

Messe Friedrichshafen GmbH  
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D-88010 Friedrichshafen  
Germany

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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 \_\_\_\_\_

**VAT-Id-No.** \_\_\_\_\_

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

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

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

**No. 14 – Request for personnel placement\***

\* Messe Friedrichshafen GmbH is only the mediator for your order.  
The contractor is My v.i.p. service GmbH & Co. KG,  
Neue Messe 3, D-88046 Friedrichshafen,  
Tel. +49 (0) 75 41/7 08-8 53 and -8 52, Fax +49 (0) 75 41/7 08-3 37, info@my-vip-service.de

Service Personal	Amount	m	f	Date from/to	Time from/to	total hour	€ net/h	€ sum/net
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**Without** Languages – We order state marking as below performed according to following conditions:

Hostesses/Hosts	___	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	<b>18.50</b>	_____
Promotors	___	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	<b>18.50</b>	_____
Booth personnel	___	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	<b>18.50</b>	_____
Leaflets-Distributor	___	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	<b>18.50</b>	_____
VIP Service	___	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	<b>18.50</b>	_____
Car Service/drivers (Vehicles on inquiry)	___	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	<b>30.00</b>	_____

**With** Languages (please fill in which languages) – Service personnel not mentioned on this form can also be supplied by request!

Hostesses/Hosts	___	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	<b>21.50</b>	_____
Promotors	___	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	<b>21.50</b>	_____
Leaflets-Distributor	___	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	<b>21.50</b>	_____
Booth personnel	___	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	<b>21.50</b>	_____

Clothes	<input type="checkbox"/> supplied by customer	sum € _____
	<input type="checkbox"/> please send offer	+ VAT _____
	<input type="checkbox"/> own clothes as foll _____	<b>total €:</b> _____

My v.i.p. service GmbH & Co. KG supplies service personnel according to the requested qualification, requirements and languages. Set cards can be supplied on demand.

The invoice will be issued only by My v.i.p. service GmbH & Co. KG and is payable without discount within 7 days of the date of invoice but not later than 3 days after the end of service.

The order is binding as soon as the order confirmation has been received. In case of a cancellation, My v.i.p. service GmbH & Co. KG is entitled to charge 25% of the contract price if a cancellation occurs 10 days before start of contract; 50% if cancelled 5 days before; and 80% if cancelled 3 days before. For ensuring of your order by the appropriate Personal, should be done a request minimum 14 days before order starting.

**Orderer (addressee of invoice):**

- Exhibitor (see above)  
 Stand builder

Company \_\_\_\_\_

Street \_\_\_\_\_

ZIP/City \_\_\_\_\_

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

company stamp and legally binding signature

We acknowledge the "Technical Guidelines".