

**Return to:**

meplan GmbH  
Am Messesee 2 | 81829 München | Germany  
Tel. +49 89 540 267 980 | Fax +49 89 540 267 409  
service@meplan.de | www.meplan.com

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	

We hereby order—in the name and on behalf of the above-mentioned exhibitor—stand perimeter walls incl. support walls (partition walls, wood untreated / used) for the exhibitor's stand in accordance with its given size at a price of EUR 28.62/plm plus statutory VAT.

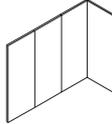
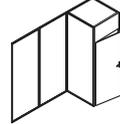
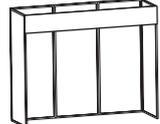
Desired date of completion: \_\_\_\_\_

## ■ Important to note

**Partition walls, wood, untreated / used:** These partition walls show **considerable signs of wear and tear due to multiple usage** and should not be used in an undecorated state. The uneven surface finish cannot be concealed completely by wallpapering over it. Wood partition walls with a smooth surface (paneling) can be

evenly wallpapered and painted. Painting work by the customer is only admissible in combination with an order for wallpapering or paneling. Wallpapering work may only be carried out by GmbH's official contract service partners. Please refer to pages 2 and 3 for further information and photographs.

## ■ Partition walls / Doors / Fascia panels

Description	Partition wall (Cabin walls and support walls)	Door	Fascia panel
			
<b>Step 1: Component selection</b> (please indicate number of parts required)	<input type="checkbox"/> _____ linear meter(s) wood partition at EUR 28.62 plm	<input type="checkbox"/> _____ door(s) at EUR 62.86	<input type="checkbox"/> _____ linear meter(s) fascia panel at EUR 48.55 plm (papered on both sides)
<b>Step 2: Select surface / finish</b> (here you can indicate your choice of surface finish for all visible surfaces)	<input type="checkbox"/> wallpapered <input type="checkbox"/> paneling <input type="checkbox"/> paneling, thickness: 10 mm <input type="checkbox"/> paneling, thickness: 16 mm	h = 250 cm at EUR 49.29 plm h = 250 cm at EUR 126.46 h = 280 cm at EUR 128.15 h = 400 cm at EUR 257.90	
<b>Step 3: Surface / painting</b> (here you can indicate your choice of paint; this is however conditional upon you having made your choice of surface finish under step 2)	<input type="checkbox"/> white painted h = 250 cm at EUR 28.62 plm <input type="checkbox"/> color painted* h = 250 cm at EUR 36.78 plm <input type="checkbox"/> white painted h = 280 cm at EUR 32.33 plm <input type="checkbox"/> color painted* h = 280 cm at EUR 38.80 plm <input type="checkbox"/> white painted h = 400 cm at EUR 42.19 plm <input type="checkbox"/> color painted* h = 400 cm at EUR 58.83 plm		<input type="checkbox"/> white painted on both sides at EUR 10.49 plm <input type="checkbox"/> color painted on both sides at EUR 16.43 plm

\* **Color designation:** \_\_\_\_\_ Please let us know the designation and number of the required paint color as well as the name of the relevant color system (HKS, RAL, NCS, Brillux, etc.). Please be advised that the color designations may only be regarded as a point of reference. There may be a difference in hue from the color ordered.

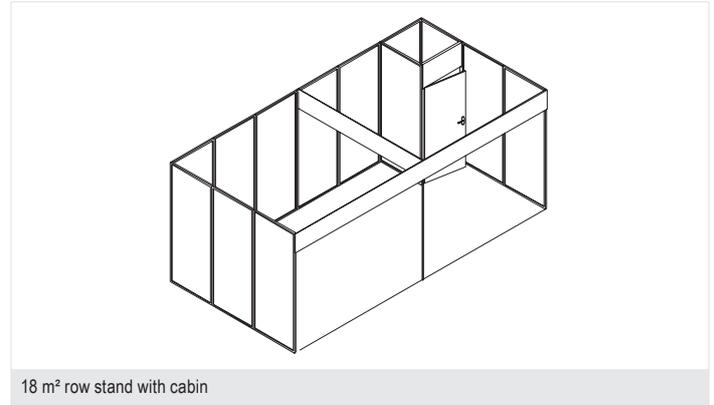
The cabin is not to be wallpapered on the inside (wallpapering of cabin interior is otherwise executed as standard procedure at an additional EUR 49.29 per linear meter incl. door, plus statutory VAT).

