

# Furniture for hire 1

## Chairs + Tables

Hall:	Stand No.:
Exhibitor:	

### Order Form 2012

**Deadline: 2 weeks prior to the event**

**Construction + Service:** Fax: +49(0)30/3067-2018

**Mailing address:** MB Capital Services GmbH, Standbau + Service, Thüringer Allee 12/12A, 14052 Berlin, Germany

**For queries:** Phone: +49(0)30/3067-2015 or 3038-5780; **E-Mail:** info@mb-capital-services.de

Qty	Order No	Description (WxDxH) / Other furniture upon request	Price each	Price / total
<b>Chairs</b>				
.....	10101	Plastic chair, white, 54x53x78 cm	9.00 EUR	..... EUR
.....	10200	Upright chair, chrome/anthracite, 52x44x45/77 cm	15.00 EUR	..... EUR
.....	12565	Plastic chair „Dr. No“., white, 51x66x46/78 cm	27.00 EUR	..... EUR
.....	12539	Chair Alina, black, 54x58x78 cm	34.00 EUR	..... EUR
.....	1205.	Chair Viento, plastic, with perforated back, 51x66x46/78 cm <input type="checkbox"/> 0 white <input type="checkbox"/> 1 anthracite grey <input type="checkbox"/> 2 orange <input type="checkbox"/> yellow <input type="checkbox"/> 4 blue	21.00 EUR	..... EUR
.....	15605	Conference chair, chrome/black/grey, 51x53x47/81 cm	18.00 EUR	..... EUR
.....	132..	Chair Trav, leather, 52x44x44/83 cm <input type="checkbox"/> 00 white <input type="checkbox"/> 01 grey <input type="checkbox"/> 02 black	18.00 EUR	..... EUR
.....	110..	Bistro chair, no upholstery, 38x38x35/85 cm <input type="checkbox"/> 31 white <input type="checkbox"/> 40 black	14.00 EUR	..... EUR
.....	12030	Chair Balloon,chrome/beechn, 42x47,5x45/86,5 cm	14.00 EUR	..... EUR
.....	125..	Chair Breeze, alu polished/plastic, 50x40x45/70 cm <input type="checkbox"/> 40 blue <input type="checkbox"/> 42 black                      - <input type="checkbox"/> 44 red	28.00 EUR	..... EUR
<b>Tables</b>				
.....	26000	Bistro table, round, chrome/white, Ø 70 cm, height 72 cm	22.00 EUR	..... EUR
.....	25000	Bistro table, round, white/white, Ø 70 cm, height 72 cm	25.00 EUR	..... EUR
.....	25151	Bistro table, round, black/beechn, Ø 70 cm, height 72 cm	33.00 EUR	..... EUR
.....	26010	Bistro table, round, chrome/black, Ø 70 cm, height 72 cm	25.00 EUR	..... EUR
.....	21004	Bistro table, black/black, 80x80x72 cm	25.00 EUR	..... EUR
.....	210..	Conference table, chrome, 80x80x72 cm <input type="checkbox"/> 01 white <input type="checkbox"/> 02 black <input type="checkbox"/> beech	25.00 EUR	..... EUR
.....	210..	Conference table, chrome, 120x80x72 cm <input type="checkbox"/> 21 white <input type="checkbox"/> 22 black	29.00 EUR	..... EUR
.....	210..	Conference table, chrome, 160x80x72 cm <input type="checkbox"/> 70 white <input type="checkbox"/> 42 black	33.00 EUR	..... EUR
.....	27065	Couch table, black/glass, 70x70x40 cm	49.00 EUR	..... EUR
.....	27053	Couch table, chrome/glass, 100x60x40 cm	59.00 EUR	..... EUR
.....	27050	Couch table, chrome/glass, rund, d: 70 cm, height 40 cm	51.00 EUR	..... EUR

The mentioned prices are subject to a premium equivalent of 5 % of hire charge for insurance. They are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions as listed overleaf. Orders on site will only be accepted under reserve of the availability (§5 of General Terms).

**Payment by credit card:**

Credit card No.:                 valid until:

Card holder: .....

VISA                       MasterCard                       Amex

.....  
 Legally binding signature

**Please note: Please clarify the internal PO number for your company/your client for these services.  
 For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.**

Name and address of recipient of invoice:

Vat Reg. No.:

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Contact for queries:

Phone:

Telefax:

E-Mail:

Your order number for the invoice:

<input type="checkbox"/> <b>We are the exhibitor.</b> The equipment for hire is an additional order to our fair package with Messe Berlin GmbH. Date: .....	<input type="checkbox"/> We are <b>only ordering by order</b> of the exhibitor. (a written confirmation of cost transfer is enclosed) Name of the customer (in block letters): .....	<input type="checkbox"/> We are <b>not the exhibitor.</b> These services have to be charged to the above mentioned address. Legally binding signature and company stamp .....
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As of: July 2011/Subject to alteration/Legal venue and place of jurisdiction is Berlin-Charlottenburg

# General Terms of Business and Conditions of Hire of MB Capital Services GmbH

As of: January 1, 2010

## 1. Contract

- (1) The following General Terms of Business and Conditions of Hire of MB Capital Service GmbH (in the following: lessor) apply to all hire contracts for movable items and construction. Any conflicting conditions of the lessee are hereby repudiated. Any divergence from these terms and conditions, or ancillary agreements, are only valid if confirmed in writing by the lessor.
- (2) All orders for hire equipment must be in writing. The lessor will confirm all orders prior to the event, provided that such orders have been submitted before the prescribed deadline for applications as stated in the order forms contained in the Exhibitors's Service Folder. If exhibitors do not receive written confirmation of their orders, provided that such orders have been submitted on time, they should notify the lessor immediately.
- (3) The lessor reserves the right to execute services ordered or deliver items for hire only upon receipt of payment.

