

## Service catalogue for exhibitors

Nr. 35250

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### Contact

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E [exhibitor@bcc-berlin.de](mailto:exhibitor@bcc-berlin.de)

## Stand equipment









### Furniture

Example picture	Details	Price per event
	<b>high-top table   wooden table top   black   70 cm (Ø)   109 cm (H)</b> article-no. 612329	<b>49.00 EUR</b>
	<b>high-top table   wooden table top   cream   70 cm (Ø)   109 cm (H)</b> article-no. 1459281	<b>49.00 EUR</b>
	<b>high-top table   cube   white   50 cm x 110 cm x 50 cm (W x H x D)</b> article-no. 612333	<b>49.00 EUR</b>
	<b>bistro table   wooden table top   cream   70 cm (Ø)   63.5 cm (H)</b> article-no. 1459355	<b>49.00 EUR</b>
	<b>lounge table   wooden table top   cream   70 cm (Ø)   27 cm (H)</b> article-no. 1459356	<b>49.00 EUR</b>
	<b>lounge table   cube   cream   50 cm x 40 cm x 50 cm (W x H x D)</b> article-no. 1000938	<b>20.00 EUR</b>
	<b>lounge table   cube   white   48 cm x 50 cm x 48 cm (W x H x D)</b> article-no. 1467567	<b>20.00 EUR</b>








## Stand equipment

Example picture	Details	Price per event
	<b>table   IXT120   cream   120 cm x 71 cm x 40 cm (W x H x D)</b> article-no. 612315	<b>15.00 EUR</b>
	<b>table   IXT180   cream   180 cm x 71 cm x 40 cm (W x H x D)</b> article-no. 612316	<b>20.00 EUR</b>
	<b>counter 1   Octanorm   100 cm x 104 cm x 50 cm (W x H x D)</b> article-no. 1334241	<b>50.00 EUR</b>
	<b>counter 1   Octanorm   lockable   100 cm x 104 cm x 50 cm (W x H x D)</b> article-no. 1530941	<b>74.00 EUR</b>
	<b>digital print for Octanorm counter 1   97 cm x 90.7 cm (W x H)</b> article-no. 1499864	<b>70.00 EUR</b>
	<b>counter 2   Octanorm   200 cm x 115 cm x 50 cm (W x H x D)</b> article-no. 1465593	<b>95.00 EUR</b>
	<b>digital print for counter 2   Octanorm   197 cm x 110.7 cm (W x H)</b> article-no. 1494713	<b>140.00 EUR</b>
	<b>counter 1   Pila Petite   140 cm x 120 cm x 50 cm (W x H x D)</b> article-no. 1486159	<b>155.00 EUR</b>

## Stand equipment

Example picture	Details	Price per event
	<b>digital print for counter 1   Pila Petite</b> <b>  132 cm x 112 cm (W x H)</b> article-no. 1499865	<b>79.50 EUR</b>
	<b>counter 2   Pila Petite  </b> <b>230 cm x 120 cm x 50 cm (W x H x D)</b> article-no. 1486160	<b>235.00 EUR</b>
	<b>digital print for counter 2  </b> <b>Pila Petite   222 cm x 112 cm (W x H)</b> article-no. 1499872	<b>150.00 EUR</b>
	<b>chair   .03   black</b> article-no. 1000962	<b>20.00 EUR</b>
	<b>chair   IXC   cream</b> article-no. 996032	<b>10.00 EUR</b>
	<b>chair   Tom Vac   translucent</b> article-no. 1037096	<b>25.00 EUR</b>
	<b>bar stool   Bonello   black</b> article-no. 1323343	<b>20.00 EUR</b>
	<b>bar stool   LEM   black</b> article-no. 1333163	<b>39.50 EUR</b>

## Stand equipment

Example picture	Details	Price per event
	<b>retro armchair   cream</b> article-no.	<b>65.50 EUR</b>
	<b>club armchair   black</b> article-no. 1465609	<b>45.00 EUR</b>
	<b>club couch   black</b> article-no. 1071795	<b>80.00 EUR</b>
	<b>display case   glass   50 cm x 193 cm x 50 cm (W x H x D)</b> article-no. 1402967	<b>225.00 EUR</b>
	<b>brochure holder   subject format A4</b> article-no. 1367693	<b>40.00 EUR</b>
	<b>rubbish bin</b> article-no. 1000942	<b>9.00 EUR</b>
	<b>spotlight   150 W</b> article-no. 1368363	<b>12.00 EUR</b>

## Stand equipment

Details	
<b>storage space   per m<sup>2</sup></b> article-no. 612549	<b>75.00 EUR</b> per day
<b>additional stand cleaning   per m<sup>2</sup></b> article-no. 612521	<b>1.05 EUR</b> per day
<b>disposal of waste</b> article-no. 612551	<b>30.00 EUR</b> per m <sup>3</sup>

### Please note

By default, included is a simple daily cleaning of all stand floors. | Additional cleaning includes the cleaning of the stand equipment.

