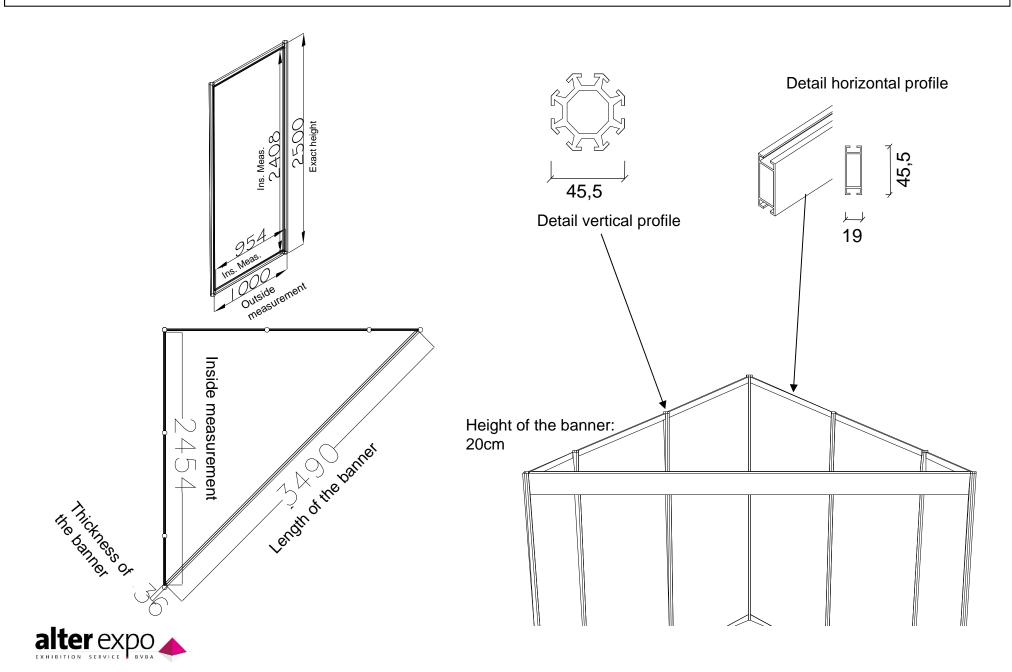


Architect@Work: Technical File





Insurance

Fire, theft (except for goods which simply disappear), damage or total loss as a result of a recognized accident, either at the Old Truman Brewery or during transport to and from the venue.

For risks not covered: see the "General and Special Conditions" given below.

Exhibitors remain liable for a fixed amount of 30,00 GBP on all claims.

GENERAL AND SPECIAL CONDITIONS

A. Insurance conditions

"From door to door": the policy covers transport to and from the venue as well as eventualities on the premises.

"Comprehensive": according to the conditions of the policy.

B. Risks not covered

- damage resulting from negligence, wear and tear, variations in chemical, atmospheric and thermal conditions, demonstrating the goods, electrical, electronic or mechanical breakdowns.
- indirect damage and damage caused to third parties
 - during transport: rusting and oxidation of goods not packed in closed crates;
 - * damage due to inadequate packaging.
- unexplained disappearance of goods and discrepancies in the inventory.
- mobile phones, palmtops and laptops

Breakable art objects can be insured on request.

C. Establishing the facts

C1 During transport (to and from the event)

In case of damage or loss suffered during transport and observed either during transport and/or on delivery (visible damage) or after delivery (invisible damage), the party insured must immediately submit a claim in writing to the transporter responsible and/or other parties and inform the management of Xpo Organisations without delay.

C2 On the premises (during the event)

In case of damage, the party insured must immediately submit a claim in writing to the party responsible and inform the management of Xpo Organisations without delay. In case of theft, he should lodge a complaint immediately with the police and have an official report drawn up; he should also inform the management of Xpo Organisations without delay.

No responsibility can be accepted for any theft discovered during the fair and not reported until after the fair has closed. The management can also accept no responsibility for items stolen from an unmanned stand during clearing out.

THEFT PREVENTION AT YOUR STAND WHAT YOU CAN DO TO HELP

Things that just disappear are not covered by the insurance!

It is in your own interest to take measures to prevent theft. Some handy tips on theft prevention from the organisers: **During build up:**

- Delay bringing valuable items into the exhibition hall until the last moment.
- Before you leave the exhibition premises, seal off the entrance to your stand with two strips of adhesive tape. In this way the security guards will know that anyone in your stand has no business to be there. Adhesive tape is available free of charge from the organiser's office.

