

BRIGHT **Tradeshow** **for Streetwear, Skateboarding,** **Sneaker and Fashion**



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1. Booth Construction and Dismounting Time Schedule, Delivery

1.a) Assembly is on the 18th and 19th of January from the time 09:00 to 24:00, the access is only granted with an access pass and an assembly pass. These must/can be ordered by mail not later than 17.12.2010: cieszko@brighttradeshow.com

Important: These passes will be sent via Post, so please give us the address of the person who actually should receive them (f.e. Booth Builder).

-> per person one assembly ticket

-> per vehicle one vehicle access pass for the delivery road (not parking space)

1.b) Dismounting is from 22.01.2011, time 17:00 – 24:00 and 23.01.2011 from 10:00 – 18:00

Dismounting on Saturday before 17:00 will not be tolerated, we have to give our clients the chance to see the booth till the show ends.

1.c) Vehicle access will be through the Normannenstasse 19, Haus 18 has an own delivery road in the complex, which provides an elevator who lifts max 2 t.

Since the delivery road will not be sufficient for more than 20 Trucks and only one elevator is given, we will have to plan the delivery schedules. Please give us your arriving date and time, and we will try to satisfy your wishes.

Applications can be send to Ania by mail until the 17.12.2010: cieszko@brighttradeshow.com

- By-pass wideness 3,70m

- By-pass height 3,90m

- Max cap. Lift ramp 2m x 2,5

- Max cap. Elevator: Weight 2t. Size: 2,40m lenght x 2,05m wide x 2,50m Height

1.d) Parking Space: Exit road is through the Ruschestrasse. Parking space is on the property and is open from 08:00 till 19:00.

2. Construction Regulations

2.a) Booth-Spaces Handover

Headliner for the Event

„ Spaces have to be left, like you received them“

Since we only rent the Building during the Event, we will have to return the Building back under the same conditions as received. In the rooms we will have a Handover Journal, which will be signed and collected after the construction. When disassembly will be done we will do the Handover again, regarding the signed Journal.

Caused damages, which weren't written down in the journal, will be repaired by us and invoiced to your account.

- Every room is provided with at least one electricity plug and enough light will be provided through the neon light on the ceiling.

2.b) Paint Jobs

- Generally you are only allowed to paint the walls. Those must be painted white again when handing back the booth.

- Ceiling and Floors Paint Jobs are not allowed.

- It is strictly not allowed to throw away the paint and varnish into the toilets as well as it's not allowed to clean painting instruments in the basin

- Paint and varnish left over's have to be disposed by the exhibitor.

2.c) Built in Components and Fire Regulations

- Drilling into the walls, floors and ceiling is strictly forbidden.

- All the Built in Components must fulfill the DIN 4102-1 Norm and be at least B 1 "flame retardant"

The exhibitor must own a certificate, if the Exhibitor cannot provide this and the Fire Inspector will decide to close the booth, the exhibitor will carry all the eventually caused cost.

2.d) Disposing Garbage

- For the Garbage we will provide two containers. One for Paper, and one for other Garbage.

For the disposal of Toxic Waste the exhibitor will have to arrange on their own.

3. During the Show, Delivery and Responsibilities

3.a) During the Show

- Opening Hours are daily from 10:00 – 18:00. The Exhibitors obligate oneself, to have enough staff on the booth during the opening hours. The Exhibitor Staff will be granted access to the Show starting at 09:00 with their personal entrance ticket.

Out of Insurance demands the Building will have to be empty by 19:00.

- Disposal of Garbage: Please after every Tradeshow day leave your Bag with Garbage in front of your booth which will be disposed by our Staff.

- We ask you to keep the alcohol abuse to a minimum, also we demand, that you will respect drinking min. age

- The Sound will be over a house installed audio system. It's forbidden to have an own sound system on the booth.

- Smoking in general is not allowed.

3.b) Goods Delivery

- Delivery's can be made starting from the 10th of January at the Following address:

**Bright
(Your Company/Booth number)
Normannenstrasse 19
10365 Berlin
Germany**

- Boxes will be stored by us free of charge, please contact the Bright Office for Pick Up. 1st Floor (Lichtenberger Salon)

Important: Please mark every single box, so that we can assign it to it's recipient. This means Name, Company and Booth number.

3.c) Vandalism – Responsibilities

- Sticker and Posters are forbidden in the whole building. Since we will have to carry the costs for removal, we will, if traceable charge the causer.

We will have on every Floor in front of the Toilets an Area where Poster and Stickers can be branded.

We would appreciate your understanding and will hope for your sanity.

- The Organizer will take no responsibilities for self-inflicted damages

- The Organizer will take no responsibilities for any theft on the Show.

The Building is under permanent surveillance.

From 19:00 to 9:00 the only one in the Building will be the cleaning Service and the Security Service.

The „Critical Period“ at Tradeshows is always at the beginning and the end, please make sure during this times to not leave your booth unattended. It may also help to cover your goods and to tape the entrance.

4. Dismounting Regulations

- Times:

Dismounting is from the 22.01.2011 starting at 17:00 till 24:00 and on the 23.01.2011 from 10:00 to 18:00. A Later dismount can only be done by earlier enquiry.

Please keep your booth on the last day functional until 17:00

The Elevator won't be activated before 17:00 as same as the road for pick ups won't be accessible.

The Security Team is also instructed to not let somebody leave with goods or booth installations before of 17:00.

If somebody will have to leave before of the end of the show and carries collection pieces, please inform the general office before leaving, to avoid trouble.

The Return of the area/booth has to be as mentioned above be done with the handover journal, please contact therefore one of our friendly staff member. Spaces have to be given back broom clean, and the garbage has to be disposed by the exhibitors.

-THANK YOU-

