

**TANKSTELLE &
MITTELSTAND
'19**

Die Tankstellenmesse
www.tankstellenmesse.de



Service
Booklet
for Exhibitors
and/or
Service
Providers

Münster,
May, 8. + 9.
2019

Organiser:

Einkaufsgesellschaft freier Tankstellen mbH · Ippendorfer Allee 1d · 53127 Bonn
T 0228 - 910 29 0 · F 0228 - 910 29 29 · www.tankstellenmesse.de · info@eft-service.de

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Dear valued exhibitor,

We welcome you to the TANKSTELLE & MITTELSTAND ´19 fair in Münster. This service booklet is your important guidance for your organisation and carrying out of your trade fair participation.

We ask you to observe the stated suggestions and guidelines at all times, and to hand this service booklet out to the employees and companies dealing with the servicing of your fair stand. You can fill out all the forms of this service booklet on your computer to make them more easily readable. After filling it out, just print it, sign it and fax it to us. F +49 (0)228 - 910 29 29.

If you have already registered in the time frame of the early bird registration, you will automatically profit from the agreed price discounts. However, we ask you to also completely fill out the registration and service documents which are contained in the service booklet (Form 01 "Registration" and form 04 "Catalogue entry"). Only then can your wishes be realised and taken into care.

The allocation of the stand locations will be done according to the date of your registration's receipt. For this allocation, it is not important whether your registration has arrived via short registration or in the framework of this service booklet. Please fill in your individual orders in the respective forms of the service booklet, print the page, sign it and send us the form via fax or as a scanned print via e-mail to the Einkaufsgesellschaft freier Tankstellen mbH:

Fax +49 228 - 910 29 29
e-mail: info@eft-service.de

As we are conducting overall planning of the TANKSTELLE & MITTELSTAND ´17 fair and the final allocation of the stands will only be fixed at the end of February 2017, we cannot yet indicate the definite stand numbers. When you order, it is enough if you enter your company in the right-hand sector of the form.

We thank you for your cooperation.

With best regards
Your trade fair team
TANKSTELLE & MITTELSTAND

Important to know: You can have a look at the general terms and conditions of Einkaufsgesellschaft freier Tankstellen mbH on its homepage under: www.eft-service.de/agb.

Important Dates and Information

Setup Dates

Mon. 6 May + Tue. 7 May, 8:00 Uhr – 24:00 each day

(Early setup upon consultation possible on Sat. 4 May + Sun. 5 May– subject to charges)

Dismantling Dates

9 May (from 18:15), 10 May + 11 May from 8:00 to 20:00

Fair Opening Times

8 May + 9 May from 9:00 to 18:00

Deliveries on exhibition days are only possible until 8:15

Technical Data for the Halls:

FORUM NORD (NORTH FORUM) “ENTRY / EXIT ASSOCIATIONS / PRESS”

Size: 670 m² (Width 24 m x Depth 28 m)

Height: 7.69 m · Clearance: 6.50 m

Floor load: virtually unrestricted

(stone surface)

Four hall gates: Width 4.74 m x Height 4.42 m

Pillars: 35 cm

HALLE SÜD (SOUTH HALL) “CONVENIENCE, SHOP ARRANGEMENTS, SHOP CONCEPTS”

Size: 5,400 m² (Width 60 m / Depth 90 m)

Height: 8.85 m / Clearance: 7.0 m

Floor load: virtually unrestricted

Two hall gates: Width 4.74 m x Height 4.42 m

Pillars: 45 cm

HALLE NORD (NORTH HALL) “CAR WASH”

Size: 5,400 m² (Width: 60 m / Depth 90 m)

Height: 8.85 m / Clearance: 7.0 m

Floor load: virtually unrestricted

Four hall gates: Width 4.74 m x Height 4.42 m

Pillars: 35 cm

HALLE MITTE (MIDDLE HALL) “REFUELLING / PETROL STATION CONCEPTS / ALTERNATIVE ENERGIES”

Size: 4,860 m² (Width 54 m / Depth 90 m)

Height: 15.0 m / Clearance: 11.0 m

Floor load: virtually unrestricted

Four hall gates: Width 4.74 m x Height 4.42 m

Pillars: 35 cm

HALLE SÜD (SOUTH HALL) “CONVENIENCE, SHOP ARRANGEMENTS, SHOP CONCEPTS”

Size: 5,400 m² (Width 60 m / Depth 90 m)

Height: 8.85 m / Clearance: 7.0 m

Floor load: virtually unrestricted

Two hall gates: Width 4.74 m x Height 4.42 m

Pillars: 45 cm

Refrigerated Vehicle Parking

Halle Süd (South Hall), west side

(Order your power connection for outdoor use!)

Important Contacts

Police: 110

Fire brigade: 112

Taxi: 0251-60011

Emergency medical services: 0251-6600-156

ORGANISER

TANKSTELLE & MITTELSTAND

Einkaufsgesellschaft freier Tankstellen mbH

Ms Jasmin Krattenmacher

Ippendorfer Allee 1 d

53127 Bonn

Tel.: 0228-91029-0

Fax: 0228-91029-29

E-Mail: info@eft-service.de or
tankstellenmesse@eft-service.de

PLACE OF EVENT

Messe & Congress Centrum

Halle Münsterland GmbH

Albersloher Weg 32

48155 Münster

Tel.: 0251-6600-0

Fax: 0251-6600-105

STAND-CATERING

Halle Münsterland „Le Buffet“

Mr Danielle Pantel

Albersloher Weg 32

48155 Münster

Tel.: 0251-6600-113

Fax: 0251-6600-117

STAFF SERVICE / HOSTESSES / STAND HELPERS

Messe & Congress Centrum

Halle Münsterland GmbH

Ms Miriam Figge

Albersloher Weg 32

48155 Münster

Tel.: 0251-6600-126

Fax: 0251-6600-105

Forwarding of fair goods

Panalpina Welttransport (Deutschland) GmbH

Kurhessenstr. 12

64546 Mörfelden

Tel.: 06105-937440

Fax: 06105-937445

E-Mail: thomas.bauer@panalpina.com

01.0 Registration

Date: 01/31/2019

MAIN EXHIBITOR (Enter all information in block letters.)


	HALL	STAND
Company	Homepage	
	Contact person	
Street	E-Mail	
Postcode/ Location	Phone	
	Ust-ID	

Billing Address (Enter all information in block letters.)

