



Ecsite Annual Conference 2010

DASA – Dortmund

Business Bistro TECHNICAL INFORMATION

1. Introduction

Dear Exhibitor,

It is our pleasure to provide information and instructions for your participation in the Business Bistro of the Ecsite Annual Conference 2010. The Business Bistro (BB) will once again play an indispensable role in the Ecsite 2010 Annual conference. The Business Bistro will be set up at the level +1 of DASA - The German Occupational Safety and Health Exhibition – the whole conference will take place in the buildings of the museum. All the coffee breaks will be served in the Business Bistro. If you have any questions regarding the BB or other aspects of the conference, please do not hesitate to contact us.

We look forward to welcoming you at DASA,

The Ecsite Team

2. Business Bistro Opening Hours

The Business Bistro will officially open to the delegates on Thursday 3 June and will close its doors on Saturday 5 June with the following opening times:

- 3 June 10:30 – 17:30
- 4 June 10:00 – 19:15
- 5 June 10:00 – 18:00

Opening Ceremony:

The Opening Ceremony and most of the conference sessions will take place in the same building as the Business Bistro. After the end of the ceremony all delegates will gather at the level of the Business Bistro for the opening of the bistro and the first coffee break.

A happy hour event will also take place at the Business Bistro from 18.15 to 19.15 on Friday 4 June. Ecsite will provide the delegates with drinks. You too are invited to bring drinks from your own country if possible and offer the delegates a glass at your booth!

3. Available Packages

Exhibitors can choose out of 4 types of packages.

Type 1 (participating exhibitor):

Included in the package is:

- a 4 m² space (width: 2m / depth: 2m / height: 2.5m)
- company name panel & booth number
- white side & back walls
- basic electricity 1 plug 220V (Max 4 Amp per booth)
- 2 Spots (PAR 30 120 Watt) in each booth
- furniture: 1 table & 2 chairs
- listing (+logo) and short description of the company's profile in the AC exhibitor catalogue
- one free registration for the full conference (value: € 420,00)
- possibility to register 1 extra person at reduced price (€ 240,00 for the full conference) before April 20th.

The stands with the following numbers will be type 1 booths (see floor plan):
2; 3; 4; 12; 13; 14



Furniture is the same for packages 1; 2 & 3

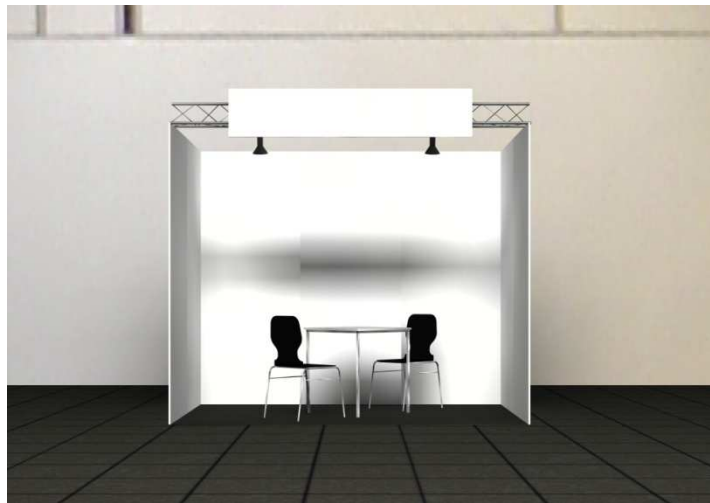
Type 2 (full exhibitor):

Included in the package is:

- a 6 m² space (width: 3m / depth: 2m / height: 2.5m)
- company name panel & booth number
- white side & back walls
- basic electricity 1 plug 220V (Max 4 Amp per booth)
- 2 Spots (PAR 30 120 Watt) in each booth
- furniture: 1 table & 2 chairs
- listing (+logo) and short description of the company's profile in the AC exhibitor catalogue
- two free registrations for the full conference (value: € 840,00)
- possibility to register 2 extra persons at reduced price (€ 240,00 for the full conference) before April 20th.