## 2. Details about the loan of items

- (1) The lessee is aware that the items available for hire are usually used several times at exhibitions and may not always be new.
- (2) The items for hire will only be made available for the agreed purpose and for the duration of the event. They are for the use of the lessee only at the agreed place of hire.
- (3) No hired item may be transferred to third parties. Plans, designs, drawing, production and assembly documents and all rights thereto remain the property of the lessor, even when given to the lessee.
- (4) The lessee should ascertain whether the hired items are in a suitable condition, safe to use and complete when they are handed over.
- (5) By his acceptance of the items entrusted to his care the lessee acknowledges that they do not contain any defects, unless he immediately notifies the lessor of such defects in writing.
- (6) Deliveries within the stipulated period of all items ordered from the lessor will be made promptly, to ensure that the hired items are available at the start of the event.
- (7) In the absence of any stand personnel when the hired items are delivered, they will be considered to have been correctly delivered when left on the stand.
- (8) The lessor is not obliged to check the credentials of the personnel on the stand when delivering the hired items.
- (9) No delivery times or special requirements will be considered effective unless confirmed in writing by the lessor.

## 3. Warranty

- (1) If the lessee makes use of his right to notify the lessor of any defects, the lessor's warranty is limited solely to making the necessary improvements, provided that the defective items is one that has already been used. The lessor may supply a replacement if he thinks fit.

## 4. Hire charges

- (1) The charges as listed are net, subject to statutory value added tax plus an insurance premium of 5 % of the hire charge for items hired 4 % of the hire charge for the complete stand incl. equipment. The charges are valid for the duration of the event.
- (2) The cost of delivery to and removal from the exhibition grounds, and for any assembly or dismantling that may be required, are included in the hire charge.

## 5. Orders placed after the application deadline

- (1) If the lessee places an order after the expiry of the deadline for applications, of which he has been notified (generally 4 resp. 2 weeks prior to the start of the event), the lessor cannot guarantee prompt or complete deliveries. Above in such cases no guarantees can be provided that the items can be supplied as ordered.
- (2) If delivery within the stipulated deadline is possible, the additional costs incurred by the delayed order will be charged to the lessee in the form of a 20 % surcharge on the original hire charge.

## 6. Deviations from the details in catalogue

- (1) All the dimensions stated in the catalogue are approximate. The lessor reserves the right to make reasonable alterations to dimensions, shape and colour of the items ordered for hire. The items supplied must be equal or superior to those ordered.

## 7. Terms of payment

- (1) Upon submission of the invoice the sum due, including statutory value-added tax if not otherwise stated in the invoice, is payable no later than the start of the event. Payment should be made to one of the accounts of the lessor without deduction.
- (2) If the lessor has no record that the payment has been received by a date four weeks prior to the start of the event at the latest, it is entitled to withdraw from the agreement.
- (3) Order received by the lessor two weeks prior to the start of the event, or later, will only be accepted if accompanied by payment in advance (a cheque should be enclosed with the order).

## 8. Failure to make use of previously ordered hire items

- (1) If the lessee will not make use of previously ordered hired items and give notice in writing no later than 4 weeks prior to the event, the lessor charges 5 % of rental charge. If notice is given no later than 7 days prior to the event, 10 % of hire charge will be charged.
- (2) For orders worth more than 10,000.00 EUR or involving a stand construction area in excess of 100 m<sup>2</sup>, if notice of withdrawal is given in writing no later than 10 weeks prior to the start of the event, a sum equivalent to 10 % of the rental charge/value of the order will be charged. This sum will increase to the equivalent to 20 % of the rental charge/value of the order if the written notification is received within 6 weeks of the start of the event.
- (3) If non-defective hire items cannot be handed over to the lessee on the agreed delivery date or if he does not take delivery of the items as agreed, the lessee shall be liable for payment of the full hire charge. If delivery date is not been expressly agreed, stand construction will be handed over to the lessee or his representative at the stand no earlier than 5 days but no later than 3 days, other hire items usually 2 days prior to the event. If another lessee can be found for the hire items that have not been delivered, the original lessee shall only be required to pay 25 % of the invoice sum to meet additional expenses.
- (4) In cases as mentioned in 8.1 and 8.2, the onus shall be on the lessee to prove that the lessor has not incurred the flat rate charges as invoiced. The lessor is entitled to assert the actual damage incurred.

## 9. The liability of the lessee

- (1) The liability of the lessee for any damage to or loss of the items hired to him commences with the hand over and ceases with collection by the lessor after the end of the event at the latest.
- (2) Liability also applies to the lessee's employees and to third persons, but only in cases of negligence on the part of the lessor or its employees. The lessor only bear liability in cases deliberate and malicious damage.
- (3) The lessee is obliged to handle the hired items with care. Nothing may be stuck, nailed or painted onto these items, nor may they be damaged in any other way.
- (4) Without prior approval of the lessor the lessee is not permitted to alter the items in his care. Any particular distinguishing marks that may exist may not be removed. Damages should be reported to the lessor immediately.
- (5) The hired items must be made ready and available for collection immediately following the end of the event.
- (6) Should the lessee delay in returning the hired items, The lessor is entitled to prepare such items for removal at the lessee's expense, subject to the lessee's approval.
- (7) The lessee will be informed immediately if the lessor finds any defects on the hired items being returned. Such statements will be considered acknowledged if the lessee does not contest them in writing within one week.

