

Exhibitor FAQ

Bar Convent Berlin 2021



As of 24.09.2021

Table of Content

- Short Facts 3
- Hygiene concept 3
- Your trade show preparation..... 3
 - 1. Exhibitor Hub & Online Service Center (OSC)..... 3
 - 2. Order Electricity 4
 - 3. Booth Construction Regulations 4
 - 3.1 Booth Regulations for Customized Packages 4
 - 3.2 Ceiling Suspensions 4
 - 3.3 Logo Branding Package Booths 4
 - 3.4 Water Supply & Drainage Lines..... 4
 - 4. Booth Guard Service 5
 - 5. Storage Space 5
 - 6. Glassware..... 5
 - 7. Catering 6
 - 8. Exhibitor Passes – New Supplier..... 6
 - 9. eVouchers 7
- Set-up Regulations BCB..... 7
 - 11. Set-Up and Dismantling Passes..... 7
 - 12. Construction Times..... 7
 - 13. Deliveries..... 8
 - 14. Time Slots for deliveries during construction..... 8
- During the Trade Show..... 9
 - 15. Ice Service 9
 - 16. Water..... 9
 - 17. Waste Disposal 9
 - 18. Music..... 9
 - 19. Sale of Goods..... 10
- Dismantling BCB..... 10
 - 21. Dismantling Times 10
 - 22. Goods Surveillance..... 11
 - 23. Waste Disposal 11

Short Facts

When: 11. - 13. October 2021

Where: Exhibition Centre Berlin, Messedamm 22, 14055 Berlin, Germany

Opening Hours:

Visitors: Mo – Tue: 11 a.m. – 7 p.m. & Wed: 11 a.m. – 6 p.m.

Exhibitor: 8 a.m. – 8 p.m.

Hygiene concept

As you can imagine, Bar Convent Berlin will be different in 2021.

We are talking to other global organisers, as well as partners and also exhibitors, to understand how the industry is adjusting to the new normal and dealing with COVID-19. Health and safety will be of paramount importance to all of us throughout the event.

We will be introducing some important security measures to ensure that the BCB can take place this year and to offer you additional security. For this purpose, we have prepared a comprehensive [hygiene concept](#) which summarises the current regulations and measures. We will update this document regularly and make it available to you within the Exhibitor Hub.

Your trade show preparation



1. Exhibitor Hub & Online Service Center (OSC)

What is the Exhibitor Hub?

The Exhibitor Hub is a new tool for exhibitors to prepare the entire trade fair appearance, create the online profile and print catalogue entry, manage tickets, voucher codes and place orders.

You will receive the access data by e-mail after officially registering for the BCB. In the tool you will find links to all other ordering tools such as the Online Service Center (OSC) or the new Exhibitor Service Center (ESC).

What is the OSC?

The OSC is our online service centre for exhibitors. As always, you will find all order forms for the trade fair presentation (electrical, water, stand construction, etc.), safety certificates and a collection of information about the trade fair here.

You can access the OSC by logging into the Exhibitor Hub and clicking on the "Online Service Center" button.

What is the ESC?

The ESC is the new ticketing tool for managing exhibitor passes, guest bartender tickets and voucher codes. Here you have an overview of your ticket allotments at all times and can generate invitation codes for your customers.

You can access the ESC by logging into the Exhibitor Hub and clicking on the "ESC" button.



2. Order Electricity

Power supply is already included in the Package Stand "All in Package" as well as in the Package Stands "Customized Package" and "Young Guns".

If a 230V/16A earthed connection is not sufficient, you will need to order a different connection for power supply via the OSC under "Stand construction & technology". There you have the possibility to choose between different connections. Deadline for all orders is **10.09.2021**.



3. Booth Construction Regulations

Please note the additional regulations on stand construction in our hygiene concept this year!!

3.1 Booth Regulations for Customized Packages

Please note that special structures (flying structures, stairs or stages, closed ceilings, vehicles...) must be first checked and approved.

If you plan to build walls or to install special structures (see above) on you "Customized Package", this must be submitted to the organizer for approval. Please send a stand sketch including dimensions to standdesign@reedexpo.de. Deadline is **27.08.2021**. Further information on stand construction can be found in our BCB Guidelines.

