

# Application for advance start of stand assembly and/or later stand dismantling



**Return:** Immediately but not later than 5 weeks before the start of the event

Correct as of: 0J/2011

Hamburg Messe und Congress GmbH  
Exhibition engineering department  
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Fax +49 40 3569-2139  
ops@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): \_\_\_\_\_

# Application for advance start of stand assembly and/or later stand dismantling



In exceptional circumstances, it is possible to extend the erection and removal period. On application, the organizer will issue a permit for this purpose.

**The costs per additional day are:** Stand area per stand up to 200 sq m, lump sum 153.50 EUR, excl. VAT  
Stand area per stand over 201 sq m, lump sum 256.00 EUR, excl. VAT

The above-mentioned costs apply for the hours of Hamburg Messe und Congress GmbH (HMC) as indicated in the Specific Terms of Participation. Regarding liability and insurance, please see our conditions of participation. The exhibitor is jointly and severally liable for the costs incurred through advance erection and/or later removal.

<b>We request <u>advance erection</u></b> from _____ daily between _____ and _____	<b>Approved by organizer</b> from _____ daily between _____ and _____
<b>We request <u>extended dismantling time</u></b> until _____ daily between _____ and _____	<b>Approved by organizer</b> until _____ daily between _____ and _____
For transportation to the upper floor of the hall, we need the lift from _____ to _____	

Place, date \_\_\_\_\_ Legally binding signature and company stamp \_\_\_\_\_

Please send this letter to (please give full address)

Company name: \_\_\_\_\_  
Name: ☐ Mr. ☐ Ms. \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Fax: \_\_\_\_\_

**Approval:** \_\_\_\_\_ **Applicant:** \_\_\_\_\_  
**Exact costs are:** \_\_\_\_\_

Hamburg, \_\_\_\_\_  
Hamburg Messe und Congress GmbH  
Messtechnik  
\_\_\_\_\_ Legally binding signature and company stamp