During open days:

- Try not to leave your stand unmanned during the opening hours of the event.
- Keep personal property (eg briefcases, wallets, etc.) under lock and key at all times, or put them somewhere out of sight.
- After closing time, lock up valuable items and things that can be easily stolen. If this is impossible, take them home with you for the night.

During pull out:

- Pack all valuable exhibits straight away and remove them from the halls as soon as possible.
- Ensure that there are at least two of you to clear out the stand. This will enable you to ensure that there is always someone at your stand until all exhibits have been removed.

The insurance policy covers only theft with breaking and entering, and not goods that simply disappear.

If a theft is discovered, you must inform the secretariat immediately. The organisers will then establish the loss or damage and ask you to report it in writing on your company paper with an official heading. The police will be informed, and they will draw up an official report. We will also inform our insurance company straight away, and they will take over the matter from then on. Claimants remain liable for payment of a fixed amount of 30,00 GBP.



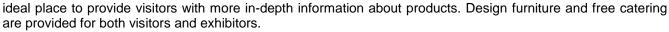
LAYOUT CORNER UNIT

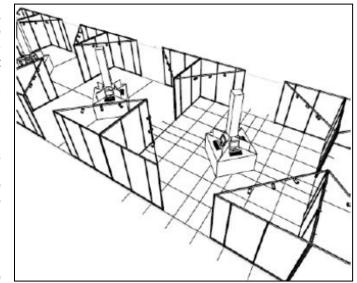
STAND CONCEPT ARCHITECT@WORK - Layout by C4, Creative Fo(u)r

In order to ensure optimal contact between exhibitors and visitors, visitors are automatically led along a route that winds its way through small, uniform modules. The first contact takes place at the stand. At ARCHITECT@WORK traditional aisles are transformed into lounge areas: places to enjoy a drink, to chat and to provide further explanation about innovative products, applications or services.

In each box, which comprises four modules, a multimedia console takes center stage (for PC/laptop). The innovative products presented by the exhibitors are presented in the exhibition area (corner unit) and on the walls. The name of the exhibitor will be displayed on the banner.

The entrance at the side takes visitors into the lounge area. This has a more intimate ambiance and is the





As long as you respect the dimensions of the corner unit, you are free to do what you want, taking into account that:

- only approved innovation(s) can be presented in the corner unit;
- loose elements such as cabinets, counters, loose lighting elements, high tables, literature racks, displays, roll-up banners, easels, and tripods for screens are not allowed;
- 1 bar stool (grey or black) is allowed next to the multimedia console;
- you can put a smaller screen or laptop on the multimedia console (max 55x65cm). A screen can be mounted on the walls of your corner unit (tripods are not allowed).
- when constructing a wall or stand inside the triangle, you take into account the INSIDE measurements and that the walls need a cut-out to integrate the banner.

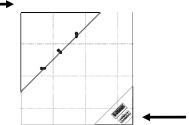
The organisation provides this infrastructure (included in the application fee):

SHELL SCHEME WALLS:

- Construction:
- Laminated black panels in an aluminium frame Sodem System
- 2,50m height and 2,454 m width (2 panels of 1m each, 1 panel of ½m)
- A black curtain, 5m height, will further separate the stand area from the lounge zone.
- Fixing material on the shell scheme walls:
- You obtain the best result when building your own construction that shows the approved innovation(s) in a qualitative way within the corner unit.
- No holes in the walls; damage to the shell scheme walls will be invoiced after the event.
- Hanging things on the walls:
 - Hooks and chains (available at the organiser's office): you can hang things on the upper aluminium profile. 1 panel of 1m width can support 10kg.
 - Double-sided tape: you have to be able to remove it easily afterwards. Available in the organiser's office.
- If you put heavy items on the ground against the wall, the top of the panels can be fixed to the profile if necessary.

ELECTRICITY AND LIGHTING:

- Each booth/unit has 2 electricity outlets: one 3-socket outlet in the corner (total 400 W) and one socket on the multimedia console (total 100 W):



If this is not sufficient, you can order more.

- Standard lighting is fixed on the banner: 3 led spots on a rail (mounted on the company name banner). You can order additional spots through PLACE YOUR ORDERS. If you do not need the 3-socket outlet in the corner nor the standard lighting, please inform us via the webshop. If you wish to install your own lighting, be aware that this will have to be submitted for approval to the judging panel.

