

Stand plan for installations



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

Correct as of: €/2011

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: _____

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 use this form to indicate where the services listed below should be installed on your stand.

Please note that the installations/services ordered can only be carried out if the stand sketch has been submitted.

Stand plan for installations



Fax +49 40 3569-2138

The stand sketch below is required for:

Stand fittings	Electrical installations	Water installation	Ceiling fixtures	Compressed air supply
Steam/smoke extractor equipment	Sprinkler systems	Delivery of exhibits	Information and communications technology	

You can also use the stand sketch for ordering system stands.

Please show the position of your stand in relation to adjoining stands or hall entrances (particularly important in the case of island and front stands).

Use the following symbols to indicate the installation/service:

WZ Water inflow	E Electric supply	IT Internet	Fax Fax
WA Water outflow	⌒ Socket	digi Digital cable	DL Compressed air supply
X (kg) Ceiling fixture (+ weight)	○ Spotlight	analog Analogue cable	SP Sprinkler systems

Scale 1:
 (1 : 100 – 1 m = 1 cm)
 (1 : 50 – 1 m = 2 cm)