

**Return to:**  
 Meplan GmbH  
 Willy-Brandt-Allee 1  
 81829 München  
 Tel. (+49 89) 9 49-2 49 80  
 Fax (+49 89) 9 49-2 49 89

**During the fair:**  
 Neue Messe  
 Halle B3, Raum 3.1 (Atrium)  
 Tel. (+49 89) 9 49-2 74 02/06  
 Fax (+49 89) 9 49-2 74 03  
 ibc@meplan.com



# International Business Center IBC

# 15.1

## Copying, Printing, Fax, Internet and Office Services

Page 1 of 2

**Outside duration of fair:**  
 Tel. (+49 89) 9 49-2 49 80  
 Fax (+49 89) 9 49-2 49 89  
 ibc@meplan.com

Exhibitor
Street/P.O.Box
Country, Town, Postcode

<b>Hall Stand no.</b>	<b>Outdoor exhibition area Block</b>
Contact	
Phone with area code and ext.	Fax with area code and ext.
E-mail	

### IBC Services Copying, faxing, printing, scanning, PC and Internet access (prices are gross incl. VAT)

Description	Paper / Format	Number	EUR/Sheet
<b>Copies from hard proof, white paper, one-sided</b>			
Black / White	DIN A4, 80g/m <sup>2</sup> paper	per copy	0.10
Analogue	DIN A3, 80g/m <sup>2</sup> paper	per copy	0.20
Colour			
Digital, laser	1 <sup>st</sup> copy	1 x	2.00
	DIN A4, 90g/m <sup>2</sup> paper	per copy	0.60
	DIN A3, 90g/m <sup>2</sup> paper	per copy	1.20

### Digital-Prints from ready-to-print file, white paper, one-sided

1 <sup>st</sup> print		1 x	2.50
Black / White	DIN A4, 80g/m <sup>2</sup> paper	per copy	0.30
Analogue	DIN A3, 80g/m <sup>2</sup> paper	per copy	0.60
Colour	DIN A4, 90g/m <sup>2</sup> paper	per copy	0.80
Digital, laser	DIN A3, 90g/m <sup>2</sup> paper	per copy	1.60

### Overhead foils

DIN A4, same as copies, digital prints plus	per sheet	1.50
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### Binding

Wire ring (wire binding)	per booklet	4.00
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### Laminating two-sided, strong, 125 my

1 <sup>st</sup> page		1 x	5.00
	DIN A4	each	2.50
	DIN A3	each	3.50

### Name badges shaped acrylic glass incl. rear fastener

75 mm wide, 40 mm high Choice of needle or clip	each	8.50
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### Scans (Standard)

1 <sup>st</sup> scan	up to DIN A4		5.00
Black / White	up to DIN A4	per motif	1.00
Colour	up to DIN A4	per motif	2.00

CD/DVD	CD	Writing CD	DVD	Writing DVD
	EUR 1.50/item	EUR 7.00/item	EUR 3.00/item	EUR 9.00/item

<b>USB stick</b> 1.0 GB incl. copying data	15.00
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<b>Internet usage</b>	20 min.	4.00
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### Fax

Receipt and print service	per page	0.20
Despatch service - basic fee	1 x	1.00
Despatch service - within Germany	per page	0.50
Despatch service - within Europe	per page	1.00
Despatch service - outside Europe	per page	1.50

### IBC Office Services

(prices are gross incl. VAT)

#### Office produkt service (without Internet access)

Per 15 min. and part thereof	EUR	2.50
E-mail receipt via our account: ibc@meplan.de	EUR	1.00

#### Secretarial service:

Create document based on proof, per DIN A4 page and part thereof	EUR	10.00
Create document based on dictation	EUR	12.00
Surcharge for English / per page	EUR	5.00

#### Print services

For your individual offer, simply mark the required service with a cross (prices are net plus 19 % VAT)

Brochures	1,000 pcs	2,000 pcs	3,000 pcs	4,000 pcs	5,000 pcs	
<input type="checkbox"/> 1-sided, DIN A4, 210 x 297 mm, picture print, up to 135 g/m <sup>2</sup> , 4-colour (4/0 c Euroscala)	Price in EUR	180.00	215.00	255.00	320.00	360.00
<input type="checkbox"/> 2-sided, DIN A4, 210 x 297 mm, picture print, up to 135 g/m <sup>2</sup> , 4-colour (4/4 c Euroscala)	Price in EUR	215.00	255.00	290.00	360.00	400.00
<input type="checkbox"/> 4-sided, DIN A4, 210 x 297 mm, picture print, up to 135 g/m <sup>2</sup> , 4-colour (4/4 c Euroscala)	Price in EUR	300.00	375.00	420.00	490.00	540.00
<input type="checkbox"/> 6-sided, DIN landscape, 210 x 100 mm, picture print, up to 135 g/m <sup>2</sup> , 4-colour (4/4 c Euroscala)	Price in EUR	220.00	265.00	310.00	385.00	430.00
1-colour (black): 5% discount						

#### Special services

<input type="checkbox"/> Express surcharge, 24 hours	EUR	130.00
<b>Colour change</b> , colour instead of black	EUR	40.00
<b>Finishing</b> , further processing	EUR	1.10/min
<b>Data finishing</b> , pre-print phase	EUR	1.95/min
<input type="checkbox"/> Data check	EUR	20.00
<input type="checkbox"/> Galley copy	EUR	15.00

The prices quoted apply for a reproducible file (PDF or postscript-compatible) incl. delivery to your exhibition stand at the beginning of the event.

