

Purchase order form: Catering --page 2--

Deutscher Handelskongress / Retail World 2018
14 & 15 November 2018
Please send the order back until: 20 October 2018



At latest order: Only on request and availability. We charge additional costs:

until 7 days prior the event: additionally 25%
until 1 day prior the event: additionally 50%
on set up/ event day: additionally 100%

Booth number:
Company name:
Contact person:
Billing address:
Phone number:
Fax number:

Please choose: Guarantee via credit card <input type="checkbox"/> Paying via credit card <input type="checkbox"/> Paying with deposit invoicing <input type="checkbox"/>
Credit Card Details: on safety reasons communicate details only via phone

Please guarantee your order via credit card on the last page. After the event we will send you an invoice. If you don't send credit card details, we will send a deposit invoice that need to be paid prior event.

E-Mail: meeting.ber@maritim.de Stauffenbergstrasse 26, 10785 Berlin Phone: +49 (0) 30 2065 - 1436 Fax: +49 (0) 30 2065 - 1013 Contact: Anna-Katharina Weber

Beverages (in units / box)		
Mineral Water Gerolsteiner sparkling 0,25 l	42,00 €	24 bottles
Mineral Water Gerolsteiner non-sparkling 0,25 l	42,00 €	24 bottles
Mineral Water Gerolsteiner 0,25 l mixed	42,00 €	24 bottles
Mineral Water Gerolsteiner 0,75l sparkling	60,00 €	12 bottles
Mineral Water Gerolsteiner 0,75l non-sparkling	60,00 €	12 bottles
Mineral Water Gerolsteiner 0,75l mixed	60,00 €	12 bottles
Coca Cola 0,2l	42,00 €	24 bottles
Fanta / Sprite 0,2 l mixed	42,00 €	24 bottles
Applejuice with spritzer 0,2 l	42,00 €	24 bottles
Applejuice 0,2 l	42,00 €	24 bottles
Orange juice 0,2 l	42,00 €	24 bottles
Apple juice / orange juice 0,2 l mixed	42,00 €	24 bottles
Bionade 0,33l (healthy lemonade)	55,00 €	24 bottles

Please note, just full boxes can be returned to us. Otherwise we either charge the full box or we charge the prices of the individual bottles. (see below)

Beverages (single bottles)		
Mineral Water Gerolsteiner sparkling 0,75 l	8,90 €	per bottle
Mineral Water Gerolsteiner non-sparkling 0,75 l	8,90 €	per bottle
Coca Cola 0,2 l	3,60 €	per bottle
Applejuice with spritzer 0,2 l	3,60 €	per bottle
Applejuice 0,2 l	3,60 €	per bottle
Orange juice 0,2 l	3,60 €	per bottle
Bionade 0,33l (healthy lemonade)	3,90 €	per bottle
Beer non-alcohol Clausthaller 0,33l	4,50 €	per bottle
Sparkling Wine Maritim Extra Cuvée 0,75l	29,00 €	per bottle
Coffee (1,0l) with Milk and Sugar	16,00 €	per jug
Tea (1,0l), different sorts with sugar	16,00 €	per jug

Date	Date	Date
Number	Number	Number

With ordering of the beverages we will provide glasses & cups.

All prices are incl. VAT.
Constitutive are the generally business conditions of the MARITIM hotelcompany.
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city, date

city, date

company stamp, signature

confirmation MARITIM Hotel Berlin

Purchase order form: Technical equipment

Deutscher Handelskongress / Retail World 2018
14 & 15 November 2018

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Telecommunication

		Prices	Number
Telephone	with analog charge, ISDN-complabile	38,00 € each processor/ day	<input type="text"/>
Fax machine	with analog charge	48,00 € each processor/ day	<input type="text"/>
Analog-connection		27,00 € each processor/ day	<input type="text"/>
ISDN-connection		27,00 € each processor/ day	<input type="text"/>
Internet access / LAN	2 MB	50,00 € each processor/ day	<input type="text"/>
Wifi Voucher for 24 hours	up to 155mB	5,50€ each voucher / day	<input type="text"/>

Electricity

Connection included	230 V / 16 A / 1,6 kW	inclusive	<input type="text" value="1"/>
Connection I	230 V / 16 A / 1,6 kW	100,00 € each processor/3 days	<input type="text"/>
Connection II	231 V / 16 A / 3,0 kW	135,00 € each processor/3 days	<input type="text"/>
Connection III	400 V/ 16 A / 10 kW CEE on request only	163,00 € each processor/3 days	<input type="text"/>
Connection IV	400 V / 32 A / 22 kW CEE on request only	217,00 € each processor/3 days	<input type="text"/>
Additional triple-sockets		10,00 € incl. VAT per day	<input type="text"/>

