

# Technical Guidelines

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**BRIGHT**

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Open Areas on 1. and 2. floor

## 1. ASSEMBLY, DISASSEMBLY AND LOGISTICS

### 1. A) ASSEMBLY

Assembly is on January 17 and 18, 2012 from 9.00am to 00.00pm.

Access and Drive-in permission only guaranteed with assembly- and vehicle-access passes. These passes must be ordered by email until December 5, 2011:

[cieszko@brighttradeshow.com](mailto:cieszko@brighttradeshow.com)

**Important:** All 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: 1 assembly-pass (ca. 1 builder per 5sqm)
- per vehicle: 1 vehicle-access pass for the delivery road (not parking space!)

### 1. B) DISASSEMBLY

Disassembly is on January 21, 2012 from 5.00pm – 0.00pm and January 22, 2012 from 10.00am – 6.00pm.

Disassembling on Saturday BEFORE 5.00 pm will not be tolerated. We have to give our visitors the chance to see the booths till the show ends.

### 1. C) LOGISTICS

Vehicle access will be through the Normannenstasse 19. Haus 18 has its own delivery entrance road in the complex, providing an elevator which lifts 2t max.

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

Applications can be sent to Ania by email until December 5, 2011:

[cieszko@brighttradeshow.com](mailto:cieszko@brighttradeshow.com)

- By-pass wideness: 3,70m
- By-pass height: 3,90m
- Dimensions lift-ramp: 2,00 x 2,50m
- Max cap. elevator: 2t
- Elevator Size: 2,40m length x 2,05m width x 2,50m height

## 2. CONSTRUCTION REGULATIONS

### 2.A) BOOTH HANDOVER

Moto 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 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 is done we will do the handover again using 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 electrical socket and enough light will be provided by the neon lights on the ceiling.

### 2.B) PAINTING

Generally you are only allowed to paint the walls. These must be re-painted white before handing back the booth.

Ceiling and floors are not allowed to be painted.

It is strictly forbidden to dispose the paint and varnish in the toilets or to clean the painting tools in the basin. Paint and varnish left overs have to be disposed by the exhibitor.

### 2.C) INSTALLATIONS / FIRE REGULATIONS

Drilling into walls, floors and ceiling is strictly forbidden!

All improvements and installations must fulfill the DIN 4102-1 standard and be at least B1 "flame retardant". A certificate of proof must be on hand. If the exhibitor cannot provide this the fire-inspector will have to close the booth. The exhibitor will carry all the eventual costs.

*It is not allowed to unhinge ANY doors due to fire protection requirements!*

Regarding the open areas (see attachment on the last page):

*It is not allowed to erect walls higher than 1,60m!*

### 2.C) WASTE DISPOSAL

For your waste we will provide two containers. One for paper, and one for other waste.

For the disposal of toxic-waste the exhibitors will have to arrange on their own.

### 3. OPERATION TIME, DELIVERY AND VANDALISM / RESPONSIBILITIES

#### 3.A) OPERATION TIME

Opening hours are on Thursday and Friday from 10.00am – 6.00pm. And on Saturday from 10.00am – 5.00pm. The exhibitors obligate themselves, to have enough staff on the booth during opening hours.

The exhibitor staff will be granted access to the show starting at 9.00am with their personal entrance pass. Due to insurance demands the building will have to be cleared by 7.00pm.

Please leave your waste-bag outside your booth after the end of each tradeshow day. Our staff will dispose of it.

We ask you to keep the alcohol consumption to a minimum. Also we demand, that you will respect the local drinking minimum age.

Music will be provided by our in-house audio system. It is not allowed to have your own sound system on the booth.

Smoking in general is prohibited.

#### 3.B) GOODS DELIVERY

Goods can be delivered starting from January 9, 2012:

BRIGHT Tradeshow (company / booth number)  
Normannenstrasse 19, 10365 Berlin / Germany

**Important:** Please mark each box so that we can assign it to its recipient. This means name, company and booth number.

Boxes will be stored by us free of charge. Please contact the Bright Office for pick up: 1. Floor entrance hall (Lichtenberger Salon)

#### 3.C) VANDALISM / RESPONSIBILITIES

Putting up stickers and posters is forbidden throughout the whole building. Since we will have to carry the costs for removal, we will charge the originator, if traceable.

