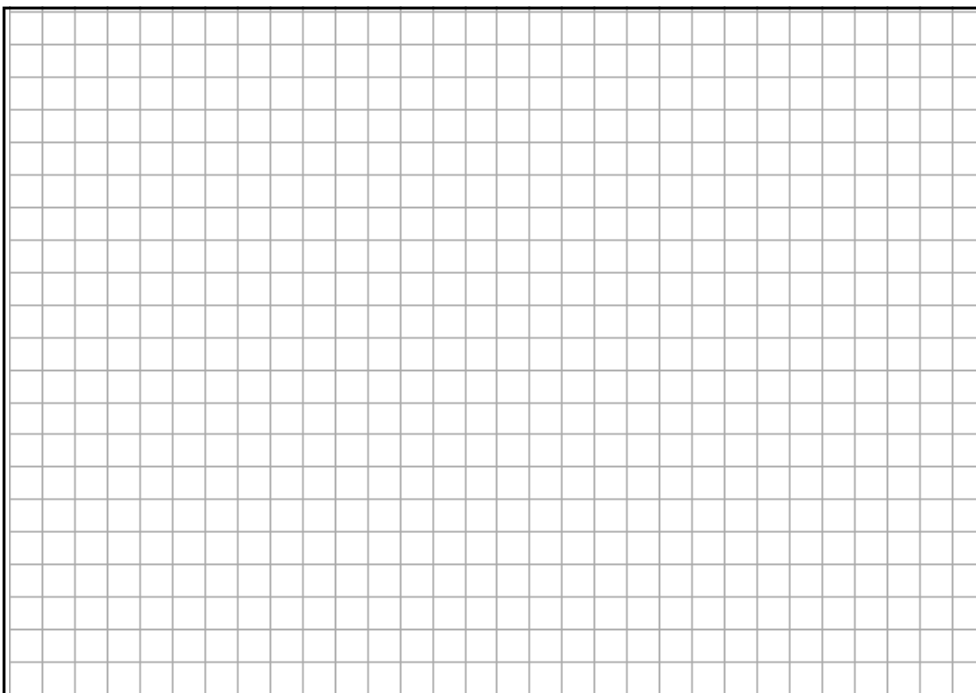
If additional material is needed, it can be purchased from the Messe und Congress Centrum Halle Münsterland GmbH and its partners. The assembling will be further on the responsibility of the customer. The loads on the objects hanging from the hall ceilings may not exceed the loads specified in the order. The mounting of materials owned by the exhibitors have to be carried out in accordance with the currently valid and generally accepted technical rules and the relevant regulations such as DIN, VDE and UVV (in particular the BGV C1). The materials used by exhibitors or commissioned companies on their own responsibility have to comply with the valid regulations and must be free of defects.

The Messe und Congress Centrum Halle Münsterland GmbH and its partners are only responsible until the so called delivery deadline. If a suspension point will be subject to a bigger load than the required maximum one, then the liability claim towards Messe und Congress Centrum Halle Münsterland GmbH and its partners. The ordering customer will be responsible for the process.




For all suspensions it should be noted that the ropes are hung vertically and that the suspensions can not be used as back up for the set up of booth components located on the floor.

The Messe und Congress Centrum Halle Münsterland GmbH and its partners reserve their right, to assign the responsibility to the customer, in case of improper use or wrong insurance since the delivery of the points. In this case the closing of the booth from the part of Messe und Congress Centrum Halle Münsterland GmbH can not be excluded.

**Exhibition booth outline sketch:** 1 square is equal to \_\_\_\_ sqm



Please use the following symbols:

- Flag suspension 
- Suspension point 75 kg 
- Suspension point 250 kg 

Place / Date \_\_\_\_\_

company seal / legally binding signature \_\_\_\_\_

**Attention: The order is valid only in conjunction with form A 1.0!**

**For internal use only!**

RUBIN: \_\_\_\_\_  
Regi-Nr.: \_\_\_\_\_ Datum: \_\_\_\_\_  
Kd.-Nr.: \_\_\_\_\_ Kürzel: \_\_\_\_\_

Weitergeleitet:

Unterschrift 1: f. A. \_\_\_\_\_  
Datum: \_\_\_\_\_  
Unterschrift 2: f. A. \_\_\_\_\_

**Only for service provider!**

Bestätigung per Email: \_\_\_\_\_  
Datum: \_\_\_\_\_  
Kürzel: \_\_\_\_\_

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

Messe und Congress Centrum  
Halle Münsterland GmbH

Phone: +49 (0) 251 / 6600 – 351

Fax: +49 (0) 251 / 6600 – 352

email: iaf-services@halle-muensterland.de

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

Hall / Booth-No.: \_\_\_\_\_

## C 4.0 Floor Covering

Please return by: 22.03.2013 (afterward 25% price premium)

Item.-No.	Amount	Item	Price
TEP1x1	_____ m <sup>2</sup>	<b>ExpoCord B1, 100 x 100 cm</b> Carpet tiles, covered with foil. Rental for the duration of the exhibition, laid and taken up at the end. <b>Pattern:</b> <input type="checkbox"/> straight lay <input type="checkbox"/> chequered	<b>6,60 EUR / sqm</b>
EWTEP1x1	_____ m <sup>2</sup>	<b>Disposable carpet, 100 cm width, rolled goods</b> covered with foil.	<b>8,30 EUR / sqm</b>

Dimensions of the carpet area in m: \_\_\_\_\_ x \_\_\_\_\_

Delivery by (at the latest): Date: \_\_\_\_\_

Time: \_\_\_\_\_

Colour:

☐ anthracite ☐ light grey ☐ red ☐ blue ☐ green

☐ \_\_\_\_\_ (only on request)

All prices mentioned above are net amounts and apply in addition to the legal value added tax.

Place / Date \_\_\_\_\_

company seal / legally binding signature \_\_\_\_\_

Attention: The order is valid only in conjunction with form A 1.0!

### For internal use only!

RUBIN:

Regi-Nr.: \_\_\_\_\_

Datum: \_\_\_\_\_

Kd.-Nr.: \_\_\_\_\_

Kürzel: \_\_\_\_\_

Weitergeleitet: (erst ab 23.03.2013!)

Unterschrift 1: i. A. \_\_\_\_\_

Datum: \_\_\_\_\_

Unterschrift 2: i. A. \_\_\_\_\_

### Only for service provider!

Bestätigung per Email:

Datum: \_\_\_\_\_

Kürzel: \_\_\_\_\_

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

Messe und Congress Centrum  
Halle Münsterland GmbH

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

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

Hall / Booth-No.: \_\_\_\_\_

## C 5.0 Floral Decoration

Please return by: 22.03.2013 (afterward 25% price premium)

Item-No.	Amount	Item	Rental price for the duration of the exhibition
TISGEST1	_____	Table flower arrangement 1	from 16,00 EUR *
TISGEST2	_____	Table flower arrangement 2	from 18,00 EUR *
TISGEST3	_____	Table flower arrangement 3	from 20,00 EUR *
BLUMSTR1	_____	Flower bouquet 1	from 16,00 EUR *
BLUMSTR2	_____	Flower bouquet 2	from 26,50 EUR *
BLUMGEST	_____	Flower arrangement	from 119,00 EUR *
PFLSCH21	_____	Plant bowl 21 cm	from 20,00 EUR *
KENZIE	_____	Kenzie (approx. 180cm)	20,00 EUR
LORPYR	_____	Laurel pyramid (approx. 150-180 cm)	21,00 EUR
LORSÄULE	_____	Laurel pillar (approx. 150-180 cm)	21,00 EUR
LORKU150	_____	Laurel globes (approx. 150-180 cm)	20,00 EUR
LORKU180	_____	Laurel globes (180 cm plus)	24,50 EUR
FICUS	_____	Benjamini banyan tree	20,00 EUR
BLUKABEP	_____	Flower box 80 cm planted with green and flowering plants	from 16,00 EUR *
BAMBUS2	_____	Bamboo (approx. 200 cm)	20,00 EUR
BAMBUS35	_____	Bamboo (approx. 350 cm)	46,00 EUR

\* The design is based on individual needs. The listed price is used as a guide only and may possibly differ due to the material used.

We are happy to undertake additional gardening or floral commissions. Prices on request.

All prices mentioned above are net amounts and apply in addition to the legal value added tax.

Place / Date \_\_\_\_\_

company seal / legally binding signature \_\_\_\_\_

Attention: The order is valid only in conjunction with form A 1.0!

For internal use only!		Weitergeleitet:		Only for service provider!
RUBIN:			Unterschrift 1: i. A. _____	
Regi-Nr.: _____	Datum: _____	Datum: _____		
Kd.-Nr.: _____	Kürzel: _____		Unterschrift 2: i. A. _____	Auftragsbestätigung (Firmenstempel u. Unterschrift)



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



Example flower arrangement 1



Example flower arrangement 2



Example flower arrangement 3



Example flower bouquet 1



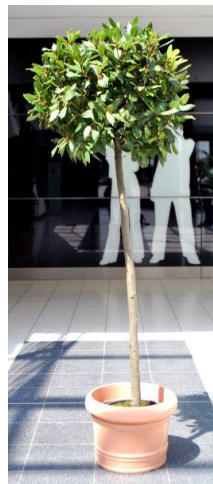
Example flower bouquet 2



Laurel pyramid



Laurel pillar



Laurel globes



Benjamini banyan tree



Kenzie



Bamboo

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

Messe und Congress Centrum  
Halle Münsterland GmbH

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

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

Hall / Booth-No.: \_\_\_\_\_

## C 6.0 Pagoda

Please return by: 22.03.2013 (afterward 25% price premium)

Item.-No.	Amount	Item	Rental price <small>for the duration of the exhibition</small>
PAGO3x3	_____	<b>Pagoda</b> 3 x 3m, eaves height 2.50 m	<b>670,00 EUR</b>
PAGO4x4	_____	<b>Pagoda</b> 4 x 4m, eaves height 2.50 m	<b>815,00 EUR</b>



Place / Date \_\_\_\_\_

company seal / legally binding signature \_\_\_\_\_

**Attention: The order is valid only in conjunction with form A 1.0!**

<b>For internal use only!</b>		Weitergeleitet:		<b>Only for service provider!</b>	
RUBIN:			Unterschrift 1: i. A.	Bestätigung per Email vom:	
Regi-Nr.: _____	Datum: _____	Datum: _____		Datum: _____	
Kd.-Nr.: _____	Kürzel: _____		Unterschrift 2: i. A.	Kürzel: _____	



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

Messe und Congress Centrum  
Halle Münsterland GmbH

Phone: +49 (0) 251 / 6600 – 351

Fax: +49 (0) 251 / 6600 – 352

E-Mail: iaf-services@halle-muensterland.de

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

Hall / Booth-No.: \_\_\_\_\_

## D 1.0 Waste Disposal during Set-Up and Dismantling

**Please return by: 22.03.2012 (afterward 25% price premium)**

Any waste or recycling material collected during the event itself or during the set-up and dismantling of the stand must be removed by the exhibitor. The person responsible is obliged to ensure the correct disposal of all waste, this in accordance with the applicable legal regulations (Law regarding waste avoidance, use and disposal, BGB (German Civil Code) /I, p. 2705).

For the disposal of waste being collected during the construction and dismantling, we provide container with a capacity of 1 cubic meter. The container will be brought to the stand at the desired time and can be filled with either mixed waste or paper. After 3 hours the container will be picked up. The offer includes the rent for the container and the delivery, pickup and disposal.

Carpet flooring, booth elements or mixed waste are deemed waste or recycling material and must be registered for disposal. A "penalty fee" to **200,00 EUR / cbm** will be levied on all waste or recycling material which was not registered and / or remains in the exhibition halls and within the booth space after leaving the booth.

Please note: **carpet flooring and booth elements are generally bulky goods** and have to be disposed of separately (see following page).

