

ORDER FORM LOGISTIC

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

Dear exhibitor,

You are welcome to have your materials or goods delivered by your shipping or courier service to the site before the start of the event.

To ensure that everything runs smoothly, we ask that you visibly mark your delivery with the following details:

- * Company name, contact person at the company premises, address
- * Name of the event, exhibition stand number
- * The name and mobile phone number of the person in charge on-site.

Without these details we cannot guarantee correct delivery of your goods. Alternatively, you can also use the blank "Logistics Form" in the following spreadsheet.

Your shipping or courier service delivers your materials to our receiving department (Operating hours: Mon - Sat from 7:00 am to 3:00 pm).

Delivery of your goods prior to the event

Complimentary storage of goods is available 3 days pre and 3 days post event. The items will be delivered to your stand at your requested time. If longer storage is required the charges are as follows:

Date of Delivery *						
Packet	Euros	12.00 per packet and per 2 days	<input style="width: 50px;" type="text"/>	Pieces		
Larger Delivery (max. 1 EUR-pallet)	Euros	75.00 per pallet and per 2 days	<input style="width: 50px;" type="text"/>	Pieces		

Storage of goods after the event until pick-up

On the last day of the event you will receive a storage note on-site. Please fill out the note completely and give it to us together with your goods. We will then store your goods until they are picked up by your shipping or courier service. This service is free of charge for up to 3 workdays after the event. From the fourth day the prices indicated above apply. Please note that the Estrel cannot arrange for your shipping or courier service. Pick up must be arranged through your company.

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:

Delivery on 00.Month.2013 as part of the "XY" event



Shipper

Company

Contact Person

Address

Stand Number

Contact person in the Estrel during the event

Mobile Phone Number

Recipient

Estrel Berlin
Sonnenallee 225
12057 Berlin

Delivery is possible from Monday through Saturday between 7:00 am and 3:00 pm to our receiving department located behind the hotel's parking garage.