

Messe Friedrichshafen GmbH
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Germany

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Please return one copy

No. 4 – Order for suspending points*

* Messe Friedrichshafen GmbH is only the mediator for your order. The contractor is the respective trade specialist responsible for your stand (see list on the reverse).

Please use the enclosed address stickers (or fill in)

Exhibition/Event:

Open-air Hall Stand no. _____

Exhibitor's address

Phone/Fax _____

VAT-Id-No. _____

Official in charge _____

Phone/mobile phone _____

E-mail _____

Required date assembly/dismantling

Connection on _____ (date) **by** _____ (time)

Disconnection on _____ (date) **by** _____ (time)

Type	No.	€/each	€ total
Suspending point (Please, follow the notice in the next point!) Attachment point is located directly beneath the hanging point. (Hall A1– A7, foyer west/east, passage east: Comp. organissimo ; hall B1– B5: Comp. Löffelholz)	_____	109.--	_____
		sum €	_____
		+ VAT	_____
<input type="checkbox"/> We ask for an offer for take up and down of banners, flags etc.		total €	_____

Notice

The max. allowed load, according to hall/location, can varies between 40 kg and 250 kg. With your order you receive an offer with the max. load for your suspending points.

Should the ordered attachment point not lie directly beneath the ceiling hanging point, then the attachment point will be constructed using connections to two or three hanging points. A calculation example can be found in the terms of execution (see reverse).

Equipment for special events (for all halls **Comp. organissimo**, for example: light, sound, video)

- Kindly phone us with reference to more information.
- We would like a quote in accordance with the attached construction plans:
 - description of equipment (sketch 4a) or the stand

Work platform rental for stand/booth construction (for all halls **Comp. Löffelholz**)

- Kindly phone us with reference to more information.

Please note the terms of execution and security regulations overleaf!

A direct debit mandate makes payment easier. If you have not authorised a direct debit mandate please use the yellow **form 1** in your service file.

Your order and legally binding signature confirms acknowledgement of our terms of **delivery and payment conditions** overleaf. You place your order to the respective trade specialist responsible for your stand.

Orderer (addressee of invoice):

- Exhibitor (see above)
- Stand builder

Company _____

Street _____

ZIP/City _____

place _____ date _____

company stamp and legally binding signature

We acknowledge the "Technical Guidelines".

Terms of execution and safety regulations

A. Safety

1. The following specifications regarding suspending points are not allowed for safety reasons:

- Suspension of any part of the stand construction
- Safeguarding of stand construction parts or exhibits (stand construction parts or exhibits must be secured individually)
- Suspending constructions with rigid connections to the hall floor.

2. Any suspended construction may only be changed by the appropriate service crew of the MFN.

Load capacity of rope end connections must comply to the DIN 56921-11.

Load capacity of rope end connections items with wire rope clips must not be used.

With regard to the connection of all suspended objects the following safety regulations and in particular

- the BGV A1 (general regulations), BGV C1 (presentation and production sites for scenic performances),
- the BGV D8 (hoist, lifting and traction equipment) and equally the assembly regulations (VstättVo) are to be observed.

B. Technical Details - Important Information

1. The exhibitor will be supplied with an attachment point in the required position above the stand area and within the stand edges by the MFN providing the construction prerequisites allow it.

The suspending construction is only allowed within the area of the stand. The MFN checks the feasibility of the required attachment point from the plans submitted.

2. Suspending points from the ceiling will principally be carried out only by the appropriate MFN contracted company.

3. Each designated suspending point in the hall ceiling construction can carry a maximum vertical load of 250 kg. Should the required hanging point not be directly beneath a attachment point, then a suspending point will be constructed by connecting two or three other attachment points. (see traversing systems on the reverse).

- At the end of every attachment point (interconnecting point) there is either a link or an o-ring.
- 8mm wire rope is to be used for suspending items.

This construction is the property of the MFN and is only available to the exhibitor by rental. Any damages will be charged directly to the exhibitor.

4. The connection of the items to be suspended (light rods, spot lights etc.) to the suspension points (attachment points) is the responsibility of the exhibitor or his builders.

Materials to connect the items to be suspended are not included in the price but can be rented from the MFN if required.

