

Tue. 13.01. – Thu. 15.01.2024

Setting up times

Monday, 12.02.2024 8 a.m. - 6 p.m.

We advise that you not bring goods into your stand space before then!

Please note that all work setting up the stands must be completed by 6 p.m. on **12th February** without exception; after this the final work on the general areas (laying of aisle carpeting, decoration etc.) will be carried out by the organiser!!! Special arrangements regarding the setting up times are possible in individual cases, but these must be agreed with the organiser before the exhibition! Any additional staff costs and rental costs incurred will be charged for on a time and material basis! All exhibitors must begin setting up their stands by 4 p.m. on Monday **12th February** at the latest without exception and must have registered with the trade fair information point. If a registered stand space has not been occupied by the exhibitor by this time, the organiser 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

Thursday, 15th February 2024 4 p.m. - 8 p.m.

We request that you remove all trade fair 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 1,000 will be charged for any early vacation of the space, i.e. vacation of the space before 4 p.m. Please take note of our general terms and conditions in this respect.

Official trade fair open hours

Tuesday, 13.02.2024 9 a.m. - 6 p.m.

Wednesday; 14.02.2024 9 a.m. - 6 p.m.

Thursday; 15.02.2024 9 a.m. - 4 p.m.

The stand must be occupied during these times.

Admission times for exhibitors during the event

Every day 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 fair.

Parking permits

There are sufficient parking spaces available on our premises behind the exhibition halls, which you can use free of charge. **IMPORTANT:** Access to this parking area is only possible with your parking card (information Events & Exhibitions Centre).

Underground parking garage:

If you want, you can also use the trade fair centre's own underground parking garage. The fees have to be paid at the ticket machine before leaving. If you have reserved a space in the underground parking garage you have to pay a reservation fee of € 10.00 excl. VAT. The space will be marked with your name. We strongly request that you only use this marked space. You will receive your permit for this space at the information point on arrival.

Postal items sent to the fair

The organiser will accept postal items sent to exhibitors only during the official setting up times, trade fair times and dismantling times. The organiser bears no liability when accepting postal items! Should you wish to receive postal items directly at the fair, for organisational purposes we request that you inform us of such via the info at Brandboxx.

General Rules and Regulations

I. Stand construction & fittings

I.1 It is not permitted to change the allocated stand area.

Nor is it permitted to make any changes to the exterior walls unless with the agreement of the organiser in advance.

I.2 In general the height of the construction is 2.00m, extendable to 2.50m with our own system.

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

I.3 General stand fittings

Up to 30 m²: 1 table, 4 chairs, clothes rails and/or shelves.

31 m² and up: 2 tables, 4 chairs, clothes rails and/or shelves.

I.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

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

I.5 Fire extinguishers, emergency exits and aisles must be kept clear!

Under no circumstances may self-adhesive carpet be used on the stand, as this damages the hall floors (especially boxx b1, b2 parquet flooring!) and it is almost impossible to remove adhesive residues. No objects, lettering (except the stand lettering provided by the organiser) or advertising panels of any kind may extend into the visitor aisles. Decorating materials and fabrics must verifiably correspond with the fire protection classifications B-s1, d0 and C-s1, d0 (slow-burning, low-smouldering, non-dripping). Spraying with flame retardant is not permitted. Please take note of our General Terms and Conditions in this respect.

I.6 It is absolutely forbidden to drill holes or insert screws into the walls, roofs or floors!

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

I.7 Self-made conversions on booth construction equipment, clothes rails and shelves.

We point out that self-made conversions of booth equipment are not permitted. Damages arising from self-made conversions are documented and will be billed. Thank you for understanding.

I.8 Stand constructions, equipment and fittings must comply with the relevant fire and

safety regulations.

Only incombustible or flame-proof impregnated material may be used for fitting out fair 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 TR1!

2. Activities on the stand

The organiser 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 organiser in the event of non-compliance.

The following points apply for all external stand construction companies:

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

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

Fair stands in boxx b1 in the high area of the hall must be covered so that the fair areas look 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 organiser in writing 2 months before the start of the trade fair!

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 fair can run according to plan. Please make sure all orders are signed and include your stand number!

We are looking forward to seeing you soon!

Your Brandboxx Team