

Order forms — simplifying the process

Guidelines for use



Dear Sir/Madam,

Order forms are used for ordering Messe Frankfurt services for **Frankfurter Buchmesse**. We compiled these guidelines to help you fill out these forms.

We designed these forms to simplify the process of ordering services. That is why the forms have editable fields. Please use these fields and complete the forms on a PC or laptop.

This allows us to automatically feed the data into our order process when you return the forms, helping us to process orders quickly and reducing the number of queries.

In the following pages, you will find tips on how to complete individual sections of the forms and on various functions.

Best regards,
Messe Frankfurt Venue GmbH
Customer Service Team
Ludwig-Erhard-Anlage 1
60327 Frankfurt am Main
Germany
Phone: +49 69 75 75-54 08
Email: customerservice@messefrankfurt.com

Order form for renewable energy

Logo

Please note that this form must be submitted by xx.xx.xxxx

Event year: _____ Event number: _____

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

Contact details:

| | | | |
|-------------------------------|-------|-----------------------------------|-------|
| Company name and legal form:* | _____ | MF customer number:* | _____ |
| _____ | _____ | Order number:* | _____ |
| _____ | _____ | WAT ID | _____ |
| _____ | _____ | IEU:* | _____ |
| Contact person:* | _____ | Tax number (non-EU):* | _____ |
| Street address:* | _____ | Mobile phone (with country code): | _____ |
| Postcode / Town/City:* | _____ | Hall / stand number:* | _____ |
| Country:* | _____ | Length: | _____ |
| Email address:* | _____ | Width: | _____ |
| | | Area: | _____ |

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

Your point of contact:

| | | |
|---|--------------------|-----------------------------------|
| If you have any questions, please contact: | Phone: | Email: |
| Electricity Team | +49 69 75 75-66 70 | bestelleingang@messefrankfurt.com |

Here you can see an excerpt of a sample form showing the fields for the customer's data.

Order form for renewable energy

Please note that this form must be submitted by xx.xx.xxxx

Event year: _____ Event number: _____

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

Contact details:

Company name
and legal form:*

Final deadline for submission of form:
Please understand that there are order deadlines for some services. These ensure that set-up runs smoothly for the event.

For certain products, an express surcharge in the amount of 25% of the product price (plus VAT) will be levied on orders submitted less than 22 calendar days before the start of the event to cover the additional expenses entailed. Products subject to this express surcharge are indicated by a pictogram.

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

Contact details:

Company name
and legal form:*

Contact person:*

Street address:*

Postcode / Town/City:*

Country:*

Email address:*

Contact details:
Please enter the customer ordering the services here. Please note that the company named here is both the contracting party and recipient of services. As a result, the invoice will be sent to the company specified here.

Please understand that we must charge a fee (€50.00) for any changes to the invoice due to the time and effort involved.

MF customer number:*

Order number:*

VAT ID
(EU):*

Tax number
(Non-EU):*

Mobile phone
(with country code):

Hall /stand number:*

Length:

Customer number/Order number:
The customer number field makes it easier for us to enter the order into our system and allows us to process it quickly. That is why we ask that you enter the Messe Frankfurt customer number here (if known).

If you do not have the Messe Frankfurt customer number, please enter your guest event organiser's customer number instead. Please place a "GV" in front of the guest event organiser's number (e.g. GV 123456789).

Order number: * **i**

VAT ID (EU): *

Tax number (Non-EU): *

Mobile phone (with country code):

Hall / stand number: *

Length:

Width:

Area:

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

Tax Identification Number and Hall / Stand number: Please note that these are mandatory fields, and the order cannot be processed without this information.

It is only necessary to fill in one of the following two fields, "VAT ID Number" and "Tax Identification Number" (depending on whether the company has an EU or non-EU tax number).

Order number: * **i**

VAT ID (EU): *

Tax number (Non-EU): *

Mobile phone (with country code):

Hall / stand number: *

Length:

Width:

Area:

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

Other fields: These fields are not mandatory, and any information you provide here is voluntary. Even so, entering a mobile phone number makes it easier for us to get in contact if we have any questions.

Your point of contact:

If you have any questions, please contact:

Electricity Team Phone: +49 69 75 75-66 70 Email: bestelleingang@messefrankfurt.com



Figure 1

Main electrical connection, including a 24-hour electrical socket and 3 additional electrical sockets, e.g. for a coffee machine or a kettle.

| | | | Normal price | Express price (from 21 days before the event) |
|----------|---|------------------|--------------|---|
| 32001035 |  | 1-3 kW, per item | €279.50 | €349.38 |
| 32001056 |  | 4-6 kW, per item | €393.00 | €491.25 |

21 days Express surcharge

Your point of contact: If you have any questions regarding products, simply contact the responsible teams using the phone number and email address provided – they will be happy to assist you.

