

## Disposable Seminar Rooms

Exhibitor
Street / P.O. Box
Country/ Town / Postal Code

 Messe München Halls A5/A6 15 – 17 October 2019	
Hall	Stand No.
Contact	
Phone with country + area code and ext.	Fax with area code and ext.
E-Mail	

### Rent Seminar Rooms

We would like to organize the premises for your seminars and meetings during the trade fair 2019. Please check on the chart shown below which room you would need, and on which date.

MunichExpo Veranstaltungen GmbH will always strive to meet your requests regarding booked premises. However, these requests cannot always be met. We are sorry should the assignment of premises not meet your requested booking.

### Meeting rooms

Date	Room Declaration	Amount Seatings	m <sup>2</sup>	Seating Change fee	Please notice:	Price in EUR whole day (per day)
15.10 16.10 17.10	A510 15 - 16 booked	Hall A5, North site, 1st floor	27	14	Door to A511	440,00
15.10 16.10 17.10	A511 fully booked	Hall A5, North site, 1st floor	21	10		340,00
15.10 16.10 17.10	A512 fully booked	Hall A5, North site, 1st floor.	21	10	Door to A513	340,00
15.10 16.10 17.10	A513 16.10 booked	Hall A5, North site, 1st floor.	21	10		340,00
15.10 16.10 17.10	A514 fully booked	Hall A5, North site, 1st floor.	21	10	Door to A515	340,00
15.10 16.10 17.10	A515 fully booked	Hall A5, North site, 1st floor	21	10		340,00
15.10 16.10 17.10	A516 15 - 16 booked	Hall A5, North site, 1st floor	37	18		540,00
15.10 16.10 17.10	A610	Hall A6, North site, 1st floor	27	14	Door to A611	440,00
15.10 16.10 17.10	A611 15 booked	Hall A6, North site, 1st floor.	21	10		340,00
15.10 16.10 17.10	A612	Hall A6, North site, 1st floor.	21	10	Door to A613	340,00
15.10 16.10 17.10	A613	Hall A6, North site, 1st floor	21	10		340,00

Date	Room Declaration	Amount Seatings	m <sup>2</sup>	Seating Change fee	Please notice:	Price in EUR whole day (per day)
16.10 17.10 18.10	A614	Hall A6, North site, 1st floor	17	10	Door to A615	290,00
16.10 17.10 18.10	A615	Hall A6, North site, 1st floor	17	10		290,00
16.10 17.10 18.10	A616	Hall A6, North site, 1st floor	43	24		620,00
16.10 17.10 18.10	A618	Hall A6, North site, 1st floor	42	24		610,00



Technische Daten	
<b>Ausstattung</b>	<ul style="list-style-type: none"> <li>Tischblock und Stühle</li> <li>Fenster größtenteils mit Blick ins Atrium</li> <li>Bodenauslässe mit Anschlüssen für Strom/Telefon/Internet</li> </ul>
<b>Fußboden</b>	<ul style="list-style-type: none"> <li>Teppichboden</li> </ul>
<b>Beleuchtung/Lichtverhältnisse</b>	<ul style="list-style-type: none"> <li>Tageslicht</li> <li>Sonnenschutzlamellen</li> </ul>
<b>Medientechnische Ausstattung</b>	<ul style="list-style-type: none"> <li>Medientechnik kann je nach Bedarf angemietet werden</li> </ul>
<b>Leinwand/Projektionsfläche</b>	<ul style="list-style-type: none"> <li>weiße Wand als Projektionsfläche nutzbar</li> </ul>

Ort, Datum \_\_\_\_\_


\_\_\_\_\_

Firmenstempel und rechtsgültige Unterschrift des Ausstellers

## Disposable Seminar Rooms

**Closing date: 6 weeks before the start of the official set-up**

Exhibitor
VAT no.
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 Messe München Halls A5/A6 15– 17 October 2019	
Hall	Stand No.
Contact	
Phone with country + area code and ext.	Fax with area code and ext.
E-Mail	

We hereby order the following services from MunichExpo Veranstaltungen GmbH. In submitting the order, we are indicating the legally binding agreement with the General Terms and Conditions for the rental of conference and meetings rooms of Messe München GmbH. All prices specified here are net prices and are subject to VAT. Together with the room rent, the amount payable will be charged via MunichExpo Veranstaltungen GmbH. Please fill in a separate form per room. **A signature is required on Page 3.**

### Booking data

Room no. \_\_\_\_\_

Booking period from \_\_\_\_\_ to \_\_\_\_\_

Collecting of keys is possible no earlier than 30 minutes before the beginning of the event

Collecting / returning of keys in the exhibitor service office. We charge a fee of 120.00 € per key if a key cannot be returned.

