

Registration for Event

International Congress Centre Berlin
International Green Week Berlin 2011, 21. – 30. January
Exhibition for the Food Industry, Agriculture and Horticulture



Deadline for Registration: 01 December 2010

Company:/Organizer

Company to be invoiced:

Street:

Postal Code/City:

Official:

Telephone: Fax:

E-mail:

Official title of event:

We hereby apply for the following in the Salon/Room at the ICC Berlin :

1. Salon/Room Nr. **for** **participants**

on: from a.m./p.m. to a.m./p.m. (event time)

on: from a.m./p.m. to a.m./p.m. (set-up)

on: from a.m./p.m. to a.m./p.m. (dismantling)

Beginn of the event: a.m./p.m.

2. Seating plan

Please indicate your requirements:

row seating

at tables

in block form

U-shape

3. Technical equipment (please indicate the required quantity of equipment):

.... lectern with microphones	EUR 75,00
.... sound recording digital cd)	EUR 150,00
.... overhead projector	EUR 35,00
.... presidium microphones for peoples	EUR 15,00
.... DVD-Player	EUR 20,00
.... aisle microphones	EUR 15,00
.... VHS video recorder (PAL, SECAM, NTSC)	EUR 38,00
.... wireless microphone	EUR 74,00
.... mobile screen (160x160 - 200 x 200 cm)	EUR 100,00
.... large-screen projector (Beamer)	EUR 186,00-3,491.00
.... laser pointer	EUR 15,00
.... head phones for simultaneous interpreting	EUR 3,20
.... flip chart incl. paper and ...	EUR 30,00
.... press distribution (split box)	EUR 30,00

organizer:

Additional technical equipment:

.... Power supply, consumption + projector table EUR 150,00
(for ... own appliances)

fax machine on request (phone: +49(0)30 / 30 38-14 00)
notebook on request (phone: +49(0)30 / 30 67-20 15)

Additional furniture:

.... coat rack EUR 26,00
.... upright table, round, d: 70 cm EUR 25,00
.... stage platform (1 x 2 m) incl. floor covering EUR 67,00
.... Partition, movable, 1058 x 1670 mm EUR 25,00
.... table, 70 x 140 cm EUR 20,00
.... table, 70 x 70 cm EUR 15,00
.... armchair Eames EUR 31,00
.... couch table, 70 x 70 cm EUR 15,00

Please note: If sound, lighting and projection equipment is used, additional personnel costs will be charged for the duration of the event (EUR 45,00/h each for technician, EUR 25,00/h each for auxiliary staff)

4.  Simultaneous cabin

(price per language excluding interpreter: EUR 261,00)

We require the following language(s):

German English French Spanish Italian Polish Russian Portugues Bulgarian

(Rooms 1 - 10 with simultaneous interpreting installation - other rooms on request.

Head phones will be charge with EUR 3,20 each)

Simultaneous interpreting service (please ask for information and offer: Dolmetscher-Service Braunstein, Ms. Claudia Flumenbaum, phone: +49-(0) 30- 323 14 67)

5. Catering service

(Offers will be sent separately by Capital Catering GmbH, www.capital-catering.de, phone: +49(0)30 / 30 38-39 00, Fax: +49(0)30 / 30 38-1992

_____ yes _____ no

.... cold conference beverages
.... coffee tea ... bisquits
.... sliced rolls
.... buffet

.... We kindly ask for an offer

.....

We need additional upright tables

We would like to recommend our "Funkturn-Restaurant " (Radio Tower)!

For your reservations: phone: +49(0)30 / 30 38-29 00

organizer:

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Rooms at a glance	(in rows)	price
Roof garden foyer	300 persons	EUR 2,040.00
Room 3	806 persons	EUR 5,520.00
Rooms 4/5	250 persons	EUR 1,944.00
Room 6	200 persons	EUR 1,620.00
Room 7	270 persons	EUR 1,956.00
Room 8	138 persons	EUR 1,416.00
Rooms 9, 10	160 persons	EUR 1,896.00
ICC Foyer 81	200 persons	EUR 2,148.00
Room 42	118 persons	EUR 1,248.00
Room 43	107 persons	EUR 1,248.00
Room 44	99 persons	EUR 1,248.00
Salons 19, 21	60 persons	EUR 828.00
Salons 20, 22	34 persons	EUR 660.00
Salons (11 - 18)	70 persons	EUR 876.00
Conference rooms (23-40) with technical equipment	19/45 persons	EUR 528.00 / EUR 816.00
Press offices 45 - 51	20 persons	EUR 250.00
Berlin/Europa (Hall 7.3)	712 persons	EUR 7,860.00

All prices are subject to statutory value-added tax

Place, date

company stamp and legally binding signature

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