



Send back to: SAM PRODUCTION GmbH Zschoner Ring 2 01723 Kesselsdorf fon: 035204 79300 fax: 035204 793029 messe@sam-production.de	EVENT
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Note: Please keep in mind that you only can take place an order until 3 weeks before the first official day of installation. Orders after the deadline have an addition of 25%. Orders at the first day of installation may be accepted conditionally and will be calculated on a time and material basis.

Customer data			
Company		Contact Person	
Company (addition)		Fon	
Street		Mail address	
Postal code		VAT Reg No	
City		Fair hall	Fair stand
Country		Dimension of the fair stand (Length x Depth)m Xm	
Billing address (if deviant)			

Form for enquiries of BANNER & ADVERTISING MEDIUM

For the preparation of an offer for the resourcing of suspension points is it important to send us sketches with exact positions and the elevation data of the fixing points. We need also the weights of the suspended loads. Please use page three to answer the questions.

BANNER / ADVERTISING MEDIUM

Order number	Product & description	Unit price	Amount
BW-001	Resourcing of a suspension point for banner and advertising medium by SAM PRODUCTION – Self-installation/dismantling of the banner/Advertising medium (max. 20 kg) by the exhibitor/ trade fair constructor self	60,00 €	
We request the installation of the banner/advertising medium by SAM PRODUCTION:			
BW-002	Resourcing of a suspension point for banner and advertising medium incl. installation/dismantling of the banner and advertising medium. by SAM PRODUCTION. The handover of the banners/advertising medium take place by the exhibitor to SAM PRODUCTION at the location at the first day of installation. The dismantling and the return of the banners/advertising medium take place by SAM PRODUCTION to the exhibitor at the location after the finish of the dismantling or upon consultation.	120,00 €	
BW-003	Resourcing of a suspension point for banner and advertising medium incl. installation/dismantling of the banner and advertising medium by SAM PRODUCTION and incl. transport of the advertising medium to the fair and keeping before and after the fair by SAM PRODUCTION (until max. 7 days) The shipment to SAM PRODUCTION takes place before the official start of installation. The advertising media have to be available 5 days before the official start of installation at SAM PRODUCTION GmbH. They have to be picked up in the next 7 days after the official ending of the event. On subsequent collection SAM PRODUCTION accept any warranty claims. Return delivery on request. The cost of the return delivery are EUR 35,- blanket additional shipping costs.	210,00 €	

The prices apply in addition statutory value-added tax of 19 %. The accounting takes place by SAM PRODUCTION GmbH. The date of payment is 10 days after receipt of the invoice. All invoices have to be payed until the beginning of the first installation day. Cancellations are possible until 3 weeks before the beginning of the first installation day. The payment is non-refundable after service provision.

The implementation of the suspension is conditional to the verifications and releases by SAM PRODUCTION GmbH. We confirm the conditions of the technical specifications and we agree the terms and conditions of business.

Date	Name	Signature/ company stamp
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Form for enquiries of SUSPENSION POINTS

For the preparation of an offer for the resourcing of suspension points is it important to send us sketches with exact positions and the elevation data of the fixing points. We need also the weights of the suspended loads. Please use page three to answer the questions.

SUSPENSION POINTS

Order number	Product & Description	Unit price	Amount
H-001	Fixing point at the axle of the floor joist until to the 10. point max. allowable load 1kN vertical	150,00 €	
H-002	Fixing point at the axle of the floor joist from the 11. point max. allowable load 1kN vertical	125,00 €	
H-003	Fixing point at the axle of the floor joist, load >1kN vertical	On demand	

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Questionnaire for SUSPENSION POINTS
1. In which level are the suspension points/banner needed?
2. Which equipment to you want to fix at the suspension points?
3. How much does the construction weigh? What is the weight per suspension point?
4. When do you start the installation (date and time)?
5. When start the dismantling and when is it finished (date and time)?
6. Do you need additional material? (slings, lifting devices, traverses)
7. Do you need additional services? (installation of banner, attachment of chain hoists)
8. Do you request booth lighting from the hall ceiling? We will gladly submit you an offer.
9. Do you need a power supply for the construction from the hall ceiling? If you have a demand therefore, please let us know the connection type (shockproof plug, three-phase supply) and the information about the total output of the introduced devices in kW.

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Price list ADDITION

STAFF

P-001	Assistant – per hour	28,50 €
P-004	Rigging specialist – per hour	55,00 €
P-007	Specialist of event technology	45,00 €

Additional staff on demand

TRAVERSES

T-001	4-point truss FD34 silver, running meter	12,00 €
T-002	4-point truss FD44 silver, running meter	14,00 €
T-004	3-point truss FD33 silver, running meter	10,00 €

LIFTING DEVICES

H-101	Manual chain hoist, 500kg, 8m chain, without service of securing and releasing (only rental)	30,00 €
H-102	Securing and releasing of the lifting devices per suspension point (incl. cost of a work platform)	70,00 €
H-103	Electric chain hoist D8+	On demand

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Terms of business for the provision of suspensions from the hall ceiling

1. Safety

1.1 For reasons of security are following suspensions **not allowed**:

- Suspensions of stand components
- Securing of stand components or exhibits (they have to be safe at their own)
- Suspended constructions with a fixed or non-positive connection to the hall floor

1.2. The constructions of suspension could only the company change, which have installed them. Changes at the constructions of suspension which are handed over are not allowed.