Incl the power and VAT

Conference technic

Flipchart	incl. 10 sheets of paper and marker-set	25,00 € each / day	<input type="text"/>
Flipchart paper	10 sheets	10,00 € per 10 sheets	<input type="text"/>
Pinboard		25,00 € each / day	<input type="text"/>

Project technic

LCD-projector	2.500 Ansilumen	260,00 € each / day	<input type="text"/>
Screen	2m x 2m	52,00 € per day	<input type="text"/>
DVD-player		50,00 € each / day	<input type="text"/>
LED / LCD screen incl. stand	50"	500,00 € each / day	<input type="text"/>
LED / LCD screen incl. stand	40"	320,00 € each / day	<input type="text"/>
Sound system	incl. 2 loudspeaker	105,00 € per day	<input type="text"/>

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Purchase order form: Staff

Deutscher Handelskongress / Retail World 2018	
14 & 15 November 2018	

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		Date: Number	Date: Number	Date: Number
Personal min. 4 hours for the setup	35,00 € per hour	<input type="text"/>	<input type="text"/>	<input type="text"/>
personal min. 4 hours during the disposition	35,00 € per hour	<input type="text"/>	<input type="text"/>	<input type="text"/>
cleaning booth per sqm / day seize of your booth: _____ booth number: _____	5,00 €	<input type="text"/>	<input type="text"/>	<input type="text"/>
service staff min. 4 hours for booth catering	35,00 € per hour	<input type="text"/>	<input type="text"/>	<input type="text"/>
hostess min. 4 hours	35,00 € per hour	<input type="text"/>	<input type="text"/>	<input type="text"/>
technician min. 4 hours at day time	56,00 € per hour	<input type="text"/>	<input type="text"/>	<input type="text"/>
technician at night (11:00pm - 06:00am), Sunday & bank holidays	113,00 € per hour	<input type="text"/>	<input type="text"/>	<input type="text"/>
guard for the booth min. 4 hours	43,00 € per hour	<input type="text"/>	<input type="text"/>	<input type="text"/>

If refuse disposal is not assumed by the organizer, we will charge costs for waste directly to the exhibitor (100,00 € per 1 m³).

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 company stamp, signature of purchaser

 confirmation MARITIM Hotel Berlin

Purchase order form: Miscellaneous

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15 & 16 November 2018
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		Prices	Date: Number	Date: Number	Date: Number
Furniture					
Banquet table I	(1,80 m x 0,45 m)	15,00 € each / day			
Banquet table II	(1,20 m x 0,45 m)	11,00 € each / day			
Bistro table		33,50 € each / day			
Chair		6,00 € each / day			
Bar stool		13,00 € each / day			
Lectern		45,00 € each / day			
Stage	(2,00 m x 1,00 m)	56,00 € each / day			
Dance floor	(0,95 m x 0,95 m)	6,00 € each / day			
Plants					
Ficus benjamini	(ca.1,80m high) , with terracotta planter	22,00 € each / day			
Kentia palm	(ca.1,80m high) , with terracotta planter	28,00 € each / day			
Kentia palm	(ca.2,20m high) , with terracotta planter	38,00 € each / day			
Kentia palm	(ca 2,50m high) , with terracotta planter	105,00 € each / day			
Laurelpyramid	(ca.1,80m high) , with terracotta planter	38,00 € each / day			
Laurelbulet	(ca.1,80m high) , with terracotta planter	38,00 € each / day			
Bambus	(ca.2,50m high) , with terracotta planter	88,00 € each / day			
Flowers					
Bunch	(seasonal, round)	from 20,00 € each			

All prices are incl. VAT.

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confirmation MARITIM Hotel Berlin

**CREDIT CARD AUTHORIZATION FORM
AS GUARANTEE**

Herewith, I guarantee the order for "Deutscher Handelskongress / Retail World 2018" at the Maritim Hotel Berlin with my credit card account as follows.

**Due to security reasons, please send us only the first digits of your credit card.
We will retrieve the last four numbers by phone.**

Type of Card:

VISA

MASTERCARD

AMEX

OTHER _____

Credit Card Number: ____ ____ ____ ____ **xxxx**

Expiration Date: _____

With this credit card I guarantee for the following services:

Room Banquet Extras _____

Please send us the final invoice to the following address:

Name: _____

Company: _____

Address: _____

Fax: _____

Date: _____ Cardholders's Signature: _____