

QUICK GUIDE (Updated March 2019)

This document acts as a quick start guide to exhibiting at Breakbulk Europe 2019, we recommend that you spend a bit of time reading this as most of the questions you will have answers here. Should there be any questions that we haven't answered, please contact Breakbulksupport@breakbulk.com for more help.

Timetable

Build Up	Hall Open	Access For
Friday 17 th May	10:00hrs – 20:00hrs	Space Only stands commence construction
Saturday 18 th May	08:00hrs – 20:00hrs	Space Only stands continue construction
Sunday 19 th May	08:00hrs – 20:00hrs	Space Only stands continue construction
Monday 20 th May	08:00hrs – 18:00hrs	All Space Only stand construction to be completed by 1800hrs Access for Shell Scheme exhibitors at 0800hrs
Tuesday 21 st May	08:00hrs – 12:00hrs	Stand dressing only – no construction permitted
	12:00hrs – 17:00hrs	Halls to be clear of all personnel
Open Days	Hall Open	Show Open Hours
Tuesday 21 st May	16:30hrs – 20:00hrs	1700hrs – 2000hrs (1700hrs Opening Ceremony)
Wednesday 22 nd May	09:00hrs – 19:00hrs	1000hrs – 1800hrs
Thursday 23 rd May	09:00hrs – 16:00hrs	1000hrs – 1600hrs
Breakdown	Hall Open	Access For
Thursday 23 rd May	16:15hrs – 22:00hrs	Breakdown commences once permitted All Shell Scheme exhibits must be clear by 2200hrs
Friday 24 th May	08:00hrs – 19:00hrs	Space Only breakdown continues All contractors and exhibits to be clear of halls by 1900hrs

All exhibitors/contractors must finish decorating their stand and exit the exhibition hall by 12:00 Tuesday, 21 May 2019

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 09:00 on Tues 22nd and Weds 23rd May

All exhibitors must clear their exhibit space by **19:00 on Friday, 24 May 2019**. 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.

Help and Advice

Please contact Breakbulksupport@breakbulk.com for any advice or assistance you may need with regards to your exhibit space at Breakbulk Europe 2019.

Directions and Travel

On arrival at the Messe Bremen please follow directional show signage.
Exhibitor parking is readily available around the convention centre and clearly marked upon arrival.

Messe Bremen
WFB Wirtschaftsförderung Bremen GmbH
Findorffstrasse 101
28215 Bremen, Germany

Exhibitor Manual

Please click on this link to access the full exhibitor manual which has venue rules and regulations, deadlines and checklists and full technical information for your participation at Break Bulk Europe - [Exhibitor Manual Link](#)

Exhibitor Passes & Registration

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.

Where will I receive my badge?

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

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

Please use the link on the exhibitor registration page [Registration Link](#) to retrieve your password. If you are unable to find your company name on the drop-down list, please email 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. [Registration Link](#)

Every exhibiting company also receives a VIP discount code that provides a 25% discount off all registration options. Visit the "Invite Your Customers" tab within the exhibitor registration portal to find your company's code and tools to help you distribute it. [Registration Link](#)

I've run out of staff passes. How do I get more?

Additional passes are available to purchase in the exhibitor registration portal once your current allocation is used. [Registration Link](#)

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

Visa invitation letters will only be issued to registered exhibitors, please contact Breakbulksupport@breakbulk.com for more information.

Where can I get a receipt for my payment?

Receipts for group orders are available in the Exhibitor Registration Portal. Please 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.
- Messe Bremen staff and security will stop anyone without a wristband and direct them through the procedures above.

My question regarding registration isn't listed above.

Please email to Customer Support at Breakbulksupport@breakbulk.com for assistance.

SHELL SCHEME STANDS

For each shell scheme stand package, the organiser will provide you with:

CARPET

All Shell Scheme stands are carpeted with standard grey carpet. Only orders received before this date will be charged against early bird prices. Please understand that orders received after the deadline is subject to a **25%** surcharge (regular price). The ordering system closes on **Friday 3rd May 2019** after this date 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.

