

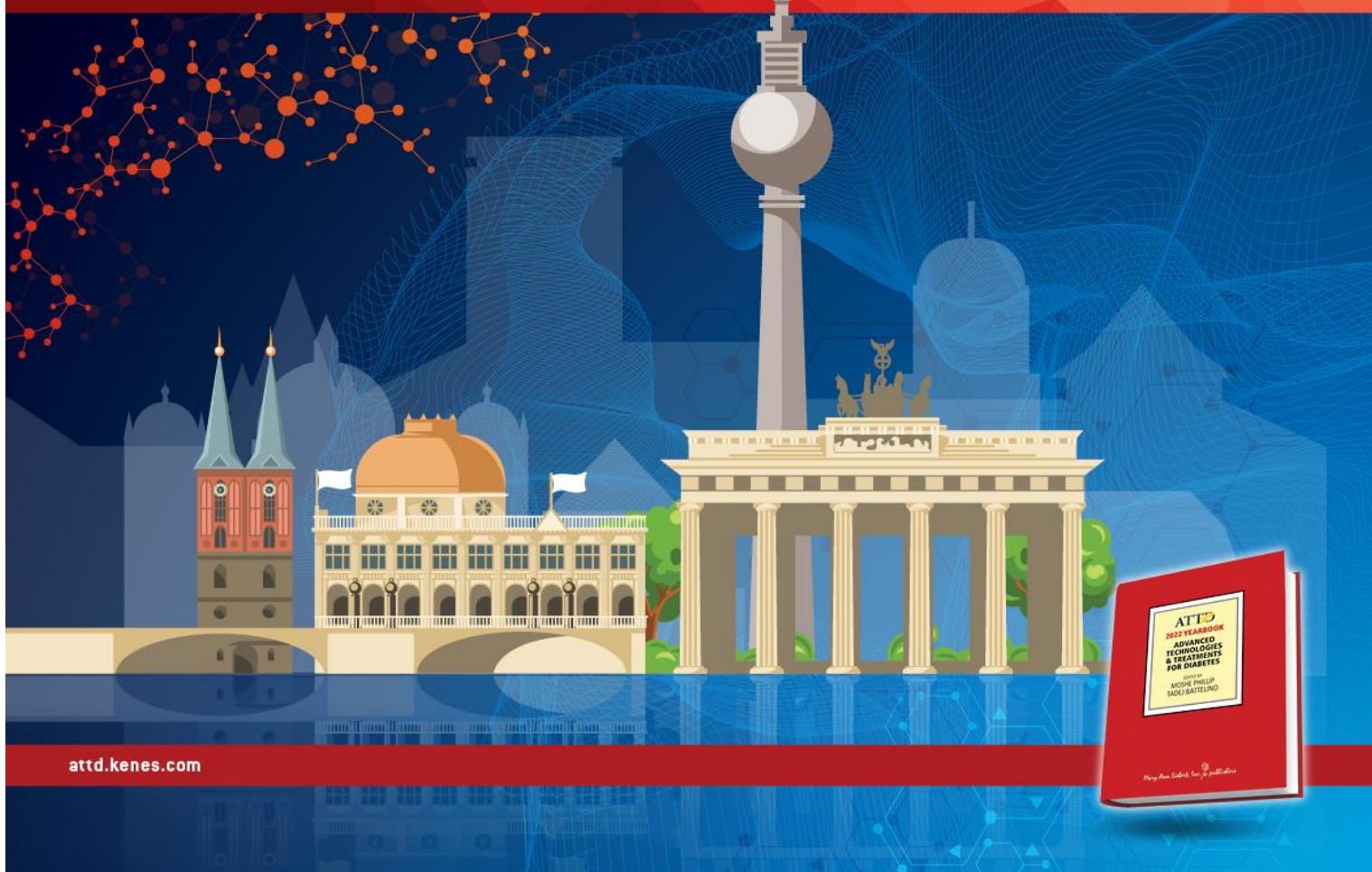


THE 16<sup>TH</sup> INTERNATIONAL CONFERENCE ON

# ADVANCED TECHNOLOGIES & TREATMENTS FOR DIABETES

22-25 FEBRUARY 2023, BERLIN & ONLINE

# BERLIN



## TECH FAIR EXHIBITORS' TECHNICAL MANUAL

Dear Tech Fair Exhibitor,

This Tech Fair Exhibitor Technical Manual contains important information designed to assist you in preparing for the ATTD 2023 Exhibition.

The Exhibition will be held in conjunction with **the 16<sup>th</sup> International Conference on Advanced Technologies & Treatments (ATTD 2023)** which will take place **February 22<sup>nd</sup> – 25<sup>th</sup>, 2023** at the **City Cube, Messe Berlin in Berlin, Germany**.

The exhibition floor plan has been designed to maximize the exhibitor's exposure to the delegates.

Please read all the information in this manual. It will take you very little time now and could save you a great deal of time later.

Please forward this manual to everyone who is working on this project, including your stand builder, as it contains useful information about the Conference.

Please do not hesitate to contact us for further information or assistance.

We look forward to welcoming you in Berlin and wish you a successful conference and exhibition!

Best Regards,

**Stephanie Stoyanova and Aleksandra Sinapova**  
Exhibition Managers



E: [sstoyanova@kenes.com](mailto:sstoyanova@kenes.com) | [asinapova@kenes.com](mailto:asinapova@kenes.com)

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## SECTION 1: GENERAL INFORMATION

### Dates

Wednesday, February 22 – Saturday, February 25, 2023

### Conference Organizer

**Kenes Group**

Rue François-Versonnex 7

1207 Geneva, Switzerland

Tel: +41 22 908 0488

Fax: +41 22 906 9140

Email: [attd@kenes.com](mailto:attd@kenes.com)

### Exhibition Managers

Ms. Stephanie

Stoyanova

**Kenes Group**

Tel: +41 22 908 0488 Ext: 251

Email: [sstoyanova@kenes.com](mailto:sstoyanova@kenes.com)

Mrs. Aleksandra

Sinapova

**Kenes Group**

Tel: +41 22 908 0488 Ext: 217

Email: [asinapova@kenes.com](mailto:asinapova@kenes.com)

### Sponsorship and Exhibition Sales

Mrs. Judit

Gondor

**Kenes Group**

Tel: +41 22 908 0488 Ext. 531

Email: [jgondor@kenes.com](mailto:jgondor@kenes.com)

### Hotel Accommodation

Ms. Anna Ivanova

**Kenes Group**

Tel: + 41 22 908 0488 Ext: 292

Email: [aivanova@kenes.com](mailto:aivanova@kenes.com)

<https://hotels.kenes.com/Conference/ATTD22>

### Venue Address:

City Cube, Messe Berlin

Messedamm 26, 14055

Berlin, Germany

### Registration

Ms. Tsvetina

Berova

**Kenes Group**

+41 22 908 0488 Ext: 255

Email: [reg\\_attd22@kenes.com](mailto:reg_attd22@kenes.com)

### Freight Handling & Onsite Logistic Agent

**Hermes - Merkur**

Mrs. Irit Sofer

Email: [Irit.Sofer@merkur-expo.com](mailto:Irit.Sofer@merkur-expo.com)

### Booth Cleaning/ Telecommunications/ Flowers Decoration/Electricity/ Parking/ Rigging/ Security/ Hostesses

Each contact information can be found  
on top of each order form.