The stands with the following numbers will be type 2 booths (see floor plan):

1; 5 till 12; 15 till 53



Type 3 (corporate donor):

Included in the package is:

- a 6 m² space (width: 3m / depth: 2m / height: 2.5m)
- company name panel & booth number
- white side & back walls
- basic electricity 1 plug 220V (Max 4 Amp per booth)
- 2 Spots (PAR 30 120 Watt) in each booth
- furniture: 1 table & 2 chairs
- listing (+logo) and short description of the company's profile in the AC exhibitor catalogue
- two free registrations for the full conference (value: € 840,00)
- possibility to register 2 extra persons at reduced price (€ 240,00 for the full conference) before April 20th.
- logo on every publication of Ecsite for the conference (announcements, advertisements, back page of the conference programme)
- logo on the Conference website
- logo in the Ecsite Newsletter (4 times a year)
- logo on the Ecsite Website for a full year
- one full page advertisement in the Ecsite Newsletter (value: € 800,00)
- insert of material at the conference bag

Type 4 (outside exhibitor):

This year we can offer you the possibility to use a part of DASA's parking to present mobile exhibition vehicles. Because of the diversity of these vehicles Ecsite will be very happy to receive your proposal and work out a customized arrangement. Please contact Donald Goedheid at dgoedheid@ecsite.eu for a customized proposal.

NB

This year it isn't possible to rent open exhibition space. This is due to the limitations of the exhibition area. If you have questions or concerns please contact Donald Goedheid at dgoedheid@ecsite.eu.

4. Internet Connections

Internet access in the individual stand will be provided upon request at an extra cost. If you like to have an internet connection, don't forget to mark the box on the order form.

5. Shipping & Delivery

Important:

The Museum can receive parcels only during the following days and times. To avoid loss of parcels, please ship only on this arrival dates:

- Monday 31 May, 8am – 4pm
- Tuesday 1 June, 8am – 4pm
- Wednesday 2 June, 8am – 4pm

Shipping Address:

Parcels must be tagged with a visible label reporting the following information:

- Address of the Museum

DASA
[Attn to Mr. Philipp Horst](#)
[Friedrich-Henkel-Weg 1-25](#)
[D-44149 Dortmund](#)
[Germany](#)

- Details of the sender and of the postage

NAME OF EXHIBITOR
BOOTH NUMBER
PARCEL NUMBER
TOTAL NUMBER OF PARCELS

Technical details on parcel dimensions:

max weight of parcels 2,500 kg

max dimensions of parcels 80 cm x 120 cm, h 150 cm (euro pallet size)

max floor load 1,500 kg/sqm

Distribution Company:

If you need to arrange the transport of your parcels please use main distribution company (TNT, DHL, FedEx, UPS..) by getting in contact with the local office in your country.

Local organizers are not in a position to arrange customs clearance and custom services nor will they manage transportation (from the airport to the conference venue) and storage of goods. If you need a local shipping company you are advised to contact Shenker Fairs. DB SCHENKERfairs deals with trade fair logistics in Germany, Europe and all over the world. As official trade fair transporters they are located in 15 sites in Germany:

Mr. Kaisi: yildirim.kayisi@dbschenker.com
<http://www.schenkerfairs.de>

Important information for transport companies

The collection and delivery of materials by the exhibitors' transporters will take place in a dedicated area (Collection Point) inside the Museum.

The loading and downloading of the materials from the vehicles and the transportation to the Collection Point in the Museum must be carried out by the exhibitors' transporters.

The exhibitors' transporters must have means to position the materials on the ground.

The collection point is next to the Business Bistro. Exhibitors can pick up their materials and depending on availability Ecsite or DASA staff will assist.

Local contact:

For any inquiries regarding the local arrangements for Business Bistro you may contact

[Michael Stahl](#)

[Phone: +49 231 9071 2617](tel:+4923190712617)

[Email : stahl.michael@buaa.bund.de](mailto:stahl.michael@buaa.bund.de)

6. Renting of Extra Material

All exhibitors have the possibility to rent extra equipment or materials to customise their booth. Specialised external companies will take care of extra orders. These extra's should be ordered and paid directly to the external company.

Technical / AV equipments

If you like to have extra AV equipment like a beamer, plasma screen... you can contact Sigma. For further info, please follow this link to the external company's website:

www.sigma-mietservice.de

If you are interested in booking technical equipment or if you have any further inquiries please contact:

Contact:

Email: info@sigma-av.tv

Phone: +49-211 53 77 0

Extra furniture

It is possible to hire extra furniture (tables, chairs, desks, barstools...), shelves, coat rack, refrigerator... and to construct more fixed info counters (mainly in case of corner booth) and lockable store room (in case of 6m2 stands or bigger), coloured walls... For further info, please follow this link to the external company's catalogue

http://www.erberich.de/e_firma.html

Or contact:

Dirk Erberich: derberich@erberich.de

Martin Berger: berger@erberich.de

Decoration / Flowers / Plants

For further info, please follow this link to the external company's catalogue

www.blumen-enk.de

For any further inquiries, please contact:

info@blumen-enk.de

CANCELLATION POLICY

Any cancellation after 20th April will be submitted to a charge of 50% of the fee.

Any confirmed exhibitor who is a no-show will still be liable for the full exhibition fee.

