

# Stand Cleaning

Event:

Date:

Hall:	Stand No.:
Exhibitor:	

## Order form 2017

**Deadline: 4 weeks prior to the event**

Orders received within the last 3 days prior to the start of the event are **subject to a 20 % surcharge**.

**Customer Service:** Fax: +49(0)30/3038-1460; Phone: +49(0)30/3038-1400; E-mail: fair-service@messe-berlin.de  
**Mailing address:** Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringer Allee 12/12A, 14052 Berlin, Germany  
**Queries for cleaning:** Phone: +49(0)30/3038-4110

Stand size - first floor/m<sup>2</sup> ..... Company name/lettering on the stand:  
 Stand size – base/m<sup>2</sup> ..... .....

Please tick where applicable:

**ATTENTION:** \*The removal of heel tracks on hard floor coverings as well as stains on textile floor coverings is NOT included in the following services, but needs to be ordered separately as service at hourly rate.

### Basic cleaning during construction period

- |                          |   |       |          |                         |
|--------------------------|---|-------|----------|-------------------------|
| <input type="checkbox"/> | 5091511 Cleaning of the stand (floor, furniture, removal of foil)*                          | Date: | per hour | 28.80 EUR <sup>1)</sup> |
| <input type="checkbox"/> | 5091512 Cleaning of areas of glass and plastic<br>(mirrors, walls, acrylic surfaces, tiles) | Date: | per hour | 40.10 EUR <sup>1)</sup> |

### Cleaning on the even prior to the event (during the night)

- |                          |  |                    |           |
|--------------------------|--|--------------------|-----------|
| <input type="checkbox"/> | 5095110 Cleaning on the even prior to the event (during the night)<br>(floor, furniture, removal of foil)*     | per m <sup>2</sup> | 1.33 EUR  |
| <input type="checkbox"/> | 5082422 Cleaning of areas of glass and plastic (during the night)<br>(mirrors, walls, acrylic surfaces, tiles) | per hour           | 58.60 EUR |

### Cleaning between the days of the fair (during the night)

(starting in the evening of the first day of the event)

- |                          |  |  |  |
|--------------------------|--|--|--|
| <input type="checkbox"/> | Daily cleaning of the stand (during the night)<br>(tables washing off, waste baskets emptying, hard floor covering wet mopping,<br>and carpets vacuum cleaning)*, payment according to m <sup>2</sup> and days | up to 150 m <sup>2</sup><br>151-500 m <sup>2</sup><br>501-1000 m <sup>2</sup><br>More than 1001 m <sup>2</sup> | 0.63 EUR/m <sup>2</sup><br>0.58 EUR/m <sup>2</sup><br>0.52 EUR/m <sup>2</sup><br>0.46 EUR/m <sup>2</sup> |
| <input type="checkbox"/> | 5095469 Daily cleaning of areas of glass and plastic (during the night)<br>(mirrors, walls, acrylic surfaces, tiles)   | per hour   | 58.60 EUR  |

### Additional services\*

- |                          |  |          |  |
|--------------------------|--|----------|--|
| <input type="checkbox"/> | 5082698 Services at hourly rate<br>(e.g. auxiliary personnel, cleaning exhibits, washing dishes,<br>dry cleaning of carpets)   | per hour | 28.80 EUR <sup>1)</sup>                    |
| <input type="checkbox"/> | Premium Cleaning – All-Inclusive-Package<br>(floors, glass, furniture, exhibits); basic cleaning, daily cleaning in the evening,<br>1 service staff always stand by; Phone: +49(0)30/3038-4102 |          | individual flat fee<br>according agreement |
- We require extra services. Please contact us on the stand: Date: ..... Time: .....  
 Contact: .....

<sup>1)</sup> You will be charged for surcharges in force locally work during nights, and work carried out on Sundays (50%) and public holidays (100%) with proof of hours worked.