COMPANY NAME BANNER

- Length 349cm, thickness 3,6cm, height 20cm.
- Part of the stand, cannot be removed.
- You can ask us to remove the banner for a while during build up. Damaged spotlights will be invoiced.
- Company name on the banner: please check via the Exhibitor Zone and click on "save"
- Contains: company name city country (if other than the country where A@W is taking place) stand number

MULTIMEDIA CONSOLE

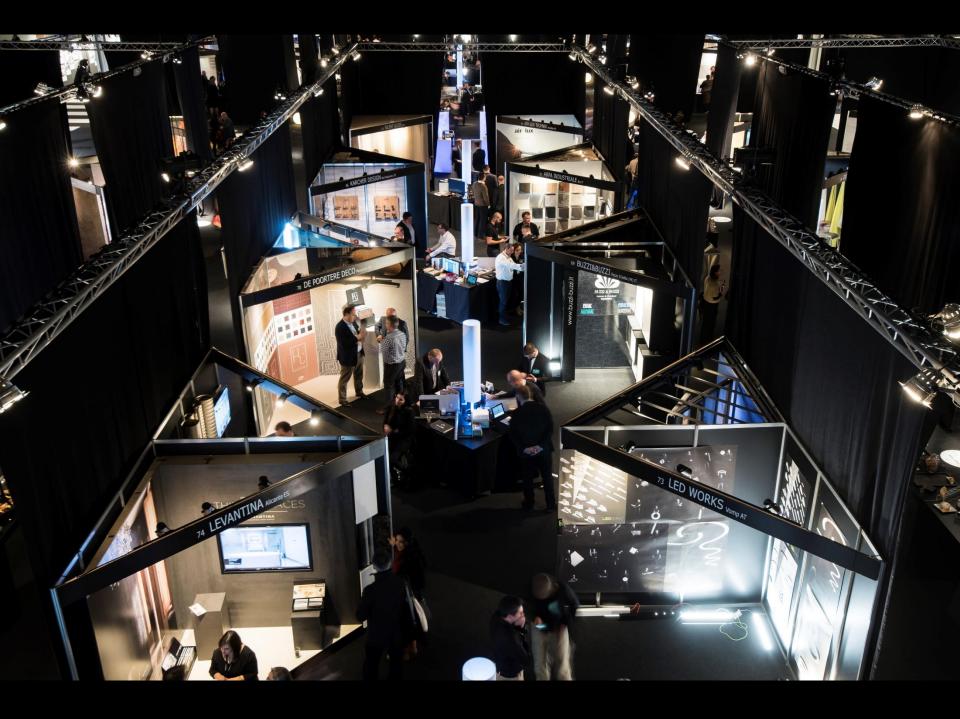
- Triangular shape
- Height 87cm, long side approximately 165cm, short sides 117cm
- Underneath: small storage space, closed off by a black curtain
- For a smaller screen or laptop (max 55x65cm) and/or samples, brochures
- In order to avoid disturbance we ask our exhibitors to switch off all soundtracks when giving multimedia presentations.

FLOOR COVERING:

- Dark grey carpet
- Other floor covering is possible if you respect the dimensions of the triangle.
- If you manufacture floor covering products and you wish to present your product(s) in the corner unit, please be aware that they just will have to be submitted for approval by the judging panel.

Attachments via the Exhibitor Zone "Info and Documents"

- Technical drawing with exact measurements
- Technical drawing of the profiles
- What can be done, what cannot be done?
- Images of previous realizations
- Document 'How to Proceed'



It is important that the specifier immediately understands what the innovation is.

We strongly recommend you to work with pictograms and text.

You can find some 'BEFORE and AFTER' examples on the next pages.









