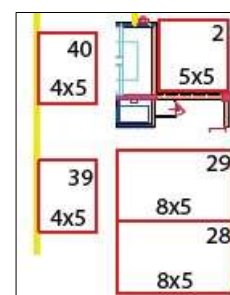
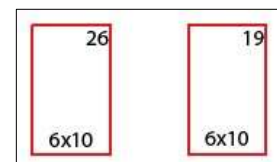


HOMEINFO Construction Master Workshop

Exhibitor Manual and Frequently Asked Questions

Types of Stands:

- **Island Stand:** A stand accessible from all four sides for visitors, typically located in the center areas.
- **Head Stand:** A stand accessible from 1, 2, or 3 sides, typically located at the edges or next to other stands (sharing a wall). In this case, the construction of the back and/or side walls is the responsibility of our partners.



Basic Package Includes:

- The allocated floor space of the stand. The basic package does **NOT include electricity**, walls, lighting, hanging structures, aluminum frames, carpet, furniture, plants, etc. These must be ordered separately for an extra fee or provided by the exhibitor. (See the attached materials in the exhibitor info email: "Exhibitor Data Sheet, Surcharges" and the Carpet & Furniture Catalogue and Order Form)
- **Downloadable entry tickets for free** and unrestricted use:
 - o Tickets can be freely distributed – e.g., sent to partners, friends, relatives, or used in giveaways for customers, etc.
 - o We accept printed or digital versions at the venue.
 - o Exhibitors working at the stands **do not need an entry ticket** – they will receive an exhibitor wristband, which grants unrestricted movement within the event during opening hours.
- **1 parking space** at the BOK Hall parking lot
- Upload access to the **Profile Box** on the event's website: banners, logos, contact info, images, articles, videos, products, innovations, etc.
- Option to offer **a prize for the raffle**, which will be drawn during the event among visitors, with the offering company's name displayed
- **Upload of products** (new items, interesting solutions, etc.) to the website
- **Appearance in a PR article** using the submitted products
- **Social media post** on the event's Facebook event page, using the provided information, products, and prizes
- **Presence in the HOMEINFO Master app**, including uploads of promotions, products, events, video content, and prize offers, fordítsd magyarra

Additional Promotional Opportunities Available for a Surcharge:

- Option to hang a crown installation from above
- Advertising display placed in the event hall – e.g., beach flag, car, etc., outside the Exhibitor Area (e.g., hallway, courtyard, etc.)
- Advertising display placed in the event hall – e.g., beach flag, car, etc., outside the Exhibitor Area (e.g., hallway, courtyard, etc.)
- Advertisement in the program booklet – full page (1/1) or half page (1/2)
- Presentation in the upstairs conference room – e.g., private meeting, business meeting, presentation, or conference
- Presentation included in the official program with sound system – One 20-minute presentation, which will be featured on the website and in the program booklet
- Main Sponsor status – Inclusion of one logo on key marketing materials related to the event (master creative, video, etc.)

Stand Construction:

- **Stand Wall:** Building a wall or any fixed structure is **mandatory** for all stands, even if the stand is directly adjacent to the hall's wall. This is necessary because the power supply (which will be suspended from above) and the switchboard can only be attached to a fixed, stable structure by the BOK staff.
- **Island Stand:** Exhibitors may design and construct their stands freely.
- **Head Stand:** Exhibitors are responsible for building the side and/or back walls. Beyond that, they may design their stands freely.
- **Multi-story Stand:** Permitted (see the section "Height of Hall A"), but requires **special approval**. A powder fire extinguisher must be placed on the stand, and its presence must be indicated in advance. We will handle the permit request, so please send us all available information about the stand (3D renderings, structural data, dimensions, building materials, etc.).
- **Fully Covered Stand (Roofed):** Permitted but also subject to **special approval**. A powder fire extinguisher must be placed on the stand, and its presence must be indicated in advance. We will handle the permit request, so please send us all available information about the stand (3D renderings, structural data, dimensions, building materials, etc.).
- **LED Wall, Monitor, Music Within the Stand:** Permitted. Please ensure that sound and visual effects do not disturb neighboring stands.
- **Storage** (e.g., coats, bags, catering, flyers, etc.): Must be arranged within the stand. There is no separate storage area available within the BOK Hall. The cloakroom is available for exhibitors, but this service is subject to a fee. During the event's opening hours, restocking consumables (e.g., catering, flyers) will not be possible.
- **Floor Covering:** To protect the hall's surfaces, covering the floor area of each stand is **mandatory** (e.g., carpet, tiles, etc.).

