



BAR CONVENT BERLIN

**LOGISTICS CONCEPT
Incl. Set-up & Dismantling**

Bar Convent Berlin 2021

Attention: Please pass these information on to the persons who are involved!!!

1. General Information

Event Dates:

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.

Address for the navigation system:

Messe Berlin
 Messedamm 22
 14057 Berlin
 Germany

For deliveries until 08 October 2021:

DHL Solutions GmbH
 c/o DHL TFE - BCB 2021
 exhibitor name; hall/stand number;
 contact person, phone number
 Naumburger Straße 4-10
 12057 Berlin
 Germany

For deliveries from 09 October 2021:

Messe Berlin c/o BCB 2021
 exhibitor name; hall/stand number;
 contact person, phone number
 Messedamm 22
 14057 Berlin
 Germany

For small deliveries (courier drop off point) from 08 October 2021:

Messe Berlin c/o BCB 2021
Messeleitung / Show Management Eingang Nord
exhibitor name; hall/stand number
contact person, phone number
Hamarskjöldplatz
14057 Berlin

2. ATTENTION – urgent references:

Please note that DHL and PP Logistik are still our partners in cooperation!

- Please inform your stand constructor and freight forwarder accordingly!
- To enter the fairgrounds, it is required to carry a pass (a set-up and dismantling pass, an exhibitor pass or a show ticket). Passes can be ordered in the ESC. There will be no exceptions.
- Please be aware of the **deposit regulation** when entering the venue. Only cash payment will be accepted. Cars, trucks and cars + trailer need to deposit 100 EUR. If you leave within the time limit, you will receive the money back accordingly.
- Please observe the rules of the road traffic prohibition on Sundays and public holidays!
- Make sure your goods are palletized!
- Own cranes and forklifts are not allowed. Only equipment of the freight forwarder obliged in the area may be operated.
- Please provide sufficient security regarding your trade goods especially during set-up and dismantling!
- The instructions of the security staff must be obeyed at all times.
- The stand must be left free of waste after dismantling. Please arrange for disposal by Messe Berlin (form) at your own expense.
- **Smoking is strictly prohibited** in the hall area.
- Overnight stays are not permitted on the entire venue.

Please ensure that this information is passed on to any person responsible for exhibition matters.

3. Set up

You do not need to book an entry slot for just entering the fairground. Still you will need a **personalized** pass (set-up/dismantling pass, an exhibitor pass) to enter the fairground. Only if you need help unloading (forklift) you should please book a time slot in the OSC via form L_04.

Stand set-up for the package stands **Customized Package** can start on 09.10.2021.
Set-up of **All in Package** and **Young Guns** is possible on 09.10.2021 from 4 p.m.

On Saturday, the fairground must be leaved at 10 p.m. and may not be re-entered until Sunday morning. Stand construction must be completely finished by 8 p.m. on Sunday 10.10.2021.

Early construction or extended dismantling is not possible this year.

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

4. Dispatching of goods before the trade show

The carrier of your choice can deliver your shipments to the named warehouse address. A transfer to the venue and the delivery to your booth must then be booked via DHL TFE. All shipments should be properly packaged and clearly marked with exhibitor information to allow for proper identification.

Shipments to the warehouse for Bar Convent Berlin are possible up to **October 08, 2021**.

Delivery address:

DHL Solutions GmbH
c/o DHL TFE - BCB 2021
Exhibitor name / hall & stand number
contact person, phone number
Naumburger Street 4-10
12057 Berlin
Germany

5. Customs Clearance:

DHL is handling customs clearance at BCB.

Your goods are imported via the responsible main customs office (depending on the country of origin / place of departure of the shipment) and delivered by DHL directly to the STATION Berlin. A security deposit must be deposited with DHL prior to the customs clearance process (the amount of the security deposit is calculated and specified by DHL on basis of the documents). All shipment documents must be delivered to us before the goods leave your country. You can find further information on the **order form L_03**.

6. Goods acceptance onsite

No registration or time slot is required to enter the fairgrounds. However, you will need a personalized dismantling pass or an exhibitor pass to enter the grounds.

Small shipments can be dropped off at the show management desk in the North Entrance at no charge. Larger shipments must be brought to the booth via TOR 9 or for a fee by DHL. If you have a larger delivery during set-up for which you require the assistance of a forklift for unloading, please book a time slot in the OSC (Form L_04).

Please note that only adequately labelled merchandise can be accepted. Unclaimed shipments will be placed in storage "at cost" and billed by DHL. Do not send "customs goods / no untaxed goods" to the exhibition management (courier drop off point).

Small deliveries, which are quickly unloaded and can be carried to the stand on foot or have to be transported to hall 11.2 (storage area of PP Logistik und Service GmbH) may be made via Kleiner Stern (Masurenallee).