Order forms can be found under each relevant  
section.

### Booth signage/ booth fittings/ Furniture

**T.E.M Festival GmbH**

Michael-René Bitterlich

Tel: +49 (0) 30 5770 212-0

Email: [m-r.bitterlich@t-e-m.de](mailto:m-r.bitterlich@t-e-m.de)

### Conference Website

For updated information regarding Conference,  
please visit the website <https://attd.kenes.com/>

## Exhibition Related Table

Action Item	Deadline	Contact Person
Hotel reservation for Staff	As soon as possible	<a href="https://hotels.kenes.com/Conference/ATTD23">https://hotels.kenes.com/Conference/ATTD23</a> or email us to: <a href="mailto:aivanova@kenes.com">aivanova@kenes.com</a>
Company logo and profile	As soon as possible and no later than Monday, January 9 <sup>th</sup>	Via Kenes Exhibitor’s Portal <a href="https://exhibitorportal.kenes.com">https://exhibitorportal.kenes.com</a>
Designed Booth Approval	Monday, January 16 <sup>th</sup>	
Text for Fascia <i>(Shell Scheme stands only)</i>		
Lead Retrieval Wireless Barcode Reader	Monday, February 6 <sup>th</sup>	
Badge Order	Monday, February 6 <sup>th</sup>	<a href="mailto:reg_attd23@kenes.com">reg_attd23@kenes.com</a>
Furniture Rental	Orders will only be processed after receiving the payment. If we do not receive the payment prior to event, booth items will not be installed when build-up starts. <b>Deadlines:</b> Early bird – Friday, 23 <sup>rd</sup> December 2022 Regular Deadline – Friday, 20 <sup>th</sup> January 2023 Late deadline – after 21 <sup>st</sup> January 2023	Michael-René Bitterlich <a href="mailto:m-r.bitterlich@t-e-m.de">m-r.bitterlich@t-e-m.de</a>  <b>Catalogue</b> – please click <a href="#">here</a>
Shell Scheme Extras		
Graphics/Signage		
Telecommunications and AV Equip. <i>(Screens, Laptop, Desktop)</i>		
Rigging (‘space only’ stands)	Order deadlines set by the Conference vendors, can be found on the “Guest Events Organizers Services”  <b>Orders placed after the deadlines are subjected to surcharges</b>	For order form please click <a href="#">here</a> .
Daily Booth Cleaning		For order form please click <a href="#">here</a> .
Hostesses & Temporary Staff Hire		For order form please click <a href="#">here</a> .
Security		For order form please click <a href="#">here</a> .
In-booth Catering	<b>4 weeks before the start of the conference</b> , for more details Please refer to the deadline mentioned in the online shop	<a href="https://webshop.capital-catering.de/en/checkin.php">https://webshop.capital-catering.de/en/checkin.php</a> or <a href="mailto:cateringservice@capital-catering.de">cateringservice@capital-catering.de</a>
Delivery		
Door to Door Shipments	Please contact MERKUR	Mrs. Irit Sofer <a href="mailto:irit.sofer@merkur-expo.com">irit.sofer@merkur-expo.com</a>
Airfreight Shipments - Arrival to recommended airport		
Shipment via Advance Warehouse	No later than <b>Wednesday, February 15<sup>th</sup></b>	
Exhibition goods - Direct Deliveries to Conference Venue	<b>Subject to time slot, only full load trucks</b> <b>NB! Please note there should be a person from your side to receive your Deliveries.</b>	

## SECTION 2: EXHIBITION SCHEDULE, EXHIBITION FLOOR PLAN & LIST OF EXHIBITORS

### Exhibition Timetable – *subject to change*

<b>Set up</b>	Monday, February 20 <sup>th</sup> <b>Exhibition Set-up- for Space Only Stands</b>	10:00 – 21:00 <i>*Safety Shoes are mandatory</i>
	Tuesday, February 21 <sup>st</sup> <b>Exhibition Set-up- for ALL Stands</b>	08:00-21:00 <i>*Safety Shoes are mandatory</i>
	Wednesday, February 22 <sup>nd</sup> <b>DECORATION ONLY</b>	08:00-12:00
<b>Exhibition Opening</b>	Wednesday, February 22 <sup>nd</sup>	18:30 – end of Networking Reception
	Thursday, February 23 <sup>rd</sup>	09:30-15:30
	Friday, February 24 <sup>th</sup>	09:30-15:30
	Saturday, February 25 <sup>th</sup>	10:00-14:00
<b>Dismantling</b>	Saturday, February 25 <sup>th</sup>	14:00 – 16:30 <i>Quite Dismantling</i> <i>*Shell scheme booths must be empty at 16:30</i>
		16:30 – 22:00 <i>*Safety Shoes are mandatory</i>

The timetable is subject to possible changes in accordance with the scientific program.  
Updates to follow up in due time.

**Dismantling of the stands before the official hour is not permitted.**  
**All exhibitors should be in their Booth 30 minutes before the official opening hour.**



#### Please Note:

- Empty crates and packaging material must be removed after set-up and no later than **Tuesday, February 21st at 20:30.**
- All aisles must be clear of exhibits and packaging materials to enable cleaning at all times.
- Please note that all exhibitors should be in their booth 30 minutes before the official opening hour.
- **SAFETY SHOES ARE A “MUST”** during set-up dates: **20<sup>th</sup> and 21<sup>st</sup> February** (also for Shell Scheme exhibitors!) and **during dismantling on 25th February**. Access to the exhibition hall will **NOT** be allowed without safety shoes.
- Safety Shoes are always compulsory when: design stand builders are working on the space; construction materials are on the aisles; machinery (forklifts, cherry pickers are on the space).
- Access **without SAFETY SHOES is allowed** only during the decoration time – **22<sup>nd</sup> February from 08:00 am.**
- No Safety Shoes are compulsory when: aisles are empty (no construction material); main set up doors are closed, and no more machinery will be on the space (only transpalets allowed); during this time stand builder can be working inside the booth; this time is for exhibitors to start decorating their booths.