Please note that if a vehicle is part of your stand construction concept, it is sufficient to empty the tank. A nitrogen filling is not necessary.

3.2 Ceiling Suspensions

Due to the prevailing stand construction concept, suspensions with banners and banderoles are undesirable. Suspensions should only be ordered for light installations.

3.3 Logo Branding Package Booths

Exhibitors with an "All In Package" package stand have to upload their brandings of counter and back bar in the OSC under "Organisation". Exhibitors of the Young Guns Area have to upload their logo in the OSC under "Organisation" as well.

The graphics will be approved by an external graphic designer and placed at your stand. Please note the specifications (dimensions) in the OSC. Deadline: 10.09.2021.

3.4 Water Supply & Drainage Lines

Supply and waste water pipes can be placed on the exhibition centre Berlin grounds according to your wishes. Please use the corresponding form in the Online Service Center.



4. Booth Guard Service

The venue will be controlled outwardly during the trade show. The organiser provides additional patrolling guard service in the halls during the setup and dismantling and the trade show duration at night. A special guard for your stand has to be booked separately via the OSC under "Organisation". We recommend you to lock away goods or to book a stand guard!



5. Storage Space

Storage and cooling facilities can be booked in advance via the OSC under "Logistics". If you install a storage area on your stand, please make sure it is provided with a combination lock.

Only the daily required amount of goods may be stored on the stand. Empties and goods that are found on the stand after the end of the opening hours may be put into forced storage by the organiser. Goods in forced storage must be collected independently from the PP Logistik storage in Hall 11.2. Forced storage will be charged at € 100.00 if the goods are collected by the exhibitor in Hall 11.2 directly on the next day before the start of the fair. If the goods are collected late, the exhibitor will be charged for the storage space required. The conditions for storage can be found in the OSC on the form "Storage space on site". In the case of forced storage, an additional short-term fee of 100% will be charged.



6. Glassware

For logistical reasons it is not allowed to bring your own glasses. The organizer provides a selection of glasses that can be ordered online. The glasses are not included in the packages and must be ordered online! Our new partner Eventura offers you the selection as well as the complete service within a webshop for ordering: <https://bcb.eventura.net/>

Please order your glass racks here as soon as possible or by 08.10.2021 (min. 2 racks per glass type). The ordered glasses are placed on the stand in the morning before the fair starts. The order always includes 3 changes of glasses per day. So if you order 2 racks you will receive 8 racks a day and 24 in total over the show.

If you need less change, you can request this by emailing info@eventura.net after placing your online order.

During the show you can order an extra change either via the webshop or at the glass stations (booth 20D40 and 18D39). Note when returning that the glasses must be empty and that the racks must be filled with only one type of glass.



7. Catering

Book catering for your staff in advance. By booking in advance, you can order catering before the show and have it delivered to your booth.

If you are interested, contact our catering partner Capital Catering at the following link:

<https://www.capital-catering.de/en/portfolio/exhibitor-service/>



8. Exhibitor Passes – New Supplier

NEW - We are cooperating with a new service provider this year. All tickets (set up and dismantling & exhibitor passes, eVouchers as well as Guest Bartender Tickets) have to be ordered via the Exhibitor Service Center (ESC) this year. You will find a link in the Exhibitor Hub linking directly to the ticketing tool to edit your passes. If you have any questions, the BCB team or our Customer Service will be happy to assist you.

You have the option of sending Guest Bartender day tickets. Use these tickets for the changing bartenders who work at your stand. **Your advantage:** You can schedule your bartenders variably per day. The Guest Bartender Tickets are free of charge and have to be ordered via the OSC by **14 September**.

Due to hygiene regulations and a possible tracing of all people on the premises in case of infection, the premises may only be entered with a valid exhibitor pass or Guest Bartender Ticket.

All people must be registered online in the system in advance! Please note: The tickets are not exchangeable and therefore the names cannot be changed afterwards! Names can no longer be changed. Cancellation and reordering of tickets is possible until Sunday, 10.10.2021, after which the tickets will be charged in full.

