

Order form for guard services



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

Correct as of: 01/2016

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: _____
bei abw. Rechnungsadresse / for a different invoice please fill in

☐ 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): _____

The order is placed subject to the acceptance of the following terms.

Order form for guard services



Place to be guarded: _____

On	From	Until o'clock
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Item 3260100C)

EUR 19.50 per man and hour plus currently valid VAT, 50% surcharge on Sundays and holidays (EUR 29.25), every half hour started will be charged for. The minimum surveillance period is five hours.

Liability

Under the terms of the legal provisions and the General Conditions of Contract for Watchman Services, the contractor providing watchmen is liable only for damage which may arise through his own fault (minor and gross negligence) or through the fault of his employees (minor and gross negligence, intentional damage, particularly indictable actions) in pursuance of duty or in fulfilling various contractual obligations up to the following amounts:

- a) for personal injury up to maximum of EUR 1,022,584.00 in each case
- b) for damage to property, excluding burglary and theft, up to a maximum of EUR 25,565.00 in each case
- c) for burglary and theft up to a maximum of EUR 10,226.00 in each case.

The ordering party confirms the proper takeover of the exhibition stand – particularly in respect of the completeness of goods and merchandise on the stand – by signing the guard's time sheet.

Order form for guard services



Your contact for this service:
Alsterwacht GmbH & Co. KG
Wendenstraße 379, 20537 Hamburg
Telefon +49 40 204074, Fax +49 40 2006142, info@alsterwacht.de

Other conditions:

1. Complaints must be made by the first day of the event and will only be met by amendments. 2. Prices cover rental of the material supplied as well as assembly and dismantling, safety maintenance on all event days, all transport and storage for the duration of the event. 3. Cancellation up to 14 calendar days prior to the start of the event (organiser's date of receipt) is free of charge, after which time the price must be paid in full. Cancellations must be submitted in writing. 4. The prices quoted apply until 4 weeks prior to the event (organiser's date of receipt). 5. 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. 6. Invoices are payable immediately on receipt and encompass the services actually rendered on site. These will be documented separately in the case of deviations. Your payments should indicate the event, invoice number, reg. number and/or stand number at the Hamburg Messe und Congress GmbH, and should be paid to account number 0228 130 000 at the HSH Nordbank AG, sort code 210 500 00, BIC: HSHNDEHH IBAN: DE10 2105 0000 0228 1300 00. Please include the name of the event, the invoice number, and the registration/booth number. 7. For services that involve the renting out of items, the customer shall be held liable from the start of the delivery of the rental item to the trade fair/exhibition stand; the liability for the rental item shall end with the collection of the rental item by the service partners, even if the customer already left the stand. (see form insurance). 8. The organiser has the right to engage qualified third parties (sub-contractors, freelancers) as vicarious agents to assist in carrying out individual services in part or in whole, if this is in the interests of the exhibitor. This does not constitute a contractual relationship between the exhibitor and the third party. 9. The place of jurisdiction for both parties shall be Hamburg. 10. Furthermore, our General Terms and Conditions for Services (see www.hamburg-messe.de/downloads or www.cch.de/download) are part of the contract.

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