## 10. The liability of the lessor

- (1) The lessor accepts no liability for any kind of personal injury or damage to property, unless such injury or damage is due to deliberate and malicious damage on the part of the lessor or his employees.
- (2) If the lessor is delayed in providing its service it will not be held liable for slight negligence. This also applies in cases where it proves impossible to provide the required services.

## 11. Insurance

- (1) The objects and equipment offered for hire must be insured. The insurance premium for the hired items and equipment shall amount to 5 % of the hire charge. This insurance shall cover replacement in the event of loss. The lessee is not entitled to a replacement. A replacement during the event shall only be provided if ordered and paid for by the lessee.
- (2) The premium for insuring the hired modular stand, incl. stand equipment and hired items, shall amount to 4 % of the hire charge. If no insurance cover is taken out for the hired modular stand, the lessee shall be liable for damage to or loss of the hired items.
- (3) The following shall be excluded from the insurance: artwork, water and electricity connections, an on-site services.

## 12. Federal Data Protection Law (BDSG)

- (1) In accordance with §§ 28 and 29 BDSG, personal data concerning our business associates will be stored and processed for the purposes of the contractual agreement.

## 13. Final provision

- (1) The validity of the „General Terms of Business and Conditions of Hire“ is not affected by the invalidity of any individual regulations or clauses.
- (2) Only the German Version is legally binding.
- (3) Provided no agreement has been made to the contrary the regulations contained in the Civil Code of the Federal Republic of Germany apply.
- (4) The legal venue and place of jurisdiction is Berlin-Charlottenburg.

# Furniture for hire 2

## Bar stools + Upright tables

## Armchairs + Sofas

Hall:	Stand No.:
Exhibitor:	

### Order Form 2012

**Deadline: 2 weeks prior to the event**

**Construction + Service:** Fax: +49(0)30/3067-2018

**Mailing address:** MB Capital Services GmbH, Standbau + Service, Thüringer Allee 12/12A, 14052 Berlin, Germany

**For queries:** Phone: +49(0)30/3067-2015 or 3038-5780; **E-Mail:** info@mb-capital-services.de

Qty	Order No	Description (WxDxH) / Other furniture upon request	Price each	Price / total
<b>Bar stools</b>				
.....	161..	Bar stool Z, 37 x 80 cm <input type="checkbox"/> 01 white <input type="checkbox"/> 00 black	22.00 EUR	..... EUR
.....	166..	Bar stool Skoop, polyethylen, 43x75x53/71 cm <input type="checkbox"/> 50 white <input type="checkbox"/> 51 grey <input type="checkbox"/> 52 orange <input type="checkbox"/> 53 yellow	35.00 EUR	..... EUR
.....	16110	Bar stool Oily, chrome/beechn, 37x75 cm	33.00 EUR	..... EUR
.....	16010	Bar stool Shaker, chrome/beechn, 49x53x87 cm	24.00 EUR	..... EUR
.....	16625	Bar stool Aline, chrome/black, 50x61x105	71.00 EUR	..... EUR
.....	16630	Bar stool Breeze, alu polished/plastic, black, 50x40x75/109	23.00 EUR	..... EUR
<b>Upright tables</b>				
.....	29080	Upright table, chrome/white, Ø 70 cm, height 112 cm	35.00 EUR	..... EUR
.....	29090	Upright table, chrome/black, Ø 70 cm, height 112 cm	38.00 EUR	..... EUR
.....	29010	Upright table foldable, white, Ø 70 cm, height 110 cm	23.00 EUR	..... EUR
.....	29400	Upright table, chrome/grau, Ø 70 cm, height 112 cm	49.00 EUR	..... EUR
.....	29083	Upright table, chrome/beechn, 80x80x107 cm	48.00 EUR	..... EUR
.....	29086	Upright table, white, 80x80x107 cm	36.00 EUR	..... EUR
.....	29440	Upright table, oval, lightgrey, 180x100x107 cm	102.00 EUR	..... EUR
<b>Armchairs, sofas</b>				
.....	156..	Conference armchair, synthetic leather, 62x60x46/85 cm <input type="checkbox"/> 04 white <input type="checkbox"/> 03 black	26.00 EUR	..... EUR
.....	15...	Club armchair, 74x66x47/78 cm <input type="checkbox"/> 100 white <input type="checkbox"/> 000 black	49.00 EUR	..... EUR
.....	154..	Armchair Ravello, leather/chrome, 59x65x45/80 cm <input type="checkbox"/> 10 orange <input type="checkbox"/> 11 pigeon blue	195.00 EUR	..... EUR
.....	15010	Club sofa, 122x60x47/78cm <input type="checkbox"/> 11 white <input type="checkbox"/> 10 black	92.00 EUR	..... EUR
.....	152..	Armchair Coupé, leather/chrome, 69x73x75 cm <input type="checkbox"/> 20 white <input type="checkbox"/> 10 black	295.00 EUR	..... EUR
.....	15400	Armchair Zarutti, chrome/black, 87x77x40/70 cm	72.00 EUR	..... EUR
.....	15500	Sofa Zarutti, chrome/black, 145x77x40/70 cm	123.00 EUR	..... EUR

The mentioned prices are subject to a premium equivalent of 5 % of hire charge for insurance. They are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions as listed overleaf. Orders on site will only be accepted under reserve of the availability (§ of General Terms).

#### Payment by credit card:

Credit card No.:                valid until:

Card holder: .....

