



carhandling

overview of **services**

General

The CarHandling GmbH specializes in the planning, organization and implementation of dynamic automotive events.

The following table summarizes the main points of our offer.

overview of services

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additional services

Tasks that are not listed in this specification, can be implemented by additional agreements..

event performance **carhandling**

Information

Our entire team has many years of relevant experience at national and international automotive presentation events. Here we focus on an appropriate appearance, polite manners and courteous appearance. The handling of the vehicles is carried out responsibly and discreetly.

Fleet-Management

- Organization and coordination of vehicle shipping
- Vehicle acquisition on site (check, visual inspection)
- Provision and maintenance of vehicle master data using specialized handling software
- Key archival (spare keys, documents and accessories)
- Lock up, applicable 24h monitoring
- Continuously technical check of all vehicles
- coordination of repair measures
- Reserve measures in case of vehicle breakdowns
- Creation + Archiving of acceptance and return of records
- Strict implementation of secrecy provisions

purification

- Search for suitable gas stations and washing facilities
- First purification
- Daily cleaning of the vehicles (including hand washing)
- Thorough cleaning of the vehicle interior
- Regular refueling throughout the event
- cleaning of the exhibits
- Careful use (in terms of car paint, rims, etc.)

Basic Information

Creation of an individual route within a geographical circle around the venue taking into account the specific information of the customer (for example travel time, distance, changeover-points, etc.). Our routes are attractive and entertaining, as well as functionally and uncomplicated for the optimal presentation of the vehicles.

Route creation

- Proposal of a route concept and venues
- incorporation of the specifications regarding the Test Drive
- final check of the draft route and chainage
- acceptance and on-site inspection of the Course

Road book

- Preparation of raw data (part km, total km, direction arrows, route maps, special features such as speed limit)
- Graphic design and print of "road books"
- signage of the entire route
- Establishment of emergency phone numbers (permanently manned service hotline for participants throughout the event period)

event performance **systematic positioning**

Basic Information

We provide an impressive positioning of cars at all time during the term of an event. Visually appealing images are placed very precisely. The two factors flexibility and functionality are embedded ideally.

Static

- Precise car placements (plenary, entrance, lobby, podium, etc.)
- Inch-perfect alignment of vehicles, rims, logos etc.
- Tank filled with nitrogen if required
- nondescript, continuous power supply through the use of minimized, modern voltage maintenance units
- Ideal presentation of cars in the showroom
- Inconspicuous and responsible treatment of prototypes and concept studies

Dynamic

- Systematic positioning of vehicles into well-shaped formations
- Efficient and perfect positioning of the car fleet
- Staff presence during briefing, departure and breaks

Basic Information

We are specialists for the creation of active driving car presentation. No matter if roadshow, fare, train-the-trainer or dealer presentation, we make the test drive to a highlight of your event!

Briefing

- A warm welcome and introduction to the guests in English
- Explanation of the code of conduct and traffic rules
- Grouping of all participants and introduction of the pace car drivers
- Support for the participants in terms of vehicle specific requirements

Test drive

- Organizing the vehicle fleet into groups (e.g. marked with colors)
- Placing info material, road books, water and snacks in the vehicle
- Setting of AC, air vents, seats, mirrors, radio etc.
- Setting of GPS (language and destination)
- Labeling with car info material and carbon dioxide data sheets
- Scanning of each vehicle and driver
- Coordination of departure and arrival
- Experienced driving instructors lead the group in a pace car
- Communication via radio in all cars
- Our instructors will join the group for explanation on demand

Basic Information

Polite, capable and reliable. Our professional chauffeurs bring your guests to their destination. Safe and on time.

Shuttle service

- Main contact person for best communication between the drivers and the customer
- Well experienced drivers covering big events and VIP-treatments
- All drivers are in possession of a valid conveyance of passengers license
- Smooth and secure driving, responsible treatment of the vehicle
- Guaranteed knowledge of languages, English is spoken fluently
- Frequent technical inspections of the vehicles and interior cleaning if necessary
- On demand we offer you brand-specific sedans and vans as a complete package

event performance

providing competitive vehicles

Information

With the support of specialized agencies and car rental companies as our cooperative partners, we take care of the organization and sourcing of competitors. After consultation we can guarantee to provide you with vehicles at a best price offer including all insurances.

Organization

- Confirmation of certain extras
- Transportation of the fleet via truck or by our drivers
- Adoption of accounting rules

Provision

- Transportation of the vehicles to and from the venue
- Elaboration and design of car info data sheets
- Uncomplicated and quick organization of vehicles in case of failure
- Filing and processing of acceptance and return records

Staff

guidance + coordination

Qualification

We have chosen our coordinators and dispatchers out of our team throughout the last years and we trained them intensively to be able to deal with all required tasks. With plenty experience in car treatments and driving service, our team leaders have excellent leadership skills. They keep calm in critical situations and distinguish them-self by reacting circumspectly.

