

**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](mailto: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

We hereby order the following services from Messe München GmbH (MMG). In submitting the order, we are indicating the legally binding agreement with the General Terms of Contract for Exhibitor Services of Messe München GmbH, which is available on the ESC website: [escexhibition.org](http://escexhibition.org). All prices specified here are net prices and are subject to VAT. The amount payable is charged via invoice to the above stated address. Please fill in a separate form per room. **A signature is required on page 4.**

**Booking data**

Room no. \_\_\_\_\_

Keys will be delivered by a member of the ESC staff upon your arrival. Please make sure to return all keys at the Exhibitor Services Office in the Atrium, in front of hall B2. We charge a fee of **120.00 € 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 for 29.7 cm x 29.7 cm sheets. Please send your company logo to [roomservices@escradio.org](mailto:roomservices@escradio.org) in image format (JPEG, PNG, BMP) by July 27, 2018 so it may be approved and produced.

**Cleaning**

Included in the room rent is the initial cleaning and a daily intermediate cleaning in the evening. Additional intermediate or special cleaning can be ordered. Please contact Verena Goess for more 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](http://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



### Furniture included:

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):

Quantity	Picture	Article for hire	each / for duration of event
		Flip chart (incl. paper and pens)	€ 22.50
		Pinboard + whiteboard (without push pins)	€ 22.50
		Locker cabinet (4 lockers, dimensions: 45 cm in width, 50 cm in depth, 180 cm in height)	€ 98.00
		Lockable sideboard (gray, dimensions: 80 cm in width, 40 cm in depth, 80 cm in height)	€ 75.00
		Bottle refrigerator small (volume approx. 180 l, lockable, dimensions: approx. 60 cm in width, 60 cm in depth, 85 cm in height)	€ 85.00
<b>Further requests?</b> Note that some items are not in the order form but do not hesitate to let us know about any special requests as we may be able to assist you:			

## 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* <input type="checkbox"/> HDMI-cable <input type="checkbox"/> VGA cable 1st day as from 2nd day	€ 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
	<b>Economy Internet access</b> , max. <b>4 Mbit/s</b> , synchronous, incl. flat rate, dynamic / public IP address (DHCP)	€ 349.00
	<b>Economy Internet access</b> , max. <b>8 Mbit/s</b> , synchronous, incl. flat rate, dynamic / public IP address (DHCP)	€ 429.00
	<b>Business Internet access</b> , max. <b>4 Mbit/s</b> , synchronous, incl. flat rate, fixed / public IP address (no DHCP)	€ 549.00
	<b>Business Internet access</b> , max. <b>8 Mbit/s</b> , 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
	<b>Conference phone</b> , incl. connection and phone number	€ 219.00
	<b>IP telephone</b> incl. connecting unit. Functional features: open listening, call diversion, repeat	€ 126.50
	<b>Fax machine</b> 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](http://escexhibition.org).

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? Yes ☐ No ☐

Are you planning to use your own audiovisual equipment? Yes ☐ No ☐

If so, please let us have true-to-scale plans (aerial perspective + side view). To be put into effect, the plans must be cleared by the fire department.

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 above the halls. The rooms can be accessed via staircases, escalators and lifts.

For the transporting of large or bulky objects, goods lifts are available. The permitted total weight for these is 3 tons. The goods lifts are operated by trained lift operators (€ 30.00 per hour) who have the keys for the lifts. The surcharge for orders placed after the order deadline is € 5.00 per hour. In the event of non-utilization or cancellation 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 rooms, the VStättV (directive on places of assembly) applies.

Please note that escape routes and extinguishing devices are to be kept free at all times. For reasons of fire protection, no objects may be put down in the corridors.

In all our conference and meeting rooms smoking is forbidden!

It must be possible for any objects which have been attached to the walls to be removed again without leaving a residue. If this is not the case, the costs of the repair are passed on to the exhibitor.

**For queries or further information, we will be pleased to assist you:**

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fax +49 89 949-9720082, e-mail verena.goess@messe-muenchen.de

**Order deadline for the services detailed here:**

August 03, 2018 (3 weeks before the beginning of the event), internet access needs to be ordered by July 13. The delivery for orders received after those dates cannot be guaranteed.

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="border-top: 1px solid black; padding-top: 2px;">Place / date</div>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="border-top: 1px solid black; padding-top: 2px;">Company stamp and legally valid signature</div>
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