Item-No.	Amount	Item	price
KUBIMULD	_____ piece	container, 1m <sup>3</sup> , incl. delivery, pickup and disposal maximum load: 200kg	79,00 EUR

Date	Time	Amount of container	Type of waste
			<input type="checkbox"/> mixed waste <input type="checkbox"/> paper
			<input type="checkbox"/> mixed waste <input type="checkbox"/> paper
			<input type="checkbox"/> mixed waste <input type="checkbox"/> paper
			<input type="checkbox"/> mixed waste <input type="checkbox"/> paper
			<input type="checkbox"/> mixed waste <input type="checkbox"/> paper
			<input type="checkbox"/> mixed waste <input type="checkbox"/> paper
			<input type="checkbox"/> mixed waste <input type="checkbox"/> paper
			<input type="checkbox"/> mixed waste <input type="checkbox"/> paper
			<input type="checkbox"/> mixed waste <input type="checkbox"/> paper
			<input type="checkbox"/> mixed waste <input type="checkbox"/> paper
			<input type="checkbox"/> mixed waste <input type="checkbox"/> paper
			<input type="checkbox"/> mixed waste <input type="checkbox"/> paper
			<input type="checkbox"/> mixed waste <input type="checkbox"/> paper
			<input type="checkbox"/> mixed waste <input type="checkbox"/> paper
			<input type="checkbox"/> mixed waste <input type="checkbox"/> paper



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

**Bulky goods** (such as carpet, stand material) will be weighed. The actually incurred amount will then be calculated.

Item-No.	Item	Price
SPERRGUT	bulky goods, per m <sup>3</sup>	159,00 EUR

Date	Time	Amount in m <sup>3</sup>	Material (carpet, wood, metal, ...)

**Hazardous waste** (for example batteries, oil, small amounts of solvent and paint residues in packing drums) may not be added to the normal waste. Production waste which is mixed, for example, with oil or emulsion, is considered hazardous waste.

All prices mentioned above are net amounts and apply in addition to the legal value added tax.

Place / Date

company seal / legally binding signature

**Attention: The order is valid only in conjunction with form A 1.0!**

<b>For internal use only!</b> RUBIN: _____ Regi.-Nr.: _____ Datum: _____ Kd.-Nr.: _____ Kürzel: _____		Weitergeleitet: (erst ab 07.05.2013!) Unterschrift 1: i. A. _____ Datum: _____ Unterschrift 2: i. A. _____		<b>Only for service provider!</b> Bestätigung per Email: Datum: _____ Kürzel: _____	
--	--	---	--	--	--

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

Messe und Congress Centrum  
Halle Münsterland GmbH

Phone: +49 (0) 251 / 6600 – 351

Fax: +49 (0) 251 / 6600 – 352

E-Mail: iaf-services@halle-muensterland.de

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

Hall / Booth-No.: \_\_\_\_\_

## D 1.1 Waste Disposal during the Exhibition

**Please return by: 22.03.2012 (afterward 25% price premium)**

**Waste disposal during the exhibition (28. - 30.05.2013).**

Hospitality waste and other waste which accumulates at the booth over the course of the exhibition must be collected separately in accordance with current regulations, and sorted into the following categories: mixed waste and paper.

In the event that you do not wish to carry out the waste disposal yourself, you are at liberty to take advantage of our service provision in this area by filling out this form in accordance with the following information. **You will then receive at the beginning of the exhibition rubbish bags at the exhibition management office.**

The waste bags, which are filled and sorted as per the regulations in force, will be picked up every evening after the exhibition's end. The bags which are not sorted as per the regulations in force will not be removed.

**Other waste bags, which remain after the exhibition's end in the evening by the stand or in the gangway in front of the stand will not be collected.**

Item-No.	Amount	Item	Price / Piece
MÜSAMIX	_____ piece	waste bag (120l) for mixed waste including evening collection	16,50 EUR
MÜSAPAP	_____ piece	waste bag (120l) for paper including evening collection	16,50 EUR

**Further waste bags can be bought during the exhibition at the exhibition management office! (25,00 EUR / piece). All prices mentioned above are net amounts and apply in addition to the legal value added tax.**

Place / Date \_\_\_\_\_

company seal / legally binding signature \_\_\_\_\_

**Attention: The order is valid only in conjunction with form A 1.0!**

### For internal use only!

RUBIN:

Regi-Nr.: \_\_\_\_\_

Datum: \_\_\_\_\_

Kd.-Nr.: \_\_\_\_\_

Kürzel: \_\_\_\_\_

Weitergeleitet: (erst ab 07.05.2013!)

Datum: \_\_\_\_\_ Unterschrift 1: i. A. \_\_\_\_\_

Datum: \_\_\_\_\_

Datum: \_\_\_\_\_ Unterschrift 2: i. A. \_\_\_\_\_

### Only for service provider!

Bestätigung per Email:

Datum: \_\_\_\_\_

Kürzel: \_\_\_\_\_

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

Messe und Congress Centrum  
Halle Münsterland GmbH

Phone: +49 (0) 251 / 6600 – 351

Fax: +49 (0) 251 / 6600 – 352

E-Mail: iaf-services@halle-muensterland.de

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

Hall / Booth-No.: \_\_\_\_\_

## D 2.0 Booth Cleaning at the Exhibition Hall

**Please return by: 22.03.2012 (afterward 25% price premium)**

The exhibition management is responsible for commissioning the cleaning of both the exhibition premises and the exhibition hall gangways. However, booth cleaning itself is the responsibility of the exhibitor. **The cleaning may only be made by cleaning services contracted by the Messe und Congress Centrum Halle Münsterland GmbH!**

Booth cleaning comprises the carpet surfaces and furniture cleaning. The cleaning of glass surfaces is subject to special regulations. Special requirements by arrangements.

The Cleaning is done at the end of set-up respectively while duration at the end of each day of the exhibition.

☐ We would like to order the booth cleaning service **after the set-up process is completed on 27.05.2013.**

Item-No. ASTRE30	ASTRE60	ASTRE100	ASTREPLU	booth size: _____ sqm
up tp 30 sqm	31-60 sqm	61-100 sqm	ab 101 sqm	
<b>0,75 €/sqm</b>	<b>0,67 €/sqm</b>	<b>0,59 €/sqm</b>	<b>0,51 €/sqm</b>	

☐ We would like to order the booth cleaning **service for the duration of the exhibition (28. and 29.05.2013)**

Item-No. DSTRE30	DSTRE60	DSTRE100	DSTREPLU	booth size: _____ sqm
up tp 30 sqm	31-60 sqm	61-100 sqm	ab 101 sqm	
<b>1,50 €/sqm</b>	<b>1,34 €/sqm</b>	<b>1,18 €/sqm</b>	<b>1,02 €/sqm</b>	

☐ We have further questions. Please contact us.

**All prices mentioned above are net amounts and apply in addition to the legal value added tax.**

Place / Date \_\_\_\_\_

company seal / legally binding signature \_\_\_\_\_

**Attention: The order is valid only in conjunction with form A 1.0!**

### For internal use only!

RUBIN: \_\_\_\_\_  
Regi-Nr.: \_\_\_\_\_ Datum: \_\_\_\_\_  
Kd.-Nr.: \_\_\_\_\_ Kürzel: \_\_\_\_\_

Weitergeleitet: (erst ab 07.05.2013!)

Unterschrift 1: i. A. \_\_\_\_\_  
Datum: \_\_\_\_\_  
Unterschrift 2: i. A. \_\_\_\_\_

### Only for service provider!

Bestätigung per Email:

Datum: \_\_\_\_\_  
Kürzel: \_\_\_\_\_

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

Messe und Congress Centrum  
Halle Münsterland GmbH

Phone: +49 (0) 251 / 6600 – 351

Fax: +49 (0) 251 / 6600 – 352

E-Mail: iaf-services@halle-muensterland.de

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

Hall / Booth-No.: \_\_\_\_\_

## D 2.1 Booth Cleaning at the outdoor area / railway station of WLE

**Please return by: 22.03.2012 (afterward 25% price premium)**

The exhibition management is responsible for commissioning the cleaning of both the exhibition premises and the exhibition hall gangways. However, booth cleaning itself is the responsibility of the exhibitor. **The cleaning may only be made by cleaning services contracted by the Messe und Congress Centrum Halle Münsterland GmbH!**

**Booth cleaning** comprises the carpet surfaces and furniture cleaning. **The cleaning of glass surfaces is subject to special regulations.** Special requirements by arrangements. Please note that the cleaning will be charged on hourly basis. The Cleaning is done at the end of set-up respectively while duration at the end of each day of the exhibition.

Item-No.	Amount	Item	Price
FGREINIG	_____ m <sup>2</sup>	<b>Booth cleaning at the outdoor area / railway station of WLE</b>	<b>32,00 EUR / person / hour</b>

- ☐ We would like to order the booth cleaning service **after the set-up process is completed on 27.05.2013**
- ☐ We would like to order the booth cleaning service at the end of the first day of the exhibition **(28.05.2013)**
- ☐ We would like to order the booth cleaning service at the end of the second day of the exhibition **(29.05.2013)**
- ☐ We have further questions. Please contact us.

**All prices mentioned above are net amounts and apply in addition to the legal value added tax.**

Place / Date \_\_\_\_\_

company seal / legally binding signature \_\_\_\_\_

**Attention: The order is valid only in conjunction with form A 1.0!**

### For internal use only!

RUBIN:

Regi-Nr.: \_\_\_\_\_

Datum: \_\_\_\_\_

Kd.-Nr.: \_\_\_\_\_

Kürzel: \_\_\_\_\_

Weitergeleitet: (erst ab 07.05.2013!)

Unterschrift 1: i. A. \_\_\_\_\_

Datum: \_\_\_\_\_

Unterschrift 2: i. A. \_\_\_\_\_

### Only for service provider!

Bestätigung per Email:

Datum: \_\_\_\_\_

Kürzel: \_\_\_\_\_

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

Messe und Congress Centrum  
Halle Münsterland GmbH

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

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

Hall / Booth-No.: \_\_\_\_\_

## E 1.0 Analogue (pstn) Telephone and Fax line in the Exhibition Halls

**Please return by: 22.03.2013 (afterward 25% price premium)**

Please note: for orders received after the above mentioned date an accomplishment cannot be guaranteed!

### Reserving an analog telephone and fax line via VoIP (Voice over IP) in the Exhibition Halls

Please use this form to apply for an analogue (pstn) telephone and fax line via VoIP, which will be installed via wireless LAN.

#### Technical conditions of use:

The actual internet access is achieved via symmetric microwave connection. The offer contains a Nanostation 5Ghz beam radio station, a VoIP-Gateway with two analogue (pstn) phone lines and two telephone numbers with the prefix +49 (0)251.

The telephone lines are available on the entire area. The quality of reception depends on local conditions, like booth setup; therefore we cannot guarantee the available bandwidth in a certain place or a minimum bandwidth beforehand.

#### Legal regulations:

For the calculation of prices, the call duration, the type of connection and the times of tariff are decisive. The charging of all VoIP calls will be made accurate to the second by daily updated rates per minute.

The respective daily updated prices can be viewed at the following address:

<http://www.mcc-services.de/produkte/voip.php>

**Please note: telephone and fax terminals are not included in the price! The required power supply must also be purchased separately by the exhibitor (form B 1.0).**

Please mark the desired location of the connection in the booth sketch (form A 1.0).

Item.-No.	Amount	Item	Rental price <small>For the duration of the exhibition</small>
HALTEL	_____	Telephone and Fax Connection (2 analogue (pstn) lines)	290,00 EUR

You can pick up your communication package from the start of the set-up at the exhibition management office.

**All prices mentioned above are net amounts and apply in addition to the legal value added tax.**

We have read the valid guidelines printed above, and hereby confirm that we agree with these unreservedly.

Place / Date \_\_\_\_\_

company seal / legally binding signature \_\_\_\_\_

**Attention: The order is valid only in conjunction with form A 1.0!**

<b>For internal use only!</b>		Weitergeleitet:	<b>Only for service provider!</b>	
RUBIN: _____	Datum: _____	Datum: _____	Unterschrift 1: i. A. _____	Bestätigung per Email vom: _____
Regi-Nr.: _____	Kürzel: _____	_____	Unterschrift 2: i. A. _____	Datum: _____
Kd.-Nr.: _____	_____	_____	_____	Kürzel: _____

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

Messe und Congress Centrum  
Halle Münsterland GmbH

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

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

Hall / Booth-No.: \_\_\_\_\_

## E 1.1 Analogue (pstn) Telephone and Fax line at the outdoor area

**Please return by: 22.03.2013 (afterward 25% price premium)**

Please note: for orders received after the above mentioned date an accomplishment cannot be guaranteed!