VISA  MasterCard  Amex

.....  
Legally binding signature

**Please note: Please clarify the internal PO number for your company/your client for these services.  
For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.**

Name and address of recipient of invoice:

Vat Reg. No.:

Contact for queries:

Phone:

Telefax:

E-Mail:

Your order number for the invoice:

<input type="checkbox"/> <b>We are the exhibitor.</b> The equipment for hire is an additional order to our fair package with Messe Berlin GmbH.	<input type="checkbox"/> We are <b>only ordering by order</b> of the exhibitor. (a written confirmation of cost transfer is enclosed)	<input type="checkbox"/> We are <b>not the exhibitor.</b> These services have to be charged to the above mentioned address.	Legally binding signature and company stamp .....
Date: .....	Name of the customer (in block letters): .....		

As of: July 2011/Subject to alteration/Legal venue and place of jurisdiction is Berlin-Charlottenburg

# General Terms of Business and Conditions of Hire of MB Capital Services GmbH

As of: January 1, 2010

## 1. Contract

- (1) The following General Terms of Business and Conditions of Hire of MB Capital Service GmbH (in the following: lessor) apply to all hire contracts for movable items and construction. Any conflicting conditions of the lessee are hereby repudiated. Any divergence from these terms and conditions, or ancillary agreements, are only valid if confirmed in writing by the lessor.
- (2) All orders for hire equipment must be in writing. The lessor will confirm all orders prior to the event, provided that such orders have been submitted before the prescribed deadline for applications as stated in the order forms contained in the Exhibitors's Service Folder. If exhibitors do not receive written confirmation of their orders, provided that such orders have been submitted on time, they should notify the lessor immediately.
- (3) The lessor reserves the right to execute services ordered or deliver items for hire only upon receipt of payment.

## 2. Details about the loan of items

- (1) The lessee is aware that the items available for hire are usually used several times at exhibitions and may not always be new.
- (2) The items for hire will only be made available for the agreed purpose and for the duration of the event. They are for the use of the lessee only at the agreed place of hire.
- (3) No hired item may be transferred to third parties. Plans, designs, drawing, production and assembly documents and all rights thereto remain the property of the lessor, even when given to the lessee.
- (4) The lessee should ascertain whether the hired items are in a suitable condition, safe to use and complete when they are handed over.
- (5) By his acceptance of the items entrusted to his care the lessee acknowledges that they do not contain any defects, unless he immediately notifies the lessor of such defects in writing.
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## 3. Warranty

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## 4. Hire charges

- (1) The charges as listed are net, subject to statutory value added tax plus an insurance premium of 5 % of the hire charge for items hired 4 % of the hire charge for the complete stand incl. equipment. The charges are valid for the duration of the event.
- (2) The cost of delivery to and removal from the exhibition grounds, and for any assembly or dismantling that may be required, are included in the hire charge.

## 5. Orders placed after the application deadline

- (1) If the lessee places an order after the expiry of the deadline for applications, of which he has been notified (generally 4 resp. 2 weeks prior to the start of the event), the lessor cannot guarantee prompt or complete deliveries. Above in such cases no guarantees can be provided that the items can be supplied as ordered.
- (2) If delivery within the stipulated deadline is possible, the additional costs incurred by the delayed order will be charged to the lessee in the form of a 20 % surcharge on the original hire charge.

## 6. Deviations from the details in catalogue

- (1) All the dimensions stated in the catalogue are approximate. The lessor reserves the right to make reasonable alterations to dimensions, shape and colour of the items ordered for hire. The items supplied must be equal or superior to those ordered.

## 7. Terms of payment

- (1) Upon submission of the invoice the sum due, including statutory value-added tax if not otherwise stated in the invoice, is payable no later than the start of the event. Payment should be made to one of the accounts of the lessor without deduction.
- (2) If the lessor has no record that the payment has been received by a date four weeks prior to the start of the event at the latest, it is entitled to withdraw from the agreement.
- (3) Order received by the lessor two weeks prior to the start of the event, or later, will only be accepted if accompanied by payment in advance (a cheque should be enclosed with the order).

## 8. Failure to make use of previously ordered hire items

- (1) If the lessee will not make use of previously ordered hired items and give notice in writing no later than 4 weeks prior to the event, the lessor charges 5 % of rental charge. If notice is given no later than 7 days prior to the event, 10 % of hire charge will be charged.
- (2) For orders worth more than 10,000.00 EUR or involving a stand construction area in excess of 100 m<sup>2</sup>, if notice of withdrawal is given in writing no later than 10 weeks prior to the start of the event, a sum equivalent to 10 % of the rental charge/value of the order will be charged. This sum will increase to the equivalent to 20 % of the rental charge/value of the order if the written notification is received within 6 weeks of the start of the event.
- (3) If non-defective hire items cannot be handed over to the lessee on the agreed delivery date or if he does not take delivery of the items as agreed, the lessee shall be liable for payment of the full hire charge. If delivery date is not been expressly agreed, stand construction will be handed over to the lessee or his representative at the stand no earlier than 5 days but no later than 3 days, other hire items usually 2 days prior to the event. If another lessee can be found for the hire items that have not been delivered, the original lessee shall only be required to pay 25 % of the invoice sum to meet additional expenses.
- (4) In cases as mentioned in 8.1 and 8.2, the onus shall be on the lessee to prove that the lessor has not incurred the flat rate charges as invoiced. The lessor is entitled to assert the actual damage incurred.

## 9. The liability of the lessee

- (1) The liability of the lessee for any damage to or loss of the items hired to him commences with the hand over and ceases with collection by the lessor after the end of the event at the latest.
- (2) Liability also applies to the lessee's employees and to third persons, but only in cases of negligence on the part of the lessor or its employees. The lessor only bear liability in cases deliberate and malicious damage.
- (3) The lessee is obliged to handle the hired items with care. Nothing may be stuck, nailed or painted onto these items, nor may they be damaged in any other way.
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- (6) Should the lessee delay in returning the hired items, The lessor is entitled to prepare such items for removal at the lessee's expense, subject to the lessee's approval.
- (7) The lessee will be informed immediately if the lessor finds any defects on the hired items being returned. Such statements will be considered acknowledged if the lessee does not contest them in writing within one week.

