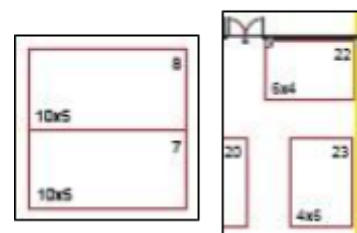


HOMEINFO Construction Master Workshop_B Hall

Exhibitor Manual and Frequently Asked Questions

Types of stands:

- Island stand: a stand accessible to visitors from four sides, typically interior stands
- Head stand: a stand accessible to visitors from 1, 2 or 3 sides, typically end stands or those located in close proximity to each other (with a shared wall). In this case, the construction of the rear and side walls of the stands is the responsibility of our partners.



Basic package includes:

- **stand** area of a given size
 - As part of the basic package, Develon does NOT provide exhibitors with electricity, walls, lighting, suspension, aluminum frames, carpets, furniture, plants, etc. - everything must be ordered separately, at an additional cost, or provided by the exhibitor. (*See attachment to the material request email: "Exhibitor data sheet, surcharges" and Carpet and Furniture catalog and order form*)
- Free downloadable, freely usable **admission tickets** to the event
 - Tickets can be used freely: e.g., sent to partners, acquaintances, relatives, or raffled off among customers, etc.
 - We accept both printed and digital tickets at the venue.
 - Exhibitors who will be at the stands do not need admission tickets; we will provide them with **exhibitor wristbands** before the opening hours, which will allow them free movement within the event.
- **1 parking space** in the BOK Hall car park
- **Profile box** upload to the event website: banners, logos, contact details, images, articles, videos, products, news, etc.
- Raffle **prize offer and upload to the website**, which will be raffled off among visitors during the event, with the name of the offering company indicated
- **Uploading products** (new products, interesting items, etc.) **to the website**
- **Appearing in PR articles** using the products sent
- **Social media posts on the event's Facebook page** using the information, products, and prizes sent

Additional appearances available at an extra cost:

- Advertising media placed in the event hall – e.g., beach flags, cars, etc. outside the exhibition area (e.g. corridor, courtyard, etc.)
- Appearance in the program booklet on 1/1 or ½ page

- Presentation in the upstairs conference room – e.g., closed-door meeting, meeting, presentation, conference
- Presentation included in the program with audio amplification – 1x20p presentation, which will be listed on the website and in the program booklet
- Main sponsor status – appearance on the main marketing tools related to the event (master creative, video) with 1 logo

Stand construction:

- **Stand wall:** in the case of stands, the construction of a wall or any fixed structure is mandatory. This also applies if the stand is directly adjacent to the wall of the Hall. The reason for this is that the power cable (which will be connected from the side, running along the floor) and the switch box can only be attached to a fixed, stable structure by BOK staff (it cannot be placed on the floor for fire safety reasons).
- In the case of **island stands**: our partners can design the stands as they wish.
- For **head stands**: our partners will construct the side and rear walls. Beyond that, our partners can design the stands as they wish.
- **Multi-story** booths: not permitted
- Fully covered stands: permitted, but **subject to special permission**. Please place a powder extinguisher on the stand and indicate this in advance. We will take care of the permit application, so please send us all the information related to the stand (3D visual design, static data, dimensions, construction materials, etc.).
- **LED wall, monitor, music** inside the stand: possible. Please make sure that neighboring stands are not disturbed by sound and visual effects.
- **Storage** (e.g., coats, bags, catering, flyers, etc.): must be arranged within the stand; there is no separate storage space available in the BOK Hall. The cloakroom is available to exhibitors, but the service is subject to a fee. During the opening hours of the event, it is not possible to replenish consumables (e.g., catering, flyers).
- **It is not** possible to hang or suspend items from the ceiling in the hall.
- **Flooring**: in order to protect the integrity of the Hall, it is mandatory to cover the stand area with carpet.

If necessary, our stand builder can be reached at the following contact details:

Róbert Seidl

+36 20 938 9211

info@promarketing.hu

seidl.robert@promarketing.hu

The height of Hall B is

- 6 meters, but the usable space is a maximum of 5 meters

Stand boundaries (see attachment to material request email: stand map):

- The position of the stands will be designated by the start of the construction period.
- **Important:** for fire safety reasons (to ensure an escape route at least 3 meters wide), **nothing may protrude beyond** the designated area during stand construction (e.g., floor coverings, equipment, exhibited products, stand walls, etc.).

