

**Please send to:**

Messe München GmbH  
Guest events  
request@messe-muenchen.de

**Please send this form filled and signed via E-mail before start the official setup.**

Exhibitor (legal form of company)	Hall/Stand no.	Branch / Invoice Addendum / Department
Country		Street Address
Postal Code, City / Town		Postal Code/P.O. Box
E-mail		Contact Person
Valid VAT ID No.	Additional information required on the invoice: Contact person, order no., etc.	

## ■ e-billing email address (qualified for invoice processing, without different invoice recipient)

E-mail (recipient of invoice) <sup>1)</sup>

Contact person for the invoice (first and last name)

Telephone

## ■ Important note

**Invoices for all services provided by Messe München GmbH are issued per exhibition stand and sent exclusively to one invoice recipient. For changes of address after invoicing and for the reissue of invoices due to incorrect or incomplete data provided**

**by the customer, Messe München charges a processing fee of EUR 150.00 per reissued invoice.**

## ■ Different invoice recipient

We have ordered services for the above event and would like Messe München GmbH, Messegelände, 81823 Munich, Germany, hereinafter referred to as "MMG", to send its invoices for these services not to us, but to the invoice recipient listed provided in this form. We are aware that this is only permissible, in particular for VAT reasons if not we but instead the invoice recipient listed in this form become the contractual partner of MMG. We therefore declare:

All contract-relevant declarations regarding our ordered services at the above event are made on behalf of the invoice recipient listed in this form. This also applies to contract-relevant declarations that we have already made. We assure that we are duly authorized to do this.

We agree that the contracts relating to the services provided in connection with our participation in the above-mentioned event are concluded in such a way that the services owed by Messe München GmbH are provided to us (contracts for the benefit of third parties).

We are responsible for ensuring that the invoice recipient listed in this form duly and promptly fulfills all obligations to Messe München GmbH under the aforementioned contracts. This also applies mutatis mutandis in the event that one of the aforementioned contracts should be invalid in the absence of power of attorney or approval from the invoice recipient.

On behalf of the invoice recipient listed in this form, we acknowledge the general terms and conditions applicable to the respective contracts, including the respective jurisdiction agreements, which also apply to our above obligation.

### Company address and data of the deviating invoice recipient (billing address)

Legal form of company	VAT ID number (mandatory according to VAT Act)
Country	Postal Code, City / Town
	Street Address, P.O. Box
E-mail	Contact Person (first and last name)

Additional information required on the invoice: Contact person, order no., etc.

## ■ e-billing email address (qualified for invoice processing)

E-mail (recipient of invoice) <sup>1)</sup>

Contact person for the invoice (first and last name)

Telephone

<sup>1)</sup> You will receive an e-mail with the invoice attached in PDF format, which you hereby agree to. If available, this email address should be a non-personalised email address for your accounting department that is shared by all employees in your accounting department who process invoices from Messe München GmbH.

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

Place / date

Company stamp and legally binding signature of exhibitor