## 10. The liability of the lessor

- (1) The lessor accepts no liability for any kind of personal injury or damage to property, unless such injury or damage is due to deliberate and malicious damage on the part of the lessor or his employees.
- (2) If the lessor is delayed in providing its service it will not be held liable for slight negligence. This also applies in cases where it proves impossible to provide the required services.

## 11. Insurance

- (1) The objects and equipment offered for hire must be insured. The insurance premium for the hired items and equipment shall amount to 5 % of the hire charge. This insurance shall cover replacement in the event of loss. The lessee is not entitled to a replacement. A replacement during the event shall only be provided if ordered and paid for by the lessee.
- (2) The premium for insuring the hired modular stand, incl. stand equipment and hired items, shall amount to 4 % of the hire charge. If no insurance cover is taken out for the hired modular stand, the lessee shall be liable for damage to or loss of the hired items.
- (3) The following shall be excluded from the insurance: artwork, water and electricity connections, an on-site services.

## 12. Federal Data Protection Law (BDSG)

- (1) In accordance with §§ 28 and 29 BDSG, personal data concerning our business associates will be stored and processed for the purposes of the contractual agreement.

## 13. Final provision

- (1) The validity of the „General Terms of Business and Conditions of Hire“ is not affected by the invalidity of any individual regulations or clauses.
- (2) Only the German Version is legally binding.
- (3) Provided no agreement has been made to the contrary the regulations contained in the Civil Code of the Federal Republic of Germany apply.
- (4) The legal venue and place of jurisdiction is Berlin-Charlottenburg.

# Furniture for hire 3

## Office furniture, Kitchen equipment

Hall:	Stand No.:
Exhibitor:	

### Oder Form 2012

**Deadline: 2 weeks prior to the event**

**Construction + Service: Fax: +49(0)30/3067-2018**

**Mailing address:** MB Capital Services GmbH, Standbau + Service, Thüringer Allee 12/12A, 14052 Berlin, Germany

**For queries: Phone: +49(0)30/3067-2015 or 3038-5780; E-Mail: info@mb-capital-services.de**

Qty	Order No	Description (WxDxH) / Other furniture upon request	Price each	Price / total
<b>Desks, Office chairs</b>				
.....	21100	Desk, chrome/white, with container, 120x80x72 cm	56.00 EUR	..... EUR
.....	21110	Desk, chrome/white . with container, 160x80x72 cm	66.00 EUR	..... EUR
.....	14000	Revolving chair, black/anthracite, 44x44x44/52 cm	25.00 EUR	..... EUR
.....	14010	Revolving chair, black/anthracite, 48x44x44/52 cm	29.00 EUR	..... EUR
.....	14100	Counter chair, black, 48x46x54-75/125 cm	38.00 EUR	..... EUR
<b>Filing cabinets, containers, others</b>				
.....	50018	Sideboard, black, aluminium frame, doors, lockable, 45x45x52 cm	51.00 EUR	..... EUR
.....	50044	Sideboard, white, with sliding doors, lockable, 100x50x72 cm	46.00 EUR	..... EUR
.....	50045	Sideboard, lightgrey, with sliding doors, lockable, 100x50x72 cm	46.00 EUR	..... EUR
.....	500..	Container, removable, 45x45x52 cm	33.00 EUR	..... EUR
.....	502..	<input type="checkbox"/> 51 white <input type="checkbox"/> 50 black Shelving, low, 77x40x110 cm	23.00 EUR	..... EUR
.....	502..	<input type="checkbox"/> 01 white <input type="checkbox"/> 02 black Shelving, high, 70x40x200 cm	46.00 EUR	..... EUR
.....	50402	<input type="checkbox"/> 12 white <input type="checkbox"/> 11 black Locker column, 4 partitions, grey,	78.00 EUR	..... EUR
.....	65000	Waste paper bin, grey	4.00 EUR	..... EUR
<b>Kitchen equipment</b>				
.....	60300	Refrigerator, 140 litres, white, 55x60x85 cm	69.00 EUR	..... EUR
.....	60310	Refrigerator for bottles, 300 litres, 60x62x175 cm	123.00 EUR	..... EUR
.....	60000	Coffee machine, 23x28x35 cm	15.00 EUR	..... EUR
.....	65040	Refuse container, metal	18.00 EUR	..... EUR
.....	60200	Micro well, white, 52x38x35 cm	74.00 EUR	..... EUR
.....	60500	Kitchenette, white, 100x60x90 cm, (water installation required)	217.00 EUR	..... EUR

The mentioned prices are subject to a premium equivalent of 5 % of hire charge for insurance. They are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions as listed overleaf. Orders on site will only be accepted under reserve of the availability (§5 of General Terms).

**Payment by credit card:**

Credit card No.:                 valid until:

Card holder: .....

VISA                       MasterCard                       Amex

.....  
Legally binding signature

**Please note: Please clarify the internal PO number for your company/your client for these services.  
For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.**

Name and address of recipient of invoice:

Vat Reg. No.:

Contact for queries:

Phone:

Telefax:

E-Mail:

Your order number for the invoice:

<input type="checkbox"/> <b>We are the exhibitor.</b> The equipment for hire is an additional order to our fair package with Messe Berlin GmbH.	<input type="checkbox"/> We are <b>only ordering by order</b> of the exhibitor. (a written confirmation of cost transfer is enclosed)	<input type="checkbox"/> We are <b>not the exhibitor.</b> These services have to be charged to the above mentioned address.	Legally binding signature and company stamp  .....
Date: .....	Name of the customer (in block letters): .....		