Company	Homepage
	Contact person
Street	E-Mail
Postcode/ Location	Phone
	Ust-ID

All services are charged exclusively to the exhibitor.

Should the modification of invoices be commissioned, we charge € 15.00 for each invoice amendment.

 We have recognised and accepted the conditions of participation. All listed prices are subject to statutory VAT.

.....
Location, Date

Signature

01.1 Registration Sub-Exhibitors

Date: 01/31/2019

EXHIBITOR (Enter all information in block letters)

HALL

STAND

Sub-exhibitor 1 (Enter all information in block letters.)

Company

Homepage

Contact person

Street

E-Mail

Postcode/
Location

Phone

Fax

Sub-exhibitor 2 (Enter all information in block letters.)

Company

Homepage

Contact person

Street

E-Mail

Postcode/
Location

Phone

Fax

Sub-exhibitor 3 (Enter all information in block letters.)

Company

Homepage

Contact person


Street

E-Mail

Postcode/
Location

Phone

Fax

 We have recognised and accepted the conditions of participation. All listed prices are subject to statutory VAT.

.....
Location, Date

Signature

02.0 Participation Prices

Date: 01/31/2019

EXHIBITOR (Enter all information in block letters)

HALL

STAND

In accordance with the conditions of participation, as a main exhibitor we pay a basic fee of €199 for us and **each co-exhibitor**. This fee includes an entry in the fair catalogue and fair app. We also pay **one** flat rate waste disposal fee of €149.


Basic fee and area prices (participation fees)

Type of Stand	Prices/m ² until 15.5.18	Prices/m ² until 30.10.18	Prices/m ² until 31.10.18
Row Stand	€ 74,95	€ 79,95	€ 84,95
Corner Stand	€ 84,95	€ 89,95	€ 98,95
Peninsula Stand	€ 94,95	€ 99,95	€ 105,95
Block Stand	€ 99,95	€ 104,95	€ 109,95

We are ordering the following stand spaces:

Type of Stand	Width in m		
Row Stand (An open side to the corridor)	Width:	x	Depth:
Corner Stand (Two open sides to the corridors)	Width:	x	Depth:
Peninsula Stand (Three open sides to the corridors)	Width:	x	Depth:
Block Stand (Four open sides to the corridors)	Width:	x	Depth:

For the abovementioned discounts to be granted, timely payment is required. Depending on the stand type, the stands – ordered or awarded by eft – are to always be set up so that they face the aisles.

 We have recognised and accepted the conditions of participation.
All listed prices are subject to statutory VAT.

Location, Date

Signature

02.1 Stand Construction

Date: 01/31/2019

EXHIBITOR (Enter all information in block letters)

HALL

STAND

We plan the beginning of the regular stand construction on:

Monday, May 6 2019

Tuesday, May 7 2019

Earlier stand construction

We recommend carrying out stand construction on the designated days(May 6 and 7).

There is also the possibility to carry out stand construction earlier. Due to the necessary accessibility of the Münsterland Hall a lump sum of **239,-- per day** must be paid.

During the earlier stand construction there won't be staff in the field of electric energy, water etc. at your disposal. The fair team from Bonn will be present.

The hall will be accessible from 8 a.m to 12 p.m in case of the earlier stand construction.

Order earlier stand construction

We wish the following dates for the earlier stand construction:

Saturday, May 4 2019

Sunday, May 5 2019

Please tick all that apply

☒ We have recognised and accepted the conditions of participation.
All listed prices are subject to statutory VAT.

.....
Location, Date

Signature

STAND

A full-page sheet of white graph paper with a light gray grid. The grid consists of small squares, approximately 1 cm by 1 cm each. There are 20 columns and 20 rows of squares, creating a total area of 400 small squares. The grid lines are thin and evenly spaced.

 We have recognised and accepted the conditions of participation.
All listed prices are subject to statutory VAT.

Signature

04.0 Catalogue Entry & Fair-App*

Date: 01/31/2019

EXHIBITOR (Enter all information in block letters.)

HALL

STAND

Please control that your address and communication data are correct. These are the basis for the terms of reference at the homepage of the fair www.tankstellenmesse.de and for the printed fair catalogue as well as for the fair app.

Main Exhibitor 1

Numbers of the service fields (see 04.1)

Company

Homepage

E-Mail

Street

Phone

Postcode /
Location:

Fax

Sub-exhibitor 1

Numbers of the service fields (see 04.1)

Company

Homepage

E-Mail

Street

Phone

Postcode /
Location:

Fax

Sub-exhibitor 2

Numbers of the service fields (see 04.1)

Company

Homepage

E-Mail


Street

Phone

Postcode /
Location:

Fax

*The query of the data for the trade fair App `19 is carried out separately by e-mail.

 We have recognised and accepted the conditions of participation.
All listed prices are subject to statutory VAT.

.....
Location, Date

Signature

05.0 Electric Installations - INTERIOR

Date: 01/31/2019

EXHIBITOR (Enter all information in block letters)

HALL

STAND


In accordance with the conditions listed below, we hereby order electric energy for our stand in the INTERIOR SECTOR:

Desired quantity	Services / products in the halls	Price per unit in €
	Provisioning of single-phase alternating current with a Schuko plug, 230 V / 16 A/ 2,0kW incl. consumption costs, without extension cord, without socket distributor	109,00
	Three-phase current supply with measuring device	165,00
	1 piece CEE socket 400 V / 16A Maximum output 10 kW, without distributor and extension cord. In accordance with the meter reading, the electricity costs are calculated per kWh*	0,70
	Three-phase current supply with measuring device	198,00
	1 piece CEE socket 400 V / 32A Maximum output 20 kW, without distributor and extension cord. In accordance with the meter reading, the electricity costs are calculated per kWh*	0,70
	Three-phase current supply with measuring device	299,50
	1 piece CEE socket 400 V / 63A Maximum Output 40 kW, without distributor and extension cord. In accordance with the meter reading, the electricity costs are calculated per kWh*	0,70

* The current electricity rates at the time of the fair apply: at the moment amounting to € 0,70 / kWh

The commissioning, installation and payment of lighting trusses takes place separately via the fair supplier and according to their rate. For additional electrical installations within the stand such as laying cables, mounting existing equipment, lights or other electrical equipment, troubleshooting, etc. an hourly installer rate of € 45.00 is calculated for the amount of time required. Material at usual commercial rates. Upon commissioning of alterations to connections during the setup or the event, the installer hour is calculated according to the delivery note. The original connection which was ordered will also be charged. **If electricity meters are disconnected or made inaccessible to electricians, a fixed output price of 1,000 kW will be charged.**

For orders after January 31, 2019, we charge a 5% administrative charge on the above prices.

