

# Security Cover

Event:

Date:

Hall:	Stand No.:
Exhibitor:	

## Order form 2017

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

Services which are ordered less than 2 weeks prior to the fair are subject to an all-over **surcharge of 25 %**.

**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 security:** Phone: **+49(0)30/34740477066**; e-mail: disposition@gegenbauer.de

According to the Technical Guidelines, item 2.5 „Security Cover“, stand security officers may only be obtained from the security company appointed by Messe Berlin.

No. of pers. (please attach separate schedule if necessary)		Price/hour
	<b>a: Personnel to provide stand security cover</b>	<b>b: Escorting security personnel</b> (e.g. for photographers)
		26.00 EUR
.....	Dates (from - to): .....	daily (h, from - to): ..... <input type="checkbox"/> a <input type="checkbox"/> b
.....	Dates (from - to): .....	daily (h, from - to): ..... <input type="checkbox"/> a <input type="checkbox"/> b
.....	Dates (from - to): .....	daily (h, from - to): ..... <input type="checkbox"/> a <input type="checkbox"/> b
.....	Dates (from - to): .....	daily (h, from - to): ..... <input type="checkbox"/> a <input type="checkbox"/> b
	<b>End of security cover on:</b> .....	<b>at / hour:</b> .....

**Additional services upon request** Price as per offer  
 (e.g. body guard, stage guard, security technology, special staff (e.g. multi-lingual))

We require further consultation:

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. Separately 100 % surcharge for official holidays will be charged.

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"/> <b>We are the exhibitor.</b> These services will be charged within the final invoice of Messe Berlin GmbH.	<input type="checkbox"/> <b>We are only ordering by order of the exhibitor.</b> (a written confirmation is available)	<input type="checkbox"/> <b>We are 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: August 2016/Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg

# 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

Invoices shall be submitted after the performance of the services. Payment becomes due immediately. Only bills and cheques will be accepted as payment. They are not to be considered as a cash payment. Their acceptance does not imply any guarantee with regard to punctual and correct submission or protests. The client shall bear all costs and charges, and discount charges in particular.

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 Messe Berlin on the same day, in writing. 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.

Messe Berlin GmbH, Messedamm 22, 14055 Berlin, Germany  
Commercial Register: HRG Amtsgericht Charlottenburg 92 HRB 5484  
Board of Management: Dr. Christian Göke (Chairman), Dirk Hoffmann  
VAT Id No. DE 136629714, Tax No. 27/453/04182