The exact number of exhibitor passes is defined by a predetermined scale and depends on the size of your stand:

NEW Graduation:

Stand	Exhibitor Passes	free guest bartender day tickets
All In Package	1 for free + max. 1 at the exhibitors expense	3 (1/day)
Customised Package	2 for free + max. 1 at the exhibitors expense	6 (2/day)
Customised Package +	2 for free + max. 1 at the exhibitors expense	6 (2/day)
Roasted Coffee	1 for free + max. 1 at the exhibitors expense	/
Young Guns	1 for free + max. 1 at the exhibitors expense	/

Additional Exhibitor Passes

Additional Exhibitor Passes that exceed the free contingent can be ordered for € 34,-* per piece. Please note the limited availability.



9. eVouchers

Use admission ticket vouchers (eVouchers) to invite your customers to the BCB. You can also manage the voucher codes in the ESC. You will only be invoiced for vouchers that have been used!

Important for you: eVouchers must redeemed in the ticketshop beforehand. This year it is again first come, first serve.

Set-up Regulations BCB



11. Set-Up and Dismantling Passes

For security reasons only registered individuals are granted access to the trade show site. Therefore, all persons requiring access to the site during **the agreed construction times** must be registered with the organiser in advance in the ESC. Persons that are not registered can be denied access to the trade show site for security reasons.



12. Construction Times

Stand set-up for the package stands "Customized Package" will start on 09.10.2021 at an individual time (see "Entry slots").

Set-up of package stands "All in Package" and Young Guns is possible on 09.10.2021 from 4 p.m. Stand construction must be completely finished by 8 p.m. on 10.10.2021.

Aufbauzeiten/Construction Hours		Abbauzeiten/Dismantling Hours	
Samstag/Saturday 09.10.2021	Ab 8:00 Uhr bis 22:00 Uhr from 8 a.m. till 10.00 p.m	Mittwoch/Wednesday 13.10.2021	Ab 19:00 Uhr bis 22:00 Uhr from 7 a.m. till 10 p.m.
Sonntag/Sunday 10.10.2021	Ab 08:00 Uhr bis 20:00 Uhr from 8 a.m. till 8 p.m.	Donnerstag/Thursday 14.10.2021	Ab 8:00 Uhr bis 20:00 Uhr from 8 a.m. till 8.00 p.m.

Early construction or extended dismantling is subject to approval and fees and can be requested from the organiser.

Attention: The halls have to be cleared at 8 p.m. 10th October 2021.



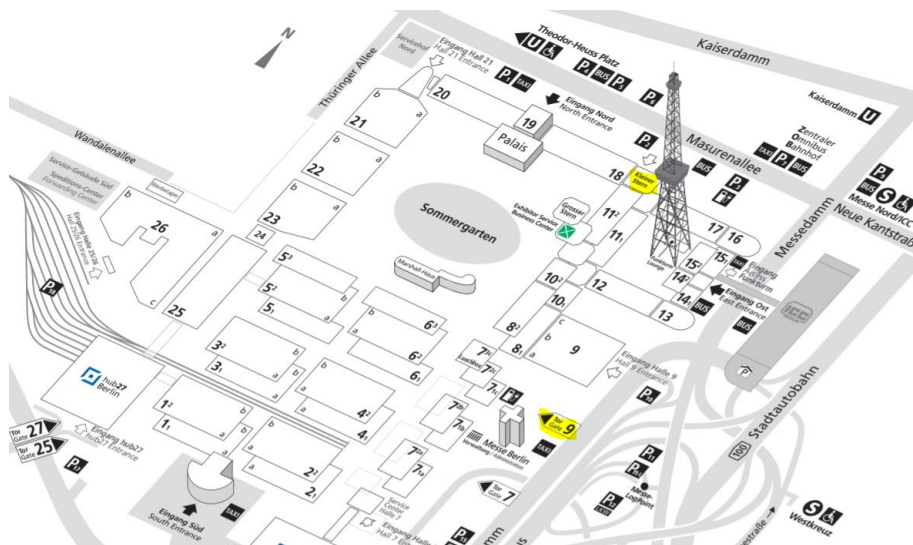
13. Deliveries

No registration or time slot is required to enter the fairground. Still you will need a set-up/dismantling pass, an exhibitor pass or a show ticket to enter the fairground.