5. The electric mains connection for lighting etc. should be ordered separately on Form 2.

C. Required plan documentation, time limit for orders

1. Side view and horizontal projection sketches of the stand area together with a projection of the attachment points need to be submitted for processing the application. (scale 1:100 or 1:200).

The total weight of the hanging construction, the distance from the hanging points to the stand edges and the height above floor level must also be included in the plans. The maximum height is confined to 6 metres. A transgression of this height is only possible with the agreement of the project management. If no height elevation of the required hanging point is included in writing, the hanging point will be installed at a height of 6 metres above floor level.

2. Applications together with the complete plans must be received at least 6 weeks before the official construction date.

In the case of late applications/plans, the preparation for suspending points can not be guaranteed. A 50% supplement will be charged for applications received less than 10 days before the start of an exhibition.

3. Additions are contained in the "Technical Guidelines" in the exhibitors' service file.

Terms of delivery and payment conditions

1. Your order for suspending points has to be signed. This signature is legally binding.

2. The Messe Friedrichshafen GmbH is only the mediator for your order. The contractor is the respective trade specialist responsible for your stand (see list of services).

The quoted prices include articles on loan for delivery, assembly, faults service, dismantling and collection but do not include VAT. The fixed rates must not be exceeded by the contractor.

The costs will be invoiced by the executing company and must be paid immediately at the stand. The stand personnel must be informed of this and provided with sufficient means of payment. Due to administrative reasons, no exceptions can be made.

The invoice should be checked immediately. Complaints about the contents and amount of the invoice should be made before the stand is dismantled to allow proper rechecking.

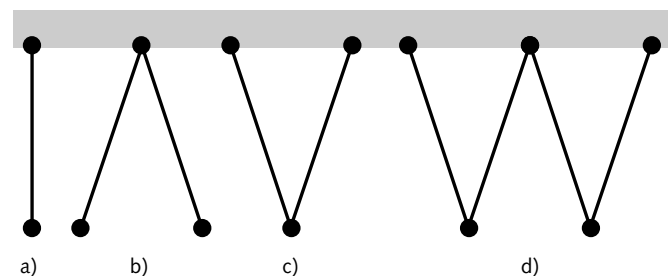
3. The above-mentioned conditions of delivery and payment as well as the terms for execution and safety regulations are valid for all orders. Court of jurisdiction and place of payment for both parties is Tettngang.

Suspending points Order form 4 – 4a	Suppliers
Hall A1 – A7 foyer west + east passage east	organissimo Hochwaldstraße 2 D-88677 Markdorf Tel. +49 (0) 75 44/95 92-0 Fax +49 (0) 75 44/95 92-49 info@organissimo.de
Hall B1 – B5	Löffelholz Ernst-Zimmermann- Straße 14 D-88045 Friedrichshafen Tel. +49 (0) 75 41/7 59 77 Fax +49 (0) 75 41/3 49 38 Mobil: 01 71/6 27 40 95 kontakt@arbeitsbuehnen- loeffelholz.de

Calculation example for constructed hanging points

- a) rope on one hanging loop = 109.- €
- b) 2 ropes on one hanging loop = 109.- € x 1,5
- c) 2 ropes on two hanging loops = 109.- € x 2
- d) 4 ropes on three hanging loops = 109.- € x 3,5

A rope is included in the price of each hanging loop. Each further rope counts as half



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No. 4a – Sketch for suspending points

Please note!

Kindly remember to use the address sticker and name the official in charge.

Please identify the situation of your stand by showing the hall walkways and/or neighbouring stand.

Please mark clearly the position of the suspending points and detail the exact measurements on the sketch.