#### Brochures and other printed matter

Offer supplied immediately upon receipt of enquiry with details of: print run, scope (pages), format, print (pages/colours per sheet), type of binding, finishing, deadline (if applicable paper type/weight, special colours, cover ...)

2009

**Lead management Services** For your individual offer, simply mark the required service with a cross (prices are net plus 19 % VAT)

**Scanning business cards**

	Quantity	EUR / business card
Electronic logging of business card information	up to 250	EUR 1.29
incl. correction and provision of data in Excel file form	251 - 500	EUR 1.09
(minimum order quantity 100 business cards)	501 - 1,000	EUR 0.99
	more than 1,000	EUR 0.89

**LeadSuccess tool**

LeadSuccess facilitates the full documentation of your business contacts via the simple, digital logging of contact data and meeting notes.

- Basic package (incl. software and business card scanner) EUR 349.00 / duration of fair
- Premium package (incl. software, business card scanner and meeting notes scanner) EUR 698.00 / duration of fair

**Despatch of letter of thanks**

Despatch of letter of thanks by e-mail to exhibition visitors: from EUR 2.49 / exhibition visitor plus set-up costs

**Follow-up campaigns via telephone**

Quick establishment of contact after exhibition visit, obtaining of feedback on service quality, survey of investment intentions, etc.: prices subject to agreement

**Market research services** For your individual offer, simply mark the required service with a cross (prices are net plus 19 % VAT)

**Stand and benchmark analysis**

Analysis of design & functionality of exhibition stands: from EUR 249.00 / exhibition stand

**Mystery visits**

Analysis of service quality via observation and test discussions: from EUR 249.00 / exhibition stand

**Visitor counts**

Determination of number of visits to exhibition stand and access routes: from EUR 225.00 / day plus set-up costs

**Online visitor surveys**

Standardised assessment of exhibition/trade fair presence by stand visitors: from EUR 790.00 / online survey plus set-up costs

**Exhibition training sessions** Simply mark the service you require with a cross and you will be sent an individual offer.

Participation at the one-day training sessions of Meplan CONSULT includes the following services:

- Comprehensive materials for participants (training folder, writing materials, participation certificate)
- Check lists & copy proofs for preparing, organising and following up on trade fairs/exhibitions
- Support and coaching during training session
- Catering (drinks, snacks, lunch)

**Stand personnel training** (prices subject to agreement)

Content of training - customer-oriented behaviour at trade fairs/exhibitions, exhibition etiquette guide, manual for persuasive trade fair/exhibition discussions, mastering critical situations with ease, documentation of and follow-up on exhibition contacts

**Professional exhibition planning** (prices subject to agreement)

Content of training - fundamentals of a professional presence at trade fairs/exhibitions, guide to smooth exhibition planning, effective invitation strategies, tips and tricks - the best exhibition planning aids, evaluation of presence at trade fairs/exhibitions

**Exhibition invitation campaigns** Prices subject to agreement (in the absence of any indication to the contrary)

**Address data - identification and supply of addresses** and contact persons relevant to your target groups: from approx. EUR 0.30 / address plus set-up costs (net price plus 19 % VAT)

**Invitation campaigns:** creative, mobilising invitations to your target groups incl. prior despatch of info material

**Arrangement of appointments by telephone** - contacting your target groups and arrangement of meeting appointments for your exhibition personnel

**Tools for exhibition planning & preparation** prices subject to agreement

**Exhibition planner** - optimised exhibition preparation via individual task planning // auto-reminder for key tasks // overview of the status of your exhibition processes // integration of personnel and service providers into planning process

**Exhibition invitation calendar** - arrange appointments in the run-up to the trade fair/exhibition // reminder functions via SMS and e-mail for appointments for personnel and visitors // overview of appointments for all personnel for the trade fair/exhibition // communication of exhibition-related campaigns, presentations, showcases, etc.

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Place, date

  
  

\_\_\_\_\_

Company stamp and legally binding signature of exhibitor

We would be pleased to inform you about the comprehensive range of services Meplan CONSULT offers. Simply mark with a cross all the services of interest to you, and we will supply you with a non-binding offer tailored to suit your stand size, requirements and personal wishes.

Any contract concluded is directly between the exhibitor and MMG's service partner.