



## INSTITUTO HONDUREÑO DE TURISMO

## ORDEN DE COMPRA No. 070/2016

Tegucigalpa, M.D.C.,

Fecha: 26 de Febrero del 2016

Condiciones: Contado

PROVEEDOR:

**MESSE BERLIN**

SIRVASE ENTREGAR LOS ARTICULOS O PRESTAR LOS SERVICIOS INDICADOS EN ESTE DOCUMENTO

| CUENTA DE GASTO                                                                                                                                                                                                                        | TIPO DE FONDOS | CODIGO GERENCIA | ESTRUCTURA PROGRAMATICA |          |              |          | ACTIVIDAD/OS RA | CODIGO DE REGION | CANTIDAD | DESCRIPCION                                                                                                                                                                                                                                                         | PRECIO UNITARIO | IMPUESTO SOBRE VENTAS | TOTAL       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------|-------------------------|----------|--------------|----------|-----------------|------------------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------|-------------|
|                                                                                                                                                                                                                                        |                |                 | UNIDAD EJECUTORA        | PROGRAMA | SUB-PROGRAMA | PROYECTO |                 |                  |          |                                                                                                                                                                                                                                                                     |                 |                       |             |
| 25600                                                                                                                                                                                                                                  | 11             | 106             | 012                     | 11       | 00           | 00       | 002             | 9999             | 1        | <b>PUBLICIDAD Y PROPAGANDA</b><br><br>Contratacion de espacio libre de 50M2, de espacio de Stand de Honduras para participacion en Feria ITB Berlin a realizarse en la ciudad de Berlin, Alemania, durante los dias 9 al 13 de Marzo del 2016<br><br>*****U.L.***** | 18,370.03 €     |                       | 18,370.03 € |
| Observaciones Generales: Este Stand sera para la participacion de Honduras en la Feria ITB BERLIN, a realizarle en Berlin, Alemania del 9 a 13 de Marzo del 2016 en la cual el Instituto Hondureño de Turismo representara a Honduras. |                |                 |                         |          |              |          |                 |                  |          |                                                                                                                                                                                                                                                                     | SUB-TOTAL       |                       | 13,777.52 € |
|                                                                                                                                                                                                                                        |                |                 |                         |          |              |          |                 |                  |          |                                                                                                                                                                                                                                                                     | 25% Retencion   |                       | 4,592.51 €  |
| VALOR LEMPIRAS **SON DIECIOCHO MIL TRESCIENTOS SETENTA EUROS CON 03/100**                                                                                                                                                              |                |                 |                         |          |              |          |                 |                  |          |                                                                                                                                                                                                                                                                     | TOTAL           |                       | 18,370.03 € |

INSTRUCCIONES: Para la cancelación de esta orden, Adjuntese Original y Copia de la factura comercial y recibo.  
INSTITUTO HONDUREÑO DE TURISMO

## \*\*Códigos de Gerencias:

101 - Presidencia Ejecutiva

102 - Auditoría Interna

103 - Gerencia de Finanzas y Administración

104 - Gerencia de Planeamiento y Desarrollo de Prod.

105 - Asesoría Legal

106 - Gerencia de Mercadeo

## \*\*\*Codigo equivalente Unidad Ejecutora

001-Presidencia Ejecutiva

002-Gerencia de Gestión Institucional y Relaciones Intern

009- Auditoría Interna

006-Finanzas y Administracion

015- Gerencia

016- Unidad de competitividad y Calidad

017- Unidad de Sostenibilidad Ambiental

018- Unidad de Desarrollo de Productos

003-Unidad de Planificacion Turistica

004- Centro de Documentacion Turistica

008- Asesoría Legal

010- Gerencia

011- Unidad de Comunicaciones

012- Unidad de Mercados

013- Bureau de Convenciones

014- Unidad de Informacion Turistica

005- Unidad de Analisis Economico

007- Recursos Humanos

107 - Gerencia de Recursos Humanos

ELABORADO POR COMPRAS

REVISADO COMPRAS

REVISADO PRESUPUESTO

AUTORIZACIÓN FINANZAS Y ADMINISTRACION

Original: Contabilidad

Messe Berlin GmbH · Messedamm 22 · 14055 Berlin

Instituto Hondureno de Turismo  
Gerencia de Mercadeo, 4to piso,  
Colonia San Carlos, Edificio Europa  
3261 TEGUCIGALPA  
HONDURAS

