



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 maurice.panitz@jwmarriott.com or at the following number: +49 (0) 30 2065 1425

Contact Information

Event Name: _____

Event Date: _____

Booth name/number: _____

Company Name: _____

Contact Person: _____

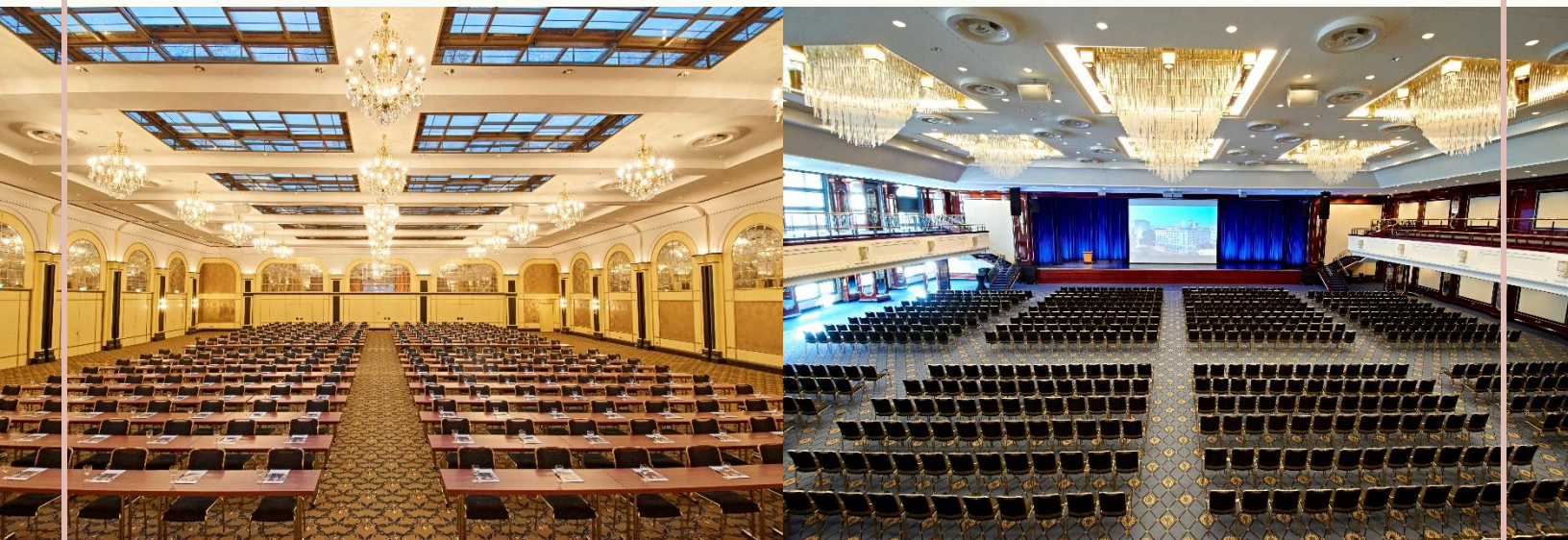
Invoicing address: _____

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.

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 €			

Equipment

Furniture	Description	Price per Piece / per Day	Date	Date	Date
			Amount	Amount	Amount
Standing Table		39,00 €			
Bar Chair		27,00 €			

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.

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

Client signature

Place, Date

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.