
SERVICE CATALOGUE FOR EXHIBITORS

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Contact

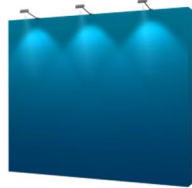
bcc Berlin Congress Center GmbH
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 10178 Berlin
 Germany

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 m.stender@bcc-berlin.de

General Notes

- Prices for services exceeding three days of provisioning time are available on request.
- Additional stand constructions, stand equipment, technical stand equipment and stand catering are available upon request.
- All technical devices provided via the bcc will be supplied with the required current connections. If additional current connections are required for client's own devices, a separate alternating current connection (article no. 612347) must be booked.
- The bcc does not provide catering services on commission. Prices are inclusive of standard bcc tableware.
- The order must be placed at least 14 days prior to the start of the event. For ExpoWall, Hestex, beMatrix and Pila Petite the order must be placed at least 21 days prior to the start of the event. In the event of a later order the bcc reserves the right to charge a rush order fee of 20 %.
- Services are subject to availability.

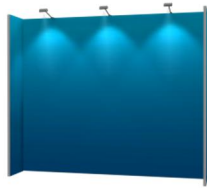
Stand Construction: Stand System ExpoWall

Details	Sample Photo	Price
ExpoWall modular stand: size according to choice; back wall elements incl. digital colour prints; 101.2 cm X 247.5 cm x 18.6 cm (W x H x D) one long-arm spotlight 150 W per running meter; alternating current connection (230 V, 10 A, up to 2 kW), incl. three-way power strip Article no. 2934771		225.00 EUR per running meter

Please note

- By default, the stand systems are provided with a height of 250 cm. In the rooms B 01.01, B 01.02 and B 01.03 the modular stand will be provided with a different height of 230 cm.
- The modular stands (size according to choice) can be booked in 0.5 m partitions.
- With a stand width of 450 cm or more the depth is 50 cm.
- If an ExpoWall modular stand is booked, an additional information sheet with print dimensions and instructions on how to lay out and share files will be provided.







Stand Construction: Stand System Hestex




Details	Sample Photo	Price
Hestex modular stand: size according to choice; back wall element and two sidewall elements incl. digital colour prints; 100 cm x 250 cm x 50 cm (W x H x D); one long-arm spotlight 150 W per running meter; alternating current connection (230 V, 10 A, up to 2 kW), incl. three-way power strip Article no. 2934822		225.00 EUR per running meter

Please note

- By default, the stand systems are provided with a height of 250 cm. In the rooms B 01.01, B 01.02 and B 01.03 the modular stand will be provided with a different height of 230 cm.
- The modular stands (size according to choice) can be booked in 0.5 m partitions.
- The Hestex modular stands are supported from behind with additional elements. This increases the overall depth by 50 cm.
- If a Hestex modular stand is booked, an additional information sheet with print dimensions and instructions on how to lay out and share files will be provided.

Stand Construction: Stand System Octanorm

Details	Sample Photo	Price
<p>Octanorm modular stand: size according to choice; ribbed carpet in anthracite, blue or red; fascia board incl. digital colour print; until 9 m² incl. three long-arm spotlights 150 W, upon 10 m² incl. six long-arm spotlights 150 W; alternating current connection (230 V, 10 A, up to 2 kW), incl. three-way power strip; minimum charge of 4 m²</p> <p>Article no. 2109005</p>		<p>60.00 EUR per m²</p>
<p>Octanorm modular stand light: size according to choice; ribbed carpet in anthracite, blue or red; back wall incl. stabilising 0.5 m side wall; two long-arm spotlights 150 W; alternating current connection (230 V, 10 A, up to 2 kW), incl. three-way power strip; minimum charge of 4 m²</p> <p>Article no. 2109006</p>		<p>40.00 EUR per m²</p>
<p>Octanorm wall panel 99 cm x 250 cm (W x H)</p> <p>Article no. 612359</p>		<p>45.00 EUR per piece</p>
<p>Digital colour print for Octanorm wall panel: one side, full surface, 96.4 cm x 240 cm (W x H), visual dimension 92.4 cm x 236 cm (W x H)</p> <p>Article no. 1178355</p>		<p>105.00 EUR per piece 95.00 EUR per piece (5 pieces and more)</p>
<p>Digital colour print for Octanorm wall panel: one side, full surface, 46.9 cm x 240 cm (W x H), visual dimension 42.9 cm x 236 cm (W x H)</p> <p>Article no. 2689402</p>		<p>60.00 EUR per piece 50.00 EUR per piece (5 pieces and more)</p>
<p>Adhesive foil pattern</p> <p>Article no. 1212009</p>		<p>134.00 EUR per m² (from 1 m²)</p>

