

# Order of service permits



## Information of order processing and usage of service permits

Page 1/3  
Date 05.07.2019

To supply the exhibition booths, following categories of service permits are valid (see also [„Organizational and Technical Regulations“](#), page 58 f):

- Service permit A (V-A) — Access 24 h per day
- Service permit B (V-B) — Access from 8:00 pm to 8:30 am on the following day
- Service permit C (V-C) — Access from 3:00 pm to 8:00 am on the following day (for registered and confirmed evening events only)

Please note following information and terms of use for prices, validity and usage of the service permits (see also instructions, appendix 1):



Name/Validation		Validation	Prices plus VAT
V-A-permit	Press and trade days	September 10, 2019 to September 13, 2019 24 h	220, - €
V-A-permit	Public days	September 14, 2019 to September 22, 2019 24 h (on September 22 until 3:00 pm only)	160, - €
V-B-permit	Season permit	September 10, 2019 to September 21, 2019 8:00 pm to 8:30 am	Free of charge
V-C-permit*)	Daily basis	According to printed date 6:30 pm to 8:30 am	Free of charge
V-C-permit *)	Visitor busses	According to printed date 6:30 pm to 8:30 am	Free of charge

\*) **V-C-permits** are only valid in conjunction with a registered evening event and should be applied by Shop for Exhibitor Services in connection with the order of the evening event.

Please use the following order form (see page 3) for the ordering process. An authorized signature of the exhibitor is necessary for approval of the order. Please send your orders and inquiries by e-mail to [service-permit@vda.de](mailto:service-permit@vda.de).

There is no alternative procurement opportunity to buy those special IAA permits in 2019. Therefore, VDA does not provide offers and prices are not negotiable. Regardless of your internal process, a binding order by using the attached order form is necessary.

Please kindly note, for **cancellations or modifications** of the order and/or invoice address a handling fee of € 50, - per process will be charged.

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#IAA #IAA2019

After receipt of the purchase order, the shuttle permits with the invoice will be send out via courier in the time period of July 29, 2019 and August 23, 2019. The shipping charge is € 15, -. Alternatively, the permits could be collected in exhibition hall 4, floor C, room 145 („Prognose“) at the fairground in Frankfurt daily from September 2, 2019 between 8:30 am and 6:00 pm. Collection of the permits is free of charge. For orders, which we receive after August 23, 2019, shipment will be not possible anymore.

Please kindly do not fail to use the following order form (see page 3) for orderings of the free **V-B-permits** as well. Only in this case, it is possible to skip invoice address and purchase order number. For collection and shipment as well as modifications of the order, the same conditions apply as for fee-based service permits.

Service permits are documents, which are not allowed to copy and shall be kept locked. Replacement is not possible.



# Binding order for service permits

Type	Price per permit	Validation	Amount of permits
V-A-permit press and trade days	€ 220, - plus VAT	September 10 to September 13	
V-A-permit public days	€ 160, - plus VAT	September 14 to September 22	
V-B-permit season	Free of charge	September 10 to September 21	



Customer details and invoice address				
Name/First name				
E-mail				
Phone number				
Company/ Position/ Department				
Exhibitor				
Hall/Booth number				
Order number				
Invoice address				
Please indicate	<input type="checkbox"/>	Collection in Frankfurt	<input type="checkbox"/>	Shipment (fee-based and only possible for incoming orders until August 23, 2019)
Date				
Signature				