 We have recognised and accepted the conditions of participation. All listed prices are subject to statutory VAT.

Location, Date

Signature

05.1 Electronic Equipment for Rental

Date: 01/31/2019

EXHIBITOR (Enter all information in block letters)

HALL


STAND

In accordance with the conditions listed below, we hereby order self-assembly loan units for the duration of the fair. They are deposited at the stand.

Desired quantity	Services / products in the halls	Price per unit/ no. of pieces in €
	Clamp spotlight, 75 W	21,90
	Halogen floodlight, 75 W	24,90
	Three-way Schuko distributor, white, 16 A	14,90
	Extension cord up to 3 kW	8,90
	Extension cord up to 10 kW	14,90
	Extension cord up to 20 kW	21,90
	Socket distributor up to 10 kW with four Schuko and one CEE / 16 A socket	39,90
	Socket distributor up to 20 kW with six Schuko and one CEE / 32 A socket	63,90
	Socket distributor up to 40 kW with six Schuko and one CEE / 16 A socket and one CEE / 32 A socket	148,00
	Loan unit installation pursuant to sketch (03.0), installer hourly billing divided into 15 minute intervals, according to delivery note	45,00

The commissioning, installation and payment of lighting trusses takes place separately via the fair supplier and according to their rate. For additional electrical installations within the stand such as laying cables, mounting existing equipment, lights or other electrical equipment, troubleshooting, etc. an hourly installer rate of € 45.00 is calculated for the amount of time required. Material at usual commercial rates. Upon commissioning of alterations to connections during the setup or the event, the installer hour is calculated according to the delivery note. The original connection which was ordered will also be charged. **If electricity meters are disconnected or made inaccessible to electricians, a fixed output price of 1,000 kW will be charged.**

For orders after January 31, 2019, we charge a 5% administrative charge on the above prices.

 We have recognised and accepted the conditions of participation.
All listed prices are subject to statutory VAT.

.....
Location, Date

Signature

05.2 Electronic Equipment for Rental – EXTERIOR

Termin: 31.1.2019

EXHIBITOR (Enter all information in block letters)

HALL

STAND


In accordance with the conditions listed below, we hereby order for refrigerated vehicle in OUTDOOR AREA.

Desired quantity	Services / products in the halls	Price per unit/ no. of pieces in €
	Three-phase current supply, 1 meter, 1 CEE socket 400 V / 16 A	165,00
	Maximum output 10 kW, without distributor and extension cord	
	In accordance with the meter reading, the electricity costs are calculated per kWh**.	0,70
	Three-phase current supply, 1 meter, 1 CEE socket 400 V / 32 A	198,00
	Maximum output 20 kW, without distributor and extension cord	
	In accordance with the meter reading, the electricity costs are calculated per kWh**.	0,70

** The current electricity prices at the time of the event apply: at present it is € 0,70 / kWh.

The commissioning, installation and payment of lighting trusses takes place separately via the fair supplier and according to their rate. For additional electrical installations within the stand such as laying cables, mounting existing equipment, lights or other electrical equipment, troubleshooting, etc. an hourly installer rate of € 45.00 is calculated for the amount of time required. Material at usual commercial rates. Upon commissioning of alterations to connections during the setup or the event, the installer hour is calculated according to the delivery note. The original connection which was ordered will also be charged. **If electricity meters are disconnected or made inaccessible to electricians, a fixed output price of 1,000 kW will be charged.**

For orders after January 31, 2019, we charge a 5% administrative charge on the above prices.

 We have recognised and accepted the conditions of participation.
All listed prices are subject to statutory VAT.

.....
Location, Date

Signature

06.0 Water Connection

Date: 01/31/2019

EXHIBITOR (Enter all information in block letters)

HALL


STAND

In accordance with the conditions listed below, we hereby order:

Desired quantity	Services / products in the halls	Price per unit/ no. of pieces in €
	Water connection consisting of pipe laying with a tap or shut-off valve; includes attachment and fixed municipal works fees for water connections	325,00
	Additional water connection	85,00
	Outflow (fixed)	65,00
	Sink or washbasin , is loaned and installed	75,00
	Under sink water heater , is loaned and installed	89,00

For other connections of machines and automats, installers are available before the start of the exhibition. If required, they can also perform welding work. This work will be separately charged at the market price. At present, we calculate an hour of install work at € 45.00. The aforementioned prices are to be charged with the current VAT rate. The water pipes are laid in PE-threaded piping or copper piping and remain our property. The same goes for the furnishings. If the furnishings become damaged and are unable to be used again, a surcharge is payable. If the fixtures and fittings are no longer usable, they will be charged based on the full market price. Installations and valves which have been stolen from the stands are to be refunded with money. Purchasers of water connections adhere to these rules. For the duration of the exhibition, we have an installer available for repair work. If repairs or other work arises, the show organisers are to be made aware of this. Once the water meters have been read, the Münster municipal works determines the amount of water which has been consumed. Large water consumers receive a water meter. The calculation is done by the eft.

For orders after January 31, 2019, we charge a 5% administrative charge on the above prices.

 We have recognised and accepted the conditions of participation.
All listed prices are subject to statutory VAT.

.....
Location, Date

Signature

07.0 Stand Setup (Standard System)

Date: 01/31/2019

EXHIBITOR (Enter all information in block letters)


HALL

STAND

In accordance with the conditions listed below, we hereby order:

Desired quantity	Services / products in the halls	Price per unit/ no. of pieces in €
	Standard exhibition system with dividers Divider panel: 2.47 m high , 19 mm thick, painted white, connection on top and below with white U profiles (35 cm long), painted white, on a rental basis, including delivery and collection, set up according to plan Attention! For reasons of stability, the installation of retaining walls is necessary at least every 5 meters.	
	Piece white, painted, smooth divider panels , width 1 m	36,00
	Piece door unit(s) , closable with the abovementioned divider panels	68,00
	Serial meter apertures coated white, 30 cm high, 19 mm thick	25,00

For orders after January 31, 2019, we charge a 5% administrative charge on the above prices.