1.3. The use of lifting devices (for example chain hoist) is mandatory to clear with SAM PRODUCTION GmbH.

1.4. Regarding the installation of suspending devices are the following safety regulations to be noted: DGUV requirement 1 (general requirements), DGUV requirement 17 (event and production sites for scenic presentations), DGUV requirement 54 (winching, lifting and pulling devices) and the Assembly Area Ordinance for Germany.
(Please note the information from the leaflet of attachment equipment and IGVV (SQP1 – Trusses and SQP2 – Electric Chain Hoists)

Please note: rope end connections for lifting

- with wire rope clamps DIN 741 (so-called „Frösche“) are **not allowed**
- have to be DIN 56 921-11 (annex - DGUV requirement 17)

2. Suspensions from the hall ceiling – Important information

2.1. The exhibitor get a fixing point at the requested position above and within the exhibition area by ORTEC Messe und Kongress GmbH or the provider of them, if it fits with the constructional prerequisites. Please note: The suspended construction only could be in the exhibition area. ORTEC Messe und Kongress GmbH check the possibility of the realisation of the requested fixing points in consideration of the documents submitted.

2.2. Suspension from the hall ceiling can only be executed by contracting parties of ORTEC Messe und Kongress GmbH.

2.3. Every used suspension point at the construction of the hall ceiling only can be loaded of 100 kg vertical. The suspended weights are max. 5 Kg / m² exhibition area. Suspensions for larger loads only on demand (the cost for the planning will be put on an invoice). Is the requested fixing point not vertical below a suspension point will the fixing point be constructed with a connection of two or three suspension points. The end of each fixing point is one "O-Ring". Damaged material will be put on an invoice for the exhibitor.

2.4. The exhibitor is required to fix the suspended devices (Decoration, headlights, sonication, banner, flags etc.) or the designated service partner of ORTEC Messe und Kongress GmbH could execute it. Fixing devices for suspended material are not included. If necessary, it could be rented at SAM PRODUCTION GmbH.

2.5. The electric main connection for lighting has to be ordered separate.

2.6. Additional Equipment: The power supply for the lighting comes from the hall floor. The power supply from the hall ceiling is possible on demand and shall presuppose to assume the additional costs.

3. Submitted documents, order deadline

3.1. For the processing of the order are sketches of the side view and the floor plan of the exhibition area with the projection of the fixing points necessary (ISO A3, scale 1:100 or 1:50). The total weight of the suspended construction, the distance of the fixing points to the edge of the stand and the level above the hall ceiling has to be registered in the sketches too. Please sign in a north pointer or the neighbouring stands. Please let us know on which date you need your fixing points. If there is no altitude reading, you get the fixing points on a level of 6 meter above the hall floor.

3.2. We need the documents for preparation until 3 weeks before the official installation day. If the order is too late, there is no guarantee to provide suspensions.
SAM PRODUCTION GmbH reserve the right to calculate an addition of 25% for belated orders. Orders depend on the availability and are at the first day of installation conditionally. Realisation depends on the total load and on the possibilities locally.

3.3. Cancellations are until 3 weeks before the first day of installation possible. If there is a later resignation will the services are calculated. The service will be calculated when the service has already be done too. The same applies when there are other services ordered since the first time.

3.4. In addition apply the general contractual terms for exhibitor's services of ORTEC Messe und Kongress GmbH. Please note the technical requirements for banner on the following page.



Technical requirements for suspended banner

General requirements

- Suspensions for advertising media have to be A1 fire protection classification - DIN 4102 or EN 13501 – non-flammable.
- The maximum weight of the advertising media is 20kg.
- Your banner system has a mounting rod, eyelets and/or guy.
- The provisioned guys have to be A1 fire protection classification - DIN 4102 or EN 13501 – non-flammable (e.g. chain, steel rope).
- Suspension devices only could be charged with the 0.5-fold worth of their sustainability given by the producer.
- The technical requirements (state of the art) have to be followed.
- The maximum wide of the banner is 2m. If your banner is wider than 2 m, please contact us.
- Please let us know how high your banner is. We check the possibility of realisation regarding to the ceiling height.
- Rope clamps („Frösche“) are not allowed.
- If your banner has **no** fixing devices, it has to be configured like:
 - Mounting lug
 - Lug at least 5,5cm diameter
 - Maximum wide of the banner: 2m
 - Loops
 - Loops at least 5,5cm diameter
 - Maximum wide of the banner: 2m
 - Banner with eyelets
 - Inner diameter of the eyelets at least 6mm diameter
 - Maximum wide of the banner: 2m