

Dear exhibitors,

Thank you very much for your supporting the **Forum Solar PLUS 2024** in Berlin.

This exhibitor guide contains some important information for your exhibition.

If you have any questions, please do not hesitate to contact us.



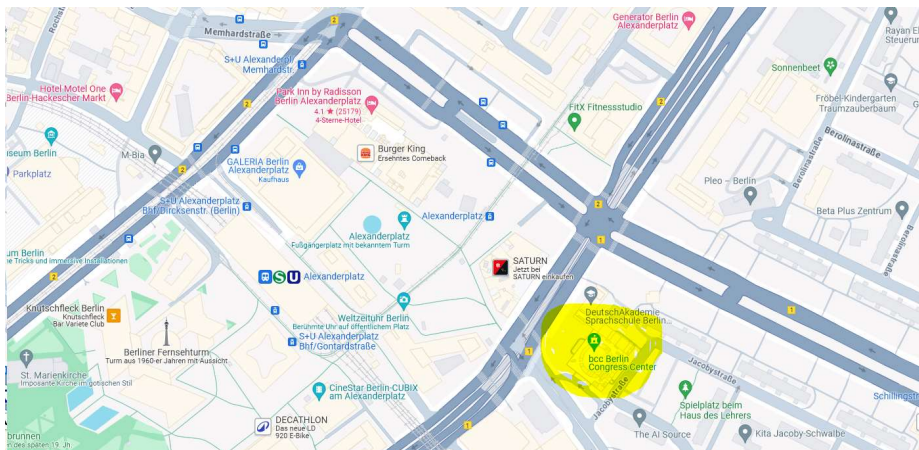
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VENUE

The Solar Forum PLUS with inspiring keynotes and interactive elements will take place on **November 26 and 27, 2024** in Berlin at the bcc:

bcc Berlin Congress Center GmbH
Alexanderstr. 11
10178 Berlin

<https://bcc-berlin.de>



This unique venue offers plenty of space for networking activities and the exchange of best practices. Alexanderplatz is just a few minutes' walk away.

PARKING

The venue offers various parking options nearby: [Parkhäuser BCC Berlin pdf.](#)

ACCOMODATION

We have set up a call-off contingent for you in selected hotels: <https://www.forum-solar-plus.de/konferenz/unterkuenfte>

TICKETING

Depending on the exhibition package, a certain number of free admission tickets are included. Please register your participants in our ticket store. Please note the e-mail information on the personalized discount code.

We kindly ask you to register by **October 30, 2024** to ease us an adequate room and catering booking at the venue and to avoid queues by giving us the opportunity to print the name badges in advance.

Please note for data protection reasons it is necessary for you to register for the forum yourself. Thank you in advance.

Link to the ticket shop: <https://conexiopse.univents.world/events/58625>

Quick guide to registering in the ticket shop

Open the ticket store via the link above. Click on “Buy now” and select the “Conference ticket” in the ticket overview (if you only have time for us on one day, please select the corresponding conference day),

Enter a 1 and click on “Proceed to checkout” at the bottom of the screen.

In the next window, click on “Buy as a guest” or create an account or log in with your account details (if you already have one). Then fill in the requested information.

IMPORTANT: FIRST enter the discount code - see above - on the bottom right-hand side and **THEN** confirm it by clicking on the green arrow to the right!

The fee to be paid should **now be 0**. After a successful registration, you will receive a registration confirmation from the system.

When registering colleagues:

Please make sure that you log out completely first, because the system remembers everything and later the email address and participant name do not match. Register the other person with their personal email address.

COMPANY PRESENTATION DURING THE PITCH-SESSION (DIAMANT, PLATIN, GOLD)

Your sponsorship packages include a presentation of your company. We will let you know the date, time, duration and specifications in good time. We need the presentation slides by November 20.

LOGO COMMUNICATION

For logo communication, we need your company logo in various formats such as JPG or TIFF, as well as a vector graphic, e.g. EPS. Please check that your logo and the link are correct:

<https://www.forum-solar-plus.de/konferenz/sponsoren-partner-2024>

DELIVERY & LABEL OF MATERIAL

It is important that you label your material correctly if you wish to send it to the venue in advance.

TIME OF DELIVERY AND ADDRESS

As mentioned, you have the option of sending the material to the venue before the event. The material can be delivered to the venue from Friday, November 22, 8:00am on – not before!

If you have any questions about delivery, please contact:

Frau Maria Wermuht

Projekt Assistent

+49 30 23806517

m.wermuht@bcc-berlin.de

Deliveries must be labeled in such a way that they can be assigned to the event. The event title, contact person, exhibitor name, stand number and a reference to the package contents must be noted on the delivery.