#### **Off Exhibition Information**

- Therefore, please do not leave any visible valuable articles at your booth. In addition, please consider hiring extra security for your booth after Exhibition Operating Hours.
- Dismantling of the booths before the official closing of the exhibition is not permitted.
- It is the exhibitor's responsibility to dispose of all materials after dismantling.
- Any equipment, display aid or other material left behind after **Saturday, February 25<sup>th</sup> at 22:00** will be considered discarded and abandoned. Any charges incurred for waste removal will be sent to the exhibitor.
- **Please note that we will start with Quite Dismantling on 25<sup>th</sup> February from 14:00 – 16:30; empty crates and loading bay will be available as of 16:30.**
- The exhibitors / customers and all companies contracted by them are responsible for ensuring operating safety and compliance with industrial safety and accident prevention regulations (DGUV) on their stands / event areas.
- Construction and dismantling work may only be carried out in compliance with all applicable occupational safety and accident prevention regulations, DGUV Regulation 1 (formerly BGV A1) and DGUV Regulation 17 (formerly BGV C1). Exhibitors / customers and all companies contracted by them must ensure that no other persons present on the site are endangered during construction and dismantling work



### Waste Removal

- It is the exhibitor's responsibility to dispose all materials after dismantling.
- Any charges incurred for waste removal will be sent to the exhibitor.
- Please do not leave any visible valuable articles at your stand.
- Please note we will have a security guard at night from the moment the exhibition is closed until the following day when we open.
- **In addition, please consider hiring extra security for your Booth before/ after Exhibition Operating hours in case you have valuable stuff in your booths.**

### Welcome Reception at The Exhibition Area

On **Wednesday, February 22<sup>nd</sup>** you are cordially invited to the **Opening Ceremony** held in the **Plenary Hall** at **18:00** and to the **Networking Reception** held in the **Exhibition Hall** (Hall B) from **19:00**, Exhibitors are asked to please man their booths during the Networking Reception in the Exhibition Halls.

### Access to the Exhibition Hall during Set-up and Dismantling

Everyone must be fully registered to enter the exhibition hall during set-up and dismantling periods.

Access to the **Messe Berlin** will be granted based on list of names that will be provided to the **Messe Berlin** by the organizers.

For this reason, stand builders/contractors/exhibitors must register in advance all of the personnel that are required to be on-site during set-up and dismantling periods.

The following information should be submitted to the Exhibition Managers, by email, no later than **Friday, January 20<sup>th</sup>** to [sstoyanova@kenes.com](mailto:sstoyanova@kenes.com) and [aapostolova@kenes.com](mailto:aapostolova@kenes.com)

Full name

Passport numbers

Name of the exhibit company

Name of the contractor/stand builder

Booth number

The **Kenes group** will provide visible identification, valid only for set-up or dismantling.

[Click here](#) to download the template, please fill only the green columns.

It is not necessary for persons with an Exhibitor Badge to additionally issue a set-up and dismantling pass.

**Make sure to pre-register all personnel in order to avoid delays once you arrive on-site.**

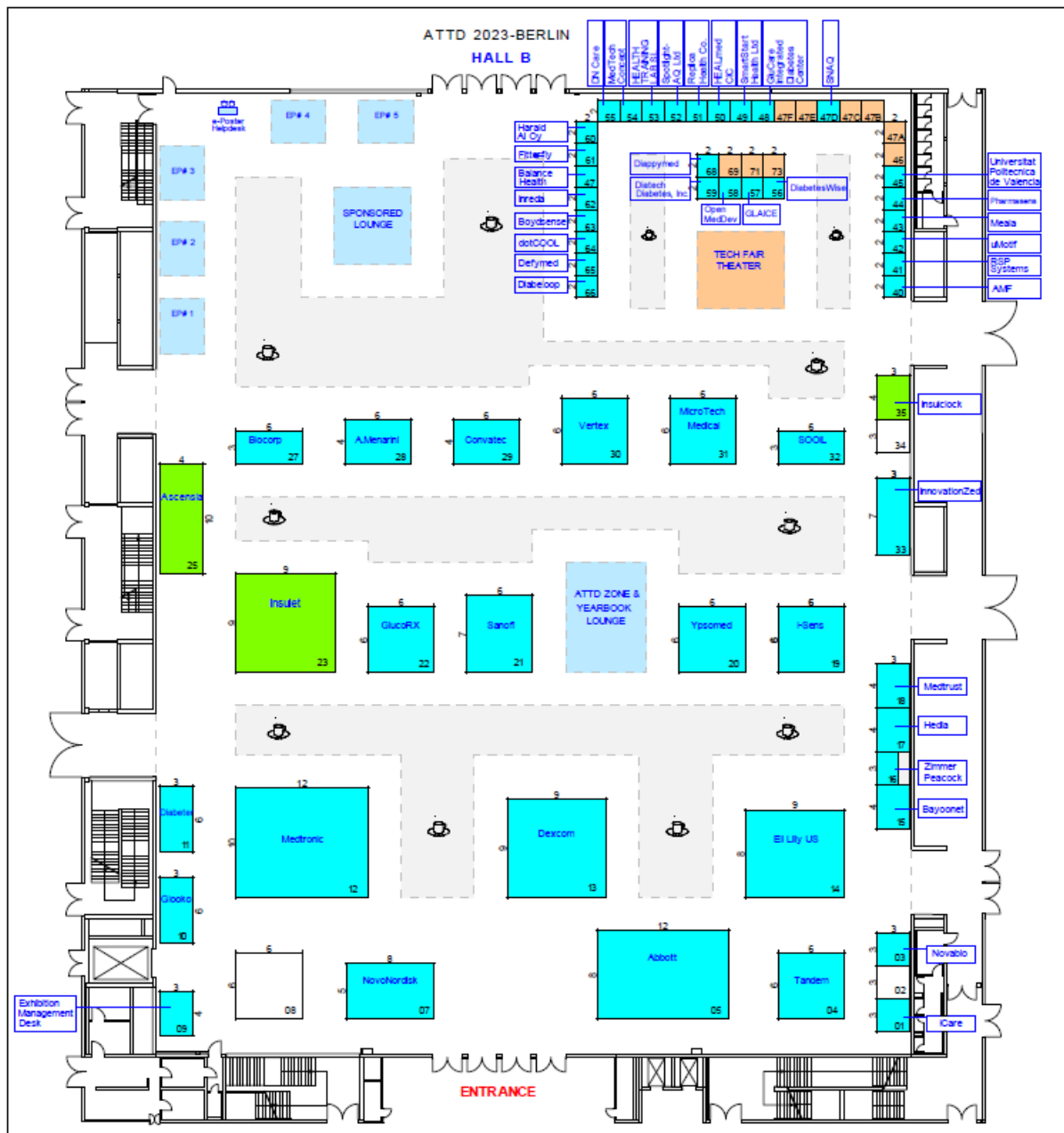


## List of Exhibitors

Please see all exhibitors listed here: <https://attd.kenes.com/confirmed-sponsors-and-exhibitors/>

## Exhibition Floor Plan

The floor plan has been designed to maximize the exhibitor's exposure to the delegates.  
For most updated floor plan and list of exhibitors, please [click here](#)



## SECTION 3: Exhibition Services

### Exhibitors' Badges

All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. Individual participant names will not appear on badges in order that they may be used interchangeably between staff members.

