



Fair:	Stand No.:
Exhibitor:	

## Order form 2012

**Deadline: 6 weeks prior to the event**

Services, which are ordered less than 6 weeks prior to the fair, are subject to an allover **surcharge of 50 %**.

**Informa:** Fax: **+49(0)2 11/96 86-47 61 (Vanessa van der Mark)**  
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According to the Technical Guidelines, item 2.5 „Security Cover“, security officers to guard the stands may only be obtained from the security company appointed by Informa.

No. of pers.		Price/hour
	<b>1. Personnel to provide stand security cover</b>	As per offer

.....	Dates (from - to): .....	daily (h, from - to): .....
.....	Dates (from - to): .....	daily (h, from - to): .....
.....	Dates (from - to): .....	daily (h, from - to): .....
.....	Dates (from - to): .....	daily (h, from - to): .....

**End of security cover on:** ..... **at / hour:** .....

### 1a. Staff for evening events

.....	Dates (from - to): .....	daily (h, from - to): .....	As per offer
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Supervisors required / as per agreement

No. of pers	<b>2. Special staff for events on the stand</b>	Price
	(e.g. multi-lingual)	as per offer

.....	Dates (from - to): .....	daily (h, from - to): .....
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<input type="checkbox"/>	<b>Additional services upon request</b>	Price
	(e.g. body guard, stage guard, security technology)	as per offer

We require personal contact:

Name:..... Telephone:.....

### We can offer other technical solutions for security or a comprehensive security analysis for the stand.

Minimum period for which these services will be provided is 4 hours. In addition will be charged 100 % surcharge.

All services listed above will be charged together with the stand rental in the final invoice after the event ends, unless otherwise noted in the appropriate order form.

The mentioned prices are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

**Please note: Please clarify the internal PO number for you company/your client for these services.**

**For later alteration of invoices 36.00 EUR plus VAT will be charged in addition.**

Name and address of recipient of invoice:

Vat Reg. No.:

Contact for queries:

Phone:

Telefax :

E-Mail:

Purchase number for the invoice:

<b>Date:</b>	<b>Name of the customer (in block letters):</b>	<b>Legally binding signature and company stamp:</b>
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# General Guidelines for Security Cover

## § 1 General details

The contractor's services and offers are provided solely on the basis of the following contractual conditions. Additions, supplements and amendments to these contractual conditions, or deviations from them, shall only be effective if confirmed in writing by both contracting parties.

## § 2 Subject of the Agreement

By means of this agreement the client entrusts the contractor with the security of the aforementioned property. The contractor shall appoint a project manager, who shall be responsible for the technical and organisational implementation of this agreement, and shall be in authority over his/her employees.

The contractor shall draw up the instructions required for the fulfilment of the services. During the performance period the client or his representative shall be granted access to the places of employment. On request the contractor shall supply the client with all necessary information about the properties and, if required, shall provide him with all available documents.

## § 3 Terms of Payment

The invoice for all ordered services of the Exhibitor Service Manual will be sent to you after the event. Payment becomes due immediately.

A set-off or assertion of a claim to withhold payment of the client's claim is only possible if the client's claim is uncontested, or has been recognised by declaratory judgement.

## § 4 Objections

If no personnel are present on the stand when delivery is made, the services shall be considered to have been duly provided upon fulfilment of the services or delivery of the hired equipment to the stand.

The service provider/lessor is not required to check the authority of the personnel encountered on the stand when the services are provided or when hired goods are delivered.

Any complaints regarding the fulfilment of the services ordered should be made to Informa on the same day. Complaints made at a later date will be excluded. An obligation exists to rectify justifiable complaints. Cancellation of the contract or a reduction in the remuneration are only possible if the rectification of the complaint is unsuccessful.

## § 5 Liability

The contractor is answerable for any damage or consequential damage caused by a defect resulting from unauthorised actions, negligence in making the contract, infringement of contractual or statutory collateral duties, the impossibility of performing the services, or delay, provided that such damage has been caused by deliberate or gross negligence on the part of his legal representative or employees.

The client's claims for liability fall under the statute of limitations after 6 months from the time that the respective services are completed.

The contractor shall take out liability insurance for the following amounts:  
A lump sum of 1,000,000.00 EUR for personal injury, damage to property and financial damage  
10,000.00 EUR to cover the loss of guarded items.  
In each case of damage or injury the amount of liability is limited to the sums given above.

## § 6 Law, Place of Jurisdiction

The law of the Federal Republic of Germany shall apply to the terms of this agreement and to the entire legal relationship between the client and the contractor.

Berlin shall be the place of jurisdiction for any legal disputes arising out of this agreement.