



Stand construction system

Event name:

Event date:

Wiesbaden Congress & Marketing GmbH
Technisches Veranstaltungsmanagement
P.O. Box 3840
D-65028 Wiesbaden

Email: veranstaltungstechnik@wicm.de

Please specify: Hall _____ Stand-no. _____

Exhibitor _____

Contact person _____

Tel. _____ Fax _____

Email _____

Billing address

Company _____

Contact person _____

Street _____

Country/ post code/ town _____

VAT ID number _____

E-Mail _____

Order: exhibition stand

So that we can set up your stand according to the position in the exhibition hall, please provide us with a small sketch of your stand so that the walls and the layout of additional stand construction elements can be set up as required.

Furthermore, we ask you to draw in all stand construction elements, which you can order on the following pages.



A processing fee of 75 € shall be charged for orders received after the return date.

A 20%* surcharge shall apply for processing orders received from 4 weeks before set-up begins.

A 30%* surcharge shall apply for processing orders received from 2 weeks before set-up begins.

We charge a 50%* surcharge for requests received at short notice during set-up. Please note that short-term orders on set-up day (Monday-Saturday) are only possible until 12:00. If the set-up day falls on a Sunday or public holiday, we cannot accept any short-term orders.

* on the respective service

General conditions and terms of payment

1. Prices incl. set-up/de-rig plus legal VAT.
2. All articles are rental objects for the duration of the event.
3. Reduced services desired by the exhibitor cannot be considered in the price.
4. Payment conditions: 14 days after receipt of the invoice.
5. The lessor shall not be held responsible for defaults in upstream deliveries due to force majeure that hinder or make delivery impossible even if set deadlines were agreed.
6. If the rental objects go missing or are damaged, the lessee shall pay for their replacement or repair in addition to the agreed rental price.
7. Complaints are only possible before the event begins. **Subsequent complaints shall not be considered.**
8. The order form signed by the exhibitor or their agent is legally binding.
9. The general terms and conditions of Wiesbaden Congress & Marketing GmbH apply, which are available for download at www.wiesbaden.de/avb Upon request, we will send them to you.

By signing this order form, the the signatory confirms that the before mentioned terms and conditions are accepted and that data may be passed on to service providers of Wiesbaden Congress & Marketing GmbH for the purpose of implementing the subject of the order. In case of queries regarding your order, our service providers will contact you.

Place / date

Signature / company stamp

Return date

up to 6 weeks before set-up starts! After that, additional costs will be charged.

Stand construction system - example

In order to simplify ordering your stand construction, there is a sample calculation for a possible trade fair stand below. This calculation is only intended as orientation and will change in the event of deviations.

Example: exhibition stand with cover, size: 3 x 4 m, corner booth

Overall pricing incl. setup and teardown / WITHOUT graphic or printing: **1,106.00 €**



Example booth - example of calculation	Order No	Quantity	Price per unit	Overall price
Wall panel	500012	8	60.00 €	480.00 €
Door element	501004	1	140.00 €	140.00 €
LED-Spot for the wall system; 20 W (0.02 kW)	500011	4	25.00 €	100.00 €
Caption for the wall system, colour: white	500013	1	65.00 €	65.00 €
Shelf for the wall system, colour: white	500014	2	15.00 €	30.00 €
Screen wall mount for a screen < 55"	500015	1	135.00 €	135.00 €
Carpet, Rips material: 100% polypropylen back: impregnated, fire rating: B1/Bfl-s1, thickness ca. 3 mm, colour: 910 Graphit	501044	12 m ²	13.00 €	156.00 €
Total amount				1,106.00 €

The Caption for the wall system can be printed.