

## Order Criteria JOT Juniormode

Sunday 01.08. - Monday 02.08. - Tuesday 03.08.2021 optionally

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### ORDER CRITERIA JOT Juniormode

#### Setting up times

Attention please: for this season we do have only one day for the setting up of the order:

Friday,	30 <sup>th</sup> July	8 a.m. - 1 p.m
Saturday,	31 <sup>st</sup> July	8 a.m. - 6 p.m.

It is advisable not to bring goods into your stand space before then.

Please note that all work setting up the stands must be completed by 6 p.m. the day before the order, because after this the final work on the general areas (laying of aisle carpeting, decoration etc.) will be carried out by the organizer. Special arrangements with regard to the setting up times are possible in individual cases, but these must be agreed with the organizer before the exhibition! Any additional personnel costs and rental costs incurred will be charged for on a time and material basis! All exhibitors must have started setting up their stands by 3 p.m. on Saturday at the latest without exception and must have registered with the information point. If a registered stand space has not been occupied by the exhibitor by this time, the organizer reserves the right to use this space at its own discretion from then onwards. Any additional costs that this involves will be charged to the absent exhibitor.

#### Dismantling times

Monday,	2 <sup>nd</sup> August	6 p.m. - 8 p.m.	Dismantling time
Tuesday,	3 <sup>rd</sup> August	optional trade order day 9 a.m.- 4 p.m.	and dismantling time till 8 p.m.

We request you to remove all order goods after the event. We recommend you supervise the dismantling of the stand for as long as any valuable goods are still present. A penalty of EURO 500 will be charged for any early vacation of the space, i.e. vacation of the space before 6 p.m. Please take note of our General Terms and Conditions in this respect.

#### Official trade order open hours

Sunday,	1 <sup>st</sup> August	9 a.m. - 6 p.m.
Monday,	2 <sup>nd</sup> August	9 a.m. - 6 p.m.
Tuesday,	3 <sup>rd</sup> August	9 a.m. - 4 p.m.

**In 2021 we are focused to one big trade order combined with the Fashion Premiere, so that our exhibitors of the Jot Juniormode have the possibility to join the platform one more day for free on Tuesday, or dismantle at 6pm in the evening on Monday till 8p.m.**

The stand must be occupied during these times.

#### Admission times for exhibitors during the event:

Daily from 8 a.m. – you can replenish your stands with exhibits during this time. Generally exhibitors can remain in the halls for a maximum of 1 hour after the official end of the order.

#### Parking permits

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You will receive your parking permits from the order information point on arrival. There are sufficient parking spaces available on our premises behind the exhibition halls which you can use free of charge. You can get the appropriate number of parking permits for the free parking spaces from the order information point in the reception area during the order setting up times.

Please note that parking spaces in the trade order center's own underground parking garage will be charged. If you will have a reserved parking space in the underground parking garage it will cost you 5,- Euros. We urgently request you to use only this marked space. You will receive your permit for this space at the information in the event & exhibition point on arrival.

### Postal items sent to the order

The organizers will accept postal items sent to exhibitors only during the official setting up times, trade order times and dismantling times. The organizer bears no liability when accepting postal items! Should you wish to receive postal items directly at the order, we request you, to give notice of such at the information in the event & exhibition center. **Please also indicate your exact booth number at the postal item. This will be extremely helpful!**

### General Rules and Regulations

#### 1. Stand construction & fittings

##### 1.1 It is not permitted to change the allocated stand area.

Nor is it permitted to make any changes to the exterior walls unless this is agreed with the organizer in advance.

##### 1.2 In general the height of the construction is 2.00m, extendable to 2.50m with our own system.

The organizer must be informed in advance and written permission given for any second tiers, lettering or decoration that exceed this height.

##### 1.3 General stand fittings

up to 20m<sup>2</sup>: 1 table, 4 chairs, row of shelves or row of clothes rail, 1 changing-room screen with mirror.

up to 40m<sup>2</sup>: 2 tables, 8 chairs, row of shelves or row of clothes rail, 1 changing-room screen with mirror.

##### 1.4 The maximum heights of exterior stand constructions that can be agreed are as follows:

boxx b:	3.2 meters
boxx b1:	2.45 meters, up to 5 meters in the central area
boxx b2/Gallery:	2.45 meters
boxx c:	3.4 meters, can be less because of ventilating pipe
boxx d:	3.4 meters, up to 5 meters in the central area (DOME)

#### Flooring:

Industrial parquet flooring: boxx b1, boxx b2/Gallery

Laminated concrete flooring: boxx b, boxx c, boxx d

##### 1.5 Fire extinguishers, emergency exits and aisles must be kept unobstructed!

Under no circumstances may self-adhesive carpet be used on the stand, as this damages the hall floors (especially b1, b2 parquet flooring) and it is almost impossible to remove adhesive residues. No objects, lettering (except the stand lettering provided by the organizer) or advertising panels of any kind may extend into the visitor aisles. Please take note of our General Terms and Conditions in this respect.

##### 1.6 It is absolutely forbidden to drill holes or insert screws into the walls, roofs or floors!

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The organizer must be informed in advance if for technical reasons it is necessary to bore holes into the roofing or walls and the original state of the stand must be restored after the order. Any restoration costs incurred will be charged for in the case of non-observance!

**1.7 Stand constructions, equipment and fittings must comply with the relevant fire protection regulations and safety regulations.** Only incombustible or flame-proof impregnated material may be used for fitting out order stands. The use of plastics or foamed plastics (Styrofoam) is only permitted if proof is provided that these comply with the requirements of flammability class B1, smoke emission class Q1 and drop formation class TRI!

### **2. Activities on the stand**

The organizer must be notified of any promotional activities. These will only be approved if they take place inside the stand and do not present either an acoustic or visual disturbance for neighbouring stands. Noisy demonstrations or disruptive activities are prohibited without exception and will be stopped immediately by the organizer in the event of non-compliance.

### **The following points apply for all external stand construction companies:**

Cold light is recommended for the order stands. Halogen spotlights (halogen light) are not permitted due to their intensive heat development.

### **The rear sides of stands over 2 meters high must be clean and attractive.**

Order stands in boxx b1 in the high area of the hall must be roofed so the order areas are respectable when viewed from the gallery (boxx b2). The installation of water connections is possible only to a limited extent. Stand construction plans must be submitted to the organizer in writing 2 months before the start of the trade order.

**General information for all exhibitors! Please keep in mind that we need your orders within the period stipulated in order to ensure preparations for the order can run according to plan. Please make sure all orders are signed and include your stand number.**

**There is no charge in case of any cancellation of the order/orderdays from official side!**

**Your Brandboxx Team**

### **COVID19**

**FOR YOUR AND OUR HEALTH, WE ASK YOU TO FOLLOW THE COVID19 SAFETY MEASURES APPLICABLE AT THAT TIME!**