

EXHIBITORS MANUAL

Breepark Breda | March 14th 2024



Exhibitors Manual
Multimodaal Transport Expo 2024

ProMedia Events & Conferences
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Dear Exhibitor,

Welcome to The Multimodaal Transport Expo, 14th of March 2024 at Breepark, Breda. We hereby present the exhibitor manual with all the information for optimal exhibition participation, so we can make the exhibition a success together. If you still have questions after reading this manual, please do not hesitate to contact us.

Beursorganisatie



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Date	March 14th, 2023
Location	Breepark Bavelseparklaan 4817 ZX Breda
Build up own booth	March 12th: 14:00 - 20:00 March 13th: 08:00 - 20:00 March 14th: 07:30- 08:30
Build up standard booth	March 13th: 12:00 - 20:00 March 14th: 07:30 - 08:30 (only the final details)
Dismantle standard booth	March 14th: 18:00 - 21:00 <u>Apart from the rented furniture, your booth space must be completely empty at 21:00.</u>
Dismantle own booth	March 14th: 18:00 - 23:00 March 15th: 08:00 - 12:00
Opening hours exhibition	March 14th: 09:00 - 18:00

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1. Eigen Standbouw

1.1 MINIMUM STAND CONSTRUCTION REQUIREMENTS

You must deliver a final booth design to the fair organization by January 26, 2024 if you're building your own booth. Each exhibitor is required to install partition walls that are neatly finished on both sides.

The number of walls depends on the type of location.

- For a driving location, 3 walls are mandatory (1 back wall and 2 side walls).
- For a corner location, 2 walls are required (1 back wall and 1 side wall)
- For a head location, only a back wall is mandatory.

Walls must have a minimum height of 2.50 meters. You can not use the back and / or side wall(s) of your neighboring stand(s). Island type booths have no wall placement requirements.

1.2 HEIGHT

The prescribed height of walls and objects in your stand is 2.50 meters. Building higher than 2.50 meters is only allowed after written approval from the organization. In your design, take into account the maximum height of the hall at the stand location you have rented. Walls higher than 2.50 meters must be neatly finished on both sides. It is not allowed to place your logo on the back of your wall(s) unless you have written permission from the organization. If you want to place an object higher than 2.50 meters in your stand, the rule applies here that this object is placed at least 1 meter from the walls with your neighboring stand(s).

Placement within 1 meter of the walls with the neighboring stand(s) is only possible after written approval from the organization.

1.3 WALLS

Participants with an island or headstand sometimes lack wall space. It is not allowed to create extra wall space by placing a wall along the aisle. Other exhibitors and visitors are then confronted with a view of a blank wall. If you are short of wall space, you can make extra walls within your stand space at 1 meter within the building line of your stand. This way your stand will keep an open character.

Note: Each aisle side of a stand location may be closed for a maximum of 50%, with a maximum of 5 meters

1.4 ELECTRICITY

Free meters intended for own stand construction do not include electricity connections. To order electrical connections, please visit our webshop.

2. Standard Booth

Standard stand construction is equipped with rear walls with logo, carpet, electricity and lighting.

2.1 STAND CONSTRUCTION

The side and back walls of the stand consist of white panels. The back wall is provided with your company logo. The panels are not suitable for writing, drilling or nailing. An alternative is to use a steel suspension wire. Damaged panels must be reimbursed by the exhibitor.

2.2 CARPET

The standard stands are provided with needle felt carpet. On the homepage of the event webshop, at the bottom of the page, you will find an overview of the products in your package. Click on OI-0000.. number of the 'Needle Felt Carpet' line.

4	OI-0002502	RTE large standard stand construction	1	€0.0000	▼
5	OI-0002503	Booth Construction - Lockable pantry	1	€0.0000	▼
6	OI-0002504	Needle Felt Carpet Anthracite (2211)	24	€0.0000	▼
7	OI-0002505	Electrical Connection - 230v 3kW (with socket)	1	€0.0000	▼

After clicking on the number, you will be given the option to change the color of your carpet. After checking the color you can save the choice by clicking on the 'next' button.