COMPANY NAME on flat fascia board

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 **Monday, 15th March 2019**. 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 the **Friday 3rd May 2019** after this date a **40%** surcharge on the regular price will be applicable. 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.

Your standard shell scheme booth does **NOT** contain the following which can be ordered from Gielissen Via the following Link:
online ordering system

- 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

Shell Scheme Stand up to and included 9 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 10 -18 sqm contains:

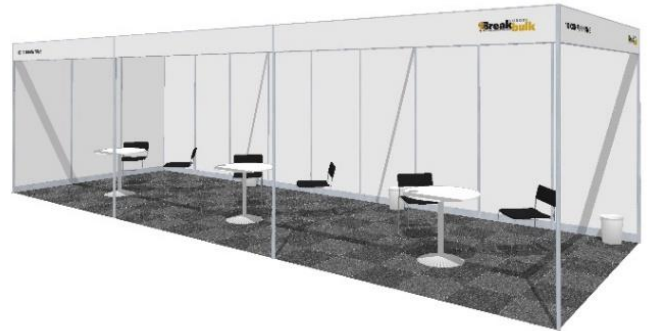
- Aluminium fascia board, 30 cm high with white panels, 25 cm high and logo on each side of fascia 20 x 30 cm
- Grey carpet tiles
- A stand number and company name in Universe 67 bold font on each open side
- 2 tables & 4 chairs
- 2 waste baskets



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 19 - 27 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 28 - 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, 23rd May 2019 at 16.00 (4:00 pm)**.
- 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.

Cancelations: 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

Roos van Wetten/ Fabienne Brandt

Exhibitor Coordinators

breakbulk@gielissen.nl

Phone: +31 20 581 1411

What is the Height of the shell scheme stand?

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.

What are the Shell Scheme panels made of?

White Foamex wall panels in aluminium frame construction.

Can I affix my own graphics to the Shell Scheme Stand?

Velcro strips and similar are permissible as long as they are removed fully during breakdown. However, 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.

SPACE ONLY STANDS

What is included in my Space Only Exhibit Space?

You have purchased the exhibiting space and will be provided with a 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. Please note BBEU mark-out colour will be in Pink.

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.

What do I need to know if I have a stand situated at the front of Halls 4, 5 and 6?

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.

What documents do I need to submit to have my stand approved?

All Space Only Exhibit Spaces must submit drawings of their exhibit spaces together with EAC form, Risk Assessment and a Method Statement **by Monday 1st April 2019 to Essential Events**

Who completes a Risk Assessment?

All Space Only exhibits must complete a risk assessment **by Monday 1st April 2019 and submit for approval to Essential Events**

Why do I need to complete a Risk Assessment?

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.

Please complete the Risk Assessment form in the exhibitor online manual **by Monday 1st April 2019 and submit for approval to Essential Events:**

Lynn Hanstock

Essential Events

E: lhastock@essentialevents.co.uk

T: +44 (0) 1926 470 100

Important Considerations for All Exhibitors/FAQ's

All display features and accessories must be confined to your stand area. This includes the use of hanging signs.

1. Food & Beverage

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.

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

2. Is furniture provided for my exhibit space?

Space Only Exhibits do not come with furnishing package. Please refer to Gielissen Online Ordering System if you would like to order furniture from our official contractor Gielissen.

3. Does carpet come with my exhibit space?

Space Only exhibit spaces are **not** carpeted. Please refer to [Gielissen Online Ordering System](#) if you would like to order carpet from our official contractor Gielissen <https://gees.Gielissen.com/en/login>

4. Will my exhibit space be cleaned?

Your exhibit does not come with cleaning services. The stand cleaning service must be ordered through Gielissen.

