

## Security Cover

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 32/-58 66/-58 67; **E-Mail:** infra-aussteller@capital-facility.de

We hereby order the following equipment for hire for the duration of the event:

According to the Technical Guidelines, item 2.5 "Security Cover", security officers to guard the stands may only be obtained from the security company appointed by Messe Berlin.

**Price structure:**

For the provision of personnel for item 1 there will be a charge of EUR 15.95/hour incl. surcharge for night and sundays.

Services, which are ordered before the deadline, i.e. 2 weeks prior to the fair, are not subject to an additional surcharge.

Services, which are ordered after the deadline, i.e. less than 2 weeks prior to the fair, are subject to a allover surcharge of 25 %.

In addition will be charged 100 % surcharge for official holidays as well as EUR 4.00 travelling costs for each period of duties/per person from 8.00 a.m. to 6.00 p.m. and EUR 8.00 from 6.00 p.m. to 8.00 a.m.

Charges for item 3 will be based on the type of services required.

Minimum period for which these services will be provided is 4 hours.

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.

### 1. Personnel to provide stand security cover

No. of persons

..... Dates (from-to): .....

daily (h, from-to): .....

..... Dates (from-to): .....

daily (h, from-to): .....

..... Dates (from-to): .....

daily (h, from-to): .....

End of security cover on ..... at ..... hour.

### 2. Special staff for events on the stand (e.g. multi-lingual)

No. of persons

..... Dates (from-to): .....

daily (h, from-to): .....

Price according to quotation

### 3. Suitable qualified personnel for special purposes

No. of persons

..... Dates (from-to): .....

daily (h, from-to): .....

Price according to quotation

### Use of security devices (devices to register movement)

Qty. price each/day

..... devices to register movement incl. detailed advice in advance – each per day 3.45 EUR

The use of devices to register movement is only possible in conjunction with personnel in accordance with items 1-3.

..... Camera(s) price upon request

**We can offer other technical solutions for security or a comprehensive security analysis for the stand.**

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:

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):

Legally binding signature and company stamp:

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

Contractual partner: Messe Berlin GmbH

## General Guidelines for Security Cover

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 General details

The contractor's services and offers are provided solely on the basis of the following contractual conditions.

Additions, supplements and amendments to these contractual conditions, or deviations from them, shall only be effective if confirmed in writing by both contracting parties.

### § 2 Subject of the Agreement

By means of this agreement the client entrusts the contractor with the security of the aforementioned property.

The contractor shall appoint a project manager, who shall be responsible for the technical and organisational implementation of this agreement, and shall be in authority over his/her employees.

The contractor shall draw up the instructions required for the fulfilment of the services.

During the performance period the client or his representative shall be granted access to the places of employment.

On request the contractor shall supply the client with all necessary information about the properties and, if required, shall provide him with all available documents.

### § 3 Terms of Payment

Invoices shall be submitted after the performance of the services. Payment becomes due immediately.

Only bills and cheques will be accepted as payment. They are not to be considered as a cash payment. Their acceptance does not imply any guarantee with regard to punctual and correct submission or protests. The client shall bear all costs and charges, and discount charges in particular.

A set-off or assertion of a claim to withhold payment of the client's claim is only possible if the client's claim is uncontested, or has been recognised by declaratory judgement.

### § 4 Objections

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.

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.

Any complaints regarding the fulfilment of the services ordered should be made to Messe Berlin on the same day, in writing. Complaints made at a later date will be excluded. An obligation exists to rectify justifiable complaints. Cancellation of the contract or a reduction in the remuneration are only possible if the rectification of the complaint is unsuccessful.

### § 5 Liability

The contractor is answerable for any damage or consequential damage caused by a defect resulting from unauthorised actions, negligence in making the contract, infringement of contractual or statutory collateral duties, the impossibility of performing the services, or delay, provided that such damage has been caused by deliberate or gross negligence on the part of his legal representative or employees.

The client's claims for liability fall under the statute of limitations after 6 months from the time that the respective services are completed:

The contractor shall take out liability insurance for the following amounts:

A lump sum of EUR 1,000,000.00 for personal injury, damage to property and financial damage

EUR 10,000.00 to cover the loss of guarded items.

In each case of damage or injury the amount of liability is limited to the sums given above.

### § 6 Law, Place of Jurisdiction

The law of the Federal Republic of Germany shall apply to the terms of this agreement and to the entire legal relationship between the client and the contractor.

Berlin shall be the place of jurisdiction for any legal disputes arising out of this agreement.