## 1st request for payment

Date  
17.02.2016  
Our accounting clerk  
Herr Mooney  
Telephone  
+ 49(0)30 3038 - 2420/-2221  
Fax  
+ 49(0)30 3038 - 2419  
e-mail  
debitoren@messe-berlin.de  
Customer no.  
3002976  
Postings are considered up to and including  
16.02.2016

Dear Sir/Madam,

We are sure you have overlooked that the invoices listed below are due for payment.

Therefore we request the settlement of the amount now, due within 10 days. If you have settled your account in the meantime please ignore this reminder.

Yours sincerely

Messe Berlin GmbH

| Invoice no.                                       | Invoice date | Curr | Invoice amount | Due date   | Arrears | D |
|---------------------------------------------------|--------------|------|----------------|------------|---------|---|
| 0003083949                                        | 06.01.2016   | EUR  | 18.370,03      | 27.01.2016 | 21      | 1 |
| ITB Berlin - The World's Leading Travel Trade Sho |              |      |                |            |         |   |
| Reminder costs                                    |              | EUR  | 2,50           |            |         |   |
| Total due                                         |              | EUR  | 18.372,53      |            |         |   |

We accept credit card payments.

Messe Berlin GmbH . Messedamm 22 . 14055 Berlin

Instituto Hondureno de Turismo  
Gerencia de Mercadeo, 4to piso,  
Colonia San Carlos, Edificio Europa  
3261 TEGUCIGALPA  
HONDURAS

## Confirmation of order

Phone: +493030382129  
Contact: Samar Sreiss  
Order No: 3100082103  
Date: 25.02.2016  
Customer order no.:

### ITB Berlin - The World's Leading Travel Trade Show

Recipient of services: Instituto Hondureno de Turismo  
Colonia San Carlos, Edificio Europa, 3261 Tegucigalpa

We confirm your stand registration / acceptance of the stand placement offer with the following conditions. Please find our invoice for the down payment enclosed. The final invoice will be send to you after the show.

Place of performance: Messegelände Berlin  
Period of performance: 09.03.2016 - 13.03.2016  
Hall/Stand: 3.1 / 235  
Area: 50,00 m²

| Pos. | Designation                                                                                                                                                                                                                        | Quantity | Unit | Unit Price<br>Net EUR | Total price<br>Net EUR |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------|-----------------------|------------------------|
| 10)  | ITB Corner Stand                                                                                                                                                                                                                   | 50,00    | m²   |                       | 15.437,00              |
|      | Stand rental                                                                                                                                                                                                                       | 50,00    | m²   | 293,64                |                        |
|      | incl. the services in accordance with<br>the Exhibition Terms and Conditions<br>for ITB 2016 point 4, 9 & 15<br>The price for corner stands is charged as<br>follows:<br>up to 100 m² 216,45 Euro/m²<br>from 101 m² 185,00 Euro/m² |          |      |                       |                        |
|      | AUMA fee (0.60 Euro per sq. m)                                                                                                                                                                                                     | 50,00    | m²   | 0,60                  |                        |
|      | Exhibitor's Passes                                                                                                                                                                                                                 | 6        | pcs  |                       |                        |
|      | Vouchers free of charge                                                                                                                                                                                                            |          |      |                       |                        |
|      | Promotion Package main exhibitor                                                                                                                                                                                                   | 1        | ...  | 725,00                |                        |

The above mentioned services are exclusively offered as a Service-Package. Additionally ordered services are considered as contract complements. Our General Terms and Conditions apply.