### Reserving an analogue (pstn) telephone and fax line via VoIP (Voice over IP) at the outdoor area

Please use this form to apply for an analogue (pstn) telephone and fax line via VoIP, which will be installed via wireless LAN.

#### Technical conditions of use:

The actual internet access is achieved via symmetric microwave connection. The offer contains a Nanostation 5Ghz beam radio station, a VoIP-Gateway with two analog phone lines and two telephone numbers with the prefix +49 (0) 251.

The telephone lines are available on the entire area. The quality of reception depends on local conditions, like booth setup; therefore we cannot guarantee the available bandwidth in a certain place or a minimum bandwidth beforehand.

#### Legal regulations:

For the calculation of prices, the call duration, the type of connection and the times of tariff are decisive. The charging of all VoIP calls will be made accurate to the second by daily updated rates per minute.

The respective daily updated prices can be viewed at the following address:

<http://www.mcc-services.de/produkte/voip.php>

**Please note: telephone and fax terminals are not included in the price! The required power supply must also be purchased separately by the exhibitor (form B 1.0).**

Please mark the desired location of the connection in the booth sketch (form A 1.0).

Item.-No.	Amount	Item	Rental price <small>For the duration of the exhibition</small>
FGTEL	_____	Telephone and Fax Connection (2 analogue (pstn) lines)	335,00 EUR

You can pick up your communication package from the start of the set-up at the exhibition management office.

**All prices mentioned above are net amounts and apply in addition to the legal value added tax.**

We have read the valid guidelines printed above, and hereby confirm that we agree with these unreservedly.

Place / Date \_\_\_\_\_

company seal / legally binding signature \_\_\_\_\_

**Attention: The order is valid only in conjunction with form A 1.0!**

<b>For internal use only!</b>		Weitergeleitet:	<b>Only for service provider!</b>
RUBIN:		Unterschrift 1: i. A. _____	Bestätigung per Email vom:
Regi-Nr.: _____	Datum: _____	Datum: _____	Datum: _____
Kd.-Nr.: _____	Kürzel: _____	Unterschrift 2: i. A. _____	Kürzel: _____

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

Messe und Congress Centrum  
Halle Münsterland GmbH

Phone: +49 (0) 251 / 6600 – 351

Fax: +49 (0) 251 / 6600 – 352

email: iaf-services@halle-muensterland.de

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

Hall / Booth-No.: \_\_\_\_\_

## E 1.2 WLAN Internet Access

**Please return by: 22.03.2013 (afterward 25% price premium)**

Please note: for orders received after the above mentioned date an accomplishment cannot be guaranteed!

### Reserving internet access via WLAN (wireless LAN):

Please use this form to apply for internet access via WLAN at the 26<sup>th</sup> International Exhibition of Permanent-Way Technology (iaf 2013).

### Technical conditions of use:

The actual internet access is achieved via symmetric microwave connection. There is a bandwidth of maximum 1,5 Mbit/s for up-and download available for each WLAN user. You need a Laptop or PC with WLAN access.

The WLAN can be accessed on the whole area. The quality of reception depends on the local conditions, like booth setup; therefore we can not guarantee the WLAN availability and the available bandwidth in a certain place or a minimum bandwidth beforehand.

For the WLAN use you need an access code which contains an user name and a password. You will receive these data from Messe und Congress Centrum Halle Münsterland in form of a A4 letter at the exhibitor management office. If you need internet access for more computers, you have to request the proper number of access codes.

The creation of your own sub-network is possible only on request and needs to be ordered separately.

### Legal regulations:

Access to the internet via WLAN may only be used by the exhibitor and booth employees. Should you wish to grant visitors access to your company website or other selected information, you must ensure that this is monitored by your booth employees. Visitors may not use the internet access provided by us without supervision. Nevertheless, should you desire this, we offer corresponding WLAN-Tickets for visitors on site.

The user is completely responsible for ensuring that data and computer are protected from potentially harmful third party access. The Messe und Congress Centrum Halle Münsterland GmbH shall not be held liable for any damages or consequential damages which arise as a result of third party access to your computer.



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

Item.-No.	Amount	Item	Price / access
WLANGESA	_____	WLAN Access (for the duration of the exhibition)	85,00 EUR

An IT-Specialist will be available before the exhibition begins for the configuration of the computers and/ or of the internet access, as well as for the set up of network access points within the booth. This service will be separately charged.

Item.-No.	Amount	Item	Price / hour
ITDIENST	_____	IT-specialist per hour	85,00 EUR

Desired insert of the IT-specialist:

Date	Time
	from to
	from to
	from to
	from to

**Please note: Network equipment is not included in the price!**

**You will receive your access code at the beginning of the set-up at the exhibitor management office.**

We hereby apply for internet access via WLAN. We have read the valid guidelines printed above, and hereby confirm that we agree with these unreservedly.

**All prices mentioned above are net amounts and apply in addition to the legal value added tax.**

**Other requirements for internet and network upon request.**

Place / Date \_\_\_\_\_

company seal / legally binding signature \_\_\_\_\_

**Attention: The order is valid only in conjunction with form A 1.0!**

<b>For internal use only!</b> RUBIN: _____ Regi-Nr.: _____ Datum: _____ Kd.-Nr.: _____ Kürzel: _____		Weitergeleitet: Datum: _____ Unterschrift 1: i. A. _____ Datum: _____ Unterschrift 2: i. A. _____	<b>Only for service provider!</b> Bestätigung per Email vom: Datum: _____ Kürzel: _____
---	--	---	--

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

Messe und Congress Centrum  
Halle Münsterland GmbH

Phone: +49 (0) 251 / 6600 – 351

Fax: +49 (0) 251 / 6600 – 352

email: iaf-services@halle-muensterland.de

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

Hall / Booth-No.: \_\_\_\_\_

## E 2.0 Audio and Video Rental Service

Please return by: 22.03.2013 (afterward 25% price premium)

### TFT-MONITORS / PLASMA-DISPLAYS / VIDEO MONITORS:

#### With loudspeakers:

We would like to use: ☐ PC / Laptop ☐ DVD player ☐ \_\_\_\_\_

Item No.	Amount	Item	Rental price for the duration of the exhibition
LCD32	_____ pcs	LCD - Display 32" / 16 : 10 (resolution 1920 x 1200 pixels)	349,00 EUR
LCD40	_____ pcs	LCD - Display 40" / 16 : 9 (resolution 1920 x 1080 pixels)	469,00 EUR
LCD46	_____ pcs	LCD - Display 46" / 16 : 9 (resolution 1920 x 1080 pixels)	589,00 EUR

#### Without loudspeakers:

We would like to use: ☐ PC / Laptop ☐ DVD player ☐ \_\_\_\_\_

Item No.	Amount	Item	Rental price for the duration of the exhibition
TFT20	_____ pcs	TFT - monitor 20" / 4:3 (resolution 1600 x 1200 pixels)	190,00 EUR
LCDM185	_____ pcs	LCD - monitor 18,5" / 16:9 (resolution 1366 x 768 pixels)	75,00 EUR
LCDOLS24	_____ pcs	LCD - display 24" / 16:9 (resolution 1920 x 1080 pixels)	115,00 EUR
LCDOLS32	_____ pcs	LCD - display 32" / 16 : 9 (resolution 1920 x 1080 pixels)	150,00 EUR
LCDOLS40	_____ pcs	LCD - display 40" / 16 : 9 (resolution 1920 x 1080 pixels)	270,00 EUR
LCDOLS46	_____ pcs	LCD - display 46" / 16 : 9 (resolution 1920 x 1080 pixels)	309,00 EUR
LCDOLS55	_____ pcs	LCD - display 55" / 16 : 9 (resolution 1920 x 1080 pixels)	539,00 EUR
LCDOLS60	_____ pcs	LCD - display 60" / 16 : 9 (resolution 1920 x 1080 pixels)	845,00 EUR
STANDFUA	_____ pcs	Plasma display base 55", standard audio pack	89,00 EUR
STANDFUD	_____ pcs	Plasma display base 63", designer base (black base plate with 2 parallel perpendicular aluminium columns)	129,00 EUR
LAUTSPRE	_____ pcs	Loudspeakers for Plasma Displays	75,00 EUR

#### Players:

Item No.	Amount	Item	Rental price for the duration of the exhibition
LAPTO500	_____ pcs	Laptop Intel Core 2 Duo 2 x 2,1GHz, 4096 MB RAM, 1024MB ATI Mobility Radeon HD4650, Windows XP, MS Office, Media-Player, DVD, 500 GB hard drive	180,00 EUR
LAPTO750	_____ pcs	Laptop Intel Core i5-2430M 2 x 2.4GHz, 8 GB RAM, NVIDIA GeForce GT 540M and 1024MB DDR3, Win7MS Office, Media-Player, DVD, 750 GB hard drive	195,00 EUR
DVDPLAYP	_____ pcs	DVD player, professional design	69,00 EUR
BLUERAYP	_____ pcs	Blu ray player	79,00 EUR

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

### PERIPHERAL DEVICES:

Item No.	Amount	Item	Rental price for the duration of the exhibition
VIDEDIST	_____ pcs	Video distributor 1: 5 C	39,00 EUR
VGADIST	_____ pcs	VGA distributor 1 : 4 HD15	21,00 EUR
VGAINTER	_____ pcs	VGA interface HD 15 / RGBHV	55,00 EUR

### CABLES:

Item No.	Amount	Item	Rental price for the duration of the exhibition
VGAKAB2	_____ pcs	VGA cable - HD15P, 2m plug connector cable (Standard design)	2,50 EUR
VGAKAB5	_____ pcs	VGA cable - HD15P, 5m-7m plug connector cable (Standard design)	4,50 EUR
VGAKAB10	_____ pcs	VGA cable - HD15P, 10m-15m plug connector cable (Standard design)	6,50 EUR
VGAKAB20	_____ pcs	VGA cable - HD15P, 20m plug connector cable (high quality)	20,00 EUR
VGAKAB30	_____ pcs	VGA cable - HD15P, 30m plug connector cable (high quality)	32,00 EUR
RGBHVK	_____ pcs	RGBHV cable - BNC, 15m - 25m	25,00 EUR

### MISCELLANEOUS

Item-No.	Amount	Item	Price
VIDAUFAB	_____ devices	Price premium for construction, connection and deconstruction of devices (the set-up for a combination of laptop and display at the same booth will be charged with 105,00 EUR for the construction, connection and deconstruction of the set)	105,00 EUR
VIDTECH		Technician for special services	45,00 EUR / hour

### Additional devices upon request!

All prices mentioned above are net amounts and apply in addition to the legal value added tax.

☐ We order the complete set-up of the devices incl. Connection (excepted from special system set-ups).

Desired date of set-up: \_\_\_\_\_

☐ We will connect the ordered devices on our own.

Desired date delivery: \_\_\_\_\_ (subject to coordination with other dates of delivery)

Place / Date

company seal / legally binding signature

Attention: The order is valid only in conjunction with form A 1.0!

<b>For internal use only!</b> RUBIN: _____ Regi-Nr.: _____ Datum: _____ Kd.-Nr.: _____ Kürzel: _____		Weitergeleitet: Datum: _____ Unterschrift 1: i. A. _____ Datum: _____ Unterschrift 2: i. A. _____	<b>Only for service provider!</b> Bestätigung per Email: Datum: _____ Kürzel: _____
---	--	---	--

## E 3.0 GEMA – Notification of Music Use

### GEMA - a trustee for music authors and publishers

Those who compose music, write lyrics or publish musical works have a right to fair payment. This is regulated world-wide by national copyright laws and international agreements. Composers, lyricists or publishers, however, are not always able to check on their own where, when, how often and for how long their works are being played. Furthermore, individuals cannot make sure that they are actually receiving payment for their work. In Germany, this is the GEMA's job (the "Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte"): The GEMA has been recognised by the state as a trustee for administration of the exploitation rights of 60,000 members and over 1 million foreign rightholders. As an authors' society, GEMA has adopted the legal form of an economic association. Its work is subject to the supervision and control of the German Patent Office, the Federal Cartel Office, Berlin's Justice Senator and the General Meeting of the GEMA. This ensures that all parties are considered fairly: Composers, songwriters and publishers receive their proper rewards. And the GEMA's clients who use music for their own purposes have access to a global repertory of copyrighted music.

