

Exhibitors order form

IPS2024

Please send the order form to:

Arena Berlin Betriebs GmbH
 Eichenstraße 4, D – 12435 Berlin
 E-Mail: hecht.johannes@arena.berlin

Closing date: 2 weeks before opening of the fair
 For orders within the last 3 days before the start of the fair, a surcharge of 20% will be charged.

Company	Department / Contact person
Street, postcode	Town, country
Telephone, fax	E-Mail address
Stand number.	Size of stand m ²

Stand cleaning

The cleaning of the general event areas is arranged by the exhibition organizer. The cleaning of the stands has to be organised by the exhibitor himself. If required, the Arena Berlin Betriebs GmbH carries out the cleaning at the following net price (+ 19% VAT).

Stand cleaning, each before the start of the event (at night):

- 1 Stand cleaning at: _____.____.2024 by _____ am /pm
- 1 Stand cleaning at: _____.____.2024 by _____ am /pm
- 1 Stand cleaning at: _____.____.2024 by _____ am /pm
- 1 Stand cleaning at: _____.____.2024 by _____ am /pm

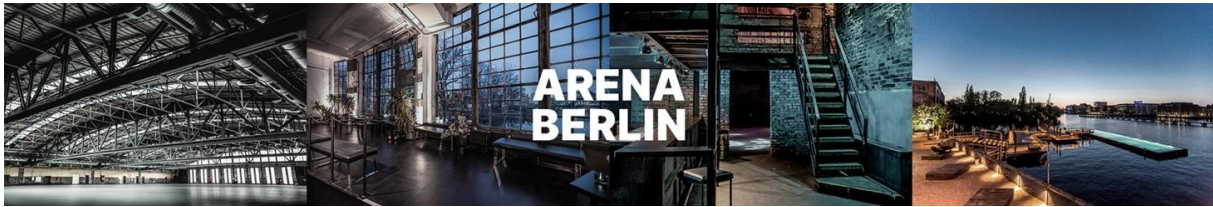
Size of stand up to 40 m² = 104,00 € + 19% VAT.
 Size of stand from 41 m² = 2,70 €/m² + 19% VAT.

The cleaning included:

- Floor cleaning (vacuuming or wet cleaning)
- Cleaning all horizontal, smooth surfaces like tables, counter and chairs
- Emptying the wastepaper baskets

Special cleaning:

On request, the prices may vary, short discription of the special cleaning:



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Stand security

- 1 Stand security at:2024 from till
- 1 Stand security at:2024 from till
- 1 Stand security at:2024 from till
- 1 Stand security at:2024 from till

Seite | 2

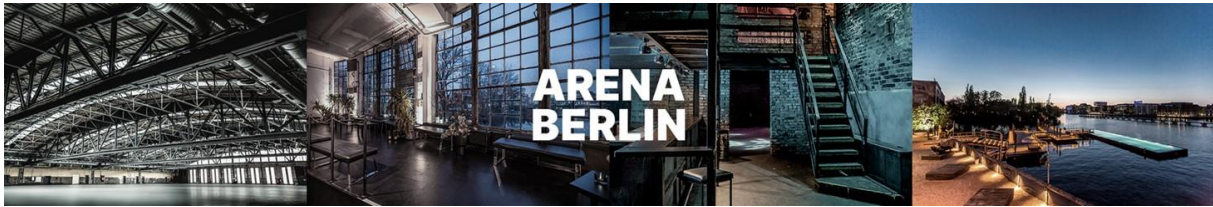
Personnel costs per hour from 8.00am till 8.00pm: 31,80 € + 19% VAT.

Personnel costs per hour from 8.00pm till 8.00am and on public holidays: 34,80 € + 19% VAT.

Sunday and public holiday surcharges for security staff 10% each.

The minimum working time is always 5 hours.

The exhibitor agrees with his signature on the time sheet the working hours as well as the proper handover of the stand with its entire goods and products. The exhibitor agrees with his signature to pay 19% VAT on these additional venue rental costs.



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Billing details

Seite | 3

Invoice address:

Street /P.O. Box:

Postcode /place:

Contact person:

VAT-IdNr.:

Place, date:

Legally binding signature, company stamp:

Payment details:

Payment will be made in advance after invoicing to the account:

Arena Berlin Betriebs GmbH
IBAN: DE77 10090000 2478 738008
BIC / SWIFT CODE: BEVODEBBXXX

Please note:

- Invoices are in EUROS.
- All invoices include 19% VAT. Please be advised that no exceptions can be made.
- NO bank transfer payment is accepted for all additional orders during the event.

Thanks!

See you at the exhibition.

Arena Berlin Betriebs GmbH · Eichenstrasse 4 · 12435 Berlin · info@arena.berlin · +49 30 533 203 0 · www.arena.berlin
Registergericht: Berlin Charlottenburg HRB152665B · Ust-IdNr.: DE813803414 · Steuernr.: 208/116/40043 · Geschäftsführer: Thomas Englberger

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