Place / date

Company stamp and legally binding signature of exhibitor

### ■ Sample cost calculation

	Description	EUR
<b>Step 1</b>	13 lm wood wall elements x EUR 28.62	372.06
	1 door x EUR 62.86	62.86
	9 lm fascia panels (papered on both sides) x EUR 48.55	436.95
<b>Step 2</b>	12 lm paneling (incl. door) h = 250 cm at EUR 126.46/lm visible surface	1,517.52
<b>Step 3</b>	12 lm white paint coating (incl. door) h = 250 cm at EUR 28.62	343.44
	4 lm wallpapering of cabin interior (walls and door) at EUR 49.29/lm	197.16
	<b>Total</b>	<b>2,929.99</b>



### ■ Support walls / stability

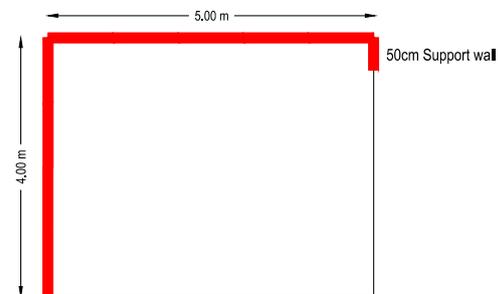
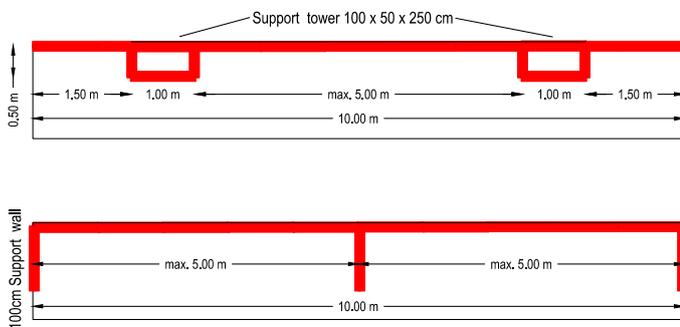
In accordance with Messe München GmbH's Technical Guidelines (item 4.1), the following support walls for partitions up to a height of 2.8 m are required:

**End stands:**

- Partition support is possible via individual wall elements each measuring 100 cm or via towers.
- Support merely via wall elements measuring 50 cm is not sufficient.

**Corner stands / row stands:**

- A support wall for each 5 lm partition is a mandatory requirement.
- The partition structure already becomes unstable from a length of 4 lm.
- As an alternative, partitions can be stabilized via surrounding fascia panels.



The number of support walls for partitions higher than 2.8 m or for partitions bearing an additional load such as spotlights or exhibits is to be coordinated individually with meplan.

## ■ Explanatory notes on wood partitions

### ■ Partition walls (unfinished) 2.50 m high

Partitions are available in the following sizes: 0.25 m, 0.50 m, 0.75 m and 1.00 m. Support walls are recommended for partitions of 4.00 linear meters (lm) and above. For partitions of 5.00 lm and more support walls are a mandatory requirement. The prices for wallpapering and painting are quoted per linear meter and therefore only apply for one side of the given wall. For walls papered or painted on both sides (e.g. cabin walls or partition walls), the total number of linear meters actually wallpapered or painted is used as the basis for the price charged.

### ■ Fascia panel (unfinished) 0.40 m high

Fascia panels are available in the following sizes: 1.00 m, 1.50 m, 2.00 m, 3.00 m and 4.00 m. Fascia panels are fixed to the stand walls at a height of 2.50 m (top edge) and are 40 cm in height. Door clearance is 2.10 m. A support wall and a support panel running to the rear wall are required for fascia panels above 5.00 m in length.

### ■ Door (unfinished) 1.00 m wide, 2.50 m high

Door elements are fitted with keyed-alike locks.

## ■ Terms and Conditions of Business for system partition installation and painting / decorating work

Our Terms and Conditions of Business shall apply: <https://meplan.com/en/agb/>

Insofar as meplan GmbH is mentioned in the following, meplan GmbH acts as the representative of Messe München GmbH.

This form can be used to order partition walls, doors and fascia panels against payment on a rental basis. The partitions consist of an aluminum frame set in with white plastic paneling.

meplan GmbH is entitled to appoint a meplan GmbH subcontractor to carry out the installation work.

Please order partitions in good time before the official setup. Thus you will make sure that they are erected on time. Please note that orders reaching us after the beginning of the official setup are subject to the following surcharges:

<sup>1)</sup> Orders received within 24 hours prior to start of setup period: plus EUR 30.00 per order

<sup>2)</sup> Orders received 4 hours prior to start of setup period: plus EUR 75.00 per order  
On the last day of the setup period, all late orders are subject to a surcharge of EUR 75.00.

Partition walls will be installed in an unpainted state and, in the absence of instructions to the contrary set out in the order, ready for processing. Any pasting, wallpapering and painting work required may, however, only be carried out by meplan GmbH's accredited subcontractors or following selection of a surface finish option (page 1, step 2).

Heavy objects may not be affixed to the system partition walls; they are not suitable for this purpose; light objects may be attached by using the nailing battens at the top of the walls (see design and detail drawings). The use of staple guns is strictly forbidden for safety reasons.

## ■ Order information

**Please note: this order can only be processed along with a plan / sketch (see ground plan on page 4).**

Any contract concluded exists between the customer and Messe München GmbH, Messegelände, 81823 Munich. meplan GmbH, acting as representative of Messe München GmbH, is the contact for the customer in all matters relevant to the contractual relationship concerned. **Your order is only valid if you have received a confirmation of order or an invoice from MEPLAN.**

The partition walls and fascia panels provided to the exhibitor by meplan GmbH may not be painted or decorated unless they have been wallpapered or paneled beforehand (page 1, step 2). Should exhibitors order such painting and decorating work for partition walls provided by meplan GmbH, this order is considered to include the wallpapering of the walls and / or fascia panels on the terms and conditions set out overleaf, even if the order issued by the exhibitor does not explicitly include such work. Any work required to restore partition walls to their original state due to unauthorized wallpapering carried out by exhibitors themselves or by third parties will be charged at EUR 17.50/m<sup>2</sup>.