As of: July 2011/Subject to alteration/Legal venue and place of jurisdiction is Berlin-Charlottenburg

# General Terms of Business and Conditions of Hire of MB Capital Services GmbH

As of: January 1, 2010

## 1. Contract

- (1) The following General Terms of Business and Conditions of Hire of MB Capital Service GmbH (in the following: lessor) apply to all hire contracts for movable items and construction. Any conflicting conditions of the lessee are hereby repudiated. Any divergence from these terms and conditions, or ancillary agreements, are only valid if confirmed in writing by the lessor.
- (2) All orders for hire equipment must be in writing. The lessor will confirm all orders prior to the event, provided that such orders have been submitted before the prescribed deadline for applications as stated in the order forms contained in the Exhibitors's Service Folder. If exhibitors do not receive written confirmation of their orders, provided that such orders have been submitted on time, they should notify the lessor immediately.
- (3) The lessor reserves the right to execute services ordered or deliver items for hire only upon receipt of payment.

## 2. Details about the loan of items

- (1) The lessee is aware that the items available for hire are usually used several times at exhibitions and may not always be new.
- (2) The items for hire will only be made available for the agreed purpose and for the duration of the event. They are for the use of the lessee only at the agreed place of hire.
- (3) No hired item may be transferred to third parties. Plans, designs, drawing, production and assembly documents and all rights thereto remain the property of the lessor, even when given to the lessee.
- (4) The lessee should ascertain whether the hired items are in a suitable condition, safe to use and complete when they are handed over.
- (5) By his acceptance of the items entrusted to his care the lessee acknowledges that they do not contain any defects, unless he immediately notifies the lessor of such defects in writing.
- (6) Deliveries within the stipulated period of all items ordered from the lessor will be made promptly, to ensure that the hired items are available at the start of the event.
- (7) In the absence of any stand personnel when the hired items are delivered, they will be considered to have been correctly delivered when left on the stand.
- (8) The lessor is not obliged to check the credentials of the personnel on the stand when delivering the hired items.
- (9) No delivery times or special requirements will be considered effective unless confirmed in writing by the lessor.

## 3. Warranty

- (1) If the lessee makes use of his right to notify the lessor of any defects, the lessor's warranty is limited solely to making the necessary improvements, provided that the defective items is one that has already been used. The lessor may supply a replacement if he thinks fit.

## 4. Hire charges

- (1) The charges as listed are net, subject to statutory value added tax plus an insurance premium of 5 % of the hire charge for items hired 4 % of the hire charge for the complete stand incl. equipment. The charges are valid for the duration of the event.
- (2) The cost of delivery to and removal from the exhibition grounds, and for any assembly or dismantling that may be required, are included in the hire charge.

## 5. Orders placed after the application deadline

- (1) If the lessee places an order after the expiry of the deadline for applications, of which he has been notified (generally 4 resp. 2 weeks prior to the start of the event), the lessor cannot guarantee prompt or complete deliveries. Above in such cases no guarantees can be provided that the items can be supplied as ordered.
- (2) If delivery within the stipulated deadline is possible, the additional costs incurred by the delayed order will be charged to the lessee in the form of a 20 % surcharge on the original hire charge.

## 6. Deviations from the details in catalogue

- (1) All the dimensions stated in the catalogue are approximate. The lessor reserves the right to make reasonable alterations to dimensions, shape and colour of the items ordered for hire. The items supplied must be equal or superior to those ordered.

## 7. Terms of payment

- (1) Upon submission of the invoice the sum due, including statutory value-added tax if not otherwise stated in the invoice, is payable no later than the start of the event. Payment should be made to one of the accounts of the lessor without deduction.
- (2) If the lessor has no record that the payment has been received by a date four weeks prior to the start of the event at the latest, it is entitled to withdraw from the agreement.
- (3) Order received by the lessor two weeks prior to the start of the event, or later, will only be accepted if accompanied by payment in advance (a cheque should be enclosed with the order).

## 8. Failure to make use of previously ordered hire items

- (1) If the lessee will not make use of previously ordered hired items and give notice in writing no later than 4 weeks prior to the event, the lessor charges 5 % of rental charge. If notice is given no later than 7 days prior to the event, 10 % of hire charge will be charged.
- (2) For orders worth more than 10,000.00 EUR or involving a stand construction area in excess of 100 m<sup>2</sup>, if notice of withdrawal is given in writing no later than 10 weeks prior to the start of the event, a sum equivalent to 10 % of the rental charge/value of the order will be charged. This sum will increase to the equivalent to 20 % of the rental charge/value of the order if the written notification is received within 6 weeks of the start of the event.
- (3) If non-defective hire items cannot be handed over to the lessee on the agreed delivery date or if he does not take delivery of the items as agreed, the lessee shall be liable for payment of the full hire charge. If delivery date is not been expressly agreed, stand construction will be handed over to the lessee or his representative at the stand no earlier than 5 days but no later than 3 days, other hire items usually 2 days prior to the event. If another lessee can be found for the hire items that have not been delivered, the original lessee shall only be required to pay 25 % of the invoice sum to meet additional expenses.
- (4) In cases as mentioned in 8.1 and 8.2, the onus shall be on the lessee to prove that the lessor has not incurred the flat rate charges as invoiced. The lessor is entitled to assert the actual damage incurred.

