

**Messe Berlin GmbH**  
Press and Public Relations  
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### Booking Form Media Center Hall 6.3

- please fill in block letters legible -

#### Invoice Address

Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Zip Code / City: \_\_\_\_\_  
Country: \_\_\_\_\_  
Companies Contact Person: \_\_\_\_\_  
Tel.: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

#### The event in Hall 6.3 (including 15 min. constructing and dismantling)

Date: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

In Conference Room:

- Large Room A (app. 200 persons)      **EUR 600,- + V.A.T.**  
 Small Room B (app. 80 persons)      **EUR 300,- + V.A.T.**

Title of the event: \_\_\_\_\_

Should your event be announced at our **IFA website?**

(free of charge)       yes       no

**Spokesman** for the press **during** IFA 2010 is:

Name: \_\_\_\_\_

Booth-Tel. / Mobil: \_\_\_\_\_ Fax.: \_\_\_\_\_

Email: \_\_\_\_\_

Date / Signature invoice recipient \_\_\_\_\_

## **Technical Requirements for Press Conference Rooms in Hall 6.3.**

The following requirements are included in the room rental:

- 1 Screen (Projectscreen)
- 1 Beamer
- 2 Microphone (Stand)
- 4 Microphone (Podium)
- 1 Splittbox with 20 linkages
- Acoustic & Light

## **Additional Booking Options/Services with Contact Details**

### **1. Technical Requirements**

Further technical requirements have to be ordered and carried by yourself. Your contact person is our Messe Berlin partner CFG, Ms. Andrea Heinrich: Tel: +49/ 030/3038 – 1501; [heinrich@capital-facility.de](mailto:heinrich@capital-facility.de)

### **2. Interpreter Service**

Please do contact Ms. Claudia Flumenbaum for interpreter services:  
Tel: 030/ 323 14 67; [service@dolmetscher-braunstein.de](mailto:service@dolmetscher-braunstein.de)

### **3. Gastronomical Service**

The gastronomical Service is provided by Capital Catering GmbH. Please contact Ms. Baarts for further information. Tel.: +49/ 030/3038 – 3929, [baarts@capital-catering.de](mailto:baarts@capital-catering.de)

For further details and conditions please contact the above mentioned contact persons.

Thank you very much.

Your IFA Press team