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

Please note reverse side

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

We hereby order the following telecommunications connections for the duration of the event in accordance with the technical guidelines accompanying this documentation and the "Allgemeine Geschäftsbedingungen für die Bereitstellung von Telefon- und Telefonanlagenanschlüsse sowie die Erbringung von Sprachkommunikationsdiensten" (General terms and conditions of business for the provision of telephone and telephone exchange connections and the provision of voice communications services) of NetCologne GmbH:

For the period

from

to

Telecommunications System – Telephone Connections at the Trade Fair	Number	Price per connection / per package	Special services*		
			Keyl 4.00 EUR	IB 10.00 EUR	VoMe 9.00 EUR
Mobile TC system					
Cordless phone connection with charger		99.00 euros	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trade fair TC package					
Standard package 1**: Full-feature connection with 2 telephone numbers 1 "Easy" telephone and 1 analogue connection for customer's own fax machine or modem 300 free units		209.00 euros	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standard package 2**: Full-feature connection with 2 telephone numbers 1 "Easy" telephone and 1 basic ISDN connection for PC/Internet 300 free units		239.00 euros	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
"Mini Office" standard package 3**: Full-feature connection with 2 telephone numbers 1 "Easy" telephone and 1 full-feature laser fax machine (normal paper) 300 free units		309.00 euros	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standard package 4: S0 telephone system connection with NTBA for customer's own telephone system (not suitable for PC or Internet telephone) 500 free units		199.00 euros	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standard package 5: PMX telephone system connection with NTPM 500 free units		599.00 euros	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fixed TC system					
Full-feature "Easy" telephone line with one telephone number (no other devices can be operated from this line)		108.00 euros	–	<input type="checkbox"/>	–
Standard analogue connection with one telephone number for customer's own analogue telephone, fax machine or modem, suitable for multi-frequency (MFV) only		119.00 euros	–	<input type="checkbox"/>	–
Basic ISDN S0 connection for PC/Internet (for connecting ISDN devices such as S0 cards or ISDN phones)		169.00 euros	–	<input type="checkbox"/>	–
Full-feature laser fax machine (normal paper) with a fax number (Not a combined fax machine, does not include telephone)		219.00 euros	–	<input type="checkbox"/>	–

Please note the number of special services you will require.
 Calls will be invoiced at a rate of 8 cents per time unit.

* Special services: keyl = keylock,
 IB - itemized billing of phone calls, VoMe = voice memory
 ** Packages **cannot be split** – one location

The prices given for terminals include set-up and service.
 The exhibitor is responsible for returning the connection adapters and terminals.

Please see overleaf for key data on the connections and terminals.
 All prices given are net prices. The VAT applicable to each item will be charged at the valid rate.
 Phone calls will be invoiced separately.

Date, legally binding signature and company stamp

Please make sure you fill out this form!

We would like our entry in the trade fair telephone book to be under the letter:

Please note: We ask that you inform us if you wish your phone numbers to be listed under a different designation than the name of your company. This can only be done for designations that are also listed in the catalogue (e.g., co-exhibitors, the names of products or collections).

Number of phone numbers that should be listed in the catalogue and the trade fair phone book:

Number of fax numbers should be listed in the catalogue and the trade fair phone book:

The numbers will be listed in both directories free of charge. The remaining phone and fax numbers which are not to be entered will be treated as unlisted numbers.

Notes for exhibitor connections / T.16 form

We will send you confirmation of your order in which we will also inform you of your call numbers. These call numbers will be accessible at all times during the period given by you. Please note that only the telecommunications system phones listed below can be used. Private terminals may only be hooked up after consultation with our trade fair service organization.

Your contact(s) during the construction and dismantling period:

We would like to note that any change in products later on is subject to a fee and that customers are responsible for returning the terminals. We ask you to protect the devices against damage or theft during the fair or, if necessary, use Form M.08 to apply for a corresponding insurance policy. You will be given a receipt when you return the terminals. If a device is not returned, you will be billed for it according to its list price.

Express surcharge

Please note: The prices given are for services ordered before the deadline. Orders must be received by Kms no later than 30 days before the event begins (postmark). Orders received after this time will be subject to an express surcharge (see Form T.16/3).

Terminals**Cordless telephone**

DECT cell phone (unrestricted mobility at the exhibition center).

Standard phone "First"

Telecommunications system phone with individual speed dialing feature.

Full feature telephone "Easy"

Telecommunications system phone with redialing, individual speed dialing, open listening, display, and time and date features.

Fax machine

Table-top unit (Group 3) for plain paper.

