

Order form for stand party on the fair stand

(use of stand space from 7.00 pm to max. 10.00 pm)

Name and address of exhibitor

Fair hall

Outdoor area

Stand no.

Please send this form to:

Leipziger Messe GmbH
Postfach 10 07 20
04007 Leipzig

Tel.: +49 341 678-6996
Fax: +49 341 678-6995
security@leipziger-messe.de



INTERSCHUTZ

DER ROTE HAHN

INTERNATIONALE LEITMESSE FÜR RETTUNG,
BRAND-/KATASTROPHENSCHUTZ UND SICHERHEIT
INTERNATIONAL EXHIBITION FOR RESCUE, FIRE
PREVENTION, DISASTER RELIEF, SAFETY, SECURITY

LEIPZIG 7 - 12 JUNE 2010

We have read the technical guidelines of the Leipziger Messe, acknowledged them, taken them into account in the project and will observe them in its implementation.

Date of event	Number of participants (incl. own stand staff)
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Date:

Approx. no. of people:

Exhibitor staff member responsible for the stand party

Name:

Mobile number:

E-Mail:

You will be invoiced a fixed sum of EUR 400.00 (plus the statutory rate of VAT) for the implementation of the stand party from 7 pm. This does not include additional services such as catering, security and traffic organisation!

Catering support

Offer from fairgourmet GmbH

yes

no

requested

Name of another catering company

Do you intend to prepare food on-site?
(e.g. grill, fry or flambé?)

yes

no

Artistic performance (possible from 7.00 pm onwards)

yes

no

Name of artist:

Type of artistic performance:

Features (e.g. stage smoke, pyrotechnics or similar)

Note: GEMA performance royalties are to be deducted for musical performances during the stand party. Registration of the event is required in this case. Please use the online B2 "GEMA approval application" form where required.

Additional alterations to fair stand (brief description)

Should alterations to the fair stand, special show features, inflammable actions, the use of smoke machines or similar be planned, please complete this section. The Event Technology department of Leipziger Messe will contact you directly regarding this.

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LEIPZIGER MESSE

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Guest access to stand party at the exhibition centre.

What means of transport are the guests using to travel to the exhibition centre? (e.g. car, coach)

What time are guests expected to enter the exhibition centre?

During the fair opening hours
(9.00 am – 6.00 pm)

Directly prior to the event
(9.00 am – 6.00 pm)

Guests entering the exhibition centre before the end of the fair (until 6.00 pm) require a valid ticket for admission. Guests entering the exhibition centre after the end of the fair (from 6.00 pm) require an original written invitation from the inviting exhibitor. Security staff cannot allow guests in without this invitation.

Parking spaces

Means of transport (e.g. car, coach)

Parking spaces (per means of transport)

Inside (from 6.00 pm)

Outside

Security

In order to secure your event, security staff are to be assigned from security services authorised by Leipziger Messe, using the event key below. Amongst other tasks, these security staff shall be responsible for observing fire safety regulations and ensuring that guests do not enter other stand areas before, during or after the event.

The Logistics, Security and Visitor Recording department of Leipziger Messe arranges the assignment of security staff in accordance with your stated number of participants. The costs for this amount to EUR 60.00/security staff member/event plus VAT.

1-2 security staff are required for up to 100 guests, 2-3 for 100 to 300 guests, 3-4 for 300 to 500 guests and at least 5 for in excess of 500 guests. (The number of security staff assigned is subject to the concluding estimate and decision of the responsible contact at b.i.g. sicherheit gmbH).

Any stand security that you order for the entire duration of the fair will be taken into account for the event.

In the case of orderly, respectively complete orders the Logistics, Security and Visitor Recording department of Leipziger Messe will send a corresponding confirmation to your stated e-mail address. Information includes which gates/access routes will be open and how many security staff are to be employed for your stand party. In addition, the following obligations also apply, together with the enclosed file/appendix stated below.

Obligations:

1. Registration is required for stand parties held on your own fair stand. They may not commence before 6.00 pm and must finish by 10.00 pm at the latest. Cleaning of the halls commences after this time and all persons must have left the fair stand and the hall in which the stand is located.
2. The person responsible for the stand party has decision-making authority. He/she is obliged to remain on-site for the entire duration of the stand party and to be contactable, personally and via telephone, by Leipziger Messe, respectively the security company appointed by Leipziger Messe.
3. Musical performances with live or recorded music are only possible from 7.00 pm. The volume is to be maintained at a level that does not trouble neighbouring stands, as meetings may still be taking place on some stands.
4. With the entry into force of the Saxon Non-Smoking Act it is forbidden to smoke in public areas of the fair halls. Sovereign rights exist within your fair stand, taking account of statutory regulations.
5. As organiser, you are liable for all loss caused by you, your employees and agents and guests during the actual duration of the stand party. The employment of security staff does not relieve you off this liability.
6. Furthermore, you should also note and observe the file/appendix - Safety and General Conditions when Working in the Exhibition Centre enclosed to this order form.
7. With your signature on the completed order form you confirm the correctness of your details and acknowledge all obligations without reservation.
8. In the event of a breach of the safety conditions, endangering of persons and installations and failure to observe these obligations Leipziger Messe, respectively the appointed security company, shall be authorised to terminate the stand party and invoice the resultant costs to the organiser (ordering party).

Place Date Authorised signature

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