

Order form for cleaning



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

Correct as of: 08/2018

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. Mrs. _____

E-mail: _____

Electronical invoicing requested: email: _____

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): _____

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

Order form for cleaning



Stand size _____ X _____ = _____ m²

Please provide a power supply point within the stand!

Service	Price EUR																		
<input type="checkbox"/> One-off cleaning service prior to the day 1 of the event (Item 3230100) It is difficult to assess beforehand how much cleaning effort is necessary after stand assembly. Therefore, cleaning prior to the first day of the event is charged per hour, depending on the actual work time. Cleaning is carried out on the night before the event starts	<input type="checkbox"/> Cleaning of floor surfaces (vacuum-clean carpets, wash other floor surfaces) <input type="checkbox"/> Tables and chairs <input type="checkbox"/> Display cabinets <input type="checkbox"/> Carpet shampoo clean <input type="checkbox"/> Glass cleaning <input type="checkbox"/> Stand walls <input type="checkbox"/> Exhibits <input type="checkbox"/> Shelves <input type="checkbox"/> two-storey exhibition stand Invoicing will be carried out with a receipt at an hourly rate of EUR 30.00																		
<input type="checkbox"/> Cleaning from day 2 of the event Daily stand cleaning for the duration of the event (from day 2 of the event) includes: – Cleaning of floor surfaces such as linoleum, either washing or sweeping with wax shavings – Vacuum-cleaning of carpets, surfaces or tiles – Wiping down of tables and chairs Cleaning prior to day one is NOT included in the daily cleaning! Please order cleaning prior to day one separately.	Please tick as appropriate: <table border="0"> <thead> <tr> <th>Item</th> <th></th> <th>per day:</th> </tr> </thead> <tbody> <tr> <td>3230201</td> <td><input type="checkbox"/> up to 49 m²</td> <td>EUR 25,75 flat rate</td> </tr> <tr> <td>3230202</td> <td><input type="checkbox"/> 50 – 99 m²</td> <td>EUR 0.53 per m²</td> </tr> <tr> <td>3230203</td> <td><input type="checkbox"/> 100 – 249 m²</td> <td>EUR 0.47 per m²</td> </tr> <tr> <td>3230204</td> <td><input type="checkbox"/> 250 – 499 m²</td> <td>EUR 0.42 per m²</td> </tr> <tr> <td>3230205</td> <td><input type="checkbox"/> over 500 m²</td> <td>EUR 0.36 per m²</td> </tr> </tbody> </table> The price is calculated as follows: (Duration of the event minus 1 day) x sqm x EUR	Item		per day:	3230201	<input type="checkbox"/> up to 49 m ²	EUR 25,75 flat rate	3230202	<input type="checkbox"/> 50 – 99 m ²	EUR 0.53 per m ²	3230203	<input type="checkbox"/> 100 – 249 m ²	EUR 0.47 per m ²	3230204	<input type="checkbox"/> 250 – 499 m ²	EUR 0.42 per m ²	3230205	<input type="checkbox"/> over 500 m ²	EUR 0.36 per m ²
Item		per day:																	
3230201	<input type="checkbox"/> up to 49 m ²	EUR 25,75 flat rate																	
3230202	<input type="checkbox"/> 50 – 99 m ²	EUR 0.53 per m ²																	
3230203	<input type="checkbox"/> 100 – 249 m ²	EUR 0.47 per m ²																	
3230204	<input type="checkbox"/> 250 – 499 m ²	EUR 0.42 per m ²																	
3230205	<input type="checkbox"/> over 500 m ²	EUR 0.36 per m ²																	
<input type="checkbox"/> Special cleaning service / One-off cleaning (Item 3230300) <input type="checkbox"/> Floors <input type="checkbox"/> Wiping down tables and chairs The cleaning shall take place in the evening on _____ Special request: _____	<input type="checkbox"/> Shampooing carpet <input type="checkbox"/> Stand walls <input type="checkbox"/> Display cases <input type="checkbox"/> Cleaning glass <input type="checkbox"/> Exhibits <input type="checkbox"/> Shelves Costs will be calculated per hour EUR 30.00																		

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

Order form for cleaning



Your contact for this service:
MRG MesseReinigung + Gebäudedienste
Weidestraße 130, 22083 Hamburg
Phone +49 40 3569-4647, Fax +49 40 41167849 info@mr-g-hamburg.de

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 as well as assembly and dismantling, safety maintenance on all event days, all transport and storage for the duration of the event. 3. Cancellation up to 4 weeks prior to the start of the event (organiser's date of receipt) is free of charge, after which time the price must be paid in full. Cancellations must be submitted in writing. 4. The prices quoted apply until 4 weeks prior to the event (organiser's date of receipt). 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. For services that involve the renting out of items, the customer shall be held liable from the start of the delivery of the rental item to the trade fair/exhibition stand; the liability for the rental item shall end with the collection of the rental item by the service partners, even if the customer already left the stand. (see form insurance). 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 or 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