**Total**

**15.437,00**

Legal venue and place of jurisdiction: 14046 Berlin, Register of companies: Amtsgericht Charlottenburg HRB 5484 B  
VAT Ident No: DE 136629714, Tax Identification No: 27/453-04182  
Board of Management: Dr. Christian Göke (CEO), Dirk Hoffmann (CFO)

Order No. 3100082103

plus the VAT rate effective at the time of service delivery

## Ana Maribel Vasquez

---

**De:** Gaebler, Juliane <Gaebler@messe-berlin.de>  
**Enviado el:** jueves, 25 de febrero de 2016 09:16 a.m.  
**Para:** 'Hattie Connor'  
**CC:** 'mvasquez@iht.hn'; Honduras, AV  
**Asunto:** AW: Info ITB 2016  
**Datos adjuntos:** ITB Berlin 2016 - Honduras - down payment invoice\_new.pdf

Dear Hattie  
please find enclosed the actualized invoice.  
Please confirm receipt.  
Do you want that we send you the original invoice via messenger, or is it o.k. if I give it to you directly during ITB Berlin 2016?  
Thanks and best regards

**Juliane Gaebler**  
*Product Manager*  
ITB Berlin

Messe Berlin GmbH  
Messedamm 22  
14055 Berlin  
Germany  
Phone: +49 30 3038-2126  
Fax: +49 30 3038- 2113

[gaebler@messe-berlin.de](mailto:gaebler@messe-berlin.de)  
[www.itb-berlin.de](http://www.itb-berlin.de)

Celebrate 50 years of ITB Berlin with us: [www.itb50.com](http://www.itb50.com)

**Save the dates:**

ITB Berlin 2016: 09.-13.03.2016  
ITB Asia 2016: 19.-21.10.2016

Management board: Dr. Christian Göke (CEO), Dirk Hoffmann (CFO)  
Chairman of the supervisory board: Peter Zühlsdorff  
Amtsgericht Charlottenburg (District Court), HRB 5484 B (Commercial Code)



ITB  
BERLIN  
50 years of  
experience

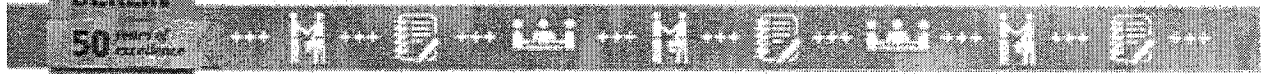
**9-13 MARCH 2016**

The World's Leading Travel Trade Show®

Official Partner Country  
ITB Berlin 2016



Maldives  
„The sunny side of life“



---

**Von:** Gaebler, Juliane  
**Gesendet:** Donnerstag, 25. Februar 2016 09:44  
**An:** 'Hattie Connor'  
**Cc:** 'mvasquez@iht.hn'; Honduras, AV  
**Betreff:** AW: Info ITB 2016

Dear Hattie  
yes, this is correct.  
Best regards

Juliane Gaebler  
Product Manager  
ITB Berlin

Messe Berlin GmbH  
Messedamm 22  
14055 Berlin  
Telefon: +49 30 3038-2126  
Fax: +49 30 3038- 2113

[gaebler@messe-berlin.de](mailto:gaebler@messe-berlin.de)  
[www.itb-berlin.de](http://www.itb-berlin.de)

Celebrate 50 years of ITB Berlin with us: [www.itb50.com](http://www.itb50.com)

Save the dates:

ITB Berlin 2016: 09.-13.03.2016

ITB Asia 2016: 19.-21.10.2016

Geschäftsführung: Dr. Christian Göke (Vorsitzender), Dirk Hoffmann  
Aufsichtsratsvorsitzender: Peter Zühlsdorff  
Handelsregister: Amtsgericht Charlottenburg, HRB 5484 B



