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**2020 EXHIBITOR
MANUAL**

MESSE BREMEN

 **BREAKBULK**
EUROPE Bremen
26-28 May 2020

ORGANISED BY



Dear Exhibitors,

Welcome to Breakbulk Europe 2020! We're delighted that you will be exhibiting at Breakbulk Europe 2020 at Messe Bremen, Germany.

Breakbulk Europe brings industry professionals together from across the supply chain and at the heart of our community are the decision-makers; EPCs, manufacturers, logistics and procurement executives.

We understand it takes a lot to co-ordinate your stand, it's for this reason that we've created this Exhibitor Manual; a one-stop-shop containing all the vital information you need. You can also find a copy of the Exhibitor Manual on the Exhibitor Resources page of the Breakbulk.

Please take time to read through all the information and instructions provided, including the deadlines given. We have included handy check-lists and deadline dates throughout the Exhibitor Manual as reminders for ordering the services you may require at the show.

Time spent now coordinating your participation will save you last minute inconvenience and unnecessary expense.

Please feel free to contact the Breakbulk Operations Team at any time if you have any queries regarding this Manual or your stand, their contact details are:

Customer Success breakbulksupport@breakbulk.com

Liam Biggadike +44 20 3545 9737

Uliana Zeneli +44 20 3545 9633

We look forward to working with you over the coming months and to welcoming you to the event in Bremen in May 2020.

Best wishes

Maleha Khan

Hyve Group Plc

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ORGANISER CONTACTS

Contact Name	Function	Contact Number	Email
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Mark Harvey	Head of VIP Programme	+44 20 354 5970	Mark.Harvey@breakbulk.com
Victoria Linstone	VIP Relationship Manager	+44 20 3545 9895	Victoria.Linstone@breakbulk.com

OFFICIAL CONTRACTORS CONTACTS

Contractor / Service	Contact Name	Contact Number	Email
Gielissen Venue Exhibitor Services Carpet (REQUIRED for space) Electrical (REQUIRED for all) Water, Air Floral Graphics Furniture Internet Man Power (labour) Rigging/Hanging Signs Booth Cleaning & Waste disposal Fascia Panel	Gielissen Exhibition & Event Coordinator	+31 20 581 1411	breakbulk@gielissen.nl
Essential Events Space Only stand plan approval company - Forms to be completed by All Space only Stands	Lynn Hanstock	+44 (0) 1926 470 100	lhastock@essentialevents.co.uk
Geschmackslabor Messe Event Catering Hospitality Staff	Felix Wiegandt	+49 421 35 05 788	wiegandt@geschmackslabor.com
Agility Fork Lift Services Shipping Services Freight Forwarding	Nuriye Zafer	+44 207 069 5312	nzafer@agility.com
Accommodation Hotel Accommodation	Bremen Online Hotel Booking Service	+49 421 / 30 800 18	bednarek@bremen-tourism.de
ASP Audio Visual and Multimedia Rental	Nele Degeest	+32 3353 19 19	Nele.dg@aspgroup.be

EMERGENCY NUMBERS IN BREMEN:

Head of Services

0049 421 3505 348 if unavailable 0049 421 3505 233

Medical Service in the venue

0049 421 3505 215

Medical Service in the town

0049 421 112

Fire Department in the venue

0049 421 3505 621

Fire Department in the town

0049 421 112

Police in the Town

0049 421 110

GENERAL INFORMATION

VENUE

LOCATION – Messe Bremen, M3B GmbH, WFB Wirtschaftsforderung Bremen GmbH,
Findorffstrasse 101, 28215 Bremen, Germany



GETTING TO THE VENUE



Coming from The Motor Way:

Motorway A1:

- A1 until motorway intersection "Bremer Kreuz", turn onto A 27, direction: Bremerhaven / Bremen.

Motorway A27:

- Exit: "Überseestadt" Attention: After ca. 750 m keep in right lane (not entering bridge, but passing it on right side) Direction: "Messe / ÖVB-Arena" Enter roundabout "Osterfeuerberger Ring" take third exit = "Utbremer Ring" Take second turn right onto "Fürther Str." and follow this direction until "Hollerallee" ("Fürther Str." - "Eickendorfer Str." - "Hollerallee").

BUILD UP & SET-UP

Dates	Hall Open	Schedule
Friday 22 nd May	10:00hrs – 20:00hrs	Space Only stands commence construction
Saturday 23 rd May	08:00hrs – 20:00hrs	Space Only stands continue construction
Sunday 24 th May	08:00hrs – 20:00hrs	Space Only stands continue construction
Monday 25 th May	08:00hrs – 18:00hrs	All Space Only stand construction to be completed by 1800hrs Access for Shell Scheme exhibitors at 0800hrs
Tuesday 26 th May	08:00hrs – 13:00hrs	Stand dressing only – no construction permitted
	13:00hrs – 16:00hrs	Halls to be clear of all personnel

Please note there will be a traffic management system in place for vehicles unloading/loading for build-up and break down. Further details will be sent to you closer to the event.

All construction must be complete by **18:00hrs on Monday 25th May 2020**. Please build within these times. Any extra hours will only be approved in emergency situations, depending on Health and Safety approval. This may be subject to charges for extra lighting, traffic marshals, security and Health & Safety Officers.

REGISTRATION

Dates	Location	Registration Opens	Registration Closes
Tuesday 26 th May	Messe Bremen, Hall 4	08:00hrs	20:00hrs
Wednesday 27 nd May	Messe Bremen, Hall 4	08:00hrs	18:00hrs
Thursday 28 rd May	Messe Bremen, Hall 4	08:00hrs	16:00hrs

EXHIBITION OPEN DAYS

Dates	Hall Opening Time	Show Open Times
Tuesday 26 th May	16:00hrs – 20:00hrs	1700hrs – 2000hrs (1700hrs Opening Ceremony)
Wednesday 27 nd May	09:00hrs – 19:00hrs	1000hrs – 1800hrs
Thursday 28 rd May	09:00hrs – 16:00hrs	1000hrs – 1600hrs

DERIG / BREAKDOWN PERIOD

Dates	Location	Hall Open	Schedule
Thursday 28 th May	Messe Bremen, Hall 4	16:30hrs – 22:00hrs	Breakdown commences once permitted. All Shell Scheme exhibits must be clear by 2200hrs.
Friday 29 th May	Messe Bremen, Hall 4	08:00hrs – 19:00hrs	Space Only breakdown continues. All contractors and exhibits to be clear of halls by 1900hrs.

All exhibitors/contractors must finish completion and decorating of their stand by 13:00hrs Tuesday, 26th May 2020. During 13:00hrs – 16:00hrs exhibitor access will be permitted however **ONLY** hand-held items can be carried into and through the halls. **No Trolleys, pump trucks and no rubbish to be left during this time.**

Exhibitors are encouraged to ensure their stand build can be completed and dismantled to the above timetable.

Exhibitors have early access to the halls from 08:00hrs Tuesday 26th May on and Weds 27th May.

All exhibitors must clear their exhibit space by **19:00** on **Friday, 29th May 2020**. The organiser cannot be held responsible for any items left unattended after this time. Any equipment/ products left will be removed at the exhibitor's expense.

Please Note: Please ensure you do not leave products or personal items unattended during Breakdown.

ACCOMMODATION BOOKING FACILITIES

Please find the online booking link here:

<https://px.convent-registration.de/cgi-bin/regform.exe?company=28195&Event=B20-3013&Language=1&Entry=9>.

BADGES & PASSES

Please register online for your exhibitor badges, these can be collected onsite. Please use this link to register: [Registration Link](#)
Additional badges can be obtained at the registration desks onsite.

How do I register my staff and guests?

The main contact for each exhibiting company should register staff and guests in the online exhibitor registration portal <https://www.xpressreg.net/register/betc0520/exhibitor/login.asp> Each exhibiting company has been allocated a quantity of passes for staff and an additional five free passes for guests. You will see your allocation once you have logged in.

Where will I receive my badges?

Badges can be picked up at the registration desks onsite at Messe Bremen. Please bring your confirmation email for the most expedient process.

I don't remember my company password to the registration portal. How do I get it?

Please use the link on the exhibitor registration page <https://www.xpressreg.net/register/betc0520/exhibitor/login.asp> to retrieve your password. If you are unable to find your company name on the drop-down list, please email our Customer Success team at breakbulksupport@breakbulk.com.

I'd like to bring some of my customers/guests. How do I do that?

Every exhibiting company receives five complimentary passes for their customers. To register them, please select the "Add Guest" button in the registration portal. If you would like to add more than five, you have the option of purchasing additional passes in the registration portal <https://www.xpressreg.net/register/betc0520/exhibitor/login.asp>.

Every exhibiting company also receives a unique discount code that provides a 25% discount off passes and workshops. Visit the "Invite Your Customers" tab within the exhibitor registration portal to find your company's code and tools to help you distribute it. Our marketing team has also prepared an email banner and an invitation that you can use to promote your participation in the event and attract more visitors to your stand. Do include your discount pass in posts and emails. If you have not yet received these materials, let our Customer Success team know by emailing breakbulksupport@breakbulk.com.

I have a lot of people to register. Is there any easy way to do that?

Yes, in fact there are two ways. If you exhibited in 2019, your roster is available to review and update. Do make sure your company name is exactly the same this year, otherwise the roster will not be displayed.

New this year is our bulk upload feature for your stand staff and others from your company. It's a simple process, using a spreadsheet downloaded from your registration portal. You can access this new feature by selecting "Upload Stand Staff" and then follow the instructions. Because your company information is automatically populated for your staff, you will still have to register your customers manually.

My guests/clients are cargo-owning shippers. How can they register?

