

Registration for delivery of exhibits (e.g. heavy duty)



Return: Immediately but not later than 4 weeks before the start of the event (please return form in duplicate)

Correct as of: €J/2011

Hamburg Messe und Congress GmbH
Messtechnik
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D-20308 Hamburg

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messtechnik@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: _____

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): _____

Please forward to Kühne + Nagel (AG & Co.) KG, who will coordinate transportation for the organizer.

The ordering party is responsible for carrying out all transportation, loading and unloading of exhibits, any organisational queries, and positioning the exhibits safely (e.g. transporting from the hall entrance to the exhibitor's stand and organising availability of appliances required for this). The exhibitor takes responsibility for all services needed. Cranes, fork-lift trucks, etc., should be ordered **directly** from the forwarding agent approved by Hamburg Messe und Congress GmbH, using **form „transportation of goods“**.

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Wherever possible, the exhibits will be loaded and unloaded onto/from the exhibition stand. Where this is not possible, loading/unloading will take place in front of the hall entrance.

For the halls to be loaded efficiently and smoothly, and to avoid running up extra costs due to waiting with the crane, we ask you to endeavour to stick to the delivery time allocated to you at all costs.

Please note that, due to safety and liability reasons, use of fork-lift trucks and cranes is only permitted with the official forwarding agent. Please contact the official forwarding agent for price lists concerning the necessary equipment.

1. Technical data:

Exhibits (description)	Transportation weight (incl. transportation construction)	Transportation height	Transportation length and width
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. Planned delivery time: _____

3. Forwarding agent responsible for transportation to the trade fair site (address and phone number):

Stand sketch

For the provision of electrical installations, water connections, data lines or other installations, e.g. the position of exhibits, a stand sketch clearly indicating the desired positions of the connections on your stand space is mandatory. As installation work will be carried out before the official construction work, we require your stand sketch at least 4 weeks before the start of the event.

Please use form stand plan for installations.

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