**9-13 MARCH 2016**

The World's Leading Travel Trade Show®

Official Partner Country  
ITB Berlin 2016



---

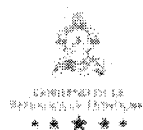
**Von:** Hattie Connor [<mailto:hconnor@iht.hn>]  
**Gesendet:** Mittwoch, 24. Februar 2016 18:16  
**An:** Gaebler, Juliane  
**Cc:** [mvasquez@iht.hn](mailto:mvasquez@iht.hn); Honduras, AV  
**Betreff:** RE: Info ITB 2016

Hi Juliane,

In regards to the Pro-forma invoice just to be clear the total amount of the invoice including VAT is of € 18,370.03, with the retention – € 4,592.51 (25% HON Tax Retention, the net amount to be received by ITB will be of € 13,777.52

Please confirm if this is correct.

Best regards,



**HATTIE CONNOR HAYLOCK**  
COORDINADOR DEL MERCADO EUROPEO Y C.A. UNIDAD  
DE MERCADOS

EDIFICIO EUROPA, COLONIA SAN CARLOS,  
TEGUCIGALPA, HONDURAS  
(504) 2222-2124 Ext. 510  
[hconnor@iht.hn](mailto:hconnor@iht.hn)  
[www.iht.hn](http://www.iht.hn)

**De:** Gaebler, Juliane [<mailto:Gaebler@messe-berlin.de>]  
**Enviado el:** Miércoles, 24 de Febrero de 2016 04:34 a.m.  
**Para:** 'Hattie Connor'  
**CC:** 'mvasquez@iht.hn'; Honduras, AV  
**Asunto:** AW: Info ITB 2016

Dear Hattie  
please find enclosed the pro-forma invoice. Please let me know if it is all o.k. – we will send you the down  
payment invoice tomorrow.  
Thanks and best regards

**Juliane Gaebler**  
*Product Manager*  
ITB Berlin

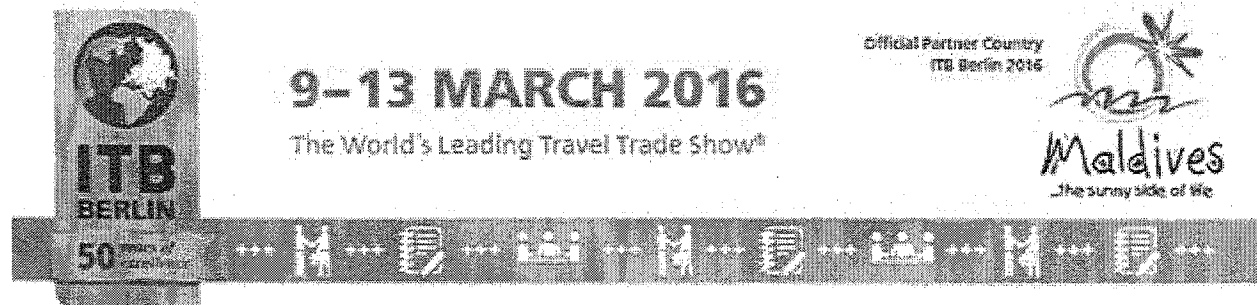
Messe Berlin GmbH  
Messedamm 22  
14055 Berlin  
Telefon: +49 30 3038-2126  
Fax: +49 30 3038- 2113

[gaebler@messe-berlin.de](mailto:gaebler@messe-berlin.de)  
[www.itb-berlin.de](http://www.itb-berlin.de)

Celebrate 50 years of ITB Berlin with us: [www.itb50.com](http://www.itb50.com)

Save the dates:  
ITB Berlin 2016: 09.-13.03.2016  
ITB Asia 2016: 19.-21.10.2016

Geschäftsführung: Dr. Christian Göke (Vorsitzender), Dirk Hoffmann  
Aufsichtsratsvorsitzender: Peter Zühlsdorff  
Handelsregister: Amtsgericht Charlottenburg, HRB 5484 B



**Von:** Hattie Connor [<mailto:hconnor@iht.hn>]  
**Gesendet:** Montag, 22. Februar 2016 20:38  
**An:** Gaebler, Juliane