

Booking & Payment Form for Official ITB Asia 2019 Press Conference Slots

For all ITB Asia press conference matters contact Klareco Communications Singapore at [List-ITBAsia@klarecomms.com](mailto:ITBAsia@klarecomms.com) or Messe Berlin press officer Roanna Tan at Roanna.tan@messe-berlin.asia.

Invoice address

Company: _____

Street/PO Box _____

ZIP Code/City _____

Country: _____

Person in charge: _____

Telephone and Fax: _____

E-mail: _____

Press Conference at the ITB Asia Press Conference room, Marina Bay Sands

We plan to hold a press conference during ITB Asia 2019
(Request for specific dates will be handled in the order received).

Date: _____

Time: from _____ to _____

We would like to rent a press conference room: *(please circle the chosen slot)* **USD 2,500 (lunch slot) / USD 800 (regular slot)** + 7% V.A.T,
(approx. 50 persons; please refer to [Appendix A](#) on page 2 for the room layout.)

Equipment in the room includes:

- Spokesperson table and stage
- ITB Asia backdrop
- 1 Podium
- 1 Notice Board
- 2 Table microphones
- 2 Television screens (40" screens where your presentations can be displayed)
- Chairs

Do you want the press conference to be in the ITB Asia Press Guide?

 Yes No

Person in charge of organizing the press conference:

Name: _____

Phone: _____ Fax: _____

E-mail: _____

Spokesman: The following person is authorized to provide the press with information during ITB Asia 2019:

Name: _____

Contact number: _____

Signature/ Date

Company Stamp

Payment Terms: 30 Days upon Receipt of Invoice

- The whole amount has to be paid by bank transfer in US DOLLAR.
- Delivery of services and goods will only take place after accounting and payment.
- In the case of cancellation of this order, the whole hire charges as well as all incidental expenses are payable. Messe Berlin (Singapore) Pte. Ltd. can withdraw from this contract if the client does not attend ITB Asia 2019 as an exhibitor - no matter for what reasons. In this case, the client is still bound to pay the stipulated hire charges as well as all incidental expenses.

Appendix A:

The room layout will be set up with theatre style seating, a rough floorplan can be found below for your reference:

