

**Application form for renting side rooms at Stage|Set|Scenery  
from 20 – 22 June 2017**

**Closing date:** 2 May 2017  
**Application:** E-Mail [stage-set-scenery@messe-berlin.de](mailto:stage-set-scenery@messe-berlin.de) or  
Fax +49 (0)30 3038 2089

**Company**

\_\_\_\_\_  
P.O. box / street

\_\_\_\_\_  
Postal code                      City    Country

\_\_\_\_\_  
Contact person    E-Mail

\_\_\_\_\_  
Telephone    Fax    Website

\_\_\_\_\_  
GP ID (to be filled in by Messe Berlin)

**Invoice address (if differing from address above)**

**Company**

\_\_\_\_\_  
P.O. box / street

\_\_\_\_\_  
Postal code                      City    Country

\_\_\_\_\_  
Telephone    Fax    Website

On page 2 you can find the form to fill in your requirements concerning the side room. Once we received your signed application form, we will check the availability and send you an offer for rental fee and technique. If you require catering for your room, Capital Catering GmbH will send you a separate offer.

By signing this application form I accept the following Conditions of Participation (see page 3).

**Place and date**

**Stamp and legally binding signature**

\_\_\_\_\_

**We would like to rent the following side rooms (subject to availability):**

Date \_\_\_\_\_ Time (from – to) \_\_\_\_\_

Number of persons \_\_\_\_\_

Contact person on-site (Name, E-Mail) \_\_\_\_\_

Required room (see website <http://www.stage-set-scenery.de/en/Aussteller-Service/> )  
\_\_\_\_\_

Form of Seating (number of chairs/tables) \_\_\_\_\_

Purpose of room use (e.g. storage, conference, meeting) \_\_\_\_\_

**Technical requirements:**

Microphone (type of microphone) \_\_\_\_\_

Laptop

Speaker's desk

Beamer

Screen

**Other requirements – please specify:**  
\_\_\_\_\_

**Catering Service:**

For catering service please contact Capital Catering GmbH,  
Tel. +49 (0)30 3038-3920 - Fax +49 (0)30 3038-1992, [info@capital-catering.de](mailto:info@capital-catering.de), [www.capital-catering.de](http://www.capital-catering.de).

Date \_\_\_\_\_ Time (from – to) \_\_\_\_\_

Number of persons \_\_\_\_\_

Contact person on-site (Name, E-Mail) \_\_\_\_\_

Required room (see website <http://www.stage-set-scenery.de/en/Aussteller-Service/> )  
\_\_\_\_\_

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## Conditions of participation

### 1. Rental fees, payment of rent, application deadline

Upon receipt of the application, Messe Berlin GmbH (lessor) shall send the applicant (lessee) a confirmation for the room booking. An invoice for the rented room as specified in the quotation and for any additional services that have been ordered such as catering, artwork or personnel, shall be made out to the lessee after the event. The total costs shall be subject to statutory VAT as valid at the time of the event.

The rooms shall be allocated by Messe Berlin GmbH. Approval of events is subject to availability of rooms and dates. Technical equipment for the rented room must be ordered at least 4 weeks prior to the start of the event.

### 2. Admission

Persons using the rented room and visitors to the event staged in this room must have a valid ticket for Stage|Set|Scenery in order to enter the exhibition grounds.

### 3. Cancellation

Messe Berlin shall charge a processing fee of € 100.00 for cancellations received after expiry of the official application deadline of 01 May 2015.

### 4. Changes

The client must inform Messe Berlin in writing of any changes. Requests to change seating arrangements are subject to a charge if submitted less than one week prior to the event.

### 5. Duration of use

The hall/room is available 1 hour prior to the start of the event and has to be vacated ½ hour after the end of the event, unless other times are specified in the application. Advertising or similar display material must be removed.

### 6. Note

Upon signing the application for an event, the applicant accepts all conditions of participation as being legally binding.

### 7. Requirements concerning rented objects

The lessee shall return the rented object to its original condition and shall remove, before the end of the rental period and at his own expense, all items he has brought into the room(s). The lessor assumes no liability for items brought into rented rooms by the lessee.

### 8. GEMA fees

The registration of musical works with GEMA (German Society for Musical Performance and Mechanical Reproduction Rights) and payment of GEMA fees are the sole responsibility of the lessee.

### 9. Domiciliary rights

The lessor exercises domiciliary rights in all rented rooms. Whenever necessary, the lessor's staff, catering service providers, emergency medical services as well as the police, fire service, permanent tenants and control staff shall have access to the rented rooms and shall not be hindered from performing their work or duties.

### 10. Catering

All catering rights for the rented premises are held by Capital Catering GmbH.

### 11. Extraordinary termination of contract

Notwithstanding other statutory rights, the lessor has the right to terminate the lease agreement without notice if:

- the lessee fails to meet his obligations under the lease agreement within a reasonable period as set down by the lessor, despite a warning notice by the lessor;
- the lessee changes the purpose of the event without obtaining the lessor's consent;
- staging of the event endangers public safety and order or involves the risk of personal injury or material damage owing to circumstances which have become known to the lessor subsequent to conclusion of the agreement.
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### 12. Amendments to the agreement

Amendments or additions to the agreement, including the present terms and conditions, must be made in writing. If the lessee wishes to use rented objects or services that are not specified in the lease agreement, he must obtain the lessor's consent prior to using these objects or services. The additional agreement then becomes part of the lease agreement.