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## SERVICE CATALOGUE FOR EXHIBITORS

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### Contact

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### Setup and dismantling






Setup: 20/09/2017, 09:00 am - 06:00 pm  
 Dismantling: 22/09/2017, 05:00 pm - 09:00 pm

### General Notes

- Prices for services exceeding three days of provisioning time are available on request.
- Additional stand constructions, stand equipment, technical stand equipment and stand catering are available upon request.
- The bcc does not provide catering services on commission. Prices are inclusive of standard bcc tableware.
- The order must be placed at least 14 days prior to the start of the event. For beMatrix and Pila Petite the order must be placed at least 21 days prior to the start of the event. In the event of a later order the bcc reserves the right to charge a rush order fee of 20 %.
- This offer is subject to availability.

## Stand Construction: Stand System Octanorm

Details	Sample Photo	Price
<p>Octanorm modular stand:</p> <p>6 m<sup>2</sup>; 300 cm x 250 cm x 200 cm (W x H x D); ribbed carpet in anthracite, blue or red; fascia board incl. digital colour print; three long-arm spotlights 150 W; alternating current connection (230 V, 10 A, up to 2 kW)</p> <p>Article no. 1197385</p>		<p>360.00 EUR</p> <p>per package</p>
<p>Octanorm modular stand:</p> <p>9 m<sup>2</sup>; 300 cm x 250 cm x 300 cm (W x H x D); ribbed carpet in anthracite, blue or red; fascia board incl. digital colour print; three long-arm spotlights 150 W; alternating current connection (230 V, 10 A, up to 2 kW)</p> <p>Article no. 1334319</p>		<p>540.00 EUR</p> <p>per package</p>
<p>Octanorm modular stand:</p> <p>size according to choice; ribbed carpet in anthracite, blue or red; fascia board incl. digital colour print; until 9 m<sup>2</sup> incl. three long-arm spotlights 150 W, upon 10 m<sup>2</sup> incl. six long-arm spotlights 150 W; alternating current connection (230 V, 10 A, up to 2 kW); minimum charge of 4 m<sup>2</sup></p> <p>Article no. 2109005</p>		<p>60.00 EUR</p> <p>per m<sup>2</sup></p>
<p>Octanorm modular stand light:</p> <p>size according to choice; ribbed carpet in anthracite, blue or red; back wall incl. stabilising 0.5 m side wall; two long-arm spotlights 150 W; alternating current connection (230 V, 10 A, up to 2 kW); minimum charge of 4 m<sup>2</sup></p> <p>Article no. 2109006</p>		<p>40.00 EUR</p> <p>per m<sup>2</sup></p>
<p>Digital colour print for Octanorm wall panel: one side, full surface, 96.4 cm x 240 cm (W x H), visual dimension 92.4 cm x 236 cm (W x H)</p> <p>Article no. 1178355</p>		<p>105.00 EUR</p> <p>per piece</p> <p>95.00 EUR</p> <p>per piece</p> <p>(5 pieces and more)</p>
<p>Digital colour print for Octanorm wall panel: one side, full surface, 46.9 cm x 240 cm (W x H), visual dimension 42.9 cm x 236 cm (W x H)</p> <p>Article no. 2689402</p>		<p>60.00 EUR</p> <p>per piece</p> <p>50.00 EUR</p> <p>per piece</p> <p>(5 pieces and more)</p>

Details	Sample Photo	Price
Adhesive foil pattern Article no. 1212009		134.00 EUR per m <sup>2</sup> (from 1 m <sup>2</sup> )
Long-arm spotlight 150 W Article no. 1368363		12.00 EUR per piece
Octanorm fascia board incl. digital colour print: if side panel measures 1 m 96.4 cm x 26 cm (W x H) with visual dimension 92.4 cm x 22 cm (W x H), if side panel measures 2 m 195.4 cm x 26 cm (W x H) with visual dimension 191.4 cm x 22 cm (W x H), if side panel measures 3 m 294.4 cm x 26 cm (W x H) with visual dimension 290.4 cm x 22 cm (W x H) Article no. 1334322		68.50 EUR per piece
Octanorm fascia board incl. digital colour print: if side panel measures 4 m 393.4 cm x 26 cm (W x H) with visual dimension 389.4 cm x 22 cm (W x H) Article no. 1402964		89.50 EUR per piece
Octanorm wall panel 99 cm x 250 cm (W x H) Article no. 612359		45.00 EUR per piece

## Details

Booth for Octanorm modular stand: 1 m<sup>2</sup>, lockable door  
Article no. 2071727

Booth for Octanorm modular stand: 2 m<sup>2</sup>, lockable door  
Article no. 2071728

Booth for Octanorm modular stand: 3 m<sup>2</sup>, lockable door  
Article no. 2071729

