

Invoice recipient with company name

Exhibitor

Hall / Stand no.

VAT no.

Contact person / E-mail

Street / P.O. Box

E-mail address for electronic invoicing in PDF format

Country / Town / Postcode

Order number / Project number for invoicing to invoice recipient

Please return this form completed and signed, together with your orders, to the address of Messe München GmbH mentioned above.

■ Information on the invoice address

The aforementioned invoice recipient is the contractual partner of Messe München GmbH and meplan GmbH.

All services ordered by Messe München GmbH and meplan GmbH for the exhibition stand will be invoiced to the contracting party.

■ Information on mailing of invoices

By placing an order for services with Messe München GmbH, the invoice recipient agrees to participate in our electronic invoicing process and to accept invoices in PDF format sent by e-mail. The correct e-mail address for invoice receipt should be provided in the address field.

If no e-mail address is provided for invoice receipt in PDF format, the invoice will be sent by post to the invoice recipient's address stated in the address field.

■ Information on invoicing terms

Invoices for services rendered by Messe München GmbH and meplan GmbH are issued **exclusively to one invoice recipient** per exhibition stand.

For subsequent changes of address after invoicing, as well as for the reissuing of invoices due to incorrect or incomplete data communicated by the contractual party, Messe München reserves the right to charge a fixed processing fee of EUR 150.00 per reissued invoice.

In the case of ordering outside services, Messe München GmbH will pass on the documents to the contracting companies. Information on the contracting companies and their contracting terms is provided in the ordering media. Please also note the General Terms and Conditions of Contract for Exhibitor Services of Messe München GmbH.

The invoice recipient is always Messe München GmbH's and meplan GmbH's contractual partner.

The General Terms of Contract for Exhibitor Services of Messe München GmbH apply to contracts with Messe München GmbH; the General Terms of Business and Rental of meplan GmbH apply additionally to contracts with meplan GmbH.

We hereby confirm that the data for invoicing purposes is correct and complete and we agree to assume the respective charges.

I have taken note of the privacy policy: <https://messe-muenchen.de/en/privacy-policy>

■ Information on Authorization

The **invoice recipient** has the possibility of issuing an authorization, e.g. to a stand builder or an agency.

Upon receipt of the Authorization by Messe München GmbH or meplan GmbH, the company named will be able to order services in the name and for the account of the invoice recipient.

The Authorization does not apply to services provided by Messe München's contractors or to fees charged by public authorities (outside services).

The grantor of the Authorization remains invoice recipient and contracting party.

Please refer to the General Terms of Contract for Exhibitor Services of Messe München GmbH.

■ Granting of Authorization to Order

As a contractual partner of Messe München GmbH and/or meplan GmbH and as the invoice recipient for services provided by Messe München GmbH and/or meplan GmbH, we hereby authorize

Company

Contact person

Street

Postal code / City / Country

E-mail

to order services from Messe München and/or meplan GmbH on our behalf and for our account.

Place / date

Company stamp and legally binding signature of invoice recipient / grantor of the authorization