

Dear exhibitor,

Please fill out the required order forms and return them until the **xx xx 20xx**.

You can find the individual forms on the spreadsheets which follow.

Best regards,
ESTREL BERLIN

xxxx
xxx Convention & Event

Telephone: +49 30 6831xxx
Fax: +49 30 6831 10000
E-mail: xxx@estrel.com

ORDER FORM SATELLITE

Event _____
 Event Date _____



ORDERER

Stand Number *	
Company *	
Contact Person *	
Address * (same as the billing address)	
Telephone Number *	
Fax *	
E-mail *	
Credit Card Number *	

K.M.C.-Kommunikations- und
 Medien-Center GmbH
 Sonnenallee 225
 12057 Berlin
 Tel. +49 30 6831 22566
 Fax. +49 30 6831 10000

Expiry Date *

If you do not wish to specify your credit card details, our accounting department will send you a deposit invoice so that you may remit prepayment.
 All fields marked with an * are required to process your order.

**Please return the completed form by the xx.xx.xx16 to:
xxxx by mail xxxx@estrel.com or fax +49 30 6831 10000.**

Cable-TV connection

cable connection	Euros	90,00 per connection	<input type="text"/>	Units
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Satellite connection (only Convention Center / Estrel Hall A-C)

SAT Connection (F-Plug)

ASTRA digital	Euros	90,00 per connection	<input type="text"/>	Units
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ASTRA digital vertical feed	Euros	90,00 per connection	<input type="text"/>	Units
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ASTRA digital horizontal feed	Euros	90,00 per connection	<input type="text"/>	Units
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Additional Services (by availability)

HD-Video transmission into the cable network	Euros	250,00 1 channel	<input type="text"/>	Units
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Outside broadcasting vehicle connection	Euros	179.00 per connection / day	<input type="text"/>	Units
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Other Details:	
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The legally required VAT is not included in the specified prices.

After the event you will receive an itemized bill from our accounting department with the additionally reserved services

Place, Date

Company Stamp, Signature Orderer

Place, Date

 Confirmation Estrel Berlin

Total Amount incl. VAT:

ORDER FORM ELECTRICITY

Event _____

Event Date _____



ORDERER

Stand Number * _____

Company * _____

Contact Person * _____

Address *
(same as the billing address) _____

Telephone Number * _____

Fax * _____

E-mail * _____

Credit Card Number * _____

K.M.C.-Kommunikations-
und Medien-Center GmbH
Sonnenallee 225
12057 Berlin
Tel. +49 30 6831 22566
Fax. +49 30 6831 10000

Expiry Date * _____

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You can choose between fixed connections or connections using a power plug / coupler.

AC connection with power plug / coupler

230 V / 16 A - 3 kW	Euros	120,00 per connection	_____ units
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Three-phase connection

400 V / 16 A - 11 kW	CEEKON	Euros 150,00 per connection	_____ units
400 V / 32 A - 22 kW	CEEKON	Euros 210,00 per connection	_____ units
400 V / 63 A - 44 kW	CEEKON	Euros 370,00 per connection	_____ units
400 V / 125 A	CEEKON	Euros 610,00 per connection	_____ units

Specification of the needed power (kilowatt rating) is absolutely required.
Changes to the electricity connections are only permitted in consultation with our building services staff.

Other Details: _____

For stand or booth sizes larger than 9m² please send a diagram indicating the electrical requirements.
We invoice a surcharge of 20 % of the price of the respective product/service for subsequent bookings made on-site.

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Place, Date

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Place, Date

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Total Amount incl. VAT:

ORDER FORM STAND CLEANING

Event _____
 Event Date _____



ORDERER

Stand Number *	
Company *	
Contact Person *	
Address * (same as the billing address)	
Telephone Number *	
Fax *	
E-mail *	
Credit Card Number *	

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xxxx by mail xxxx@estrel.com or fax +49 30 6831 10000.

Size of exhibition stand * m²

Please mark the desired cleaning. Cleaning is scheduled for the end of the exhibition day. If you would like cleaning services at other times, please specify.

