



## Stand Cleaning

Hall	Stand No.
Exhibitor	

## Order Form 2009

**Deadline: 2 weeks prior to the event**

**Exhibitor Service:** Fax: +49(0)30/30 38-14 60 or 30 39-0 00 91 43; Phone: +49(0)30/30 38-14 00  
**E-Mail:** aussteller-service@messe-berlin.de; **Post:** Messe Berlin GmbH, Ausstellerservice,  
 c/o MB Capital Services GmbH, Thüringer Allee 12/12A, D-14052 Berlin  
**Techn. queries:** Phone: +49(0)30/30 38-13 34 or 30 38-57 09; **E-Mail:** infra-aussteller@capital-facility.de

Please note the guidelines overleaf.

The mentioned prices are subject to statutory value-added tax.

By signing the order you acknowledge the stipulated conditions. In all cases, unless otherwise stated (see below), the invoice for the services will be presented to the company placing the order.

The deadline for placing orders is 3 days prior to the start of the fair. Orders received after this date are subject to a 20 % surcharge.

**Remark:**

Disposal of refuse or construction material should be ordered separately (please see order for Refuse Disposal).

According to the Technical Guidelines C 1, item 6.2.2 "Cleaning" all cleaning services should only be executed by the cleaning company authorized by Messe Berlin GmbH.

**Daily cleaning of the stand**

Prices for cleaning between days of fair, per cleaning

up to 150 m <sup>2</sup>	0.48 EUR/m <sup>2</sup>
151-500 m <sup>2</sup>	0.45 EUR/m <sup>2</sup>
501-1000 m <sup>2</sup>	0.34 EUR/m <sup>2</sup>
above 1001 m <sup>2</sup>	0.29 EUR/m <sup>2</sup>

The exhibition area has to be left clean and tidy. A necessary cleaning will be charged to the exhibitor (especially for remaining adhesive tape).

\*) You will be charged for surcharges in force locally work during nights, on Saturdays, for overtime work, and work carried out on Sundays and public holidays with proof of hours worked.

\*\*) Plus 25 % charge for work after 9.00 p.m.; payment at hourly rate, with proof of hours worked.

Stand size – base/m <sup>2</sup> : . . . . .	Company name/lettering on the stand:
Stand size – 1st floor/m <sup>2</sup> : . . . . .	

**Basic cleaning during construction period**

- ..... **Cleaning of the stand** (floor, furniture, exhibits) per hour 23.00 EUR\*)
- ..... **Cleaning of areas of glass and plastic** (mirrors, walls, acrylic surfaces, tiles) per hour 32.00 EUR\*)

**Cleaning on the even of the event/during the night**

- ..... **Cleaning on the even of the event** (floor, furniture, exhibits) per m<sup>2</sup> 1.06 EUR
- ..... **Cleaning of areas of glass and plastic** (mirrors, walls, acrylic surfaces, tiles) per hour 38.40 EUR\*\*)

**Cleaning between the days of the fair**

(starting in the evening of the first day of the event)

- ..... **Daily cleaning of the stand (Prices see to the left)\***  
(Services: Ashtray cleaning and wet wiping, tables washing off, waste baskets emptying, hard floor covering wet mopping, and carpets vacuum cleaning) payment according to m<sup>2</sup> (see to the left)
- ..... **Daily cleaning of areas of glass and plastic** (mirrors, walls, acrylic surfaces, tiles) per hour 38.40 EUR\*\*)

**Additional services**

- ..... **Services at hourly rate** (e. g. auxiliary personnel, cleaning exhibits, washing dishes, dry cleaning of carpets) per hour 23.00 EUR\*)
- ..... **Premium cleaning All-inclusive-package** (floors, glass, furniture, exhibits)  
Contents: basic cleaning, daily cleaning in the evening, 1 service staff always stand by  
Price: individual flat fee according agreement  
Phone: +49(0)30/30 38-13 34

..... We require extra services. Please contact us on the stand.

Date: ..... Time: .....

Contact: .....