Details	Sample Photo	Price
<p>Additional Octanorm fascia board incl. digital colour print for corner or end stands: if side panel measures 1 m 96.4 cm x 26 cm (W x H) with visual dimension 92.4 cm x 22 cm (W x H), if side panel measures 2 m 195.4 cm x 26 cm (W x H) with visual dimension 191.4 cm x 22 cm (W x H), if side panel measures 3 m 294.4 cm x 26 cm (W x H) with visual dimension 290.4 cm x 22 cm (W x H) Article no. 1334322</p>		<p>68.50 EUR per piece</p>
<p>Additional Octanorm fascia board incl. digital colour print for corner and end stands: if side panel measures 4 m 393.4 cm x 26 cm (W x H) with visual dimension 389.4 cm x 22 cm (W x H) Article no. 1402964</p>		<p>89.50 EUR per piece</p>
<p>Long-arm spotlight 150 W Article no. 1368363</p>		<p>12.00 EUR per piece</p>





Details	Price
Booth for Octanorm modular stand: 1 m ² , lockable door Article no. 2071727	110.00 EUR per piece
Booth for Octanorm modular stand: 2 m ² , lockable door Article no. 2071728	135.00 EUR per piece
Booth for Octanorm modular stand: 3 m ² , lockable door Article no. 2071729	160.00 EUR per piece
Coat rod for Octanorm wall panel 88 cm (W) Article no. 2071730	8.00 EUR per piece
Detachable shelf for Octanorm wall panel: 98.5 cm x 30 cm (W x D), horizontal or 20° slanted Article no. 1654245	10.00 EUR per piece



Please Note

- The Octanorm modular stand (size according to choice) can be booked in 0.5 m partitions. However, the full m² will be charged.
- Stand type and height must be discussed in due time prior to the event. The modular stand can be provided in a row, or as a corner or an end stand without additional charge. By default, the modular stand is provided as a row stand with a height of 250 cm. In the rooms B 01.01, B 01.02 and B 01.03 the modular stand will be provided with a different height of 230 cm.

- Octanorm fascia boards of 4 m are made up of two separate fascia boards of 2 m each with a small gap in between. Different divisions on request.
- If ordering more than 2 m² of adhesive foil patterns, the price will vary. Prices are available on request.
- For the printing of fascia boards or wall elements the print file must be sent to us (by e-mail or file hosting service) at least 14 days prior to the start of the event.
- The print file should be sent as a vector graphic in PDF format (for adhesive foil pattern also in EPS format) on a scale of 1:1. Image data should at least have a resolution of 72 dpi when a scale of 1:1 is used.
- A blank frame around the document format needs to be created when using certain graphics software, such as CorelDraw, Freehand and Illustrator. This is required as these programs do not import the document format into the EPS file.
- Fonts must be converted into curves/paths.
- For preset colours, please send a colour sample and precise colour specifications to the bcc. If layers overlap, please ensure that none of them are accidentally set to overprint as this may lead to a distortion of colours.

Stand Construction: Stand System beMatrix


Details	Sample Photo	Price
<p>beMatrix modular stand: size according to choice; ribbed carpet in anthracite, blue or red; one long-arm spotlight 150 W per straight wall panel; alternating current connection (230 V, 10 A, up to 2 kW), incl. three-way power strip; minimum charge of 4 m²</p> <p>Article no. 2900934</p>		<p>85.00 EUR per m²</p>
<p>Digital colour print for beMatrix wall panel: one side, full surface, 99 cm x 247.6 cm (W x H)</p> <p>Article no. 1636659</p>		<p>130.00 EUR per piece</p> <p>117.50 EUR per piece (5 pieces and more)</p>
<p>Digital colour print for beMatrix wall panel: one side, full surface, 49 cm x 247.6 cm (W x H)</p> <p>Article no. 2517863</p>		<p>80.00 EUR per piece</p> <p>72.00 EUR per piece (5 pieces and more)</p>
<p>Digital colour print for beMatrix curved wall panel: internal side, full surface, 72 cm x 247.6 cm (W x H)</p> <p>Article no. 1636660</p>		<p>110.00 EUR per piece</p> <p>95.50 EUR per piece (5 pieces and more)</p>