Telecommunications system phone connections at the trade fair**Mobile connection**

Cordless connection (DECT), incl. terminal (cordless phone)

Standard fixed-line connection*

Connection without a terminal (analog connection a/b on RJ45 (Western plug) with DTMF inband signaling for private fax machines or telephones)

Standard fixed-line connection*

Connection, incl. telephone (full-feature terminal)

ISDN basic connection*

Digital ISDN-connection (2 B channels; S0 / DSS1) on RJ45 (Western plug)

*These connections require a 230 V power supply.

Telecommunications system connections**Telecommunications system connection S0**

with NTBA / ISDN basic connection (S0 / DSS1)

Telecommunications system connection with termination on NT,

max. two-digit directory number block with direct inward dialing

Telecommunications system connection PMx with NTPM /

ISDN primary multiplex access

Telecommunications system connection with termination on NT,

max. three-digit directory number block with direct inward dialing

Special services**Keylock (keyl)**

Clearing / locking the connection by means of a code

Itemized billing of phone calls (IB)

Detailed listing of all chargeable calls

Voice memory (VoMe)

Integrated answering machine (voice mail)

Additional Communications Technology Information for Koelnmesse Exhibitors

Dates/rentals/rental periods

Connections, lines and services have to be ordered with the appropriate form at least 30 days before the start of the event. Forms that arrive after this date will be processed in the order they are received. They will be subject to an express surcharge of 20% of the rental fee. Connections, lines and services are then only provided as long as supplies or the necessary resources are available.

All necessary connections are provided exclusively by NetCologne GmbH. The devices and systems belonging to the communications facilities are provided as rental equipment. The rental period lasts from the time the equipment is operational until it is switched off.

A connection which has been ordered can be cancelled in writing no later than 14 days prior to the start of the event (date as postmarked). If a cancellation is made after the deadline, the full provision fee will be invoiced.

Start-up

Call our service hotline number (9000) to have the devices started up, switched off or returned.

Retaining existing call numbers

To enable you to use the call number from a previous event, we need to know which call number you had. Reuse of the previous number is, of course, dependent on it still being available.

Responsibility for cabling

The cabling of all communications facilities outside of rented stand areas can only be undertaken by NetCologne GmbH or by companies commissioned by it.

Equipment approval

Equipment which is to be hooked up must be approved by the Regulatory Authority for Telecommunications und Post in accordance with the Telekommunikations-Zulassungsverordnung (Telecommunications Approval Regulation). This is especially the case for products to which private terminals can be hooked up.

Call by call preselection

This service is not offered. If you have access to the Internet via a service access number, please discuss the details with someone from our hotline.

Preselection, call by call, Internet by call (with the prefix 010) and phone numbers with the prefix 0190, 0192 or 0193 are not possible.

Non-liability

Koelnmesse GmbH is not liable for the fault-free operation of the communications equipment it provides, nor is it responsible for ensuring that the entries in the phone directory and catalogue are correct or complete. The assertion of damage claims is excluded insofar as the damage was not caused intentionally or due to gross negligence.

Pick-up and return of equipment

Information on the location and the opening times for picking up and returning ordered equipment can be found in your telecommunications services order confirmation. The confirmation is part of the contract.

Liability for the equipment provided

The exhibitor is liable for the loss, damage or destruction of all equipment provided. The equipment must be returned no later than the end of the dismantling period. In case of doubt, the exhibitor must prove that the equipment has been returned by presenting the receipt from Koelnmesse GmbH. If equipment has been lost or destroyed, the exhibitor must pay the manufacturer's current list price for replacing the device. If equipment has been damaged, the exhibitor must pay the cost of repairing the device plus 10% damages to cover costs.

Connections and feed lines

NetCologne GmbH has to commission Deutsche Telekom AG or other providers to supply telecommunications services (leased lines, direct data connections ...) outside of the Koelnmesse exhibition center, as it may only offer such services in the area covered by the fair grounds. NetCologne GmbH provides these services at your stand by switching them through its own exhibition center infrastructure. To do this we need to know which services you require. Please contact our customer support team if you require these services.

Additional products and services

In addition to those services offered in forms T.16/T.17, Koelnmesse GmbH can provide you with other telecommunications services (Internet PC, broadband access, TV ...).

For more information, go to the Internet address <http://www.messe-netcologne.de>

Other providers

Freephones, free service numbers, access to T-Online and AOL will be billed at the rate of one cent per minute.

Further information

Technical specifications and fees are posted at our Internet site: www.messe-netcologne.de

