

Messe Friedrichshafen GmbH  
Postfach 20 80  
D-88010 Friedrichshafen  
Germany

Phone +49 (0)75 41/708-0  
Telefax +49 (0)75 41/708-110

Please return one copy

Please use the enclosed address stickers (or fill in)

**Exhibition/Event:** \_\_\_\_\_

Open-air       Hall      Stand no. \_\_\_\_\_

**Exhibitor's address**

\_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Official in charge \_\_\_\_\_

Phone/mobile phone \_\_\_\_\_

E-mail \_\_\_\_\_

**No. 19 – Order for stand guarding\***

\* Messe Friedrichshafen GmbH is only the mediator for your order.  
The contractor is My v.i.p. service GmbH & Co. KG,  
Neue Messe 3, 88046 Friedrichshafen, Tel. +49 (0) 75 41/708-8 52 and -8 53  
Fax +49 (0) 75 41/708-337, info@my-vip-service.

Herewith we order stand guarding as following:

**Stand guarding during stand construction**

No. of guards	date from	to	= sum nights	start of work	end of work	hours/day	x days	total hours	€/hour	€ total
									18.50	

**Stand guarding during the exhibition**

No. of guards	date from	to	= sum nights	start of work	end of work	hours/day	x days	total hours	€/hour	€ total
									18.50	

**Stand guarding during stand dismantling**

No. of guards	date from	to	= sum nights	start of work	end of work	hours/day	x days	total hours	€/hour	€ total
									18.50	

sum € \_\_\_\_\_  
+ VAT \_\_\_\_\_  
**total € \_\_\_\_\_**

**Orders guard-company:**

It is important to ensure, in depending on the size and clarity of the stand to be guarded, according to the number of stand guard persons so that preservation of the stand can ensure. This condition is crucial for the acceptance of liability by the company MY v.i.p. service GmbH & Co. KG. Messe Friedrichshafen GmbH will be responsible for providing general supervision of the halls and the open air grounds for the duration of the exhibition. During construction and dismantling a night supervision is provided.

The organiser is entitled to implement any measures needed for carrying out checks and providing security cover. If security cover for the stand itself is required, this must be organised by the exhibitors themselves. Security officers to guard the stands may only be obtained from the security company appointed by MFN. **The minimum duty is 6 hours, it is essential to ensure that a transfer of the protected item by the stand guard at the current state is responsible for ensuring.** The listed prices are net. The prices do not include VAT. The MFN is authorised to carry out the necessary steps of supervision and security.

The invoice will be sent from a guard company authorised by MFN.

**Your order and legally binding signature confirms acknowledgement of the overleaf general Terms and Conditions of the My v.i.p. service GmbH & Co. KG.**

place \_\_\_\_\_ date \_\_\_\_\_

company stamp and legally binding signature \_\_\_\_\_

We acknowledge the "Technical Guidelines".

## General Terms and Conditions

### of the Security Comp. My v.i.p. service GmbH & Co. KG

#### 1) General

- a) Security services can only be provided by security companies commissioned by Messe Friedrichshafen. The employment of private persons or other security firms for this purpose is prohibited. The security company commissioned by Messe Friedrichshafen is entitled to expel any other, unauthorized security firms from the fairground.
- b) Security services will be provided by uniformed security guards.
- c) The employees of the security company are obliged to enter all occurrences into a security service record, these incidences to be reported to the customer by security management.
- d) Since all the items and objects listed in the security service records are reviewed when a stand is handed over, or returned, the process of handing over and returning a guarded stand shall only proceed in the presence of authorized persons.

#### 2) Limitation of Liability

- a) The security company is obliged to place a contract with an insurance company for third party insurance in accordance with §6 of the ordinance applying to security service companies. The liability follows from the liability insurance for security services companies in Germany. The customer entitled to demand evidence that such insurance has been taken out.
- b) The extent of liability shall be restricted to the following sums \*)
 

I) personal injury	1,000,000.00 €
II) damage to property	250,000.00 €
III) for the loss of guarded items	15,000.00 €
IV) for pecuniary loss	12,500.00 €
V) for the loss of keys	100,000.00 €
- c) The sum insured is limited to the legal minimum amount of liability insurance applicable to security companies.  
\*) Liability coverage may be extended upon payment of a surcharge.
- d) In addition to the conditions in 2 a) – c) the security company shall be liable without limit for damage claims of any kind, irrespective of the legal grounds, in the event of damages resulting from deliberate or grossly negligent actions on the part of the company, its legally appointed representatives, or senior employees.

#### 3) Liability Claims

- a) The employees of the security company are obliged to enter all occurrences into a security service record, these incidences to be reported to the customer by security management. These records shall contain all items and objects to be covered by the liability insurance of the security company in the event of loss, risk or damage. The signatures put under these records are legally binding and apply to all details included in the provision of security services. The security company shall assume liability to a maximum total of 15,000.00 Euros for objects either damaged or lost in the course of verifiable security services. This applies expressly only to such objects as have been entered into the security service records.

Any damages to, or losses of, such items or objects must be claimed immediately once they are handed over in the presence of security management. All liability shall be forfeit in the case of a belated statement or communication of a claim.

The security company does not assume liability for any items or objects that have not been listed in the records. Security management must be informed if the customer refuses to put his signature under the hand-over minutes when he returns the stand. The absence or loss of a guarded item or object is the only reason acceptable for refusal.

Should the signature be refused without a statement of reason, or by stating any other reason(s), the security company excludes liability for the entire security service period. After termination of the Trade Fair/ event the security service records shall be handed over to Messe Friedrichshafen. Customers wishing to provide evidence of the security services rendered are entitled to ask for the release of these records at any reasonable time.

- b) If the security company, or its insurers, refuse to accept a claim for damages, then the customer must pursue the claim through the courts within a period of 3 months, otherwise any claim shall be forfeit.

#### 4) Order Processing / Conditions of Payment / Cancellations

- a) Stand security personnel can only be ordered directly from Messe Friedrichshafen by using the appropriate order form 19.
- b) Invoices will be sent from the guard company, authorised by Messe Friedrichshafen. The settlement of these invoices is immediately due upon receipt. Cost set-offs or retention of security fees are not permitted. Irrespective of this, Messe Friedrichshafen is entitled to issue invoices before or during the Trade Fair/event to be settled immediately in cash or by check. The terms of payment also can differ per order or payments on account be demanded.
- c) The invoice shall contain a detailed list of the security company's duty hours. Only the hours actually worked for and documented in the hand-over minutes shall be invoiced. Deviations between hours planned and actually worked for are to be corrected and considered directly upon invoicing.
- d) Cancellations or reductions of services already ordered must be communicated in writing to my v.i.p. service no later than 24 hours prior to the commencement of security duty. Cancellations or reductions will be charged to the account of the customer if necessary without deductions, even in the event of non-performance.

#### 5) Surcharges

- a) All orders received prior to the set deadline will be charged with the regular rate per hour of service. In cases of belated arrival of orders the following surcharges ensue:
 

14 days prior to onset of the event	25 %
up to 7 days prior to onset of the event	50 %
on the day security service begins	100 %

#### 6) Begin of contract

The guarding contract is obligatory on the guarding enterprise from the time the contracting body receives the written order confirmation of the customer.

#### 7) Place of jurisdiction

Place of jurisdiction is the seat of the management of the guarding enterprise as far as nothing else is agreed.

01/2011