Date			
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Basic cleaning after the exhibition stand is assembled

Calculation according to stand size:
 up to 20 m² Euros 70.00
 21 m² up to 50 m² Euros 85.00
 51 m² up to 100m² Euros 115.00
 101m² up to 150m² Euros 175.00
 from 151m² Euros 235.00

Daily stand cleaning

Calculating according to stand size:
 up to 20 m² Euros 50.00
 21 m² up to 50 m² Euros 60.00
 from 51 m² Euros 75.00
 101m² up to 150m² Euros 95.00
 from 151m² Euros 120.00

An extensive waste disposal is not included.

Special services:	
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Event _____
 Event Date _____

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ORDERER

Stand Number *	
Company *	
Contact Person *	
Address * (same as the billing address)	
Credit Card Number *	

Telephone Number *	
Fax *	
E-mail *	
Expiry Date *	

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Symmetrical broadband, cable internet access (non-dedicated)

Specifications:

Ethernet flat rate incl. set up up to 4MBit/s (Ethernet connection / RJ45 / DHCP)	Euros	45.00 per device / per day		Days		Unit	Wired internet connection for one PC. The connection is supplied behind one router (NAT) per DHCP. Bandwidth is symmetrical and is determined on the basis of the number of connected PCs.
Ethernet flat rate incl. set up up to 10MBit/s (Ethernet connection / RJ45 / DHCP)	Euros	105,00 per device / per day		Days		Unit	Wired internet connection for one PC. The connection is supplied behind one router (NAT) per DHCP. Bandwidth is symmetrical and is determined on the basis of the number of connected PCs.

Symmetrical broadband, cable internet access (dedicated)

Flat rate for up to 2 Mbit/s (Ethernet connection / RJ45 / 1x Public IP)	Euros	150.00 per day		Days		Unit	Wired internet connection directly from the provider; no NAT, no DHCP. Dedicated, symmetrical bandwidth. This is particularly suited for special internet applications or providing service to numerous PCs behind a router / firewall. You can use your own router or we can loan you one.
Flat rate for up to 4 Mbit/s (Ethernet connection / RJ45 / 1x Public IP)	Euros	250.00 per day		Days		Unit	
Flat rate for up to 8 Mbit/s (Ethernet connection / RJ45 / 1x Public IP)	Euros	350.00 per day		Days		Unit	
Flat rate for up to 10 Mbit/s (Ethernet connection / RJ45 / 1x Public IP)	Euros	500.00 per day		Days		Unit	
Flat rate for up to 30 Mbit/s (Ethernet connection / RJ45 / 1x Public IP)	Euros	700.00 per day		Days		Unit	

Other bandwidths of up to 1 Gbit/s on request.

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Place, Date

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Place, Date

Confirmation Estrel Berlin

Total Amount incl. VAT:

Event _____ 0
 Event Date _____ 0

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ORDERER

Stand Number *	0
Company *	0
Contact Person *	0

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 xxxxxx by mail xxxx@estrel.com or fax +49 30 6831 10000.

Symmetrical broadband, WLAN internet access (non-dedicated)

WLAN flat rate	Euros	14.00 per device / per day		Days		Unit	
Multiuser 10+ WLAN flat rate (allows 10-24 simultaneous logins)	Euros	125.00 per day		Days		Unit	WLAN internet connection for one PC. The connection is provided via DHCP and a code which must be entered to obtain access. Bandwidth is symmetrical and is determined on the basis of the number of connected PCs. Multi-user makes sense if a numerous PCs require simultaneous internet access using the same access code. Multi-user log-in / You can specify the password if you like.
Multiuser 25+ WLAN flat rate (allows 25-49 simultaneous logins)	Euros	300.00 per day		Days		Unit	
Multiuser 50+ WLAN flat rate (allows 50-99 simultaneous logins)	Euros	550.00 per day		Days		Unit	
Multiuser 100+ WLAN flat rate (allows 100-249 simultaneous logins)	Euros	900.00 per day		Days		Unit	
Multiuser 250+ WLAN flat rate (allows 250-499 simultaneous logins)	Euros	1,500.00 per day		Days		Unit	
Multiuser 500+ WLAN flat rate (allows 500-749 simultaneous logins)	Euros	1,800.00 per day		Days		Unit	
Multiuser 750+ WLAN flat rate (allows 750-1,000 simultaneous logins) (10-24 gleichzeitige Logins)	Euros	2,000.00 per day		Days		Unit	
Set-up of designated Wi-Fi / Wi-Fi name allocation per request	Euros	500,00 package rate					