## Price

110.00 EUR  
per piece

135.00 EUR  
per piece

160.00 EUR  
per piece

## Details

Coat rod for Octanorm wall panel 88 cm (W)

Article no. 2071730

## Price

8.00 EUR

per piece

Detachable shelf for Octanorm wall panel: 98.5 cm x 30 cm (W x D), horizontal or 20° slanted

Article no. 1654245

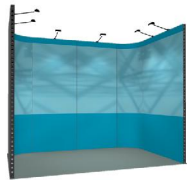
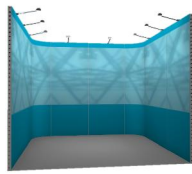
10.00 EUR

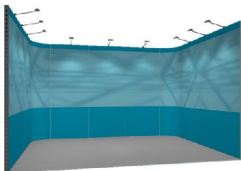
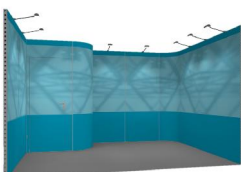
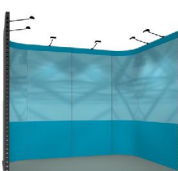




per piece


## Please Note

- The Octanorm modular stand (size according to choice) can be booked in 0.5 m partitions. However, the full m<sup>2</sup> will be charged.
- Stand type and height must be discussed in due time prior to the event. The modular stand can be provided in a row, or as a corner or an end stand without additional charge. By default, the modular stand is provided as a row stand with a height of 250 cm. In the rooms B 01.01, B 01.02 and B 01.03 the modular stand will be provided with a different height of 230 cm.
- Octanorm fascia boards of 4 m are made up of two separate fascia boards of 2 m each with a small gap in between. Different divisions on request.
- If ordering more than 2 m<sup>2</sup> of adhesive foil patterns, the price will vary. Prices are available on request.
- For the printing of fascia boards or wall elements the print file must be sent to us (on CD, DVD or by e-mail) at least 14 days prior to the start of the event.
- The print file should be sent as a vector graphic in PDF format (for adhesive foil pattern also in EPS format) on a scale of 1:1. Image data should at least have a resolution of 72 dpi when a scale of 1:1 is used.
- A blank frame around the document format needs to be created when using certain graphics software, such as CorelDraw, Freehand and Illustrator. This is required as these programs do not import the document format into the EPS file.
- Fonts must be converted into curves/paths.
- For preset colours, please send a colour sample and precise colour specifications to the bcc. If layers overlap, please ensure that none of them are accidentally set to overprint as this may lead to a distortion of colours.

## Stand Construction: Stand System beMatrix

Details	Sample Photo	Price
beMatrix modular stand: 6 m <sup>2</sup> ; 300 cm x 250 cm x 200 cm (W x H x D); ribbed carpet in anthracite, blue or red; six long-arm spotlights 150 W; alternating current connection (230 V, 10 A, up to 2 kW) Article no. 1635816		510.00 EUR per package
beMatrix modular stand: 9 m <sup>2</sup> ; 300 cm x 250 cm x 300 cm (W x H x D); ribbed carpet in anthracite, blue or red; eight long-arm spotlights 150 W; alternating current connection (230 V, 10 A, up to 2 kW) Article no. 1635817		765.00 EUR per package


Details	Sample Photo	Price
<p>beMatrix modular stand:</p> <p>12 m<sup>2</sup>; 400 cm x 250 cm x 300 cm (W x H x D); ribbed carpet in anthracite, blue or red; nine long-arm spotlights 150 W; alternating current connection (230 V, 10 A, up to 2 kW)</p> <p>Article no. 1635818</p>		<p>1,020.00 EUR</p> <p>per package</p>
<p>beMatrix modular stand:</p> <p>12 m<sup>2</sup>; 400 cm x 250 cm x 300 cm (W x H x D); booth 1.5 m<sup>2</sup>; ribbed carpet in anthracite, blue or red; nine long-arm spotlights 150 W; alternating current connection (230 V, 10 A, up to 2 kW)</p> <p>Article no. 1635819</p>		<p>1,250.00 EUR</p> <p>per package</p>
<p>beMatrix modular stand:</p> <p>size according to choice; ribbed carpet in anthracite, blue or red; one long-arm spotlight 150 W per straight wall panel; alternating current connection (230 V, 10 A, up to 2 kW); minimum charge of 4 m<sup>2</sup></p> <p>Article no. 2900934</p>		<p>85.00 EUR</p> <p>per m<sup>2</sup></p>
<p>Digital colour print for beMatrix wall panel: one side, full surface, 99 cm x 247.6 cm (W x H)</p> <p>Article no. 1636659</p>		<p>130.00 EUR</p> <p>per piece</p> <p>117.50 EUR</p> <p>per piece</p> <p>(5 pieces and more)</p>
<p>Digital colour print for beMatrix wall panel: one side, full surface, 49 cm x 247.6 cm (W x H)</p> <p>Article no. 2517863</p>		<p>80.00 EUR</p> <p>per piece</p> <p>72.00 EUR</p> <p>per piece</p> <p>(5 pieces and more)</p>
<p>Digital colour print for beMatrix curved wall panel: internal side, full surface, 72 cm x 247.6 cm (W x H)</p> <p>Article no. 1636660</p>		<p>110.00 EUR</p> <p>per piece</p> <p>95.50 EUR</p> <p>per piece</p> <p>(5 pieces and more)</p>
<p>Digital colour print for beMatrix curved wall panel: external side, full surface, 79 cm x 247.6 cm (B x H)</p> <p>Article no. 2633724</p>		<p>110.00 EUR</p> <p>per piece</p> <p>95.50 EUR</p> <p>per piece</p> <p>(5 pieces and more)</p>


