

Stand party



Return: Immediately but not later than 5 weeks before the start of the event

Correct as of: 06/2018

Hamburg Messe und Congress GmbH
Exhibition engineering department:
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D-20308 Hamburg

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Fax +49 40 3569-2139
messtechnik@hamburg-messe.de

Event: _____ Hall/Stand no.: _____

Date of event: _____ Exhibitor: _____

☐ We are ordering on our own behalf

☐ We are ordering on behalf of the exhibitor. Please issue the invoice to:

Billing address:

Invoice amendments which arise due to incomplete, or incorrect information (billing address, missing purchase order number, etc.) after the start of the event will only be carried out subject to a fee of EUR 50.00

Company name: _____

Street/PO box: _____

Postcode/town: _____ Country: _____

Contact: ☐ Mr. ☐ Mrs. _____

E-mail: _____

Electronical invoicing requested: email: _____

Phone: _____ Mobile: _____

Fax: _____

Order no. (e.g. SAP, Oracle): _____

☐ privat person

☐ registered entrepreneur (or legal entity with VAT-Reg.-No.)

VAT reg.-No.:

Commercial/Company Reg.-No. (non-EU): _____

Stand party



Dear exhibitor,

If you would like to hold a customer event (stand parties) at your stand during or outside of the official opening times, we would be more than happy to accommodate it. Please use this form to register the event. This will enable us both to make all the necessary arrangements in advance, ensuring the success of the event.

Type of event planned: _____

Stand size: _____

Date: _____

Period: _____ o'clock to _____ o'clock

Expected number of participants: _____

Parking spaces required: ☐ no ☐ yes, estimated numbers of cars: _____

contact for the event: _____

Phone (on site): _____

We charge a fee based on the size of your stand to cover expenses for your event:

up to 50 m ²	EUR 350.00 for 2.5 hours - each additional hour EUR 140.00
51 to 100 m ²	EUR 460.00 for 2.5 hours - each additional hour EUR 180.00
101 to 250 m ²	EUR 740.00 for 2.5 hours - each additional hour EUR 290.00
From 250 m ²	EUR 990.00 for 2.5 hours - each additional hour EUR 390.00

The fee will be added to your invoice from the Hamburg Messe and Congress GmbH.
In particular, the fee covers the costs for security, cleaning, sanitary facilities, electricity and planning.

Please bear the following points in mind before and during your event:

Please adhere to the technical guidelines of the Hamburg Messe und Congress GmbH (HMC) for your evening event. As the operator of the exhibition facilities, our guidelines and instructions must be followed.

As the exhibitor/event organiser, it remains your duty to ensure the safety of public traffic around your stand area and in any areas used for your event. The HMC is not liable for any third-party expenses incurred as a result of your event. For your own protection, we recommend you take out exhibitor liability insurance, which you can request using form insurance.

If you plan to put on special shows, carry out activities with a high fire risk or use fog machines (or similar), please contact us.

If you will be playing music, you are required to notify GEMA. The maximum volume permitted for events at the stand perimeters is 70 db(A).

To ensure the safety of neighbouring stands and adherence to the maximum event duration as stipulated above, Hamburg Messe und Congress GmbH employs security staff. You will be invoiced for any necessary repair or cleaning work required at neighbouring stands or in the hall resulting from your event.

To ensure that caterers, musicians, etc can deliver their supplies to the exhibition grounds as smoothly as possible, please send us the names of the companies, including contact details, and the registration plate numbers of their vehicles. Please provide these companies with a written authentication note, including your stand number, so that they can enter the exhibition grounds, and inform them that deliveries can only be made via the following gates: A halls via gate A3; north B halls (B1–B4) via gate B4; south B halls (B5–B7 and parts of B1–B4) via gate B6. The gate staff will direct them to their assigned parking spaces.

Stand party



Admission for your guests: If your event starts after the end of the official trade fair opening times, your guests will also require authentication for entry. In such cases, you must contact us in advance. For entry during the official trade fair opening times, your guests require a valid admission ticket.

Access restrictions apply to the underground car park. Our security staff will direct you and your guests. Visitor cloakrooms close at the end of the trade fair opening hours. Any clothing left after this time will be held until the following day, although HMC cannot accept any responsibility for such items.

You can order catering for your event from Käfer Service Hamburg GmbH, Phone +49 40 3569-3211.

Please retain a copy of this document in case of enquiries during the event.

Place, date

Legally binding signature and company stamp

If you would like to pay by credit card please provide the following information:

☐ **Yes, we will pay by credit card.**

☐ **only this order**

☐ **this order and all other subsequent orders**

☐ EUROCARD/MasterCard ☐ VISA ☐ Diners ☐ AMERICAN EXPRESS

Card number: _____ Card verification number: _____

Expiry date: _____ Cardholder: _____

Place, date

Legally binding signature