

**Deadline for registration:
25 October 2019**

Registration for Event

International Green Week Berlin 2020



**17 – 26 January 2020
www.greenweek.de**

Messe Berlin GmbH
LS1 - IGW, Frau Baumann
Messedamm 22
14055 Berlin
Telefon: +49 30 3038 2042
Fax: +49 30 3038 912042
Email:
sarah.baumann@messe-berlin.de

Organizer

Invoicing address (,if different from organizer)

Street

Postal Code/Town/Country

Telephone

Contact person

Fax

E-mail

Official title of event (max. 50 letters)

ENG

GER

Short description of your event (max. 500 letters, can also be sent via word-document)

Your event will be published automatically in the Online-Event Calendar on the website of the Int. Green Week for free.

(Logos/Pictures as JPG or flyers as PDF related to your event can also be added to the listing of your event if you sent it to us.)

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

We would like to reserve the room (Name of the room): _____

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.



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Organizer

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	EUR 57.50
_____ 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 4.50
_____ 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
_____ For own appliances (except notebooks): Power supply, consumption + projector table	EUR 201.00

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
_____ round high table (height 1,02 m, Ø: 70 cm)	EUR 30.00
_____ stage platform incl. floor covering (1 x 2 m)	EUR 72.00
_____ movable partition wall (1085 x 1670 mm)	EUR 30.00
_____ table (70 x 140 cm)	EUR 23.00
_____ table (70 x 70 cm)	EUR 16.00

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 30 3038 3914, -3914, Fax: +49 30 3038 3921
Please consider that other catering companies will only be accepted after consulting Capital Catering.

Place, date

company stamp and legally binding signature