

Exhibition \_\_\_\_\_

Hall/Stand no. \_\_\_\_\_

Exhibitor (name) \_\_\_\_\_

Exhibitor (address) \_\_\_\_\_

services on request	amount	price (net)	unit	service partner
Booth guarding during booth construction date from: _____ date to: _____ date from: _____ date to: _____		€ 24.25	hour	The respective service partner can be found in the terms and conditions.
Booth guarding during the exhibition date from: _____ date to: _____ date from: _____ date to: _____		€ 24.25	hour	
Booth guarding during booth dismantling date from: _____ date to: _____ date from: _____ date to: _____		€ 24.25	hour	

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) 7541 708-853 or -852

Fax: +49 (0) 7541 708-337

Email: info@my-vip-service.de

**Following rules are applicable:**

In order to provide full guarantee of security on your stand it is mandatory to order number of personal according to size and design/structure of stand. This requirement is crucial for the

acceptance of liability by MY v.i.p. service GmbH & Co. KG. During the event exhibition site is being protected against unauthorized entry and against outside intrusion. General supervision of halls and open air grounds during the construction and dismantling time a night patrol is being provided by Messe Friedrichshafen GmbH.

Security services for stands must be ordered via official contractor appointed by Messe Friedrichshafen GmbH. Minimum duty time are 6 hours/person. Please make sure that stand handover to security (and vice versa) takes place with stand personal present. Stated prices are net prices. Messe Friedrichshafen is authorized to carry out necessary steps of supervision and security measures. Services rendered will be invoiced by the official contractor appointed by Messe Friedrichshafen.

I have read and agree to the terms and conditions, the technical guidelines and the privacy policy.

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

\_\_\_\_\_ legally binding signature

# TERMS AND CONDITIONS

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## General

1. Security services may be provided by official contractor, only. Not authorized security personal is subject to being expelled from the premises by official contractor.
2. Security services will be provided by uniformed security guards.
3. Employees of the security company are obliged to enter all occurrences into a security service record. All incidences are to be reported to the customer by security management.
4. Since all items and objects are listed during handover of stand everything recorded will be reviewed at the end of the exhibition when stand is handed back. The process of handing over/returning a guarded stand shall only proceed in the presence of authorized persons.

## Limitation of liability

1. 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 falls under the liability policy for security service companies in Germany. The customer is entitled to demand evidence that such an insurance has been taken out.
2. The extent of liability shall be restricted to the following amounts \*)
  - I) personal injury 1.000.000,00 €
  - II) damage to property 250.000,00 €
  - III) for loss of guarded items 15.000,00 €
  - IV) for pecuniary loss 12.500,00 €
  - V) for the loss of keys 100.000,00 €
3. The sum insured is limited to the legal minimum amount of liability insurance applicable to security companies.  
\*) Liability coverage may be increased upon payment of a surcharge.
4. As opposed to conditions 1. – 3. 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.

## Liability claims

1. Employees of the security company are obliged to enter all occurrences into a security service record. All incidences are 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 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 items or objects 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.

2. 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.

## Order processing/Conditions of payment/Cancellations

1. Stand security personal can only be ordered directly via the official contractor.
2. Services rendered will be invoiced by the official contractor. Payment of these invoices is immediately due upon receipt. Cost set-offs or retention of security fees are not permitted. Irrespective of this, the official contractor is entitled to issue invoices before or during the exhibition/event to be paid immediately in cash or by cheque. The terms of payment also can differ per order or down payments be demanded.
3. 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 are to be corrected and considered directly upon invoicing.
4. Cancellations or reductions of services already ordered must be communicated in writing to the official contractor no later than 24 hours prior to the commencement of security duty. Cancellations or reductions are subject to be charged in full to the client in the event of non-performance.

## Surcharges

1. 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 %
  - 7 days prior to onset of the event 50 %
  - the day security service commences 100 %
2. In case your order is being received after our deadline we reserve the right to withhold a firm commitment.

## Commencement of contract

Contract for security services commences with the fixed date on contract made out to security-company and signed by customer.

## Place of jurisdiction

If not stipulated otherwise place of jurisdiction is the registered office of headquarters of the security-company.

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