Verified cargo-owning shippers are able to join Breakbulk's all-new VIP programme Breakbulk Masters. If your guest qualifies as a Masters, this does not count against your five guest passes. To register your Masters guests, please email our Masters manager Mark Harvey at mark.harvey@breakbulk.com with the names, job titles and companies of those individuals. Once verified, they will be registered as a Breakbulk Master. Benefits of the Masters programme include: complimentary all-access pass to the conference sessions and exhibition, exclusive access to the Masters Arena for networking with peers and their own guests, reserve a private meeting room, relax and enjoy complimentary breakfast and lunch as well as bar service.

I've used all of my pass allocation. How do I get more?

Additional passes are available to purchase in the exhibitor registration portal at <https://www.xpressreg.net/register/betc0520/exhibitor/login.asp>. The pricing in the system includes a 25% discount—no need for a discount code. The earlier you buy your extra passes, the more you'll save: Extra Pass Pricing (all prices include 19% VAT).

Item	Super Early Bird (through 31 Dec. 2019)	Early Bird (1 Jan – 24 March 2020)	Advance (25 March – 25 May 2020)	Onsite (26-28 May 2020)
Three-day exhibitor pass	€67.50	€101.25	€123.75	€150.00

I need a visa invitation letter to attend. How do I get one?

Visa invitation letters will only be issued to registered exhibitors and are available in the online registration system. All individuals will receive a confirmation email that includes instructions on obtaining a visa letter. Once the person has added the necessary information, he or she may print it for their visa application. Note that visas can take longer than expected, so apply early!

Where can I get a receipt for my payment?

Receipts for company orders are also available in the exhibitor registration portal. Log in and select View/Print receipt.

How do I get my contractor badges/passes to enter the facility during build times?

- On arrival onsite, all contracted labour/stand builders will be checked and given a wristband at the security check point to allow them to gain entrance to the halls.
- Messe Bremen staff and security will stop anyone without a wristband and direct them through the procedure above.

My question about registration isn't listed above. Where can I get more information?

Please email our Customer Success team at breakbulksupport@breakbulk.com for assistance. The team is based in London, so if you are in a different time zone, please be patient.

CAR PARKING

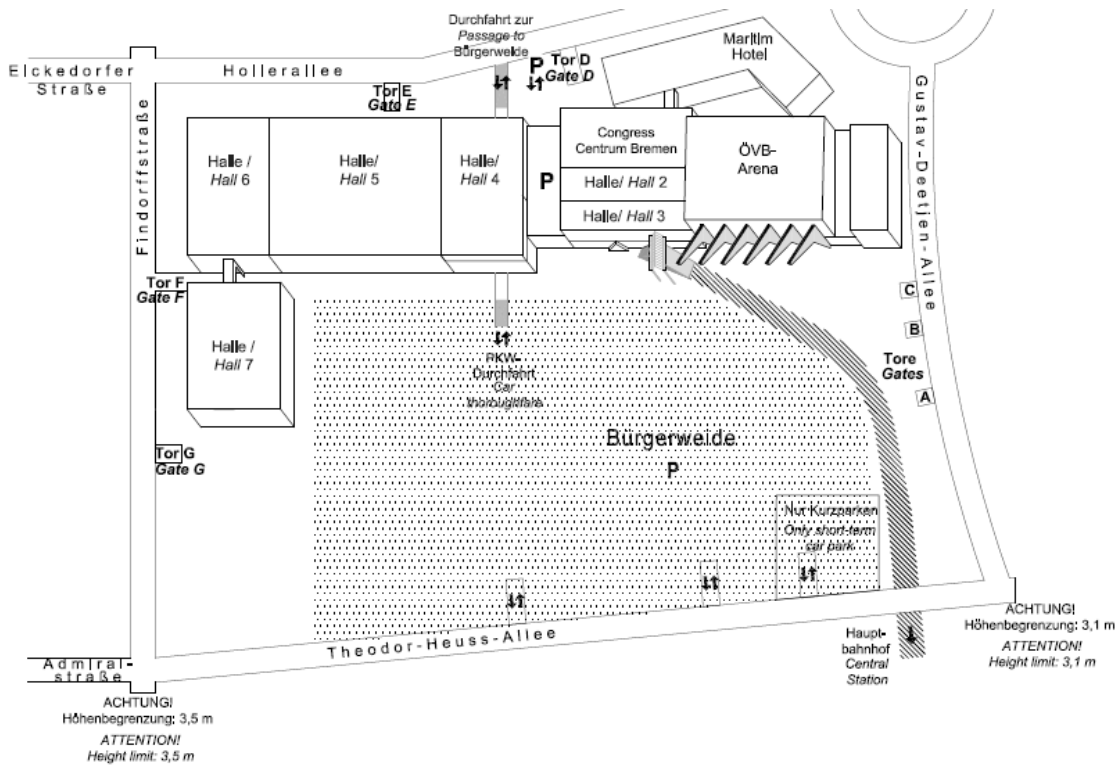
The parking of vehicles on safety areas of the halls, and in front of entrances and exits, is not permitted during the trade fair, exhibition or other event. On the dates of construction and dismantling, vehicles may stop only for the purposes of loading and unloading. Parking space is available on the Bürgerweide (a car park near the exhibition centre) and in the multi-storey car park. We expressly wish to point out that vehicles parked on the site during the event will be towed away at the owner's expense.

Guaranteed exhibitor carparking can be reserved for Wednesday 27th May - Thursday 28th May 2020 at Messe Bremen. A reduced 2020 fee of €50.00 + VAT for 2 days. Guaranteed Parking is limited and will be allocated on a first come first served.

Please note: Unreserved visitor parking is available onsite at the exhibition centre for €6 per day, on a first come first served basis.

You will be contacted before the event for payment. Once your payment has been processed, please pick up your car parking pass from the organiser office onsite before midday on Tuesday 26th May 2020.

Please go to the Breakbulk Europe Website to find the Car Parking tickets.



STAND CONTRACTOR/EXHIBITOR LOAD IN AND LOAD OUT

All trucks have to use gate H and have to wait on the “Bürgerweide” (parking space in front of the exhibition halls) to be advised to access the unload area.

CATERING

Exhibitors are permitted to bring in their own food and beverage items, including alcoholic drinks but **excluding Beck’s beer**, which can only be supplied by the inhouse caterer Geschmackslabor.

Catering orders is now processed through Geschmackslabor Online shop: <https://shop.geschmackslabor.com/en/>. Until 14 days before event starts you can place your order in the online shop. Afterwards please contact our service team: +49 (0) 421 3505 782.

The service will provide you food and beverage as well as equipment and staff - on request several times a day.

Exhibitors must inform the organisers if they are providing their own food on their stands by filling in and returning the Intent to Provide Catering Form (hyperlink) to breakbulksupport@breakbulk.com.

Key Information

- Beck’s beer can only be supplied by Geschmackslabor.
- Deliveries can only take place between 0800hrs and 1200hrs on Tuesday 26th, and between 0800hrs and 0900hrs on Wednesday 27th and Thursday 28th May 2019.
- All deliveries must be done via Gate E for halls 4, 5, 6 and Gate G for hall 7.
- You are responsible for all storage requirements for you caterers. Storage areas must be located within the exhibition stand and cannot be provided by Hyve, Messe Bremen, or Geschmackslabor.
- No use of aisle space will be permitted at any time.
- **Your risk assessments must detail the provision of catering and planned safety procedures in place.**
- All organisation of external catering/caterers remains the responsibility of the exhibitor. Below provides you with some guidance on considerations, when providing catering provisions onsite. However, we would advise you to speak with your employed catering service provider for full regulations across all food handling provisions.

FOOD SAFETY

Details of proposed preparation, cooking and dispensing of food from stands, must be discussed with the organiser during the early planning stages of the event. The organiser's approval is required in writing for such activities. Please fill in and return the form Intent to provide Catering from the exhibitor manual.

- All staff engaged in food handling must be properly trained and supervised to ensure they work hygienically.
- Stands may not be used to process or serve food if they are in poor sanitary condition likely to expose food to risk of contamination. The kitchen/food preparation area must be of adequate size to meet the potential demand put upon it and should include adequate storage, refrigeration, water and waste facilities.
- Any equipment, including food containers, which are likely to come into contact with food must be kept clean and be constructed of materials that are not absorbent and can easily and properly be cleaned. Cookers, ovens and deep fat fryers must comply with fire safety regulations. Cookers, ranges and hobs must operate on mains gas or electricity. The use of Liquefied Petroleum Gas (LPG) is not permitted
- Stands where open food is handled, prepared or dispensed, must be provided with a supply of waterproof plasters and bandages ideally in a distinctive colour (preferably blue) in case they accidentally become mixed into food. Each kitchen or stand where cooking or heating of food is taking place, must be provided with a fire blanket and suitable fire extinguisher.
- Designated disposal facilities must be made available for food and other waste substances. Waste materials shall not be abandoned on site and must be stored and disposed of in a responsible manner. Where cooking is likely to create a high concentration of smoke, eg, barbeques, grilling, frying, it may be necessary to ventilate the stand to the outside air.
- All food on a stand must be protected from risk of contamination and in particular cooked and raw meats must be separated and handled with separate utensils. Open foods must not be placed less than 45cm from the ground. Any foods likely to support the growth of pathogenic micro-organisms or toxins should be maintained at a temperature of 8°C or below. Cooked food which is kept hot must be kept above 63°C. Reheating of cooked food must be carried out at a temperature of at least 75°C. Frozen food must be kept at -18°C or below. Refrigeration temperatures must be measured with a suitable thermometer and recorded daily.
- Staff handling food should wear no jewellery on their hands other than plain wedding bands.
- No handling of open food is permitted when users are suffering and within 48 hours of suffering from gastroenteritis, dysentery, any infection, boils or septic cuts, etc, likely to cause food poisoning.

All stands where there is food preparation must be close to hand washing facilities with clean water and drainage. Where stands are preparing food, an additional sink must be provided for washing food and ideally a separate sink for washing dishes. For small concessions serving hot drinks and snacks no sink is required but the provision and use of sanitising hand-wipes must be employed.