Please note that operation of own WiFi transmitters or other transmitting equipment working in WiFi frequency bands is not permitted. Undeclared / not registered wireless transmitter of any kind will be disturbed. This also affects the hotspot function of mobile devices. We are not liable for disturbances in WiFi supply caused by other transmitters. In case you need to use your own wireless transmitter, please contact us in advance.

Telecommunications connections (analogue, ISDN, PRI)

Analogue phone connection incl. costs of domestic calls and phone **	Euros	25.00 per day		Days		Unit	Analogue Standard Connection Including Telephone
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Place, Date

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Event 0
 Event Date 0

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ORDERER

Stand Number *	0
Company *	0
Contact Person *	0

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 xxxxxx by mail xxxx@estrel.com or fax +49 30 6831 10000.

Equipment rental

Description	Unit	Price	Days	Unit	Accessories
Analogue cordless telephone device only, not including line connection	Euros	15.00 per device / per day		Days	Accessories: analogue telephone connection
Conferencing system (2-way system analogue) not including line connection	Euros	95.00 per device / per day		Days	Accessories: analogue telephone connection
Mobile phone (internal/external)	Euros	10.00 / 20.00 per device / per day		Days	Internal: Estrel, internal / external: all authorisations
Fax machine device only, not including line connection	Euros	65.00 per device / per day		Days	Accessories: analogue telephone connection
Active network components (switch, hub, router, etc.)	Euros	25.00 per device / per day		Days	
Desktop computer 19"-LCD, MS Office, Win7 German/English	Euros	95,00 per device / per day		Days	
Laptop 15"-LCD, MS Office, Win7 German/English	Euros	85,00 per device / per day		Days	
Cable set	Euros	25.00 per device / per day		Days	
A4 laser printer (incl. toner) no charge for b/w printing	Euros	65.00 per device / per day		Days	including driver-CD, expendable materials
A4 laser printer (incl. toner) excluding the price of colour printing	Euros	85.00 per device / per day		Days	including driver-CD, expendable materials, plus price per page
-> Page price for each colour copy	Euros	0.15 per page		Days	
IT service personnel (technician) minimum charge 30 minutes	Euros	85,00 per hour		Days	
IT service personnel (programming) minimum charge 30 minutes	Euros	150,00 per hour		Days	
IT service personnel (technician)	Euros	550,00 per day (8 hours)		Days	

** International cellular service calls are invoiced separately.

We invoice a surcharge of 20 % of the price of the respective product/service for subsequent bookings made on-site.

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Place, Date

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Total Amount incl. VAT:

Event _____
 Event Date _____



ORDERER

Stand Number *	
Company *	
Contact Person *	
Address * (same as the billing address)	
Telephone Number *	
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LCD Display

23" / Resolution 1920 x 1200	Euros	45,00 per day	<input type="text"/>	per unit
40" / Resolution 1920 x 1080	Euros	120,00 per day	<input type="text"/>	per unit
46" / Resolution 1920 x 1080	Euros	180,00 per day	<input type="text"/>	per unit
55" / Resolution 1920 x 1080	Euros	250,00 per day	<input type="text"/>	per unit
60" / Resolution 1920 x 1080	Euros	350,00 per day	<input type="text"/>	per unit
70" / Resolution 1920 x 1080	Euros	450,00 per day	<input type="text"/>	per unit
80" / Resolution 1920 x 1080	Euros	750,00 per day	<input type="text"/>	per unit
90" / Resolution 3840 x 2160	Euros	1.000,00 per day	<input type="text"/>	per unit
98" / Resolution 3840 x 2160	Euros	1.400,00 per day	<input type="text"/>	per unit
For LDC Displays starting 40" a technician is needed for installation and tear down	Euros	90,00 for set up & tear down	<input type="text"/>	per unit

The displays are all equipped at least with a DVI / HDMI and a VGA input. These are industrial displays and not Smart TV devices . To operate the display , an external player/ device (laptop , media or DVD player) is necessary . Please order speakers for audio playback if needed.