Distance between stands = passageway

- **Important:** during the event, **no** equipment, products or advertisements **may** be placed in the corridors, nor **may they protrude from the stand area**, as this obstructs the unimpeded movement of visitors and, for fire safety reasons (to ensure a minimum 3-meter-wide escape route), must be left free (even behind the stands).

Water supply, water intake point, sewer

- If you need **water**, you can get it from the Hall's washrooms.
- There is **a drain** in the parking lot where you can pour out dirty water.

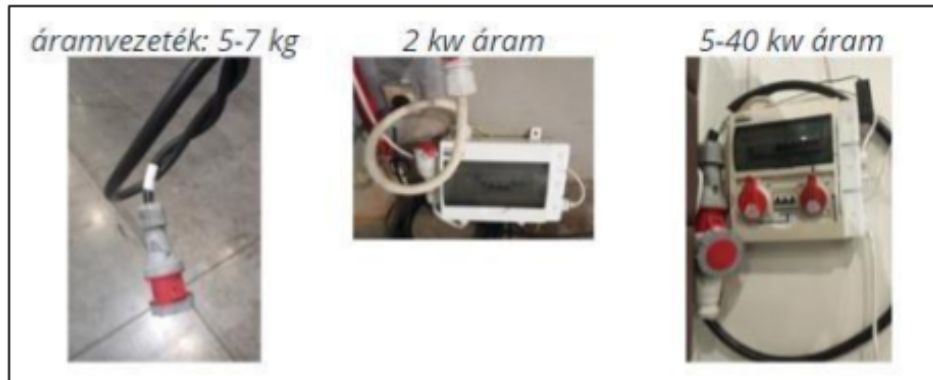
Internet, WIFI

- During the event, we provide password-protected WIFI for our exhibitors (10mb/s) • It is also possible to create your own hotspot.

Power supply, power cable, switch box

- The power cable is fed in from the side walls of the hall, which can weigh **5-7 kg** and must be secured to a load-bearing structure.
- **The cost of the power connection is not included in the basic package! - Power must be requested separately in all cases, at an additional cost.**
 - However, the cost of the power connection includes consumption, so electricity is billed based on the connection cost rather than consumption.
 - **Electricity can be requested in the document entitled "Exhibitor data sheet, surcharges".**
(See *material request email attachment: document entitled "Exhibitor Data Sheet, Surcharges" // 2kw, 5kw, 10kw, 20kw, 40kw).*
- Electricity can be used via a distribution cabinet, into which the power cables will be fed from the side walls of the hall. The distribution cabinet may only be installed, moved or removed by BOK Hall staff. The sizes of the cabinets vary depending on the amount of electricity supplied (see below).
- Depending on the power required, the cables will be connected by BOK staff to switchboards of varying sizes, from which you can also draw power.
- **Headstands (stands with a shared wall) will be provided with a shared switch cabinet**, the size of which will be determined based on the individually submitted power requirements. In this case, please share the switch cabinet among yourselves and prepare distributors and extension cords.
- **For fire safety reasons, switch cabinets must be secured in the following ways:**
 - depending on whether the switch cabinet is positioned upright or horizontally
 - easily accessible with a single movement
 - it must not be covered with fabric or combustible materials

- They must not be placed on the ground.
- Switch cabinet dimensions:
 - 2 kW: 30x20x15 cm
 - 5 kW: 30x40x15 cm
 - 10-40 kW: 50x60x15 cm
- We recommend hiding switch cabinets in storage rooms, as they can spoil the overall appearance of the installation and need to be protected from external damage.



For fire safety reasons, only the power source connected by DEVELON may be used in the BOK Hall, at the stands and in their vicinity. The use of other power generators to supply power to the stand, stand structures and equipment is not permitted.

