

## Stand Rental Contract - Martin-Gropius-Bau - EFM 2011

### Legal Company Name and Billing Address\*

Company Name: .....

Street: .....

Postcode/City: ..... Country: .....

\*Please note that reimbursement of VAT is only possible if you provide us with the company's registered billing address. For further details please see [www.efm-berlinale.de](http://www.efm-berlinale.de)

### Company Information

(will be published in the EFM catalogue and used for website and signage)

Stand Name (if already known) .....

Company Name: .....

Street: .....

Postcode/City: ..... Country: .....

Phone: ..... Fax: ..... Email: .....

Stand Coordinator: ..... Direct Email: .....

Phone: ..... Fax: .....

Stand at the Martin-Gropius-Bau	Price*/sqm	Size in sqm	Total €
<input type="checkbox"/> Individual stand **	€ 420.00		
<input type="checkbox"/> Umbrella stand **	€ 390.00		
Sharing fee(s) ***	€ 250.00		
<b>Early Bird discount - 10% off until August 31, 2010</b>			
<b>Total net amount</b>			
+ VAT (currently 19%)			
<b>Total rental fee</b>			

\* All prices plus VAT, currently 19%

\*\* The rental price of a stand includes: see reverse side

\*\*\* A sharing fee of €250 must be paid for each additional company sharing the umbrella stand. All sharing fees must be paid by the main contractual partner of the umbrella stand

### Terms of Payment:

20 % advance payment upon signature, latest Sept 15, 2010

(not refundable in case of cancellation)

30 % to be paid by November 30, 2010

50 % to be paid by January 10, 2011

### Means of Payment (please tick):

Bank transfer

Credit Card

Please note:

\* Only American Express, Visa and Mastercard / Eurocard will be accepted.

- A transaction fee of 3% of the total amount will apply to all payments made by credit card.

- If you chose to pay by credit card, please fill in the attached credit card form.

In order to accept the above terms, please tick and sign below:

The undersigned has read and fully recognizes the General Conditions for Stand Rental and the EFM Regulations. (see [www.efm-berlinale.de](http://www.efm-berlinale.de)) The undersigned accepts all terms as binding and agrees to comply with all ensuing obligations for the contract. In order for the present contract to be valid, the EFM will need to confirm the reservation accordingly.

Date: ..... Signature: .....

**Please return the completed stand rental contract to the EFM:**

**Fax: +49.30.259 20 619, Phone: +49.30.259 20 666, Email: [efm@berlinale.de](mailto:efm@berlinale.de)**

**Preliminary Information on Stand Furnishing at the Martin-Gropius-Bau (MGB)**

**Individual Stands include:**

Wall segments \*  
1 EFM unit (lockable)  
1 Sideboard (lockable)  
Internet access  
Electricity  
Basic lighting  
Carpeting (red)  
Signage  
Listing in the EFM catalogue

**Additional equipment based on stand size:**

A) 9-15 sqm	1 Table, standard 4 Chairs, standard 2 Market Badges
B) 16-30 sqm	1 Cabinet/shelf/combined element 1 Closed office ** 2 Tables, standard 8 Chairs, standard 4 Market Badges
C) 31-55 sqm	Wall segments * 2 Closed offices ** 1 Cabinet/shelf/combined element 3 Tables, standard 12 Chairs, standard 5 Market Badges
D) as of 56 sqm	Wall segments * 3 Closed offices ** 1 Cabinet/shelf/combined element 4 Tables, standard 16 Chairs, standard

In addition based on stand size and with prior consultation:  
Wall segments \*  
furnishing  
Market Badges

**Umbrella Stands:**

Wall segments \*  
1 EFM unit (lockable)  
1 Sideboard (lockable)  
Internet access  
Electricity  
Basic lighting  
Carpeting (red)  
Signage  
Listing in the EFM catalogue

In addition based on stand size and with prior consultation:  
Wall segments \*  
Market Badges

\* not in front of museum walls or windows

\*\* up to 3x3m including one door, no wall segments in front of museum walls or windows

**Stands on the Upper Gallery:** The furnishing differs slightly from the above.

**Umbrella Stands:** Furnishing is not included in the rental for umbrella stands and must be ordered individually. A catalogue with a range of furniture will be sent to you via email in November.

**Please note:** We will do our best to fulfill your requests in terms of stand size and location, however, the EFM reserves the right to make changes in size and location of stands at its own discretion.