### Room signs

In front of all meeting rooms, there are insertion slide-ins for DIN A4 sheets (portrait and landscape format possible).

Company name and – if applicable – event title to be used:

### Furnishings etc. / seating

Already present: table + block seating (10 to 24 seats according to the size of the room), 1 sideboard, 1 coat stand and 1 rubbish

Quantity	Article for hire	each / for duration of event
	Flip chart (incl. paper and pens)	€ 49.00
	Pinboard (without push pins)	€ 49.00

## Technical equipment

Setting up of the technology takes place approx. 1/2 hour before the beginning of the event.

Quantity	Article for hire	each / per day	Booking period, technology (date and time)
	Laptop	€ 290.00	
	Projector** (incl. projector table) <input type="checkbox"/> HDMI <input type="checkbox"/> VGA 1st day each additional day	€ 390.00 € 190.00	
	55" Display (incl. stand) <input type="checkbox"/> HDMI <input type="checkbox"/> VGA 1st day each additional day	€ 590.00 € 190.00	
	Presenter (cordless)	€ 49.00	
	Other:	on request	

\* In the meeting rooms, the white walls can be used as a projection surface.

## Internet / telephone

Internet connection (LAN or WLAN) and telephone line(s) can be ordered with the order forms 6.1 – 6.4. For the prices, please see the respective order form.

## Cleaning

Included in the room rent is the initial cleaning and a daily intermediate cleaning in the evening. Additional intermediate or special cleaning can be ordered with the order form 7.1. For the prices, please see the order form.

## Fixtures and fittings

Are you planning to use your own fixtures and fittings? Yes  No

If so, please let us have true-to-scale plans (aerial perspective + side view). To be put into effect, the plans must be cleared by the fire authority.

Please note that escape routes and extinguishing devices are to be kept free at all times. In the area of the conference and meeting rooms, the VStättV (directive on places of assembly) applies!

## Goods lift

The meeting rooms are situated on the 1st floor above the halls. The rooms can be accessed via staircases, escalators and lifts.

For the transporting of large or bulky objects, goods lifts are available. The permitted total weight for these is 3 tons. The goods lifts are operated by trained lift operators (€ 50.00 per hour) who have the keys for the lifts. The lateness charge for orders placed after the order deadline is € 10.00 per hour. In the event of non-utilization or cancellation at the venue, the costs have to be borne in full.

Do you require a goods lift / lift operator? Yes  No

If so, when (date and time)?

during setting up \_\_\_\_\_ during dismantling \_\_\_\_\_

## Ventilation / heating

The meeting rooms are equipped with heaters but are not air-conditioned or connected to a ventilation system. There are windows which can be opened outwards – 1 or 2, depending on the size of the room.

## Catering

Please contact our service partners about your catering plans.

Able Impuls- und Cateringservice, Tel. +49 89 949-28460, Fax +49 89 949-28469, e-Mail [catering@able-muenchen.de](mailto:catering@able-muenchen.de)  
Käfer Service GmbH, Tel. +49 89 949-24200, Fax +49 89 949-24209, e-Mail [messe.catering@feinkost-kaefer.de](mailto:messe.catering@feinkost-kaefer.de)  
Schuhbecks Partyservice GmbH & Co. KG, Tel. +49 89 949-28480, Fax +49 89 949-28489, e-Mail [messe@schuhbeck.de](mailto:messe@schuhbeck.de)

**For queries or further information, we will be pleased to assist you:**

MunichExpo Veranstaltungen GmbH  
Zamdorfer Straße 100  
81677 München  
Tel.: +49 (89) 322 991-0  
Fax: +49 (89) 322 991-19  
[sabrina.nervegna@emove360.com](mailto:sabrina.nervegna@emove360.com)

**Order deadline for the services detailed here:**

September 1<sup>st</sup>, 2019. Orders received after that date will only be processed on request.

Place / date	Company stamp and exhibitor's legally valid signature

## **Data sheet for the meeting rooms**

In the area of the conference and meeting rooms, the VStättV (directive on places of assembly) applies!

Please note that escape routes and extinguishing devices are to be kept free at all times.

For reasons of fire protection, no objects may be put down in the corridors.

In all our conference and meeting rooms smoking is forbidden!

It must be possible for any objects which have been attached to the walls to be removed again without leaving a residue. If this is not the case, the costs of the repair are passed on to the organiser and the exhibitor.

### **A110 - A618 on the 1st floor above Halls A1 - A6 (north side of the halls)**

Furnishings etc.

- White walls
- Carpeting
- Bank of windows, 1 window can be opened – in the big rooms, 2 windows (view into the Atrium or to the south over the 'A' Halls)
- Vertical blinds as protection against the sun, cannot be darkened