If needed, you can contact our stand constructor at:

Seidl Róbert
 +36 20 938 9211
info@promarketing.hu
seidl.robert@promarketing.hu

Height of “Hall A”:

- In the center, above the inner stands: 16 meters
- At the edges, above the outer stands: 6 meters (above these stands is the hall's observation area)

Stand Boundaries (see stand map in the exhibitor info email attachment):

- The positions of the stands will be marked before the start of the construction period.
- **Important:** For fire safety reasons, during stand construction, **nothing can extend** beyond the designated area (e.g., floor coverings, equipment, displayed products, stand walls, etc.) in order to ensure a minimum 3-meter-wide escape route.

Distance Between Stands = Aisle

- **Important:** During the event's opening hours, no equipment, products, or advertising may be placed in the aisles or **extend beyond the stand area**, as this would obstruct the smooth movement of visitors and, for fire safety reasons (to ensure a minimum 3-meter-wide escape route), the aisles (even behind the stands) must remain clear.

Water Connection, Water Point, Drainage:

- **Water connection** (hose dropped from the ceiling) + **drainage point/sewer usage** can be requested for an additional fee at most stands. (See exhibitor info email attachment: “Exhibitor Data Sheet, Surcharges”)
- The constant water pressure is between 2-2.5 bar.
- **Drainage points** and sewers: These can be used at most (but not all) stands.
- If you need **water**, you can obtain it from the hall's restrooms or from the tap on the back wall of the hall.
- **Please ensure cleanliness, and it is strictly prohibited to pour dirty water into restrooms or toilets.**
- There is a **drainage point** in the parking lot where you can dispose of dirty water.

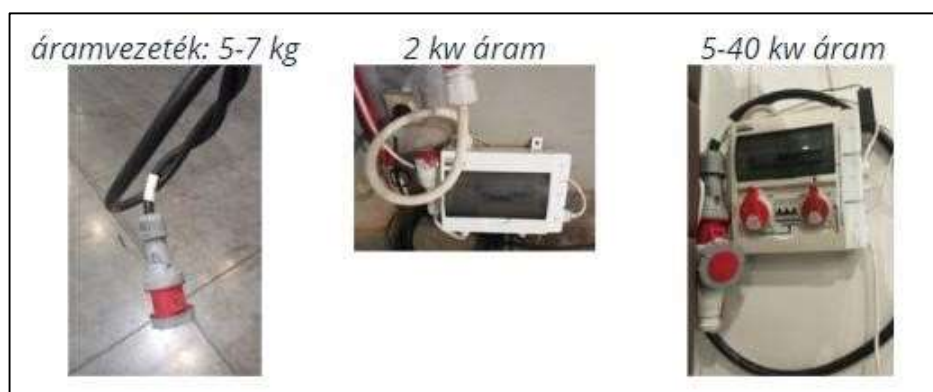
Internet, WIFI

- It is possible to request wired internet (without a router) (See exhibitor info email attachment: “Exhibitor Data Sheet, Surcharges”)
- The cable will be dropped from the ceiling of the hall.
- A password-protected WIFI network will be provided to exhibitors during the event (10mb/s).
- It is not mandatory to request wired internet; exhibitors may also create their own hotspot.

Electricity Connection, Wiring, Electrical Panel:

- The electrical wiring will be dropped from the ceiling of the hall and introduced to the stand.
- **Electricity connection is not included in the basic package!** - Electricity must always be requested separately for an additional fee.
 - The cost of the electricity connection includes the consumption, so the charge will be based on the connection cost, not the consumption.
 - **You can request electricity through the “Exhibitor Data Sheet, Surcharges” document.** (See exhibitor info email attachment: “Exhibitor Data Sheet, Surcharges” document // 2kw, 5kw, 10kw, 20kw, 40kw).

