

Order form for set-up and dismantling assistants



Please note that this form must be submitted by 28.09.2021

Event year: _____ Event number: _____

Contracting party and invoice recipient:
(Invoices are always addressed and sent to this contracting party.)

Messe Frankfurt Venue GmbH
V2 Services
Ludwig-Erhard-Anlage 1
60327 Frankfurt am Main, Germany
Phone + 49 69 75 75-0
www.messefrankfurt.com

Contact details:

Company name and legal form:*

MF customer number:*

Order number:*

VAT ID (EU):*

Tax number (Non-EU):*

Mobile phone (with country code):

Contact person:*

Hall / stand number:*

Street address:*

Length:

Postcode / Town/City:*

Width:

Country:*

Area:

Email address:*

* The fields marked with an asterisk are mandatory and must be filled in.

Your point of contact:

If you have any questions, please contact:

Event Production GmbH

Phone:

+49 69 25 47 42 85 0

Email:

messe@evpro.net

Set-up and dismantling assistants

Messe Frankfurt Venue GmbH will be happy to arrange set-up and dismantling assistants for you who can be used for the following activities:

- Loading and unloading trucks
- Transporting boxes/crates
- Unpacking boxes/crates
- Packing boxes/crates
- Stocking the stands

Please also note the following:

- The minimum period for which any set-up/dismantling assistant can be ordered is four hours. The maximum working period for each such assistant is ten hours. Any partial hours worked will be charged as full hours. If an assistant works for a period of more than four hours, they are entitled to a 30 minute break. The customer will be charged for this break.
- These activities may only be carried out in accordance with the applicable Employers' Liability Association regulations.
- If, however, the customer instructs these assistants to carry out activities that are not permitted under the Employers' Liability Association regulations, the customer shall be solely liable. Assistants provided by Event Production GmbH are obligated to refuse to carry out such activities, insofar as they are able to recognise their impermissibility pursuant to the regulations of the Employers' Liability Association. Whenever there is doubt, these assistants will consult with Messe Frankfurt Venue GmbH without delay.

Please submit your enquiries no later than four weeks before the start of the event by email to messe@evpro.net.

For orders received after this time, we will include the additional expenses entailed in our offer.

Company name and legal form:

Customer number:

Hall / stand number:



31505000

Set-up and dismantling assistants
for simple activities, per hour

Normal price

€28.00

We can take on simpler tasks, such as assisting with set-up and dismantling, packing and unpacking your goods and equipment, transport, and loading and unloading your delivery vehicles.

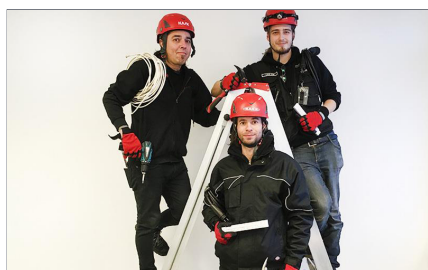


31505010

Set-up and dismantling assistants
for complex activities, per hour

€30.00

We can take on more complex tasks, such as simple installation work, the installation of floor coverings and simple repairs to stand facilities.



31505020

Set-up and dismantling assistants
for skilled activities, per hour

€34.00

We can take on skilled tasks, such as installation work that requires protective equipment for working at height. The performance of rigging activities of any kind as part of this service is expressly excluded.

Messe Frankfurt Venue GmbH collects and uses the data you provide here to process your order.
Further information according to article 13 and 14 GDPR please find under messefrankfurt.com/privacy.

I hereby place a binding order.
☐

This order is subject to our terms and conditions of supply in the attachment.
Prices are per item or m² in € and do not include VAT.



I hereby confirm that I have read and accepted the terms and conditions of supply in the attachment.

Please save this form in PDF form for your own records before sending.

Terms and conditions for the supply of set-up and dismantling assistants

1. Order placement

(1) Clicking on the "I hereby place a binding order" button automatically submits a binding order, both from the shopping cart in Messe Frankfurt's Shop for Exhibitor Services and from PDF forms.

(2) For orders received online or in writing less than four (4) weeks before the start of the event, Event Production GmbH will invoice the additional expenses entailed.

2. Description of services to be provided

Event Production GmbH shall arrange for the provision of set-up and dismantling assistants on the basis of the exhibitor order.

Event Production GmbH makes sure that all of your orders are dealt with promptly, and maintains an order desk in the office on the exhibition grounds during the advance and regular set-up and dismantling periods. The activities to be performed for customers ordering auxiliary services are defined as follows:

Simple activities:

- Assisting the customer with set-up and dismantling.
- Packing and unpacking goods and equipment under the customer's supervision.
- Loading and unloading delivery vehicles.
- Placing goods in the stand under the customer's supervision.
- Transporting stand equipment, furnishings and exhibits.