Emptying of rubbish bins of the exhibitors stands during the event is inclusive and not separately charged. 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.

### Personnel

Details	Price per hour
<b>stand security</b> article-no. 1402965	<b>21.00 EUR</b>
<b>hostess</b> article-no. 612513	<b>21.00 EUR</b>
<b>hand for setup and dismantling</b> article-no. 1402966	<b>18.00 EUR</b>

### Please note

Working hours and needed language skills of the hostesses are to be discussed in duly time prior to the event. | The handing over of stand to the stand security will be done by the customer before the working time starts.

The price for personnel requires a minimum fee of 4 working hours. | Furthermore an invoice according to the actual working hours will follow (however, rounded off to the nearest half-hour).

## Technical stand equipment

### Electrical installation

Details	Price per event
<b>alternating current connection   230 V/10 A to 2 kW</b> article-no. 612347	<b>85.00 EUR</b>
<b>rotating current connection   400 V/16 A to 7 kW</b> article-no. 612349	<b>110.00 EUR</b>
<b>rotating current connection   400 V/32 A to 15 kW</b> article-no. 612351	<b>150.00 EUR</b>

### Telecommunication

<b>ISDN connection</b> article-no. 612403	<b>135.00 EUR</b>
<b>analogue telephone connection with telephone   wired</b> article-no. 612413	<b>65.00 EUR</b>
<b>analogue telephone connection with fax machine</b> article-no. 612415	<b>100.00 EUR</b>
<b>network package LAN   incl. one port</b> article-no. 153073	<b>350.00 EUR</b>
<b>additional port for network package LAN</b> article-no. 1353073	<b>15.00 EUR</b>
<b>guaranteed internet bandwidth for network packages</b> article-no. 1070144	<b>120.00 EUR</b> per 2 Mbit/s

### Please note

Non-standard dialling codes (dial-around services, premium-rate telephone numbers) are blocked by default. | If these are required, the client is asked to discuss this aspect with us in good time prior to the event.

Network packages include an internet bandwidth of up to 5 Mbit/s (synchronous, flat rate).

Requested name and password of the *WLAN private* are to be discussed in duly time prior to the event.

It is possible to set up a printer in the network.

## Technical stand equipment

### Personnel

Details	Price per hour
<b>system engineer</b> article-no. 612427	<b>90.00 EUR</b>

### Please note

The minimum working time per person is four hours.

### Printer

	Price per 1 <sup>st</sup> day
<b>b/w laser printer   A4 format</b> article-no. 612399	<b>110.00 EUR</b> price per every following day 77.00 EUR
<b>colour laser printer   A4 format</b> article-no. 996633	<b>130.00 EUR</b> price per every following day 91.00 EUR
<b>b/w laser printer   A4 and A3 format</b> article-no. 782592	<b>150.00 EUR</b> price per every following day 105.00 EUR

### Please note

Prices for printers include up to 500 sheets of paper and toner.

### Media technology and accessories

	Price per 1 <sup>st</sup> day
<b>notebook</b> article-no. 1353071	<b>100.00 EUR</b> price per every following day 40.00 EUR



## Technical stand equipment

Details	Price per 1 <sup>st</sup> day
<b>screen   minimum 24"   Full-HD</b> article-no. 1374649	<b>80.00 EUR</b> 48.00 EUR per 2 <sup>nd</sup> day 32.00 EUR per 3 <sup>rd</sup> day
<b>screen   minimum 40"   Full-HD</b> article-no. 1374651	<b>210.00 EUR</b> 126.00 EUR per 2 <sup>nd</sup> day 84.00 EUR per 3 <sup>rd</sup> day
<b>screen   minimum 50"   Full-HD</b> article-no. 1374650	<b>300.00 EUR</b> 180.00 EUR per 2 <sup>nd</sup> day 120.00 EUR per 3 <sup>rd</sup> day
<b>DVD-/CD-/mp3-player</b> article-no. 612617	<b>20.00 EUR</b> 12.00 EUR per 2 <sup>nd</sup> day 8.00 EUR per 3 <sup>rd</sup> day

### Please note

Notebook with an English operating system and an English keyboard are available upon request.

By default, the display of the device is provided at the base of the stand.

### General notes

Additional stand constructions, stand equipment, technical stand equipment and stand catering are available upon request.