 We have recognised and accepted the conditions of participation.
All listed prices are subject to statutory VAT.

.....
Location, Date

Signature

07.1 Stand Setup (Standard System)

Date: 01/31/2019

AUSS EXHIBITOR (Enter all information in block letters)

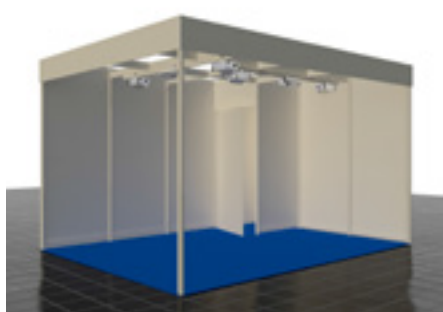
HALL

STAND

In accordance with the conditions listed below, we hereby order:

Desired quantity in sq m	Services / products in the halls	Price per sq m in €
	Oktanorm rental stand, white Wall elements – white, H = 250 cm Booth 1 x 1 m with lockable hinged door and coat rack. Lighting under the ceiling structure with conductor rails including spotlights (approx. 4 spotlights per m²). The connection to the event's own supply network is included. Electricity, carpet, water, etc. must be separately ordered at the eft.	
	Full-surface wall design on request Ceiling system Typ A oder Typ B	
	Type A: with open framed ceiling grid 1 x 1 m and pre-mounted apertures on the aisle sides (30 cm high), from 9 m² stand area for each m²	77,00
	Type B: with structural ceiling grid, white and fascia panel 2.08 m x 0.36 m at each open aisle side, from 9 m² stand area for each m²	98,00


Typ A:



Typ B:



For orders after January 31, 2019, we charge a 5% administrative charge on the above prices.

 We have recognised and accepted the conditions of participation.
All listed prices are subject to statutory VAT.

Location, Date

Signature

Please direct the order directly to the service partner:

Messe & Event, Tanja Heimann GmbH
Kapellenplatz 4 · 30539 Hannover
info@messe-event.org, Fax: 0511/54283162



WIR BÜNDELN TANKSTELLEN-KOMPETENZ

07.1 Stand Setup (Standard System)

Date: 01/31/2019

EXHIBITOR (Enter all information in block letters)

	HALL	STAND
Desired quantity in sq m	Services / products in the halls	Price per sq m in €
	<p>Maxima rental stand, from a stand size of 20 m²</p> <p>Basic configuration:</p> <p>Wall elements: grey = 250 cm; on request also higher</p> <p>Cabine as desired</p> <p>Lighting: from the side walls by means of LED flare lights (about 1 spotlight for 2 lfdm wall unwinding)</p> <p>Covering the entire surface of the m² wall surface: Covering the wall elements with full-surface digital printing (when presenting a ready-to-print open file in eps or pdf format with at least 300 dpi)</p> <p>Raised floor (optional): chipboard 22 mm</p> <p>Laminate floor (optional): high gloss white or wood colors</p> <p>Electricity, carpet, water, etc. must be ordered separately from the eft.</p>	On demand



☒ We have recognised and accepted the conditions of participation.
All listed prices are subject to statutory VAT.

Location, Date

Signature

07.2 Stand Setup (Carpet)


Date: 01/31/2019

EXHIBITOR (Enter all information in block letters)


HALL

STAND

In accordance with the conditions listed below, we hereby order:

Desired quantity in sq m	Services / products in the halls	Price per sq m in €
	Carpet / carpet tile rental	
	m ²  carpet tiles (different colours), ready-laid, carpet tile size 100 x 100 cm	7,90
	Tick colour:	
	hard coal steel-grey indian blue green red	
	Laying direction:	
	in line chequer	
	qm² fitted carpet, colour: (Colours upon request to the eft)	9,90
	Serial metre fabric tape	0,90
	m ² Foil cover	0,90

For orders after January 31, 2019, we charge a 5% administrative charge on the above prices.

 We have recognised and accepted the conditions of participation.
All listed prices are subject to statutory VAT.

.....
Location, Date

Signature

Please direct the order directly to the service partner:

Messe & Event, Tanja Heimann GmbH
Kapellenplatz 4 · 30539 Hannover
info@messe-event.org, Fax: 0511/54283162



WIR BÜNDELN TANKSTELLEN-KOMPETENZ

07.3 Aperture Design

Date: 01/31/2019

EXHIBITOR (Enter all information in block letters)

HALL

STAND

For the design of the standard exhibition systems with dividers (see 07.0 and 7.1), our service partner Messe & Event offers the suitable aperture labelling. **Please order directly from our service partner.**

According to the conditions mentioned below we order:

Number of letters	Services / products in the halls	Price per unit in €
	Aperture labelling	
	for apertures 30 cm high font: Helvetica medium letter height: ca. 12-15 cm Colours: black (other colours available, too) per letter	4,89
	Lettering with digital printing	49,00
	for apertures 30 cm on presentation of a print-ready open file in eps or pdf format (with at least 300 dpi) lfdm wall filling: on request	

Aperture 1

Aperture 2

Aperture 3

Aperture 4

Orderer

E-Mail

Lastname

Phone

Street

Fax

Postcode

Stamp

Location

Contact person:

For orders after January 31, 2019, we charge a 5% administrative charge on the above prices.

☒ We have recognised and accepted the conditions of participation.
All listed prices are subject to statutory VAT.

Location, Date

Signature

Please direct the order directly to the service partner:

D.D.S. Veranstaltungslogistik GmbH
Wierlings Hook 21 · 48249 Dülmen
info@dds-show-technik.de, Fax: 02594/7831080



WIR BÜNDELN TANKSTELLEN-KOMPETENZ

07.4 Hanging Points

Date: 01/31/2019

EXHIBITOR (Enter all information in block letters)

HALL

STAND

According to the conditions mentioned below we order at D.D.S. Veranstaltungslogistik GmbH, Tel. 02594-78310-6, the following services according to the enclosed **stand layout**. Please order directly from our service partner.