Complex activities:

- Simple installation work that does not require protective equipment for working at height.
- Simple installation work involving the use of tools, insofar as this does not conflict with other technical services (in particular, electrical installations, water, suspensions, rigging etc.).
- In the event that Event Production GmbH should determine that commissioned work conflicts with other technical services, Event Production GmbH will transfer responsibility for the requested tasks to the responsible technical service department and inform the customer thereof.
- Installation of floor coverings, insofar as these are the exhibitor's own coverings.
- Simple repairs to stand facilities, such as chairs, cupboards, shelving etc.
- Carrying out independent activities for the customer, such as dismantling the stand. For safety reasons, this activity can only be carried out by 2 assistants working together.
- Independent packing activities not requiring instruction by the customer.
- Transferring packed stand furniture and accessories under their own responsibility to a forwarding agent designated by the customer.

Skilled activities:

- Installation work that requires protective equipment for working at height. The performance of rigging activities of any kind as part of this service is expressly excluded.

Supervisory activities:

- In consultation with the customer, a supervisor will be employed for complex auxiliary work on site.
- The supervisor will independently plan personnel and time requirements in accordance with the order.
- The supervisor will organise the commissioned activities on the basis of the stand plan.
- The supervisor cannot be ordered independently by the customer. Instead, the supervisor will, following consultation with the customer, be invoiced to the customer by Event Production GmbH. For this purpose, Event Production GmbH will submit a corresponding offer to the customer, which the customer must accept if they would like to utilise the supervisor.

Subsequent changes to the period booked that are made by the customer:

- The customer can shorten the period booked at any time, but must still pay for the entire period if it is not possible to find other duties for any assistants that were booked.
- It is fundamentally possible to extend the original period booked following consultation with Event Production GmbH, but this cannot be guaranteed. If the staff that were booked have already been scheduled to perform a different task following the period originally booked, Event Production GmbH will attempt to find a replacement assistant.

Definition of the minimum period for which a service can be booked:

The minimum period for which Event Production GmbH will accept customer orders is 4 hours. The order must be placed no less than 24 hours in advance of the planned deployment.

Permissible activities for Event Production GmbH and exclusions vis-à-vis other technical services:

Permissible activities:

- Painting work: only on the exhibitor's own walls, not on Messe Frankfurt's wall systems
- Carpentry: only on the exhibitor's own walls, not on Messe Frankfurt's wall systems
- Transport services solely with (the exhibitor's own) ground conveyance equipment

Non-permissible activities:

- Stand guards
- Electrical installations
- Water installations
- Rigging services
- Driving forklifts
- Painting work on Messe Frankfurt's wall systems
- Carpentry work on Messe Frankfurt's wall systems

This list is not meant to be complete.

Event Production GmbH uses an electronic data collection system for order processing.

3. Invoicing

(1) Invoices shall be due and payable upon receipt. Event Production GmbH shall also be entitled to issue invoices before the performance of services.

(2) The charges listed in the currently valid price list shall be binding upon both parties hereto. Any services that do not appear in the list are not included in the charges stated therein and shall, where applicable, be invoiced separately.

(3) Counterclaims can only be offset if they are undisputed or have been confirmed by a court of law in a final form.

(4) Complaints regarding activities either not being carried out or not being completed must be received by Event Production GmbH by no later than the following day. Any complaints received thereafter will be disregarded.

(5) Event Production GmbH will charge a handling fee of €50.00 plus VAT for subsequent changes to the invoice that are necessary as a result of changes to the invoice recipient, address changes etc. This fee will be shown on the modified invoice.

4. Cancellation by the customer

- A booking is considered to have been made with a long or moderate lead time if the order was placed by 14 days before the assistant is to be utilised.

- A booking is considered to have been made with a short lead time if the order was placed less than 4 days before the assistant is to be utilised.

- For bookings with long or moderate lead times, the customer can cancel the order up to 4 days before the planned deployment of the assistant, but no later than 4 days before the start of the event. However, the customer shall still be liable to the contractor for the wage costs of the assistant unless it is possible to find a different task for them to perform.

- For bookings with short lead times, it is not possible to cancel the order once the order confirmation has been sent.

5. General conditions

(1) Both parties to the agreement accept these terms and conditions as integral parts of the agreement binding upon both parties.

(2) Should individual provisions of this agreement be or become invalid, the validity of the remaining provisions shall not be affected. In such a case, both parties to the agreement undertake to replace any invalid provision with a valid provision that most closely achieves the commercial purpose intended by the invalid provision.

(3) Both parties to the agreement explicitly agree Frankfurt am Main to be the place of performance and jurisdiction for all claims and disputes arising from this agreement.