Complaints relating to any defects or damage attributable to the installation or decoration of the system walls must be notified in writing to meplan GmbH immediately after the exhibitor occupies the stand, but on the last day of setup at the latest, so that the defect can be rectified. Complaints made any later will not be considered and cannot result in claims against meplan GmbH.

To prevent accidents, the partitions ordered from meplan GmbH may not be altered or removed by the exhibitor or his agents without the express written permission of meplan GmbH.

In addition, the General Terms of Contract for Exhibitor Services of Messe München GmbH shall apply.

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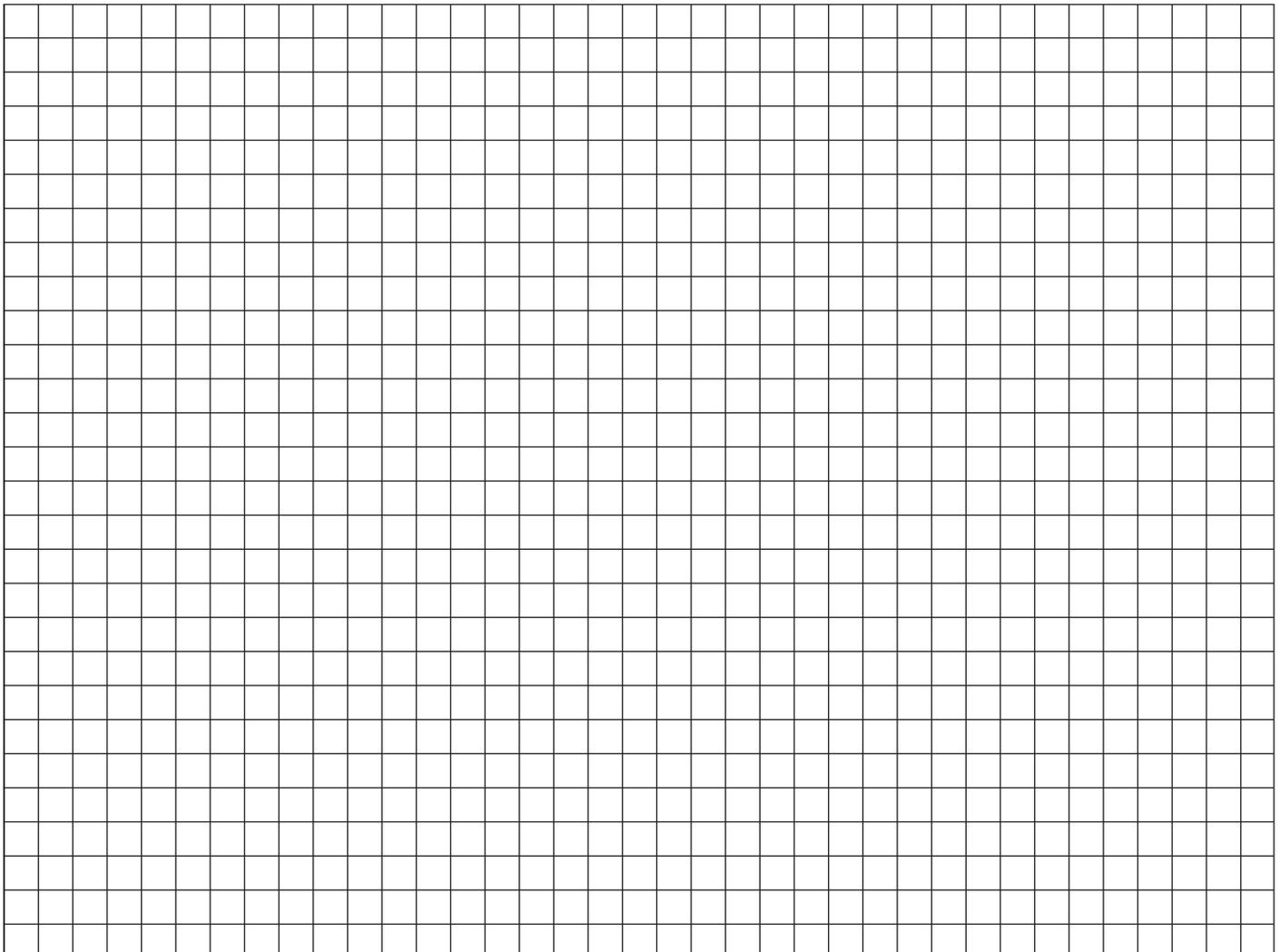
E-mail

Country / Town / Postcode

Tel. with area code and ext.

Sketch of stand.

**Please mark the position of your stand by showing adjacent stands, aisles or hall entrances!**



Scale 1 : 100 (1 m = 1 cm)  
1 : 50 (1 m = 2 cm)