



**JW MARRIOTT**  
BERLIN

# Order Form

For Exhibitions



Dear exhibitor,

Thank you very much for your interest in our upcoming event. To ensure that we can best meet your needs, we kindly ask you to fill out the attached exhibitor form. Please let us know the name of the event and the date so that we can plan your participation accordingly.

We would like to ask you to return the completed form to us at least 21 days prior to the start of the event. This will allow us to make all necessary arrangements in a timely manner to ensure you a smooth event and a first-class presentation space.

In the event that you wish to return the form after the above deadline, please understand that we can only process your order after consultation and subject to availability. In such cases, additional charges may apply, calculated as follows:

- Up to 14 days before event: additional fee of 25% of the price.
- Up to 7 days before the event: Additional fee amounting to 50% of the price.

We therefore kindly ask you to fill in the form in due time and send it to us signed.

If you have any questions, please contact us at any time by e-mail [events.ber@jwmarriott.com](mailto:events.ber@jwmarriott.com)  
or at the following number: +49 (0) 30 2065 1436

## Contact Information

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

Event Date: \_\_\_\_\_

Booth name/number: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

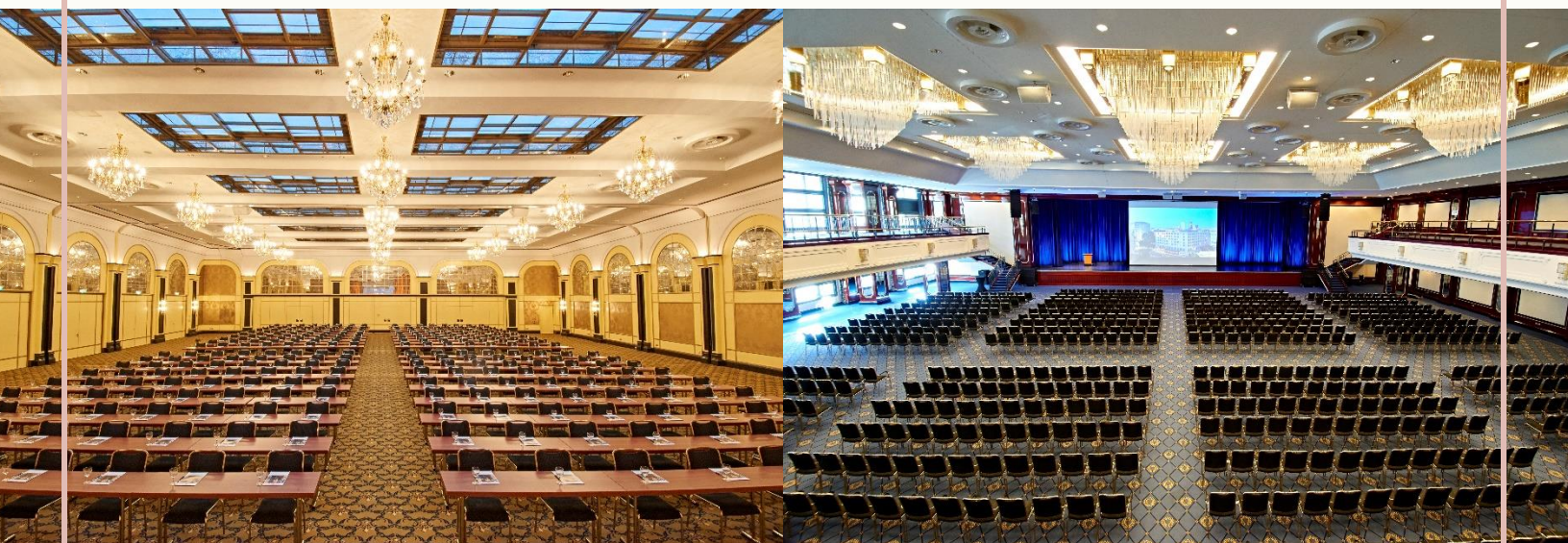
Invoicing address: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-Mail-Address: \_\_\_\_\_

Please choose below:

Guarantee per Credit Card  Payment per Credit Card  Payment per Advance Bill



## Technology I

Internet	Price on Day 1	Price on Day 2	Price on Day 3	Date	Date	Date
				Amount	Amount	Amount
10 m/bits, 1 Port	169,00 €	126,75 €	95,06 €			
20m/bits, 1 Port	253,50 €	190,13 €	142,59 €			
50 m/bits, 1 Port	380,25 €	285,19 €	213,89 €			
100 m/bits, 1 Port	570,38 €	427,78 €	320,84 €			
200 m/bits, 1 Port	855,56 €	641,67 €	481,25 €			

The Connection costs are included.  
The prices listed here are exclusive of VAT.

Electricity	Description	Price per Day/ per Port	Date	Date	Date
			Amount	Amount	Amount
Port I	230 V / 16 A / Schuko	75,00 €			
Port II	400 V / 16 A / CEE	225,00 €			
Port III*	400 V / 32 A / CEE	450,00 €			
Multi-socket	3 or 6 Sockets	3,50 € per Multi Socket/per Day			

\*upon Request

The electricity consumption is included in the connection fees. The electricity prices include the statutory value added tax.

Conference technology	Description	Price per Piece / per Day	Date	Date	Date
			Amount	Amount	Amount
Flipchart	incl. 10 Piece of paper + Set of Pens	42.00 €			
Pin board		42.00 €			
Metaplan wall	Covered with paper on both sides	48.00 €			
Presenter case		72.00 €			

The prices listed here include the statutory value-added tax.

## Technology II

Projection equipment	Description	Price per Piece / per Day	Date	Date	Date
			Amount	Amount	Amount
Printer, laser printer	plus € 0.35 net per printed page	357.00 €			
Active computer loudspeaker		48.00 €			
Sound system and microphones		Upon Request			
Laptop	Incl. Office Packet	167.00 €			
Presenter		30.00 €			
LCD/LED Screen incl. Stand	65 Inch	714,00 €			
LCD/LED Screen incl. Stand	55 Inch	476,00 €			
LCD/LED Screen incl. Stand	42 Inch	215,00 €			
LCD/LED Screen incl. Stand	32 Inch	218,00 €			
LCD/LED Screen incl. Stand	24 Inch	110,00 €			

Exhibition stand construction	Description	Price per m <sup>2</sup> /per Day
Exhibition stand	Upon Request	

## Services

Staff	Price per Hour	Date		Date		Date	
		Amount	Time	Amount	Time	Amount	Time
Host/Hostess	50,00 €						
Conference Technician	96,00 €						
Security	54,00 €						

\* Please note that the minimum deployment time for the staff is always 4 hours.

Booth cleaning	Price per Hour	Date		Date		Date	
		Amount	Time	Amount	Time	Amount	Time
Up to 10sqm	30,00 €						
Up to 30sqm	45,00 €						
Up to 70sqm	84,00 €						
From 71qm	Upon Request						

\* Booth cleaning typically involves removing dirt, dust, trash and other debris.

Parcel Service	Price	Date		Date		Date	
		Amount	Time	Amount	Time	Amount	Time
Delivery to the Booth	8,50 € per Parcels						
	30,00 € per Pallet						

The prices listed here include the statutory value-added tax.

## Equipment

Furniture	Description	Price per Piece / per Day	Date	Date	Date
			Amount	Amount	Amount
Banquet Table I	(1,80 m x 0,45 m)	19,00 €			
Banquet Table II	(1,20 m x 0,45 m)	17,00 €			
Standing Table		39,00 €			
Chair		9,50 €			
Bar Chair		27,00 €			

Flowers	Price per Piece	Date	Date	Date
		Amount	Amount	Amount
Bouquet	Upon request			
Table flower arrangement	Upon request			
Counter ornaments	Upon request			

The prices listed here include the statutory value-added tax.