- Electricity will be used through a distribution panel, into which the electrical wiring from the ceiling will be introduced. The distribution panel can only be installed, moved, or removed by BOK Hall staff. The size of the panels varies, depending on the amount of electricity introduced.
- **The electrical wiring** will be dropped from the ceiling of the hall (approximately 12 meters high), with a weight of **5-7 kg**, and must be securely fastened to a load-bearing structure.
- The wiring will be connected to distribution panels of varying sizes, depending on the requested electricity, by BOK staff, from which you can draw electricity.
- **For fire safety reasons, the distribution panels must be secured in the following ways:**
 - Depending on whether the panel is oriented vertically or horizontally.
 - It must be easily accessible, even with one motion.
 - It cannot be covered with fabric or flammable materials.
 - It cannot be placed on the floor.
- Distribution panel sizes:
 - 2 kW: 30x20x15 cm
 - 5 kW: 30x40x15 cm
 - 10-40 kW: 50x60x15 cm
- We recommend hiding the distribution panels in storage areas, as they can detract from the overall installation's appearance and also 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, on the stands and in their area; the use of other power generating devices to power the stand, stand structure and equipment is not permitted.

Flooring:

- The hall floor is polished concrete.
- **Important:** The floor must not be damaged and must be left in its original condition, so it is **mandatory to cover** the stand area with some type of flooring (e.g. carpet, floor tiles, laminate, etc.).
- It is the partners' responsibility to cover and floor their stand area.
Tip: The height/thickness of the flooring should not be too high to avoid tripping hazards for visitors.
- **Important: Adhesive** may only be used on the hall floor if it can be **completely removed** during dismantling – e.g., **double-sided tape**.
- **Important: Drilling** into the hall floor is **not permitted**.
- We can assist with carpet rental (see the Carpet Catalogue and Order Form attached to the exhibitor info email).
- **If anything sticks, dries, or leaves residue on the floor, it is the partner's responsibility to remove it.**

Hanging and Suspensions

- **Crown Installation:** A suspended element featuring a logo and/or advertisement or a marketing structure exceeding 400 cm in height (e.g. branded sign, column, wall, flag, etc.). This is available for an additional **marketing fee**, as specified in the contract. The contract does not include technical costs or the installation structure itself.
- **Other Suspended Installations:** Non-branded overhead stand lighting (e.g. truss/metal framework + lights) is allowed **without** any additional **marketing fee**.

Technical Costs:

- **Suspension point:** Depending on the weight and shape of the installation, the suspension point can be motorized or non-motorized.
- **Electricity:** If the installation includes upper lighting or illuminated elements, we recommend ordering additional electricity due to the number of cables involved. This is not mandatory and, in most cases, not required.
- **Suspension Point:**
 - The number of suspension points typically needs to be specified in **pairs**, depending on the weight and shape of the installation.
 - **Exceptions** include:
 - Installations with odd angles (e.g. triangular shapes)
 - Round, small, and lightweight installations (e.g. fabric cubes) may technically be suspended with only **one** suspension point, but this is not recommended as it may cause instability — spinning, swaying, tilting, or leaning due to uneven weight distribution.
- **Non-Motorized Suspension Points are possible in the following cases:**
 - For lightweight installations (less than 5 kg per suspension point)
 - For installations mounted on 1-3 points (e.g. round banners, self-supporting signs or banners)
 - For fragile (e.g. foamboard) or non-self-supporting materials (e.g. flags, banners), please ensure they have top support/reinforcement (e.g. metal rods, grids). Without proper support, the installation cannot be hung, as it may collapse or get damaged, and we are not responsible for such damage.
 - For short (1-4 meter) straight-line metal structures suspended at two points, e.g. truss with a few lights or banners.
- **Motorized Suspension Points are required when:**
 - The installation is large or heavy (over 5 kg per suspension point)
 - The installation has 4 sides
 - The hanging height needs to be very precise (e.g. with pendant lights) — non-motorized points allow only approx. 50–100 cm accuracy
 - The structure needs to be raised or lowered during construction (e.g. installation arrives after the first setup day)
- **Important:** Additional orders must be placed in advance. However, all technical details will be reviewed with the exhibition's technical team prior to setup. If necessary, we reserve the right to make adjustments (e.g. power output, suspension type, number of points, etc.).

Gas Appliances, Open Flame, Helium Balloons, etc

- The use of such items on the event premises is **strictly prohibited** due to increased fire risk. Therefore, exhibition objects, tools, or products involving these elements are not permitted.