Flooring:

- The hall floor is OSB board.
- **Important: drilling into the hall floor is not permitted.**

Suspensions, hanging, crown installations

- **Crown installation:** marketing tools (e.g., logo boards, columns, walls, flags, etc.) reaching above 400 cm, which are available for **an additional marketing fee in** accordance with the contract. The contract does not include technical costs or the structure or installation itself.
- **There are no suspension options in the hall, so crown installations, stand lighting, etc. must be provided as part of the stand.**

Use of gas appliances, open flames, helium balloons, etc.:

- Their use is **strictly prohibited** in the event area due to the increased fire hazard. Therefore, the use of these exhibition items, devices, and products is also not permitted.
- If the Disaster Management Authority does allow their use (this is part of a separate procedure), please place a powder extinguisher on the stand. **Please notify us in advance if you intend to use such devices!**
- Helium balloons may not be inflated inside the hall; they must arrive at the hall already inflated.
 - **Important:** balloons must not be released, they must be securely fastened and must not be able to fly away due to the safety system in the hall's roof structure.

Provision of powder extinguishers at stands:

- Please place at least one powder extinguisher at each stand.

Catering for stand workers and visitors:

- Food and beverages (e.g., scones, sandwiches, cakes, drinking water, coffee, soft drinks, alcoholic beverages, etc.): exclusively for stand workers. **Alcohol consumption is strictly prohibited throughout the entire event** in order to prevent accidents.
- Candy, chocolate bars with company logos, etc. for visitors: permitted

Construction, demolition

Construction period:

- Thursday, October 17, 2025 (*arrival according to schedule – to be sent in September*)
- **Important:** during the construction period, please **ensure that at least one decision-maker and authorized signatory** is present, as we can only provide additional services (e.g., forklift, electricity, etc.) after an official company signature has been obtained. **If this is not possible, please write down your requirements in advance** (see attachment to the material request email: "Exhibitor data sheet, surcharges, and Furniture and Carpet catalogs").

Dismantling period:

- October 18, 2025, 5:00 p.m.* - October 19, 2025, midnight ○ **No dismantling work may begin until the official closing of the event (departure of the last visitor) and until HOMEINFO staff give permission to do so. Until this time, it is strictly forbidden to begin dismantling the stands; only minor work may be carried out inside the stands (e.g., packing away equipment, etc.).*
 - ** Vehicles arriving for dismantling may only park in the car park from this time onwards.*
- **Important:** During the dismantling period, please ensure **that at least one decision-maker and authorized signatory** is present, as additional services (e.g., forklifts, etc.) can only be provided after an official company signature has been obtained. **If this is not possible, please submit your requests in advance.** (See attachment to the material request email: "Exhibitor data sheet, surcharges")

Electricity, water, sewerage:

- For safety reasons, the stands will not be connected to electricity during the construction and dismantling periods, and continuous water use will not be possible at the stands.
- A limited amount of **working electricity can be requested** for the stands.
- If you need **water**, you can get it from the toilets in the Hall. **Please keep the place clean and do not pour dirty water into the toilets or sinks.**
- There is **a drain** in the parking lot where you can pour dirty water.

Heating:

- During the construction period, the hall will not be heated. This is because the entrance doors will be open almost continuously due to the vehicles passing through.

Vehicles:

- **Important:** traffic regulations apply throughout the entire BOK Hall area (parking lot and Hall A). Please comply with these regulations and drive with extra caution.
- Passenger cars, minibuses, trucks, articulated trucks, etc.: during the construction and demolition period, any of these may be parked in the **parking** area.
 - There is no weight limit.
 - Size (length, width, and height) limits are determined by the area of the hall and its entrance.
- **Important:** trucks and semi-trailers will **only** be allowed **to enter** on October 17, 2025, **during the first half of the construction period**, and on October 19, 2025, **during the second half of the demolition period**, and only for the time necessary to avoid disrupting construction and demolition.
- **Important:** During the event, trucks, semi-trailers, and vehicles used for construction and demolition are **not** allowed to park in the parking lot.

Forklift rental, use of forklifts:

- During the construction and demolition period, depending on the needs that arise, 1-1 **forklifts** will also be available to assist us. **However, if there is no demand for them, there will be no forklifts in the Hall during the construction and demolition period.**
 - **Forklifts may be used with the Exhibitor Data Sheet and Surcharges document, which must be sent in advance and signed. Without this document, forklifts may not be used.**
 - **Important:** the forklift may only be driven by the designated person. Exhibitors may not drive the forklift, even if they have the appropriate qualifications.
- **Important:** During the construction and demolition period, please ensure that at least one decision-maker and authorized signatory is present, as additional services (e.g., forklift use, etc.) can only be provided after an official company signature has been obtained. If this is not possible, please submit your requests in advance. *(See attachment to the material request email: "Exhibitor data sheet, surcharges")*
- During the construction and dismantling period, two mustard-yellow **frogs** with the inscription "Meeting Budapest" will also be available to assist us, which can be used freely. However, please return them to where you took them from after use and do not "store" them for the entire duration of the construction.