Details	Sample Photo	Price
<p>Digital colour print for beMatrix curved wall panel: external side, full surface, 79 cm x 247.6 cm (B x H) Article no. 2633724</p>		<p>110.00 EUR per piece 95.50 EUR per piece (5 pieces and more)</p>
<p>Adhesive foil pattern Article no. 1212009</p>		<p>134.00 EUR per m² (from 1 m²)</p>

Please Note

- Stand type and height must be discussed in due time prior to the event. The modular stand can be provided in a row, or as a corner or an end stand without additional charge. By default, the modular stand is provided as a row stand with a height of 250 cm. In the rooms B 01.01, B 01.02 and B 01.03 the modular stand will be provided with a different height of 230 cm.
- If ordering more than 2 m² of adhesive foil patterns, the price will vary. Prices are available on request.
- For the printing of fascia boards or wall elements the print file must be sent to us (by e-mail or file hosting service) at least 14 days prior to the start of the event.
- The print file should be sent as a vector graphic in PDF format (for adhesive foil pattern also in EPS format) on a scale of 1:1. Image data should at least have a resolution of 72 dpi when a scale of 1:1 is used.
- A blank frame around the document format needs to be created when using certain graphics software, such as CorelDraw, Freehand and Illustrator. This is required as these programs do not import the document format into the EPS file.
- Fonts must be converted into curves/paths.
- For preset colours, please send a colour sample and precise colour specifications to the bcc. If layers overlap, please ensure that none of them are accidentally set to overprint as this may lead to a distortion of colours.

Stand Construction: Stand System Pila Petite








Details	Sample Photo	Price
<p>Modular stand Pila Petite: 20 m²; 500 cm x 248-300 cm x 400 cm (W x H x D); textile banner incl. digital colour print; two back walls incl. digital colour print; bistro table with three white armchairs; lockable booth; rubbish bin; brochure stand; counter incl. digital colour print with two white bar stools LEM; velour carpet in anthracite, blue or red; two design lamps; three long-arm spotlights 150 W; alternating current connection (230 V, 10 A, up to 2 kW), incl. three-way power strip Article no. 1442658</p>		<p>3,800.00 EUR per package</p>


Details	Sample Photo	Price
<p>Modular stand Pila Petite: 25 m²; 500 cm x 248-300 cm x 500 cm (W x H x D); textile banner incl. digital colour print; six back walls incl. digital colour print; bistro table with three white armchairs; lockable booth incl. cabinet; rubbish bin; three brochure stands; high top table with two white bar stools LEM; counter incl. digital colour print; velour carpet in anthracite, blue or red; two design lamps; two long-arm spotlights 150 W; alternating current connection (230 V, 10 A, up to 2 kW), incl. three-way power strip Article no. 1442659</p>		<p>4,700.00 EUR per package</p>








Please Note





- Stand type and height must be discussed in due time prior to the event. By default, the modular stand is provided as a corner stand with a height of 300 cm on the levels B and C. In the rooms B 01.01, B 01.02, B 01.03 and on level A the modular stand will be provided on request with a different height. The modular stand can be provided on request as a row or end stand.
- For the printing of fascia boards or wall elements the print file must be sent to us (by e-mail or file hosting service) at least 14 days prior to the start of the event.
- The print file should be sent as a vector graphic in PDF format on a scale of 1:1. Image data should at least have a resolution of 72 dpi when a scale of 1:1 is used.
- Fonts must be converted into curves/paths.
- For preset colours, please send a colour sample and precise colour specifications to the bcc. If layers overlap, please ensure that none of them are accidentally set to overprint as this may lead to a distortion of colours.

