

bautech 2012
International Trade Fair for
Building and Construction Technology
21 – 25 February 2012, Berlin

IMPORTANT EXHIBITOR INFORMATION

Dear Exhibitors,

Welcome to Berlin and bautech 2012 which is taking place in the following halls: 5.2/ 6.2/ 6.3/ 7.2a/ 7.2b/ 7.2c/ 8.2/ 10.2/ 11.2/ 18/ 20/ 21/ 22/ 23/ 24 and 25. This information for exhibitors is intended to assist you with your work prior and during the fair. Please make sure that the companies carrying out your stand construction work are provided with all the relevant information.

ADVERTISING

Tourism advertising, political statements and product advertising outside of your own stand area is prohibited.

BUSINESS CENTER

Fax, photocopies, and e-mail services are available at the Business Center located in Hall 7, level 2. Messe Berlin also offers typing services and access to PCs.

Tel.: +49 (0)30 3038 2861
Fax: +49 (0)30 3038 2862
E-Mail: business-center@messe-berlin.de

CATERING/ RESTAURANTS

The following restaurants are opened during construction time:

Snack Bar located between Hall 21a/22a and Bistro, Großer Stern:

18 February: 9 am. – 3 pm.
19 February: 9 am. – 4 pm.
20 February: 9 am. – 5 pm.

The following restaurants are opened during bautech from 9.00 am to 6.00 pm:

Hall 5/6 Foyer – Bistro
Hall 6.2 – Coffee Lounge
Großer Stern – Restaurant Alt Berlin
Kleiner Stern – Milkbar, Original Currywurst
Entrance North, Hall 19 (Ehrenhalle) – Bar

Entrance North, Trompete – Kindl Lounge
Passage 21a/22a – Messe Snack
Passage 22b/23b – Messe Snack
Hall 24 – Bitburger Lounge
Hall 25 – Grünbau „Coffee Talks“
Hall 25 – Restaurant

Funkturm Restaurant:

Monday closed, Tuesday from 6.00pm, Wednesday to Sunday 11:30 am to 11 pm,
reservations can be made under 030/3038-2996.

Contact person for catering / delivery of drinks or cold platters to your stand:

Capital Catering GmbH
Barbara Baarts, Tel: (030) 3038-3929, Fax: (030) 3038-1998
Email: baarts@capital-catering.de

COMPLAINTS

Complaints related to the event must be reported to the organizers **while the event is in progress** so that these can be immediately assessed and remedied.

CONSTRUCTION AND DISMANTLING TIMES

Commencement of stand construction:	15 February 2012, 7 am.
End of stand construction:	20 February 2012, 12 am.
Commencement of dismantling:	25 February 2012, from 5 pm.
Completion of dismantling:	27 February 2012, 10 pm.

Construction and dismantling work is possible from 7 am. to 10 pm.

DELIVERY ADDRESS

For items sent by post or by courier it is important that the address is fully shown.
Please specify a contact person who can accept delivery on the grounds.

bautech 2012 c/o Messe Berlin GmbH
Company, contact person
Hall / Stand
Messedamm 22
14055 Berlin
Germany

EXHIBITION MANAGEMENT AND PRESS OFFICE / TRADE JOURNAL EDITORS

The exhibition management is located in **hall 6.3**.
Tel. +49 (0)30 3038 -2115, -2062, -2136 and -2137.
Press office and trade journal editors are also located in **hall 6.3**.
Tel. +49 (0)30 3038 - 2273 /2217.

EXHIBITOR PASSES / PARKING PERMITS

[Additional passes for exhibitors](#) (Permanent tickets industry) and [parking permits](#) can be obtained prior to the event from MB Capital Services GmbH, Thüringer Allee 12, 14054 Berlin, Germany. Tel. +49 (0)30 3069 6969, Fax +49 (0) 30 3069 69 30. From 20 February, 9 am. – 6 pm., the passes and parking permits (only limited number available) can also be purchased at the entrance area in Hall 7.

EXHIBITOR SERVICE COUNTER

Starting from 15 February the exhibitor service counter - which is located at Hall 7, room 2.30 - provides you with technical services and stand construction support as outlined in the exhibitor service folder. The exhibitor service counter opens at 9 am. that day.

FIRE SAFETY PRECAUTIONS

The six-meter (18 ft. from outer walls) fire safety zones (*Feuerwehrzonen*) must be kept clear of vehicles, especially during exhibition set-up/take-down. For safety reasons, and to ensure a smooth operation, all emergency exits must be kept clear at all times.

FIRST AID

In the event of urgent medical emergencies dial telephone-no.: +49 (0)30/ 3038-2222 or contact the First Aid station in Hall 4.2.

HALL SECURITY

The hall security team will be on duty around the exhibition grounds from February 19, 7 pm. to February 26, 7pm. Messe Berlin recommends that exhibitors organize their own stand security independently of the hall security. In this regard please note the information in our exhibitor service folder or call +49 (0)30 3038-2834.

OBSTRUCTION OF FREIGHT DOORS

Please note that the freight doors may not be obstructed until four days prior to the start of event. This means that exhibitors transporting large displays must ensure that all equipment and fixtures are brought into the halls ahead of time.

POLICE/ DAMAGES

The event organizers assume no liability for personal injury, property damage or loss suffered by exhibitors, their representatives or any other personnel employed by exhibitors. This also applies to trade show visitors on the exhibition grounds. No liability is assumed for loss/damage to exhibits on the exhibition grounds, even if such loss/damage is caused by the local cleaning staff.

In case of theft, the police (precinct 22) should be contacted immediately: Charlottenburger Chaussee 67-75, 13597 Berlin, Tel. +49 (0)30 4664-222701 or during the fair in the Service Center of hall 7, Tel. +49 (0)30 4664-200760 or internet: www.berlin.de/polizei/internetwache. **For emergencies please dial 110!!**

Please report any damages or loss to your insurance company as quickly as possible.

STAND RECEPTIONS AND EVENTS

Special authorization from the exhibition management and security department is required for stand events held after trade show hours (i.e. after 6:00 p.m.), Tel. +49 (0)30 3038 2870.

TECHNICAL DIRECTIVES

The Technical Directives must be complied with (Exhibitors Service Folder C1-C3).

VEHICLES ON EXHIBITION GROUNDS

In order to avoid any traffic problems on the Exhibition Grounds during construction and dismantling you are asked to notice our [Traffic Guidelines](#). Please note the EUR 100.00 security deposit.

WASTE DISPOSAL/ AVOIDANCE OF WASTE

A large quantity of environmentally hazardous waste is produced during all phases of an exhibition.

We request that all exhibitors make every effort to avoid unnecessary waste.

The CFG Company has been contracted to provide recycling services and to answer any questions you may have regarding waste disposal. A wide range of trash can liners, bins, and containers are available. Orders can be placed at the Service Counter in Hall 7, level 2 or by calling +49 (0)30 3038-1333. Please be sure to pass this information on to any companies you have contracted to set-up or take down your stand. The exhibitor or authorized representative is responsible for the disposal of all bulk waste, building materials, decorations, etc. In this regard, we would like to remind exhibitors that **any discarded materials remaining after a stand is set up or taken down will be removed and disposed of by Messe Berlin at the exhibitor's expense.**

If you have further questions or require additional information, please contact us by phone +49 (0)30 3038-2115, -2062, -2136, -2137. We look forward to seeing you at bautec 2012 in Berlin and wish you a successful event.

Your bautec - Team