For example

bcc Berlin Congress Center GmbH

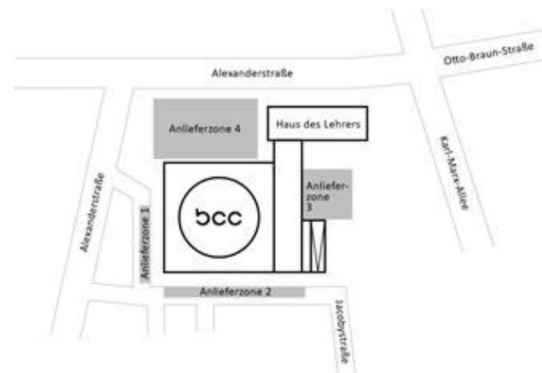
Forum Solar Plus

Your contact person

Company name, booth number

Alexanderstr. 11

10178 Berlin (Germany)



Deliveries are made via the bcc logistics office (delivery zone 3), which can be reached via Jacobystraße. Deliveries on the assembly day (Monday) can be also made via delivery zone 4 (see sketch above)

RETURN OF MATERIAL

Please also remember to organize the return transport of your material in advance. Collection must be organized entirely by the sponsors.

PICK-UP TIME OF MATERIAL

The packages should be picked up immediately after the event on November 27 from 5:00pm.

LABELING RETURN SHIPMENT

Please pack your return shipment in such a way that the logistics company accepts the shipment without complaint and the package recipient is clearly defined.

Neither the conference organizer nor the venue will accept responsibility for problems in connection with unclear labelling, incorrect collection or incorrect delivery.

INSTALLATION AND DISMANTLING

Set-up is possible on Monday, November 25, 2024 from 13:00 - 19:00.

Stands must be dismantled by **Wednesday, November 27, 2024**, after the end of the conference at approximately **5:00 p.m. local time and completed by 8:00 p.m. local time.**

IMPORTANT INFORMATION FOR THE EXHIBITORS

In the interests of an environmentally friendly event, we ask you to avoid waste (packaging material, superfluous promotional items, etc.) as far as possible.

Only exhibition stands made of non-combustible material may be used.

It is not permitted to put stickers on pillars, walls, screens and mirrors or to hammer in nails or decorative pins. Information signs must not be covered and emergency exits and supply shafts must not be blocked. Do not drill into floors, walls or ceilings and do not attach anything to walls, windows or doors.

Transportation wagons should have rubber or nylon castors.

Only adhesive tapes that are explicitly approved for the corresponding surfaces may be used in the bcc. This applies in particular to the laying of floor coverings. Adhesive tape is available from the bcc front office at a price of EUR 15.00 incl. VAT per roll. The user must check the suitability of the tape for the intended purpose himself, as various influencing factors such as temperature, load, materials to be bonded, handling, etc. must be taken into account. The bcc GmbH assumes no liability.

The venue and the organizer shall not be liable for the loss of or damage to items brought onto the premises. In particular, the organizer and the venue shall not be liable for personal injury, damage to property or financial loss or for burglary or theft and other loss of exhibits. Exhibitors are advised to take out special theft and liability insurance.

The use of additional advertising material outside the rented stand space must be reported to the organizer and is subject to a charge. These advertising materials must not cause any acoustic or visual disturbance. The house rules in the exhibition rooms and the associated premises remain with the respective house management. The instructions of the supervisory staff must be followed immediately. The personnel responsible for guarding the rooms must also be granted unhindered access to the installations.

Exhibition structures must have a minimum distance of 50 cm to the walls and may not exceed a point load of 500 kg per square meter. equipment for technical requirements such as electricity, water connections etc. may only be installed by companies commissioned by the venue. Extensions or modifications to permanently installed technical equipment may only be carried out by Facility Management. The existing suspension options may only be used after consultation with Facility Management and within the specified maximum loads.

EQUIPPING YOUR EXHIBITION SPACE

Please let us know by **October 30, 2024** at the latest if you require a **table & chairs** for your exhibition or if you would like to use your own material. On request, a table and two chairs are included in your Diamond-, Platinum- or Gold-sponsorship package. Please let us also know if you need an AC connection incl. 3 distributors (e.g. for light walls, laptops, cell phones, etc.). Please note we have charging stations for cell phones on site.

All electrical devices brought in must be tested in accordance with the current regulations of the German Social Accident Insurance DGUV V3.