Stand Equipment: Furniture

Details	Sample Photo	Price
High top table with glass plate: 109 cm (H), 70 cm (dia) Article no. 1034785		51.00 EUR per piece
High top table with cream-coloured wooden plate: 106.5 cm (H), 70 cm (dia) Article no. 1459281		51.00 EUR per piece
High top table: cube, 50 cm x 110 cm x 50 cm (W x H x D) Article no. 612333		51.00 EUR per piece
Bistro table with glass plate: 72 cm (H), 70 cm (dia) Article no. 1189179		51.00 EUR per piece
Bistro table with cream-coloured wooden plate: 70 cm (H), 70 cm (dia) Article no. 1459355		51.00 EUR per piece
Lounge table with glass plate: 41 cm (H), 70 cm (dia) Article no. 1002045		51.00 EUR per piece
Lounge table with cream-coloured wooden plate: 38.5 cm (H), 70 cm (dia) Article no. 1459356		51.00 EUR per piece

Details	Sample Photo	Price
Lounge cube: 50 cm x 40 cm x 50 cm (W x H x D), cream Article no. 1000938		21.00 EUR per piece
Lounge cube: 48 cm x 50 cm x 48 cm (W x H x D), white Article no. 1467567		21.00 EUR per piece
IXT120 table: 120 cm x 71 cm x 40 cm (W x H x D), cream Article no. 612315		15.00 EUR per piece
IXT180 table: 180 cm x 71 cm x 40 cm (W x H x D), cream Article no. 612317		20.00 EUR per piece
Octanorm counter: lockable, 104 cm x 102.5 cm x 54 cm (W x H x D) Article no. 1530941		74.00 EUR per piece
Digital colour print for Octanorm counter: front panel, full surface, 96.4 cm x 86 cm (W x H), visual dimension 92.4 cm x 82 cm (W x H) Article no. 1499864		70.00 EUR per piece
Digital colour print for Octanorm counter: side panel; full surface; 46.9 cm x 86 cm (W x H); visual dimension 42.9 cm x 82 cm (W x H) Article no. 2901211		40.00 EUR per piece

Details	Sample Photo	Price
<p>Black .03 chair Article no. 1000962</p>		<p>21.00 EUR per piece</p>
<p>Cream-coloured IXC chair Article no. 996032</p>		<p>10.00 EUR per piece</p>
<p>White Tom Vac chair Article no. 1037096</p>		<p>26.00 EUR per piece</p>
<p>Black Bonello bar stool Article no. 1323343</p>		<p>21.00 EUR per piece</p>
<p>Black LEM bar stool Article no. 1333163</p>		<p>41.00 EUR per piece</p>
<p>Black lounge chair Article no. 1071795</p>		<p>45.00 EUR per piece</p>
<p>Lounge couch: 122 cm x 78 cm x 60 cm (W x H x D), black Article no. 1446468</p>		<p>80.00 EUR per piece</p>




Details	Sample Photo	Price
<p>Glass display case 50 cm x 180 cm x 50 cm (W x H x D) Article no. 1402967</p>		<p>225.00 EUR per piece</p>
<p>Brochure stand for A4 brochures Article no. 1367693</p>		<p>40.00 EUR per piece</p>
<p>Rubbish bin Article no. 1000942</p>		<p>9.00 EUR per piece</p>
<p>Noticeboard with stands: 126.5 cm x 193 cm (W x H), incl. pins and paper, board measurements 118.5 cm x 146 cm (W x H) Article no. 612341</p>		<p>22.00 EUR per piece</p>

Please Note

- For the printing of the counter the print file must be sent to us (by e-mail or file hosting service) at least 14 days prior to the start of the event.
- The print file should be sent as a vector graphic in PDF format on a scale of 1:1. Image data should at least have a resolution of 72 dpi when a scale of 1:1 is used.
- Fonts must be converted into curves/paths.
- For preset colours, please send a colour sample and precise colour specifications to the bcc. If layers overlap, please ensure that none of them are accidentally set to overprint as this may lead to a distortion of colours.

Stand Equipment: Miscellaneous

Details	Price
Storage Article no. 612549	75.00 EUR per m ² per day
Extended booth cleaning Article no. 612521	1.10 EUR per m ² per day

Details	Sample Photo	Price
Anthracite-coloured ribbed carpet Article no. 1465171		12.00 EUR per m ²
Blue ribbed carpet Article no. 1465476		12.00 EUR per m ²
Red ribbed carpet Article no. 1465208		12.00 EUR per m ²

Please Note

- Carpet is to be booked in a range of sizes. However, the full m² will be charged.
- A simple daily cleaning of all stand floorings is included by default. The additional cleaning also includes cleaning of the stand equipment.
- Emptying of rubbish bins at the exhibitors' stands is inclusive and will not be charged separately. Disposal of waste during the setup and dismantling in excess of the considered normal level of waste disposal during the event will be charged at cost.