For your deliveries, it is best to use the entrance at Gate 9 (Messedamm).

Deliveries that can be unloaded quickly and carried to the stand on foot may also be made via the Kleiner Stern (Masurenallee). Small deliveries that you can transport with a trolley to Hall 11.2 (storage area of PP Logistik und Service GmbH) may also be made via the Kleiner Stern.

If you have larger deliveries during set-up that need to be unloaded with a forklift, please book a time slot for this via the OSC Form L_04 (see next point: Entry slots for delivery during set-up).



A detailed plan of the exhibition grounds can be found here:

<https://www.messe-berlin.de/en/organizers/our-locations/berlin-expocenter-city/overview/>



14. Time Slots for deliveries during construction and dismantling

You do not need to book an entry slot for just entering the fairgrounds. Only if you need help unloading / loading (forklift) you should book a time slot in the OSC via form L_04.

During the Trade Show



15. Ice Service

The organizer provides crushed ice and ice cubes free of charge. A daily requirement determined on the basis of your stand size will be brought to your stand in the morning of the trade show. In addition, the ice can be taken from the ice chests in the halls on your own if required. **Ice containers must be provided by the exhibitors themselves.**



16. Water

In cooperation with a water partner, free drinking water will be provided in the halls for use by exhibitors and visitors.



17. Waste Disposal

Disposal during the trade fair is included in the maintenance fee, but waste must be separated according to type.

All exhibitors will be provided with various waste bags (commercial waste, plastic, cardboard, etc.) for sorted waste by the organiser. The number of sorted waste bags depends on the experience of the Exhibition Centre Berlin. Full rubbish bags will be collected from the stand by the BCB service team, provided that the contents are sorted according to type. If a rubbish bag is not filled according to type, it is automatically considered mixed waste and will be charged to the exhibitor. The BCB service team takes great care to ensure that the waste is sorted according to type - in the interests of sustainability. For further information, please refer to the document "Waste disposal" in the "Trade fair information" section of the Online Service Center.



18. Music

Musical reproductions and acoustic irradiation of any kind are prohibited during the exhibition.



19. Sale of Goods

A direct sale of your offer is prohibited. You can give away your products as sampling goods. Please make sure that all goods are provided with a sampling sticker. You will receive this in your exhibitor folder or in the exhibition management. Security is required to confiscate all goods without a sampling sticker at the exits.



20. Stand Cleaning

Only the general hall cleaning is included in the stand rental. If required, individual stands must book their stand cleaning in the Online Service Center under "Organisation".



Emperia

21. Stand Cleaning

Benefit from Emperia: our lead management app for maximally efficient and simple collection, management and follow-up of your show contacts. Turn your team's smartphones into a lead management tool: Simply scan, edit and manage business contacts - online, offline and all in one app.

Find more information [here](#) and remember to download the app!

Dismantling BCB



22. Dismantling Times

Dismantling is expected to begin on 13th October 2021 at 7 p.m. as soon as the organiser has approved the site for dismantling. No work may be done in the hall after 10 p.m. and it may not be re-entered until 8 a.m. on 14th October 2021. All halls must be left swept clean by 8 p.m. on 14th October 2021 at the latest.



23. Goods Surveillance

The exhibitor is liable for his goods. Please do not leave your goods unattended during dismantling. You have the possibility to book security boxes and storage facilities at PP Logistik. This service must be ordered in advance via the OSC under "Logistics".



24. Waste Disposal

No waste may be left on the stand by the exhibitor. If required, waste disposal by the Exhibition Centre Berlin can be booked via the OSC under "Organisation".

The appropriate containers will be made available to you for assembly and dismantling. The waste must be sorted by type into the containers provided.

Waste containers can be reordered from the staff in the halls during set-up and dismantling. If waste is left behind, it will be disposed of by the organiser and all costs incurred will be charged to the exhibitor. Leftover goods, such as fruit, eggs, herbs, lemonades or juices, which are no longer stored and taken away, can be handed in unopened, collected and packaged. This year we will again donate these collected goods to a charitable organisation. The exact location will be communicated to you.

We are looking forward to a successful cooperation!

Cheers,
Your BCB team