

Koelnmesse Service GmbH
 Postfach 21 07 60
 50532 Köln
 Germany
 Tel. +49 (0)221 821-3998
 Fax +49 (0)221 821-2188
 standbau-services@koelnmesse.de
 www.koelnmesse-service.de

**Deadline for submission:
 8 weeks before the start of the fair**

Customer no. (from your stand confirmation)

--	--	--	--	--

--	--	--	--	--	--	--	--	--	--

Name of trade fair

/2008

Hall / aisle / stand no.

Company	Department / contact partner
Full address	
Tel., fax	e-mail

We hereby order:

1 Partition walls

1.1 Wall elements (white on both sides): The walls feature a scratch-resistant HPL coating and serve to partition a stand/construct a booth. They must not be damaged, drilled or nailed and are therefore not suitable as surfaces on which to hang objects.

In the event of damage to the wall elements, a replacement fee of €300 per element will be invoiced after the period of use. Koelnmesse Service will be glad to provide assistance with questions concerning the hanging of posters, images and similar objects.

Each partition wall over 5 metres in length and each free-standing wall must be stabilised by a sufficient number of supporting walls! The positioning of these supporting walls should be specified as early as possible, and preferably at the time the order is placed. When construction is completed, commissioned conversions will be invoiced according to the work required.

The wall elements are 4 cm thick, 250 cm high and 100 cm wide.

_____ linear metres (€65 per linear metre)

1.2 Doors (white): e.g. for a booth

_____ units (€98 per unit)

1.3 Screens (white): (30 cm high including necessary supports)

_____ linear metres (€54 per linear metre)

1.4 Lintel (white): e.g.: for booths without doors

_____ units (€67 per unit)

1.5 Curtain for lintel

black (standard) white

_____ units (€15 per unit)

1.6 Wall in non-standard colour

We are prepared to pay an additional fee for a different wall colour and request a corresponding offer. (Non-standard wall colours must be ordered 6 weeks before the event.)

Colour (RAL-No.): _____

1.7 Lighting

We would like _____ spotlight units (€54 per unit).

An adequate electrical mains supply must be ordered separately, using Order Form T.01.

1.8 Inscription of screen:

(max. 15 black letters, 15 cm high)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

_____ letters (€5.90 per letter)

2 Carpeting: (ribbed)

grey (standard) red blue green brown

_____ m² (€10.40 per m² – rental charge)

If no colour is specified, grey carpeting will be supplied.

All listed prices are net prices. The sales tax applicable in each case will be added to the price.

Complaints about deficiencies may be made only during the event!

All orders submitted by the deadline will be filled by no later than 24 hours before the start of the event. Exceptions are subject to written arrangements.

Orders received after the deadline for submission mentioned above are subject to a surcharge of 10% of the basic price and must be confirmed in writing by Koelnmesse Service.

The invoice will be sent at the same time as the order confirmation. The invoice is payable 8 weeks prior to the start of the event. The stand may not be occupied until payment for the stand construction work has been made. We hereby declare that we understand the terms of the stand construction declaration and the General Terms and Conditions, and that we acknowledge them to be binding. The terms are valid for the company's own representatives as well as for independent agents, insofar as they have been commissioned to work at our stand. We are aware that as an exhibitor we are responsible for compliance with the stipulations and are liable for those persons commissioned by us. The order may be cancelled up to 6 weeks before the stand construction period officially begins. Cancellations received after this date carry no obligation for Koelnmesse Service GmbH.

Koelnmesse Service GmbH is entitled to contract a partner company to carry out the service ordered. This company will operate in the name and on behalf of Koelnmesse Service GmbH.

By signing this form, we hereby declare that we accept as binding the General Terms and Conditions of Koelnmesse Service GmbH and subordinate and supplemental to them those of the respective service partner. These terms and conditions can be requested from Koelnmesse Service GmbH by calling +49 (0)221 821-3998.