Details	Sample Photo	Price
Adhesive foil pattern Article no. 1212009		134.00 EUR per m <sup>2</sup> (from 1 m <sup>2</sup> )

## Please Note

- Stand type and height must be discussed in due time prior to the event. The modular stand can be provided in a row, or as a corner or an end stand without additional charge. By default, the modular stand is provided as a row stand with a height of 250 cm. In the rooms B 01.01, B 01.02 and B 01.03 the modular stand will be provided on request with a different height.
- If ordering more than 2 m<sup>2</sup> of adhesive foil patterns, the price will vary. Prices are available on request.
- For the printing of fascia boards or wall elements the print file must be sent to us (on CD, DVD or by e-mail) at least 14 days prior to the start of the event.
- The print file should be sent as a vector graphic in PDF format (for adhesive foil pattern also in EPS format) on a scale of 1:1. Image data should at least have a resolution of 72 dpi when a scale of 1:1 is used.
- A blank frame around the document format needs to be created when using certain graphics software, such as CorelDraw, Freehand and Illustrator. This is required as these programs do not import the document format into the EPS file.
- Fonts must be converted into curves/paths.
- For preset colours, please send a colour sample and precise colour specifications to the bcc. If layers overlap, please ensure that none of them are accidentally set to overprint as this may lead to a distortion of colours.

## Stand Construction: Stand System Pila Petite

Details	Sample Photo	Price
Modular stand Pila Petite: 20 m <sup>2</sup> ; 500 cm x 248-300 cm x 400 cm (W x H x D); textile banner incl. digital colour print; two back walls incl. digital colour print; bistro table with three white armchairs; lockable booth; rubbish bin; brochure stand; counter incl. digital colour print with two white bar stools LEM; velour carpet in anthracite, blue or red; two design lamps; three long-arm spotlights 150 W; alternating current connection (230 V, 10 A, up to 2 kW) Article no. 1442658		3,800.00 EUR per package

Details	Sample Photo	Price
<p>Modular stand Pila Petite:</p> <p>25 m<sup>2</sup>; 500 cm x 248-300 cm x 500 cm (W x H x D); textile banner incl. digital colour print; six back walls incl. digital colour print; bistro table with three white armchairs; lockable booth incl. cabinet; rubbish bin; three brochure stands; high top table with two white bar stools LEM; counter incl. digital colour print; velour carpet in anthracite, blue or red; two design lamps; two long-arm spotlights 150 W; alternating current connection (230 V, 10 A, up to 2 kW)</p> <p>Article no. 1442659</p>		<p>4,700.00 EUR per package</p>








## Please Note

- Stand type and height must be discussed in due time prior to the event. By default, the modular stand is provided as a corner stand with a height of 300 cm on the levels B and C. In the rooms B 01.01, B 01.02, B 01.03 and on level A the modular stand will be provided on request with a different height. The modular stand can be provided on request as a row or end stand.
- For the printing of fascia boards or wall elements the print file must be sent to us (on CD, DVD or by e-mail) at least 14 days prior to the start of the event.
- The print file should be sent as a vector graphic in PDF format on a scale of 1:1. Image data should at least have a resolution of 72 dpi when a scale of 1:1 is used.
- A blank frame around the document format needs to be created when using certain graphics software, such as CorelDraw, Freehand and Illustrator. This is required as these programs do not import the document format into the EPS file.
- Fonts must be converted into curves/paths.
- For preset colours, please send a colour sample and precise colour specifications to the bcc. If layers overlap, please ensure that none of them are accidentally set to overprint as this may lead to a distortion of colours.