7. Access to the BB for exhibitors

Access to the Business Bistro for setting up

Exhibitors are in charge of the setting-up and dismantling of their booths.

The setting up will be done by the exhibitors only during the following day and time:

- Wednesday 2 June 09:00 – 18:00
- Thursday 3 June 09:00 – 10:15

Please note that on 3 June from 10:15 exhibitors will not be allowed to move materials to the Business Bistro area nor to set up booths.

Technician during the conference

A technician will be available for general technical problems in the Business Bistro area (electricity, internet, etc.). Exhibitors are kindly requested to contact Donald Goedheid on site should any problems occur. Donald Goedheid will be in touch with the technician, who will be available in the official Business Bistro operating hours.

8. Dismantling

Access of exhibitors to the business bistro area for booth dismantling

Exhibitors are in charge of the setting-up and dismantling of their booths.

On Saturday 5 June, at the end of the conference, exhibitors will be allowed to take away materials that can be carried by hand or small trolleys from **18:00 to 20:00**. The material left in the booths should be packed and ready to take away on Sunday from **09:00 to 15:00**

Materials which need to be shipped by an external transport company needs to be clearly labelled by exhibitors in order to be picked up by the transport companies.

NB

Please note that anything left in the museum without packaging and transport documentation on the evening of the 6th of June will be discarded. Neither DASA/BAuA nor Ecsite can take care of left materials.

Pick up by Transport Company

Transport companies can pick up materials from DASA, during the following days and times:

- Monday 7 June, 08:00 – 16:00
- Tuesday 8 June, 08:00 – 16:00

The exhibitors will be in charge of the transportation of materials between the individual booths and the Collection Point where they will be picked up by the transport companies. Depending on availability Ecsite or DASA staff will help.

9. Security

Security will be provided during the setting up and dismantling of the stand. A security check will take place at the main entrance in order to enter the conference area. The security personnel of the conference will not allow any person to enter the conference area without a valid badge. In the period during which the Business Bistro is closed (one hour prior to the start of the conference and one hour after the end of the conference), neither the exhibitor's personnel nor any outside appointed personnel may stay at the stand, in the halls or in Business Bistro area. The building will be closed and guarded during night.

10. General Conditions

- Neither Ecsite nor the DASA/BAuA are responsible for loss or damage to the exhibitors' material.
- The Museum is exempted from the liability relating to both picking up operation and custody of those goods and equipment to be used for the purpose of the event which are delivered to the Museum before the starting date of the event and/or picked up once the latter is concluded. The Museum is also exempted from any liability regarding any object/material the exhibitor may have either forgotten after the conclusion of the event or unpicked during the dismantling of the exhibition.
- Neither Ecsite nor DASA/BAuA are responsible for injuries to workers during the set-up or break down of the exhibition. We urgently ask all of our exhibitors to encourage their staff, co-workers and suppliers to apply to the highest standards in health and safety at work. The German law applies in case of incidents.
- Ecsite reserves the right to make changes in the location of a booth due to organisational reasons
- Promotional material cannot be placed on walls, columns or any other surface that is not part of the space rented by the exhibitor
- Promotional or sales activities are only allowed inside the booth space. They are forbidden, in the corridors, the coffee corners, the catering area's, the workshop rooms... of the business bistro or the museum, without a special agreement with Ecsite.
- The company/institution that has rented the booth space is solely responsible for any damage to the floors, walls, columns etc and any other element of the space rented
- The company/institution that has rented the space must abide by the instructions provided by Ecsite regarding the construction, maintenance etc of the booth and any furniture used
- The exhibitor is responsible for any damage to the booth
- Once the Ecsite Annual Conference is finished, the organisers will no longer be responsible for any materials left behind by the exhibitors after Sunday 6th June 2010
- All charges are due before services are performed otherwise Ecsite reserves the right to cancel the booking
- If an additional structure is to be erected, plans showing the details of the structure must be submitted at least 30 days prior the scheduled opening of the show
- The imported goods on the booth have to be declared 30 days prior the scheduled opening of the show

11. VAT:

Ecsite is based in Brussels, Belgium. According to the Belgian VAT-legislation, Ecsite is obliged to calculate VAT on the fees charged for the Business Bistro Stands at the conference. According to article 9, 2, c of the Sixth VAT Directive these fees are subjected to VAT in the member state where the conference takes place. Therefore you will be invoiced including the German VAT at the German rate of 19%. Please note that you will be able to claim back the VAT calculated on this invoice. You shall receive the invoice once Ecsite has obtain its German VAT number.

12. Contact:

For any questions regarding the Business Bistro, please contact:

Donald Goedheid
Business Bistro Assistant

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B-1000 Brussels, Belgium
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www.ecsite-conference.eu