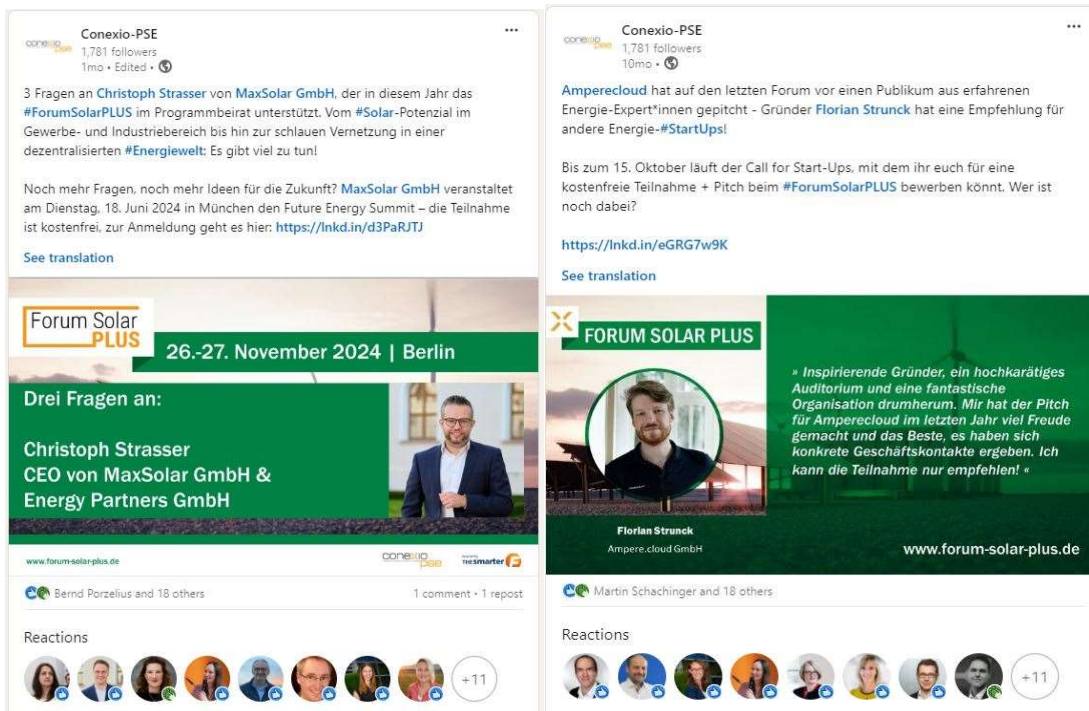
IMPORTANT: Please inform us immediately if you wish to bring additional exhibition material / exhibits such as PV modules, etc.

PROGRAM

You will find the current program here: <https://www.forum-solar-plus.de/konferenz/programm>

CONTENT PARTNERSHIP AND SOCIAL MEDIA

Conexio-PSE offers you a content partnership as part of dedicated sponsorship package (at no additional cost to the sponsor): Your particularly interesting product reports, projects or news can be used by us and published in the corresponding Conexio-PSE channels (see examples). For further information, please contact Caroline Post (cpost@conexio-pse.de).



As our conferences promote not only professional but also personal exchange, we would also like to send you your free social media kit - so you can activate your network before the forum and enter into an exchange with other participants.

And this is how it works:

- Send us a portrait photo (jpg, png, 300 dpi) and a short quote (max. 300 characters) explaining why you are looking forward to the forum and the exchange - or a pointed thesis that you would like to discuss.

- We create your personal quote card for you - you can share it in your email signature or on social media with your network.

If you tag us @conexio-pse in your post on LinkedIn, we will like your post and your message will get an even wider reach.

Please use the corresponding # for communication in social media: #ForumSolarPLUS

Here you will also find a selection of common banner formats that you are welcome to use.
 (https://www.forum-solar-plus.de/fileadmin/data/Forum_Solar_PLUS/2024/ForumSolarPLUS24_Bannerkit.zip)

We look forward to meeting you in Berlin.

Vera Lenz
 Sales
 Phone +49 7231 5859 8181
 Mail lenz@conexio-pse.de



IMPORTANT FACTS AT ONE GLANCE

Equipping your exhibition space (see above)	October 30, 2024
Registration of participants (see above)	October 30, 2024
Deadline ppt data for your pitch (max 2)	November 20, 2024
Set-up (see above)	Monday, November 25, 2024 1:00pm - 7:00pm
Dismantling (see above)	Wednesday, November 27, 2024 5:00pm - 8:00pm