**Stand Equipment: Furniture**

Details	Sample Photo	Price
High top table with glass plate: 109 cm (H), 70 cm (dia) Article no. 1034785		51.00 EUR per piece
High top table with cream-coloured wooden plate: 106.5 cm (H), 70 cm (dia) Article no. 1459281		51.00 EUR per piece
High top table: cube, 50 cm x 110 cm x 50 cm (W x H x D) Article no. 612333		51.00 EUR per piece
High top table: cube, 100 cm x 110 cm x 70 cm (W x H x D), white Article no. 2650297		75.00 EUR per piece
Bistro table with glass plate: 72 cm (H), 70 cm (dia) Article no. 1189179		51.00 EUR per piece
Bistro table with cream-coloured wooden plate: 70 cm (H), 70 cm (dia) Article no. 1459355		51.00 EUR per piece
Lounge table with glass plate: 41 cm (H), 70 cm (dia) Article no. 1002045		51.00 EUR per piece

Details	Sample Photo	Price
Lounge table with cream-coloured wooden plate: 38.5 cm (H), 70 cm (dia) Article no. 1459356		51.00 EUR per piece
Lounge cube: 50 cm x 40 cm x 50 cm (W x H x D), cream Article no. 1000938		21.00 EUR per piece
Lounge cube: 48 cm x 50 cm x 48 cm (W x H x D), white Article no. 1467567		21.00 EUR per piece
IXT120 table: 120 cm x 71 cm x 40 cm (W x H x D), cream Article no. 612315		15.00 EUR per piece
IXT180 table: 180 cm x 71 cm x 40 cm (W x H x D), cream Article no. 612317		20.00 EUR per piece
Octanorm counter: lockable, 104 cm x 102.5 cm x 54 cm (W x H x D) Article no. 1530941		50.00 EUR per piece 74.00 EUR per piece
Digital colour print for Octanorm counter: front panel, full surface, 96.4 cm x 86 cm (W x H), visual dimension 92.4 cm x 82 cm (W x H) Article no. 1499864		70.00 EUR per piece

Details	Sample Photo	Price
Black .03 chair Article no. 1000962		21.00 EUR per piece
Cream-coloured IXC chair Article no. 996032		10. 00 EUR per piece
White Tom Vac chair Article no. 1037096		26.00 EUR per piece
Black Bonello bar stool Article no. 1323343		21.00 EUR per piece
Black LEM bar stool Article no. 1333163		41.00 EUR per piece
Cream-coloured retro armchair Article no. 1465609		65.50 EUR per piece
Black lounge chair Article no. 1071795		45.00 EUR per piece




Details	Sample Photo	Price
Lounge couch: 122 cm x 78 cm x 60 cm (W x H x D), black Article no. 1446468		80.00 EUR per piece
Glass display case 50 cm x 180 cm x 50 cm (W x H x D) Article no. 1402967		225.00 EUR per piece
Brochure stand for A4 brochures Article no. 1367693		40.00 EUR per piece
Rubbish bin Article no. 1000942		9.00 EUR per piece
Noticeboard with stands and incl. pins: 126.5 cm x 193 cm (W x H), board measurements 118.5 cm x 146 cm (W x H) Article no. 612341		22.00 EUR per piece

## Please Note

- For the printing of the counter the print file must be sent to us (on CD, DVD or by e-mail) at least 14 days prior to the start of the event.
- The print file should be sent as a vector graphic in PDF format on a scale of 1:1. Image data should at least have a resolution of 72 dpi when a scale of 1:1 is used.
- A blank frame around the document format needs to be created when using certain graphics software, such as CorelDraw, Freehand and Illustrator. This is required as these programs do not import the document format into the EPS file.
- Fonts must be converted into curves/paths.
- For preset colours, please send a colour sample and precise colour specifications to the bcc. If layers overlap, please ensure that none of them are accidentally set to overprint as this may lead to a distortion of colours.

**Stand Equipment: Miscellaneous**

Details	Price
Storage Article no. 612549	75.00 EUR per m <sup>2</sup> per day
Extended booth cleaning Article no. 612521	1.10 EUR per m <sup>2</sup> per day

Details	Sample Photo	Price
Anthracite-coloured ribbed carpet Article no. 1465171		12.00 EUR per m <sup>2</sup>
Blue ribbed carpet Article no. 1465476		12.00 EUR per m <sup>2</sup>
Red ribbed carpet Article no. 1465208		12.00 EUR per m <sup>2</sup>

**Please Note**

- Carpet is to be booked in a range of sizes. However, the full m<sup>2</sup> will be charged.
- A simple daily cleaning of all stand floorings is included by default. The additional cleaning also includes cleaning of the stand equipment.
- Emptying of rubbish bins at the exhibitors' stands is inclusive and will not be charged separately. Disposal of waste during the setup and dismantling in excess of the considered normal level of waste disposal during the event will be charged at cost.

## Stand Equipment: Personnel

Details	Price
Security for booth	25.00 EUR
Article no. 1402965	per person per hour
Host/Hostess	24.00 EUR
Article no. 612513	per person per hour
Hand e.g. for setup and dismantling	20.00 EUR
Article no. 612523	per person per hour

## Please Note

- The personnel's working hours and needed language skills are to be discussed in due time prior to the event. The handing over of a modular stand to the stand security will be done by the customer before the working time starts.
- The minimum working time per staff member is four hours. Additional hours will be charged according to actual working time (calculated in half-hour units).