Once again, we remind you that the responsibility for all food service is that of the exhibitor and the above are the basic rules & requirements to be considered when supplying catering/food provisions. The above list not exhaustive and we strongly recommend that you seek any further guidance from your employed catering company to ensure you are meeting all food & hygiene regulations.

CLEANING & WASTE DISPOSAL

The exhibitor is responsible for disposal of all accumulated waste both during the event and during construction and dismantling. Waste disposal must be performed by the exhibitor or his appointed representative themselves in accordance with the Abfallbeseitigungsgesetz (the German Waste Disposal Act). The appropriate measures for the separation of recyclable materials must be carried out. Substances which could cause a health risk or contamination of water, such as oils, paints or emulsions, must not be discharged into the sewage system. **For cleaning, the contractor/exhibitor is responsible.**

Cleaning within your stand is not included with any stand booking. Cleaning must be ordered through Gielissen <https://gees.gielissen.com/en/login>. The Early bird deadline is Friday 20 March 2020. Only orders received before this date will be charged against early bird prices. Please understand that orders received after the deadline are subject to a 25% surcharge (regular price). After Friday 8 May 2020 a 40 % surcharge on the regular price will be applicable.

COMPLETION OF THE TENANCY

Shell scheme exhibitors must remove all stand material and display items by 22:00hrs on Thursday 28th May 2020.

Space only exhibitors must remove all stand material and display items along with stand construction by **19:00 on Friday 29th May 2020.**

Please contact Breakbulksupport@breakbulk.com in advance or the organisers office if you need any assistance onsite.

DELIVERIES

Please arrange to have your packages addressed as follows and we will direct deliveries to your stand:

Exhibiting Company Name

C/o Fair Grounds of Messe Bremen/BREAKBULK 2019

Contact Name

Stand number

Messe Bremen

WFB Wirtschaftsförderung Bremen GmbH

Findorffstrasse 101

28215 Bremen, Germany

Please note: Hyve Group/Agility cannot receive any deliveries on behalf of the exhibitor, If no-one is on your stand, the courier will automatically be diverted to Agility Logistics on site at BREAKBULK Bremen and charges for storage/receiving may be payable.

Please remember that any re-stocking done during the show open hours will be strictly limited to hand carry good only 1 hour before the event opens and 1 hour after the show closes. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials if they are highly valuable.

DILAPIDATIONS

Exhibitors are responsible for the cost of making good and/or replacing any damage to the premises, whether caused by themselves, their agents, contractors, sub-contractors or by any person/s employed or engaged on their behalf. Any exhibitor found damaging the walls, carpets and/or any structure on the Messe Bremen property will be charged with the replacement value of such items.

No attachment, fitting or detachment is to be made to the interior or exterior walls, floors, ceilings or pillars of the building. This includes any equipment or device whatsoever which would be affixed to, or suspended from any structure of the building, and includes attachments that would damage any surface or structure in any part of the building.

DISABLED VISITORS

All exhibition halls are on ground level. For the access to the VIP Lounge in hall 7 (second floor) there is an elevator. Toilets for disabled are in the foyers of each hall.

FORKLIFTING

If you need any product removed from your truck and moved to your booth or large items repositioned, a forklift is required. Please contact Please contact:

Agility

Nuriye Zafer

Show Manager

E: nzafer@agility.com

T: +44 207 069 5312

FREIGHT SERVICES

Exhibitors planning to transport their goods through an international courier are advised to use the services of our official contractor Agility.

If you are intending to have goods delivered to your stand it is important that you arrange for a representative of your company to be at your stand to receive them. Neither the Organisers, Messe Bremen nor Agility can accept delivery of any goods and also cannot accept responsibility for any goods delivered to unmanned stands.

If you need to have something delivered to your stand, or you are using a courier to make a delivery, we strongly advise to send them by recorded delivery or registered post. Any such items should then be signed for personally by exhibitors. Please arrange to have your packages addressed as follows and we will direct deliveries to your stand.

Please ensure all boxes and packages are labelled for delivery as per the following:

Exhibiting Company Name & Stand Number

Contact Name & Mobile Number

BREAKBULK EUROPE

Messe Bremen c/o Schenker Deutschland AG

Holleralle | Gate E
28215 Bremen

Please note: Hyve Group/Agility/Messe Bremen/Gielissen cannot receive any deliveries on behalf of the exhibitor. If you wish to have your package arrive in Germany before the show, please contact Agility on the below details.

Nuriye Zafer, Agility
E: nzafer@agility.com
T: +44 207 069 5312

Important: Please refrain from using courier companies when sending your goods to Germany. The Organisers cannot be held responsible for any goods held up at customs due to the use of alternative shipment company.

OPENING CEREMONY

The opening ceremony is on the Tuesday 26th May 2020 at 17:00hrs.

ORGANISER'S OFFICE

The organiser's office will be in the foyer of Hall 5.

PROMOTIONAL MATERIAL

Please be sensitive to the content of any promotional material that you are planning to use at the exhibition. It is important that such material is not offensive to the Cultural and/or Religious values and sensitivities of the people of the United Arab Emirates. If in doubt about any material that you are considering of using, please do not hesitate to contact the operations team and they will be able to provide clarification on this if necessary.

PUBLIC RELATIONS & SOCIAL MEDIA

Breakbulk would like to support your PR initiatives. We would be happy to post your press releases on our website (subject to Marketing Director's approval). Please send them to Leslie Meredith, Global Marketing Director at Leslie.Meredith@breakbulk.com.

To promote your participation at Breakbulk Europe please use the following handles and hashtags:

- Twitter: @Break_bulk
- LinkedIn: Breakbulk Events & Media
- Facebook: Facebook.com/breakbulkeventsmedia
- Instagram: @Break_bulk

YouTube: <https://www.youtube.com/channel/UCKN2EemicqYNnbAM8r1VuCQ>

Hashtag: #bbeu2020

SECURITY

Breakbulk Europe 2020 provides adequate security for the facility only, during build-up, breakdown and show days. Please note you are responsible for insuring your own goods whilst they are on-site at Breakbulk Europe 2020. To help ensure good security at the show, please follow these points:

- Your staff are responsible for your company's security at the exhibition.
- Do not leave cash, handbags, valuables, laptops, etc. in unlocked drawers, cupboards or in your exhibit space, especially overnight.
- Laptops or mobile phones should not be left unattended at any time.
- Please note that build up and breakdown days are high-risk periods.
- Make sure you arrive prior to the official opening time and do not leave your exhibit space before the hall is clear of visitors.
- Should you have small valuables that you wish to leave on your exhibit space, you are advised to arrange lockable cabinets or other safe storage areas.

The stand service must be ordered through Gielissen – <https://gees.gielissen.com/en/login>. The Early bird deadline is Friday **20 March 2020**. Only orders received before this date will be charged against early bird prices. Please understand that orders received after the deadline are subject to a 25% surcharge (regular price). After Friday **8 May 2020** a 40 % surcharge on the regular price will be applicable.

Health and Safety

We appreciate that some of you may have limited experience with regards to the legal and practical aspects of health and safety management. This section is designed to give you sufficient guidance to discharge your responsibilities. Guidance, however, can only go so far and you have a legal duty to ensure that your operations do not compromise health and safety. Failing to do so can lead to prosecution and other legal sanctions. If you are unsure you are urged to contact breakbulksupport@breakbulk.com.

Policy Statement - Breakbulk Events & Media recognises that our exhibitors rely on us to provide a trading environment on the exhibition floor which is safe and without risks to health. We also recognise that running a public event places a special responsibility on Breakbulk Events & Media and extends our duty of care not only to our staff but to exhibitors, contractors, venue staff and visitors. The organiser is ultimately responsible for health and safety at the Show.

To ensure that all Breakbulk Events & Media health and safety obligations are met, the organiser supported by the operations team will:

- Allocate sufficient resources to meet health and safety objectives
- Provide adequate control of health and safety risks arising from our work activities
- Consult with the venue, exhibitors and contractors on matters affecting health and safety
- Provide relevant health and safety information to employees and others
- Ensure all employees are competent to do their tasks particularly with regard to health and safety training
- Ensure so far as is reasonable that the contractors we engage for the show are competent
- To far as is reasonably practicable prevent accidents and cases of work-related ill-health and maintain safe and healthy working conditions.

ACCIDENTS

All Accidents and Near Misses should be formally logged and recorded with witness statements and accompanying photographs taken. All reports may be used for future investigation, therefore as much detail as practical should be collected. All documents are to be treated with the upmost confidentiality and as such should be stored so as to maintain data protection.

ANIMALS

If animals are kept in the halls, it must be ensured that damage - especially to the floor, walls and pillars - does not occur. The pens must be set up at a sufficient distance from the walls and pillars. In the case of large animals, the floor must be protected by means of suitable materials. The event organiser or the exhibitor is responsible for keeping the animals in a manner appropriate to the type of animal concerned, and for keeping the pens (halls) clean. Animal excrement must not be allowed to pass directly onto the hall floor or into the supply ducts.

CANDLES

The use of open fire or naked lights in the halls is prohibited. **Naked (open) flames, candles and barbeques are not permitted.**

The use of open fire or naked lights on the open-air site is only allowed after the application and permission by MESSE BREMEN's Technical Management. The legally regulation of fire protection and the restrictions of the Fire Department Bremen must be observed. The burning of packing material, waste etc. in the halls or on the open-air site is prohibited.

DRINK AND DRUGS

Drinking of alcohol on site during the build-up and breakdown phase is forbidden. Anyone under the influence of alcohol or forbidden substances will be removed from site. Drugs is not permitted anywhere in the facility.

EMERGENCY AND FIRE PROCEDURES

In an event of an emergency, the following services will be provided:

- Emergency lighting to require lux level
- Essential ventilation (smoke venting)
- Automatic fire detection system
- Aspiration system
- Evacuation PA system
- Sprinkler systems
- Fully trained Emergency Coordinator and Team
- Trained Fire Marshalls
- Pressurisation of fire escape stairwells
- Kitchen Ansul Systems
- Fixed Fire Fighting equipment

The Messe Bremen reserves the right to adjust emergency services according to the event. Plans are available on request. Please see venue evacuation procedures.