The order form must be sent no later than 14 days prior to the event. | For *beMatrix* and *Pila Petite* order forms must be sent no later than 21 days prior to the event. | In the event of a later order the bcc reserves the right to charge a premium of 20%.

This offer is subject to availability.

## Order form

### Details

Event title: **MNE 2011**

bcc Berliner Congress Center GmbH  
Alexanderstraße 11, 10178 Berlin  
Germany

Company:

T +49 30 23806833  
F +49 30 23806844

Stand-No.:

exhibitor@bcc-berlin.de  
www.bcc-berlin.de

Differing stand name:

Name of orderer:

Name of contact person on site:

Invoice address:

Telephone number:

E-mail address:

### Payment

- via invoice
- via credit or debit card during the event
- via credit card prior to the event

### Please note

Payment via credit card is only possible with Visa or MasterCard.  
Companies based outside Germany will have to pay by credit card prior to the event.

## Order form

### Credit card information

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Card-no.:

Valid until:

Card verification code:

Owner of credit card:

## Order form

Number	Article-no.	From		Until	
		Date	Time	Date	Time

By signing this form the selected amounts have been ordered bindingly and the bcc GmbH is entitled to deduct the invoice amount due on the credit card number provided, if the payment is required before the event.

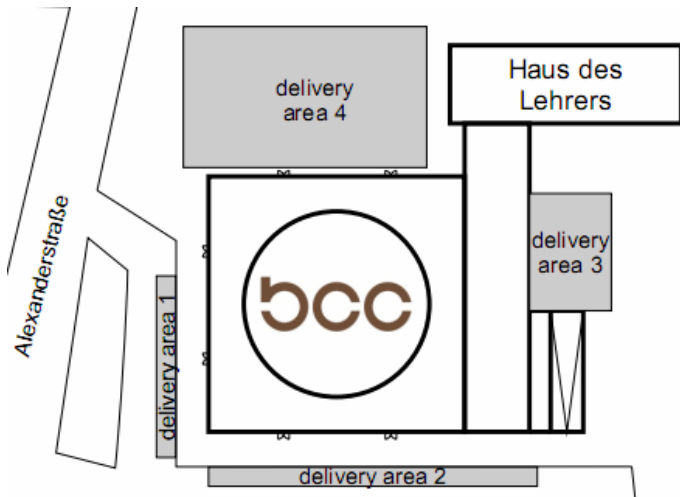
The general terms and conditions of the bcc GmbH apply.

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Date, legally binding signature

## Technical information

### Delivery areas



	doors
<b>delivery area 1</b>	1.95 m x 2.65 m (W x H)
<b>delivery area 2</b>	0.90 m x 2.00 m (W x H)
<b>delivery area 3</b>	1.80 m x 1.95 m (W x H)
<b>delivery area 4</b>	1.95 m x 2.65 m (W x H)

### Elevator

<b>doors</b>	2.50 m x 2.50 m (W x H)
<b>cage</b>	2.90 m x 2.05 m (W x D)
<b>maximum weight</b>	3 t (500 kg/m <sup>2</sup> )

### Please note

The door of the elevator in room C 01 can be identified by its decorative wall covering. This door can be used for direct deliveries to the C 01.

## Technical information

### Floor covering and maximum height of construction

#### Level A

room	floor covering	max. height
A 01	parquet	2.50 m
A 02	epoxy resin	2.50 m
A 03	parquet	2.50 m
A 04	parquet	2.50 m
A 05	parquet	2.50 m
A 06	parquet	2.50 m
A 07	epoxy resin	2.00 m
A 08	linoleum	2.50 m partially 2.00 m

#### Level B

B 01	linoleum	3.00 m
B 01.01	linoleum	2.40 m
B 01.02	linoleum	2.40 m
B 01.03	linoleum	2.40 m
B 02	slate	3.00 m
B 03	parquet	3.00 m
B 04	parquet	3.00 m
B 05	parquet	3.50 m
B 06	parquet	3.50 m
B 07	linoleum	3.50 m
B 08	parquet	3.50 m
B 09	parquet	3.50 m

## Technical information

Room	floor covering	max. height of const.
<b>B 92</b>	linoleum	2.50 m
<b>B 94</b>	linoleum	2.50 m
<b>B 95</b>	linoleum	2.50 m
<b>B 96</b>	linoleum	2.50 m

### Level C

<b>C 01</b>	parquet	4.00 m
<b>C 02</b>	linoleum	3.50 m
<b>C 03</b>	parquet	3.00 m
<b>C 04</b>	parquet	3.00 m

### Level D

<b>D 01</b>	linoleum	
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### Maximum weight

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

## Information and conditions for exhibitors

### Delivery and storage

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Deliveries can only be accepted within the setup times booked by the organiser. 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.