Stand Equipment: Personnel

Details	Price
Security for booth Article no. 1402965	25.00 EUR per person per hour
Host/Hostess Article no. 612513	24.00 EUR per person per hour
Hand e.g. for setup and dismantling Article no. 612523	20.00 EUR per person per hour

Please Note

- The personnel's working hours and needed language skills are to be discussed in due time prior to the event. The handing over of a modular stand to the stand security will be done by the customer before the working time starts.
- The minimum working time per staff member is four hours. Additional hours will be charged according to actual working time (calculated in half-hour units).

Technical Stand Equipment: Electrical Installation

Details	Price
Alternating current connection: 230 V, 10 A, up to 2 kW, incl. three-way power strip Article no. 612347	85.00 EUR per piece
RC connection: CEE, 400 V, 16 A, up to 7 kW Article no. 612349	110.00 EUR per piece
RC connection: CEE, 400 V, 32 A, up to 15 kW Article no. 612351	150.00 EUR per piece

Technical Stand Equipment: Telecommunication, Printer and Copier

Details	Price
Wired network incl. one port Article no. 1353073	220.00 EUR for one day
	352.00 EUR for two days
	440.00 EUR for three days
Additional port for wired network Article no. 1353074	15.00 EUR for one day
	24.00 EUR for two days
	30.00 EUR for three days
Print, copy and scan system: colour, A4 Article no. 1924924	95.00 EUR for one day
	152.00 EUR for two days
	190.00 EUR for three days

Please Note

- Network packages include an internet bandwidth of up to 5 Mbit/s (synchronous, flat rate).
- It is possible to set up a printer in the network.

Technical Stand Equipment: Mediatechnology and Accessories

Details	Price
Laptop Article no. 612391	100.00 EUR for one day 160.00 EUR for two days 200.00 EUR for three days
Screen: minimum 24", full HD Article no. 1374649	80.00 EUR for one day 128.00 EUR for two days 160.00 EUR for three days
Screen: minimum 40", full HD Article no. 1374651	210.00 EUR for one day 336.00 EUR for two days 420.00 EUR for three days
Screen: minimum 50", full HD Article no. 1374650	300.00 EUR for one day 480.00 EUR for two days 600.00 EUR for three days



Please Note

- A laptop with an English-language operating system and keyboard is available upon request.
- By default, the screens are provided on a stand.

Stand Catering: Soft Drinks

Details	Price
Sparkling mineral water crate of 24 0.25 l bottles Article no. 2323727	18.00 EUR per piece
Sparkling mineral water crate of 12 0.75 l bottles Article no. 2323725	18.00 EUR per piece
Still mineral water crate of 24 0.25 l bottles Article no. 2323733	18.00 EUR per piece
Still mineral water crate of 12 0.75 l bottles Article no. 2323731	18.00 EUR per piece
Apple juice crate of 24 0.2 l bottles Article no. 2323739	22.00 EUR per piece
Apple juice crate of six 1 l bottles Article no. 2323737	18.00 EUR per piece
Orange juice crate of 24 0.2 l bottles Article no. 2323745	22.00 EUR per piece
Orange juice crate of six 1 l bottles Article no. 2323742	18.00 EUR per piece
Coca-Cola crate of 24 0.2 l bottles Article no. 2323757	18.00 EUR per piece
Coca-Cola crate of 12 1 l bottles Article no. 2323755	22.00 EUR per piece
Coca-Cola light crate of 24 0.2 l bottles Article no. 2323763	18.00 EUR per piece
Coca-Cola light crate of 12 1 l bottles Article no. 2323761	22.00 EUR per piece
Fanta crate of 24 0.2 l bottles Article no. 2323769	18.00 EUR per piece
Fanta crate of 12 1 l bottles Article no. 2323767	22.00 EUR per piece
Sprite crate of 24 0.2 l bottles Article no. 2323775	18.00 EUR per piece
Sprite crate of 12 1 l bottles Article no. 2323773	22.00 EUR per piece

Stand Catering: Refrigerators

Details	Sample Photo	Price
Refrigerator 50 cm x 86 cm x 55 cm (W x H x D) Article no. 1467217		75.00 EUR per piece
Refrigerator with glass door 60 cm x 188 cm x 63 cm (W x H x D) Article no. 1311081		160.00 EUR per piece

Stand Catering: Hot Drinks

Details

Coffee 1 l pot
Article no. 2323805

Tea: varied assortment, 1 l pot
Article no. 2323811

Price


10.00 EUR
per piece

10.00 EUR
per piece

Please Note

- Coffee and tea will be supplied with milk and sugar.