Source: <http://www.gema.de/>

**Therefore: If you plan to play any music at your stand during the exhibition, please register with GEMA – you can find the registration form on the next page (form E 3.1 GEMA questionnaire).**

**ATTENTION:** Stand and Exhibition parties will be licensed by the tariff U-V or M-V. You can calculate the corresponding license fees easily and conveniently with the GEMA-royalty-rate calculator. You will find the GEMA-royalty-rate-calculator at the following address: <https://online.gema.de/aidaosuv/index.faces>

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

## Royalty rates WR-VR-MES

For the use of works from the GEMA repertoire for entertainment without event-character at trade fairs and exhibitions

Net amounts plus 7% sales tax

### I. Royalty rates

<b>1. by sound storage medium (ID 607)</b> per booth	15,50 € per day
<b>2. by sound broadcasting (ID 608)</b> per booth	10,30 € per day
<b>3. by television broadcast (ID 609-610)</b>	
3.1 per TV set	5,40 € per day
3.2 per large-format screen or tv wall for each started 100 sqm booth size	10,30 € per day
<b>4. per audio-visual medium (ID 611-612)</b>	
4.1 per reproducer (monitor)	25,70 € per day
4.2 per large screen projection or video wall for each started 100 sqm booth size	51,40 € per day

**GEMA-tariff for the use of works from the GEMA repertoire for entertainment without event-character at trade fairs and exhibitions**

### II. General provisions

#### 1. Scope of application

The compensation rates apply to the use of works from the GEMA repertoire for entertainment without event-character

- a) for the reproduction per visual medium or sound storage medium
- b) for the reproduction of sound-broadcasting or television broadcast

exclusively at fairs and exhibitions as far as the booths have sizes up to 1000m<sup>2</sup>. Use will be on the exhibitor's name and on his own invoice.

#### 2. Timely acquirement of assent

The compensation rates will only apply if the assent of GEMA is acquired in time before use.

#### 3. Scope of assent

The assent covers only the rights that are entitled to GEMA. The royalty rates have to be paid regardless of the number of reproduced works from the GEMA repertoire and regardless of the extent to which the granted license is used.

#### 4. Discount for common contracts

Members of organizations with which the GEMA has signed a common contract for this tariff will be given a discount according to the total contractual arrangements.

Source: GEMA  
[www.gema.de](http://www.gema.de)

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

**PANALPINA Welttransport (Deutschland) GmbH**

Kurhessenstraße 12  
D-64546 Mörfelden

Mr. Jan Spitzl  
Phone: +49 (0) 6105-937-444  
Fax: +49 (0) 6105-937-445  
mobile: +49(0) 151-161 32850  
E-Mail: jan.spitzl@panalpina.com

Mr. Stefan Görlich  
Phone: +49 (0) 6105-937-441  
Fax: +49 (0) 6105-937-445  
mobile: +49 (0) 151-151 04231  
E-Mail: stefan.goerlich@panalpina.com

Mr. Thomas Bauer  
Phone: +49 (0) 6105-937-440  
Fax: +49 (0) 6105-937-445  
mobile: +49 (0) 151-151 04237  
E-Mail: thomas.bauer@panalpina.com

Mr. Tim Kögel  
Phone: +49 (0) 6105-937-442  
Fax: +49 (0) 6105-937-445  
mobile: +49 (0) 151-151 04218  
E-Mail: tim.koegel@panalpina.com

## **F 1.0 Freight Handling Information**

### **Freight Handling Information**

In order to facilitate procedures, please use forms F 1.1 Transport of exhibition goods, F 2.0 Cranes and Lifting Equipment, F 3.0 Mobile working platforms, F 4.0 Storage of Empties. Of course other equipment can also be provided, e.g. jacks and trucks. Please let PANALPINA know your requirements here.

PANALPINA Welttransport (Deutschland) GmbH is also at your service when it comes to transport licenses, accompaniment or official authorisation.

#### **Delivery addresses:**

PANALPINA Welttransport (Deutschland) GmbH

**Air:**  
Münster  
Airport Münster-Osnabrück  
Germany

**Road:**  
Messe und Congress Centrum  
Halle Münsterland  
Lippstädter Straße  
48155 Münster  
Germany

**Rail:**  
Münster (Westf.)  
Ost  
Germany  
Vehicles on their own wheels:  
Railwaystation Neubeckum  
Germany

#### **Documentation / Customs clearance:**

For the customs clearance of your exhibition goods, we require proforma invoice and packing list in triplicate prior to the arrival of the cargo at Münster (this does not apply for EU countries). Please send us the required documents in advance by fax or e-mail:

**PANALPINA Fax: +49 (0)6105-937-445 or E-Mail: fair.fra@panalpina.com**

A customs surety bond should be paid at the value of the customs duties. The surety bond is effected by PANALPINA on your behalf. PANALPINA will invoice a surety bond commission for this. For the duration of the exhibition, the exhibition goods must remain under customs supervision. When transferring the goods, please state whether these should be imported temporarily or definitively. Due to customs regulations, temporarily imported exhibition goods may not be removed from the stand without prior customs clearance and/or inspection.

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

**PANALPINA Welttransport  
(Deutschland) GmbH**  
Kurahessenstraße 12  
D-64546 Mörfelden

Mr. Jan Spitzl  
Phone: +49 (0) 6105-937-444  
Fax: +49 (0) 6105-937-445  
mobile: +49(0) 151-161 32850  
E-Mail: jan.spitzl@panalpina.com

Mr. Stefan Görlich  
Phone: +49 (0) 6105-937-441  
Fax: +49 (0) 6105-937-445  
mobile: +49 (0) 151-151 04231  
E-Mail: stefan.goerlich@panalpina.com

Mr. Thomas Bauer  
Phone: +49 (0) 6105-937-440  
Fax: +49 (0) 6105-937-445  
mobile: +49 (0) 151-151 04237  
E-Mail: thomas.bauer@panalpina.com

Mr. Tim Kögel  
Phone: +49 (0) 6105-937-442  
Fax: +49 (0) 6105-937-445  
mobile: +49 (0) 151-151 04218  
E-Mail: tim.koegel@panalpina.com

Company: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Street: \_\_\_\_\_  
Country, Postcode, City: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
VAT Reg. No.: \_\_\_\_\_  
Exhibitor: \_\_\_\_\_  
Hall / Stand-No.: \_\_\_\_\_

## F 1.1 Transport of Exhibition Goods

Please return by: 22.03.2013

☐ Order

☐ Quote request

<u>Transport to destination</u>				<u>Return transport</u>			
Transport from: _____				Transport from the stand to: _____			
Transport to your stand at Münster fairgrounds.							
Date				Date			
Pickup at: _____ (Day/Time)				Pickup at: _____ (Day/Time)			
Delivery at: _____ (Day/Time)				Delivery at: _____ (Day/Time)			
<u>Shipment details:</u>				<u>Shipment details:</u>			
Num- ber of packa- ges	Dimensions in meter (LengthXWidthXHeight)	Loading meter	Weight	Num- ber of packa- ges	Dimensions in meter (LengthXWidthXHeight)	Loading meter	Weight



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

### Customs clearance for import / export

☐ Temporary customs clearance ☐ Definitive customs clearance ☐ Carnet ATA clearance

☐ Value of goods: \_\_\_\_\_

We operate exclusively in accordance with the latest version of the Allgemeinen Deutschen Spediteurbedingungen – ADSp – (German Forwarder's Standard Terms and Conditions of Trading).

**THESE LIMIT IN PARAGRAPH 23 ADSp THE LEGAL LIABILITY FOR DAMAGE TO GOODS IN THE CASE OF DAMAGE TO GOODS WHILST IN THE CARE OF A FORWARDER TO EURO 5/KG, IN ACCORDANCE WITH § 431 OF THE GERMAN COMMERCIAL CODE (HGB); IN THE CASE OF MULTIMODAL TRANSPORTS, INCLUDING SEA TRANSPORT TO 2 SDR (SPECIAL DRAWING RIGHTS) KG PLUS, IN ADDITION, PER DAMAGE, OR EVENT TO EURO 1 MILLION OR 2 MILLIONS RESPECTIVELY, OR 2 SDR/KG WHICHEVER IS THE GREATER.**

The parties agree in amendment to the ADSp that releases from and limitations of liability shall be considered as "aforementioned releases from and limitations of liability" within the meaning of paragraph 27 ADSp only if they are provided in the ADSp in addition to the law applicable, to the exclusion of releases from and limitations of liability provided in statutory provisions or in international conventions to which the ADSp only refer, for example in paragraph 23.1.2 or paragraph 22.1 ADSp. In particular, paragraph 27 ADSp shall neither extend the forwarder's liability nor its responsibility for agents, servants, employees, crew-members or other third parties to the benefit of the principal beyond the content of provisions as for example article 25 of the Montreal Convention, article 36 of the CIM, article 21 of the CMNI or § 660 HGB.

### Transport Insurance

We recommend you to cover a transport insurance for the transport of your cargo.

Insurance to be covered :      yes      no

Insurance value in € :

Hall: \_\_\_\_\_

Stand no.: \_\_\_\_\_

Person in charge / E-Mail: \_\_\_\_\_

Phone / Fax: \_\_\_\_\_

Place / Date

Company Stamp / Authorized Signature

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

**PANALPINA Welttransport  
(Deutschland) GmbH**

Kurhessenstraße 12  
DE-64546 Mörfelden

Mr. Jan Spitzl  
Phone: +49 (0) 6105-937-444  
Fax: +49 (0) 6105-937-445  
mobile: +49(0) 151-161 32850  
E-Mail: jan.spitzl@panalpina.com

Mr. Stefan Görlich  
Phone: +49 (0) 6105-937-441  
Fax: +49 (0) 6105-937-445  
mobile: +49 (0) 151-151 04231  
E-Mail: stefan.goerlich@panalpina.com

Mr. Thomas Bauer  
Phone: +49 (0) 6105-937-440  
Fax: +49 (0) 6105-937-445  
mobile: +49 (0) 151-151 04237  
E-Mail: thomas.bauer@panalpina.com

Mr. Tim Kögel  
Phone: +49 (0) 6105-937-442  
Fax: +49 (0) 6105-937-445  
mobile: +49 (0) 151-151 04218  
E-Mail: tim.koegel@panalpina.com

Company: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Street: \_\_\_\_\_  
Country, Postcode, City: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
VAT Reg. No.: \_\_\_\_\_  
Exhibitor: \_\_\_\_\_  
Hall / Stand-No.: \_\_\_\_\_

**F 2.0 Cranes and Lifting Equipment**

**Please return by: 22.03.2013**

**Request for cranes and lifting equipment**

For un / reloading and/or set-up / dismantling of our exhibition goods we require the lifting equipment as ticked below for the following :

**Forklift:**

**Lifting capacity:** ☐ up to 3to ☐ up to 5to ☐ up to 8to ☐ up to 12to

**Date:**

☐ Set-up on \_\_\_/\_\_\_/2013 at \_\_\_:\_\_\_ o'clock estimated operating time: \_\_\_\_\_ hours

☐ Dismantling on \_\_\_/\_\_\_/2013 at \_\_\_:\_\_\_ o'clock estimated operating time: \_\_\_\_\_ hours

**Shipment details**

Number of packages	Type of packaging	Dimensions in meter (LengthXWidthXHeight)			Weight
		L	W	H	

Special requirements:

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

**Mobile crane:**

Lifting capacity: ☐ up to 20to ☐ up to 50to ☐ up to 100to

Date:

☐ Set-up on \_\_\_/\_\_\_/2013 at \_\_\_:\_\_\_ o'clock estimated operating time: \_\_\_\_\_ hours

☐ Dismantling on \_\_\_/\_\_\_/2013 at \_\_\_:\_\_\_ o'clock estimated operating time: \_\_\_\_\_ hours

**Shipment details**

Number of packages	Type of packaging	Dimensions in meter (LengthXWidthXHeight)			Weight
		L	W	H	

Special requirements:

**Service personnel:**

**Transport worker**

Date:

☐ Set-up on \_\_\_/\_\_\_/2013 at \_\_\_:\_\_\_ o'clock estimated operating time: \_\_\_\_\_ hours

☐ Dismantling on \_\_\_/\_\_\_/2013 at \_\_\_:\_\_\_ o'clock estimated operating time: \_\_\_\_\_ hours

Special requirements:

- 1.) Panalpina Welttransport (Deutschland) GmbH, the official forwarding agent for this event holds sole shipping rights especially for the use of forklifts, mobile cranes and service personnel.
- 2.) Please note that you should expect extra charges and waiting time for too late registered cargo for delivery / pickup to / from your booth.