Exhibitor badges will be given as per your contract.

Any additional exhibitor's badges will be charged an exhibitor registration fee of **€230**

Companies can purchase a maximum number of exhibitor registrations as follows:

- ✓ Stands of up to 60sqm - 15 exhibitor registrations
- ✓ Stands larger than 60sqm - 25 exhibitor registrations

The Exhibitors badges allow access to the exhibition area, refreshments, and Welcome Reception.

Additional Exhibitor badges can be ordered online via [reg\\_attd23@kenes.com](mailto:reg_attd23@kenes.com)  
Please make sure that your Company Profile has been submitted before placing an order for exhibitor badge.

Deadline: **Monday, February 6<sup>th</sup>, 2023**

Each exhibitor will be contacted with login details to access the Exhibitor's Portal.

All personnel are required to wear badges to access the Exhibition. Company representatives not wearing their badges will not be allowed to access the Exhibition. Company name badges are for the use of company personnel for Booth manning purposes and should not be used by companies to bring visitors to the Exhibition. Exhibitor badges will not be mailed in advance and may be collected from the onsite registration desk.

## Lead Retrieval Wireless Barcode Reader

### WHAT IS K-LEAD APP?

Lead Retrieval systems are a helpful tool for receiving participants' contact information when they visit your booth or attend your symposium. The information obtained by lead retrieval system enables Exhibitors and symposium to enhance their database by securing valuable leads for further marketing and communication.

### HOW DOES IT WORK?

Exhibitors and supporters can download the "K-Lead" app onto their **own smart phone or company tablet** and transform their device into an instant, easy lead retrieval system and capture participants' full contact information with a quick scan of their badge (Exact operational guidelines will be shared in due course).

The advantages of the "K-Lead" application:

- ✓ Effortless process using registration badge barcode.
- ✓ Allows to immediately view the leads information.
- ✓ Ability to insert exhibitor's comments for each lead
- ✓ Ability to quickly scan delegates as they enter the session hall by using the "Quick Scan" function
- ✓ Application is available for download from Apple store or Google play: "K-Lead App".

### COST

Cost per license – **EUR 600** (excluding 4% credit card charges fees, excluding VAT if applicable)

**NB!** Please note **device is not included**.

**Order deadline is** Monday, February 6<sup>th</sup>, 2023

**Onsite price is EUR 750** (excluding 4% credit card charges fees, excluding VAT if applicable)

### HOW TO PLACE AN ORDER?

To order "K-Lead" Application, please access the Exhibitor's Portal <https://exhibitorportal.kenes.com>

Login details to the Portal have already been sent to the primary contact listed in our system upon signing the sponsorship agreement.



## IMPORTANT TO KNOW

In accordance with the general data protection regulation (GDPR), Kenes Group has updated its privacy policy.

You can view our updated privacy notice [here](#).

Kenes will not share delegate's personal data with third parties without their consent.

Please note that similarly to sharing a business card, presenting delegate badge for scanning at exhibition booths or industry symposia constitutes an expression of consent to share their personal details with the company that is scanning their badge so that it may contact them in the future.

Barcodes on delegate's badges contain contact information as supplied by the delegate or the agency responsible for the registration process of the delegate. We regret that in some cases, as when group registration is completed by a company, we may not be in possession of the full contact details.

In addition, please note that neither Kenes Group nor the Organizing Committee is responsible for the content of the information.

## SECTION 4: Technical Information

### Exhibition Area

The Exhibition is being held in **Hall B** which is **located** on the **Second floor**.

<https://tours.nexpics.com/visitberlin/citycube-berlin/>

- Hall height is **11.5 meters**
- **Maximum build** up height allowed for booth walls is **5 meters**
- From bottom to the light trust we are not allowing more than **7 meters**, see diagram below.
- A documentation of stability must be provided from a height of at least **4 meters**, to Messe Berlin in good time for more information please check The [Technical Guidelines of Messe Berlin](#) that apply.
- **Exhibitors who will have stands higher than the maximum permitted height will not be allowed to set-up their stands.**
- Shell scheme stand build up is **2.5 meters**.

Any part facing neighboring stands that is above 2.5 meters in height needs to be designed with neutral Surfaces (white).

Structures installed for specific events, exhibition stands including installations, special structures and exhibits as well as advertising displays must be sufficiently stable that they do not pose a threat to public safety and order and, in particular, that they do not endanger life and health.

**Exhibitors / customers are responsible for ensuring the load-bearing capacity and stability of such structures and may be required to furnish the relevant proof.**

### Floor

**Floor type:** Concreate solid floor with cable ducts

**Maximum floor load:** 10kN/m<sup>2</sup>

**Exhibitors are required to have floor cover or carpeted floor within the stand area.**

All floor coverings must be secured and maintained so that they do not cause any hazard.

Fixing of floor covering to the hall floor may only be carried out using approved tape.

Mechanical damage or soiling which cannot be removed during the normal cleaning and maintenance of the floor will be repaired at the expense of the person/company causing the damage.

**Ceiling Rigging - Ceiling hanging is permitted for space only booths.**



## Shell Scheme Booths for Tech Fair Exhibitors

To ensure the smooth and efficient installation and dismantling of your Booth, an official Booth Contractor has been appointed (See SECTION 5: official contractors).

Shell Scheme which has been **pre-booked with Kenes** includes the following:

- Shell Scheme Panels
- Company name on Fascia board printed in standard lettering
- Lighting (1 LED light every 4.5 sqm)
- Furniture package – 1 table, 2 chairs, trash bin
- Light Blue carpet



**Panel Sizes:** width 980mm x height 2360mm, covered by frames: 10mm on all sides, panels are separated in the framework by 20mm

### **Booth Package does not include:**

- Stand cleaning
- Electricity

**Electricity, cleaning** and other products and supporting services can be ordered via the **Exhibitor Order Form** located in the beginning and end of the manual.

For **furniture, graphics** and supporting services please contact:

#### **T.E.M Festival GmbH**

Michael-René Bitterlich

Tel. +49 (0) 30 5770 212-0

[m-r.bitterlich@t-e-m.de](mailto:m-r.bitterlich@t-e-m.de)

For catalogue, please click [here](#)



\* For template files and instructions regarding the composition of the print files please contact:

**T.E.M Festival GmbH** via [ATTD2023@t-e-m.de](mailto:ATTD2023@t-e-m.de)

Please always state your company name, booth number when submitting your request.



\*Image shown is for illustration purpose only

Note: **Corner shell scheme booths** are provided with **two open sides** and 2 fascia panels with company name.