## 9. The liability of the lessee

- (1) The liability of the lessee for any damage to or loss of the items hired to him commences with the hand over and ceases with collection by the lessor after the end of the event at the latest.
- (2) Liability also applies to the lessee's employees and to third persons, but only in cases of negligence on the part of the lessor or its employees. The lessor only bear liability in cases deliberate and malicious damage.
- (3) The lessee is obliged to handle the hired items with care. Nothing may be stuck, nailed or painted onto these items, nor may they be damaged in any other way.
- (4) Without prior approval of the lessor the lessee is not permitted to alter the items in his care. Any particular distinguishing marks that may exist may not be removed. Damages should be reported to the lessor immediately.
- (5) The hired items must be made ready and available for collection immediately following the end of the event.
- (6) Should the lessee delay in returning the hired items, The lessor is entitled to prepare such items for removal at the lessee's expense, subject to the lessee's approval.
- (7) The lessee will be informed immediately if the lessor finds any defects on the hired items being returned. Such statements will be considered acknowledged if the lessee does not contest them in writing within one week.

## 10. The liability of the lessor

- (1) The lessor accepts no liability for any kind of personal injury or damage to property, unless such injury or damage is due to deliberate and malicious damage on the part of the lessor or his employees.
- (2) If the lessor is delayed in providing its service it will not be held liable for slight negligence. This also applies in cases where it proves impossible to provide the required services.

## 11. Insurance

- (1) The objects and equipment offered for hire must be insured. The insurance premium for the hired items and equipment shall amount to 5 % of the hire charge. This insurance shall cover replacement in the event of loss. The lessee is not entitled to a replacement. A replacement during the event shall only be provided if ordered and paid for by the lessee.
- (2) The premium for insuring the hired modular stand, incl. stand equipment and hired items, shall amount to 4 % of the hire charge. If no insurance cover is taken out for the hired modular stand, the lessee shall be liable for damage to or loss of the hired items.
- (3) The following shall be excluded from the insurance: artwork, water and electricity connections, an on-site services.

## 12. Federal Data Protection Law (BDSG)

- (1) In accordance with §§ 28 and 29 BDSG, personal data concerning our business associates will be stored and processed for the purposes of the contractual agreement.

## 13. Final provision

- (1) The validity of the „General Terms of Business and Conditions of Hire“ is not affected by the invalidity of any individual regulations or clauses.
- (2) Only the German Version is legally binding.
- (3) Provided no agreement has been made to the contrary the regulations contained in the Civil Code of the Federal Republic of Germany apply.
- (4) The legal venue and place of jurisdiction is Berlin-Charlottenburg.

# Furniture for hire 4

## Brochure stands, Cordon posts, Miscellaneous

Hall:	Stand No.:
Exhibitor:	

### Order Form 2012

**Deadline: 2 weeks prior to the event**

**Construction + Service:** Fax: +49(0)30/3067-2018

**Mailing address:** MB Capital Services GmbH, Standbau + Service, Thüringer Allee 12/12A, 14052 Berlin, Germany

**For queries:** Phone: +49(0)30/3067-2015 or 3038-5780; E-Mail: info@mb-capital-services.de

Qty	Order No	Description (WxDxH) / Other furniture upon request	Price each	Price / total
<b>Rattan furniture</b>				
.....	16802	Rattan cane bar stool, natural, with back	28.00 EUR	..... EUR
.....	18300	Rattan Group 2 armchairs, natural, 75x72x40/77 cm, 1 Sofa, natural, 112x72x40/77 cm (with upholstery each), 1 table, round, 75x56 cm, natural/glass top	298.00 EUR	..... EUR
.....	18140	Rattan armchair, no upholstery, natural, 60x60x44/73 cm	46.00 EUR	..... EUR
.....	18201	Rattan table, round, natural plain, 53x52 cm	30.00 EUR	..... EUR
<b>Brochure stands</b>				
.....	50820	Brochure stand, revolvable, 40x40x170 cm	61.00 EUR	..... EUR
.....	508..	Brochure stand, zig zag, birch natural, 40x50x160 cm <input type="checkbox"/> 10 birch natural <input type="checkbox"/> 11 white <input type="checkbox"/> 12 black	92.00 EUR	..... EUR
.....	50825	Brochure stand Easy, foldable, 5xA4 shelves, alu/acrylic, 27x37x144 cm	76.00 EUR	..... EUR
.....	50840	Brochure stand „Pi“, silver/black, 35x40x131 cm	61.00 EUR	..... EUR
<b>Mirrors and coat racks</b>				
.....	30301	Stand mirror, chrome, 45x45x180 cm	43.00 EUR	..... EUR
.....	30000	Coat rack, small, chrome, 100x150-190 cm	20.00 EUR	..... EUR
.....	30001	Coat rack, big, chrome, 130-190 x 160 cm	25.00 EUR	..... EUR
.....	30005	Coat rack, chrome, with 24 hooks, 130-190x160 cm	25.00 EUR	..... EUR
.....	30002	Coat hanger	1.00 EUR	..... EUR
.....	30110	Coat and hat stand, chrome, Ø 45 cm, height 185 cm	15.00 EUR	..... EUR
<b>Cordon posts and ropes</b>				
.....	44040	Cordon post, chrome, Ø 30 cm, height 100 cm	15.00 EUR	..... EUR
.....	44011	Cordon post, lightgrey, Ø 30 cm, height 100 cm	15.00 EUR	..... EUR
.....	44044	Cordon post, incl. rope, 2 m, steel, black, 32x96 cm	43.00 EUR	..... EUR
.....	44050	Cordon post, incl. rope, 2 m, black/blue, 31x93 cm	23.00 EUR	..... EUR
.....	44010	Chain, plastic grey, 200 cm	3.00 EUR	..... EUR
.....	44025	Rope, velvet, 180 cm <input type="checkbox"/> black <input type="checkbox"/> white <input type="checkbox"/> red <input type="checkbox"/> blue <input type="checkbox"/> green <input type="checkbox"/> natural	8.00 EUR	..... EUR

The mentioned prices are subject to a premium equivalent of 5 % of hire charge for insurance. They are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions as listed overleaf. Orders on site will only be accepted under reserve of the availability (§5 of General Terms).

