

Hall:	Stand No:	Exhibitor Name:
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## Stand Parties - Please email to [help@cwiemeevents.com](mailto:help@cwiemeevents.com)

Events at stands outside show open hours are only permitted with approval from the organisers. The cut off point for any event to finish is 22:00 on Tuesday and Wednesday.

**Please note that events in the evening at CWIEME Berlin require registration. Events can take place at the stand between 0930hrs to 2200hrs.**

Please provide us with information regarding your event by filling out the below.

We are planning the following events during the fair:

Date: \_\_\_\_\_ Time from: \_\_\_\_\_ to: \_\_\_\_\_

Title/type of event: \_\_\_\_\_

Participants: \_\_\_\_\_

Planned number of people: \_\_\_\_\_

Location: \_\_\_\_\_

Security on your stand and Health & Safety cover during the event timings is compulsory and must be ordered via the organiser at a charge of €50 an hour. Without this no event will be permitted outside of show open hours.

Other optional services are below, please tick for a quote for these services:

Cloakroom  
Medical  
Services



Taxi Dispatcher  
Catering  
Services



### Our person in charge for the event:

Name: ..... Telephone: ..... E-Mail: .....

Guests who enter the fairground before 17:30hrs will need to register. Visitors will not be permitted into the events after 17:30hrs. The event may only take place within the areas specifically allocated for the purpose.

If you rearrange furniture you must ensure that the emergency exits are not obstructed and must remain clear at all times. Companies contracted by yourself, i.e. catering companies, musicians, beverage vendors etc. are also required to observe these instructions. Details for these contractors must be supplied to [help@cwiemeevents.com](mailto:help@cwiemeevents.com).

By signing the order you acknowledge the stipulated conditions.

Date: _____	Contact Name: _____
E-Mail: _____	Contact Number: _____
VAT Reg No: _____	Signed: _____