Desire number of pieces	Services / products in the halls	Price per unit in €
	Standard hanging point, maximum Load 75 kg Material: Reutlinger according to BFVC1 on order height, incl. lift platform	133,00
	Standard hanging point, maximum Load 250 kg Material: Steel wire suspension with shackles on order height, incl. lift platform	198,00
	Banner hanging point, maximum Load 5 kg, Material: Reutlinger according to BFVC1 , incl. lift platform	56,00


Conditions of contract for hanging points

- §1 Contracting party: The above mentioned Hanging points will be ordered at D.D.S.-Show-Technik Veranstaltungslogistik GmbH and will be installed by them. The invoicing will be made directly by D.D.S.-Show- Technik. The invoice will be sent to the orderer before the start of the fair and must be paid up to three weeks after. We can only install paid hanging points.
- §2 Prices: All listed prices are subject to statutory VAT. The VAT rate valid at the time of works applies. The prices mentioned are quoted for a service time up to one day after the fair. The assembly and disassembly days are not billed. Should orders not be places within the period mentioned above, an add-on for short-run orders of + 50 % on the prices mentioned as far as these short-run orders can be carried out anyway. Should it be wished on site that hanging points must be modified, there is also an add-on of + 50% for the points which have to be modified. Should hanging points be wished spontaneously during the assembly before the fair, our employees are instructed to collect the invoice in cash from the customer.
- §3 Order: A written order must be presented to D.D.S.-Show- Technik one week before the start of the fair. To simplify matters, also written orders via fax or e-mail can be placed. All orders will be confirmed in writing by D.D.S.-Show-Technik. A possible assembly and disassembly date will be enclosed. The orderer has to add a plan, which shows clearly where and how the hanging points are desired. Please don't forget to mention the hall and stand number.

- §4 Definition of service: The service in principle includes the above mentioned Material incl. Delivery, Assembly and disassembly. Non-mentioned material will be invoiced separately. The hanging of the objects is not included in the order and can be carried out by D.D.S.-Show-Technik on the basis of a separate order. Should one point be outside the grid of the roof of Münsterland Hall it can be constructed with help of additional material.
- §5 Liability: All the works will in principle be carried out by D.D.S.-Show-Technik according to the current provisions of the BGV C1 and will be coordinated with the Münsterland Hall and the organiser. The points are understood inclusive the necessary material in order to work pursuant to instruction up to the so-called transfer point. From this transfer point onwards the customer himself is responsible for safety and liability. Should there be a need of material it can be provided by D.D.S.-Show-Technik at a reasonable price. The affixing is still up to the customer. D.D.S.-Show-Technik is only liable up to the so-called transfer point. If the hanging point is used exceeding the limit of maximum load the liability claim towards D.D.S.-Show-Technik expires. The liability will be transferred to the orderer. D.D.S.-Show-Technik reserves the right to transfer liability to the orderer in the case of improper use or improper safety from the transfer point of the hanging point onwards. In this case a shutdown of the stand by the Münsterland Hall cannot be excluded.
- §6 The service time of the disassembly points is limited for the duration of the fair up to one day after the end of the fair. The use on further days will be calculated with € 25.00 / hanging point / day.

Orderer	E-Mail
Last name	Phone
Street	Fax
Post code	Stamp
Location	
Contact person	

For orders after January 31, 2019, we charge a 5% administrative charge on the above prices.

 We have recognised and accepted the conditions of participation.
All listed prices are subject to statutory VAT.

Location, Date

Signature

TANKSTELLE & MITTELSTAND '19 - SERVICEHEFT

21

8.0 WLAN / Location:

Date: 01/31/2019

EXHIBITOR (Enter all information in block letters)

HALL

STAND

Reservation of an internet access via WLAN (Wireless LAN):

With this form you order internet access via WLAN which will be placed at your disposal during the event TANKSTELLE & MITTELSTAND '19.

Technical terms of use:


The actual internet access will be realised via a symmetric radio access. Each WLAN-user has a band-width of maximum 1.5 Mbit / s during up- und download at his/her disposal. You need a laptop or PC with wireless capability. The WLAN is at your disposal across the whole area in the North Hall, Middle Hall and South Hall, as well as in the North and South Foyers. The reception depends on the local conditions such as the exhibition structure. Therefore we cannot guarantee the availability and the bandwidth at a certain location or a minimum bandwidth in advance. The WLAN can be used independently from the IP configuration of your PC. This means that the access is also possible with any fixed ip address and also via DHCP. For the use of WLAN an access code consisting of user ID and password is needed. This is valid for a determined duration, e. g. three days. You will receive these data in form of a DIN-A4 letter. If you need internet access for several PCs, you will have to apply for several access codes. Should you wish to install your own subnet, you will have to apply for internet access via LAN cable, as this function is not possible via WLAN.

Legal terms of reference:

The access to WLAN should only be carried out by the exhibitor and the stand personnel. Free access to the internet is not allowed by the law. If you wish that your visitors have access to your company webpage or other selected internet contents, you will have to take care that this is controlled by your stand personnel. Visitors are not allowed to use the provided internet access without supervision. However, if you wish to allow that we recommend that you apply for the fixed ISDN / DSL connection of T-Com. The user is completely responsible for the safety of data and computer against access by third parties. The Messe und Congress Centrum Halle Münsterland GmbH does not accept liability for damages and consequential damages resulting from access to your computer by third parties.

Quantity	Article	Price per in €
	WLAN access data for three days	79,00

For orders after January 31, 2019, we charge a 5% administrative charge on the above prices.

 We have recognised and accepted the conditions of participation.
All listed prices are subject to statutory VAT.

.....
Location, Date

Signature

9.0 Identity Cards Tickets

Date: 01/31/2019

EXHIBITOR (Enter all information in block letters)

HALL

STAND

According to the conditions mentioned below we order:

Desired number of units	Services / products in the halls	Price per unit in €
	Identity cards for the days of assembly and disassembly of the stands (free of charge) Notice: You will receive four identity cards for the assembly and disassembly days free of charge and unsolicited. These are valid on May 6 and 7, on 9 (ab 18.15 Uhr) and at May 10 and 11, 2019. Please order only if you need more than four identity cards.	0,00
	Exhibitor Identity cards (free of charge) Notice: You will receive four identity cards showing that you are an exhibitor free of charge and unsolicited. These are valid on May 8 and 9. Please order only if you need more than four identity cards.	0,00

For reordering the IDs, we will charge shipping and postage.

at cost


Personalised tickets

The tickets for visitors to the specialised trade fair TANKSTELLE & MITTELSTAND are free of charge. For organisatory reasons **an online registration in advance is absolutely necessary**. This applies also to guests of exhibiting companies and employees of exhibitors which do not have an exhibitor entrance badge.