#### Payment by credit card:

Credit card No.:                 valid until:

Card holder: .....

VISA     MasterCard     Amex

.....  
Legally binding signature

**Please note: Please clarify the internal PO number for your company/your client for these services.  
For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.**

Name and address of recipient of invoice:

Vat Reg. No.:

Contact for queries:

Phone:

Telefax:

E-Mail:

Your order number for the invoice:

<input type="checkbox"/> <b>We are the exhibitor.</b> The equipment for hire is an additional order to our fair package with Messe Berlin GmbH.	<input type="checkbox"/> We are <b>only ordering by order</b> of the exhibitor. (a written confirmation of cost transfer is enclosed)	<input type="checkbox"/> We are <b>not the exhibitor.</b> These services have to be charged to the above mentioned address.	Legally binding signature and company stamp
Date: .....	Name of the customer (in block letters): .....		

As of: July 2011/Subject to alteration/Legal venue and lace of jurisdiction is Berlin-Charlottenburg

# General Terms of Business and Conditions of Hire of MB Capital Services GmbH

As of: January 1, 2010

## 1. Contract

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- (1) In accordance with §§ 28 and 29 BDSG, personal data concerning our business associates will be stored and processed for the purposes of the contractual agreement.

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- (2) Only the German Version is legally binding.
- (3) Provided no agreement has been made to the contrary the regulations contained in the Civil Code of the Federal Republic of Germany apply.
- (4) The legal venue and place of jurisdiction is Berlin-Charlottenburg.

10101 Schalenstuhl  
Plastic chair



10200 Objektstuhl  
Upright chair



12565 Dr. No (Kunststoff)  
Dr. No (plastic)



12539 Alina  
Alina



12051 Viento, grau  
Viento, grey



15605 Konferenzstuhl  
Conference chair



13201 Trav, grau  
Trav, grey



11040 Bistrotstuhl, sw  
Bistro table, black



12030 Balloon, Buche  
Balloon, beech



12544 Breeze, rot  
Breeze, red



26000 Bistrotisch,  
Bistro table



25000 Bistrotisch  
Bistro table



25151 Bistrotisch  
Bistro table



26010 Bistrotisch  
Bistro table



21004 Bistrotisch  
Bistro table



22210 Bistrotisch  
Bistro table



21021 Besprechungstisch  
Conference table



27065 Couchtisch, Glas  
Couch table, glass



27053 Couchtisch, Glas  
Couch table, glass



27050 Couchtisch, Glas  
Couch table, glass



**Rückfragen/Queries:**

MB Capital Services GmbH, Thüringer Allee 12/12A, 14052 Berlin, Deutschland/Germany

Tel. +49(0)30/3067-2015 oder/or 3038-5780, Fax: +49(0)30/3067-2018 oder/or 58, E-Mail: [info@mb-capital-services.de](mailto:info@mb-capital-services.de)

16101 Barhocker Z  
Bar stool Z



16651 Barhocker Skoop  
Bar stool Skoop



16110 Barhocker Olly  
Bar stool Olly



16010 Barhocker Shaker  
Bar stool Shaker



16625 Barhocker Aline  
Bar stool Aline



16630 Barhocker Breeze  
Bar stool Breeze



29080 Stehtisch  
Upright table



29090 Stehtisch  
Upright table



29010 Stehtisch  
Upright table



29400 Stehtisch  
Upright table



29083 Stehtisch  
Upright table



29086 Stehtisch  
Upright table



29440 Stehtisch  
Upright table



15604 Konferenzsessel  
Conference Armchair



15100 Clubsessel  
Club armchair



15410 Sessel Ravello  
Armchair Ravello



15011 Clubsofa  
Club sofa



15210 Sessel Coupé  
Armchair Coupé



15400 Sessel Zarutti  
Armchair Zarutti



15500 Sofa Zarutti  
Sofa Zarutti



**Rückfragen/Queries:**

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Tel. +49(0)30/3067-2015 oder/or 3038-5780, Fax: +49(0)30/3067-2018 oder/or 58, E-Mail: [info@mb-capital-services.de](mailto:info@mb-capital-services.de)

## Mobiliar zur Miete / Furniture for Hire

## Illustration 3

**21100 Schreibtisch**  
Desk



**21110 Schreibtisch**  
Desk



**14000 Drehstuhl**  
Revolving chair



**14010 Drehsessel**  
Revolving chair



**14100 Counterstuhl**  
Counter chair



**50018 Sideboard**  
Sideboard



**50044 Sideboard**  
Sideboard



**50045 Sideboard**  
Sideboard



**50050 Rollcontainer**  
Container removable



**50207 Aktenregal, niedrig**  
Shelving, low



**50212 Aktenregal, hoch**  
Shelving, high



**50402 Schließfachsäule**  
Locker column



**50820 Prospektständer**  
Brochure stand



**50810 Zickzack**



**50825 Easy**



**50840 Pi**



**30301 Standspiegel**  
Stand mirror



**30005 Konfektionsständer**  
Coat rack



**30110 Garderobenständer**  
Coat hanger



**44050 Absperrständer**  
Cordon post



### Rückfragen/Queries:

MB Capital Services GmbH, Thüringer Allee 12/12A, 14052 Berlin, Deutschland/Germany

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