Stand Catering: Coffee Machine

Details	Sample Photo	Price
Mobile semi-automatic espresso coffee machine station incl. 1 kg espresso beans and 12 l milk, unlimited sugar and water, cups (incl. cleaning service for dishes) as well as a Barista provided at a maximum of eight hours Article no. 1489989		400.00 EUR per piece

Details

Espresso beans 250 g pack
Article no. 2323812

Milk 1 l
Article no. 2681450

Lactose-free milk 1 l
Article no. 2681465

Price

7.50 EUR
per piece

1.00 EUR
per portion

2.00 EUR
per portion


Please Note

- The following hot beverages can be prepared with the coffee machine: single espresso, double espresso, coffee, latte macchiato, café au lait, cappuccino and tea.

Stand Catering: Bottled Beer

Details	Price
Beer crate of 24 0.33 l bottles Article no. 2323787	26.00 EUR per piece
Beer: non-alcoholic, crate of 24 0.33 l bottles Article no. 2323791	26.00 EUR per piece

Stand Catering: Beer Bar

Details	Sample Photo	Price
Beer bar incl. CO ₂ gas cylinder, 40 glasses and cleaning service for the glasses Article no. 1562988		350.00 EUR per piece

Details	Price
Beer 30 l barrel Article no. 2323788	100.00 EUR per piece

Please Note

- The beer bar may be used in self-service. If service staff is required, it must be booked separately.

Stand Catering: Personnel

Details	Price
Barista Article no. 1635459	27.00 EUR per person per hour
Service staff Article no. 612527	23.00 EUR per person per hour

Please Note

- The minimum working time per staff member is four hours. Additional hours will be charged according to actual working time (calculated in half-hour units).

Stand Catering: Wines

Details	Price
Red wine: dry, 0.75 l bottle Article no. 2323795	12.50 EUR per piece
White wine: dry, 0.75 l bottle Article no. 2323793	12.50 EUR per piece
Prosecco: dry, 0.75 l bottle Article no. 2323797	15.00 EUR per piece

Stand Catering: Snacks

Details	Price
Bagel sandwich, varied assortment Article no. 2937218	3.00 EUR per piece
Meatballs with potato salad Article no. 2937240	2.50 EUR per portion
Pretzel with butter Article no. 3036873	2.00 EUR per piece
Vegetable sticks with herb cream cheese Article no. 3036892	2.50 EUR per portion
Savoury mini Danish pastry, varied assortment Article no. 3036887	1.00 EUR per piece
Apple crumb cake Article no. 2937225	1.50 EUR per piece
Cream filled cake with almonds Article no. 2937226	1.50 EUR per piece
Muffin, varied assortment Article no. 3036936	2.00 EUR per piece
Sweet mini croissant, varied assortment Article no. 3037088	1.00 EUR per piece
Lemon tart Article no. 3037037	1.50 EUR per piece
Fruit with skewer, vegan Article no. 3037139	2.00 EUR per portion
Smoothie, vegan Article no. 3037260	2.50 EUR per portion

Please Note

- The minimum order quantity per food item is 20 portions.

Stand Catering: Miscellaneous

Details	Price
Ice cubes pack 1 kg pack Article no. 1363025	3.00 EUR per piece
Crushed ice 1 kg pack Article no. 1377305	3.00 EUR per piece
Paper napkins: 24 cm x 24 cm (W x L), white, 300-piece pack Article no. 1363027	4.50 EUR per piece
Straws: 24 cm (L), 0.5 cm (dia), black, 250-piece pack Article no. 1525293	5.00 EUR per piece

General Notes on Stand Catering

- Prices are inclusive of standard bcc dishes and exclusive of personnel costs.
- Prices are based on self-service. Different service forms (e.g. butler-style service) are available on request.
- Please indicate specific catering times on the order form. If no times are specified, ordered catering will be delivered at the beginning of the event.