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

## Terms and Conditions of the Official Forwarding Agent

- a) We operate exclusively in accordance with the latest version of the Allgemeinen Deutschen Spediteurbedingungen – ADSp – (German Forwarder's Standard Terms and Conditions of Trading). THESE LIMIT IN PARAGRAPH 23 ADSp THE LEGAL LIABILITY FOR DAMAGE TO GOODS IN THE CASE OF DAMAGE TO GOODS WHILST IN THE CARE OF A FORWARDER TO EURO 5/KG, IN ACCORDANCE WITH § 431 OF THE GERMAN COMMERCIAL CODE (HGB); IN THE CASE OF MULTIMODAL TRANSPORTS, INCLUDING SEA TRANSPORT TO 2 SDR (SPECIAL DRAWING RIGHTS) KG PLUS, IN ADDITION, PER DAMAGE, OR EVENT TO EURO 1 MILLION OR 2 MILLIONS RESPECTIVELY, OR 2 SDR/KG WHICHEVER IS THE GREATER.

The parties agree in amendment to the ADSp that releases from and limitations of liability shall be considered as "aforementioned releases from and limitations of liability" within the meaning of paragraph 27 ADSp only if they are provided in the ADSp in addition to the law applicable, to the exclusion of releases from and limitations of liability provided in statutory provisions or in international conventions to which the ADSp only refer, for example in paragraph 23.1.2 or paragraph 22.1 ADSp. In particular, paragraph 27 ADSp shall neither extend the forwarder's liability nor its responsibility for agents, servants, employees, crew-members or other third parties to the benefit of the principal beyond the content of provisions as for example article 25 of the Montreal Convention, article 36 of the CIM, article 21 of the CMNI or § 660 HGB.

The exhibitor will be exclusively liable for all damages and consequential damages arising from inaccurate shipment details.

- b) If no exhibitor's representative is available on the stand, after having received the order, the official forwarding agent may act at his discretion, guarding the exhibitor's interests. This will also apply to the use of mobile cranes and forklifts. Work not ordered must in particular cases, if the same was required in the interest of the goods handled, be paid for in accordance with the exhibition tariff.
- c) The official forwarders liability terminates when placing the goods at the stand and starts again when physically picking up the goods from the stand, regardless if an authorized person of the exhibitor is, at the time, available at the booth, even though the shipping documents may have been handed over to the official forwarders agent prior to that.
- d) Invoices must be paid in cash within five days after receipt. Since most of the invoiced amounts are cash expenses, this period of payment must be kept by all means.  
The official forwarder is entitled to collect expenses and fees during the event, or, at least a payment on account.

We have noted above mentioned terms and conditions of the official forwarding agent.

Place / Date

Company Stamp / Authorized Signature

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

**PANALPINA Welttransport (Deutschland) GmbH**

Kurhessenstraße 12  
D-64546 Mörfelden

Mr. Jan Spitzl  
Phone: +49 (0) 6105-937-444  
Fax: +49 (0) 6105-937-445  
mobile: +49(0) 151-161 32850  
E-Mail: jan.spitzl@panalpina.com

Mr. Stefan Görlich  
Phone: +49 (0) 6105-937-441  
Fax: +49 (0) 6105-937-445  
mobile: +49 (0) 151-151 04231  
E-Mail: stefan.goerlich@panalpina.com

Mr. Thomas Bauer  
Phone: +49 (0) 6105-937-440  
Fax: +49 (0) 6105-937-445  
mobile: +49 (0) 151-151 04237  
E-Mail: thomas.bauer@panalpina.com

Mr. Tim Kögel  
Phone: +49 (0) 6105-937-442  
Fax: +49 (0) 6105-937-445  
mobile: +49 (0) 151-151 04218  
E-Mail: tim.koegel@panalpina.com

Company: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Street: \_\_\_\_\_  
Country, Postcode, City: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
VAT Reg. No.: \_\_\_\_\_  
Exhibitor: \_\_\_\_\_  
Hall / Stand-No.: \_\_\_\_\_

## F 3.0 Mobile Working Platforms

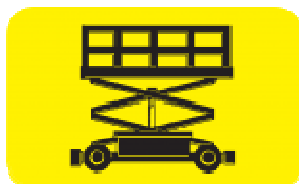
**Please return by: 22.03.2013**

☐ We shall require platforms for set-up and dismantling of our exhibition stands.  
Information regarding the selection of the appropriate device:

Type of working platform:

☐ Scissor lift

☐ Telescopic platform



Type of work:	
Working space available:	
Maximum working height:	
Lateral reach required:	

**Date:**

☐ Set-up on \_\_\_/\_\_\_/2013 at \_\_\_:\_\_\_ o'clock estimated operating time: \_\_\_\_\_ days  
☐ Dismantling on \_\_\_/\_\_\_/2013 at \_\_\_:\_\_\_ o'clock estimated operating time: \_\_\_\_\_ days

The terms and conditions for rental of mobile working platforms are available on request.

Place / Date

Company Stamp / Authorized Signature

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

**PANALPINA Welttransport  
(Deutschland) GmbH**  
Kurahessenstraße 12  
D-64546 Mörfelden

Mr. Jan Spitzl  
Phone: +49 (0) 6105-937-444  
Fax: +49 (0) 6105-937-445  
mobile: +49(0) 151-161 32850  
E-Mail: jan.spitzl@panalpina.com

Mr. Stefan Görlich  
Phone: +49 (0) 6105-937-441  
Fax: +49 (0) 6105-937-445  
mobile: +49 (0) 151-151 04231  
E-Mail: stefan.goerlich@panalpina.com

Mr. Thomas Bauer  
Phone: +49 (0) 6105-937-440  
Fax: +49 (0) 6105-937-445  
mobile: +49 (0) 151-151 04237  
E-Mail: thomas.bauer@panalpina.com

Mr. Tim Kögel  
Phone: +49 (0) 6105-937-442  
Fax: +49 (0) 6105-937-445  
mobile: +49 (0) 151-151 04218  
E-Mail: tim.koegel@panalpina.com

Company: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Street: \_\_\_\_\_  
Country, Postcode, City: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
VAT Reg. No.: \_\_\_\_\_  
Exhibitor: \_\_\_\_\_  
Hall / Stand-No.: \_\_\_\_\_

## F 4.0 Storage of Empties

**Please return by: 22.03.2013**

### Empties

We apply for storage of the following:

	Number of packages	Volume/cbm
1. Cases, Crates		
2. Cartons, Pallets		
3. Railway containers		

Contact on site and phone number:
Name:
Phone:

Collection of empty packing material, labelling, storage on site for the duration of the exhibition, warehousing in/out redelivery after the closing of the exhibition, including all extra and supplementary charges per packing piece and m<sup>3</sup> EUR 45,50 + VAT.(minimum 2 m<sup>3</sup>)

#### Note:

- Empties are completely empty packaging items. All packaging materials must be transportable, if necessary bundled together, and be made available for pick up from the stand. No liability is accepted for any goods / materials left inside any empty packaging materials.
- All empties must be marked with the company's address, hall and stand-no. Otherwise, a proper return delivery cannot be guaranteed.
- The information above will be urgently required for a proper handling. Please complete accurately.
- For orders for empty packaging storage which are placed after 10 a.m. on the last setting-up day, Panalpina will charge a supplement of 50 % on the applicable tariff because of the additional work involved. The same applies to orders placed at the correct time, but where, by the end of the normal setting-up period, the empty packaging has not yet been made ready for collection by the client.

Place / Date

Company Stamp / Authorized Signature



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

Messe und Congress Centrum  
Halle Münsterland GmbH

Phone: +49 (0) 251 / 6600 – 351

Fax: +49 (0) 251 / 6600 – 352

email: iaf-services@halle-muensterland.de

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

Hall / Booth-No.: \_\_\_\_\_

## G 1.0 Exhibitor Parking Permits

**Please return by: 22.03.2013 (afterward 25% price premium)**

The permits entitle you to park in the parking space of Messe und Congress Centrum Halle Münsterland GmbH. Parking will take place on your own risk.

**Parking permits: set-up and dismantling days (24. - 27.05. and 30.05. – 01.06.2013)**

Item-No.	Amount	Item	Price / Permit
PAAUFPKW	_____ permits	<b>Car</b> (up to 3,5 tons):	<b>20,00 EUR</b>
PAAUFLKW	_____ permits	<b>HGV</b> (from 3,5 tons upwards):	<b>60,00 EUR</b>
Delivery address for parking permits during set-up and dismantling (if different from exhibitor's adress on form A1.0):			
Company: _____		Contact: _____	
Street: _____		Country, Postcode, City: _____	

**Parking permits: for the duration of the exhibition (28. – 30.05.2013)**

Item-No.	Amount	Item	Price / Permit
PARKPKW	_____ permits	<b>Car</b> (up to 3,5 tons):	<b>10,00 EUR</b>
PARKLKW	_____ permits	<b>HGV</b> (from 3,5 tons upwards):	<b>30,00 EUR</b>
Delivery address for parking permits during the exhibition (if different from exhibitor's adress on form A1.0):			
Company: _____		Contact: _____	
Street: _____		Country, Postcode, City: _____	

The parking permits will be sent to you in due time before the event.

**All prices mentioned above are net amounts and apply in addition to the legal value added tax.**

Place / Date \_\_\_\_\_

company seal / legally binding signature \_\_\_\_\_

**Attention: The order is valid only in conjunction with form A 1.0!**

### For internal use only!

RUBIN:

Regi-Nr.: \_\_\_\_\_ Datum: \_\_\_\_\_

Kd.-Nr.: \_\_\_\_\_ Kürzel: \_\_\_\_\_

Verschickt:

Datum: \_\_\_\_\_

Kürzel: \_\_\_\_\_

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

Messe und Congress Centrum  
Halle Münsterland GmbH

Phone: +49 (0) 251 / 6600 – 351

Fax: +49 (0) 251 / 6600 – 352

email: iaf-services@halle-muensterland.de

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

Hall / Booth-No.: \_\_\_\_\_

## G 2.0 Exhibitor Passes

**Please return by: 22.03.2013 (afterward 25% price premium)**

The exhibitors are entitled to the following number of **free exhibitor passes**:

- 3 passes for a booth area up to 20 sqm (exhibition hall) or 20 running meters (open air ground)
- 1 further pass for each additional 10 sqm of exhibition space (exhibition hall) or additional 10 running meters (open air ground).

It is possible to purchase **additional** exhibitor passes at a fee of **10,00 EUR** (plus VAT) per item.

These passes are either pre-issued in the correct name or must be completely and correctly filled out by the booth holder. They are non-transferable and only valid in connection with an official identity card or passport. The pass will be withdrawn in the case of improper use, and no replacement will be issued.

In the case of booth sharing, the authorised exhibitor is the only individual to receive the required passes. Any additional pass required shall be subject to charge.

Please enter the personal details of your staff in the table on the following page and return it together with this form to the above mentioned address.

You can pick up your exhibitor passes at the exhibition management office from the beginning of the exhibition's set-up.