5. Does my exhibit space include electricity?

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 electric prices and ordering.

<https://gees.Gielissen.com/en/login>

6. Power during Build-up and Breakdown?

Please note if you require power during build-up and breakdown you will need to order it separately to your stand power. Please contact Gielissen Exhibition & Event Services

7. When do I need to have my exhibit space set up?

Contractors need to have completed build by **18:00 Monday 20th May 2019**

Exhibitors need to finish dressing their stands by **12:00 Tuesday 21st May 2019**

8. When can I begin packing to leave?

Exhibitors may begin packing on **Thursday, 23 May 2019 16:01**. No exhibits can be dismantled until all visitors have left the exhibition hall.

9. Is there an age requirement for exhibitors and attendees?

For insurance reasons, no one under the age of 18 is permitted on the show floor during build-up breakdown and Show open.

10. Can I distribute literature and Promotional Materials at the show?

Yes, but distribution of literature or promotional materials and products must be limited to your exhibit space only.

11. Is security provided for my exhibit space?

Breakbulk Europe 2019 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 2019. 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.

12. When would I need 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. Rigging must be ordered through Gielissen.

13. **Can I drill in the floor?** No unfortunately not, this is strictly prohibited.

14. What other promotional opportunities are available to Breakbulk Europe exhibitors?

There many additional opportunities for your company to extend your reach and increase your ROI before the show and on-site. Please contact your Breakbulk account manager for details on advertising, branding and sponsorship opportunities.

15. How can I book a hotel room?

We have put together some specially discounted rates at a wide range of nearby hotels for visitors of Breakbulk Europe. Hotels nearest the exhibition Centre get booked out quickly – please use this link to book hotels as soon as possible

[Accommodations](#)

Who should I contact if I have questions that are not answered in this document?

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

Freight and Logistics

When/how do I get my goods delivered to the venue?

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: ITE Events/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.

How can I get goods delivered?

Please note that any re-stocking done during show open hours will be strictly limited to hand carry goods only 1 hour before the event opens and 1 hour after the show closes.

How do I protect my materials after they are delivered to the show?

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.

When would I need a Forklift?

This is for moving heavy goods. 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

Contacts Page and Exhibitor Deadlines

COMPANY/SERVICE	DUE DATE	LINK, EMAIL FORMS	CONTACT INFORMATION
AV Order	ASAP	TBC	TBC
Accommodation	Immediate	Hotel Accommodations	Bremen Online Hotel Booking Service
Agility Fork Lift Services Shipping Services Freight Forwarding	ASAP		Nuriye Zafer Show Manager E: nzafer@agility.com T: +44 207 069 5312
Badge Registration <i>This includes any hired temporary staff assisting during the event.</i>	Immediate	Registration	Breakbulk Support Team Breakbulksupport@breakbulk.com
Catering order Geschmackslabor Messe and Event Catering	ASAP	www.geschmackslabor.com	Felix Wiegandt E: wiegandt@geschmackslabor.com T: +49 421 35 05 788
Company Profile for Event Guide	20 th March 2019	Event Guide Company Profile Form	Dee Carigino Breakbulk Events & Media E: dcarigino@breakbulk.com T: +1 251 459 0246 (CST)
Essential Events Space Only stand plan approval company - Forms to be completed by All Space only Stands	1 st April 2019	EAC Form Stand Risk Assessment Form Method Statement	Lynn Hanstock Essential Events E: lhastock@essentialevents.co.uk T: +44 (0) 1926 470 100
Gielissen Carpet (REQUIRED for space) Electrical (REQUIRED for all) Water, Air Floral Graphics Furniture Internet Man Power (labour) Rigging/Hanging Signs Booth Cleaning & Waste disposal	20 th March 2019	Gielissen Order form	Gielissen Exhibitor services E: breakbulk@gielissen.nl T: +31 20 581 1411
Gielissen Fascia (Nameboard text)	15 th April 2019		

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