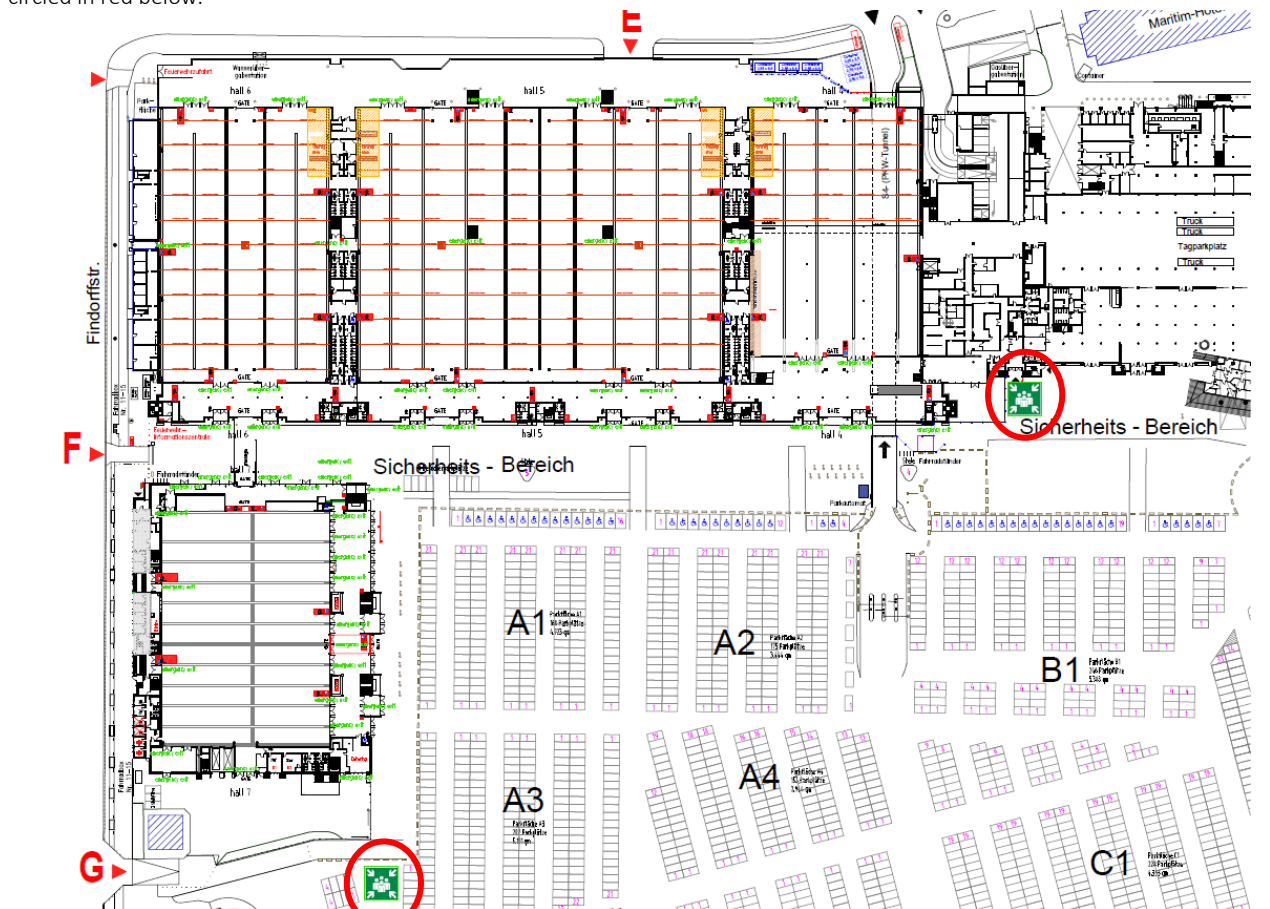
ELECTRICAL WIRING AND INSTALLATION

Electrical fittings have to be installed by the designated Bremen Messe electrical service provider. Any electrical equipment brought onto the Bremen Messe premises must comply with the Electrical Installation Regulations and the Electrical Machinery Regulations. A Certificate of Compliance (COC) is to be produced for any electrical connections made to the Bremen Messe electrical distribution. Such a certificate can only be issued by a registered electrician.

Should this not be the case, equipment will be removed immediately from the premises at the exhibitor’s expense and charges for any damage caused by faulty equipment will apply to the exhibitor.

EVACUATIONS PLANS AND PROCEDURES

In case of an emergency, all emergency doors will automatically open. Guests will be advised to meet at the assembly points circled in red below.



Assembly points

FIRE PRECAUTIONS AND PROCEDURES

Articles of a combustible nature such as fabric, paper items, banners, items made of wood pallets; hessian, thatch and straw are regarded as major fire hazards and will be required to provide a Fire-Retardant Certificate, before the start of the event. When material draping is used as part of a display, please ensure the draping does not come into contact with electrical wiring, fittings and/or globes and drops no lower than 5cm above the carpeted floor.

The use of halogen lights will not be approved as they pose a fire hazard. Ensure that all light displays low wattage or LED.

Fire escapes are located throughout the venue with signage. Event organisers are to ensure that neither the signage nor the exits are obstructed in any way.

FIRE PREVENTION SERVICES EQUIPMENT AND ALARMS

For further information please refer to the fire emergency and evacuation procedures.

FIRE SAFETY

There are strict rules governing what materials can be used to build stands and these will be covered by the venue's regulations. Exhibitors and contractors must ensure that they are followed. In general, you are not permitted to build your stand with anything which is flammable or non-flame resistant unless it has been treated. Combustible waste must be safely disposed of and boxes and packaging must not be stored on the stand.

FIRST AID

First aid cover is provided by the organisers and details will be available onsite, throughout the event timings detailed above. In an emergency, please contact nearest steward or organisers' office.

HARD HAT AREAS – PPE

Appropriate PPE should be worn within the construction areas during the build-up and breakdown stages as required by the task being undertaken. If work is to be carried out underneath any structure. High Vis jacket is compulsory.

INSURANCE PUBLIC LIABILITY

Exhibitors are responsible for obtaining PLI insurance protection for their exhibits, property and personnel against all risks as stated in the General Conditions. Equipment should be insured both in transit and on location at the exhibition site for the entire period of the exhibition.

All copies of insurance policies must be uploaded onto the online system before deadline 1st April 2020. Failure to do so will result in exhibitor passes not being issued and accesses the halls being denied.

The Exhibitor is fully responsible for obtaining Public Liability Insurance to value of **US\$2,000,000**.

- The cost of the policy is \$195USD and the payment is acceptable by credit card only.
- This insurance is available to exhibiting companies only; contractors must obtain their own insurance to the required level of cover.

Insurance cover should include:

- PLI (Public Liability Insurance to the value of US\$2,000,000)
- Personal Injury
- Third Party Claims
- Expenses incurred and/or losses of any kind, including losses resulting from the abandonment or postponement of the exhibition
- Medical expenses and baggage cover
- Value of the stand, including the fittings

CANCELLATION AND ABANDONMENT INSURANCE

If due to unforeseen circumstances beyond our control Hyve is forced to cancel or abandon the exhibition, you will receive a full refund of fees paid to Hyve. If you wish to insure against any additional costs you incur in such circumstances additional insurance can be purchased independently.

Please note that the insurance participation fee entitles you to benefit from Hyve's insurance which provides cover of £20,000 against costs incurred associated with attending the exhibition if you cancel due to circumstances beyond your control.

CANCELLATION AND ABANDONMENT INSURANCE

If due to unforeseen circumstances beyond our control ITE is forced to cancel or abandon the exhibition, you will receive a full refund of fees paid to Hyve Group. If you wish to insure against any additional costs you incur in such circumstances additional insurance can be purchased independently.

Please note that the insurance participation fee entitles you to benefit from Hyve's insurance which provides cover of £20,000 against costs incurred associated with attending the exhibition if you cancel due to circumstances beyond your control.

PROPERTY DAMAGE

Exhibitors are responsible for the cost of making good and/or replacing any damage to the premises, whether caused by themselves, their agents, contractors, sub-contractors or by any person/s employed or engaged on their behalf. Any exhibitor found damaging the walls, carpets and/or any structure on the Messe Bremen property will be charged with the replacement value of such items.

The Messe Bremen appreciates that exhibitors need to decorate their stands by means of painting, welding, angle grinding, cutting timber, wallpapering etc. Exhibitors should note however that this is not permitted inside the ballroom and a specific area will be demarcated in the marshalling yard for this purpose.

LADDERS

Ladders can be used when it is not practicable to use a working platform, or the activity is low risk. Ladders must be used in accordance with manufacturer's instructions at all times. Additionally, the following guidelines must be followed:

- Ladders must have 'industrial' rating
- Ladders for work over 4m are not permitted
- Leaning ladders must be placed at the correct angle
- Ladders should only be used on level ground and must be secure e.g. suitably tied or, as a last resort, footed
- The top treads or steps must not be used as a platform for work
- Users should face the ladder at all times whilst climbing or dismounting
- Stepladders should not be used sideways-on where sideways loads are applied
- Only one person should climb or work from a ladder or a stepladder
- Users should not overreach
- Steps and ladders should be checked for suitability and defects each time they are used
- Should be correctly footed when in use at all times
- Should be set on level ground
- If a change in ladder location is required operatives are to dismount to move and not 'walk' the ladder whilst mounted.

METHOD STATEMENTS

A work method statement, sometimes referred to as a safe work method statement or SWMS or a safe work procedure, is a part of a workplace safety plan. It is primarily used in construction to describe a document that gives specific instructions on how to safely perform a work related task, or operate a piece of plant or equipment. In many countries it is law to have work method statements, or similar, in place to advise employees and contractors on how to perform work related tasks safely.