We hereby order the following number of exhibitor passes for our booth staff:			
Item-No.	Amount	Item	price / piece
AUSTAUSW	_____ passes	<b>exhibitor passes</b> for booked booth area	<b>for free</b>
ZUSAUSW	_____ passes	<b>additional exhibitor pass</b>	<b>10,00 EUR</b>

**All prices mentioned above are net amounts and apply in addition to the legal value added tax.**

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

No.	First Name	Last Name	Company
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			

Place / Date

company seal / legally binding signature

**Attention: The order is valid only in conjunction with form A 1.0!**

**For internal use only!**

RUBIN:

Vorbereitet:

Regi-Nr.: \_\_\_\_\_ Datum: \_\_\_\_\_

Datum: \_\_\_\_\_

Kd.-Nr.: \_\_\_\_\_ Kürzel: \_\_\_\_\_

Kürzel: \_\_\_\_\_

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

**Messe und Congress Centrum  
Halle Münsterland GmbH**

Albersloher Weg 32  
48155 Münster

Phone: +49 (0) 251 / 6600 – 351

Fax: +49 (0) 251 / 6600 – 352

E-Mail: iaf-services@halle-muensterland.de

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

VAT Reg. No.: \_\_\_\_\_

Hall / Booth-No.: \_\_\_\_\_

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

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

Country, Postcode, City: \_\_\_\_\_

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

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

Fax: \_\_\_\_\_

## G 3.0 Booth Catering

**Please return by: 10.05.2013**

The booth catering with all types of food and beverages to the exhibition booth may only be made by the catering department *Le Buffet* Gastronomy and Catering of Messe und Congress Centrum Halle Münsterland GmbH.

We would like to order the following:

		Last day of set-up		Duration					
Item	Price	27.05.2013		28.05.2013		29.05.2013		30.05.2013	
		Time	Amount	Time	Amount	Time	Amount	Time	Amount
BEVERAGES									
Water & Softdrinks									
Coca-Cola, light, Fanta, Sprite 24 x 0,2l	28,50 EUR								
Coca-Cola, light, Fanta, Sprite 12 x 1,0l	42,00 EUR								
Salvus Gourmet mineral water 20 x 0,25l	23,75 EUR								
Salvus Gourmet mineral water 12 x 0,75l	42,00 EUR								
Gerolsteiner apple juice with mineral water 24 x 0,25l	28,50 EUR								
Natural juice									
Lauwerth's apple juice unfiltered 24 x 0,2l	28,50 EUR								
Lauwerth's apple juice clear 24 x 0,2l	28,50 EUR								
Lauwerth's orange juice 24 x 0,2l	36,00 EUR								
Lauwerth's orange juice 6 x 1,0l	42,00 EUR								
Coffee, Tea									
Coffee, Tea 1,0 l	10,00 EUR								
Tea, various - teabag	1,20 EUR								

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

		Last day of set-up		Duration					
Item	Price	27.05.2013		28.05.2013		29.05.2013		30.05.2013	
		Time	Amount	Time	Amount	Time	Amount	Time	Amount
Aperitifs									
Francesco Yello Prosecco D.O.C. 0,75 l	15,40 EUR								
Francesco Yello Prosecco D.O.C. 6 x 0,75 l	74,50 EUR								
Own brand sparkling wine "Le Buffet" dry 0,75 l	15,40 EUR								
Own brand sparkling wine „Le Buffet“, dry 6 x 0,75 l	74,50 EUR								
Champagne Veuve Clicquot 0,75 l	45,00 EUR								
Champagne Veuve Clicquot 6 x 0,75 l	229,50 EUR								
Beer									
Bitburger Pils 24 x 0,33 l	36,00 EUR								
Bitburger alcohol-free 24 x 0,33 l	36,00 EUR								
Bitburger Pils draught beer – 50 l barrel	300,00 EUR								
Erdinger Weißbier yeast light coloured 20 x 0,5 l	46,00 EUR								
Erdinger Weißbier alcohol-free 20 x 0,5 l	46,00 EUR								
Wine									
White wine									
Chardonnay Vallagarina 1,0 l	12,00 EUR								
Chardonnay Vallagarina 6 x 1,0 l	52,00 EUR								
Red wine									
Merlot delle Venezie 1,0 l	12,00 EUR								
Merlot delle Venezie 6 x 1,0 l	52,00 EUR								
Digestifs									
Westphalian grain schnaps 1,0 l	25,00 EUR								
Ramazotti 0,7 l	38,50 EUR								
All beverages will be delivered cooled.									
FOOD									
15 Halves of party roll topped optional each 5 pieces with: (desired marked)	23,70 EUR								
<div><div></div> Italian salami</div> <div><div></div> Westphalian ham</div> <div><div></div> Serrano-ham</div> <div><div></div> turkey breast</div> <div><div></div> Cream cheese</div> <div><div></div> Camembert</div> <div><div></div> Dutch Gouda</div> <div><div></div> mozzarella-tomatoes</div>									

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

Item	Price	Last day of set-up		Duration					
		27.05.2013		28.05.2013		29.05.2013		30.05.2013	
		Time	Amount	Time	Amount	Time	Amount	Time	Amount
<b>15 Canapeés - optional each 5 pieces with: (desired marked)</b> ■ Smoked salmon ■ trout fillet ■ Serrano-ham ■ roast beef ■ Camembert ■ Dutch Gouda	45,70 EUR								
<b>Hot Snacks</b>									
25 party meat balls (500g), mustard	13,20 EUR								
15 minced pork enveloped in puff pastry, mustard	15,30 EUR								
10 minced pork sausages, mustard, Ketchup	17,40 EUR								
20 Mini pretzels	17,40 EUR								
10 Giant pretzels	18,50 EUR								
<b>15 Mini croissants mixed filled with:</b> blue cheese, tomatoes, herby cream cheese	16,30 EUR								
<b>15 Minipastries, mixed:</b> raisin spirals, doughnuts, muffins	16,30 EUR								
Tea biscuits, 500g	10,00 EUR								
10 butter cakes	13,20 EUR								
10 Slices of cake, mixed	15,30 EUR								
Season fruitbasket, aprox. 2,5kg	19,50 EUR								
<b>Fingerfood</b>									
<b>Miniwraps mixed, 5 pieces filled with:</b> Beef salad with chilli, Antarctic shrimps with tomatoes, Chicken curry salad	26,80 EUR								
<b>Skewers, mixed, 5 pieces:</b> Pork fillet with cherry tomatoes, Marinated shrimps and melon, Aubergine roll stuffed with sheep milk cheese	27,80 EUR								
<b>Served in preserving jars, 5 pieces:</b> Sandalwood smoked salmon with fennel-caper salad, Herb lamb with apple and celery salad, Diced carrot in sesame oil with feta cheese	37,30 EUR								



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

		Last day of set-up		Duration					
Item	Price	27.05.2013		28.05.2013		29.05.2013		30.05.2013	
		Time	Amount	Time	Amount	Time	Amount	Time	Amount
RENTAL ITEMS									
Waterglass	21,00 EUR / Tausch 15,00 EUR								
Washsupport à 36 pcs.									
Beerglass	21,00 EUR / Tausch 15,00 EUR								
Washsupport à 25 pcs.									
Sparkling wine glass	21,00 EUR / Tausch 15,00 EUR								
Washsupport à 25 pcs.									
Wineglass	21,00 EUR / Tausch 15,00 EUR								
Washsupport à 25 pcs.									
Schnapsglass - 12 pcs.	10,00 EUR / Tausch 10,00 EUR								
Coffeecup, saucer, spoon 20 pieces set	25,00 EUR / Tausch 15,00 EUR								
Middle plates, pastry forks 20 pieces set	25,00 EUR / Tausch 15,00 EUR								
Beer tap	100,00 EUR								
Table linen - various dimensions	5,80 EUR								
<i>One way dishes - upon request: coffeecup, stirring staff, knife, fork, snackplate, soup bowl, plastic can, napkins etc.</i>									
PERSONNEL									
Serving staff - per hour	24,50 EUR								
Kitchen help - per hour	20,50 EUR								

**All prices mentioned above are net amounts and apply in addition to the legal value added tax.**

Your order must reach *Le Buffet* a minimum of 14 days before the exhibition begins.

Glasses, coffee services, sugar and coffee cream will be delivered free of charge with drink orders (one-off delivery). Non-opened drinks can be returned, but coffee and tea will be fully charged.

*Le Buffet* Gastronomy & Catering of Messe und Congress Centrum Halle Münsterland GmbH would be happy to make you an individual offer for your booth upon request.

Place / Date

company seal / legally binding signature

**For internal use only!**

Bestellung bearbeitet:

Datum: \_\_\_\_\_

Kürzel: \_\_\_\_\_

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

**Münster Marketing**

Klemensstraße 10  
DE - 48143 Münster

Phone: +49 (0)251 492 27 -21 / -22 / -27

Fax: +49 (0)251 492 7759

email: tourismus@stadt-muenster.de

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

VAT Reg. No.: \_\_\_\_\_

Hall / Booth-No.: \_\_\_\_\_

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

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

Country, Postcode, City: \_\_\_\_\_

email: \_\_\_\_\_

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

Fax: \_\_\_\_\_

## G 4.0 Hotel request

**Please return by: 22.03.2013**

Please use this form to book a room and send or fax the form filled out with the necessary information to the above address / fax number as fast as possible. **Münster is nearly booked.** Please do not forget to sign the form, otherwise we are unable to make any binding reservations. You will receive a written reservation confirmation from Münster Marketing. The rooms will be booked bindingly. In the event of short-notice cancellation or non-arrival, the cancellation terms and conditions of the hotel in question shall apply. Here, the role of Münster Marketing is that of a mere mediator and shall not be held liable.

**Please keep in mind that the booking is binding:**

Arrival date: \_\_\_\_\_ Departure date: \_\_\_\_\_ Number of nights: \_\_\_\_\_

Price per room and per night, including breakfast, service charge and VAT.

Price groups	Single room overnight stay/ breakfast	Number of single rooms	Double room overnight stay/ breakfast	Number of double rooms
I - room with shower/bath/WC	from 145 EUR		from 170 EUR	
II - room with shower/bath/WC	90 - 145 EUR		120 - 170 EUR	
III - room with shower/bath/WC	60 - 90 EUR		80 - 120 EUR	
IV - room with hot and cold running water	to 60 EUR		to 80 EUR	

Please indicate an alternative in case the desired category is already booked out: category \_\_\_\_\_

Arrival by: ☐ plane ☐ train ☐ car

Non-smoker room: ☐ yes ☐ no

Alternatively you can book your room on the following website:

<http://germany.nethotels.com/info/muenster/events/IAF/>

Place / Date \_\_\_\_\_

company seal / legally binding signature \_\_\_\_\_

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

**Messe und Congress Centrum  
Halle Münsterland GmbH**

Albersloher Weg 32  
48155 Münster

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

Company: \_\_\_\_\_  
VAT Reg. No.: \_\_\_\_\_  
Hall / Booth-No.: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Street: \_\_\_\_\_  
Country, Postcode, City: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

**G 5.0 Exhibitor insurance**

**Please return by: 15.04.2013**

**Exhibitor insurance**

Should you require exhibitor insurance, please fill in the details of your company and send this writing at our e-mail or fax number mentioned above. We will get in touch with you immediately and send you the required insurance-related documentation.

Yes, we would like information on exhibitor insurance.

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

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

Dimensions in sqm: \_\_\_\_\_

Estimated value of goods: \_\_\_\_\_

Place / Date \_\_\_\_\_

company seal / legally binding signature \_\_\_\_\_

**Attention: The order is valid only in conjunction with form A 1.0!**

**Nur für interne Zwecke!**

RUBIN: \_\_\_\_\_  
Regi-Nr.: \_\_\_\_\_ Datum: \_\_\_\_\_  
Kd.-Nr.: \_\_\_\_\_ Kürzel: \_\_\_\_\_

Weitergeleitet:

Datum: \_\_\_\_\_ Unterschrift 1: i. A. \_\_\_\_\_  
Datum: \_\_\_\_\_ Unterschrift 2: i. A. \_\_\_\_\_

**Only for service providers!**

Auftragsbestätigung  
(Firmenstempel u. Unterschrift)

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

Messe und Congress Centrum  
Halle Münsterland GmbH

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

Company: \_\_\_\_\_  
Hall / Booth-No.: \_\_\_\_\_

## G 6.0 Restaurant voucher

Please return by: 22.03.2013 (afterward only available on-site)

**Provide your customers, partners and employees  
with an exclusive meal in our exhibition restaurant.**

Item.-No.	Item	Date			Price / Voucher
		28.05.2013	29.05.2013	30.05.2013	
FRUEST	<b>Breakfast (09:00 am - 11:00 am)</b> Includes: 1 x Cup of coffee or tea 1 x Minipastry	Voucher	Voucher	Voucher	<b>4,25 EUR</b>
	<b>Lunch (11:30 am - 02:30 pm)</b> Includes: 1 x daily special or stew of the day 1 x Softdrink	Voucher	Voucher	Voucher	<b>12,65 EUR</b>
KAFFEE	<b>Coffee time (02:30 pm - 06:00 pm)</b> Includes: 1 x Slice of cake 1 x Cup of coffee or tea	Voucher	Voucher	Voucher	<b>4,25 EUR</b>

You can pick up your restaurant vouchers at the exhibition management office from the beginning of the exhibition's set-up.

