

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
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<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: \_\_\_\_\_