### Fascia Sign

\*Maximum of 21 characters (including spaces) may be written on your fascia (valid for 9 sqm booths). Please submit lettering for fascia via the Exhibitor's Portal by **Monday, January 16<sup>th</sup>, 2023**

You can submit your design/Facia on the Exhibitors' Portal: <https://exhibitorportal.kenes.com>

Each exhibitor will be contacted with login details to access the Exhibitor's Portal.

If the text for your fascia is not received by this date, we will provide you with a fascia title as per your application form.

If you wish to print your logo on the board, instead of your company name or in addition to the name, this can be ordered at additional cost via the official contractor.

### Technical Information and Regulations for Shell Schemes Booths

- All basic shell scheme booth will be designed and built by the **T.E.M** – the official stand contractor.
- Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths. Exhibitors wishing to remove or change the location of any standard equipment within the booth should indicate clearly on the location plan and forward it together with clear instructions to the official stand contractor and the Exhibition Manager before **Monday, January 16<sup>th</sup>, 2023**
- No free-standing stand-fitting or display(s) may exceed a height of **2.5m** or extend beyond the boundaries of your booth. This includes company names, advertising materials, flags and logos provided by the exhibitor.
- It is not allowed under any circumstances to cut, nail or drill into or through the walls, fascia, floor or ceiling.
- Please do not use any adhesive products that may leave marks or cause damage to the panels and booth structure. **Booth must be returned in the same condition in which it was received. Any damage to booth structure will be invoiced to the exhibitor.**
- It is possible to use fishing line (nylon) to hang pictures etc.
- An exhibitor occupying a **booth at the corner** can request to close the additional side(s). If the official stand contractor and the Exhibition Manager is not being notified in writing before **Monday, January 16<sup>th</sup>, 2023**– it will be assumed that the exhibitor will have opening on the additional side(s).
- A back wall of a booth (any booth type) cannot be used by other exhibitors.
- Shell scheme booths will be provided with a blue carpet. If an exhibitor wishes to change the color of the carpet in the booth, additional cost may be incurred. Please contact the **T.E.M** – the official stand contractor.
- Excess stock, literature or packing cases may not be stored on, around or behind booths, unless contained within a lockable storeroom.
- Exhibitors requiring additional equipment may contact the **T.E.M** – the official stand contractor – as per published deadlines (see section “Deadlines & Key dates”).

## Electricity and Electrical Installations for “Space Only” booths

According to the regulations, the electrical installations for the Exhibition will only be connected to the power supply after being checked and approved by the Messe Berlin.

The Messe Berlin is the only company allowed to connect any kind of device directly to the main power sources.

Only the Messe Berlin is authorized to provide the electrical switchboard for the power points. Thus, every exhibitor should order an electrical switchboard from the Messe Berlin and to pay for the electrical consumption according to his power needs.

Please refer to the **Exhibitor Order Form** – [click here](#) to download.

- The Messe Berlin will check that the official electrical switchboard is not removed from the booth.
- Electrical switchboards provide by the venue cannot be manipulated, adjusted, or damaged. The cost of a damaged Electrical box will be charge to the company who has ordered it.
- Messe Berlin staff are authorized to unplug the whole booth electrical installation if they detected that it is not properly done, with a possible danger.

### Please note the following:

- Electrical switchboard and/or various power outputs will be ALWAYS delivered on the booth floor. Exhibitor/Stand Builder must check how to place it inside the booth to be hidden and accessible.
- Electricity supply from the neighboring stand is not allowed!
- It is the exhibitor/stand builder/electrician responsibility to advise how to connect your box provided by the Messe Berlin (CETAC, ...).
- Messe Berlin only could provide electricity from the electrical ducts on the floor.
- It is compulsory the use of plastic protector to hide electrical cables (at the exhibitors' expense).
- Electrical extensions ordered will be supplied next to the electrical box and the exhibitor/stand builder will have to place on the space they need them

**The Messe Berlin provides electric service in the Exhibition area during the official exhibition times only. At the end of the day, we recommend switching off your main electrical sources in order to save energy and not to occur any accidents overnight.**

At the end of the day Booth manager must check before leaving the venue that the booth spotlights are switched off for security and ecologic reasons. The **Messe Berlin** won't be liable for any damages caused from this action.

In case that the stand builder brings their own electrical switchboard, (it has to be connected to the **Messe Berlin** switchboard) it is mandatory to indicate which power line goes to the booth lights, in order that the booth manager knows which switch/button has to be turned off at the end of the day.

In case that you need 24h electrical connection for some devices (excluding booth general light), a second electrical switchboard will have to be ordered. Booth manager will have to make sure the general lights are turned off.

## Booth Services

### Booth Cleaning

The organizers will arrange for general cleaning of the exhibition premises prior to the opening of exhibition and daily prior to opening thereafter (excluding exhibit booths and displays). For ordering daily stand cleaning, please refer to the **Exhibitor Order Form** – [click here](#).

Any company cannot clean the venue facilities surfaces to avoid damage on them.

### Internet & Wi-Fi

For Wired internet and Wi-Fi connection please contact [sstoyanova@kenes.com](mailto:sstoyanova@kenes.com) and [asinapova@kenes.com](mailto:asinapova@kenes.com)

Important:

**Please be advised the Private Wi-Fi networks installations in the stand is not allowed.**

**The Venue and the organizers reserve the rights to discontinue any activity which interfere with the hall Wi-Fi coverage.**

**The Venue and the organizers must be informed in advance when the stand has a platform as well as the scheduled set-up day and time due to internet foundation.**

Complimentary Wi-Fi will be provided by the Conference during official Conference days at most areas.

This public Wi-Fi connection is limited for basic web browsing or checking emails.

Should you have any internet-based feature/device/activity at your stand (for example: product demonstrations), we strongly recommend ordering a dedicated internet connection for your stand (wireless or wired connection) to guarantee a consistent internet connection inclusive of technical support.

Note regarding technical support: we will ensure that the service you purchased is functioning as it should, however we cannot troubleshoot or repair issues with client-provided equipment.

### Security

Please do not leave any bags, boxes, suitcases, or any type of product unattended at any time, whether inside or outside the exhibition area.

Neither the **Messe Berlin** nor the organizers can accept responsibility for the security of the stands and their contents. The **Messe Berlin** as well as the organizers are not liable for any possible loss, theft and/or damage occurred during the rental period of any private property or goods. Exhibitors are fully responsible for the security of their stand and equipment.

If you wish to hire security for your stand, this can be done via the **Exhibitor Order Form** – [click here](#).

## Booth Catering

Food & Beverages service is an **exclusivity** of the **Messe Berlin - MB Capital Services GmbH**.

Exhibitors who wish to order food and beverages for their stand are welcome to do so directly with the Messe Berlin.

