

Order form for meeting rooms 20 to 41 - Zone B

Please send to:

Messe München GmbH, Exhibition Group Guest Events, Ms. Verena Goess, fax +49 89 949-9720082 or e-mail to verena.goess@messe-muenchen.de

Company name	Hall / booth no. (If applicable)
	
	Contact person
Address / P.O. box	E-mail
Postal code / city / country	Tel. no. with prefix / extension
ESC website: escexhibition.org . All prices specified here are n invoice to the above stated address. Please fill in a separate for Booking data	et prices and are subject to VAT. The amount payable is charged via orm per room. A signature is required on page 4.
Room no.	
Keys will be delivered by a member of the ESC staff upon you Office in the Atrium, in front of hall B2. We charge a fee of 120	ur arrival. Please make sure to return all keys at the Exhibitor Services 0.00 € per key if a key cannot be returned by August 28, 2018.
Room signs	
In front of all meeting rooms, there are insertion slide-ins roomservices@escardio.org in image format (JPEG, PNG, BN	for 29.7 cm x 29.7 cm sheets. Please send your company logo to IP) by July 27, 2018 so it may be approved and produced.
Cleaning	
Included in the room rent is the initial cleaning and a daily intercleaning can be ordered. Please contact Verena Goess for mo	rmediate cleaning in the evening. Additional intermediate or special ore information.
Ventilation / heating	

The meeting rooms are equipped with heaters but are not air-conditioned or connected to a ventilation system. There are windows, which can be opened outwards – 1 or 2, depending on the size of the room. Note that small mobile air conditioning units can be provided free of charge upon demand, however they do not have the same efficiency as an AC ventilation system.

Catering

The sideboard in the room can be used for catering. For reasons of space, additional catering tables are not recommended.

Please contact our service partner Käfer Service GmbH about your catering plans. You can also use order form 14.2., which is available for you on the ESC website escexhibition.org.

Furnishings etc. / seating

Room specifications:

White walls Carpeting

Bank of windows, at least 1 window can be opened

(view into the Atrium or to the south over the 'A' Halls)

Vertical blinds as protection against the sun, cannot be darkened

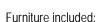


Table + block seating (4 to 24 seats according to the size of the room), 1 sideboard, 1 coat stand and 1 rubbish bin.

Please order additional items here (please consider the room size):



Technical equipment

Setting up of the technology takes place approx. 1/2 hour before the beginning of the event.

Quantity	Article for hire	each / per day	Booking period, technology (date and time)
	Laptop	€ 140.00	
	Projector* HDMI-cable	€ 285.00 € 99.00	
	46" LCD preview screen / ground-mounted	€ 215.00	
	55" LCD Preview Screen / ground-mounted	€ 265.00	

^{*} In the meeting rooms, the white walls can be used as a projection surface.

Internet / telephone (please order before July 13, 2018)

WiFi will be available in the meeting rooms. Additional internet and telephone services can be ordered as follows:

Quantity	Service / article for hire	each / for duration of event
	Economy Internet access , max. 4 Mbit/s , synchronous, incl. flat rate, dynamic / public IP address (DHCP)	€349.00
	Economy Internet access, max. 8 Mbit/s, synchronous, incl. flat rate, dynamic / public IP address (DHCP)	€429.00
	Business Internet access, max. 4 Mbit/s, synchronous, incl. flat rate, fixed / public IP address (no DHCP)	€ 549.00
	Business Internet access, max. 8 Mbit/s, synchronous, incl. flat rate, fixed / public IP address (no DHCP)	€689.00
	24-port switch, max. 23 x ethernet / RJ45 connections possible	€79.00
	Mini-switch, max. 7 x ethernet / RJ45 connections possible	€29.00
	WiFi Standard router for connection to existing Economy / Business Internet Access (max. 32 clients)	€129.00
	Conference phone, incl. connection and phone number	€219.00
	IP telephone incl. connecting unit. Functional features: open listening, call diversion, repeat	€126.50
	Fax machine incl. analog connection for laser fax, with copy function	€280.50

Your order is subject to acceptance of the terms of business for information and communications services (form 6.0), which is available

on the ESC website: escexhibition.org.	ormation and comin	idilications services	(101111 0.0), WHICH IS AVAIIADIE
Please specify in a sketch of the room layout where you need	the items.		
Are you planning to deploy your own Wi-Fi service with your own Wi-Fi router?		Yes	No 🗆
Fixtures and fittings			
Are you planning to use your own furniture? Are you planning to use your own audiovisual equipment?	Yes ☐ Yes ☐	No 🗆	
If so, please let us have true-to-scale plans (aerial perspective + sidepartment.	de view). To be put	into effect, the plans	s must be cleared by the fire

Please note that escape routes and extinguishing devices are to be kept free at all times. In the area of the conference and meeting rooms, the VStättV (directive on places of assembly) applies!

Goods lift

The meeting rooms are situated on the 1st floor	r above the halls. T	The rooms can be accessed via staircases, escalators and lifts.
operated by trained lift operators (€ 30.00 per h	nour) who have the	able. The permitted total weight for these is 3 tons. The goods lifts are keys for the lifts. The surcharge for orders placed after the order ellation at the venue, the costs have to be borne in full.
Do you require a goods lift / lift operator?	Yes	No 🗆
If so, when (date and time)?		
during setting up		during dismantling
Important regulations		
In the area of the conference and meeting room	ns, the VStättV (dir	ective on places of assembly) applies.
Please note that escape routes and extinguishi be put down in the corridors.	ng devices are to b	be kept free at all times. For reasons of fire protection, no objects may
In all our conference and meeting rooms smoki	ing is forbidden!	
It must be possible for any objects which have case, the costs of the repair are passed on to the costs of the repair are passed on to the costs of the repair are passed on to the costs of the repair are passed on to the costs of the repair are passed on to the costs of the repair are passed on to the costs of the repair are passed on to the costs of the repair are passed on to the costs of the repair are passed on to the costs of the repair are passed on to the costs of the repair are passed on to the costs of the repair are passed on the costs of the repair are passed on to the costs of the repair are passed on to the costs of the repair are passed on to the costs of the		ne walls to be removed again without leaving a residue. If this is not the
For queries or further information, we will be	e pleased to assis	st you:
Messe München GmbH, Exhibition Group Gues fax +49 89 949-9720082, e-mail verena.goess@		
Order deadline for the services detailed here	e:	
August 03, 2018 (3 weeks before the beginning received after those dates cannot be guaranteed)		ternet access needs to be ordered by July 13. The delivery for orders
Place / date		Company stamp and legally valid signature