LCD / plasma screen stands (only available for displays that we supply)

Design stand up to 60"	Euros	70.00 per day	<input type="text"/>	per unit
Design stand exceeding 60" to 80"	Euros	100.00 per day	<input type="text"/>	per unit
"ScreenLifter" design stand 85-108"	Euros	450.00 per day	<input type="text"/>	per unit
Truss bracket for plasma / LCD	Euros	30.00 per day	<input type="text"/>	per unit
Wall bracket for Plasma/LCD up to 75"	Euros	30,00 per day	<input type="text"/>	per unit
Loudspeaker set for plasma/LCD up to 60"	Euros	25.00 per day	<input type="text"/>	per unit
Loudspeaker set for plasma/LCD exceeding 60'	Euros	40.00 per day	<input type="text"/>	per unit

The legally required VAT is not included in the specified prices.

Event _____ 0 _____
 Event Date _____ 00.01.1900 _____



ORDERER

Stand Number *

Company *

Contact Person *

K.M.C.-Kommunikations- und
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Sonnenallee 225
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Fax. +49 30 6831 10000

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xxxx by mail xxxx@estrel.com or fax +49 30 6831 10000.

Beamer

LCD Projector 2000 AL	Euros	125,00 per day	<input type="text"/>	per unit
LCD Projector 3000 AL	Euros	150,00 per day	<input type="text"/>	per unit
LCD HD Projector 4000 AL	Euros	285,00 per day	<input type="text"/>	per unit
DLP HD Projektor 3500 AL	Euros	320,00 pro Tag	<input type="text"/>	per unit
Projection cart	Euros	15.00 per day	<input type="text"/>	per unit
DVD Player/Blu- Ray Player	Euros	30.00 per day	<input type="text"/>	per unit
Media Player	Euros	30,00 per day	<input type="text"/>	per unit

Projection screens are available in different sizes and can be ordered on request.

Conference Equipment

Flip Chart, 10 sheets, 3 staves	Euros	30.00 per day	<input type="text"/>	per unit
Pin Board	Euros	30.00 per day	<input type="text"/>	per unit

The above quoted prices (except the setup of LCDs 40" or larger) include set-up and teardown.

Technician (price on request) per unit

The legally required VAT is not included in the specified prices.

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Place, Date

Company Stamp, Signature Orderer

Place, Date

Confirmation Estrel Berlin

Total Amount incl. VAT:

Event _____

Event Date _____



ORDERER

Stand Number *

Company *

Contact Person *

Address *
(same as the billing address)

Telephone Number *

Fax *

E-mail *

Credit Card Number *

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Expiry Date *

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Tables*

Table 180 x 40/45 cm, wooden top, chrome-plated frame	Euros	10,00 per item / day		items
Round table, d = 150 cm, wooden top, chrome-plated frame, incl. table linen	Euros	10,00 per item / day		items
Round table, d = 180 cm, wooden top, chrome-plated frame, incl. table linen	Euros	10,00 per item / day		items
Cocktail table, d = 70 cm, incl. table linen	Euros	12,00 per item / day		items
Cocktail table, 55 x 55 cm	Euros	40,00 per item / day		items
Bridge-shaped bar table white / makassar 165 x 55 x 110 cm, for 6 persons	Euros	95,00 per item / day		items
High table white / makassar 210 x 85 x 110 cm, for 8 persons	Euros	100,00 per item / day		items
Lounge table, acrylic glass, without lightning, 60 x 60 x 40 cm	Euros	35,00 per item / day		items
Lounge table, acrylic glass with LED lighting 60 x 60 x 40 cm	Euros	70,00 per item / day		items

Chairs*

Chair	Euros	5,00 per item / day		items
Barstool, Z-shaped, chrome-plated	Euros	15,00 per item / day		items
Flat sofa without backrest white / makassar 50 x 80 x 38 cm	Euro	75,00 per item / day		items
Lounge sofa with backrest white 179 x 87 x 65 cm	Euro	120,00 per item / day		items
Lounge chair white	Euro	75,00 per item / day		items

Bars*

Bar white / makassar with illuminated Plexiglas front	Euro	250,00 per item / day		items
Bar corner white / makassar with illuminated Plexiglas front	Euro	150,00 per corner / day		items
Bar shelf white 1 x 235 x 50	Euro	50,00 per shelf / day		items

* Further information and pictures on request.