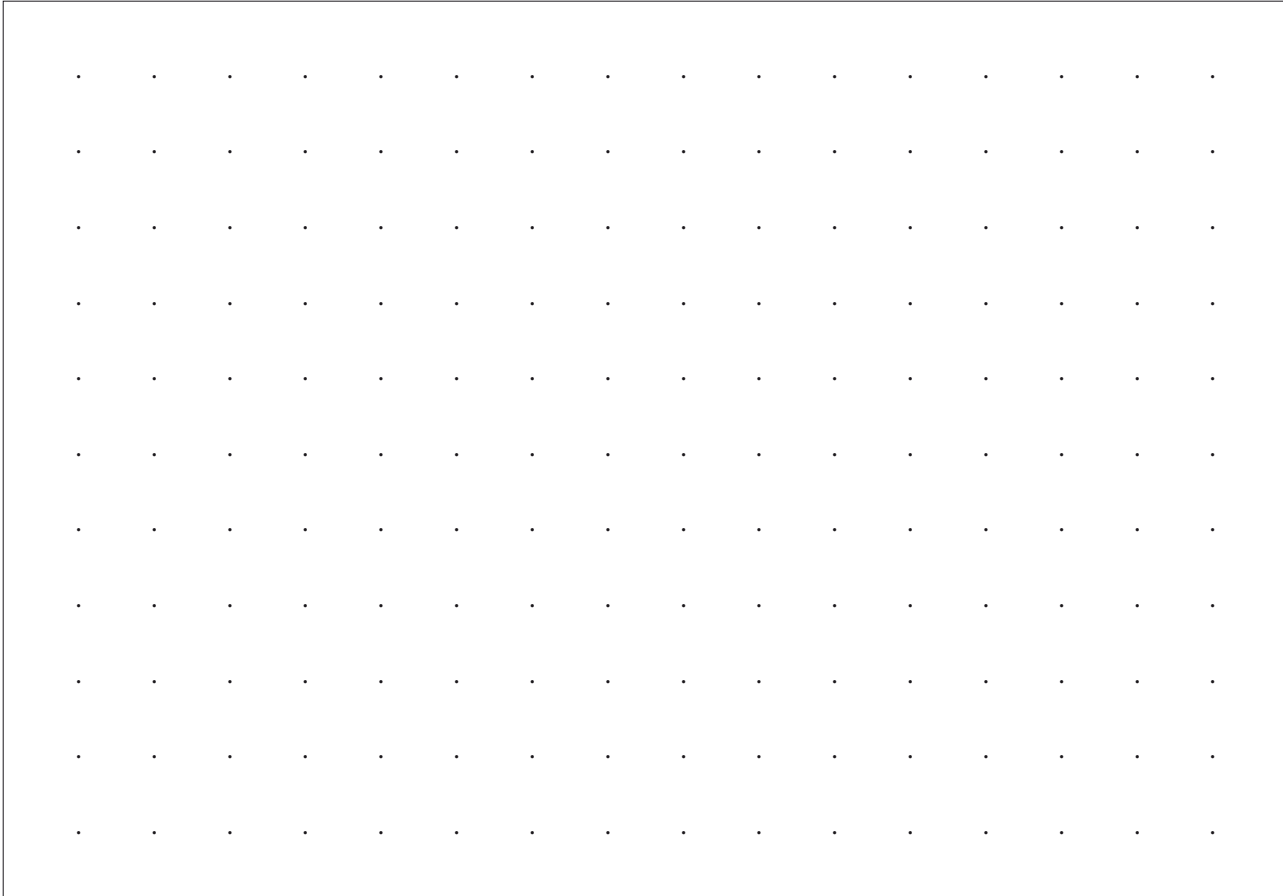
The General Terms and Conditions of Koelnmesse Service GmbH can also be downloaded from the website www.koelnmesse-service.de.

The place of performance and jurisdiction is Cologne.

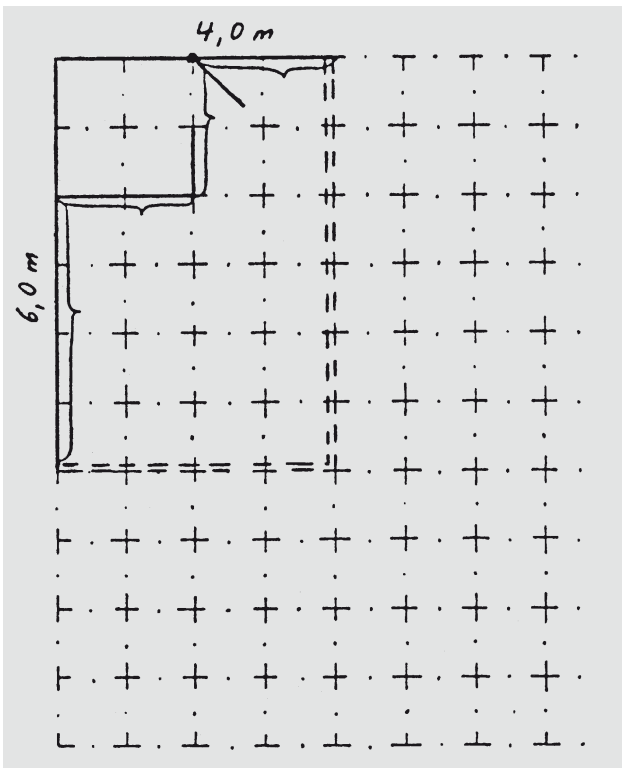
Date, legally binding signature and company stamp


Please enter the required construction concept for the components in the grid below. (For example, please see below)


1m




Example sketch:



-  Door according to 1.2

-  Walls according to 1.1

-  Screen according to 1.3