Project Management

- Operative planning and controlling of the projects
- Capable contact person for the agency and specialty department
- Structured and transparent event planning
- Result orientated and efficient handling of the project
- Responsible for the achievement of all relevant targets concerning implementation of the project

Coordinator / Team leader

- Team leaders with special leadership skills
- Contact person for the client and agency as well as interface to the car handling team
- Reasonable disposition of the staff
- Monitoring and coordination of drivers and vehicles
- Qualified experiences in dynamic driving events
- Experienced in project management and able to keep track of the situation under special circumstances
- Well experienced with the vehicles in use

Staff

pacecardriver

Qualification

Our pace car drivers have no lack of communication and are very good educated drivers, so that the test drive will be the highlight of the day for your guests. Communication between the participants and the pace car drivers is ensured via radio. We create the test drive very individually for every situation: dynamical or relaxed, but of course secure and within all legal requirements.

Pace Car Driver

- All track details and eventual issues concerning the test drive are presented precisely and confident
- Information about special features of the vehicles in certain driving situations
- Safe and secure driving to guide the group properly
- All pace car drivers speak English fluently
- Well experienced with dynamic driving events and capable to lead a group
- In possession of a drivers license "class B" for at least 5 years

Staff

drivinginstructor

Qualification

With a lot of joy and enthusiasm, sympathy and know-how, our driving team instructs your target audience product specific and individually considering all specifications and assumptions. In addition to the presentation of technical innovations, we will make the test drive to a memorable experience. "We will never forget what we have learned with joy"

Driving instructor

- DVR and ADAC license
- Precise presentation and explanation of modern automotive engineering and all product features
- Information of special features of the vehicles in certain driving situations
- Safe and secure driving to lead the group
- Communication via radio
- All instructors speak English fluently
- Well experienced with dynamic driving events and capable to lead a group

Staff

accompanying instructor

Qualification

Our instructors will accompany your guests in the vehicles during the test drive. They are totally trained on the cars and have a well educated technological knowledge. With this the examination of your client on the new products will be shown in an easy way.

Explainer

- Well experienced with the vehicles in use
- Educated on eventual competitors
- Able to speak and to perform in front of a group
- Precise explanation and presentation of specified details and physical characteristics of the vehicle
- All explainers speak English fluently
- Technological knowledge, good comprehension and learning aptitude
- Willingness and ability for the assignment of duties to achieve synergistic effects

Staff

chauffeurs / driver

Qualification

Our drivers are very well experienced in driving people covering national and international events. They all speak English fluently due to the reason that they attend international guests of policy, economy and celebrities. Therefore we emphasize an obliging and appropriate appearance and a polite behaviour.

Chauffeurs / driver

- Well experienced by attend several events including VIP-treatments
- In possession of a drivers license “class B” for at least 5 years
- License for conveyance of passengers
- Safe and secure driving
- Responsible of the vehicles
- Practiced with the handling of high-class vehicles
- All chauffeurs speak English fluently
- Good comprehension and learning aptitude (technical, logistic and geographic)
- Willingness and ability for the assignment of duties to achieve synergistic effects
- Frequent technical inspection of the vehicles and interior cleaning if necessary
- Disciplined, accurate, quick and precise way of working

Staff

carcleaner

Qualification

Our staff is well experienced over many years at automotive events and with the treatment of high-class vehicles. With the efficient cleaning of your exposed vehicles and the entire exhibition space, we contribute a major part of the realization of the event process.

car cleaner

- Responsible handling of cleaning materials on the vehicles and exhibition space
- Accurate cleaning of the vehicles
- Exact cleaning of windows and contact surfaces. Removal of stains and finger prints
- Frequent cleaning of the exposed vehicles and cars on track
- Responsible handling of high-class vehicles
- In possession of a drivers license "class B" for at least 5 years
- Willingness and ability for the assignment of duties to achieve synergistic effects
- Disciplined, accurate, quick and precise way of working

Staff

hostess

Qualification

Our dedicated hostess create a classy attention to your guests and lead them charmingly into the event. Adequate manners and an excellent knowledge of foreign languages paired with a very nice look and automotive enthusiasm, that is the extraordinary combination for a successful subscriber management.

Hostess

- Communicative contact person
- Welcome and assistance to the guests
- Accreditation and guest list
- Coordination of arrivals and departures
- Reliable, motivating and a team player
- Operating experience