All meals include at least one vegetarian option.

All prices mentioned above are net amounts and apply in addition to the legal value added tax.

Place / Date \_\_\_\_\_

company seal / legally binding signature \_\_\_\_\_

**Attention: The order is valid only in conjunction with form A 1.0!**

### For internal use only!

RUBIN:

Regi-Nr.: \_\_\_\_\_ Datum: \_\_\_\_\_

Kd.-Nr.: \_\_\_\_\_ Kürzel: \_\_\_\_\_

Vorbereitet:

Datum: \_\_\_\_\_

Kürzel: \_\_\_\_\_

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

Messe und Congress Centrum  
Halle Münsterland GmbH

Phone: +49 (0) 251 / 6600 – 351

Fax: +49 (0) 251 / 6600 – 352

E-Mail: iaf-services@halle-muensterland.de

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

Hall / Booth-No.: \_\_\_\_\_

## H 1.0 Set-Up and Dismantling Helpers

Please return by: 22.03.2013 (afterward 25% price premium)

Item-No.	Item	Price
HELPER	Set-up and dismantling helpers	21,50 EUR*/ hour / person
HELPERFT	Set-up and dismantling helpers on Sunday / public holidays	32,50 EUR*/ hour / person

\* A minimum working period of 5 hours per day and per person is basic for every order.

SET-UP	Date	Number of helpers	Time	
	21.05.2013		from	to
	22.05.2013		from	to
	23.05.2013		from	to
	24.05.2013		from	to
	25.05.2013		from	to
	H* 26.05.2013		from	to
	27.05.2013		from	to

DISMANTLING	Date	Number of helpers	Time	
	H* 30.05.2013		from	to
	31.05.2013		from	to
	01.06.2013		from	to

H\*: with H\* denoted days are sundays or public holidays on which all services will be calculated to the above mentioned increased hourly rate.

All prices mentioned above are net amounts and apply in addition to the legal value added tax.

Place / Date \_\_\_\_\_

company seal / legally binding signature \_\_\_\_\_

Attention: The order is valid only in conjunction with Form A 1.0!

### For internal use only!

RUBIN:

Regi-Nr.: \_\_\_\_\_

Datum: \_\_\_\_\_

Kd.-Nr.: \_\_\_\_\_

Kürzel: \_\_\_\_\_

Weitergeleitet:

Datum:

\_\_\_\_\_

Unterschrift 1: i. A. \_\_\_\_\_

Unterschrift 2: i. A. \_\_\_\_\_

### Only for service provider!

Bestätigung per Email:

Datum: \_\_\_\_\_

Kürzel: \_\_\_\_\_

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

Messe und Congress Centrum  
Halle Münsterland GmbH

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

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

Hall / Booth-No.: \_\_\_\_\_

## H 2.0 Hostesses (languages generally German and English)

**Please return by: 22.03.2013 (afterward 25% price premium)**

Item-No.	Item	Price
HOSTESS5	<b>Hostess, lump sum for up to 5 hours*</b> <small>* a briefing about 1 hour before the start of the first insert is included in the price</small>	<b>175,00 EUR / person</b>
HOSTFS5	<b>Price premium for additional language up to 5 hours</b>	<b>27,00 EUR / person</b>
HOSTESS9	<b>Hostess, lump sum for up to 9 hours*</b> <small>* a briefing about 1 hour before the start of the first insert is included in the price</small>	<b>246,00 EUR / person</b>
HOSTFS9	<b>Price premium for additional language up to 9 hours</b>	<b>49,00 EUR / person</b>
HOSTÜBER	<b>Overtime hour Hostess</b>	<b>32,50 EUR / person / hour</b>
HOSTGARD	<b>Price premium for different wardrobe</b>	<b>30,00 EUR / person</b>
HOSTBRIE	<b>Briefing one day before the first insert</b>	<b>35,00 EUR / person / hour</b>

Date	Number of Hostess(es)	Lump sum	Working time (without briefing)
		<input type="checkbox"/> 5 hours <input type="checkbox"/> 9 hours	from _____ to _____
		<input type="checkbox"/> 5 hours <input type="checkbox"/> 9 hours	from _____ to _____
		<input type="checkbox"/> 5 hours <input type="checkbox"/> 9 hours	from _____ to _____
		<input type="checkbox"/> 5 hours <input type="checkbox"/> 9 hours	from _____ to _____
		<input type="checkbox"/> 5 hours <input type="checkbox"/> 9 hours	from _____ to _____
		<input type="checkbox"/> 5 hours <input type="checkbox"/> 9 hours	from _____ to _____

The hostesses are working in private clothes in the business look. If you want a different wardrobe, we charge a costume fee of **30,00 EUR plus VAT** per day / person.

☐ We want a uniform wardrobe.

☐ We provide a wardrobe in the form of \_\_\_\_\_.

☐ Desired additional foreign language (price premium): \_\_\_\_\_ (under reservation)

☐ all hostesses

☐ only \_\_\_\_\_ hostesses

Language level: ☐ small talk ☐ conversation

☐ We would like to request a preliminary discussion / instruction **one day before the first insert**.

Contact **during** the exhibition: \_\_\_\_\_ Phone: \_\_\_\_\_

**All prices mentioned above are net amounts and apply in addition to the legal value added tax.**

Place / Date \_\_\_\_\_

company seal / legally binding signature \_\_\_\_\_

**Attention: The order is valid only in conjunction with Form A 1.0!**

<b>For internal use only!</b> RUBIN: _____ Regi-Nr.: _____ Datum: _____ Kd.-Nr.: _____ Kürzel: _____		Weitergeleitet: Datum: _____ Unterschrift 1: i. A. _____ Datum: _____ Unterschrift 2: i. A. _____	<b>Only for service provider!</b> Bestätigung per Email: Datum: _____ Kürzel: _____
---	--	---	--



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

Messe und Congress Centrum  
Halle Münsterland GmbH

Phone: +49 (0) 251 / 6600 – 351

Fax: +49 (0) 251 / 6600 – 352

E-Mail: iaf-services@halle-muensterland.de

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

Hall / Booth-No.: \_\_\_\_\_

## H 3.0 Booth Surveillance

**Please return by: 22.03.2013 (afterward 25% price premium)**

The booth surveillance may only be made by security personal contracted by the Messe und Congress Centrum Halle Münsterland GmbH. External security services are not permitted!

Item-No.	Item	Price
BEWACH	Booth Surveillance	19,50 EUR* / hour / person
BEWACHFT	Booth Surveillance on sundays and public holidays	29,50 EUR* / hour / person

\* A minimum working period of 5 hours per day and per person is basic for every order.

The exhibition management shall make provision for the general supervision of operation-related events during the official set-up and dismantling periods and at night during the event itself. Should you wish to order extra booth supervision in order to ensure the greatest possible security, we recommend you to take advantage of our booth surveillance service.

	Date	Number of persons	Time	
SET-UP	21.05. - 22.05.2013		from	to
	22.05. - 23.05.2013		from	to
	23.05. - 24.05.2013		from	to
	24.05. - 25.05.2013		from	to
	<b>H* 25.05. - 26.05.2013</b>		from	to
	<b>H* 26.05. - 27.05.2013</b>		from	to
	27.05. - 28.05.2013		from	to
DURATION	28.05. - 29.05.2013		from	to
	<b>H* 29.05. - 30.05.2013</b>		from	to
DISMANT-LING	<b>H* 30.05. - 31.05.2013</b>		from	to
	31.05. - 01.06.2013		from	to

**H\*:** with H\* denoted days are sundays or public holidays on which all services will be calculated to the above mentioned increased hourly rate.

**All prices mentioned above are net amounts and apply in addition to the legal value added tax.**

Place / Date \_\_\_\_\_

company seal / legally binding signature \_\_\_\_\_

**Attention: The order is valid only in conjunction with form A 1.0!**

### For internal use only!

RUBIN:

Regi-Nr.: \_\_\_\_\_

Datum: \_\_\_\_\_

Kd.-Nr.: \_\_\_\_\_

Kürzel: \_\_\_\_\_

Weitergeleitet:

Datum: \_\_\_\_\_

Kürzel: \_\_\_\_\_

Unterschrift 1: i. A. \_\_\_\_\_

Unterschrift 2: i. A. \_\_\_\_\_

### Only for service provider!

Bestätigung per Email:

Datum: \_\_\_\_\_

Kürzel: \_\_\_\_\_

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

Messe und Congress Centrum  
Halle Münsterland GmbH

Phone: +49 (0) 251 / 6600 – 351

Fax: +49 (0) 251 / 6600 – 352

E-Mail: iaf-services@halle-muensterland.de

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

Hall / Booth-No.: \_\_\_\_\_

### H 3.1 Booth Surveillance with dog

**Please return by: 22.03.2013 (afterward 25% price premium)**

The booth surveillance may only be made by security personal contracted by the Messe und Congress Centrum Halle Münsterland GmbH. External security services are not permitted!

Item-No.	Item	Price
BEWAHUND	Booth Surveillance with dog	23,50 EUR* / hour / person
BEWAHUFT	Booth Surveillance with dog on sundays and public holidays	35,50 EUR* / hour / person

\* A minimum working period of 5 hours per day and per person is basic for every order.

The exhibition management shall make provision for the general supervision of operation-related events during the official set-up and dismantling periods and at night during the event itself. Should you wish to order extra booth supervision in order to ensure the greatest possible security, we recommend you to take advantage of our booth surveillance service.

	Date	Number of persons	Time
SET-UP	21.05. - 22.05.2013		from to
	22.05. - 23.05.2013		from to
	23.05. - 24.05.2013		from to
	24.05. - 25.05.2013		from to
	<b>H* 25.05. - 26.05.2013</b>		from to
	<b>H* 26.05. - 27.05.2013</b>		from to
	27.05. - 28.05.2013		from to
DURATION	28.05. - 29.05.2013		from to
	<b>H* 29.05. - 30.05.2013</b>		from to
DISMANTLING	<b>H* 30.05. - 31.05.2013</b>		from to
	31.05. - 01.06.2013		from to

H\*: with H\* denoted days are sundays or public holidays on which all services will be calculated to the above mentioned increased hourly rate.

**All prices mentioned above are net amounts and apply in addition to the legal value added tax.**

Place / Date \_\_\_\_\_

company seal / legally binding signature \_\_\_\_\_

**Attention: The order is valid only in conjunction with form A 1.0!**

#### For internal use only!

RUBIN:

Regi-Nr.: \_\_\_\_\_

Datum: \_\_\_\_\_

Kd.-Nr.: \_\_\_\_\_

Kürzel: \_\_\_\_\_

Weitergeleitet:

Unterschrift 1: i. A. \_\_\_\_\_

Datum: \_\_\_\_\_

Unterschrift 2: i. A. \_\_\_\_\_

#### Only for service provider!

Bestätigung per Email:

Datum: \_\_\_\_\_

Kürzel: \_\_\_\_\_

Every exhibitor will be given together with its basic fee for exhibitors an entry in the catalogue. This includes an image of their logo, company address and description plus publication in the iaf-App.

The iaf trade fair will take place in Münster from 28<sup>th</sup> to 30<sup>th</sup> of May 2013.