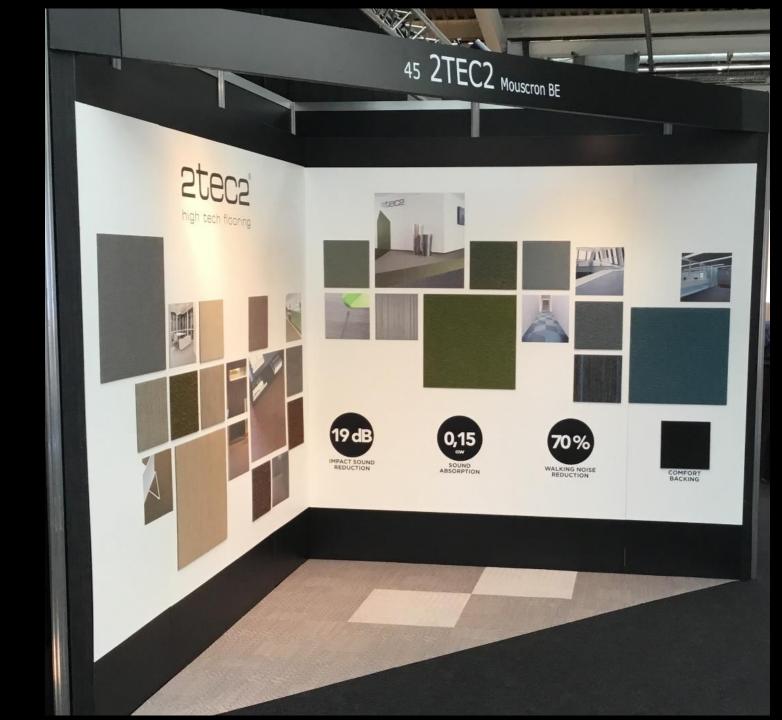












- Only approved innovation(s) can be presented in the corner unit.
- No loose elements such as cabinets, counters, loose lighting elements, high tables, literature racks, displays, roll-up banners, easels, tripods for screens and goodiebags.
- One bar stool (grey or black) is allowed next to the multimedia console.
- You can put a smaller screen or laptop on the multimedia console (max 55x65 cm). A screen can be mounted on the walls of your corner unit (tripods are not allowed).





UBRS SYSTEM

Aluminium rail 65 x 38mm with EPDM 2mm Tabs 3 mm

Creation of quality outdoor space





Screen on tripod not allowed



Screen mounted on wall allowed!



Furniture not allowed





112 HI-CON Hjallerup



HICON HIGH PERFORMANCE CONCRETE

Easel not allowed



115 UNIFLOOR UNDERLAY SYSTEMS Deventer Contactgeluid reducerena renovatie ondervloersysteem voor houten draagvloeren · Voor IVT lingloum parket ge brandklasse uper stable MAAK OOK KENNIS MET DE UITGEBREIDE JUMPAX FAMILY: Literature rack not allowed

INSPIRING STAND REALISATIONS

252 AQUALEX Beveren-Leie



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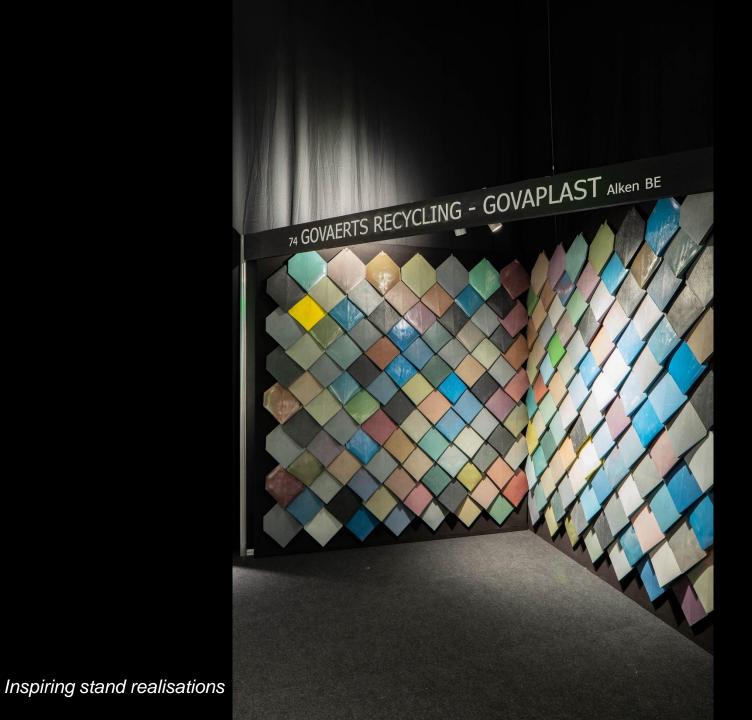
YOUR KITCHEN HAS A SECRET







Inspiring stand realisations

















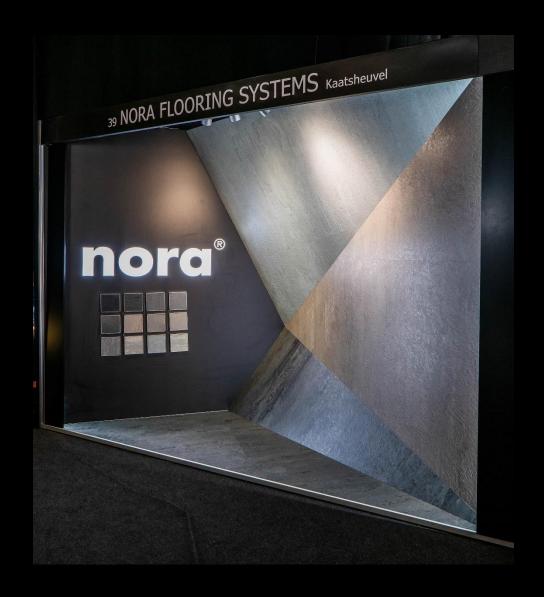
Inspiring stand realisations





Inspiring stand realisations







Inspiring stand realisations