



# Registration for Event International Tourism Exchange ITB Berlin 2008

From Wednesday, 05 March to Sunday, 09 March 2008

## International Congress Centre Berlin

**Deadline for Registration: 15 December 2007**

Company: ..... Person to be invoiced: .....

P. O. Box/Street: ..... Postal Code/City: .....

Official: ..... Telephone: ..... Fax: .....

E-Mail: ..... Customer No.: .....

Official title of event: .....

We hereby apply for the following in the ICC Berlin (see item 2 d of Conditions of Hire):

on: ..... from ..... a.m./p.m. to ..... a.m./p.m. for ..... participants

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

- hall for max. 800 participants EUR 1.800,-
- hall for max. 270 participants EUR 1.275,-
- room for max. 70 participants EUR 750,-
- salon for max. 60 participants EUR 600,-
- gallery room for max. 20 participants EUR 370,- without technical equipment
- conference room EUR 220,- without technical equipment

The rental charge is for max. 4 hours incl. set up time and dismantling. Charge for whole day rental only on request. The rental charge includes the following technical equipment in correspondence to size of room.

**Please indicate your requirements:**

- theater style  classroom style
- seats with microphones  1 beamer
- lectern with microphone  1 overhead projector
- 4 aisle microphones  1 video recorder (VHS)
- 2 wireless microphones  hand  clip  1 screen

Additional technical equipment, see overleaf details, also available on request. If sound, lighting or projection equipment is used, additional personnel costs of EUR 43.00 per hour for each technician will be charged. The minimum charge for technical support is the duration of the event.

Simultaneous interpreting installation, incl. headphones (halls 3 to 10), per language, excluding interpreter, EUR 330,- (plus statutory VAT).

**We require the following language(s):** .....  
(Costs of interpreter on request)

Announcement of the event on the website of ITB Berlin  yes  no

Catering service  yes  no

Quotes available separately from Capital Catering GmbH.

Cost for high-top table for catering EUR 8,- per each and VAT, number of tables according to gastronomic demands.

Date: ..... Company stamp and legally binding signature: .....

# Charges for the hire of technical equipment

## International Tourism Exchange ITB Berlin 2008

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Please indicate your requirements:

	EUR per Service
<input type="checkbox"/> table .....	20.00
<input type="checkbox"/> high-top table for catering .....	8.00
<input type="checkbox"/> Flipchart .....	30.00
<input type="checkbox"/> Refrigerator .....	50.00
<input type="checkbox"/> Overhead Projector .....	30.00
<input type="checkbox"/> Stage-podium, 100 x 200 cm, incl. carpet .....	61.00
<input type="checkbox"/> Screen .....	96.00
<input type="checkbox"/> Microphone .....	15.00
<input type="checkbox"/> Wireless microphone .....	64.00
<input type="checkbox"/> Beamer 5000 ANSI Lumen .....	750.00
<input type="checkbox"/> Beamer 3000 ANSI Lumen .....	200.00
<input type="checkbox"/> Beamer 2000–2200 ANSI Lumen .....	160.00
<input type="checkbox"/> Videorecorder VHS (PAL, SECAM, NTSC) .....	38.00
<input type="checkbox"/> Videoplayer BETACAM .....	159.00
<input type="checkbox"/> DVD Player .....	19.00
<input type="checkbox"/> TV set colour, 66 cm incl. table .....	41.00
<input type="checkbox"/> Power supply, 220 V (only charged by use of own technical equipment) .....	150.00
<input type="checkbox"/> Technician per hour .....	43.00
<input type="checkbox"/> Craftsman per hour .....	36.00
<input type="checkbox"/> Auxiliary staff per hour .....	22.50
<input type="checkbox"/> Storeroom per day .....	75.00

Plus statutory valuable added tax.

You will find the application for telephone/internet on our website [www.itb-berlin.com](http://www.itb-berlin.com), exhibitor service, service catalogue.

We reserve the right to make alterations!

Details correct as of August 2007



ITB Berlin – General Terms and Conditions of Lease for Congresses, Conferences and Events in the International Congress Centre Berlin and in the Palais am Funkturm  
As of August 2007

### Remarks

The reservation only becomes final after the application has been scrutinised and the availability of dates has been checked by Messe Berlin. Until such time the application is not binding.

Messe Berlin must be informed immediately of any alterations.

Cancellations must be in writing. If a rental agreement has already been entered into, an invoice will be issued for payment of the full rental charge for the hall or room.

You will receive an invoice at the conclusion of the event.

The total costs are subject to the legally prescribed sales tax in force at the time of the event.

The use of other services will incur additional costs.

### 1. Rental charges, payment or rental, deadline for registration

No charge will be made to users at the ITB for the costs of heating, ventilation, air conditioning, or for general lighting in the room or building. Confirmation of applications received after 15 December is subject to the availability of space and dates.

For seminars, conferences the themes have to be named by this deadline.

### 2. Use of Rooms and Halls

The hall/room will be available max. 4 hours including set up time and dismantling.

### 3. Acceptance of conditions

The applicant's signature implies legally binding recognition of the conditions of participations and conditions of contract for congresses, conventions and events.

### 4. Additional Conditions of hire

The lessee agrees to restore to their original state all hired objects at the end of the agreed term of lease, by removing all items brought in or installed by him, and bearing all costs that may be thus incurred. The lessor does not accept any responsibility for items brought in by the lessee.

### 5. GEMA-Fees

Registration and payment of fees to the GEMA (Performing Rights Society) is the sole responsibility of the lessee.

### 6. Domiciliary rights

The lessor possesses domiciliary right in all rooms leased. In as far as this is necessary the personnel of the lessor, of the catering company, the first aid service as well as the police, fire service, concessionnaires with permanent contracts and supervisory personnel have right of access to the leased rooms: Such persons may not be obstructed in carrying out her duties.

### 7. Catering

Capital Catering GmbH retains the sole rights to sell food and drinks. Hirers of rooms will only be permitted to bring food and drinks in exceptional cases, subject to the approval of Capital Catering GmbH.

### 8. Extraordinary notification to termination

Notwithstanding any other legal rights, the lessor shall be entitled to give immediate notice:

- if the lessee fails to meet his obligations under the lease agreement within such a reasonable period of time as been specified in a written warning by the lessor;
- if the lessee changes the nature of the event without the consent of the lessor;
- if, due to circumstances which come to the lessor's knowledge.

### 9. Changes to the agreement

Any changes or amendments to the agreement, including these general terms and conditions, must be in writing. Should the lessee wish to make use of leased objects or services that are not subject to the lease agreement he must firstly obtain written approval from the lessor. These additional agreements then become part of the lease agreement.

### 10. Place of fulfilment and legal venue

Place of fulfilment is Berlin.

Legal venue is Berlin-Charlottenburg, if the lessee is a full trader and merchant under German law, a legal person under public law or does not have a legal venue of the Federal Republic of Germany.