If you have any questions, please contact: **Phone:** **Email:**

Electricity Team +49 69 75 75-66 70 bestelleing@messefrankfurt.com



Figure 1 Main electrical connection, including a 24-hour electrical socket for a coffee machine or a kettle.

| | | | | |
|----------|----------------------|----------------------|----------------------|------------------|
| 32001035 | <input type="text"/> | <input type="text"/> | <input type="text"/> | 1-3 kW; per item |
| 32001056 | <input type="text"/> | <input type="text"/> | <input type="text"/> | 4-6 kW; per item |

Express surcharge (21 days)



Figure 2 Main electrical connection, including a 24-hour electrical socket and connection option for 2 CEE couplings.

Entering your order:
Please enter the quantity you are ordering in the corresponding item field.

Company name and legal form: **Customer number:** **Hall / stand number:**

Figure 3



Figure 3 Includes a 24-hour electrical socket (maximum 1 kW), e.g. for refrigerators, and a connection option for electrical sockets and CEE couplings.

| | | | | Normal price | Express price (from 21 days before the event) |
|----------|----------------------|----------------------|----------------------|------------------|---|
| 32001040 | <input type="text"/> | <input type="text"/> | <input type="text"/> | 1-3 kW; per item | €229.00 €286.25 |
| 32001050 | <input type="text"/> | <input type="text"/> | <input type="text"/> | 4-6 kW; per item | €349.50 €436.88 |



Figure 4 Includes a 24-hour electrical socket (maximum 1 kW), e.g. for refrigerators, and a connection option for electrical sockets and CEE couplings.

| | | | | Normal price | Express price (from 21 days before the event) |
|----------|----------------------|----------------------|----------------------|--------------------|---|
| 32001060 | <input type="text"/> | <input type="text"/> | <input type="text"/> | 7-10 kW; per item | €531.50 €664.38 |
| 32001070 | <input type="text"/> | <input type="text"/> | <input type="text"/> | 11-15 kW; per item | €738.00 €922.50 |

Company details:
To ensure that your order is clearly identifiable, the company details appear again along the top of the page. This is done automatically on each page, so you do not have to enter this information manually.

Due to the fact underfloor installation is not usually possible, we require floors to be raised by at least 7 cm to enable installation of your supply lines.

Our floor is raised by > 7 cm.

I have entered my plans in the attached "Stand sketch" PDF.

Messe Frankfurt Venue GmbH collects and uses the data you enter here to process your order. You will find further information in accordance with Articles 13 and 14 of the GDPR at messefrankfurt.com/privacy.

Express surcharge (21 days): For certain products, an express surcharge in the amount of 25% of the product price (plus VAT) will be levied on orders submitted less than 22 calendar days before the start of the event to cover the additional expenses entailed. Products subject to this express surcharge are indicated by a pictogram.

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 place a binding order. 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.

Renewable energy – page 5 

Privacy policy:
Messe Frankfurt guarantees that this data is used solely to process the order. You will find further information in accordance with Articles 13 and 14 of the GDPR at www.messefrankfurt.com/privacy.

Please note that we must impose a surcharge when specially designated items are order 21 days or less before the event.



For certain products, an express surcharge in the amount of 25% of the product price (plus VAT) 22 calendar days before the start of the event to cover the additional expenses entailed. Products subject to this express surcharge are indicated by a pictogram.

I hereby place a binding order.



This order is subject to our terms and conditions. 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.

Renewable energy – page 5

Send button:

Clicking on this button generates the order for Messe Frankfurt services. An email is created automatically. You must simply send it to the email address that has already been entered. It is only at this point that your order is submitted to Messe Frankfurt.

Please note: The order is valid without signature, and submitting it creates a binding obligation to pay for the services ordered.

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e with Articles 13 and 14 of the GDPR at messefrankfurt.com/privacy.

charge in the amount of 25% of the product price (plus VAT) will be levied on orders submitted less than 22 calendar days before the start of the event to cover the additional expenses entailed. Products subject to this express surcharge are indicated by a pictogram.



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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.



Order and Supply Conditions:

This is a mandatory field because the order is subject to the corresponding Order and Supply Conditions. Your order cannot be submitted until you have agreed to these conditions.

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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.



Copy of the order:

Before submitting the order, please save a copy for the company's records.

We will be happy to assist you – simply give us a call: [+ 49 \(0\)69 75 75-54 08](tel:+49(0)6975755408)

Or you can send us an email: customerservice@messefrankfurt.com

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60327 Frankfurt am Main
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