- If, in exceptional cases, the venue grants permission for their use (subject to a separate approval process), a powder fire extinguisher must be placed at the stand. **Such equipment must be reported in advance.**
- Helium balloons may not be filled inside the hall — they must arrive already inflated.
- **Important:** Balloons must not be released. They must be securely anchored, as they must not float freely due to the ceiling's safety system. If a balloon escapes and reaches the ceiling, it may trigger the vacuum-based fire safety system, which would cause the roof structure to collapse automatically.

Provision of Powder Fire Extinguishers at the Stands:

- We kindly ask that at least one powder fire extinguisher be placed at each stand.

Catering for Stand Staff and Visitor:

- Food and beverages (e.g., pastries, sandwiches, cakes, drinking water, coffee, soft drinks, alcoholic beverages) are permitted **exclusively for stand staff**. For safety reasons, **alcohol consumption is strictly prohibited throughout the entire event.**
- Sweets, chocolates with company logo, etc., **may be offered to visitors.**

Furniture and Carpet Rental:

- The basic package does NOT include carpet, furniture, or plants.
- These can be rented through us or provided by the exhibitor.
- Furniture: see the attached Furniture Catalogue and Order Form in the exhibitor info email.
- Carpet: see the attached Carpet Catalogue and Order Form in the exhibitor info email.

Construction and Dismantling

Construction Period:

- **October 17, 2025 (Friday)** – arrival based on a scheduled time slot (to be sent in September)
- **Important:** During the construction period, **at least one decision-maker** with signing authority must be present, as additional services (e.g., forklift use, electricity, etc.) can only be provided upon official company authorization.
In the absence of such a person, please submit all special requests in advance (see the exhibitor info email attachment: "Exhibitor Data Sheet, Surcharges and Furniture/Carpet Catalogues")

Dismantling Period:

- From 17:00 on October 18, 2025 – until 24:00 on October 19, 2025
 - *No dismantling work may begin until the official closing of the event (i.e., after the last visitor has left) and **until permission is granted by HOMEINFO staff.**
Until then, only minor tasks within the stand are permitted (e.g., packing equipment).
- **Important:** During the dismantling period, **at least one decision-maker** with signing authority must be present, as additional services (e.g., forklift use) can only be provided upon official company authorization.

In the absence of such a person, please submit all special requests in advance (see the exhibitor info email attachment: "Exhibitor Data Sheet, Surcharges").

Electricity, Water, Drainage:

- For safety reasons, stands will not have electricity or continuous water access during the construction and dismantling periods.
- **Worksite electricity** can be requested for stands, but only in limited quantities.
- If you require **water**, it can be obtained from the restrooms inside the Hall or from the tap located at the back wall of the Hall. **Please ensure cleanliness, and do not pour dirty water into the sinks or toilets.**
- There is a **drain** in the parking lot, where dirty water can be disposed of.

Heating:

- During the construction period, heating in the hall is not provided. This is because the entrance doors will remain open almost constantly due to vehicle traffic.

Vehicles:

- **Important:** The Hungarian traffic regulations (KRESZ) apply throughout the entire BOK Hall area (including the parking lot and Hall A). Please obey all rules and drive with extra caution.
- Passenger cars, vans, trucks, semi-trailers, etc., are allowed to enter the hall area **during the construction and dismantling periods.**
 - There is no weight limit.
 - Size restrictions (length, width, and height) are determined by the hall's structure and entrance dimensions.
- **Important:** For trucks and semi-trailers, **access to the hall** is only permitted during:
 - **The first half of the construction period** on October 17, 2025, and
 - **The second half of the dismantling period** on October 18, 2025.These vehicles must only remain inside for the minimum necessary time to avoid disturbing the setup or dismantling of neighboring stands.
- **Important:** During the event, trucks, semi-trailers, or any vehicles used for construction or dismantling are not allowed to park in the lot. If they do, the exhibitor will forfeit their included parking space.

Forklift Rental & Pallet Jacks ("Béka"):

- During the construction and dismantling periods, **1 forklift** may be available, depending on prior requests. **If no requests are submitted in advance, no forklift will be available at the venue.**
 - **Forklift use is only allowed if requested in advance via the signed "Exhibitor Data Sheet and Surcharges" document. Without it, the forklift cannot be used.**
 - **Important:** Forklifts may only be operated by designated personnel. Even with appropriate licenses, exhibitors are not permitted to drive them.
- **Important:** During construction and dismantling, a company decision-maker authorized to sign contracts must be present. Additional services (e.g., forklift use) can only be provided following an

official company signature. If this is not possible, please submit such requests in advance (see the “Exhibitor Data Sheet and Surcharges” in the materials email).