Suspending points with weight indication

Suspending points in ___ m high

Total weight of construction ___ kg

0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16 m	S 1:100
0	0,5	1	1,5	2	2,5	3	3,5	4	4,5	5	5,5	6	6,5	7	7,5	8 m	S 1:50

Stand size: _____ sqm

Stand dimensions

width: _____ m

depth: _____ m

Depending on the size of your stand you can use scale 1:50 or 1:100 (please tick)

Scale 1:50 each square = 0,25 Meter

Scale 1:100 each square = 0,5 Meter

Type of stand:

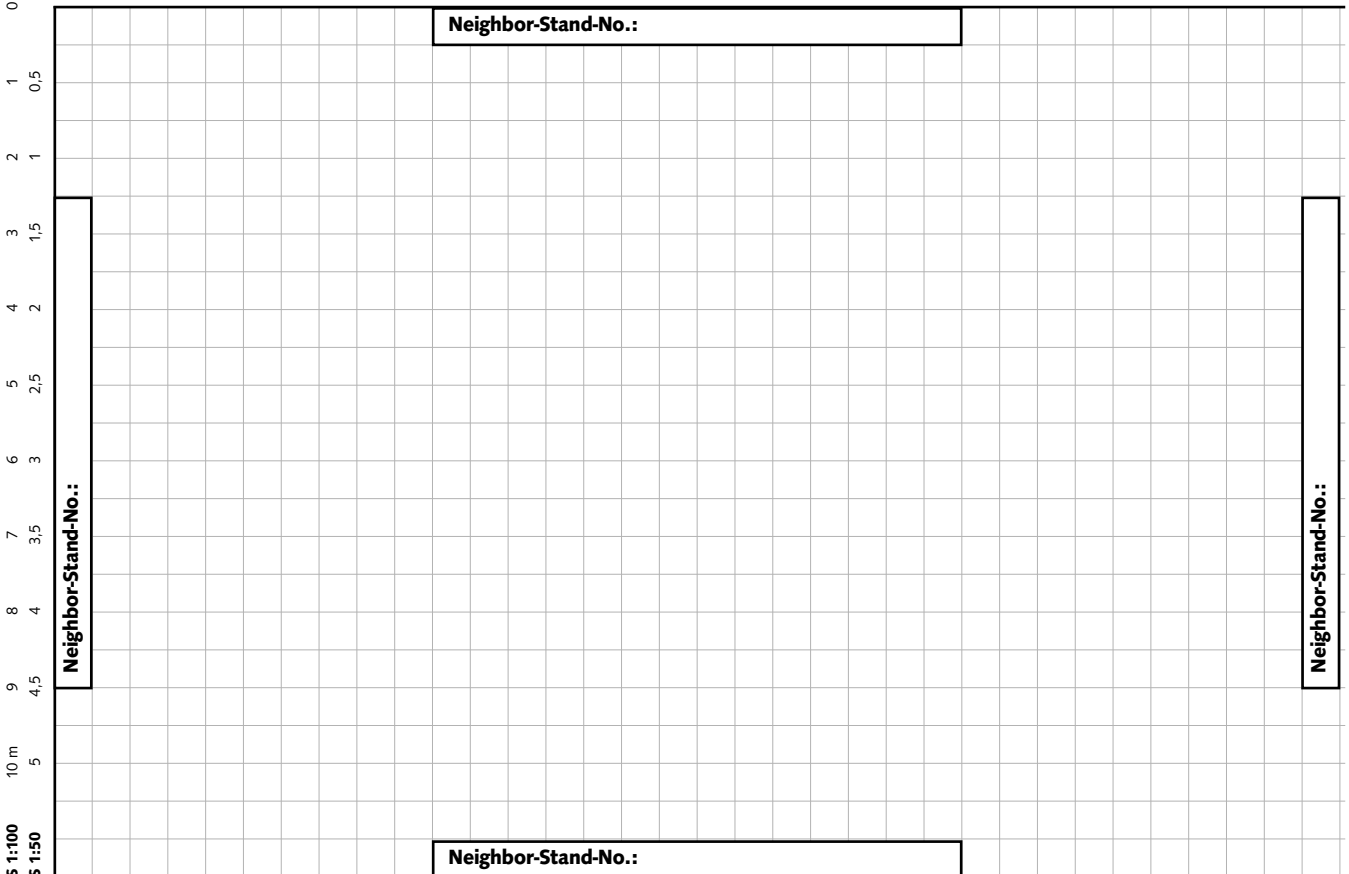
terrace stand

corner stand (left)

corner stand (right)

two corner stand

island stand



place

date

company stamp and legally binding signature

We acknowledge the "Technical Guidelines".