If you would like to bring any coffee machine or barista, please contact: **Messe Berlin - MB Capital Services GmbH**

Please refer to the F&B section order forms here: <https://webshop.capital-catering.de/en/checkin.php> or [cateringservice@capital-catering.de](mailto:cateringservice@capital-catering.de)

### Important:

- It is not allowed to enter any kind of Food & Beverages including coffee machines from outside the venue.
- This exclusivity also includes all types of catering equipment such as coffee makers, juicers, popcorn machines, etc.
- The Messe Berlin reserves itself the right to add a charge for the entry of any F&B products not supplied by the venue (authorization is necessary from the venue)
- The exhibitor must consider the space available on the booth to store and display the requested deliveries.

In case to have any other doubt about F&B please contact the organizers or the **MB Capital Services GmbH** at **+49 30 3038-2993** to avoid misunderstandings once the event started.

## Waste Removal

For ordering waste removal please refer to the **Exhibitor Order Form** - [click here](#)

## Storage

The **Messe Berlin** has no storage facilities. Short-term storage of materials left over after assembly (empty boxes, crates, cases, palettes etc.) should be coordinated with Merkur team (payable service).

**Under no circumstances may packing materials of any kind be left in the aisles, on the stands, around or behind the stands.**

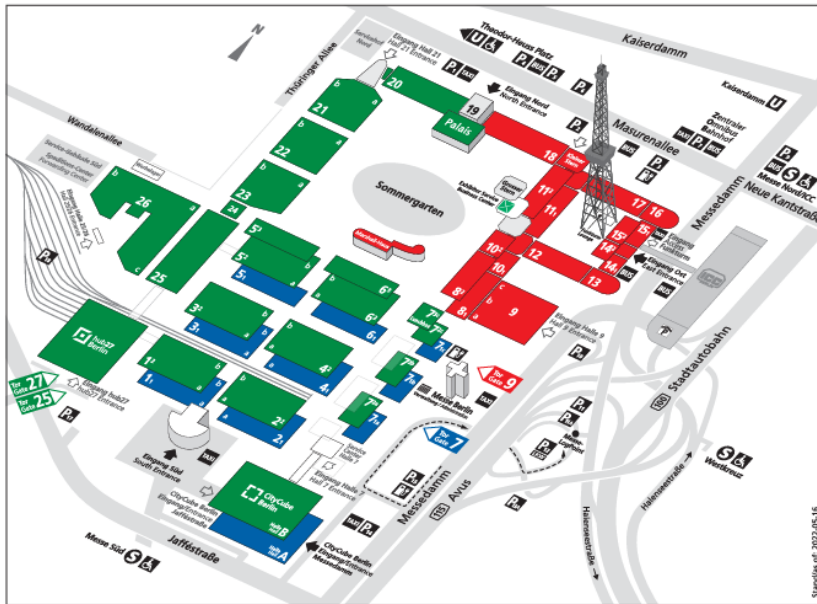
Please contact Merkur with information on sizes and number of parcels, size, and storage period. E-mail: [jrit.sofer@merkur-expo.com](mailto:jrit.sofer@merkur-expo.com)

**Shipments sent directly to the venue prior to the set-up period, will be refused by the venue.**

Once the event & dismantling are over, the Messe Berlin shall not be held responsible for the safekeeping and/or storage of any items left in the building. If the Messe Berlin takes care of the removal of these items, it will be charged to the exhibitor.

For access to the goods/ lorry entrance/ Lifts:

#### Messegelände • Exhibition Grounds



- Tor Gate 7** → Einfahrt Tor 7  
Access Gate 7  
Hallen / Halls 1.1 - 7.1  
CityCube Berlin Halle / Hall A
- Tor Gate 9** → Einfahrt Tor 9  
Access Gate 9  
Hallen / Halls 8 - 18
- Tor Gate 25** → Einfahrt Tor 25  
Access Gate 25  
Hallen / Halls 1.2 - 7.2, 20 - 26  
CityCube Berlin Halle / Hall B  
hub 27
- Tor Gate 27** → Einfahrt Tor 27  
Access Gate 27

Please note that **MERKUR Expo Logistics GmbH** is the exclusive agent for move in and move out.

To ensure that traffic movement is as smooth and trouble free as possible, exhibitors will be allocated a time at which to unload.

It is imperative that unloading times are strictly adhered to and that vehicles are removed as soon as unloading is complete.

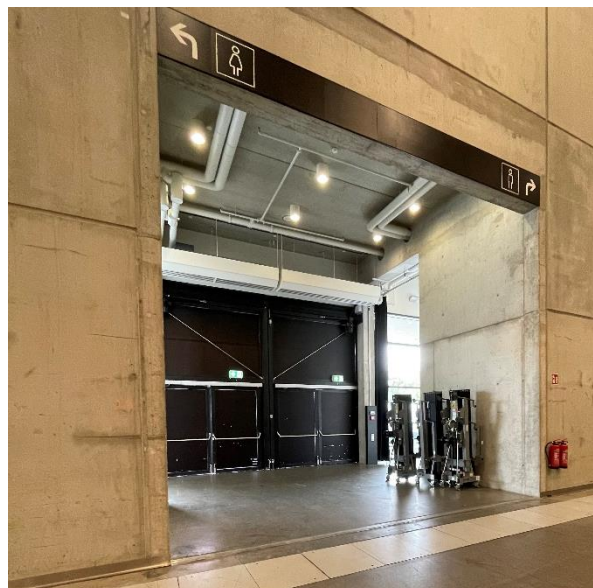
Parking during unloading is limited for short time only. All vehicles must be moved after unloading.

Parking space is available, Order forms for parking spaces will be updated with the current costs and sent through Shortly.

A traffic Guide contains relevant information for exhibitors, stand constructors and suppliers will be sent about 8 weeks before move in.

During built-up, a deposit, to secure move out from the unloading area, will be required per each vehicle.

Please find below picture of the loading doors.





## Traffic Regulations

To ensure that traffic flows smoothly during the construction and dismantling periods as well as during the event itself, the rules for regulating and directing traffic as well as the instructions of Messe Berlin's traffic supervisors/security personnel must be strictly observed.

The provisions, definitions and restrictions set out in the house rules /item 1.1.6/ apply in full and without exception to the entire exhibition grounds. The maximum permitted speed on the exhibition grounds and parking areas belonging to the exhibition grounds is 20 km/h. Parking of vehicles is only permitted with an appropriate entry permit and on the specially identified parking lots and spaces as marked on the ground. Before moving or transporting loads on Messe Berlin's exhibition grounds and/or in the exhibition halls, exhibitors / customers or the companies commissioned by them shall enquire about permitted ground loads and the nature of the ground and surface and whether the respective area can be negotiated by vehicles. Motor vehicles may only enter the halls for the purposes of unloading or loading items. In this case, the permitted floor load (axle load) shown on the notices at the hall gates shall be observed. Engines are to be turned off while vehicles are being loaded or unloaded. Vehicles may not be parked or allowed to remain in the halls.