The registration is done as follows:

1. Just click the button ONLINE REGISTRIERUNG TANKSTELLE & MITTELSTAND on www.tankstellenmesse.de
2. Fill out the registration screen
3. Click on WEITER
4. Print out the registration (print@home) and present it when entering the fair in Messehalle Münster.
5. There you will get your personalised ticket within seconds.

Have success at the fair TANKSTELLE & MITTELSTAND '19.

 We have recognised and accepted the conditions of participation.
All listed prices are subject to statutory VAT.

.....
Location, Date

Signature

10.0 Stand Cleaning

Date: 01/31/2019

EXHIBITOR (Enter all information in block letters)

HALL

STAND

The cleaning of the fair area and the hall aisles will be carried out by the fair and exhibition direction. The cleaning of the stands must be carried out by the exhibitor.

The contracting party of the fair and exhibition direction will be carried out to the following net prices:

Price per cleaning	up to 30 m ²	31-60 m ²	61-100 m ²	from 101 m ²
€	28,00	39,00	72,00	104,00

According to the conditions mentioned below we order:

Desired
number
of m²

Services / products

on May 7 2019 at

o'clock (after the stand assembly)

on May 8 2019 at

o'clock (after the stand assembly)

additional cleaning on

May at

o'clock (according to the delivery
docket – Special price).

Our contact person for cleaning


Mr

Ms

Phone:

In case of complaints you have to inform the fair team immediately the same day about them (Forum Nord, eft- / bft stand) so that we can deal with the complaints immediately. We cannot consider later complaints and these do not dispense from the payment of the services ordered.

For orders after January 31, 2019, we charge a 5% administrative charge on the above prices.

 We have recognised and accepted the conditions of participation.
All listed prices are subject to statutory VAT.

.....
Location, Date

Signature

11.0 Stand Security

Date: 01/31/2019

EXHIBITOR (Enter all information in block letters)

HALL

STAND

The exhibition management takes care of the general surveillance during the official time of assembly and disassembly and of the whole event with exclusion of liability. If you wish to reach the utmost security by separately monitoring the stand, we recommend the commissioning of a security company. The security company is liable in the frame of the general terms and conditions for the German security industry. **The use of external security staff is not permitted!**

Hourly rate at daytime::	Currently per man and hour = € 26,00
Hourly rate at nighttime: (10 p.m. to 6 a.m.):	Currently per man and hour = € 28,00
Hourly rate on Sunday at daytime: (6 a.m. to 10 p.m.):	Currently per man and hour = € 34,00
Hourly rate on Sunday at nighttime: (10 p.m. to 6 a.m.):	Currently per man and hour = € 36,00

Desired monitoring times / Stand security

Earlier stand construction	on May 4 2019 von	to	o'clock
Earlier stand construction	on May 5 2019 von	to	o'clock
Day of assembly	on May 6 2019 von	to	o'clock
Day of assembly	on May 7 2019 von	to	o'clock
Day of the event	on May 8 2019 von	to	o'clock
Day of the event	on May 9 2019 von	to	o'clock
Day of disassembly	on May 10 2019 von	to	o'clock
Day of disassembly	on May 11 2019 von	to	o'clock


The security staff will remain at the stand until the stand personnel arrives. At the end of the monitoring, a condition of premises report must be countersigned.

Our contact person for the stand security is:

Mr Ms

Phone:

For orders after January 31, 2019, we charge a 5% administrative charge on the above prices.

 We have recognised and accepted the conditions of participation.
All listed prices are subject to statutory VAT.

.....
Location, Date

Signature

12.0 Hired Furniture

Date: 01/31/2019

EXHIBITOR (Enter all information in block letters)

HALL


STAND

IMPORTANT!

The prices are valid for the duration of the fair plus VAT. The tenant is liable for damages at the rented items, even if they have been caused by third parties. The liability starts with the delivery to the stand and ends with the collection by the commissioned company, even if the tenant has not arrived at the stand or has already left it.

Amount	Product	W / H / D	Price in €/piece		
	S 01 : Chrome chair, grey seat		22,00	T 04 : Square table, tabletop grey, 120 x 80 cm	40,00
	S 03 : Armchair, grey seat		28,00	T 05 : High table Traverse, tabletop white, 60 cm	40,00
	S 04 : Aluminium armchair, blue seat		28,00	T 07 : High table Traverse, aluminium tabletop, 60 cm	40,00
	S 05 : Wooden bistro chair, black		22,00	T 08 : Bridge desk white, 150x60x110 cm	139,00
	S 06 : Chair Bellini, grey		28,00	V 01 : Showcase grey, 100 x 50 x 100 cm	205,00
	S 07 : Cocktail chair, white leather		40,00	V 02 : Showcase grey, 50 x 50 x 200 cm	260,00
	S 08 : Cocktail chair, black leather		40,00	V 03 : Showcase grey, 100 x 40 x 200 cm	260,00
	H 01 : Chrome bar stool, black seat		28,00	R 01 : Shelf, black, 80 x 40 x 200 cm	30,00
	H 04 : Bar stool LEM, black seat		74,00	R 02 : Shelf, chrome, 90 x 45 x 200 cm	45,00
	H 05 : Chrome bar stool, black seat		29,00	D 01 : Decorative column, white, 50 x 50 x 100 cm	49,00
	H 06: Bar stool LEM, wooden seat, white		75,00	D 02 : Decorative column, white, 100 x 50 x 100 cm	79,00
	H 07: Bar stool Cube, white		36,00	D 03 : Sideboard grey, 80 x 40 x 100 cm	76,00
	H 08: Bar stool Cube, red		36,00		
	T 01 : Chrome table, tabletop white, 80 cm		40,00		
	T 02 : Chrome table, aluminium tabletop, 80 cm		40,00		
	T 03 : Chrome table, glas tabletop, 70 cm		46,00		

For orders after January 31, 2019, we charge a 5% administrative charge on the above prices.

 We have recognised and accepted the conditions of participation.
All listed prices are subject to statutory VAT.

.....
Location, Date

Signature

12.0 Hired Furniture

Date: 01/31/2019

EXHIBITOR (Enter all information in block letters)

HALL


STAND

IMPORTANT!