ORDER FORM

Contact

bcc Berlin Congress Center GmbH
Mr Marc Stender
Alexanderstr. 11
10178 Berlin
Germany

+49 30 23806515
m.stender@bcc-berlin.de

Details

Event title: Personalmanagementkongress 2018

Exhibitor or stand name: _____

Stand no.: _____

Name of orderer: _____

Telephone number of orderer: _____

E-mail address of orderer: _____

Name of contact person on-site: _____

Telephone of contact person on-site: _____

Full invoice address (incl. company name): _____

VAT registration number: _____

Desired purchase order number: _____

Payment Options for Companies Based in Germany

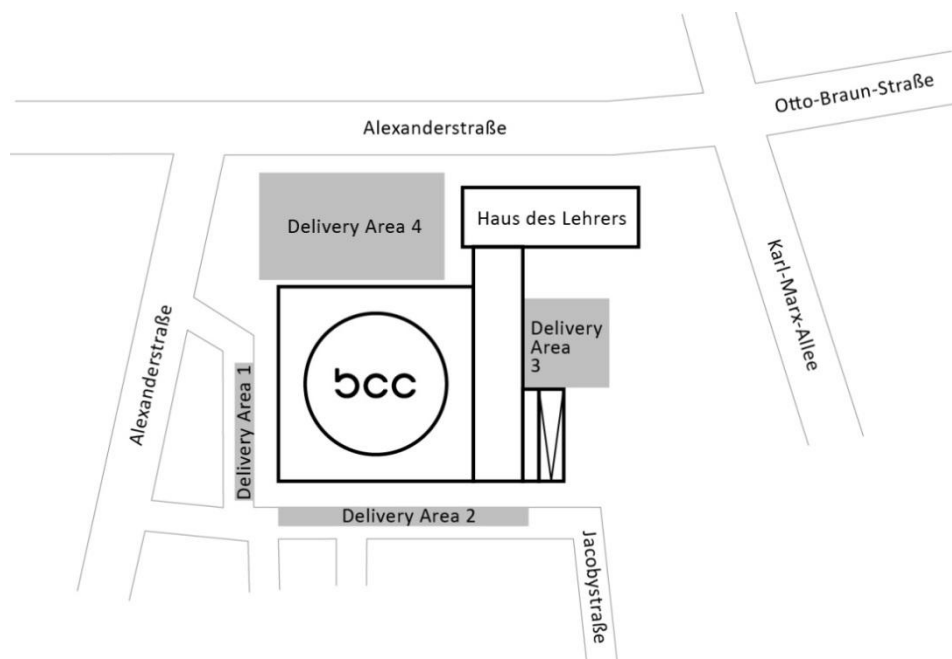
- Via invoice:
- Via credit or debit card during the event:

Payment Options for Companies Based Abroad

- Via prepayment (bank transfer):
- Via credit or debit card during the event:

TECHNICAL INFORMATION

Possible Delivery Areas



Area

Delivery area 1
 Delivery area 2
 Delivery area 3
 Delivery area 4

Doors

2.05 m x 2.65 m (W x H)
 2.05 m x 2.65 m (W x H)
 1.8 m x 1.95 m (W x H)
 2.05 m x 2.65 m (W x H)

Please Note

- Information on availability and clearance for events will be supplied by the bcc.

Elevator

Doors 2.5 m x 2.5 m (W x H)
 Cage 2.9 m x 2.05 m (B x W)
 Maximum weight Max. 2 t (336 kg/m²)

Floor Covering and Maximum Height of Construction in Level A

Room	Floor Covering	Maximum Height
A 01	Parquet	2.5 m
A 02	Epox resin	2.5 m
A 03	Parquet	2.5 m
A 04	Parquet	2.5 m
A 05	Parquet	2.5 m
A 06	Parquet	2.5 m
A 07	Epox resin	2 m
A 08	Linoleum	2.5 m (partially 2 m)

Floor Covering and Maximum Height of Construction in Level B

Room	Floor Covering	Maximum Height
B 01	Linoleum	3 m
B 01.01	Linoleum	2.4 m
B 01.02	Linoleum	2.4 m
B 01.03	Linoleum	2.4 m
B 02	Slate	3 m
B 03	Parquet	3 m
B 04	Parquet	3 m
B 05	Parquet	3.5 m
B 06	Parquet	3.5 m
B 07	Linoleum	3.5 m
B 08	Parquet	3.5 m
B 09	Parquet	3.5 m
B 92	Linoleum	2.5 m
B 94	Linoleum	2.5 m
B 95	Linoleum	2.5 m
B 96	Linoleum	2.5 m