In the attachment you can find a powerpoint presentation with extra information on how to choose the right color.



**Anthracite 2211
(Standard)**



Black 2021



Light Grey 2064



Pewter Grey 2131



Scarlet Red 3078



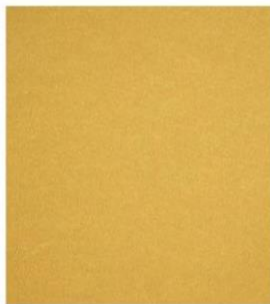
Fuchsia Pink 3456



Flamme Orange 4033



Purple 4058



Honey Yellow 4100



Marine Blue 5051



Cobalt Blue 5153



Turquoise 5789



Cactus Green 6095

2.3 ELEKTRICITY

Each standard stand has a 230V power connection with a capacity of 3 kWh. To order extra electrical connections, please visit our webshop.

2.4 LIGHTING

Each standard stand is equipped with pendant spots. The number of spots depends on the stand size. Do you want to highlight something special? This is possible by means of spots on truss feet. For more information, please contact the exhibition organization.

2.5 FURNITURE PACKAGE

Furniture is included in the participation package. This furniture will be hired for you by the exhibition organization. For additional furniture or if you want to make a choice yourself, you can visit our webshop.

2.6 CATERING BOOTH PERSONNEL

Included in your participation package are special exhibitor badges according to the size of the stand package. Catering is included in the exhibitor badges. You will receive tokens for coffee/tea/soft drinks and lunch. Lunch is not included for regular visitors.

Tokens are **not** automatically included in the stand package; if you want them, you may purchase them from the web shop.

Package	Bronze	Silver	Gold	Platinum
Badges	2	3	4	5
Lunch	2	3	4	5
Furniture	1 standing table, 2 crutches	1 standing table, 2 crutches	2 standing table, 4 crutches	2 standing table, 4 crutches and presentation table
Exhibition dinner 15 maart	2	2	2	2

3. Webshop

ProMedia uses its own webshop. Here you can hire:

- Furniture
- Carpet
- Additional stand construction options
- Electricity and other facilities
- Plants
- AV such as screens and laptops

You will receive your login details for the webshop via a separate e-mail.

4. General Stand Information

4.1 ELECTRICITY

Electricity connections can be ordered via the webshop. No changes and/or adjustments may be made to the cabling/wiring already installed. A standard 230V power connection with a capacity of 3 kWh includes a 2-way socket.

4.2 WATER CONNECTION

Water supply and drainage can be ordered via the webshop.

4.3 RIGGING

Suspension points are available on request. Report directly to Breepark and at latest at January 26th to Nadine Noorlander, nadine.noorlander@breepark.nl

4.4 INTERNET

At Breepark you can use the free WiFi, please note; this connection is strong enough for general internet use. For other connections, please visit the webshop.

Network: Breepark open (no password)

4.5 VOORWAARDEN STANDPRESENTATIE

Sides of the stand adjacent to the aisle may not be closed. At least 50% of the aisle side of the stand must be open. All presentations must be held within their own stand space, the aisles must remain clear. It is not permitted to exhibit products and/or advertisements outside the established stand space, unless expressly agreed otherwise with the exhibition organization.

Exhibitors are not permitted to distribute promotional material outside their own stand, in and around Breepark or to advertise in any other way, or to draw attention to the company, business activities or other products, unless expressly agreed otherwise with the exhibition organization.

The fire reels must always be freely accessible and visible. Emergency exits must remain clear at all times, both inside and outside.

4.6 CATERING AT THE STAND

Breepark offers the option of renting refrigerators and coffee makers for your booth. In this manner, you can provide refreshments for your clients at your own booth. Please fill out [the form](#) if you would want to offer substantial catering at your booth. By **January 26**, send the form by mail to sophie.feuth@promedia.nl. You are not allowed to buy and serve visitors your own food or drinks. Cooking utensils that could produce smoke are prohibited.