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 your company/your client for these services.  
 For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.**

Company name and address of recipient of invoice:	Vat Reg. No.:
.....	.....
.....	.....

Contact for queries:	Phone:	Telefax :
.....	.....	.....
E-Mail:	Purchase number for the invoice:	
.....	.....	

<input type="checkbox"/> We are the exhibitor. These services will be charged within the final invoice of Messe Berlin GmbH.	<input type="checkbox"/> We are <b>only ordering by order</b> of the exhibitor. (a written confirmation is available)	<input type="checkbox"/> We are <b>not the exhibitor</b> . Services have to be charged to our own address as mentioned above.	Legally binding signature and company stamp:  .....
Date: .....	Name of the customer (in block letters):  .....		

As of: January 2017 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg

# General Guidelines for Stand Cleaning

## Remark

Disposal of refuse or construction material should be ordered separately (please see order for Refuse Disposal).

According to the Technical Guidelines, item 6.2.2 "Cleaning" all cleaning services should only be executed by the cleaning company authorized by Messe Berlin GmbH.

The exhibition area has to be left clean and tidy. A necessary cleaning will be charged to the exhibitor (especially for remaining adhesive tape).

For daily cleaning of closed rooms, please mention a date for handing over the keys.

- 1. Preliminary cleaning (Cleaning during the night prior to the event)**  
Preliminary cleaning entails the cleaning of damp cloth or textile floor covering as well as dusting and washing of furniture (outside). Payment is according to stand size (price per sqm). Other cleaning requirements (e.g. cleaning of exhibits) upon request with proof of hours worked.
- 2. Regular cleaning**  
Regular cleaning includes the removal of dust from floors and furniture (outside) and the wiping of these areas with a damp cloth, as well as vacuum cleaning of carpets. Not included is shampooing. If required it has to be ordered separately.
- 3. Other duties of the client**  
The client must clear all objects to be cleaned; our cleaning personnel is not authorized for transport or clearance work unless stipulated in writing in this order.
- 4. Cleaning periods**  
Preliminary cleaning will take place in accordance with verbal agreement, and at the latest on the night prior to the opening of the event. Regular cleaning will be carried out each day of the exhibition/fair after the official closing time.
- 5.** Clients must ensure that we are granted access to the areas to be cleaned and to power points. If necessary they should supply us with keys.
- 6.** 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.
- 7.** Complaints about the standard of cleaning work should be made to us on the day in question in writing. We cannot consider later objections. We are obliged and entitled to make up for any proven deficiencies. Cancellation of the contractor or a reduction in the amount payable is only possible if the subsequent improvement is inadequate.
- 8.** Charges will be based on the square metre area of a stand as listed in the official hall plan of Messe Berlin, and may also include aisles that are inside the stand areas, as well as second floor stand areas.
- 9.** Our rates may be adjusted on a percentage basis in accordance with wage increases.
- 10. Remuneration**  
Invoices will be submitted at the end of the event. Because of the labour-intensive nature of the work, all invoices will be payable net without deductions following receipt of the invoice, or payable on submission of receipts.
- 11. Liability**  
The amount and extent of our liability for any damage of personal injury caused by our staff is listed below. The client undertakes to carry out an immediate inspection after the cleaning work has been carried out, in order to establish whether any damage has been caused. Obvious cases of damage must be reported in writing immediately, and at the latest within a period of three days. All cases of damage and injury will be dealt with and paid for exclusively by our insurers. We have taken out public liability insurance against damage or injury for the following amounts: up to 1,000,000.00 EUR for personal injury, up to 500,000.00 EUR for damage to property and objects, for failure to provide suitable care or for damage due to bad workmanship, up to 50,000.00 EUR.

## Miscellaneous

Ancillary agreements are only effective if they are made in writing. The contractor will store and process personal data in the normal way, and using data processing. An undertaking is given to abide by the regulations of the Federal Data Protection Law. The place of jurisdiction shall be Berlin. Each of these regulations shall be valid in its own right.

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