

**Please send to:**

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

**Please send this form filled and signed via E-mail latest till**

Orders could only be processed and executed punctually after forwarding this form.

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.

**Electronic invoice dispatch (only complete if invoiced directly to the issuer above)**

Yes, I/we would like to participate in electronic invoicing. Invoices should be sent to the email address (e-billing email address) specified below.

No, I/we do not wish to participate in the electronic invoice dispatch and want to receive the invoices by post.

**e-billing email address** (qualified for invoice processing)

E-mail (recipient of invoice)

Contact person for the invoice (first and last name)

Telephone

Fax

**Correspondence address**

(only in the case of a different billing address, e.g., accounting at a different address or with other/further information than the company address specified above)

The invoice should be issued to this address:

Name (legal form of company)

Branch / Invoice Addendum / Department

Country

Street Address

Postal Code, City / Town

Postal Code, City / Town / P.O. Box

Contact Person

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

**Important note**

All services provided by Messe München GmbH are **invoiced exclusively to one invoice recipient** per exhibition stand. Orders that have not been commissioned by the Issuer may only be accepted if this form is signed **by the Issuer and the Deviating Orderer** as a sign of confirmation.

The billing address details provided apply to **ALL** services invoiced via Messe München GmbH and any invoiced prepayment invoices.

**Messe München reserves the right to charge a processing fee of EUR 50.00 per newly issued invoices for changes of address after invoicing and for the reissue of invoices due to incorrect or incomplete data communicated by the customer.**

### ■ 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.

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

Legal form of company

Country

Postal Code, City / Town

E-mail

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.

VAT ID number (VAT ID number of the invoice recipient—mandatory according to VAT Act)

Street Address

Postal Code, City / Town / P.O. Box

Contact Person (first and last name)

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

#### Please checkmark the following:

- The invoice recipient is established in Germany or in the European Union; the invoice recipient is a company that carries out an economic activity independently to achieve sustainable revenue (Art. 9 of the Directive on the VAT system). He will purchase the services of Messe München GmbH for his company. VAT ID number of the invoice recipient (mandatory according to VAT Act)
- The invoice recipient is a foreign government agency (Ministry, Embassy, Consulate, etc.) and would like to provide exhibition space to co-exhibitors for a fee: The invoice recipient is to be regarded as an entrepreneur within the meaning of Section 2 para. 3 of the VAT Act (even without specifying the VAT ID number).
- The invoice recipient is established in a country outside the European Union: The invoice recipient is a company that carries out an economic activity independently to achieve sustainable revenue (Art. 9 of the Directive on the VAT system). He will purchase the services of Messe München GmbH for his company.
- None of the above statements is correct. In this case, Messe München GmbH will charge its services plus the statutory German VAT even if the invoice recipient is based abroad.

#### Electronic invoice dispatch (concerning different billing address)

- Yes, I/we would like to participate in electronic invoicing. Invoices should be sent to the email address (e-billing email address) specified below.
- No, I/we do not wish to participate in the electronic invoice dispatch and want to receive the invoices by post.

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

E-mail (recipient of invoice)

Telephone

Contact person for the invoice (first and last name)

Fax

Further comments

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

Place / date

Company stamp and legally binding signature of exhibitor