

# Order form for EC cash systems



**Return:** Immediately but not later than 4 weeks before the start of the event

Correct as of: 06/2017

**Hamburg Messe und Congress GmbH**  
**Customer service**  
**PO box 30 24 80**  
**D-20308 Hamburg**

**Phone +49 40 3569-7575**  
**Fax +49 40 3569-2138**  
**customerservice@hamburg-messe.de**

Event: \_\_\_\_\_ Hall/Stand no.: \_\_\_\_\_

Date of event: \_\_\_\_\_ Exhibitor: \_\_\_\_\_

☐ We are ordering on our own behalf

☐ We are ordering on behalf of the exhibitor. Please issue the invoice to:

Billing address:

Invoice amendments which arise due to incomplete, or incorrect information (billing address, missing purchase order number, etc.) after the start of the event will only be carried out subject to a fee of EUR 50.00

Company name: \_\_\_\_\_

Street/PO box: \_\_\_\_\_

Postcode/town: \_\_\_\_\_ Country: \_\_\_\_\_

Contact: ☐ Mr. ☐ Ms. \_\_\_\_\_

E-mail: \_\_\_\_\_

E-Mail for electrical invoicing: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_

Order no. (e.g. SAP, Oracle): \_\_\_\_\_

☐ privat person

☐ registered entrepreneur (or legal entity with VAT-Reg.-No.)

\_\_\_\_\_  
VAT reg.-No.:

Commercial/Company Reg.-No. (non-EU): \_\_\_\_\_

Mandatory is the information of the **Creditor Identifier:** \_\_\_\_\_  
<https://extranet.bundesbank.de/scp>

The order is placed subject to the acceptance of the following terms.

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Item	Specifications	QTY	Rental cost in EUR for duration of event
	<b>Terminals</b>		
5020101C	<b>stationary terminal</b> <input type="checkbox"/> ISDN (digital) <input type="checkbox"/> Modem (analogue) with integrated thermoprinter, integrated PIN pad for PIN, entry. EC card, Maestro, credit cards.	_____	97,75
5020103C	<b>mobile GSM terminal</b> built-in storage battery and recharging station, integrated thermoprinter and PIN pad for PIN entry. Operates on mobile phone network, SIM card included.	_____	120,51
<b>For stationary operation an analogue or digital line must be ordered additionally (form information- communication technology). Please also provide a power connection (form electrical installations).</b>			
	<b>Service</b>		
	Clearing and delivery of fully operational terminal, for putting into operation by exhibitor.		included
5020203C	On-site installation and briefing, adjustment to accept the chosen cards, fully operational at handover	_____	48,67
5020204C	On-site installation and briefing, adjustment to accept the chosen cards, fully operational at handover by servicepartner outside common opening hours: Monday – Friday 6.30pm – 9.00am, all day on Saturdays, Sundays and holidays.  Desired date: _____	_____	81,11
	<b>Depot maintenance and hotline and on-site service in case of malfunction</b>		
	Call centre troubleshooting The service partner provides also an on-site service in case of fault throughout the whole duration of the event, i.e. defective terminals will be exchanged within 3 hours from trouble report also on weekends, if troubleshooting is not successful via phone support. Exhibitor assistance is required in phone support as well as in exchanging devices on site. Should the fault turn out to be due to incorrect operation by the exhibitor, on-site services will be charged (see item 5020204).		included
	<b>Transactions per booking terminal</b>		
5020302C	Authorisation fees. The banking industry charges 0.3% of turnover for electronic cash transactions with PIN, with a minimum charge of EUR 0.08. Fees charged by credit card agencies have nothing to do with the servicepartner. For the invoicing of credit cards a valid contract with the relevant credit card agency is necessary.		0,21
5020304C	Arrangement of acceptance contract for Maestro and credit card at the following disagio rates: Maestro, V-Pay: 0.88%, Mastercard & Visa: 2.3%, JCB & Diners: 2.5%, American Express: on enquiry depending on sector (min. 14 days forward planning)	_____	15,14
5020201C	Easy sales evidence, listing of individual transactions	_____	3,81

The prices quoted above are net prices which are subject to value added tax.

