

Koelnmesse Service GmbH
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 Germany
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 technik-services@koelnmesse.de
 www.koelnmesse-service.com

Deadline for submission:
 4 weeks before the start of the fair

Customer no. (from your stand confirmation)

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Name of trade fair _____ /2008

Hall / Aisle / Stand no. _____

Company	Department / contact
Full address, postal code, town, country	
Tel., fax	e-mail

1 Stand security

In accordance with the technical guidelines of this documentation, we would like our stand, which is approximately _____ m² to be supervised and request stand watchmen.

Please arrange _____ for _____ stand watchmen.

The security surveillance shall be from: _____
 _____ to _____

at surveillance times on each day from: _____ hrs.
 _____ to _____ hrs.

- a Surveillance outside opening hours (night-time surveillance) will be invoiced at an hourly rate of **16.50 euros** net, plus VAT.
- b Surveillance during the opening hours (daytime surveillance) will be invoiced at an hourly rate of **13.90 euros** net, plus VAT.

- 2 _____ (no. of) lockable cupboards (rental) 86 euros
- 3 _____ (no. of) laptop locks (purchase) 75 euros

Security is charged at a cost of 16.50 Euro per hour net plus sales tax without supplementary charges.

To discuss the details, please contact our authorized member of staff:

Mr./ Ms./ Mrs.: _____

on: _____ at: _____ hrs.

Tel./Mobile phone: _____

The firm commissioned with our stand construction is:

Company: _____

Contact: _____

Tel./Mobile phone: _____

If you withdraw less than one week before the contract begins, you will be charged 80% of the full fee for the stand surveillance.

Special agreement:

If plasma, TFT or LCD screens, monitors or similar are located outside an area overseen by a member of security, an additional person must be employed for this purpose.

This applies especially if plasma screens or similar are attached to the stand's exterior walls or if it is not possible for one employee to monitor several devices simultaneously due to the stand design (e.g. partition walls).

Should you, the contracting party, fail to employ an additional member of security in such a case, a general exemption of liability will automatically take effect.

Please note:

Our approved contract partners are
 VSU Wachdienst Rheinland-Westfalen GmbH – Halls 1–5, 10, 11
 S.E.C. Security, Event und Consulting GmbH – Halls 6–9

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

Please note the General Terms and Conditions — Special Section — on the reverse.

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 contracting company. These terms and conditions can be requested from Koelnmesse Service GmbH by calling +49 221 821-3998. The General Terms and Conditions of Koelnmesse Service GmbH can also be downloaded from www.koelnmesse-service.de.

Place of performance and jurisdiction is Cologne.

Date, legally binding signature and company stamp

– Please detach here –

General Terms and Conditions
– Special Section –
for stand surveillance, according to order form T.04

§ 1 Object

Kms can arrange stand security personnel to monitor trade fair stands. This service begins at the times arranged and ends when the stand personnel arrive the following morning.

To this end, Kms commissions a security company that assumes responsibility for organising the stand security, in the name and on behalf of Kms.

§ 2 Duties of the exhibitor

The exhibiting company is required to provide the necessary keys for the stand surveillance in good time and free of charge.

In addition, it must confirm to the security company that the surveillance service required has been carried out.

Any loss or damage must be reported to the service employee when the stand is handed over. A written statement must be submitted, signed by the stand personnel and the service employee.

§ 3 Billing

Kms draws up the account for the exhibitor in accordance with the signed proof of performance of the security company.