## Technical Stand Equipment: Electrical Installation

Details	Price
Alternating current connection: 230 V, 10 A, up to 2 kW Article no. 612347	85.00 EUR per piece
RC connection: CEE, 400 V, 16 A, up to 7 kW Article no. 612349	110.00 EUR per piece
RC connection: CEE, 400 V, 32 A, up to 15 kW Article no. 612351	150.00 EUR per piece

## Technical Stand Equipment: Telecommunication

Details	Price
Wired network incl. one port Article no. 1353073	220.00 EUR per 1st day 132.00 EUR per 2nd day 88.00 EUR per 3rd day
Additional port for wired network Article no. 1353074	15.00 EUR per 1st day 9.00 EUR per 2nd day 6.00 EUR per 3rd day
Tethered telephone incl. telephone connection Article no. 612413	45.00 EUR per 1st day 27.00 EUR per 2nd day 18.00 EUR per 3rd day
Fax machine incl. telephone connection Article no. 612415	65.00 EUR per 1st day 39.00 EUR per 2nd day 26.00 EUR per 3rd day

## Please Note

- Network packages include an internet bandwidth of up to 5 Mbit/s (synchronous, flat rate).
- It is possible to set up a printer in the network.
- By default, all technical devices provided via the bcc will be supplied with the required current connections.

### Technical Stand Equipment: Printer and Copier

#### Details

Print, copy and scan system: colour, A4  
Article no. 1924924

#### Price

95.00 EUR  
per 1st day  
57.00 EUR  
per 2nd day  
38.00 EUR  
per 3rd day

#### Please Note

- It is possible to set up a printer in the network.
- By default, all technical devices provided via the bcc will be supplied with the required current connections.

### Technical Stand Equipment: Mediatechnology and Accessories

#### Details

Laptop  
Article no. 612391

#### Price

100.00 EUR  
per 1st day  
60.00 EUR  
per 2nd day  
40.00 EUR  
per 3rd day

Screen: minimum 24", full HD  
Article no. 1374649

80.00 EUR  
per 1st day  
48.00 EUR  
per 2nd day  
32.00 EUR  
per 3rd day

Screen: minimum 40", full HD  
Article no. 1374651

210.00 EUR  
per 1st day  
126.00 EUR  
per 2nd day  
84.00 EUR  
per 3rd day

Screen: minimum 50", full HD  
Article no. 1374650

300.00 EUR  
per 1st day  
180.00 EUR  
per 2nd day  
120.00 EUR  
per 3rd day



#### Please Note

- A laptop with an English-language operating system and keyboard is available upon request.
- By default, the screens are provided on a stand.
- By default, all technical devices provided via the bcc will be supplied with the required current connections.

## Stand Catering: Soft Drinks

Details	Price
Sparkling mineral water crate of 24 0.25 l bottles Article no. 2323727	18.00 EUR per piece
Sparkling mineral water crate of 12 0.75 l bottles Article no. 2323725	18.00 EUR per piece
Still mineral water crate of 24 0.25 l bottles Article no. 2323733	18.00 EUR per piece
Still mineral water crate of 12 0.75 l bottles Article no. 2323731	18.00 EUR per piece
Apple juice crate of 24 0.2 l bottles Article no. 2323739	22.00 EUR per piece
Apple juice crate of six 1 l bottles Article no. 2323737	18.00 EUR per piece
Orange juice crate of 24 0.2 l bottles Article no. 2323745	22.00 EUR per piece
Orange juice crate of six 1 l bottles Article no. 2323742	18.00 EUR per piece
Coca-Cola crate of 24 0.2 l bottles Article no. 2323757	18.00 EUR per piece
Coca-Cola crate of 12 1 l bottles Article no. 2323755	22.00 EUR per piece
Coca-Cola light crate of 24 0.2 l bottles Article no. 2323763	18.00 EUR per piece
Coca-Cola light crate of 12 1 l bottles Article no. 2323761	22.00 EUR per piece
Fanta crate of 24 0.2 l bottles Article no. 2323769	18.00 EUR per piece
Fanta crate of 12 1 l bottles Article no. 2323767	22.00 EUR per piece
Sprite crate of 24 0.2 l bottles Article no. 2323775	18.00 EUR per piece
Sprite crate of 12 1 l bottles Article no. 2323773	22.00 EUR per piece

**Stand Catering: Refrigerators**

Details	Sample Photo	Price
Refrigerator 50 cm x 86 cm x 55 cm (W x H x D) Article no. 1467217		75.00 EUR per piece
Refrigerator with glass door 60 cm x 188 cm x 63 cm (W x H x D) Article no. 1311081		160.00 EUR per piece

**Please Note**

- By default, all technical devices provided via the bcc will be supplied with the required current connections.