ORDER FORM FURNITURE & FLOWERS – page 2/2

Event 0
 Event Date 00.01.1900



ORDERER

Stand Number *
 Company *
 Contact Person *

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 Center GmbH
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 xxx by mail xxx@estrel.com or fax +49 30 6831 10000.**

Floral decoration **

Seasonal table decoration	Euro	20,00 per item	<input type="text"/>	items
	Euro	30,00 per item	<input type="text"/>	items
Seasonal counter decoration	Euro	35,00 per item	<input type="text"/>	items
	Euro	45,00 per item	<input type="text"/>	items
Seasonal cocktail table decoration	Euro	15,00 per item	<input type="text"/>	items
	Euro	25,00 per item	<input type="text"/>	items

** Glass containers are only provided on loan. If they get lost or wrapped up and taken with you, we will debit the containers afterwards

Description of floral decoration (Colour, Kind, Height, Budget etc.):	<input type="text"/>
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Plants **

Ficus Benjaminus / Kentia Palm (1,60m high) *	Euro	25,00 per day / per piece	<input type="text"/>	piece
Ficus Benjaminus / Kentia Palm (1,80 m high) *	Euro	30,00 per day / per piece	<input type="text"/>	piece
Laurel Ball (1,60m high)	Euro	42,00 per day / per piece	<input type="text"/>	piece
Laurel pyramid (1,60m high)	Euro	42,00 per day / per piece	<input type="text"/>	piece

* Kindly highlight which plant you would like to order
 * If the event only lasts one day, we will charge a delivery price of EUR 20,00

Further plants on request.

We invoice a surcharge of 20% of the price of the respective product/service for subsequent bookings made on-site.

The legally required VAT is not included in the specified prices.

After the event you will receive an itemized bill from our accounting department with the additionally reserved services.

Place, Date

Company Stamp, Signature Orderer

Place, Date

Confirmation Estrel Berlin

Total Amount incl. VAT:

ORDER FORM PERSONNEL

Event _____

Event Date _____



ORDERER

Stand Number * _____

Company * _____

Contact Person * _____

Address *
(same as the billing address) _____

Telephone Number * _____

Fax * _____

E-mail * _____

Credit Card Number * _____

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Expiry Date * _____

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All fields marked with an * are required to process your order.

Please return the completed form by the **xx.xx.xxx to:
xxx by mail **xxx@estrel.com** or fax +49 30 6831 10000.**

			Date	Number of employees	Time from...to...
Service					
Waiter	Euros	29,00 per employee / hr.			
Head Waiter	Euros	49,00 per employee / hr.			
Barkeeper	Euros	35,00 per employee / hr.			
Security					
Security Personnel	Euros	28,00 per employee / hr.			
Security Personnel - night watch (10pm - 6am)	Euros	29,50 per employee / hr.			
Supervisor	Euros	29,50 per employee / hr.			
The deployment of more than 3 security personnel requires a supervisor.					
Squad Leader	Euros	47,00 per employee / hr.			
The deployment of more than 10 security personnel requires a director of operations.					
Hostess					
Hostess	Euros	30,00 per employee / hr.			
Chef Hostess	Euros	38,00 per employee / hr.			
A chief hostess is recommended if more than 3 hostesses are deployed.					
Set up					
Assembly and Construction Assistants	Euros	25.00 per employee / hr.			

Please note that we charge for the actual amount of time worked, based on a 4 hour minimum per staff.

Other Details:
(Please provide a brief description of the range of tasks for the assembly and construction assistants.)

We invoice a surcharge of 20 % of the price of the respective product/service for subsequent bookings made on-site.

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