# General Exhibition Conditions

## Set Up

Official set-up will only take place at the contractually agreed times: Please note that the use of adhesives, adhesive strips, furniture staplers, nails, screws, etc. to attach materials to walls, floor surfaces and ceilings is strictly prohibited throughout the building

## Delivery

Package deliveries and exhibition goods can only be accepted at the hotel one day prior to the event, due to limited storage facilities.

Earlier deliveries are possible, but are subject to cost on and require prior arrangement with the hotel. The fees are 50, 00 € per package/day or 250, 00 € per pallet/day and will be charged to the exhibitor. Acceptance of goods is possible from 07:00 to 16:00 and is located at the side of the hotel, visibly signposted next to the underground car park.

Important information on the delivery:

- Event name and date

- Recipient: exhibitor name, contact person on site and stand number

### **Delivery address:**

JW Marriott Hotel Berlin

Stauffenbergstr. 26, 10785 Berlin

## Exhibition booth

Packaging material can only be stored at the booth or behind the booth. All stands must be self-supporting.

## Construction heights & Emergency Exits

The construction heights and permanent keeping of escape routes must be observed. If you have any questions, please contact the named contact person.

## Booth Dismantling

Please note that all exhibits, including any residues, must be removed within the agreed dismantling period. Exhibits that are not removed by this time are the responsibility and cost on of the exhibiting company, as they will be picked up at their risk and cost on.

Should a later pick-up be necessary, this is only possible for a fee and requires the presentation of a goods accompanying bill, which will be handed out on site. The cost on for a late collection is €50.00 per package/day or €250.00 per pallet/day and will be charged to the exhibitor. Please note that all pick-ups are to be organized by the exhibitor.

## Fire protection requirements

In accordance with existing regulations, the exhibition stand may only consist of non-combustible or flame-retardant materials in accordance with the classification of building material classes DIN 4102 A and DIN 4102 B1. A certificate to this effect must be carried and shown on request. The exhibitor is responsible for the consequences of non-compliance with this regulation.

## Walls and floors

No adhesives or adhesive tapes may be used on the floors, walls, columns or mirrors. Existing floors must be properly protected from damage and soiling. In the case of heavy exhibits, the floor may have to be covered accordingly.

**The maximum load bearing power is 500 kg per sqm.**

Lift trucks brought in must have plastic or rubber casters. Damage to the carpet caused by the use of pallet trucks will be charged to the person who caused it.

**Liability and nightly exhibition security**

Neither the organizer nor the JW Marriott Hotel Berlin are liable for packages, stand, equipment and exhibits of the exhibitor. The necessary insurances must be taken out by the exhibitor himself. The exhibitor himself is liable for any damage caused by him or his agents to buildings or inventory of the day venue.

All equipment must be disconnected from the mains overnight. In the case of equipment that must remain connected to the mains, the exhibitor must ensure that there is no damage. Prior coordination is required. It is strongly recommended that valuable, easily removable items be kept under lock and key. Night security is not mandatory.

**Cleaning**

Cleaning of booths is the responsibility of the exhibitor and must be done daily at the close of the show. Alternatively, a cost on duty stand cleaning can be ordered in advance through the hotel.

**Advertising material**

The distribution and attachment of printed matter / advertising material outside the exhibitor's own stand area is not permitted.

**Waste disposal**

In general, reusable materials with the least possible impact on the environment are to be used for stand construction and operation. Packaging material, cardboard and waste must be taken back by the exhibitor, otherwise the exhibitor / organizer will incur the following costs:

Waste container per 0.5 m<sup>3</sup> € 125, 00

Container delivery and collection 150, 00 € each

Waste disposal per 1000 kg 250, 00 €

The actual billing will take place after weighing.

**Food & Beverage**

Self-brought food and beverages have to be reported to the hotel and will be charged with a corkage fee.

The exhibitor hereby confirms that he has taken note of and agrees to the terms and conditions.

\_\_\_\_\_  
Place, Date

\_\_\_\_\_  
Place, Date

\_\_\_\_\_  
Client signature

\_\_\_\_\_  
Confirmation JW Marriott Hotel Berlin

We kindly ask you to fill out the form completely and return it to us no later than the 21st day before the event begins. Thank you for your timely return.