The statement is generally used as part of a safety induction and then referred to as required throughout a workplace, you should outline all the hazards that are likely to be encountered when undertaking a task or process and provide detailed guidance on how to carry out the task safely.

All personnel working on any construction site as an employee or representative of our company will adhere to the following rules.

IMPORTANT! Please complete the Method Statement form in the exhibitor online manual **by Wednesday 1st April 2020 and submit for approval to Essential Events:**

Lynn Hanstock
Essential Events
E: admin@essentialevents.co.uk
T: +44 (0) 1926 470 100

Important: Please see the form on our [Breakbulk Europe Website](#).

NOISE LEVELS

When exhibition goods that create noise are demonstrated, the noise level at the stand boundary must not exceed 60 dBA.

PACKING CASES

There is no right of storage of empty packing cases in the halls or on the open-air site. Please contact a member of staff in the organiser's office should you require any assistance.

REPORTING OCCUPATIONAL INJURIES AND DISEASES

Occupational Health and Safety Act (No. 85 of 1993)

Workers must notify organisers office and their employers of an accident immediately. A report must be carried out onsite by the organisers Health and Safety officer. Employers must submit report documents to the Compensation Commissioner within 7 days of being notified. Compensation claims for occupational injuries are calculated according to the degree of disablement. The Compensation for Occupational Injuries and Diseases Act applies to all employers and casual and full-time workers who, as a result of a workplace accident or work-related disease are injured, disabled, killed or become ill.

RISK ASSESSMENTS

Hyve Group has carried out suitable and sufficient assessment of the risks associated with this event, details of which can be obtained from the organiser's office. General risks associated with any exhibition are as follows:

- Trip hazards
- Multiple contractors working in a single workplace
- Fall from working at heights and working on a live edge
- Objects falling from height or loads falling from vehicles
- Impact injury from moving vehicles
- Structural collapse of seating or an exhibition stand
- Outbreak of legionnaires disease from a water feature
- Food poisoning incident from temporary catering outlet
- Fire
- Major incident and civil emergency
- Excessive working hours.

This is an overview and by no means a comprehensive account of the risks involved at this event. It is the absolute duty of all parties to ensure that under the EU Framework Directive (89/391/EEC) and other legislation suitable and sufficient risk assessments are conducted on all significant risks. Legislation also requires that risks should be mitigated with a view to achieving maximum reduction in the level of risk within the bounds of what is reasonably practicable. In general terms, emphasis should always be placed on eliminating or reducing risk at source. It must be remembered that personal protective equipment is usually a control of last resort.

A risk assessment is an important step in protecting your workers and your business, as well as complying with the law. It helps you focus on the risks that really matter in your workplace – the ones with the potential to cause harm.

You are required to protect people as far as is reasonably practicable. It is simply a careful examination of what, in your work, could cause harm to people, so that you can weigh-up whether you have taken enough precautions or should do more to prevent harm. Workers and others have a right to be protected from harm caused by a failure to take reasonable control measures.

IMPORTANT! Please complete the Risk Assessment form in the exhibitor online manual **by Wednesday 1st April 2020 and submit for approval to Essential Events:**

Lynn Hanstock
Essential Events
E: admin@essentialevents.co.uk
T: +44 (0) 1926 470 100

Important: Please see the form on our [Breakbulk Europe Website](#).

SCAFFOLDING

The use of scaffolding for draping purposes is not allowed. Should you erect scaffolding to aid build-up or breakdown. A structural engineering certificate may be required for complex scaffolding.

STROBE LIGHTING

No strobe light effects are permitted.

Smoke, smoking and pyrotechnics are not allowed in Messe Bremen. Lasers can be used always within the stand perimeter, never outside them or on hall walls or ceilings. All special effects must be treated as special risks and are subject to strict controls in accordance with a risk assessment and the appropriate legal and venue requirements. Further information can be obtained on these from the organiser.

WELDING AND OTHER SIMILAR HOT WORK PERMITS

Welding work on the exhibitor's own materials is permissible only by consultation and agreement with MESSE BREMEN's Technical Management. If the parts to be welded can be moved into the open air, welding inside the hall is not permissible. In all cases, it must be ensured that no danger can occur as a result of flying sparks. A fire guard (fire safety officer) and fire extinguishers must be provided. In the case of welding work, particular attention must be paid to the regulations of GUV 26.21.

WORKING AT HEIGHTS

Working at height is to be in accordance with the EU Working at Heights Directive (2001/45). As such, all working at heights is subject to a risk assessment.

- All rigging from the roof is to be carried out by one of the official rigging contractors.
- All working platforms are to have a guard rail, mid rail and toe board. Tools are to be kept on lanyards so far as is reasonably practicable.
- Static and mobile access working platforms must be fit for purpose (see working platforms).
- Separate risk assessments are required for working on a live edge (before rails are in place). In such cases fall arrest equipment must always be used.
- Operatives working at height other than on a static working platform designed for that purpose (e.g. scaffold) must be clipped on.
- Operatives working at height must have suitable head protection. Ground access to areas in the vicinity must be controlled to prevent persons accidentally walking directly under high works.
- Ground workers in the vicinity must not work directly under high works and wear suitable head protection e.g. hard hats.

Working Platforms

- All Mobile Elevated Work Platforms (MEWPS) must be properly maintained.
- All working platforms are to have a guard rail, mid rail and toe board. Mobile access towers must be correctly constructed.
- Mobile access towers must be fit for purpose. Outriggers are to be used correctly with the correct height to width ratio (3.5 x shortest base width indoors and 3 x shortest base width outdoors).
- Mobile access towers may not be moved whilst in use and wheels must be locked off.
- Ladders must be footed or tied off. The use of domestic ladders and steps is strictly forbidden.

All the above are a summarised guide. For full details on any particular aspect you must seek professional advice. If you do not know who to contact for that please seek advice from Breakbulk Events & Media staff.

Venue Facilities and Services A-Z

AIR CONDITIONING

Halls 4, 4.1, 5, 6 & 7 additionally have partial air-conditioning. The systems are controlled automatically by sensors which measure temperature, humidity, atmospheric pressure and dust content. In addition, there are convectors in the halls and foyers to assist the heating process.

AUDIO VISUAL

Our preferred supplier is ASP, they facilitate all audio-visual and multimedia rental use.

Order forms should reach ASP Group before May 5th, 2020. All services and supplies are subject to availability. Late orders or orders submitted on site may cause a considerable delay in the overall logistics and procedures. **Services ordered after May 5th, 2020 will be subject to surcharges of 25%. On-site orders will be surcharged with 45%.**

Cancellation of rental equipment must be made 15 working days prior to delivery. No refunds will be made when a cancellation is made less than 15 working days prior to delivery. The customer is responsible for all loss and damage to the equipment. All orders are subject to ASP Group standard terms and conditions. Prices are subject to change without notice.

Important: Please see the form on our [Breakbulk Europe Website](#).

BALLOONS / INFLATABLES

Exhibitors using helium balloons must ensure they are adequately secured to their stand. Charges will be levied for the removal of balloons from the roof and for any damages caused to the ventilation system.

Balloons must be positioned at a height of no more than 5.00 metres from the hall floor to the top of the balloon. Helium gas cylinders must be removed from the hall once the balloons have been filled. The wrapping of the balloon must be made of fireproof material DIN 4102(B1).

BANKING / EXCHANGE BUREAU

There are two ATM machines that are by the entrance of hall 4 and 7, also multiple ATM's in the main station.

In the entrance hall of the main station (5 min. walking distance; opposite venue) you can find the "ReiseBank AG" where money can be exchanged.

BUSINESS CENTRE

The venue will be able to assist for small amount of copies (up to 100 pages), price is €0.10 per page. There is also a press and books store in the main station, can also purchase phone cards and stamps.

In the entrance hall of the main station, opposite the exchange counter, is a store where you can buy pencils, notepads, paper, travel equipment, etc

CLOAKROOM FACILITIES

The cloakroom is located in the corner of the foyer of Hall 4. It will be open the same as hall open times.

COMPRESSED AIR

Use of compressed gases will only be permitted where essential and only by exception and these must be registered as a special risk. A certificate of installation by a Gas Safe Register registered fitter (or equivalent) is required for LPG installations.

When compressed gas cylinders are being used or handled, the accident prevention regulations must be complied with. Toxic gases must not be used. Before any system involving compressed gas, cylinders is put into operation, it must be checked beforehand by an expert in accordance with the technical regulations, in order to ensure that the system is in a satisfactory condition. When such systems are used, MESSE BREMEN's Technical Management must be informed in advance.

ELECTRICITY

In Europe, exhibitors and contractors must comply with The Electricity at Work Regulations, the IEE Wiring Regulations and the venue's electrical regulations. Outside the UK exhibitors and contractors must comply with local laws and venue regulations.

- All work must be carried out by competent and qualified electricians and all temporary installations must be protected by an RCD and inspected before power is supplied to the stand.
- During the build-up and breakdown power must only be taken from the temporary supplies provided by the official electrical contractor and not from cleaners' sockets or other hall sockets.
- There should be sufficient correctly installed and rated power sockets to preclude the use of extension leads and long trailing flexes. If essential, extension leads must be correctly fused and limited to one per socket. Multi-sockets must not be used.

EXHIBITION LICENCE – ALCOHOL

Beverage items, including alcoholic drinks but **excluding Beck's beer**, which can only be supplied by the inhouse caterer Geschmackslabor.

Exhibitors must inform the organisers if they are providing their own food on their stands by filling in and returning the Intent to Provide Catering Form to breakbulksupport@breakbulk.com.

FLOORPLAN

If you would like a copy of the Floorplan, that is available please email breakbulksupport@breakbulk.com.

FLOORCOVERINGS

For space only stands you can order your carpet through the official stand builder Gielissen at your own cost. Carpet may only be stuck down using double-sided adhesive textile strips, which the exhibitor must remove without a trace once the event is over. Carpet must also be removed or will be charged to the exhibitors. The use of wooden platforms is recommended for stands with water and /or a lot of electrical wiring; Breakbulk's Exhibitor Safety and Services Manager (exhibitorservices@breakbulk.com) will be able to advise on this matter.

Exhibitors who use such platforms should bear in mind that:

- The maximum height allowed, measured from floor level to the top of the platform, is 10 cm.
- The platform sides must be closed and neatly finished.
- Platforms should be placed within the stand perimeter.
- Platform corners must have rounded corners or plastic guards.

- All platform corners must have safety tape. Exhibitors whose stands have raised floors are requested to ensure that their stand is accessible to the disabled, for instance, by employing sloping stand edges or by adding ramps (of sufficient width and without sharp-angled sides). This should preferably be recognisable to the visitors.

FLOOR LOADING AREAS

The floor loading restriction in the halls is 15 ton/m².

FLOWERS AND DECOR

This can be order through our contractor Gielissen - <https://gees.gielissen.com/en/login>. The deadline for this will be Friday 20th March 2020, the link to order is <https://gees.gielissen.com/en/login>. Only orders received before this date will be charged against early bird prices. **Please understand that orders received after the deadline are subject to a 25% surcharge (regular price).** After Friday 8 May 2020 a 40 % surcharge on the regular price will be applicable.

FREIGHT ACCESS

Please refer to Contractor Load In and Out section of this manual.

HEIGHT RESTRICTIONS

The maximum height limit for any form of stand fitting, perimeter and partition walls, lighting, structures and/or graphic towers is 6m from the hall floor in halls 4,5, and 6 where possible including platforms and the use of banners, flags and balloons at 3.70 m in the lower part of hall 4.

Maximum heights are:

- Hall 4: 6m
- Front of Hall 4: 3.7m
- Hall 5: 6m
- Hall 6: 6m
- Hall 7: 6m

The Organiser does not provide partition walls and each stand must build freestanding partition walls between their own & adjoining stands. These must be to a minimum height of 2.5m and a maximum height of 5m in hall 4,5,6 and 4.5 m in the lower part of hall 4. Adjoining walls on the side connected to a neighbouring stand must be finished in a hard-plain white surface. **NO FABRIC.**

Where partition walls are constructed over 2.5m in height, it is the responsibility of the exhibitor constructing the wall to dress the rear of the partition wall down to a height of 2.5m in solid hard white walling. Logos and branding are not permitted on the rear face of partition walls when these walls overlook neighbouring stands.

INTERNET / WIFI

Free Wi-Fi is available and provided throughout the Halls. The Wi-Fi password for Breakbulk Europe will be detailed in due course.

Wireless and wired internet services as well as telephone lines and telecom services for exhibitors must be ordered using the Gielissen. **The deadline for this will be Friday 20th March 2020, the link to order is <https://gees.gielissen.com/en/login>.** Only orders received before this date will be charged against early bird prices. **Please understand that orders received after the deadline are subject to a 25% surcharge (regular price).** After Friday 8 May 2020 a 40 % surcharge on the regular price will be applicable.

Please note that we always advise that event critical services, e.g. those for demonstrations or presentations use, are provided as a dedicated Wi-Fi, hard wired service. This will ensure that there is no interruption to internet connectivity, as would be the risk with a wireless internet service. **Please ensure your Hot Spot is turned off as it will interrupt the Breakbulk Wi-Fi at the show.**

LATE WORKING SYSTEM

Exhibitors and contractors should plan to ensure that late working is not required. It may be allowed in exceptional circumstances by prior arrangement with the organiser. Your attention is drawn to the EU Working Time Directive (93/104/EC) which limits hours of work for staff. Please come to the organiser's office for **Late Working Forms**.

LEAD SCANNERS

The service is provided through our registration company CDS Reg. Please contact Bridget Perreault - bperreault@cdsreg.com for more information.

PA SYSTEM

The organiser will have a PA System available in the event space – this is only to be used for emergency and show announcements.

PHOTOGRAPHY

An official photographer will be working during Breakbulk covering the programme stages, exhibition and social functions of the event. All and any photography and videography taken during the event may be used by Breakbulk.

RIGGING

This is required for any signs, overhead lighting or fittings that are to be hung from the ceiling within the exhibit space. Please note these must be included in your stand plan approval application for SPACE ONLY exhibitors.

Rigging is only permitted above your stand and must comply with the maximum height. Please note that there may not be a suspension point above your stand and trussing may have to be fitted on the ceiling above your stand. Due to the complexity of this process suspensions may be very expensive.

The deadline for this will be Friday 20th March 2020, the link to order is <https://gees.gielissen.com/en/login>. Only orders received before this date will be charged against early bird prices. Please understand that orders received after the deadline are subject to a 25% surcharge (regular price). After Friday 8 May 2020 a 40 % surcharge on the regular price will be applicable.

All hanging must be done by the services of Messe Bremen. Follow the same procedure for all work that will directly affect the building. Please refer to the online manual or contact:

Gielissen Exhibition & Event Services

Exhibition & Event Coordinator

+31 20 581 1411

Breakbulk@gielissen.nl

All rigging must be subject to risk assessment, must be properly supervised and carried out by competent riggers. Only the in house/approved rigging companies are permitted to rig from the roof. (also see working at heights).

SALES LOUNGE

The Sales Lounge can be found in the exhibition hall. For opening hours please refer to the exhibition opening hours.

STORAGE OF EXHIBITOR CASES/TRAILERS/CONTAINERS

Company Name	Number of items for storage	Description	Contact details

TEMPORARY STAFF

Our Temporary staff provider is Protempo GmH. The deadline for this is Saturday 11th April 2020, please do not surpass this date as you not be able to have staff for your stand.

Protempo GmH

E: info@protempo.de

T: +49 (0) 422143313

Important: Please see Protempo GmbH Forms on our [Breakbulk Europe Website](#).

TRANSPORT

For Breakbulk 2020 the city of Bremen offers free public transport in trams and busses in the city of Bremen for all participants.

The main station is opposite the Mess Bremen, walking distance is 5 minutes. On the forecourt of the main station you find the buss and tram station.

A taxi point could be set up in front of hall 7.

WASTE DISPOSAL

The exhibitor is responsible for disposal of all accumulated waste, both during the event and during construction and dismantling. This means your bins will not be cleared during the event unless you order cleaning for your stand.

Please order from the Gielissen online portal - <https://gees.gielissen.com/en/login>. The deadline for this will be Friday 20th March 2020. Only orders received before this date will be charged against early bird prices. **Please understand that orders received after the deadline are subject to a 25% surcharge (regular price).** After Friday 8 May 2020 a 40 % surcharge on the regular price will be applicable.

Waste disposal must be performed by the exhibitor or his appointed representative themselves in accordance with the Abfallbeseitigungsgesetz (the German Waste Disposal Act). The appropriate measures for the separation of recyclable materials must be carried out. Substances which could cause a health risk or contamination of water, such as oils, paints or emulsions, must not be discharged into the sewage system. For cleaning, the MESSE BREMEN's contractor is responsible.

Space Only Stands

All Space Only Exhibit Spaces must submit drawings of their exhibit spaces together with EAC form, Risk Assessment and a Method Statement by Wednesday 1st April 2020 to Lynn Hanstock Please submit your stand rendering/plans to:

Essential Events

Lynn Hanstock

E: admin@essentialevents.co.uk

T: 01926470100

Gielissen is our recommended stand contractor please contact **Owen Barendregt**; owen.barendregt@gielissen.nl on or by telephone +31 61 216 9874 to obtain a custom stand design solution.

Where **SPACE ONLY** has been reserved, the organisers provide only floor space where your external design team can then build your booth.

SPACE ONLY EXCLUDES: shell scheme booth, signage, power cable, DB board for electrics, lighting, furniture and all requirements for your custom stand will need to be provided by your design team and/or yourself as the exhibitor for your direct account. **NB.** Exhibitors must ensure their selected stand builder quotes for a DB Board and electrical power plug, lighting plus the supply of any furniture and/or additional requirements as needed. Exhibitors will be required to submit plan drawings showing elevation, plan views and measurements so these can be approved by the organiser and the Venue.

The exhibiting space provided will be marked area on the show floor when you arrive. It is the exhibitor/contractor's responsibility to check the correct space before starting to build.

It is the responsibility of Exhibitors who have taken "SPACE ONLY" sites to supply, erect and decorate freestanding single clad partitioning to the periphery of their sites where they adjoin an adjacent stand. Any walls built over 2.5m must be decorated to an acceptable white standard on the reverse.

Important: Walling off any open stand side is restricted to 1/3 of each open side unless constructed in a see-through material or set back in 0.5m from the perimeter of your stand. All Stand designs need to conform to this.

Please bear in mind that large parts of the front walls in halls 4,5 and 6 are made from clear glass; open space stands situated at the front of the halls can also be viewed from the Boulevard - as such they **will be required to decorate the backs of their stands in white to a high standard** where they can be viewed from the Boulevard. **Please check with Essential Events (details below) before submitting stand plans to check which areas are visible on your stand.** Please also ensure all wiring is kept neat and tidy and out of view that may run along the back of your stand.

The definitive set up of your stand must be in strict conformity with the rules and regulations of the exhibition and will be acknowledged upon receipt of your rendering/plans submission. The Exhibitor Services Coordinator will provide all the paperwork based on the stand renderings to the venue and local/government authorities if requested. Stands must match submitted renderings when erected on event site.

Plan Presentation & Submission for Approval

It is compulsory that you submit your stand renderings/plans for review before Wednesday 1st April 2020.

- Plan view, showing clearly all dimensions, walling and major exhibits
- Elevation views, showing clearly all dimensions, graphics etc.
- Structural calculations/drawings proving structural stability, weight loadings etc.
- Details of materials & fire protection

Any modifications to the stand design must be submitted for approval. Stand installations not complying with the most recent plan received by the organiser will not be authorised. The design of the stand must be such that it can be safely erected and dismantled within the time available.