Floor Covering and Maximum Height of Construction in Level C

Room	Floor Covering	Maximum Height
C 01	Parquet	4 m
C 02	Linoleum	3.5 m
C 03	Parquet	3 m
C 04	Parquet	3 m

Floor Covering in Level D

Room	Floor Covering
D 01	Linoleum

Maximum Weight

Level A, B and C	500 kg/m ²
Level D	250 kg/m ²

General Information

- The bcc reserves its supervisory authority in all dealings with clients and their staff, this right being executed by the responsible project manager or any authorised third party.
- The bcc is not liable for theft or personal injury during the setup, dismantling, or realisation of the event. The client is liable for all personal injuries or property damages occurring through the use or presentation of his stand elements, objects, or exhibits. The bcc is not liable for damages that might occur through interruptions of the power supply.
- The operation of electrical appliances or equipment and the bringing of domestic animals requires the consent of the bcc.
- The client commits himself to the efficient use of energy. It is therefore requested that all electronic appliances, e.g. at exhibition stands, are turned off at the end of the event day. The bcc reserves the right to switch off all energy supplies to the stand overnight should the exhibitor not comply with these regulations.
- The client respectively, is responsible for insuring that all effective technical regulations (DIN, VstättVO, etc.) are met.
- The use of a forklift truck for loading and unloading goods in the forecourt area must be coordinated with the bcc beforehand. The use of forklift trucks within the building is not permitted.
- All means of transport must be equipped with rubber or nylon wheels only.
- The bcc only permits the use of adhesive tape explicitly designated for the respective surfaces. This especially applies to the laying of floor coverings. Adhesive tape can be purchased for 12.00 EUR per roll (incl. VAT) at the bcc's Front Office. It is the operator's responsibility to ensure that the adhesive tape suits its intended purpose of use, as this is dependent upon various factors including temperature, strain, materials to be taped and handling. The bcc GmbH assumes no liability.
- No workings are permitted that may damage the building fabric (e.g. to drill in floors and ceilings or to fix anything to walls). If risky construction works become necessary during the setup or dismantling, the endangered areas are to be protected.
- Due to the bcc sprinkler system the construction of stand ceilings is not permitted.
- By default, a basic cleaning of the floorings is carried out on a daily routine. If this service is not requested, it must be explicitly communicated to the bcc.
- The emptying of rubbish bins during the event is included and not charged extra. The disposal of waste beyond the usual extent will be charged according to expenditure.
- The rooms A 10, B 10 and C 10 are emergency staircases and therefore must adhere to fire protection guidelines (i.e. contain no fire load).

Deliveries and Goods for Temporary Storage

- Deliveries can only be accepted within the setup times booked by the client. For all deliveries arriving when neither stand staff nor stand builders are present at the bcc, an announcement in written form is required. Deliveries that cannot be clearly assigned to an event or use (stand, symposium, etc.) are not accepted.
- Loading and unloading of deliveries and goods for temporary storage is the responsibility of the client or a client-commissioned forwarding agency.
- The collection of temporarily stored goods must take place within dismantling times unless other collection times have been agreed upon in writing. The bcc needs an advance announcement in all cases. All temporarily stored goods must be clearly labelled.
- In both cases the bcc is not liable for the completeness and the condition of the deliveries and temporarily stored goods. This also applies to possible damages resulting from the storage at the bcc, as long as these damages did not result from intent or negligence on behalf of the bcc. It is the duty of the client, exhibitor or stand builder to inspect all deliveries for completeness and condition. Any damages that may have been incurred must be duly documented with the proper claims form to the bcc. § 438 HGB (code of commercial law) applies. Claims made after the initial delivery inspection are considered void.

- If any unannounced goods remain at the bcc after the end of the event, the bcc reserves the right to either store these goods or to dispose of them at the owner's expense. The cost of storage space amounts to 75.00 EUR net per day and m² plus a 20 % rush order fee. The decision between storage and disposal is at the discretion of the bcc.

Stand Catering

- The bcc holds the exclusive rights concerning any catering. It is not permitted to bring food or beverages from external caterers.
- External caterers are generally refused access to the bcc. The use of private coffee machines etc. at the stand is also not permitted. If this exclusivity is violated during the event, the bcc reserves the right to charge a service fee for external products.

Technical Stand Equipment

- The bcc offers technical equipment, e.g. displays or notebooks incl. on-site support and replacement devices.
- Complex IT services will be performed by the bcc Technical Services division.