

Name of the exhibition/event:	Pavilion/Stand:
Exhibitor's full name:	EU VAT Nr. (if applicable):
Billing address:	Contact person:
Contact e-mail:	Contact phone:

-21. day				-5. day								
DISCOUNT PRICE			BASIC PRICE				ON SITE PRICE from the 5th day before the construction					
...	-24	-23	-22	-21	-20	...	-7	-6	-5	-4	-3	...

SECURITY GUARD SERVICE 2025

	Hour per person	Discount price (EUR)/hour	Basic price (EUR)/hour	Onsite price (EUR)/hour	No. Of pers.	Month	Day	Hour		Total Hour
								from	to	
Stand guard	At constructing, dismantling and at visitors opening hour, minimum 5 hours, without a break, at opening hour the handover and the takeover have to be realized	26,0 €	31,0 €	38,0 €						
Armed stand guard	At visitors opening hour, minimum 5 hours, without break	33,0 €	39,0 €	46,0 €						
Stand guard speaking foreign language	At visitors opening hour, minimum 5 hours, without break	33,0 €	39,0 €	46,0 €						

The prices do not include VAT.

Minimum service time per day: 5 hours. (Invoiced even if the required actual service time is shorter.)

We undertake financial responsibility for materials, assets and objects only and exclusively if they have been delivered and accepted in an itemised account.

The security staff will document the security guard service in cooperation with the client (in delivery and acceptance minutes, performance certificate etc.).

We would like to inform you that HUNGEXPO Ltd. can fulfil the ordered services on 'Discount price' for orders made 22 days prior to the first set up day.

For orders made between the 21st day and 5 days before the first setup day 'Basic price' will be applicable, which is a 20% increase of the 'Discount price'. For orders made 5 days before the first set-up day and on site, 'On-site price' will be applicable, which is a 20% increase of the 'Basic price'.

For orders received on site (during set up and event days), HUNGEXPO Ltd. cannot guarantee the service in time. Please note that on site only bank card payment is possible.

Please send back the filled order form scanned to the following email address: ests@hungexpo.hu!

These services ordered will be delivered by a contractor hire by HUNGEXPO Ltd. as a transferred service and the costs will be invoiced accordingly.

Cancellation policy:

The Contracting Party can only cancel previously-ordered services validly in writing, sent in a verifiable form to HUNGEXPO. Cancellation shall be effective from the time that the cancellation statement arrives to HUNGEXPO.

Upon cancellation, the Contracting Party shall bear responsibilities for payment, according to the following:

- if the Contracting Party cancels the service order 11 days prior to the official construction period of the Exhibition, it does not have to pay for the service and shall be refunded the amount already paid,
- if the cancellation arrives within 10 days prior to the official construction period of the Exhibition, it shall be required to pay 100% of the fee for the service ordered to Hungexpo.

Please send back the filled order form scanned by e-mail!

We have read and understood the **Rules and Regulations of Operation** and we accept them as binding on ourselves.

We acknowledge the contents of the **Information**.

Date:

Signature:

SECURITY GUARD SERVICES INFORMATION

According to the Rules and Regulations of Operation we recommend to keep exhibition areas and stands guarded permanently.

Permanent inspection of open areas is especially important out of opening hours.

In the period between the opening of the pavilions and opening time for visitors, and between closing time for visitors and closing of the pavilions guarding unlockable stands is recommended.

The exhibition site should be guarded also when the stand staff is not around.

It is also advisable to post a uniformed (armed) guard during opening hours when the stand or the exhibits need surveillance.

HUNGEXPO C.Co. Ltd. Security can provide site security services and uniformed guards on a daily basis, provided that an order is placed **72 hours** before the required date.

No persons (including guards) are allowed to stay in pavilions after they are closed!

We undertake security guarding exclusively in HUNGEXPO C.Co. Ltd.'s building at 10 Albertirsai út, Budapest H-1101.

The guards ordered will be provided by a contractor hired by HUNGEXPO C.Co. Ltd. as a transferred service and the costs will be invoiced accordingly.