Drawings should be in a recognized scale not less than 1:50. All plan calculations and documentation must be in English and should clearly state the Exhibiting Company's name, the stand number and the name and contact mobile number of the responsible contractor.

CONTRACTOR ACCESS

On arrival onsite, all contracted labour/stand builders will be checked and given a wristband.

- At the security check point to allow them to gain entrance.
- Messe Bremen staff and security will stop anyone without a wristband and direct them through the procedures above.

SUBMISSION OF DRAWING

All Space Only Exhibit Spaces must submit drawings of their exhibit spaces together with EAC form, Risk Assessment and a Method Statement **by Wednesday 1st April 2020 to Lynn Hanstock** – admin@essentialevents.co.uk.

BACK WALLS TO STANDS / NEIGHBOURING STANDS

In the event of the exhibitor's stand being higher than 2.4m in height, the exhibitor must then cover the exceeding portion of its stand walls/panels that are visible, ensuring that it looks neat and painted in white/neutral colour. Exhibitors are not allowed to apply any type of visual elements such as logos, writings or flags on the exceeding area.

The minimum aisle space applicable to all exhibitions is 3 metres. Should any item or structure be placed or protrude into the designated aisle space, the organisers reserve the right to request its removal or to remove said item itself without any liability for loss or damage.

CONSTRUCTION MATERIALS

Complex Structures, and Multi-Storey Stands

These are subject to strict venue building controls. Completed stands will require a structural engineer's certificate to check loadings, foundations and the integrity of suspended items. For details please refer to the section Information for space only exhibitors / stand builders.

The stand must also comply with fire and other safety requirements with regards to construction materials, steps, handrails and routes of escape in accordance with the venue's regulations. In general, you are not permitted to build your stand with anything which is flammable or non-flame resistant unless it has been treated. The maximum travel distance normally allowable to the aisles is 10m.

All Space Only Stands needs to obey by the following rules:

- No double multi-storey framework is constructed from wood, only steel used as standard
- Double decker stands where more than 50 people can occupy upper level have a second staircase to it
- The floor loading of the upper level is capable of withstanding a weight loading of 5kN/sqm
- Ramps have a gradient that is not too steep for use by pedestrians and wheelchairs
- Stairs follow guidelines noted in the blueprint, this is communicated to exhibitors & contractors
- Handrails anywhere is non-climbable (vertical not horizontal)
- Barriers are provided to protect exposed edges of staircases, landings, balconies and other level changes
- Decorative materials used for stand dressing are flame proofed or purchased already treated
- Artificial plants are be used for stand dressing apart from silk material provided they are treated
- Drapes or curtains are inherently flame proofed. Test curtains are available for inspection
- All floor coverings are secured and maintained so they do not cause a hazard.
- Any uninterrupted large areas of clear glazing (i.e. glass) are indicated with warning stripes/dots, etc
- Only water-based paint is used onsite

CARPET FLOORING

For space only stands you can order your carpet through the official stand builder **Gielissen** at your own cost. Carpet may only be stuck down using double-sided adhesive textile strips, which the exhibitor must remove without a trace once the event is over. Carpet must also be removed or will be charged to the exhibitors. The use of wooden platforms is recommended for stands with water and /or a lot of electrical wiring; Breakbulk's Exhibitor Safety and Services Manager (exhibitorservices@breakbulk.com) will be able to advise on this matter.

Exhibitors who use such platforms should bear in mind that:

- The maximum height allowed, measured from floor level to the top of the platform, is 10 cm.
- The platform sides must be closed and neatly finished;
- Platforms should be placed within the stand perimeter.
- Platform corners must have rounded corners or plastic guards.
- All platform corners must have safety tape.

Exhibitors whose stands have raised floors are requested to ensure that their stand is accessible to the disabled, for instance, by employing sloping stand edges or by adding ramps (of sufficient width and without sharp-angled sides). This should preferably be recognisable to the visitors.

PAINT SPRAYING REGULATIONS

No spray painting is allowed inside the building. Spray painting is only allowed in designated areas outside the building.

PILLARS ON YOUR STAND

Please check with the organiser if you have a pillar on your stand to obtain the measurements. We advise you to add a 20cm margin to the measures of the pillar to avoid disappointment on-site.

Pillars may be encased on all 4 sides to a height of 3m maximum. Structure around pillar can be supported by it, but must be separated or, at the very least, insulated with soft material (felt, hardboard, sponge, etc) placed over the points of contact.

PLATFORMS

If your company intends to order a high level of services, we recommend that you lay a platform on the hall floor to hide unsightly pipe work and cables. This also gives you greater flexibility in where the services are pulled through and into your stand. **All platform corners must have rounded corners or plastic guards to help assure exhibitors safety.**

UPHOLSTERY

All fabric items must be treated with a flame retardant.

GANGWAYS

No part of any stand or exhibit, including fascia, signs, lighting, corner posts, etc, shall project into or over the gangway or obscure any fire or exit signs and the Organiser reserve the right to remove any such item. Exhibitors and Contractors are not to dump items in the aisles. All waste other than small items must be removed by the contractors. Designated emergency aisles **must be kept clear at all times**. Lifting contractors are not to set down loads in designated emergency aisles.

HEIGHT LIMITS / RESTRICTIONS

The maximum height limit for any form of stand fitting, perimeter and partition walls, lighting, structures and/or graphic towers is 6m from the hall floor in halls 4,5, and 6 where possible including platforms and the use of banners, flags and balloons at 3.70 m in the lower part of hall 4.

Maximum heights are:

- Hall 4: 6m
- Front of Hall 4: 3.7m
- Hall 5: 6m
- Hall 6: 6m
- Hall 7: 6m

The Organiser does not provide partition walls and each stand must build freestanding partition walls between their own & adjoining stands. These must be to a minimum height of 2.5m and a maximum height of 5m in hall 4,5,6 and 3.7 m in the lower part of hall 4. Adjoining walls on the side connected to a neighbouring stand must be finished in a hard-plain white surface. **NO FABRIC.**

Where partition walls are constructed over 2.5m in height, it is the responsibility of the exhibitor constructing the wall to dress the rear of the partition wall down to a height of 2.5m in solid hard white walling. Logos and branding are not permitted on the rear face of partition walls when these walls overlook neighbouring stands. Such walls must be finished in a hard-plain white surface. **NO FABRIC.**

STAND DEMOLITION

No display material, fixtures or fittings may be removed from the exhibition before the official closing time. The organisers request that the integrity of your stand is maintained until all visitors have left the building. Please do not put visitors in danger by moving items out into the gangway at any time. Security guards have been notified to stop any exhibitors leaving the building with stock before the official start of derig period.

STAND LOCATION, NUMBER AND SIZE

We advise to display your stand number clearly on your stand.

For stand location, number and size please email Breakbulksupport@breakbulk.com for information.

WALLING IN ON OPEN SIDES

No more than one third of each open side is allowed to be walled in. Otherwise the wall must be see-through or set back into the stand by 0.5m.

If your stand is near the catering area, no walling is allowed on the side facing the catering area.

Shell Scheme Stand

All shell scheme stands will be built by our official stand builder Gielissen, which is made up of a unique modular aluminium system. Shell scheme stands are built to an overall height of 2.5 metre high. Please check with Gielissen for internal measurements if you intend to build any type of construction or provide your own graphics inside a shell scheme.

No alterations may be made to the shell structure or any variation to the wall treatment. Any damage to shell schemes or accessories will be charged to exhibitors. Gielissen provides special double-sided tape to affix graphics. We do not allow any other tape on the shell scheme structure.

The deadline for this will be Friday 20th March 2020, the link to order is <https://gees.gielissen.com/en/login>. Only orders received before this date will be charged against early bird prices. **Please understand that orders received after the deadline are subject to a 25% surcharge (regular price).** After Friday 8 May 2020 a 40 % surcharge on the regular price will be applicable.

Your shell scheme stand is equipped with:

- CARPET
- COMPANY NAME (on flat fascia board)
- FURNISHINGS (see below for details)

The official stand builder Gielissen will construct the shell scheme stands, questions may be directed to:

Gielissen Exhibition & Event Services

Exhibition & Event Coordinator

+31 20 581 1411

Breakbulk@gielissen.nl

If you intend to construct a stand interior within your Shell Scheme stand or are preparing your own graphics, please liaise with Gielissen regarding the exact internal measurements to avoid discrepancies on-site.

Your standard shell scheme booth does **NOT** contain the following which can be ordered from Gielissen Via the following Link - <https://gees.gielissen.com/en/login>:

- ELECTRICAL SUPPLY, for the lighting of a standard booth you need at least 3KW (Electricity is not included and is compulsory)
- LIGHTING (spot, plug socket, etc.)

- CLEANING of your stand
- Extra furniture
- Extra supplementary material (curtain, shelves, etc.)
- Additional Items & Constructions
- Internet
- Floral

FASCIA PANEL

The company name will be fitted to the fascia board, one per open side. You can specify your name requirement on the online manual. Failure to submit this information may result in an inaccurate name displayed on your stand and charges being raised for correction.

If our official stand contactor Gielissen does not receive your requirements for your Name board (fascia text) and carpet before the deadline, the company name as mentioned on the organiser's exhibitor list will be used. Any costs involved will be charged directly to the exhibitor.

Please note the deadline for submission is **Friday, 24th April 2020**. Only orders received before this date will be charged against early bird prices. Please understand that orders received **after the deadline are subject to a 25% surcharge (regular price)**. **The ordering system closes on Thursday 20th May 2020 after this date a 40% surcharge on the regular price will be applicable and only possible or order items and services onsite.** There is a maximum of 25 characters on each board including spaces.

If you intend to construct a stand interior within your Shell Scheme stand or are preparing your own graphics, please liaise with Gielissen regarding the exact internal measurements to avoid discrepancies on-site.