**The rental price for the duration of the event is not levied if a permanent rental contract is signed.**

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## Bank account details

Bank account details for the crediting of EC card payments in addition to the direct debits of comtelmedia e. K.

Bank: \_\_\_\_\_

A/C no.: \_\_\_\_\_ Sort code: \_\_\_\_\_

IBAN: \_\_\_\_\_ BIC: \_\_\_\_\_

We hereby agree to the direct debit procedure until further notice is given.

Place, date

Legally binding signature

## We would like to accept the following credit cards. We have corporate contract numbers with:

Amex	— — — — —	JCB	— — — — —
Diners	— — — — —	V-Pay	— — — — —
Mastercard	— — — — —	Maestro	— — — — —
VISA	— — — — —		

## Receipt printout header (max. 5 lines of 24 letters)

— — — — —  
— — — — —  
— — — — —  
— — — — —  
— — — — —

**The rental price for the duration of the event is not levied if a permanent rental contract is signed.**

In case of damage or loss, the customer is responsible for replacement. Loss of mobile terminal: EUR 600.00, stationary terminal: EUR 500.00, SIM card: EUR 50.00, accessories (e.g. power supply unit): EUR 60.00. Repair costs in case of damage: mobile & stationary terminals: EUR 280.00, others as in case of loss. It is advisable to take out an insurance policy.

☐ **Yes, I will return the electronic cash machine to the above mentioned service partner after the exhibition.**  
**The parcel contains a pre-paid address label**

Your contact for this service:

**comtelmedia e. K.**

**Gänsemarkt 43, D-20354 Hamburg**

**Phone: +49 (0)40 85 35 28 96, Fax: +49 (0)40 85 37 20 22, mobile: +49 (0)170 950 48 92, email: [info@comtelmedia.de](mailto:info@comtelmedia.de)**

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## Other conditions:

1. Complaints must be made by the first day of the event and will only be met by amendments. 2. Prices cover rental of the material supplied. 3. Cancellation up to 4 weeks prior to the start of the event (organiser's date of receipt) is free of charge, after this date the price must be paid in full. Cancellations must be submitted in writing. Only a few foreign credit card acquirers (e.g. SIX Pay and Elavon) can be connected. A German bank account is required for the acceptance of German ec-cards in the Giropay procedure. 4. The prices quoted shall apply until four weeks before the start of the event (order deadline). **An express surcharge of 20% shall apply after this deadline.** 5. Invoice amendments which arise due to incomplete, or incorrect information (billing address, missing purchase order number, etc.) after the start of the event will only be carried out subject to a fee of EUR 50.00. 6. Invoices are payable immediately on receipt and encompass the services actually rendered on site. These will be documented separately in the case of deviations. Your payments should indicate the event, invoice number, reg. number and/or stand number at the Hamburg Messe und Congress GmbH, and should be paid to account number 0228 130 000 at the HSH Nordbank AG, sort code 210 500 00, BIC: HSHNDEHH IBAN: DE10 2105 0000 0228 1300 00. Please include the name of the event, the invoice number, and the registration/booth number. 7. The ordering party is liable for the hired goods from the time of delivery to the stand up and ends upon submission at the post office. 8. The organiser has the right to engage qualified third parties (sub-contractors, freelancers) as vicarious agents to assist in carrying out individual services in part or in whole, if this is in the interests of the exhibitor. This does not constitute a contractual relationship between the exhibitor and the third party. 9. The place of jurisdiction for both parties shall be Hamburg. 10. Furthermore, our General Terms and Conditions for Services (see [www.hamburg-messe.de/downloads](http://www.hamburg-messe.de/downloads) or [www.cch.de/download](http://www.cch.de/download)) are part of the contract.

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
Legally binding signature and company stamp

**If you would like to pay by credit card please provide the following information:**

☐ **Yes, we will pay by credit card.**

☐ **only this order**

☐ **this order and all other subsequent orders**

☐ EUROCARD/MasterCard   ☐ VISA   ☐ Diners   ☐ AMERICAN EXPRESS

Card number: \_\_\_\_\_ Card verification number: \_\_\_\_\_

Expiry date: \_\_\_\_\_ Cardholder: \_\_\_\_\_

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
Legally binding signature