**Stand Catering: Hot Drinks**

Details	Price
Coffee 1 l pot Article no. 2323805	10.00 EUR per piece
Tea: varied assortment, 1 l pot Article no. 2323811	10.00 EUR per piece

**Please Note**

- Coffee and tea provided via bcc will be supplied with milk and sugar.

**Stand Catering: Coffee Machine**

Details	Sample Photo	Price
Mobile semi-automatic espresso coffee machine station incl. 1 kg espresso beans and 12 l milk, unlimited sugar and water, cups (incl. cleaning service for dishes) as well as a Barista provided at a maximum of eight hours Article no. 1489989		400.00 EUR per piece

Details	Price
Espresso beans 250 g pack Article no. 2323812	7.50 EUR per piece
Milk 1 l Article no. 2681450	1.00 EUR per portion
Lactose-free milk 1 l Article no. 2681465	2.00 EUR per portion


## Please Note

- The following hot beverages can be prepared with the coffee machine: single espresso, double espresso, coffee, latte macchiato, café au lait, cappuccino and tea.
- By default, all technical devices provided via the bcc will be supplied with the required current connections.

## Stand Catering: Bottled Beer

Details	Price
Beer crate of 24 0.33 l bottles Article no. 2323787	26.00 EUR per piece
Beer: non-alcoholic, crate of 24 0.33 l bottles Article no. 2323791	26.00 EUR per piece

## Stand Catering: Beer Bar

Details	Sample Photo	Price
Beer bar incl. CO <sub>2</sub> gas cylinder, 40 glasses and cleaning service for the glasses Article no. 1562988		350.00 EUR per piece

Details	Price
Beer 30 l barrel Article no. 2323788	100.00 EUR per piece

## Please Note

- The beer bar may be used in self-service. If service staff is required, it must be booked separately.
- By default, all technical devices provided via the bcc will be supplied with the required current connections.

### Stand Catering: Personnel

Details	Price
Barista	27.00 EUR
Article no. 1635459	per person per hour
Service staff	23.00 EUR
Article no. 612527	per person per hour

### Please Note

- The minimum working time per staff member is four hours. Additional hours will be charged according to actual working time (calculated in half-hour units).

### Stand Catering: Wines

Details	Price
Red wine: dry, 0.75 l bottle	12.50 EUR
Article no. 2323795	per piece
White wine: dry, 0.75 l bottle	12.50 EUR
Article no. 2323793	per piece
Prosecco: dry, 0.75 l bottle	15.00 EUR
Article no. 2323797	per piece

### Stand Catering: Snacks

Details	Price
Meatballs with potato salad	2.50 EUR
Article no. 2323401	per portion
Currywurst with one bread roll	3.50 EUR
Article no. 2323465	per portion
Mini bread roll sandwich, varied assortment	1.20 EUR
Article no. 2323545	per piece
Bread with lard and pickled cucumber	1.50 EUR
Article no. 2693281	per piece
Bagel sandwich, varied assortment	3.00 EUR
Article no. 2323575	per piece
Quiche with vegetables	1.50 EUR
Article no. 2693282	per piece

### Please Note

- The minimum order quantity per food item is 20 portions.
- If service staff is required to serve the Currywurst, this can be booked in addition.

## Stand Catering: Cake, Biscuits and Fruit

Details	Price
Chocolate-milk tartlet Article no. 2323511	3.50 EUR per piece
Chocolate-hazelnut tartlet Article no. 2323648	3.50 EUR per piece
Petit Four, varied assortment Article no. 2345421	2.00 EUR per piece
Apple crumb cake Article no. 2335591	1.50 EUR per piece
Cream filled cake with almonds Article no. 2335592	1.50 EUR per piece
Mini doughnut with raspberry-blackcurrant filling Article no. 2335589	1.00 EUR per piece
Fresh fruit Article no. 2324453	0.50 EUR per piece
Biscuits 500 g Article no. 2324357	12.00 EUR per portion

### Please Note

- The minimum order quantity per food item is 20 portions, except biscuits.
- The fresh fruit is provided in glass bowls.

## Stand Catering: Miscellaneous

Details	Price
Ice cubes pack 1 kg pack Article no. 1363025	3.00 EUR per piece
Crushed ice 1 kg pack Article no. 1377305	3.00 EUR per piece
Paper napkins: 24 cm x 24 cm (W x L), white, 300-piece pack Article no. 1363027	4.50 EUR per piece
Straws: 24 cm (L), 0.5 cm (dia), black, 250-piece pack Article no. 1525293	5.00 EUR per piece

### General Notes on Stand Catering

- Prices are inclusive of standard bcc dishes and exclusive of personnel costs.
- Prices are based on self-service. Different service forms (e.g. butler-style service) are available on request.
- Please indicate specific catering times on the order form. If no times are specified, ordered catering will be delivered at the beginning of the event.

