

Registration for Event

International Green Week Berlin 2019

Messe Berlin GmbH
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www.greenweek.de

**Deadline for registration:
26 October 2018**



18 – 27 January 2019

Organizer

Invoicing address

Street

Postal Code/Town/Country

Telephone

Contact person

Fax

E-mail

Official title of event (max. 50 letters)

ENG

GER

Your event will be published in the [Online-Event Calendar](#) (Event Search) for free.
(Logos or pictures related to your event can be published as well, if sent as JPG.)

Publication is not requested

Participation only with separate invitation?

yes no

Entry of event as (only 1 option):

Trade Visitor Event Public Event

Entry of event also as press events (only after approval of the press department):

yes no

Hereby we apply for a room for our event:

1. for approx. _____ participants

on _____ from _____ a.m./p.m. to _____ a.m./p.m. (duration of event)

on _____ from _____ a.m./p.m. to _____ a.m./p.m. (set-up)

on _____ from _____ a.m./p.m. to _____ a.m./p.m. (dismantling)

A room offer incl. costs will be provided individually.

2. Requested seating arrangement

(standard equipment is a row seating, other seating arrangements will be charged per time and effort)

- row seating seating with tables block form U-shape
 quantity of podium seats: _____

3. Technical equipment (please indicate the required quantity of equipment):

_____ notebooks	price on request
_____ lectern with microphones	EUR 40.00
_____ presidium microphones	EUR 8.00
_____ aisle microphones	EUR 8.00
_____ wireless microphone	EUR 86.00
_____ mobile screen (16:9)	price on request
_____ laser pointer	EUR 12.00
_____ head phones for simultaneous interpreting	EUR 4.00
_____ flip chart incl. paper and pens	EUR 35.00
_____ press distribution (split box)	EUR 23.00
_____ large-screen projector (16:9)	price on request
_____ sound recording digital cd	EUR 48.00

Please take into consideration that in case you will use audio, lightning and projection-technic, additional labour costs will arise for the build-up, execution and break-down phase (EUR 550.00/daily rate/technician and for auxiliary staff EUR 30,00/hour).

Additional furniture:

_____ coat rack	EUR 30.00
_____ upright table, round, d: 70 cm	EUR 30.00
_____ stage platform (1 x 2 m) incl. floor covering	EUR 72.00
_____ Partition, movable wall, 1085 x 1670 mm	EUR 30.00
_____ table, 70 x 140 cm	EUR 23.00
_____ table, 70 x 70 cm	EUR 16.00
_____ Power supply, consumption + projector table (for own appliances except for the notebook)	EUR 197.00

4. Simultaneous interpreting cabin

Mobile simultaneous interpreting cabins on request.

Conference language:

- German English other _____

We require the following language(s) to be interpreted:

- German English French Spanish Italian Polish Russian Portuguese Bulgarian

For simultaneous interpreting services, please contact for information and offer: Dolmetscher-Service Braunstein, Ms. Claudia Flumenbaum, Tel: +49(0)30-323-14 67, e-mail: service@dolmetscher-braunstein.de

5. Catering service (Please send the order forms directly to Capital Catering GmbH)

www.capital-catering.de, info@capital-catering.de, Tel: +49(0)30-30 38-19 40, -39 14, Fax: +49(0)30-30 38-3921

Please consider that other catering companies will only be accepted after consulting Capital Catering.

Place, date

company stamp and legally binding signature