For deliveries to the fair by car you can use the logistics zones 1 and 2. These zones are located at P3, as well as P2 Empore at the North Entrance of Messe Berlin (kleiner Stern). Security boxes are available in these areas for temporary storage of your trade fair goods. You can use these boxes to unload goods and then park your car in the spaces available. The boxes are lockable and can be provided with a seal. We can also bring these boxes to your stand or you can transport your goods to the area yourself. Please book these boxes in advance using order form L_01.

7. Rental fee security boxes at the trade show

PP Logistik charges a rental fee for the provision of a security box:

Costs for the duration of the fair (3 days), Storage costs are not included: 150,00 €

Technical information safety box:

- completely locked / also with a roof
- dimension: 60x80x188cm
- with front door
- lockable with padlock
- with four wheels

Please order your safety box through the Online Service Center via form **L_01 logistics support on site.**



8. Dismantling

The Bar Convent Berlin officially ends on Wednesday, 09.10.2019, at 6 pm - for safety reasons, dismantling will initially begin exclusively within the stand's own area. We strongly recommend that you secure goods and other items on your own stand immediately after the end of the event in order to prevent theft. Please rent our security boxes in the Online Service Center using form L_01 or book the collection of your goods from DHL / PP Logistik using the corresponding forms.

Only after all visitors have left the exhibition grounds the organizer, in consultation with security, will release the grounds for dismantling and permit forklift traffic!

Access to the premises, even during dismantling, will be granted only with a valid and personalized pass.

There are no time slots for dismantling. There are only time slots for the use of the forklifts (Form L_04)

The dismantling process is planned as follows:

End of the trade show	13.10.2021, 6pm
Start dismantling within the own stand (packing goods etc.) PP Logistik returns safety boxes and empties.	From 6 pm
All visitors have left the trade show * If visitors have not left by 7pm, the timetable will change accordingly	7 pm*
Return of empties through PP Logistik + access for cars and trucks	07:30–09:45 pm
Sleeping hours – no entry for cars and trucks allowed Stands may not be dismantled in the halls. Everyone must leave the premises at 10 pm.	10 pm – 6 am
Ende des Abbaus	14.10.2021, 8 pm

All-In Packages and Young Guns must empty their counters and back buffets right after the trade fair closes. If the goods cannot be collected on Wednesday, please book security boxes in the Online Service Center using form L_01. Counters and back buffets will already be dismantled Wednesday evening and therefore we do not assume any liability for goods left behind and not secured.

Each stand area must be left properly and cleaned.

The organizer reserves the right to check before the exhibitor or his stand constructor is allowed to leave the fairground. Failure to comply with this regulation will result in the exhibitor being charged for the disposal of any materials left behind.

On 13.10.2021, everyone must leave the fairground at 10 p.m., and access will not be possible until 14.10.2021 at 8 a.m.

9. Dispatch of goods after the trade show

You have the possibility to book the collection of the goods from the stand via the Online Service Center at PP Logistik or DHL.

Return of goods after the trade show by PP Logistik, after corresponding booking:

- After the trade show, PP Logistik will provide you with an Euro pallet or security box service. The pallets/boxes are delivered to the stand according to your requirements and then transported to the dispatch area. From here you can pick up your goods or have them shipped as part of our logistics service.
- For goods that have to be removed after the fair, PP Logistik provides a transport service to the central warehouse in Essen. However, this service must be booked with PP Logistik at least 8 hours before the end of the trade fair. Please note that a service fee and transport costs will be charged.

Return of goods after the trade show by DHL after corresponding booking:

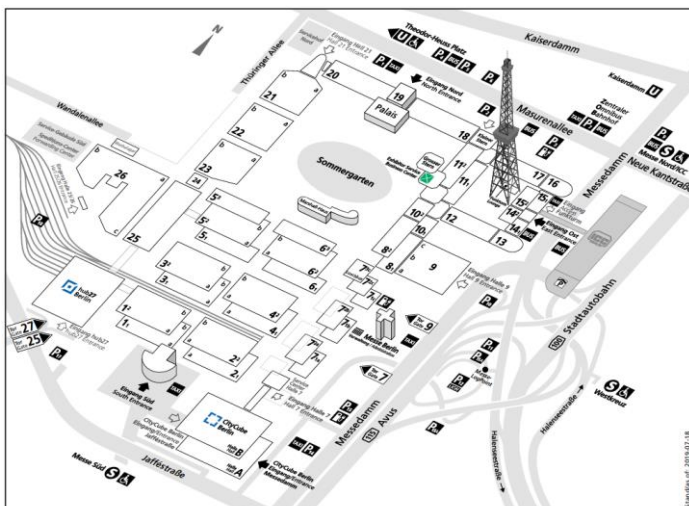
- Returns from the BCB 2021 can be accepted by DHL at any time after the trade fair and transferred to the trade fair warehouse. DHL will ensure that these are picked up at your trade fair stand according to your appointment, transported to the DHL trade fair warehouse (Gerlinger Straße, Berlin) and temporarily stored until they are picked up by the carrier of your choice or further transported by DHL.
- Your assigned carrier can accept your shipment at the above warehouse address until 22 October 2021. All shipments should be properly packaged and clearly marked with exhibitor information to allow correct identification.