- During construction and dismantling, two mustard-yellow pallet jacks labeled “Meeting Budapest” will also be available for free use. Please return them after use and do not store or hold onto them for the entire setup period.

Parking:

- **Important:** Throughout the entire BOK Hall area (including the parking lot and Hall A), the Hungarian Traffic Regulations (KRESZ) apply. Please ensure compliance and drive with heightened awareness.
- **During construction and dismantling periods:**
- Vehicles may only park in the lot for the necessary duration, depending on available capacity.
 - Parking is allowed in the BOK Hall parking lot with a valid “Entry Permit” and, depending on availability, on surrounding streets.
 - (See “Construction and Dismantling Information” email attachment: Entry Permit – expected to be sent in September 2025.)
- **During the event:**
- As per your contract, one parking space will be provided for each exhibitor.
- If you wish to park more vehicles, a **limited number** of additional parking spaces **can be purchased** in the Volán parking area (see map: **Kiállítói Parkoló = Exhibitor Parking**).



Important:

- **During the event, there will be two entrances to the parking area:**
 - **"P2" Parking (marked as VIP parkoló = VIP Parking on the map)** – This is the BOK Hall's private parking: You can park here during the construction and dismantling periods, and parking spaces specified in the contracts are valid here as well.

- **"P1.b" Parking (marked as Kiállítói Parkoló = Exhibitor Parking on the map)** – This parking area is only available during the event. Additional parking spaces can be purchased here for both passenger vehicles and vehicles larger than a "Ducato" during the event.
- These designations can be found on the **red signs** at the **entrances**.
- **The number of parking spaces is limited**, which also depends on the number of larger vehicles, so we will process requests in order of arrival.



- **No need to submit vehicle registration numbers.** Parking is not provided during the construction and dismantling periods, only during the exhibition's opening hours.
 - During the construction period, we will issue a Parking Ticket that will allow vehicles to park on Saturday.
 - Please distribute these tickets to your colleagues arriving by car.
 - The Parking Ticket must be handed over to the security guards at the barrier upon arrival on Saturday.
 - If you need to leave during the day, you can retrieve your ticket from the security guards, and with the ticket, you will be able to re-enter the parking lot later in the day.
 - Parking tickets cannot be replaced.
 - According to the contract, each exhibitor has 1 parking space. If you are arriving with more vehicles (e.g., colleagues, invited partners, etc.), please park outside the hall.
 - In case of congestion or delays, we kindly ask for your patience upon arrival!
- **Parking near the Hall:**
 - On the street in front of the BOK Hall (subject to availability – paid on weekdays).
 - Papp László Budapest Sport Arena parking lot – entrance from Ifjúság street, on the right side of the Danubius Hotel Arena (from the front).
 - For more information:
<https://www.budapestarena.hu/arena/megkozelites-es-parkolas/auto>

Waste Disposal:

- We will provide a container 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 dismantling, exhibition hours, and the dismantling period.

Security Guards and Security Services:

- Security guards will be present on the entire venue (during construction, opening hours, and dismantling) to assist with the movement of vehicles, trucks, etc., help arriving cars with parking, and protect the venue.

Sales During Exhibition Opening Hours:

- Naturally, there are no restrictions — at all our past events, many of our partners have sold their products.
- Visitors at our events often like to make impulse purchases or come specifically for this purpose.
- If possible, please be prepared to accept both cash and card payments.
- Tip: Consider setting up a cash register (online) and/or a bank terminal at your stand if product purchases will be available.

Flyers, Promotional Materials, Coupons, Giveaway Products, Prize Games:

- **Promotional tools:** car, roll-up, banners, etc.
 - Outside of your stand area, promotional tools and materials may be used or distributed for an additional fee.
 - Within your stand area, these can be used free of charge.
- **Discounts, Coupons, Gifts:** Visitors typically expect some form of added value at exhibitions, such as bigger discounts, coupons, gifts with purchase, free shipping, etc.
- **Prize Games:** Examples include spinning wheels, social media posts, raffles, newsletter sign-ups, etc. Prizes can range from small gifts (e.g. pens, bookmarks) to more valuable items.