# ORDER FORM

## Contact

bcc Berlin Congress Center GmbH  
 Mr Marc Stender  
 Alexanderstr. 11  
 10178 Berlin  
 Germany

+49 30 23806515 phone  
 +49 30 23806844 fax  
 m.stender@bcc-berlin.de

## Details

Event title: \_\_\_\_\_

Exhibitor: \_\_\_\_\_

Stand no.: \_\_\_\_\_

Differing stand name: \_\_\_\_\_

Name of orderer: \_\_\_\_\_

Telephone number of orderer: \_\_\_\_\_

E-mail address of orderer: \_\_\_\_\_

Name of contact person on-site: \_\_\_\_\_

Invoice address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

VAT registration number: \_\_\_\_\_

Desired purchase order number: \_\_\_\_\_

## Payment Options for Companies Based in Germany

Via invoice: ☐

Via credit or debit card during the event: ☐

## Payment Options for Companies Based Abroad

Via prepayment: ☐

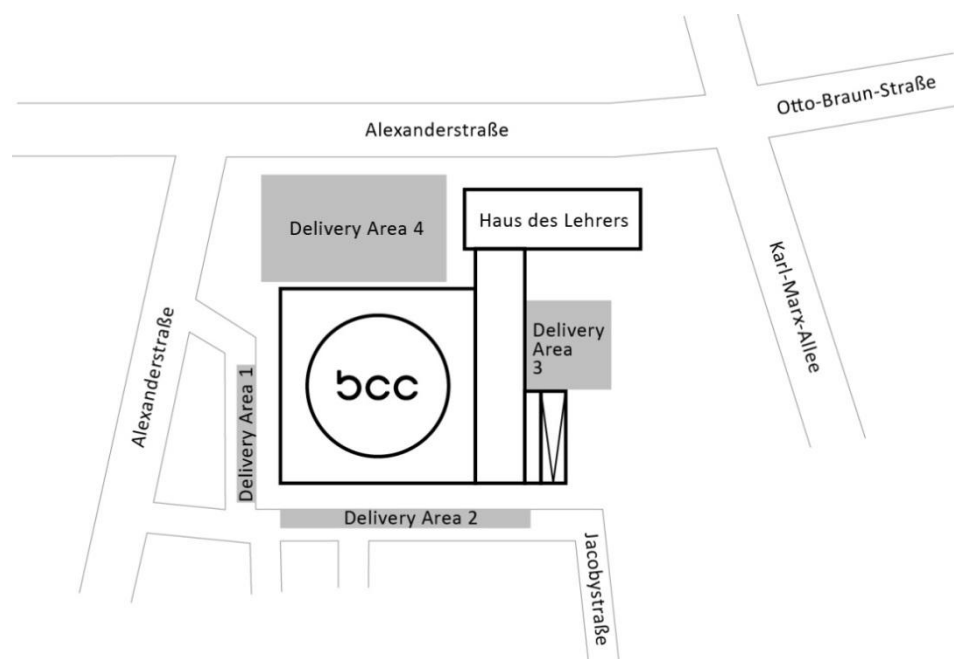
Via credit or debit card during the event: ☐

### Please Note

- SERVICE CATALOGUE FOR EXHIBITORS | 22/26

## TECHNICAL INFORMATION

### Possible Delivery Areas



#### Area

Delivery area 1  
Delivery area 2  
Delivery area 3  
Delivery area 4

#### Doors

2.05 m x 2.65 m (W x H)  
2.05 m x 2.65 m (W x H)  
1.8 m x 1.95 m (W x H)  
2.05 m x 2.65 m (W x H)

### Please Note

- Information on availability and clearance for events will be supplied by the bcc.

### Elevator

Doors 2.5 m x 2.5 m (W x H)  
Cage 2.9 m x 2.05 m (B x W)  
Maximum weight Max. 2 t (336 kg/m<sup>2</sup>)

### Floor Covering and Maximum Height of Construction in Level A

Room	Floor Covering	Maximum Height
A 01	Parquet	2.5 m
A 02	Epox resin	2.5 m
A 03	Parquet	2.5 m
A 04	Parquet	2.5 m
A 05	Parquet	2.5 m
A 06	Parquet	2.5 m
A 07	Epox resin	2 m
A 08	Linoleum	2.5 m (partially 2 m)

### Floor Covering and Maximum Height of Construction in Level B

Room	Floor Covering	Maximum Height
B 01	Linoleum	3 m
B 01.01	Linoleum	2.4 m
B 01.02	Linoleum	2.4 m
B 01.03	Linoleum	2.4 m
B 02	Slate	3 m
B 03	Parquet	3 m
B 04	Parquet	3 m
B 05	Parquet	3.5 m
B 06	Parquet	3.5 m
B 07	Linoleum	3.5 m
B 08	Parquet	3.5 m
B 09	Parquet	3.5 m
B 92	Linoleum	2.5 m
B 94	Linoleum	2.5 m
B 95	Linoleum	2.5 m
B 96	Linoleum	2.5 m