## Access to the exhibition area

The delivery and removal of materials and goods for the exhibition stands is allowed only by the official freight forwarder and their local agent.

**Important note:** companies which are bringing their own goods should contact the official freight forwarder to coordinate their arrival and the use of the loading bay, the service entrance and the lifts.

## Access for Deliveries

Please be advised that neither the Organizers nor the **Messe Berlin** can accept deliveries on an exhibitor's behalf and arrangements must be made for a stand/company representative to be available when deliveries are made.

Deliveries may not be made prior to **Monday, February 20<sup>th</sup>, 2023**. Any deliveries prior to this date, or off the official working hours, will not be accepted. Please refer to the Shipping Instructions for the deliveries address.

As a courtesy to the delegates and your fellow exhibitors, deliveries or the removal of any equipment to or from stands must be made 30 minutes before or after exhibition opening hours.

It is recommended that all contractors, drivers and exhibitors bring their own trolleys to transport goods to and from their stand.

## Accommodation

Kenes International is offering exhibitors specially reduced rates for various hotels around the Conference venue.

Information, pictures, location and rates are available on the hotel accommodation page:

<https://hotels.kenes.com/Conference/ATTD23> or email us to: [booking@kenes.com](mailto:booking@kenes.com)

You may also book a room online through the above link.

For **group booking** (10 rooms and more) please contact **Ms. Anna Ivanova** at [aivanova@kenes.com](mailto:aivanova@kenes.com)  
Different payment and cancellation conditions apply.



## Rules and Regulations -*Binding for all exhibitors and their subcontractors*

### Animals

It is not permitted to bring animals into the Messe Berlin.

### Build-Up & Dismantling Period

- During the period of build-up and dismantling, it is prohibited to consume **alcoholic beverages** in the working area as well as to perform work under the influence of alcohol, drugs or any other type of substances that could alter the perception of risk.
- The Exhibitors and contractors are required to wear the necessary **personal protective equipment** (PPE) such as protective helmets, eye protection, and hand protection required by the specific work activity, with special attention to the safety shoes/boots inside the facilities for your own safety.
- The use of cutting machines, welding machines, sanders and a spray gun is strictly forbidden.

### Health & Safety

- It is the responsibility of the booth holder to ensure the health, safety and welfare of all employees, contractors and visitors as far as is reasonably practicable throughout the event.
- It is recommended that the booth holders appoint a supervisor for the booth, with the specific responsibility for ensuring the health & safety of their staff and stand builders. It is advisable that a Risk Assessment is completed for the booth and submitted to the organizers.

### Children

No person under the age of 18 years can be admitted to the Exhibition, either during build-up, opening days or breakdown. This rule also applies to Exhibitors' children and must be strictly enforced to comply with the safety regulations of the exhibition.

### Compressed Gases

Use of compressed gases is not allowed.

### Damage to the Building

Boring, screwing, nailing, or the use of paint, glue, adhesive stickers, fixtures of any kind or anything that can damage the structural elements of the building (floor, walls, ceiling, pillars...) are not allowed. In case of damage of the facilities, the cost of repair or replacement will be charged to the exhibitor.

### Disposal of Material

It is obligatory to collect and dispose of all material during the build-up or dismantling of the event.

When the dismantling period is over, the exhibitor loses any right to claim losses or damage to property left behind. Any costs incurred by the Messe Berlin in removing this property will be charged to the exhibitor.

## **Fire Regulations**

- Booth material and fittings must be non-flammable or impregnated with fire-retardant chemicals. (at least DIN4102 B1 or EN13501-1 A2/B/C -s3 d2)
- As a general rule, easily inflammable synthetic substances, foam polyester, and no fireproof straw and reeds are prohibited.
- Storage paint liquids, gas or other inflammable substances in the booth space is forbidden.
- The use/storage of inflammable substances is forbidden (liquids, gas or other). For any doubt for these substances contact the organizers or the Messe Berlin.

## **Fire Insurance (compulsory)**

Exhibitors must be insured against fire.

## **Smoke**

It is not permitted the operation of any machine in the exhibition that emanate fumes, gases or steam, or any item or device that generates or contains flame.

## **Heavy Weight Element / Large Machinery**

In case the exhibitor/stand builder brings large machinery, any kind of heavy weight element or structure inside the exhibition area it is mandatory that the Messe Berlin will be provided with a detailed project describing the unload procedure inside the exhibition area:

- Exhibition access used
- Transportation used to bring the element inside the Messe Berlin and weight
- Plan for weight distribution (number of platforms, dimensions, and weight resistance)
- Forklifts, cranes, or any other machinery used for the unloading / uploading of the element. How the element is going to be unloaded and how is going to be brought inside the exhibition area.

Once the Messe Berlin has the complete information, the unloading of the element will be approved or rejected.

## **Hanging of Posters, Banners etc.**

Hanging of posters, banners or decals, stickers, or similar items, on the walls, floors, ceilings, or pillars within or outside the installations of the Messe Berlin are not allowed.

## Insurance (compulsory)

- Exhibitors are required to take out appropriate Insurance. Third part liability insurance is obligatory. It remains the Exhibitors full responsibility to insure themselves appropriately.
- Neither the organizers nor the Messe Berlin, their representatives or agents will be held responsible for any loss or damage to exhibitor's property. Exhibitors must take precautions to protect their property against pilferage.
- The organizers do not provide insurance for exhibitors and their property. The exhibitor is responsible for his property and person and for the property and persons of his employees through full and comprehensive insurance and shall hold harmless the organizers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy. Therefore, you are obliged to have a **public liability insurance** that covers all injuries to persons and damages that might cover in connection with the exhibition.
- Exhibitors are personally liable for all expenses incurred by the organizers or by third parties in regard to technical services provide.
- We also recommend that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please make arrangements for insurance coverage through your company's insurer.

## Liability

- Exhibitors are responsible for all property damage as well as any loss or injury caused by their property, agents or employees. Companies will indemnify the organizers against all claims and expenses arising from any damages.
- If for any reason whatsoever the Exhibition needs to be abandoned, postponed, or altered in any way, either in whole or part, or if the organizers find it necessary to change the dates of the Exhibition, the organizers shall not be liable for any expenditures, damages or loss incurred in connection with the Exhibition.
- The organizers shall further not be liable for any loss which the Exhibition or Exhibition contractors may incur due to the intervention of any authority which prevents or restricts the use of the Messe Berlin or any part thereof in any manner whatsoever.

## Sound equipment and Music

In general, the use of sound equipment/music in booths is permitted as long as the noise level does not disrupt the activities of neighboring exhibitors.

Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths).