10. Parking Facilities

You have the possibility to park directly at the exhibition halls with a car or a truck (3.5 or 7.5 T). Please book a parking ticket for this purpose using the **order form O_09 parking tickets**. The parking tickets cannot be sent and must be picked up at the show management office (entrance north).

11. Messe Berlin venue plan

Via this [link](#) you can download the site plan of Messe Berlin:



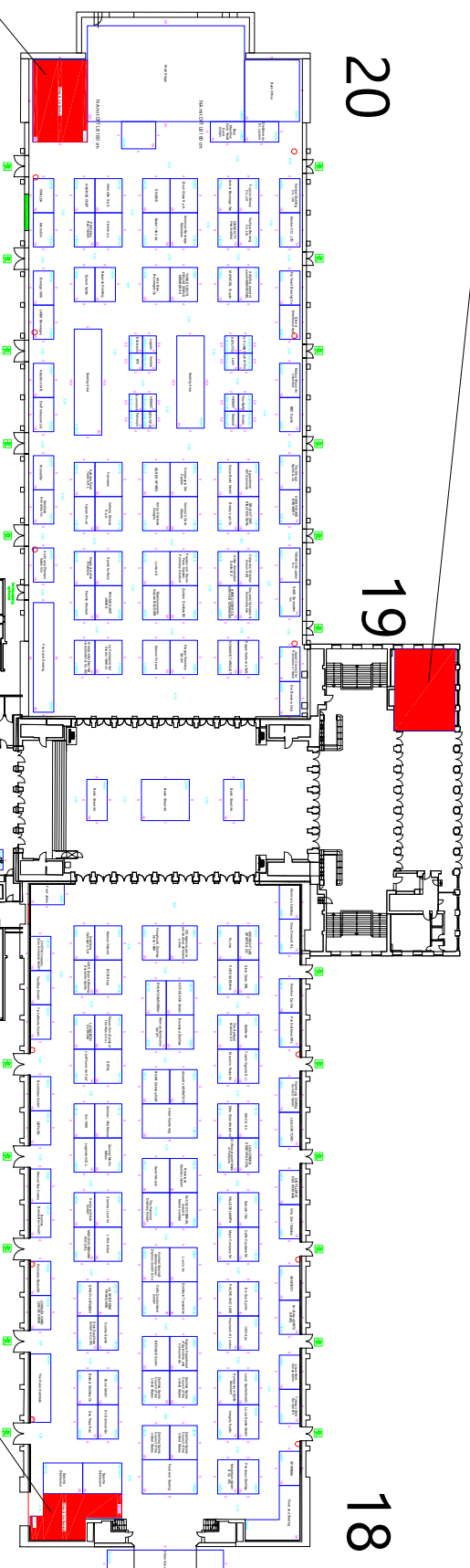
Messeleitung BCB
Show Management BCB

Eingang Nord | North Entrance

20

19

18



Glas & Ice Service

Glas & Ice Service

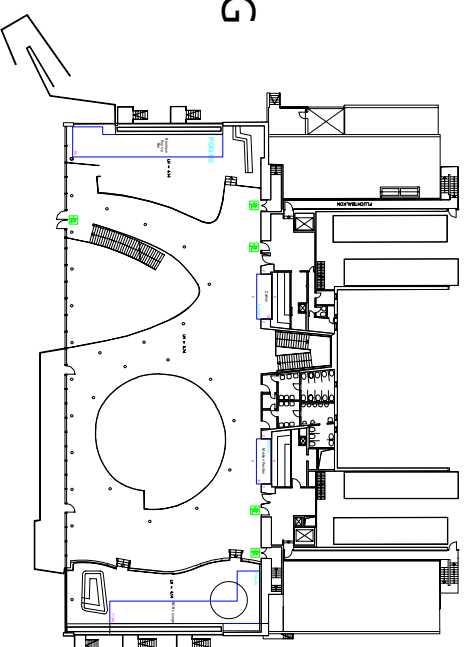
Service Counter Ebene 2/ Level 2:
PP Group
DHL
Eventura (im Aufbau/ during set up)
BCB Team

kleiner Stern

Palais EG

~ Sommergarten ~

Palais OG



11.2