The prices are valid for the duration of the fair plus VAT. The tenant is liable for damages at the rented items, even if they have been caused by third parties. The liability starts with the delivery to the stand and ends with the collection by the commissioned company, even if the tenant has not arrived at the stand or has already left it.

B 01 : Counter white, 140 x 80 x 110 cm	259,00
B 02 : Theke weiß, 140 x 80 x 110 cm	259,00
B 03 : ter grey, perforated plate, 110 x 80 x 110 cm	259,00
B 04 : Counter white, with LED light 125 x 78 x 110 cm	290,00
P 01 : Aluminium kitchen, black	269,00
P 02 : Industry dishwasher	549,00
K 01 : Refrigerator, white, 110 l	74,00
K 02 : Refrigerator, white, 280l	104,00
Z 02 : Brochure rack, aluminium, perspex, 8 x A4	50,00
G 01 : Coat rack, stainless steel	18,00

For orders after January 31, 2019, we charge a 5% administrative charge on the above prices.

 We have recognised and accepted the conditions of participation.
All listed prices are subject to statutory VAT.

.....
Location, Date

Signature

12.0 Hired Furniture

Date: 01/31/2019

EXHIBITOR (Enter all information in block letters)

HALL

STAND



S-01 Chair
Seat leather, light grey



S-03 Chair
Seat plastic, chair grey



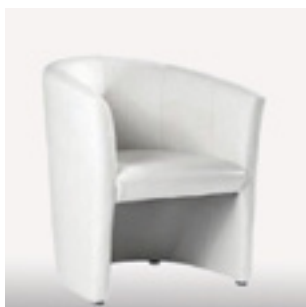
S-04 Armchair
Seat plastic, chair blue



S-05 Bistro chair
wooden, black



S-06 Chair Bellini
Seat plastic, grey



S-07 Cocktail armchair
Leather, white



S-07 Cocktail armchair
Leather, black



H-01 Barstool Z, chrome
Seat leather, black



H-04 Barstool LEM
Seat leather, black



H-05 Barstool
chrome / Seat plastic, black



H-06 Barstool LEM
Seat Wooden, white



H-07 Barstool CUBE
Seat leather, white



H-08 Barstool CUBE
Seat leather, red

12.0 Hired Furniture

Date: 01/31/2019

EXHIBITOR (Enter all information in block letters)

HALL

STAND



T-01 Table
chrome / Plate, white 80cm



T-02 Table
chrome / Plate, aluminium 80cm



T-03 Table
chrome / Plate, glass 70cm



T-04 Table square
Plate, grey 120 x 80



T-05 Rack Traverse
Plate, white 60cm



T-07 Rack Traverse
Plate, alu 70cm



T-08 Bridge desk
white, 150 x 60 x 110 cm



V-01 Showcase
height 100 cm, 100 x 50cm



V-02 Showcase
height 200 cm, 50 x 50cm



V-03 Showcase
height 200 cm, 100 x 40 cm



R-01 Shelf
plastic / black



R-02 Shelf
height 200 cm, chrome

12.0 Hired Furniture

Date: 01/31/2019

EXHIBITOR (Enter all information in block letters)

HALL

STAND



D-01 Decorative column
white, 50 x 50 cm, H=100 cm



D-02 Decorative column
white, 100 x 50 cm, H=100 cm



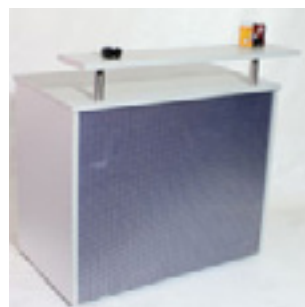
D-03 Sideboard
grey, 80 x 40 cm, H=100 cm



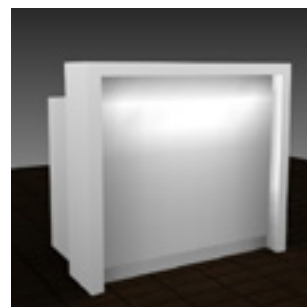
B-01 Beech
Perforated plate, 140 x 80 cm,
H=110 cm



B-02 White
140 x 80 cm, H= 110 cm



B-03 Grey
Perforated plate, 110 x 80 cm,
H= 110 cm



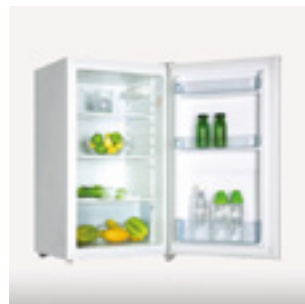
B-04 Counter module,
white, LED lighting,
125 x 78 cm, H= 110 cm



P-01 Kitchen
Refrigerator / Oven



P-02 Incl. dishwasher
Incl. glass basket



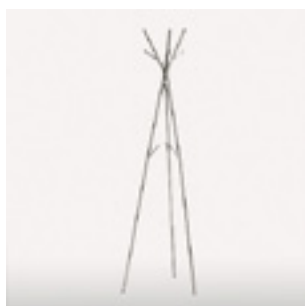
K-01 Refrigerator
white, ca. 110 l



K-02 Refrigerator
white, ca. 280 l



Z-02 Brochure rack
Aluminium Perspex, 8 x A4



G-01 Brochure rack
Aluminium Perspex, 3 x A4

13.0 Flower Decoration

Date: 01/31/2019

EXHIBITOR (Enter all information in block letters)

HALL

STAND



Laurel
150-180 cm



Laurel ball
150-180 cm



Kentia palm
150-180 cm




Table arrangement

Desired number of units	Services / Products	Price per unit in €
<input type="text"/>	Laurel 150-180 cm	25,90
<input type="text"/>	Laurel ball 150-180 cm	24,90
<input type="text"/>	Kentia palm 150-180 cm	25,90
<input type="text"/>	Ficus 160-170 cm	23,90
<input type="text"/>	Table arrangement	19,90
<input type="text"/>	Plant bowl 21 cm	19,90
<input type="text"/>	Table decoration	8,00

The rented items are not insured.

Missing or defective rented items as well as damages must be borne by the tenant. The price of the item may amount up to twenty times the price of rental. Complaints are only accepted directly on delivery.

For orders after January 31, 2019, we charge a 5% administrative charge on the above prices.

 We have recognised and accepted the conditions of participation.
All listed prices are subject to statutory VAT.

