

Contact and invoicing:

One of the accredited contractors of Messe München GmbH listed below

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

Please pass on our order to the official forwarding agent of Messe München GmbH designated below:

☐ **Schenker Deutschland AG**
 Messegelände, Tor 21 | 81829 München | Germany
 Tel. +49 89 949-24300 | Fax +49 89 949-24339
 www.dbschenker.com/de | fairs.muenchen@dbschenker.com

☐ **Kühne + Nagel (AG & Co.) KG**
 Messegelände, Tor 21 | 81829 München | Germany
 Tel. +49 89 949-24400 | Fax +49 89 949-24409
 www.kuehne-nagel.com | customer.event@kuehne-nagel.com

We require the following lifting gear as marked for loading / unloading or installing / dismantling our exhibits and exhibition objects:

		Max. unit weight	Date of use	Starting time of use	Duration of use
Fork lift truck	Lifting capacity t				
Mobile crane	Lifting capacity t				
Others					

The official forwarding agents have the sole right of forwarding freight on the exhibition site. This applies in particular to the use of fork lift trucks and mobile cranes. We are aware that we must expect considerable delay and higher costs for stand construction / dismantling if application for delivery / collection is submitted late.

Storage of goods / products

	Collection date	Time	Number of packages / m ³
Empties storage (see explanations on page 2)			
Full load storage (see explanations on page 2)			

An extract from the list of charges raised by forwarding agents can be found on page 2.

☐ I am an entrepreneur as defined by the UStG (Law on value-added tax) – see VAT no. in address field.

☐ I am not an entrepreneur as defined by the UStG.

Any contract agreed is concluded directly between the exhibitor and the official forwarding agent of Messe München GmbH designated above. We are familiar with the conditions of Messe München GmbH's accredited forwarding agents set out on page 2.

☐ Invoice address if deviating from that above

Ordering party (if deviating from the exhibitor) Street / P.O. Box

Postcode / Town / Country

Place / date

Company stamp and legally binding signature of exhibitor

■ Conditions of Messe München GmbH's accredited forwarding agents

a) The German General Conditions for Forwarders (ADSp) (latest version) shall apply for all orders to the official exhibition forwarding agents. The forwarding rates for trade fairs and exhibitions are available from the official forwarding agents listed and will be sent on request. German law shall prevail. Place of jurisdiction shall be Munich.

When ordering cranes and fork lift trucks it must be noted that the exhibition forwarding agents only assume liability within the scope of the ADSp. Exhibitors are therefore strongly advised to take out transport and installation insurance.

The exhibitor shall have sole liability for all damage and consequential damage resulting from the incorrect specification of weights (individual weights).

b) After award of the order, the official forwarding agents can in urgent cases act according to their discretion, while safeguarding the interests of the exhibitor, if there is no representative of the exhibitor on the stand. This shall also apply in the case of use of the cranes and fork lift trucks. This unordered work must be paid for in exceptional cases according to the forwarding rates if the intervention was necessary in the interest of the goods.

c) The liability of the official exhibition forwarding agents shall end with the placing of the exhibition goods in the exhibitor's stand even if the exhibitor or his representative is not present. In the case of return transport this shall not commence until the goods are actually collected from the stand even if the shipping documents have been issued previously at the office of the official forwarding agent. Storage will be undertaken by the official forwarding agent only if specially ordered and against payment.

d) Forwarding agent invoices are payable without deduction and immediately within ten days of the invoicing date. Since the invoices are usually for cash expenses, this payment deadline must be observed without fail.

Our accredited forwarding agents are entitled to collect payment of expenses and charges during the trade fair, at least in the form of a down payment.

■ Explanations

1. Only packages that are actually empty can be designated and charged as **empties**. Packaging material must be made available on the stand, of suitable type for transport and if necessary bundled together. The price applies only for empties. No liability is accepted for full goods left with empties.
2. All empties / packaging must be marked with the address of the company, hall and stand number, otherwise correct return cannot be guaranteed.
3. The use of lifting vehicles and rental cranes is permitted only in connection with the official exhibition forwarding agents. In special cases, an additional agreement with the Technical Exhibitor Service of Messe München GmbH is necessary.
4. **The information on page 1 of this form is absolutely essential for proper processing of your order. Please complete carefully.**
5. Separate order by fax is required if the above-mentioned lifting devices are to be used on several days.

■ Extract

Extract from the official list of charges raised by forwarding agents applicable to the Messe München Exhibition Center		EUR
3.0 t fork-lift truck	per hour	145.00
5.0 t fork-lift truck	per hour	155.00
40 t mobile crane	per hour	249.00
Empties storage	per package and m³ or part thereof	53.00
Full load storage	per package and m³ or part thereof	73.00

(Subject to change)

Parts of half-hour periods of use will be rounded up to the full half hour and charged as such; travel time to and from the customer's site and setup time for telescopic cranes count towards the duration of use and are charged as such. For equipment a minimum period of use of 2 hours will be charged; for empties a minimum of 2 m³, for full load storage a minimum of 2 m³.

■ Delivery of goods consignments

When you address goods consignments for delivery to your stand, we would ask you to include the following data on the consignment and/or inform your forwarding agent accordingly:

- Name of the event
- Phone number of an employee on site authorized to receive goods
- Hall (designation of hall: A, B or C and number of hall (1–6)) or in case of outdoor exhibition area (designation: F and block number (5–13))
- Stand number of your exhibition stand
- Name of exhibitor
- Messegelände / Willy-Brandt-Allee, 81829 München, Germany

Please note that Messe München GmbH staff will not accept receipt of goods consignments intended for exhibition stands/third parties. This may only occur via the exhibitor himself or staff authorized by the exhibitor for this purpose.

■ Overtime surcharges for staff

Period	%
Monday to Friday from 17:00–20:00	25
Saturday till 20:00	25
Monday to Saturday from 20:00	50
Sunday till 20:00	50
Sunday from 20:00, public holidays all day	100

All prices plus forwarding insurance / hook load insurance and statutory VAT.

The full list of charges raised for the Messe München Exhibition Center are available from our service partners via the contact data stated overleaf.

■ The accredited Messe München GmbH forwarding agents offer you the following consignment services:

- Acceptance of receipt and storage of goods consignments until such time as the staff setting up the stand arrive
- Delivery service to the stand
- Storage of empty packaging and delivery of same for stand dismantling purposes
- Storage of goods at close of event until shipping date

Further information on the services provided by the forwarding agents approved by Messe München GmbH are detailed on page 1 of this service form.

We advise our exhibitors not to deposit goods consignments in the halls or outdoor exhibition area unsecured during the setup / dismantling periods. Security staff can be ordered via order form 9.1 if required.