Waste, garbage:

- We provide containers for exhibitors in the hall's parking lot.
- Both construction and household waste can be disposed of in the containers.
- The containers will be available throughout the demolition, opening, and dismantling periods.

Security guards, security service:

- Security guards will be present in the hall area throughout the entire duration of the event (construction, opening hours, dismantling) to assist with the movement of vehicles, trucks, etc., to direct arriving cars to the parking lot, and to guard the hall area.

Parking:

- Traffic regulations apply throughout the entire BOK Hall area (parking lot and Hall A). Please comply with these regulations and drive with extra caution.
- **Vehicles arriving for construction, demolition, or events may not remain in the parking lot overnight.**
- **During the construction and demolition period:** depending on the capacity of the parking lot, cars may only be parked in the parking lot for the necessary time.
 - During the construction and demolition period, parking in the BOK Hall car park is only possible with a "drive-in permit" and in the surrounding streets, depending on their capacity. (See "Construction and demolition information" email attachment: Access permit – expected arrival date: end of September/beginning of October 2025)
 - **Stand dismantling may begin at 5:00 p.m. on October 18, 2025. Vehicles arriving for dismantling may only park in the parking lot from this time onwards.**
- **During the event:** we will provide parking spaces for exhibitors in accordance with their contracts. If you wish to park more cars than this, a **limited** number of additional parking spaces are available for purchase.
 - It is not necessary to submit the license plate numbers of the cars. Parking spaces are not guaranteed during the construction and dismantling period, only during the opening hours of the Exhibition.
 - During the construction period, we will issue "Parking Tickets" that allow you to park in the parking lot on Friday and Saturday. One parking space = 1 parking ticket (1 ticket = 1 car = 1 parking space / day), which can be used on different days of the Exhibition.
 - Please distribute these to your colleagues arriving by car. ○ Parking tickets must be handed in to security guards at the barrier upon arrival on Saturday.
 - If you wish to leave during the day, you can ask the security guards for your ticket back and use it to return later in the day.
 - We will not be able to replace parking tickets.
 - According to the contract, everyone is entitled to one parking space. If you arrive with more than one car (e.g., colleagues, invited partners, etc.), please park outside the Hall.
 - In case of congestion and delays, we kindly ask for your patience upon arrival!

- **Parking options near the Hall:** On the street in front of the BOK Hall (subject to availability – paid parking on weekdays) or in the Papp László Budapest Sportaréna car park – entrance from Ifjúság út, on the right-hand side of the Danubius Hotel Arena (as seen from the front). Further information:

<https://www.budapestarena.hu/arena/megkozelites-es-parkolas/auto>

Cleaning:

- During the event, cleaning is only allowed when necessary (e.g., if something has been spilled, etc.).
- **Keeping the stands clean is the responsibility of our partners.**
- You can request stand cleaning for an additional fee (*see attachment to the material request email: "Exhibitor data sheet, additional fees"*).

Sales during the event:

- Of course, there is no obstacle to this; our partners have sold numerous products at all of our events to date.
- Visitors to our events like to make impulse purchases, or they come specifically for this purpose.
- If possible, be prepared to accept both cash and credit cards.
- Tip: install a cash register (online) and/or bank terminal at your stand if it is possible to purchase products.

Flyers, advertising materials, coupons, gift items, prize games:

- **Advertising materials:** cars, roll-ups, molinos, etc. ○ Advertising materials may be set up and distributed at the stand and in the event area outside the stand for an additional fee.
 - This is possible at no extra charge within the stands.
- **Discounts, coupons, gifts:** Visitors generally expect to receive something extra at exhibitions: higher discounts, coupons, gifts with purchase, free shipping, etc.
- **Prize games:** Wheel of fortune, posting on your own page, raffle, newsletter subscription, etc. From very small gifts (e.g., pens, bookmarks, etc.) to more valuable prizes.