Cleaning:

- Cleaning during the event's opening hours should only take place when necessary (e.g. spills, etc.).
- **Exhibitors are responsible for keeping their stands clean.**

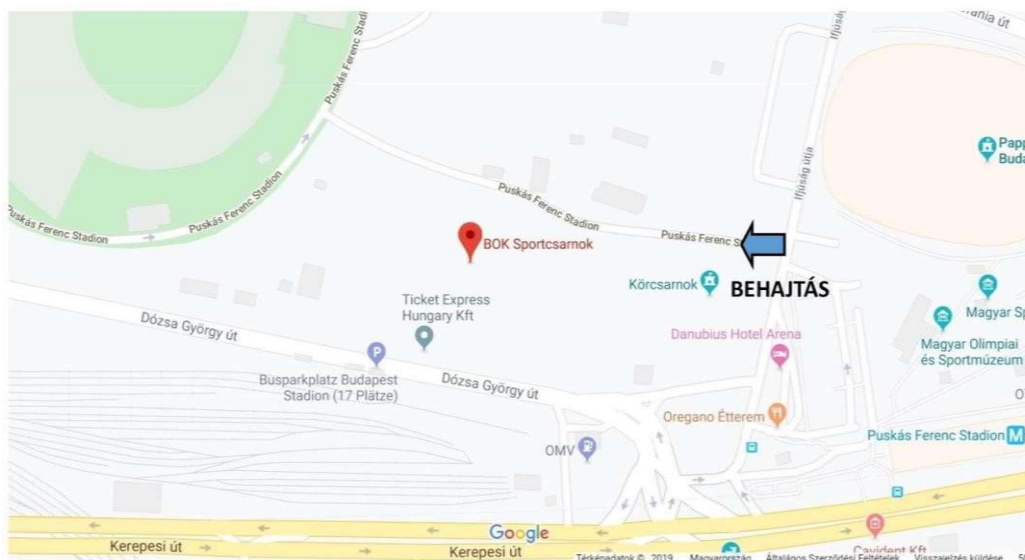
Preservation of the Hall's Condition:

- To preserve the condition of the hall, **covering the floor within the stand area** (with carpet, tiles, floor covering, etc.) is **mandatory**.
- If any material (e.g. paint, glue) spills or drips on the floor, please clean it up immediately to avoid it drying and causing damage.
- It is prohibited to stick, mount, screw, or lean anything on the hall's walls, floors, or windows.

- Exception: Carpets may be fixed to the floor using double-sided adhesive tape.
- Develon is not responsible for any damage caused. Any damage to the hall or stand, and the resulting liability or costs, are the sole responsibility of the Exhibitor during construction, the event, and dismantling periods.

Useful Information:

- Event Name: Építőipari Mester Workshop (Construction Master Workshop)
- Event Website: <https://emworkshop.hu/>
- Venue: Budapest, BOK Hall (formerly Syma Hall)
- Address: 1146 Budapest, Dózsa György út 1.
- Entrance for vehicles: Ifjúság útja
- GPS Coordinates: 47.5012 | 19.10141
- Getting There:
 - By car (depending on your direction of arrival): Hungária Boulevard → Kerepesi Road or Stefánia Road → Ifjúság Road
 - By public transport: Puskás Ferenc Stadion stop – Metro line M2 / Tram line 1 / Trolleybus lines 75, 77 / Bus lines 95, 195, 130
 - Landmarks nearby: OMV gas station, Danubius Hotel Arena, Papp László Budapest Sportaréna, Puskás Aréna



Schedule:

- October 17, 2025: Setup day (schedule to be sent later, in September 2025 via email titled "Construction and Dismantling Information")
- October 18, 2025 | 8:00 AM – 5:00 PM: Építőipari Mester Workshop (Construction Master Workshop)
- October 18, 2025 | 5:00 PM – October 19, 2025 | 12:00 AM: Dismantling period

Contact Persons:

- **Kulcsár Alexa** (contracts, material requests, logistics, event-related inquiries):
 - +36 30 974 4900
 - iroda@homeinfo.hu
- **Lasán Alexandra** (Invoices, finances, logistics, event-related inquiries)
 - +36 30 132 7659
 - alexandra.lasan@homeinfo.hu
- **Dévényi Tamás** (Contracts, additional services, finances):
 - +36 70 433 1910
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 - dora.szabo@homeinfo.hu
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 - info@promarketing.hu
 - seidl.robert@promarketing.hu