

Registration for Event

for the one-time use of halls/rooms at the International Congress Center (ICC Berlin) or conference rooms at the Messegelände (Fair Grounds)

Internationale Funkausstellung 2009

4.-9. 9. 2009

Deadline for applications: 2. 7. 2009

Each additional change of invoice will be charged with EUR 50.00.

Company name:

P.O. Box/Street address: City and zip (postal code):

Contact: Telephone: Fax:

E-Mail:

Billing address: p.o. number:

Official Title of the Event for the announcement:

We hereby request usage of the following:

1. **hall(s)/room(s)** at ICC Berlin/conference room(s) at the Fair Grounds (upon inquiry)

on: from a.m./p.m. until a.m./p.m. (event times)

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

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

Purpose:

Press conference Committee meeting Reception
 Conference Seminar/symposium Other:

Required size: for approx. people

Seating plan: row seating at tables in block form U-shape

2. **Technical facilities** (for prices, see reverse)

Committee platform for people Recording(s) of proceedings (tape/cassette)
 Lectern with microphone Large-screen projector (Beamer)
 Aisle microphone(s) Video recorder(s) (VHS S-VHS Betacam)
 Discussion microphone(s) Radiomicrophonesystem (hand clip)

For other equipment see reverse or inquire directly.

3. **Simultaneous interpreting installation**, incl. headphones (at ICC Berlin, Halls 1-10, other halls on request) per language, excluding interpreter, EUR 400.00 (plus statutory VAT).

We require the following language(s) (for interpreter fees, please inquire):

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4. **Catering:** yes no (Offers will be sent to you under separate cover by Capital Catering GmbH.
 Telephone: +49(0)30/30 38 39 20; www.capital-catering.de)

If yes: Reception Conference with buffet Conference with beverages

Please note that the Funkturm-Restaurant is also available for dining and refreshments.

Date: Company stamp and binding signature:

Contact person:

Please return to:

Messe Berlin GmbH, IC1
 Messedamm 22, D-14055 Berlin
 Telefon: +49(0)30/30 38-22 62 · Fax: +49(0)30/30 38-20 59
 Internet: <http://www.ifa-berlin.de> · E-Mail: herzberg@messe-berlin.de

Notes

The ICC is part of the exhibition grounds. A ticket is required to enter the ICC.

Bookings can only be made binding once the application and scheduling have been checked by Messe Berlin. Until such time, reservations shall not be binding.

Messe Berlin must be immediately informed in writing of any changes.

Cancellations must be made in writing. If a rental agreement has already been concluded, the rental charge for the hall/room will be billed in full.

You will receive a confirmation once the rental agreement is concluded. When the event is over, you will be billed for other services (technical facilities etc.) and the hall/room use flat rate.

Value added tax shall be added to the total costs at the rate in force at the time of the event.

Additional costs shall be incurred for further services used.

Capital Catering GmbH reserves the exclusive right to sell food and beverages. Renters may only bring their own food and beverages in exceptional cases following prior agreement with Capital Catering GmbH.

NB: In order to satisfy demand wherever possible, we also have rooms available outside the ICC (conference rooms at the Fair Grounds and in Messe Berlin's administrative building).

The rooms may not be used for exhibitions or similar purposes.

Max. hall capacity:	Row seating	at tables
Salons Columbus (19) and Lilienthal (21)	à 60	à 30
Salons 11-18	à 70	à 35
Salons v. Stephan (20) and Zeppelin (22)	à 33	à 20
Room 42	120	60
Rooms 43 and 44	à 100	à 45
Hall 3	806	-
Halls 4/5 and 7	250	140
Hall 6	206	-
Hall 8	138	60
Halls 9 and 10	160	84
Roof garden 89/90	250	120
Hall Berlin, Hall Europe (Hall 7.3)	please inquire	
Hall Oslo (14.2), Hall Stockholm (15.2)	please inquire	
Conference offices	please inquire	

hall/room use flat rate (for 4 hours)

max. capacity (row seating)	hall/room use flat rate/EUR
Up to 800 people	2,700.00
Up to 250 people	1,040.00
Up to 160 people	910.00
Up to 70 people	510.00
Conference offices	pro day from 360.00

The hall/room use flat rate includes the following (corresponding to the technical possibilities depending on the size of the hall/salon/room; please note that this equipment must be ordered well in advance):

- Committee platform for max. 4 persons with microphone(s)
- Lectern with microphone(s) in Halls 1-10
- Aisle microphone(s)
- Screen and laser pointer
- Beamer in Halls 1-10, Salons 11-22, 42-44

The hall/room use flat rate will be augmented by staffing costs for technical and organizational duties (technician - EUR 45.00/h; project coordination and organization - EUR 59.00/h; skilled worker EUR 40.00/h - if required -), as well as 50 % of the standard rental for set-up and dismantling.

The following are not included in the hall/room use flat rate (but may be ordered separately):

	Price (per use or per day/EUR)
- additional microphone	15.00
- Radiomicrophone system	75.00
- Simultaneous interpreting equipment per language including headphones (at ICC Berlin, halls 3-10, for other halls, please inquire)	400.00
- Interpreter	please inquire
- Recording, per cassette	15.00
- Video recorders	38.00 to 235.00
- DVD-Player	20.00
- stage platform (1 x 2 m) incl. floor coverings	67.00
- press distribution (split box)	30.00
- Monitor table	21.00
- Large screen projector (Beamer)	from 186.00
- Flip chart	30.00
- Refrigerator	50.00
- Electricity service (3.3 kW)	150.00
- table	20.00

Telephone-/Fax- and Internet-Orders should be addressed to

MB Capital Services GmbH
Tel.: +49(0)30/30 38-14 00, Fax: +49(0)30/30 38-14 60
E-Mail: aussteller-service@messe-berlin.de