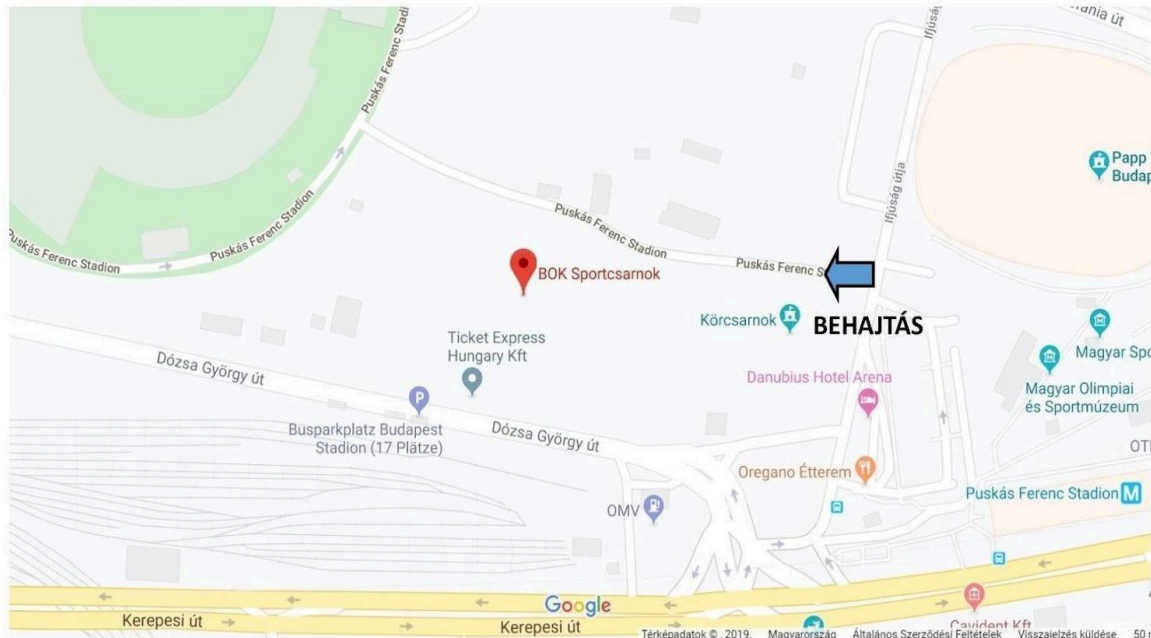
Maintaining the condition of the hall:

- Please clean up immediately if anything (e.g., paint, glue) spills or drips on the hall floor so that it does not dry there.
- It is not permitted to glue, attach, screw, lean against the walls, windows, etc. of the hall.
 - Exception: fixing carpet to the floor with double-sided adhesive tape.

- Develon shall not be liable for any damage caused. The Exhibitor shall be liable for any damage to the Hall and/or stands and any resulting compensation, both during construction, the event and dismantling.

Useful information:

- Event name: Construction Industry Master Workshop
- Event website: <https://emworkshop.hu/>
- Location: Budapest, BOK Hall (formerly Syma)
 - Address: 1146 Budapest, Dózsa György út 1.
 - Entrance: Ifjúság út ◦ GPS: [47.5012](#) | [19.10141](#) ◦ Directions:
 - By car (depending on the direction of arrival): Hungária Körút -> Kerepesi út or Stefánia út -> Ifjúság útja
 - By public transport: Puskás Ferenc Stadion stop: M2 metro / tram 1 / trolleybus 75, 77 / bus 95, 195, 130
 - Landmarks: OMV gas station, Danubius Hotel, Papp László Budapest Sports Arena, Puskás Arena



Timetable:

- October 17, 2025: construction day (*schedule to be announced later, end of September / beginning of October 2025: email subject "Construction and demolition information"*)

- October 18, 2025, 8:00 a.m. to 5:00 p.m.: Construction Master Workshop
- October 18, 2025, 5:00 p.m. - October 19, 2025, midnight: demolition period

Contact persons:

- **Alexandra Lasán** (invoices, material requests, logistics, questions related to the event)
 - +36 30 132 7659
 - kiallitok@homeinfo.hu // penzugy@homeinfo.hu // alexandra.lasan@homeinfo.hu
- **Alexa Kulcsár** (contracts, material requests, logistics, event-related questions):
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