The collection of materials can also only take place within the setup times quoted above. In this case, we also request an announcement in advance. All materials must be clearly labelled.

In both cases the bcc GmbH is not liable for the completeness and the condition of the deliveries. 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 GmbH. It is the duty of the exhibitor to inspect all deliveries for completeness and condition. Any damages that may have been incurred must be duly documented in good time with the proper claims form to the bcc GmbH. § 438 HGB (code of commercial law) applies. Subsequently claims made after initial delivery inspection are considered invalid and void.

If any unannounced goods remain at the bcc after the end of the event, the bcc GmbH reserves the right to either store these goods at the owner's expense or to dispose them at the owner's expense. The decision between storage and disposal lies upon the bcc GmbH.

### General information

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The bcc GmbH reserves its supervisory authority in all dealings with exhibitors and their staff, this right being executed by the responsible project manager. Any instructions issued by the bcc's project manager or any third party authorised by this project manager have to be complied with by the exhibitors and their staff.

The bcc GmbH is not liable for theft or personal injury during the setup, dismantling, or within the duration of the event. The exhibitor is liable for all personal injuries or property damages occurring through the use or presentation of his stand elements, objects, or exhibits. The bcc GmbH is not liable for damages that might occur through the interruptions of the feeding of the power outlets.

The exhibitor commits himself to use of energy efficiently. It is therefore requested that all electronic appliances at the stand are turned off at the end of the exhibition day.



## Information and conditions for exhibitors

The bcc GmbH reserves the right to switch off all energy supplies to the stand over night should the exhibitor not comply with these regulations.

The exhibitor, respectively the stand builder, is responsible for keeping all effective technical regulations. (DIN, VstättVO, etc.).

Due to the bcc's sprinkler system the construction of stand ceilings is not permitted.

The use of fork lift trucks is not permitted.

All means of transport must be equipped with either rubber or nylon wheels.

No workings are permitted that may damage the building fabric (e.g. drillings in walls, ceilings, or floors). No construction works are permitted that may damage the building fabric (e.g. drillings in walls, ceilings, or floors). If risky construction works become necessary during the setup or dismantling the endangered areas are to be protected.

It is not permitted to use double sided adhesive tape for the laying of the floors. The bcc GmbH provides a specific double sided adhesive tape which is available at the Front Office for 12.00 EUR and may be used exclusively.

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 GmbH.

The emptying of rubbish bins during the event is included for the stands and not charged extra. The disposal of waste during the setup and dismantling as well as a waste disposal beyond the usual extent will be charged according to the effort.

### Stand catering

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We would like to point out the exclusivity of the bcc concerning any catering. It is not permitted to bring your own food, nor to order from external caterers. External caterers are generally refused access at 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 GmbH reserves the right to charge a compensation fee.

### Technical stand equipment

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

## House rules

### Details

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These house rules apply for the bcc and are binding for tenants, guests, clients and employees.

Tenants, guests, clients and employees are obliged to treat all the used rooms and objects with respect and to prevent them from damage as well as to be economical with energy and water usage.

The technical facilities may only be operated by persons authorized in this regard by the bcc Berliner Congress Center GmbH; the same applies for any kind of work on these facilities.

Smoking is not permitted.

Upon conclusion of an event or when the area of application of these House Rules is left, all keys received shall be handed back to the front office.

It is prohibited to leave furniture, packaging materials or other bulky objects in areas which have not been rented. It is furthermore prohibited to block escape routes and fire extinguishers.

Damages to facilities, rooms, technical equipment or other objects must be reported immediately.

It is prohibited to stick posters or other objects onto walls or to paint, spray or damage them in any other way.

Only persons expressly authorized to do so are allowed to enter rooms exclusively used by the bcc GmbH.

Transports into the delivery area require permission.

To supply the catering units of the bcc Berliner Congress Center, a delivery/order note must be presented to an authorized staff member.

Bringing along domestic animals requires the consent of the bcc GmbH.

It is not allowed to take food or beverages into rooms not designated for this purpose; this especially applies for all conference rooms and ballrooms.

Noise levels shall be kept low volume; exceptions due to the nature of the event performed are settled separately.

## House rules

In any event, the operation of electrical appliances or equipment shall require the consent of the bcc GmbH.

Children and young persons under 16 years of age are only admitted to the bcc when accompanied by a responsible adult in charge.

In the case of an accident or sudden illness the front office (phone no.: + 49 30 23806555) must be informed immediately; the same applies when you notice a fire. In the case of fire, suitable fire-fighting measures shall be taken independently.

Lost property which is found must be deposited in the front office.

Criminal offences or the reasonable suspicion of a criminal offence must be reported to the front office. Any theft will be reported to the police