For daily cleaning of closed rooms, please mention a date for handing over the keys.

Please note: For later alteration of invoices EUR 30.00 plus VAT will be charged in addition.

Name and address of exhibitor (if recipient of invoice):

VAT Reg No: .....

Name and address of recipient of invoice (if not identical with exhibitor):

Contact on the stand:

Phone:

Telefax:

E-Mail:

Legally binding signature and company stamp:

We are only ordering by order and on account of the exhibitor (services will be charged to the exhibitor).

Date: Name of the customer (in block letters):

As of: Aug 2008 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg

## General Guidelines for Stand Cleaning

All orders must be placed in writing and should be sent either to  
**Messe Berlin GmbH, Exhibitor Service, Messedamm 22,  
D-14055 Berlin/Germany**

or  
**MB Capital Services GmbH, Thüringer Allee 12/12 A,  
D-14052 Berlin**

**Fax: +49(0)30/30 38-14 60**

**e-mail: [aussteller-service@messe-berlin.de](mailto:aussteller-service@messe-berlin.de)**

(Postal address of order forms in the Exhibitor Service Manual).

### 1. Preliminary cleaning (Cleaning during the night before the event)

Preliminary cleaning entails the collection and disposal of all packaging and rubbish (superficial cleaning) as well as dusting and washing of furniture and floor (and where applicable vacuuming of carpets).

Payment is for all confirmed hours of work.

### 2. Regular cleaning

Regular cleaning includes the removal of dust from floors and furniture and the wiping of these areas with a damp cloth, as well as vacuum cleaning of carpets (no shampooing).

### 3. Other duties of the client

The client must clear all objects to be cleaned; this is not included in the duties of our cleaning personnel unless stipulated in writing in this order.

### 4. Cleaning periods

Preliminary cleaning will take place in accordance with verbal agreement, and at the latest on the night prior to the opening of the event. Regular cleaning will be carried out each day of the exhibition/fair after the official closing time.

### 5.

Clients must ensure that we are granted access to the areas to be cleaned and to power points. If necessary they should supply us with keys.

### 6.

If no personnel are present on the stand when delivery is made, the services shall be considered to have been duly provided upon fulfilment of the services or delivery of the hired equipment to the stand.

### 7.

The service provider/lessor is not required to check the authority of the personnel encountered on the stand when the services are provided or when hired goods are delivered.

### 8.

Complaints about the standard of cleaning work should be made to us on the day in question in writing. We cannot consider later objections. We are obliged and entitled to make up for any proven deficiencies. Cancellation of the contractor or a reduction in the amount payable is only possible if the subsequent improvement is inadequate.

### 9.

Charges will be based on the square metre area of a stand as listed in the official hall plan of Messe Berlin, and may also include aisles that are inside the stand areas, as well as second floor stand areas.

### 10.

Our rates may be adjusted on a percentage basis in accordance with wage increases.

### 11. Remuneration

Invoices will be submitted at the end of the event. Because of the labour-intensive nature of the work, all invoices will be payable net without deductions following receipt of the invoice, or payable on submission of receipts.

### 12. Liability

The amount and extent of our liability for any damage of personal injury caused by our staff is listed below. The client undertakes to carry out an immediate inspection after the cleaning work has been carried out, in order to establish whether any damage has been caused. Obvious cases of damage must be reported in writing immediately, and at the latest within a period of three days. All cases of damage and injury will be dealt with and paid for exclusively by our insurers. We have taken out public liability insurance against damage or injury for the following amounts: up to EUR 1,000,000.00 for personal injury, up to EUR 500,000.00 for damage to property and objects, for failure to provide suitable care or for damage due to bad workmanship, up to EUR 50,000.00.

### Miscellaneous

Ancillary agreements are only effective if they are made in writing. – The contractor will store and process personal data in the normal way, and using data processing. An undertaking is given to abide by the regulations of the Federal Data Protection Law.

The place of jurisdiction shall be Berlin. Each of these regulations shall be valid in its own right.