DVV Media Group GmbH | Eurailpress  
Mrs. Vera Hermanns  
Postfach 10 16 09

D-20010 Hamburg

Please return this form as soon as possible!  
Deadline is the 25<sup>th</sup> of March 2013

For any further enquiries please contact: Phone +49 (0)40 23714-292 or fax to +49 (0)40 23714-104 or E-Mail to Vera.Hermanns@dvvmedia.com

## Catalogue entry

Our company has to be alphabetically  
arranged sorted by the letter:

Company \_\_\_\_\_

Street \_\_\_\_\_

Postcode/City \_\_\_\_\_

Postbox \_\_\_\_\_

Postcode/City \_\_\_\_\_

Country \_\_\_\_\_

Fax \_\_\_\_\_

Phone \_\_\_\_\_

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

Homepage \_\_\_\_\_

You have the possibility to briefly introduce your company as well as present your products and services. Please mention keywords (8 lines of 50 symbols each, in every language). The catalogue will be published bilingually in German and English.

➤ Please enclose a corresponding translation. Otherwise we will charge you for the translation at cost price.

---

---

---

---

---

---

---

---

## Possible additional services:

If you want to publish a more detailed text, we will charge € 54,- per additional line.

\*we need a digital artwork (pdf, eps or tiff) of your company logo with a resolution of at least 1000 dpi (bitmaps). 4-coloured and gray-scale images must have a resolution of at least 300 dpi. Please enclose data medium or send your logo via e-mail to:  
**vera.hermanns@dvvmedia.com**

## Classified directory

Also note the additional entry possibilities in the industry sector index (company name, address, contact details). Please choose the relevant sector listed on the other side of this page.

☐ Entry **with company logo b/w**  
(per sector € 175,-)

☐ Entry **with company logo coloured**  
(per sector € 240,-)

☐ Entry **without company logo**  
(per sector € 105,-)

Date / Signature

Contact person / Phone

# Classified directory

## 1. Execution of construction work

- ☐ 1.1 Electrical-energy plant
- ☐ 1.2 Catenaries
- ☐ 1.3 Civil engineering (overground structures)
- ☐ 1.4 Civil engineering (engineering features)
- ☐ 1.5 Servicing / maintenance
- ☐ 1.6 Command, control and safety systems
- ☐ 1.7 Track
- ☐ 1.8 Track welding
- ☐ 1.9 Civil engineering (underground structures)
- ☐ 1.10 Tunnel and bridge construction

## 2. Planning and supervising of construction work

- ☐ 2.1 Construction-site supervision
- ☐ 2.2 Construction-site logistics
- ☐ 2.3 Planning and control
- ☐ 2.4 Planning engineering measures (aboveground/underground structures and engineering features)
- ☐ 2.5 Planning signal and control systems
- ☐ 2.6 Planning power supplies
- ☐ 2.7 Engineering offices
- ☐ 2.8 Project planning
- ☐ 2.9 Surveying

## 3. Machines, devices and tools for track-laying and maintenance

- ☐ 3.1 Catenary vehicles
- ☐ 3.2 Devices
- ☐ 3.3 Track-surveying vehicles
- ☐ 3.4 Big machines and construction cranes
- ☐ 3.5 Machine repairs
- ☐ 3.6 Loading/clearance-gauge measuring devices
- ☐ 3.7 Grinding tools
- ☐ 3.8 Rail/road vehicles

## 4. Railway structures

- ☐ 4.1 Platforms
- ☐ 4.2 Platform edges
- ☐ 4.3 Platform systems
- ☐ 4.4 Guidance systems for the visually handicapped
- ☐ 4.5 Air-conditioning systems

## 5. Technical equipment / construction materials

- ☐ 5.1 Axle counters
- ☐ 5.2 Construction-site lighting
- ☐ 5.3 Bridge girders
- ☐ 5.4 Buffer stops
- ☐ 5.5 Electrical point heating
- ☐ 5.6 Slab track
- ☐ 5.7 Surface stabilisation systems
- ☐ 5.8 Wheel-flat detectors
- ☐ 5.9 Geo plastics
- ☐ 5.10 Concrete, timber, steel sleepers for plain track and points
- ☐ 5.11 siding track facilities
- ☐ 5.12 Track reballasting
- ☐ 5.13 DC circuits
- ☐ 5.14 Hot-box detectors
- ☐ 5.15 Insulated rail joints

- ☐ 5.16 Insulated fishplates
- ☐ 5.17 Cable ducts
- ☐ 5.18 Long rails
- ☐ 5.19 Sound-proofing elements
- ☐ 5.20 Sound proofing
- ☐ 5.21 Track-mounted switching devices
- ☐ 5.22 Rails
- ☐ 5.23 Rail fastening systems
- ☐ 5.24 Rail joiners
- ☐ 5.25 Ballast
- ☐ 5.26 Sleepers
- ☐ 5.27 Vibration-suppressing track-support systems
- ☐ 5.28 Technical safety equipment
- ☐ 5.29 Safety tools
- ☐ 5.30 Reinforced-concrete noise-abatement elements
- ☐ 5.31 Special products for infrastructure construction
- ☐ 5.32 Special lubricants
- ☐ 5.33 Power supplies
- ☐ 5.34 Points and crossings
- ☐ 5.35 Point motors
- ☐ 5.36 Point heating
- ☐ 5.37 Point-lubrication devices
- ☐ 5.38 Roll devices for point blades

## 6. Signal and control systems

- ☐ 6.1 Level-crossing systems
- ☐ 6.2 Operations command and control systems
- ☐ 6.3 Earthing clamps for use during track work
- ☐ 6.4 Telecontrol installations
- ☐ 6.5 Cable passages
- ☐ 6.7 Instrumentation and control systems
- ☐ 6.8 Communication systems
- ☐ 6.9 Switching devices in earthing systems
- ☐ 6.10 Signal technology
- ☐ 6.11 Warning systems for track-engineering sites

## 7. Catenary equipment

- ☐ 7.1 Catenaries
- ☐ 7.2 Catenary masts in centrifugally cast concrete
- ☐ 7.3 Wires and cables
- ☐ 7.4 Installations
- ☐ 7.5 Maintenance
- ☐ 7.6 Insulators and sectioning devices
- ☐ 7.7 Clasps and cast-metal parts
- ☐ 7.8 Tensioning equipment
- ☐ 7.9 Catenary components
- ☐ 7.10 Brackets and droppers
- ☐ 7.11 Tools

## 8. Miscellaneous services

- ☐ 8.1 Occupational safety
- ☐ 8.2 Ground surveys / materials testing
- ☐ 8.3 Construction-site logistics
- ☐ 8.4 Inspections of tracks and points
- ☐ 8.5 Recycling of waste construction materials
- ☐ 8.6 Recycling of track materials
- ☐ 8.7 Environmental surveys

## more Products Category:

---

---

---

---

We assign DVV Media Group GmbH | Eurailpress to publish an advertisement in the official trade fair catalogue.  
The **iaf** trade fair will take place in Münster, between 28<sup>th</sup> and 30<sup>th</sup> of May 2013.

Please tick relevant boxes

## Placement within the trade fair catalogue:

- |  |              |
|--|--------------|
| <input type="checkbox"/> double page advertisement b/w | € 2.750      |
| <input type="checkbox"/> ..... further pages b/w       | € 770 (each) |
| <input type="checkbox"/> single page advertisement b/w | € 2.100      |

## Colour surcharge:

- |  |       |
|--|-------|
| <input type="checkbox"/> 4-colour print                          | € 980 |
| <input type="checkbox"/> per special colour (HKS, Pantone, etc.) | € 440 |

## Special placement:

- |  |         |
|--|---------|
| <input type="checkbox"/> inside front cover b/w                          | € 3.100 |
| <input type="checkbox"/> inside back cover b/w                           | € 2.500 |
| <input type="checkbox"/> back cover b/w                                  | € 3.900 |
| <input type="checkbox"/> single page advertisement preliminary pages b/w | € 2.200 |

## Artwork

The exhibition guide will be produced digitally.  
Therefore we need your artwork digitised.

Pdf-, eps- or tiff-data (Resolution min. 300 dpi)

- on data medium or
- by data transfer

Please return the printing documents  
(data has to be comprised and smaller than 15 MB) to:  
[vera.hermanns@dvvmedia.com](mailto:vera.hermanns@dvvmedia.com)

## Publishing House

**DVV Media Group GmbH | Eurailpress**

Nordkanalstraße 36

20097 Hamburg

Phone: +49 (0)40 23714-292

Fax: +49 (0)40 23714-104

E-Mail: [vera.hermanns@dvvmedia.com](mailto:vera.hermanns@dvvmedia.com)

## Exhibition guide

**Circulation:** 5.000 copies

**Format:** DIN A5 (148 mm wide x 210 mm high)

**Type area:** 122 mm wide x 176 mm high

## Our presentation will be:

- |   |
|---|
| <input type="checkbox"/> 4-coloured                                   |
| <input type="checkbox"/> black/white                                  |
| <input type="checkbox"/> with special colour, No. (HKS, Pantone etc.) |

.....

## Artwork:

- |   |
|---|
| <input type="checkbox"/> please find enclosed                   |
| <input type="checkbox"/> will follow via E-Mail until .....     |
| <input type="checkbox"/> will follow on data medium until ..... |

If you have any questions regarding data transfer please  
contact: **Mrs. Vera Hermanns +49 (0)40 23714-292**

Company name

Phone

E-Mail

Date

Contact person

Fax

Signature

Please return this form to us by post or fax: +49 (0)40 23714-104  
or send an E-Mail to [Vera.Hermanns@dvvmedia.com](mailto:Vera.Hermanns@dvvmedia.com)

**Deadline: 25<sup>th</sup> of March 2013**

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

Messe und Congress Centrum  
Halle Münsterland GmbH

Frau Anja Wiesner

Albersloher Weg 32

DE - 48155 Münster

Phone: +49 (0) 251 / 6600 – 111

Fax: +49 (0) 251 / 6600 – 105

email: wiesner@halle-muensterland.de

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

VAT Reg. No.: \_\_\_\_\_

Hall / Booth-No.: \_\_\_\_\_

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

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

Country, Postcode, City: \_\_\_\_\_

email: \_\_\_\_\_

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

Fax: \_\_\_\_\_

## K 1.0 Meeting Rooms

**Please return by: 22.03.2013**

Please complete this form and return it to us in case you would like to rent a conference room. We will contact you as soon as possible for the further preparation of your conference. Appointment and room allocation depend on the date of receipt of your request.

<b>Date</b> _____	<b>Time</b> from _____ to _____	<b>Conference technics (beamer, screen ...)</b> <input type="checkbox"/> yes <input type="checkbox"/> no
<b>Seating:</b>	<input type="checkbox"/> classroom-style	<input type="checkbox"/> in rows
<b>Number of people</b>		
<input type="checkbox"/> up to 10 people	<input type="checkbox"/> 11 - 30 people	<input type="checkbox"/> 31 - 50 people <input type="checkbox"/> other: _____

<b>Date</b> _____	<b>Time</b> from _____ to _____	<b>Conference technics (beamer, screen ...)</b> <input type="checkbox"/> yes <input type="checkbox"/> no
<b>Seating:</b>	<input type="checkbox"/> classroom-style	<input type="checkbox"/> in rows
<b>Number of people</b>		
<input type="checkbox"/> up to 10 people	<input type="checkbox"/> 11 - 30 people	<input type="checkbox"/> 31 - 50 people <input type="checkbox"/> other: _____

<b>Date</b> _____	<b>Time</b> from _____ to _____	<b>Conference technics (beamer, screen ...)</b> <input type="checkbox"/> yes <input type="checkbox"/> no
<b>Seating:</b>	<input type="checkbox"/> classroom-style	<input type="checkbox"/> in rows
<b>Number of people</b>		
<input type="checkbox"/> up to 10 people	<input type="checkbox"/> 11 - 30 people	<input type="checkbox"/> 31 - 50 people <input type="checkbox"/> other: _____

Place / Date \_\_\_\_\_

company seal / legally binding signature \_\_\_\_\_

**For internal use only!**

Eingabe in RUBIN:

Datum: \_\_\_\_\_

Kürzel: \_\_\_\_\_