We will have a designated area on every floor to display stickers and posters. These areas are located opposite of the restrooms. We appeal to your reason and would appreciate your understanding.

The organizers take no responsibilities for self-inflicted damages.

The organizers take no responsibilities for any theft during the show.

The building is under permanent surveillance. From 7.00pm – 9.00am only cleaning service and security service will be allowed inside of the building.

Usually the „hot phases“ at tradeshow are at the beginning and the end. During these times please make sure to not leave your booth unattended. It may also help to cover your goods and to tape the entrance.

The booths doors do not have any locks. Bright GmbH & Co. KG is not responsible for the installation of locks.

## 4 . D I S A S S E M B L Y R E G U L A T I O N S

### 4 . D I S A S S E M B L Y R E G U L A T I O N S

Disassembly of the booths is on January 21, 2012, from 5.00pm – 0.00pm and January 22, 2012 from 10.00am – 6.00pm. Disassembly at a later date only on special request.

Please keep your booth operated until 5.00pm on the last day.

The elevator won't be activated before 5.00pm. Also the delivery entrance road for pick ups won't be accessible before that time.

The Security Team is instructed to not let anybody leave with goods or booth installations before of 5.00pm.

If somebody will have to leave with some of the collection pieces before the end of the show, please inform the Bright Office before leaving to avoid trouble.

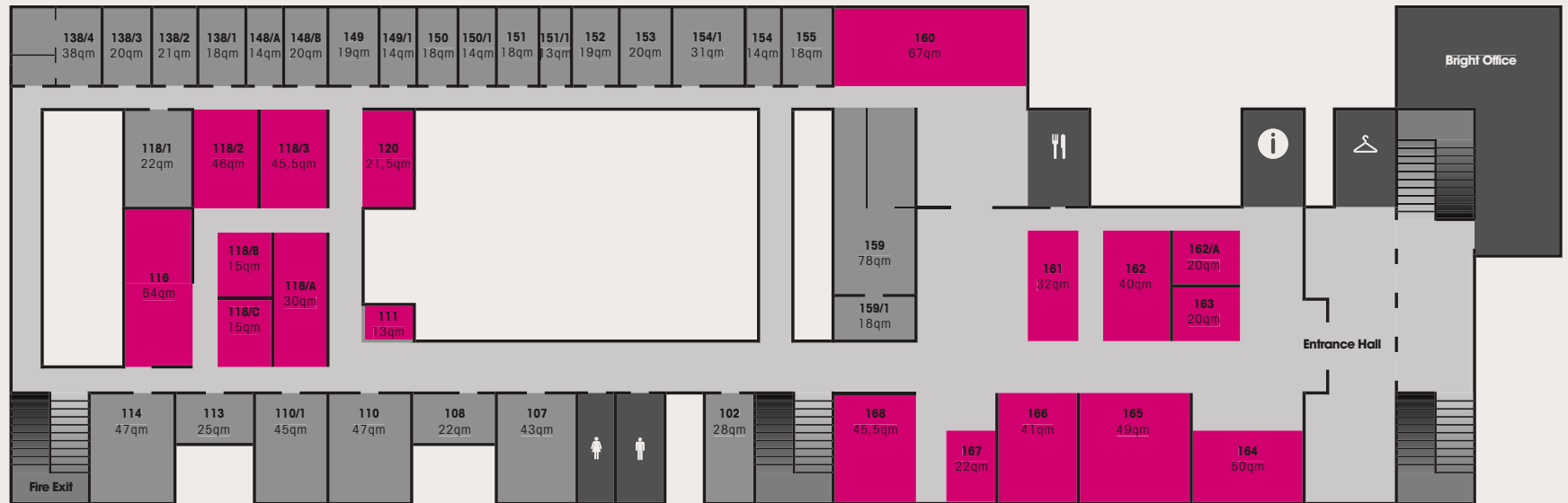
As mentioned above, the booths / areas will have to be returned using the handover journal. Please contact on of our friendly staff.

The booths have to be given back clean swept, and the garbage has to be disposed by the exhibitors.

THANK YOU for you cooperation.

ATTACHMENT

OPEN AREAS 1. FLOOR



ATTACHMENT

OPEN AREAS 2. FLOOR