4.7 REGISTRATION STAND EMPLOYEES

If you want to register your stand staff, you can do so via this link:

<https://www.multimodaal.nl/registreren/exposanten/>

The general registration link will also be sent in a separate email at the beginning of March. In the same email you will also find the personal link for inviting visitors/people in your network.

4.8 FLOORPLAN

Your individual wishes are taken into account as much as possible when arranging the exhibition floor plan. The exact locations and dimensions of the stands are marked on the floor. [You can download the exhibition map here.](#) The stand numbers will be announced no later than one month before the event date.

4.9 SOUND & VOLUME

The noise level of an audiovisual presentation may not cause noise nuisance to the surrounding stands.

The use of smoke machines to support a performance is not allowed.

4.10 STAND CLEAN-UP

1 x stand cleaning prior to the exhibition day is included. If you require extra stand cleaning, for example on the morning of the exhibition day, this can be ordered via the webshop or during the exhibition day itself on subsequent calculation.

4.11 INSURANCE

Stand material, stand furnishings and packaging material in the Breepark building are at the expense and risk of the exhibitor. Exhibitors are obliged to insure their stand, stand construction, stand fittings and packaging material against legal liability as well as against damage, theft and the like for the duration of the exhibition and the duration of the construction and dismantling period. The trade fair registration form for renting square meters in one of the areas of Breepark does not release the exhibitor from his obligation to take out proper insurance. Breepark and the exhibition organization cannot be held liable for any damage or other malpractice whatsoever. We advise exhibitors to use insurance options specifically developed for exhibitions.

4.12 EXHIBITIONER DINNER

The exhibitor dinner will take place on Tuesday, March 13 at 19:00, you are welcome from 18:30 for a reception drink at Hotel Mastbosch. Each exhibitor has 2 tickets for the exhibitor dinner, regardless of booth size, which you activate via your personal VIP Code. Should you wish to purchase an additional ticket, this is of course possible at the time of registration; the cost is 85 euros per ticket.

You register for the dinner when registering for the booth crew via;

<https://www.multimodaal.nl/registreren/exposanten/>

You will be sent a personal VIP Code, for the 2 dinner tickets. You register yourself during the registration, click on the exhibitors dinner option and fill in the personal VIP-Code, the 85 euro fee will be waived. Should you wish to register more people, they can also check the option and the 85 euros will be billed.

4.13 STAYING OVERNIGHT

If you wish to stay overnight prior to the event, this is possible with a special rate for all exhibitors of Multimodaal at Hotel Mastbosch, Breda.

You can make a reservation through the following link, when you enter the discount code (Multimodaal2024) you will receive a 15% discount on the price.

<https://reservations.cubilis.eu/hotel-mastbosch-breda?Language=nl-NL>

Address:

Burgemeester Kerstenslaan 20
4837 BM, Breda

[Route description](#)

You can park for free on the hotel grounds.

5. Logistics

5.1 CONSTRUCTION AND DISMANTLING

During the construction and dismantling of the fair, you can unload and load your materials through transport door 3 (passage 4 by 4 m). After unloading/loading your materials, please move your vehicle to the parking lot so that others after you have the space to unload/load and in this way avoid congestion.

Loading and unloading is only possible on March 12 & 13 for exhibitors with their own booths and March 13 for exhibitors with standard booths. On March 14 the main doors will not open and you can only enter through the normal entrance, half an hour before the start of the fair your stand must be completely finished and no more items may enter the fair floor through the entrance. The 14th of March is meant for putting the finishing touches on your stand and not for a complete construction, our stand builder will not be present on the 14th.

The exact delivery address for loading and unloading;

You can arrive via the blue line drawn in the picture below. The address is; Bavelseparklaan 7. At the driveway towards E1 there is a large gate with a bell that can be opened by the reception desk and will give you the shortest way for your belongings to the fair.



5.2 EMERGENCY DOORS

The emergency doors may not be used for supply and removal during the event. As soon as these are opened, a very loud alarm goes off.