CARPET

All Shell Scheme stands are carpeted with standard dark grey carpet. Only orders received before this date will be charged against early bird prices.

The deadline for this will be Friday 20th March 2020, the link to order is <https://gees.gielissen.com/en/login>. Only orders received before this date will be charged against early bird prices. **Please understand that orders received after the deadline are subject to a 25% surcharge (regular price).** After Friday 8 May 2020 a 40% surcharge on the regular price will be applicable.

Please note: If you choose to fix your own carpet, only tape, which does not mark the floor is permitted. All carpet tape must be removed during breakdown and a dilapidation charge will be levied for any stand not complying or marking the floor.

CORNER STANDS

All corner stands have 2 open sides. If you prefer to have one side closed, please advise the organisers in writing with acknowledgement of receipt and we will get back to with a final decision.

UPGRADE OPTIONS

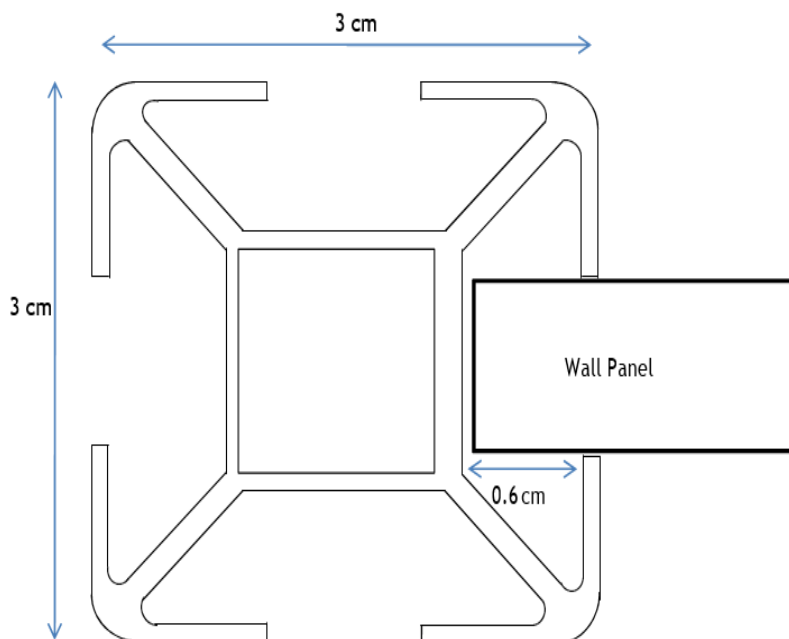
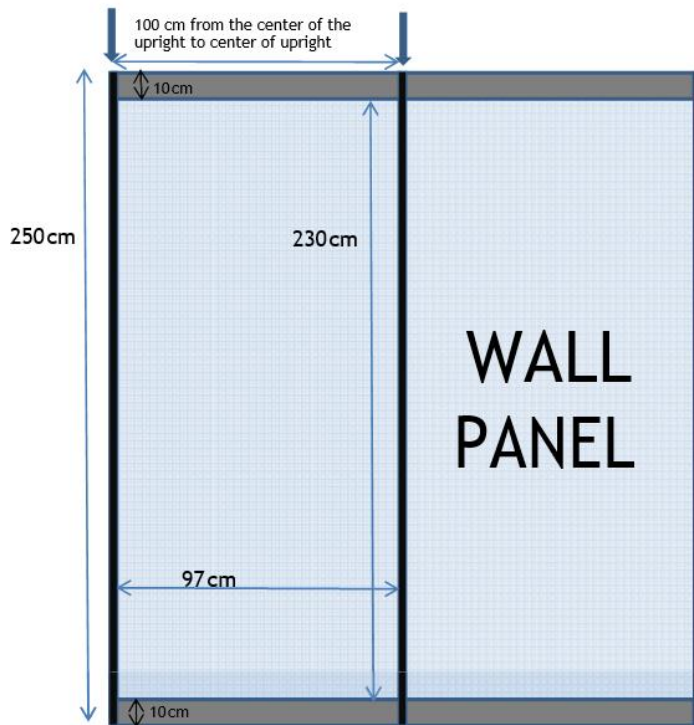
Gielissen offers an opportunity to upgrade your fabric wall to the printed panel using your artwork, this eliminating the need to produce banners to dress the stand.

Please note that the deadline to send your art work files is Wednesday 24 April 2020. We recommend uploading your art work directly via Your File System (in the right-hand corner of this page). Please find attached the manual "How to use Gielissen File System".

Alternatively, you can send your files via wetransfer: <https://gielissen.wetransfer.com/> and send all art work to breakbulk@gielissen.nl. Please ensure to indicate your company name, stand number in the message.

All graphic orders and graphic files should be received before the above-mentioned deadline. Any request for orders after this date cannot be guaranteed and a surcharge may be applicable. **Note that if we receive art work files in wrong measurements or poor quality, we cannot guarantee printing.**

PANEL DIMENSIONS



FLOORING, FURNITURE AND DÉCOR

Electricity is not included in your exhibit space. Orders for electricity can be placed via the Online Exhibitor Manual. You will need electrical outlet(s) if your display has any of the following: lights, computer printers, plasma, screens, etc.

Contact Gielissen directly for information on electrical connections or if you need help with any specialist power requirements. Please login onto the Gielissen Online Ordering System for electrics prices and ordering.

Gielissen offers a wide selection of furniture, lighting, AV, electricals and plants available through <https://gees.gielissen.com/en/login>.

STAND VISUALS

Shell Scheme Stand up to and included 9 - 17 sqm contains:

- Aluminium fascia board, 30cm high with white panels, 25 cm high and logo on each side of fascia 20 x 30 cm
- Grey carpet tiles
- A stand number and company name in Universe 67 bold font on each open side
- 1 table & 2 chairs
- 1 waste basket

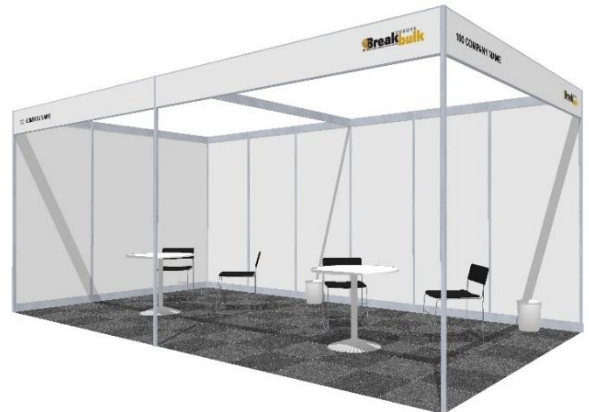
This visual is only a representation of your stand, your allocated space may vary in size and orientation. Please check your contract for exact stand size.



Shell Scheme Stands 18 - 26 sqm contains:

- Aluminium fascia board, 30 cm high with white panels, 25 cm high and logo on each side of fascia 20 x 30 cm
- Grey carpet tiles
- A stand number and company name in Universe 67 bold font on each open side
- 2 tables & 4 chairs
- 2 waste baskets

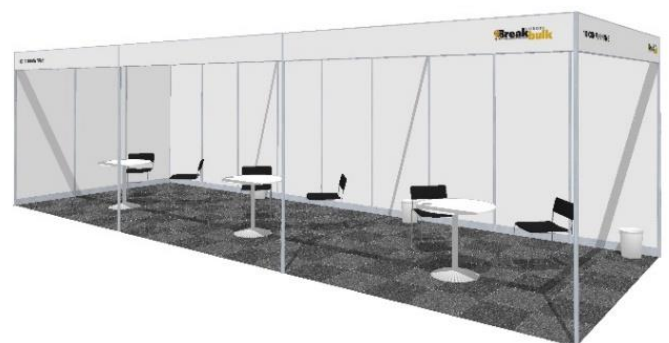
This visual is only a representation of your stand, your allocated space may vary in size and orientation. Please check your contract for exact stand size.



Shell Scheme Stands 27 - 35 sqm contains:

- Aluminium fascia board, 30cm high with white panels, 25 cm high and logo on each side of fascia 20 x 30 cm
- Grey carpet tiles
- A stand number and company name in Universe 67 bold font on each open side
- 3 tables & 6 chairs
- 3 waste baskets

This visual is only a representation of your stand, your allocated space may vary in size and orientation. Please check your contract for exact stand size.



Shell Scheme Stands 36+ sqm contains:

- Aluminium fascia board, 30 cm high with white panels, 25 cm high and logo on each side of fascia 20 x 30 cm
- Grey carpet tiles
- A stand number and company name in Universe 67 bold font on each open side
- 4 tables & 8 chairs
- 4 waste baskets

This visual is only a representation of your stand, your allocated space may vary in size and orientation. Please check your contract for exact stand size.



For any of the above services, please refer to the **Gielissen online ordering system**. For advice on suitable fixing methods, please contact Gielissen direct at breakbulk@gielissen.nl. Anything that damages the panels is not permitted such as staples, drawing pins, nails etc. and damages will be charged to the exhibitor.

On-site orders:

On-site orders can be placed at the Gielissen service desk at a surcharge of **40%** on the regular prices. Please save time and money by ordering your contractor services in advance of the event.

Reminder:

- No alteration may be made to the shell structure or any variation to the wall treatment. Any damage to shell schemes or accessories will be charged to exhibitors.
- Electricity is not included in your stand package
- Shell Schemes cannot be dismantled until Thursday 28th May 2020 at 16:15hrs.
- Please do not leave any goods or materials on the walls or in the stand etc.
- **Breakbulk Events & Media** cannot be held responsible for the loss of exhibit materials.

Cancellations: Shell Scheme Stands are non-refundable.

The official stand builder Gielissen will construct the shell scheme stands, questions may be directed to:

Gielissen Exhibition & Event Services

Exhibitor Coordinator

E: breakbulk@gielissen.nl

T: +31 20 581 1411

HELP AND ADVICE

If you have any questions, please feel free to contact breakbulksupport@breakbulk.com.