



# Inquiry form Suspensions (fair/ exhibition)

Event name:

\_\_\_\_\_

Event date:

\_\_\_\_\_

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

Email: [veranstaltungstechnik@wicm.de](mailto: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 \_\_\_\_\_

**Suspension points and rigging can be requested from the RheinMain CongressCenter Technical Event Management department. We will be happy to provide you with an individual offer.**

Contact: [veranstaltungstechnik@wicm.de](mailto:veranstaltungstechnik@wicm.de) | +49 (611) 1729 450

Order	Quantity	Article (description)
200400		Suspension points

In order to be able to prepare an offer in due time before the start of construction, we need the following information at the latest 6 weeks before the start of construction:

- Dimensioned sketch with the positions of the desired suspension points.
- Clear orientation of the stand, the event area on the sketch (cardinal direction, stand neighbor...)
- Suspension loads per suspension point
- Intended assembly aid ("Genie" lift, hand chain/electric chain hoists)
- If necessary, desired transfer height of the suspension points
- For statically indeterminate systems: (see industry standard SQP2)
  - Load plan for total, individual and line loads
  - A static proof

### Wichtige Informationen:

- Suspensions must be carried out in accordance with the technical guidelines and safety regulations of Wiesbaden Congress & Marketing GmbH.
- Suspensions from the hall ceiling may only be carried out by WICM GmbH or its service partners.



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- The set-up suspensions may only be loaded with the loads specified in the inquiry and the resulting offer and order confirmation.
- In principle, suspensions outside the production or exhibition area are not permitted.
- We only offer motorized chain hoists at the RheinMain CongressCenter.
- The load-bearing capacity of the suspension points varies in the different rooms.
- Further information and notes can be found in the Rigging leaflet.

**Orders placed 6 weeks or more before the start of construction will be subject to a processing fee of €75.00. Orders placed 4 weeks or more before the start of construction will be subject to an additional surcharge of 20%\*.**

**Orders placed 2 weeks or more before the start of assembly will be subject to an additional surcharge of 30 %\*. For short-notice requests during set-up, we charge an additional surcharge of 50 %\*. Please note that short-notice orders on the set-up day (Monday-Saturday) are only possible until 12:00 noon. If the set-up day falls on a Sunday or public holiday, we cannot accept any short-term orders.**

\* on the respective service

## Terms of payment

1. You will receive here only a non-binding offer. This form is not yet a legally binding order.
2. All items are rental goods for the duration of the event.
3. Reduced services requested by the exhibitor cannot be taken into account in the price.
4. Payment term: 14 days after receipt of invoice.
5. The lessor is not responsible for delivery disruptions due to force majeure that make delivery difficult or impossible, even in the case of firmly agreed dates.
6. Complaints are only possible before the event begins. **Subsequent complaints shall not be considered.**
7. The general contract documents of Wiesbaden Congress & Marketing GmbH shall apply, which can be downloaded from <http://www.wiesbaden.de/avb>. We will send them to you upon request.

**By signing this request form, the signatory confirms the previously mentioned conditions and that the 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 request, our service providers will contact you.**

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Place / Date

Signature / Company stamp

## Return date

up to 6 weeks before the start of construction! After that additional costs will be charged.