5.3 MATERIALS

If you want to have materials delivered to Breepark, please contact the [exhibition organization](#) in advance for the possibilities.

5.4 TRASH

You must remove waste on the exhibition floor yourself. If you would like to make use of the waste disposal service, please contact the exhibition organisation.

5.5 PLACEMENT OF VEHICLES

When exhibiting vehicles in the hall, you must take into account the maximum floor load of 2,000 kg/m². In addition, vehicles may contain a maximum of 5 liters of fuel in the tank. Always inform the organization of the placement of vehicles.

Electronic cars are not allowed unless explicit prior permission has been requested from the project manager and any additional fire-fighting equipment is deployed for this purpose.

Battery clamps must be disconnected. All vehicles must be picked up immediately after the fair and All vehicles must be removed from the entire Breepark site before 21:00 on March 14.

5.6 FORKLIFT

If you want to use a forklift on location, this can be done on request at the exhibition organization. If you have your own forklift truck for loading and unloading, this is only permitted on the basis of non-marking tyres. Diesel forklifts are also not allowed.

Only approved forklift trucks and (electric) pump trucks, with a CE marking and inspection sticker, are allowed in and around the Breepark complex. If the inspection date has been exceeded, the lift truck may not be used.

Forklift trucks, pump trucks, etc. may only be driven into the foyer in consultation with and after approval from the project manager.

Drivers must be able to present a valid certificate for the relevant machine and wear safety shoes.

5.7 PARKING

Breepark offers plenty of free parking. Do take note! These parking areas are both paved and unpaved, so if it rains, you might want to take that into account.

6. Publicity

6.1 MULTIMODAAL.NL

On our event website www.multimodaal.nl we publish all the trade fair news, reactions, videos and a photo report. The event website is promoted on our trade websites NT.nl, www.projectcargojournal.com, www.railfreight.com, www.schuttevaer.nl, www.spoorpro.nl and www.flows.be by means of a widget on the homepage, a banner and in the newsletters. All articles, videos, etc. will remain permanently available on the event website. We also send newsletters from NT.nl with articles from exhibitors, exhibition and conference news, etc.

6.2 BEDRIJFSPROFIEL OP EVENT WEBSITE

Your logo, company profile and website will be placed on www.multimodal.nl for promotion. You can provide this information to us digitally via the webshop.

Images must be supplied in EPS or PDF with a resolution of at least 300 dpi.

6.3 EVENT WEBSITE - ACTUEEL

On www.multimodaal.nl you will find up-to-date information about the programme, the speakers, exhibitors, participants, map and practical information.

6.4 DIGITALE BEURSCATALOGUS

Each exhibitor will be listed in the digital exhibition catalog with logo, contact details and

URL. It is possible to purchase extra space in the exhibition catalog for an advertisement. Please contact your account manager for this.
The delivery of the material for the catalog can be done until February 24, 2024.

BE AWARE If the material is not delivered before the deadline, only your logo, company name and website will be listed in the catalog.

BE AWARE: All images must be supplied in EPS or .AI with a resolution of at least 300 dpi and can be supplied via the webshop.

6.6 MEDIA KIT / PROMO KIT

Via this URL <https://www.multimodaal.nl/exposanten/> you will find all materials with which you can promote your participation in Multimodal Transport Expo 2024 within your network.

7. Checklist

7.1 Checklist deadlines

Below is an overview of important delivery and final order dates.

<u>What:</u>	<u>Where:</u>
Receipt of login details for the webshop	ASAP
Deliver stand design (for approval)	26th January
Closure of webshop (deadline orders for carpet/furniture/electricity etc..)	14th February
Request rigging at Breepark	26th January
Request additional stand catering provided by Breepark	26th January
Supplying company information, company logo for the website (high resolution)	14th February
Register stand crew & exhibitor dinner	22th February
Book a hotel room Matbosch with a discount (AS SOON AS POSSIBLE LIMITED AVAILABILITY)	22th February
Submit advertisement online exhibition catalog (high resolution)	22th February