



**Order form: Welcome Desks and additional services**  
[valid from January 1st 2025]

**Customer data**

\_\_\_\_\_  
Customer: Name or company, including type of incorporation [Inc., GmbH, etc.]

\_\_\_\_\_  
In case of a company: authorized representative

-----  
Address [company headquarters]:

\_\_\_\_\_  
Different billing address [if applicable]

**The customer hereby orders the following services:**

Processing fee per transaction for coordination of ordered services      €198.00  
[charged only once even if order is changed]

**Welcome Desk counter and accessories / related items:**  
Each Welcome Desk counter includes a chair, a wastepaper basket and one basic cleaning service

| Location | Number<br>[non-mobile] | Number<br>[mobile] | First day<br>[date] | Last day<br>[date] | Signage |
|----------|------------------------|--------------------|---------------------|--------------------|---------|
|          |                        |                    |                     |                    |         |
|          |                        |                    |                     |                    |         |
|          |                        |                    |                     |                    |         |
|          |                        |                    |                     |                    |         |

|   |         |   |         |  |
|---|---------|---|---------|--|
| Fee [each]:   |         |   |         |  |
| Counter: [first day or part thereof]                        | €270.00 | Counter: [each additional day or part thereof]          | €150.00 |  |
| Signage, including installation for each non-mobile counter | €380.00 | Signage, including installation for each mobile counter | €220.00 |  |
| Installation of customer signage [each]                     | €75.00  |   |         |  |



**Order form: Welcome Desks and additional services**  
**[valid from January 1st 2025]**

**Other mobile equipment** [can be booked without Welcome Desk counter]

|                             | Location | Number | First day<br>[date] | Last day<br>[date] | Daily rate [in €] |
|-----------------------------|----------|--------|---------------------|--------------------|-------------------|
| Poster stand                |          |        |                     |                    | 90.00             |
| Tensator stand              |          |        |                     |                    | 50.00             |
| Desk [for passenger survey] |          |        |                     |                    | 90.00             |

Prices: The quoted daily rates are charged for each day or part thereof. Posters for the stands must be provided by the customer.

Remarks / special arrangements



## Order form: Welcome Desks and additional services [valid from January 1st 2025]

The customer's contractual partner is FMG (Munich Airport), represented by the management, Postfach 23 17 55, 85326 Munich. Contact: Terminal and Passenger Services, Tel.: +49 (0)89 975 21465 Fax: +49 (0)89 975 21466, welcomedesk@munich-airport.de.

FMG makes every effort to meet the customer's needs by providing the materials and other services exactly as ordered. However, FMG may substitute identical or equivalent services or locations, for example a location at a neighboring Welcome Desk counter if this solution becomes necessary for organizational reasons and is deemed reasonable.

Unless expressly stated otherwise, all charges shown in this price list or elsewhere are net of VAT, which is charged additionally at the current statutory rate. This also applies if the charges in question amount to land rental fees for purposes of VAT regulations (optional VAT for Welcome Desk rental). In Terminal 2 this is possible pursuant to Sections 9 Par. 2 and 27 Par. 2 of the German VAT Act (UStG) only if the customer is in turn using the services for purposes of sales subject to VAT. The customer hereby acknowledges this provision.

The order is binding for the customer when it is received by FMG and for FMG with the receipt of an order confirmation by the customer. The customer is not exempt from paying charges if it cancels the ordered services, or if delivery is refused or cannot be accepted due to a reason associated with the customer. However, subject to proof by the customer, FMG must deduct amounts saved as a result of non-delivery of the services to the customer or income earned or deliberately foregone through the resulting opportunity to utilize the services elsewhere. If an order for a service is cancelled no later than two months before the date on which it is to be provided, the customer will be charged only the processing fee for each transaction.

Fees are charged via invoice after the services are provided. However, FMG may issue an invoice for an appropriate percentage of the fee or advance payment prior to providing the services. Invoices issued by FMG are payable, exempt from charges, within 10 days of the invoice date to one of the accounts specified in the invoice.

The order must be submitted in writing, and may be sent by fax. Unless otherwise specified in the terms of this agreement, the contractual terms of FMG for the rental of rooms and space are applicable. The customer may request these terms at any time and hereby agrees to be bound by them.

---

Place, date, signature of authorized representative and company stamp



**Order form: Welcome Desks and additional services**  
**[valid from January 1st 2025]**

**Customer confirmation**

The customer hereby confirms that the services were provided as ordered:

---

Place, date, signature