

## INFORMATION FOR SPACE ONLY EXHIBITORS/STAND BUILDERS

When the exhibitor signs their exhibit space contract, they agree to abide to all the clauses contained in the “Information for Space only exhibitors – stand builders”, “Health & Safety regulations” and “Fire & Safety Regulations” and to ensure that all contractors abide by them. In order to avoid any dispute, you must submit the layout of your stand to our Exhibitor Services Coordinator, Dana Rice. The definitive set up of your stand must be in strict conformity with the approved submission and the Exhibitor Services Coordinator will check all stand installations and will reject those that do not conform to the exhibition regulations.

Please note **Breakbulk Events & Media, an ITE Group plc** employs the Exhibitor Services and Safety Manager to oversee all the plan auditing requirements. This includes collecting all plans, visuals, risk assessments, method statements, structural calculations, environmental policies and public liability certificates. The Exhibitor Services and Safety Manager will also provide all the paperwork based on the stand plans to the venue and local/government authorities when requested. The completion is when the stands are inspected on site in Bremen.

### IMPORTANT:

- Please make sure you receive your stand approval before **Monday 1<sup>st</sup> April 2019**.
- Space only stands do not receive carpet and walls. This must be installed by the exhibiting company.

### PLAN PRESENTATION & SUBMISSION FOR APPROVAL

**It is compulsory that you submit your stand plans together with EAC form for approval before Monday 1<sup>st</sup> April 2019.**

- 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
- Method Statement
- Risk Assessment

All plans are to be emailed in .pdf or .jpg format to:

**Lynn Hanstock**

**Essential Events**

E: [lhastock@essentialevents.co.uk](mailto:lhastock@essentialevents.co.uk)

T: +44 (0) 1926 470 100

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 recognised 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.

## DESIGN OF STAND

### Height limits

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

Should you want to build higher, please contact the operations team – [breakbulksupport@breakbulk.com](mailto:breakbulksupport@breakbulk.com)

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.**

### Length of the walls

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. This rule is to avoid interfering with the overall view of the halls, mask neighbouring stands or hindering normal visitor traffic on the stand. The organiser reserves all rights to enforce or terminate any violation to this regulation.

### 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 0.2m 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.

### Technical ducts

All services at Bremen Messe are run through floor based technical ducts, including telephone lines, electricity, water & waste.

### 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.**

If you need a technical floor plan of your stand with technical ducts or pillars on it, please contact:

### Gielissen Exhibition & Event Services

Roos van Wetten/ Fabienne Brandt

Exhibitor Coordinators

[breakbulk@Gielissen.nl](mailto:breakbulk@Gielissen.nl)

Phone: +31 20 581 1411