

# Registration of the exhibitor's own w-lan access point



**Return:** Immediately but not later than 4 weeks before the start of the event

Correct as of: 04/2018

Hamburg Messe und Congress GmbH  
Customer service  
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Event: \_\_\_\_\_ Hall/Stand no.: \_\_\_\_\_

Date of event: \_\_\_\_\_ Exhibitor: \_\_\_\_\_

- We are ordering on our own behalf  
 We are ordering on behalf of the exhibitor. Please issue the invoice to:

**Billing address:**

Invoice amendments which arise due to incomplete, or incorrect information (billing address, missing purchase order number, etc.) after the start of the event will only be carried out subject to a fee of EUR 50.00

Company name: \_\_\_\_\_

Street/PO box: \_\_\_\_\_

Postcode/town: \_\_\_\_\_ Country: \_\_\_\_\_

Contact:  Mr.  Ms. \_\_\_\_\_

E-mail: \_\_\_\_\_

E-Mail for electrical invoicing: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_

IT contact person:  Mr.  Ms. \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Order no. (e.g. SAP, Oracle): \_\_\_\_\_

privat person  registered entrepreneur (or legal entity with VAT-Reg.-No.)

VAT reg.-No.: \_\_\_\_\_

Commercial/Company Reg.-No. (non-EU): \_\_\_\_\_

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Dear exhibitor,

your WiFi registration and the associated WiFi planning we provide helps us ensure that all the WiFi networks work together optimally while guaranteeing the associated service quality on the exhibition site. Registration is obligatory. Your WiFi registration covers the following components provided by our service team:

- Inclusion in the WiFi planning
- Definition of your WiFi configuration by Hamburg Messe und Congress GmbH:
  - Generation of the WiFi name (SSID)
  - Channel allocation
  - Transmission power

**To prevent faults, it is important that you set up this configuration on your hardware before commissioning the WiFi.**

If you have ordered the W-Lan Access Point product (article no. 4001024C or 4001025C) with the Internet Service, registration will already have been included. In this case you do not need to do anything further regarding registration.

**Please note that you will need a 4 or 10 MBit Internet connection (article no. 4001005C or 4001009C) in order to operate your own access point.**

Art.no.	Service specifications	Quantity	Charge / EUR
4001026	Charge for registration of own WiFi access point at the stand	_____	72,10

Please let us know the quantity and the preferred name of your WiFi (SSID). Hamburg Messe und Congress GmbH will then generate the final SSID based on the following pattern (example: Preferred\_SSID\_A1\_Stand 5).

Preferred SSID: \_\_\_\_\_

We will provide you the WiFi configuration data (SSID + channel + transmission power) prior to the event.

Other orders:

- Configuration support for exhibitor's own WiFi access point at the stand by a WiFi specialist from HMC (EUR 75.00/hour). Please keep the internal IP address of the device and access data at hand for the administration.

Technical parameters:

Please only use one access point per stand. The WiFi must conform to the WiFi standard in the 2.4 GHz band as per IEEE-802.11g / IEEE-802.11n with a maximum signal width of 20 MHz (144 Mbit/s). Only channels 1.6 and 11 may be used in this respect. The exhibitor's own SSID must be visible and must contain the stand number. Only WiFi routers in the 5 GHz range with DFS and TPC function may be used. Channel bonding is not permitted. The radiated transmission power may reach no more than a maximum of 80 mW at the edge of the stand. The WiFi provided by you may be used only to provide access for you and your customers at your stand. You are not allowed to provide WiFi access to a wider group of users or sell it to customers/third parties. You must store data „in the router in the network settings area“ in order to be able to use the WiFi access point that you operate. So please ensure that you have all the necessary information and authorization to configure these settings.

**Due to technical restrictions and pre-configurations of the devices we can not guarantee the success of the configuration. For a 100 percent assured service, we recommend that you use the standard WiFi provision offered by Hamburg Messe und Congress GmbH.**

**The customer affirms the correctness of the information he provided. The customer also acknowledges that Hamburg Messe und Congress GmbH will be entitled to block access if false or incomplete information has been provided.**

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## Other conditions:

1. Complaints must be made by the first day of the event and will only be met by amendments. 2. Prices cover rental of the material supplied as well as assembly and dismantling, safety maintenance on all event days, all transport and storage for the duration of the event. 3. No charge shall be made for cancellations up to four weeks before the start of the event (determined by date on which notice of cancellation is received by organiser). The full price shall be charged if notice of cancellation is received after this cut-off point. Notice of cancellation must always be given in writing. **4. The prices quoted shall apply until four weeks before the start of the event (order deadline). The price shall then increase to EUR 129.78.** 5. Invoice amendments which arise due to incomplete, or incorrect information (billing address, missing purchase order number, etc.) after the start of the event will only be carried out subject to a fee of EUR 50.00. 6. Invoices are payable immediately on receipt and encompass the services actually rendered on site. These will be documented separately in the case of deviations. Your payments should indicate the event, invoice number, reg. number and/or stand number at the Hamburg Messe und Congress GmbH, and should be paid to account number 0228 130 000 at the HSH Nordbank AG, sort code 210 500 00., BIC: HSHNDEHH IBAN: DE10 2105 0000 0228 1300 00. Please include the name of the event, the invoice number, and the registration/booth number. 7. For services that involve the renting out of items, the customer shall be held liable from the start of the delivery of the rental item to the trade fair/exhibition stand; the liability for the rental item shall end with the collection of the rental item by the service partners, even if the customer already left the stand. (see form insurance).. 8. The organiser has the right to engage qualified third parties (sub-contractors, freelancers) as vicarious agents to assist in carrying out individual services in part or in whole, if this is in the interests of the exhibitor. This does not constitute a contractual relationship between the exhibitor and the third party. 9. The place of jurisdiction for both parties shall be Hamburg. 10. Furthermore, our General Terms and Conditions for Services (see [www.hamburg-messe.de/downloads](http://www.hamburg-messe.de/downloads) or [www.cch.de/download](http://www.cch.de/download)) are part of the contract.

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Place, date

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Legally binding signature and company stamp