### Floor Covering and Maximum Height of Construction in Level C

Room	Floor Covering	Maximum Height
C 01	Parquet	4 m
C 02	Linoleum	3.5 m
C 03	Parquet	3 m
C 04	Parquet	3 m

### Floor Covering in Level D

Room	Floor Covering
D 01	Linoleum

### Maximum Weight

Level A, B and C	500 kg/m <sup>2</sup>
Level D	250 kg/m <sup>2</sup>

## General Information

- The bcc reserves its supervisory authority in all dealings with clients and their staff, this right being executed by the responsible project manager or any authorised third party.
- The bcc is not liable for theft or personal injury during the setup, dismantling, or realisation of the event. The client is liable for all personal injuries or property damages occurring through the use or presentation of his stand elements, objects, or exhibits. The bcc is not liable for damages that might occur through interruptions of the power supply.
- The operation of electrical appliances or equipment and the bringing of domestic animals requires the consent of the bcc.
- The client commits himself to the efficient use of energy. It is therefore requested that all electronic appliances, e.g. at exhibition stands, are turned off at the end of the event day. The bcc reserves the right to switch off all energy supplies to the stand overnight should the exhibitor not comply with these regulations.
- The client respectively, is responsible for insuring that all effective technical regulations (DIN, VstättVO, etc.) are met.
- The use of a forklift truck for loading and unloading goods in the forecourt area must be coordinated with the bcc beforehand. The use of forklift trucks within the building is not permitted.
- All means of transport must be equipped with rubber or nylon wheels only.
- The bcc only permits the use of adhesive tape explicitly designated for the respective surfaces. This especially applies to the laying of floor coverings. Adhesive tape can be purchased for 12.00 EUR per roll (incl. VAT) at the bcc's Front Office. It is the operator's responsibility to ensure that the adhesive tape suits its intended purpose of use, as this is dependent upon various factors including temperature, strain, materials to be taped and handling. The bcc GmbH assumes no liability.
- No workings are permitted that may damage the building fabric (e.g. to drill in floors and ceilings or to fix anything to walls). If risky construction works become necessary during the setup or dismantling, the endangered areas are to be protected.
- Due to the bcc sprinkler system the construction of stand ceilings is not permitted.
- By default, a basic cleaning of the floorings is carried out on a daily routine. If this service is not requested, it must be explicitly communicated to the bcc.
- The emptying of rubbish bins during the event is included and not charged extra. The disposal of waste beyond the usual extent will be charged according to expenditure.
- The rooms A 10, B 10 and C 10 are emergency staircases and therefore must adhere to fire protection guidelines (i.e. contain no fire load).

## Deliveries and Goods for Temporary Storage

- Deliveries can only be accepted within the setup times booked by the client. For all deliveries arriving when neither stand staff nor stand builders are present at the bcc, an announcement in written form is required. Deliveries that cannot be clearly assigned to an event or use (stand, symposium, etc.) are not accepted.
- Loading and unloading of deliveries and goods for temporary storage is the responsibility of the client or a client-commissioned forwarding agency.
- The collection of temporarily stored goods must take place within dismantling times unless other collection times have been agreed upon in writing. The bcc needs an advance announcement in all cases. All temporarily stored goods must be clearly labelled.
- In both cases the bcc is not liable for the completeness and the condition of the deliveries and temporarily stored goods. This also applies to possible damages resulting from the storage at the bcc, as long as these damages did not result from intent or negligence on behalf of the bcc. It is the duty of the client, exhibitor or stand builder to inspect all deliveries for completeness and condition. Any damages that may have been incurred must be duly documented with the proper claims form to the bcc. § 438 HGB (code of commercial law) applies. Claims made after the initial delivery inspection are considered void.

- If any unannounced goods remain at the bcc after the end of the event, the bcc reserves the right to either store these goods or to dispose of them at the owner's expense. The cost of storage space amounts to 75.00 EUR net per day and m<sup>2</sup> plus a 20 % rush order fee. The decision between storage and disposal is at the discretion of the bcc.

### **Stand Catering**

- The bcc holds the exclusive rights concerning any catering. It is not permitted to bring food or beverages from external caterers.
- External caterers are generally refused access to the bcc. The use of private coffee machines etc. at the stand is also not permitted. If this exclusivity is violated during the event, the bcc reserves the right to charge a service fee for external products.

### **Technical Stand Equipment**

- The bcc offers technical equipment, e.g. displays or notebooks incl. on-site support and replacement devices.
- Complex IT services will be performed by the bcc Technical Services division.