.....
Location, Date

Signature

14.0 Forklift Rental

Date: 01/31/2019

EXHIBITOR (Enter all information in block letters)

HALL

STAND

During the set-up time on Monday and Tuesday and the take down time on Thursday and Friday forklifts with drivers are at your disposal. These are for rent. Please enter the desired time of use in this form. Due to unpredictable circumstances, **there may be delays of up to sixty minutes. To avoid long waiting times, we encourage you to reserve!**

In accordance to the conditions mentioned below, we order for rental:

Number of Driver	Services / products	Rate per hour in €
	Hydraulic ramp	260,00
	Forklift with driver (There is a computed time of at least fifteen minutes)	199,00
	Saturday, May 4 2019 (earlier set-up)	from ca.: o'clock to ca.:
	Sunday, May 5 2019 (earlier set-up)	from ca.: o'clock to ca.:
	Monday, 6 May 2017 (set-up)	from ca.: o'clock to ca.:
	Tuesday, 7 May 2017 (set-up)	from ca.: o'clock to ca.:
	Wednesday, 8 May 2017	from ca.: o'clock to ca.:
	Thursday, 9 May 2017 (take down as of 6 p.m.)	from ca.: o'clock to ca.:
	Friday, 10 May 2017 (take down)	from ca.: o'clock to ca.:
	Saturday, 11 May 2017 (dismantling)	from ca.: o'clock to ca.:

The financial settlement is conducted by the eft on the basis of the ratified application forms.

For orders after January 31, 2019, we charge a 5% administrative charge on the above prices.

☒ We have recognised and accepted the conditions of participation.
All listed prices are subject to statutory VAT.

.....
Location, Date

Signature

15.0 Evening Event

Date: 01/31/2019

EXHIBITOR (Enter all information in block letters)

HALL

STAND

At the end of the first exhibition day on 8 May 2019, the popular evening event for exhibitors will take place. Beverages and a delightful buffet with multiple courses will be served. A varied entertainment programme with a special highlight will be offered.

This event is the perfect opportunity to talk to customers, colleagues and business partners in a relaxed atmosphere.


Each participant has to pay a fee of € 49.-- + VAT.

Purchased tickets may be refunded up until 15 April 2019. Tickets returned after this date cannot be refunded due to organisational reasons.

More information about the time of admission and start of the event can be found directly on the ticket. The ticket must be presented and handed in at the access control.

Overall, we register persons for participation at the evening event.

For orders after January 31, 2019, we charge a 5% administrative charge on the above prices.

 We have recognised and accepted the conditions of participation.
All listed prices are subject to statutory VAT.

.....
Location, Date

Signature

16.0 Münster Tafel e.V.

Date: 01/31/2019

EXHIBITOR (Enter all information in block letters)

HALL

STAND

The association Münster-Tafel e. V. was founded in February 1998. Volunteers collect the faultless, but unsellable and remaining food from producers and retailers free of charge and distribute them among the disadvantaged. The non-profit organisation drives regularly to ca. 170 delivery points, e.g. bakeries, retailers, wholesalers and the weekly market.

At the moment, there are 88 distribution sites: Halfway houses for homeless people, women's centres, collective housing for asylum seekers and refugees, kindergartens and day-care centres, schools, MS patients, youth centres in disadvantaged areas and collecting sites in parishes. There, the food is distributed. This work benefits over 9,000 people each week. For many years now, the Einkaufsgesellschaft freier Tankstellen mbH has supported the Münster-Tafel e. V. in its important and commendable work. Therefore, we request all exhibiting companies, and especially those in the branch of food and beverages, to participate on the occasion of the trade fair TANKSTELLE & MITTELSTAND.

At the end of both days of the trade fair, the remaining food and beverages (bakery products, ice-cream, beverages etc.), which are no longer usable or sellable, are picked up at your stand by the volunteers of the Münster Tafel. Please prepare and mark these goods. **The volunteers will arrive ca. thirty minutes before the official end of the trade fair (ca. at 5.30 p.m.)**

If you are also interested in donating instead of disposing your goods, we ask you to fill out this form and instruct your personnel at the stand accordingly. The collected confirmations will be sent to the Münster-Tafel for the logistical purposes. Please send your queries to the Münster Tafel e. V.:

Münster-Tafel e.V.
Roland Goetz
Weseler Straße 370a
48163 Münster
Telefon: 0251-6743122
E-Mail: kontakt@muenster-tafel.de

Yes, we would like to donate our remaining food and beverages to the Münster Tafel e.V.
and we will have it prepared for collection on 8 May 2019 at 5:30 p.m.

Yes, we would like to donate our remaining food and beverages to the Münster Tafel e.V.
and we will have it prepared for collection on 9 May 2019 at 5:30 p.m.

.....
Location, Date

Signature

17.0 Hotel Reservation

Date: **IMMEDIATELY**

EXHIBITOR (Enter all information in block letters)

HALL

STAND

As of now, hotel reservations for the trade fair TANKSTELLE & MITTELSTAND ´19 can be made via the eft cooperation partner HRS (Hotel Reservation Service).

You will find a button on the eft homepage under www.eft-service.de/messe/besucherinfos and on the trade fair homepage www.tankstellenmesse.de with a link to the HRS reservation page:



The screenshot shows the HRS website interface. At the top, there is a navigation bar with the HRS logo, eft and bft logos, and contact information: "HRS mobile", "English", and "+49 221 2077-7320". Below the navigation bar, there is a search form with the following fields: "Your destination" (Münster), "Arrival" (07/05/19), "Departure" (09/05/19), "Single rooms", "Double rooms", "Adults", and "Children" (0). There is also a "Search for hotel" button. To the right of the search form is a large image of a trade fair booth with the text "TANKSTELLE & MITTELSTAND ´19". Below the search form, there are four checkmarks indicating benefits: "Daily-updated prices", "Hotel evaluations as a booking recommendation", "Best conditions", and "Quick and easy booking". Below these, there are two promotional banners. The first banner is titled "Save 50% with new top hotels every day!" and mentions "HRS Deals". The second banner is titled "HRS App for your iPhone" and shows a smartphone displaying the app. At the bottom, there is a section titled "HRS Guarantee" with three checkmarks: "Secure SSL data transfer", "Data protection guaranteed", and "Transparent pricing – no hidden charges". To the right of this section is a "Theme Hotels – Hotel variety at HRS" section with four images: "Spa", "Chateau & Castle", "Beach", and "Golf".