It is difficult to establish decibel level restrictions. If an exhibitor or attendee is standing within ~3 meters of an exhibitor's booth and cannot carry on a normal voice-level conversation, the noise source is too loud. Further guidelines:

- Live music is not allowed.
- The organizers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is too loud
- The organizers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.

- Exhibitors are reminded that third party copyrights should not be infringed. The organizers have no copyright responsibility in respect of any exhibiting company. Proper dispensation must be obtained and any royalties due, paid prior to the use of materials. Should any copyright dispute arise, the organizers will not be liable for any resulting loss or damages, sustained by any exhibitor or third party.

### Security

- Please do not leave any bags, boxes, suitcases, or any type of product unattended at any time, whether inside or outside the exhibition area. The organizers and the Messe Berlin cannot accept liability for loss of or damage to private property or goods.
- Neither the Messe Berlin nor the organizers can accept responsibility for the security of the booths and their contents. The **Messe Berlin** as well as the organizers are not liable for any possible loss, theft and/or damage occurred during the rental period of any goods. Exhibitors are fully responsible for the security of their booth and equipment.
- Please consider hiring extra security for your booth if needed. This can be done via **the Messe Berlin** service order form.

### Personal Transportation Vehicles

Bikes, skates, electric scooter and any personal transport by wheels are not permitted inside the building.

### Promotional Activities

- All demonstrations or instructional activities must be confined to the limits of the Exhibition booth.
- Advertising material and signs may not be distributed or displayed outside the exhibitor's booths.
- Advertising activities must not cause obstructions or disturbances in the gangways or at neighboring booths.
- The Exhibition Manager reserves the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.

### Smoking Policy

The **Messe Berlin** operates a **NO SMOKING** policy in ALL halls.

### Special Effects

Special effects lighting, live music, smoke and laser projection may not be used in the booths. No permission will be given for projection in the aisles or on the walls of the hall.

## Waste Removal

- Exhibitors are responsible for the removal of all refuse/waste from the exhibition area. The used space must be returned completely clear of all items and restored to its original state.
- In case that exhibitors wish to leave any kind of waste material during set-up/dismantling, they should order a waste container in advance.
- Any discarded waste, including promotional material, left behind will be removed by the **Messe Berlin** and/or the organizers at the expense of the exhibitor concerned.

The Messe Berlin reserves the right to access inside the booth in order to check the compliance with the Messe Berlin regulations.

**At all times you must consider the staff's logistics Messe Berlin indications.**

**Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.**

## IMPORTANT:

Please read thoroughly the Venue Technical Guidelines at the end of the manual.

Please note that these regulations are in addition to the exhibition Rules and Regulations found in Section 6.

Exhibitors must comply with **Messe Berlin** technical guidelines including operation, fire safety, construction and other security regulations.

Exhibitors must also comply with rules and regulations as specified by work health safety laws (German Technical Plant and Equipment Act.)

These technical guidelines are contractually binding and are to be followed by the Organizers and exhibitors including the exhibition service and stand construction companies commissioned by them to perform work on site.

**Venue Technical Guidelines** can be found online at : <https://www.messe-berlin.de/messe-berlin/downloads-englisch/technical-guidelines-berlin-expocenter-city.pdf>

**Stand construction work:** <https://www.messe-berlin.de/messe-berlin/downloads-englisch/information-sheet-stand-construction-work.pdf>

## SECTION 5: OFFICIAL CONTRACTORS

### Electricity\ Cleaning Services\ Rigging\ Security\ Plants & Floral Arrangements

#### MB Capital Services GmbH

**Electricity** - For order form please click [here](#).

**Booth cleaning** - For order form please click [here](#).

**Rigging** - For order form please click [here](#).

**Security** - For order form please click [here](#).

**Waste disposal** - For order form please click [here](#).

**Photographic services** - For order form please click [here](#).

**Hostesses** - For order form please click [here](#).

#### In-Booth Catering

Please refer to the F&B section order forms here:

<https://webshop.capital-catering.de/en/checkin.php> or [cateringservice@capital-catering.de](mailto:cateringservice@capital-catering.de)

Order deadlines set by the Conference vendors, can be found on the “Guest Events Organizers Services”  
Orders placed after the deadlines are subjected to surcharges.

### Stand fitting \ Graphics and Signage\ Booth construction\ Furniture

#### Official builder contacts:

**T.E.M Festival GmbH**

Michael-René Bitterlich

Tel: +49 (0) 30 5770 212-0

Email: [m-r.bitterlich@t-e-m.de](mailto:m-r.bitterlich@t-e-m.de)

Catalogue – please click [here](#)

#### Freight Handling & Customs Clearance Agent

#### Hermes/Merkur

Mrs. Irit Sofer

Mobile: +972-52-8890129

Email: [irit.sofer@merkur-expo.com](mailto:irit.sofer@merkur-expo.com)

Website: [www.hermes-exhibitions.com](http://www.hermes-exhibitions.com)

For shipping instructions and tariff please [click here](#).

## SECTION 6: DELIVERY REGULATIONS AND INSTRUCTIONS

The shipping instructions include the following information:

- Shipping Instructions
- Tariff
- Material Handling Form
- Labels

### Delivery & Logistic Services

Hermes-Merkur Ltd. has been appointed the official forwarding agent and clearance agent for this Conference and offers the following services: customs clearance, delivery to the stand, freight forwarding, manpower & trolleys for un-loading/loading during build-up and dismantling, storage of empty crates, transportation to and from the Exhibition Hall.

For security, insurance, and efficiency reasons, Hermes-Merkur is the sole official agent to handle cargo inside the venue.

Booth builders are prohibited from using trolleys during set-up and dismantling periods.

Kindly note that the official agent is the exclusive agent for move in and move out of the venue. Exhibitors and Booth builders are free to deliver their goods or to pick their goods up from outside the venue. Those who use their own facilities up to the venue are requested to coordinate their time schedule and unloading of their cargo into the venue with the official logistics agent.

### Insurance of Goods

All cargo should be insured from point of origin.

### Exhibition Goods and Display Materials

Please note that all materials entering the venue incur a handling charge.

To receive a price quote for handling and to assure arrival of your materials, please be sure to complete the "Pre-advice" form included in the shipping instructions.

**Please Note: All advanced shipments and deliveries to the Hermes/Merkur warehouse, including by courier, must be coordinated with Hermes.**

In order to assure receipt of sent materials, Hermes must receive the "Pre-advice" form found at the end of this section.

Please complete this form and return it to [irit.sofer@merkur-expo.com](mailto:irit.sofer@merkur-expo.com)

You will then receive confirmation of your material arrival.

### Hermes Exhibitions & Projects Ltd.

Mrs. Irit Sofer

Mobile: +972-52-8890129

Email: [irit.sofer@merkur-expo.com](mailto:irit.sofer@merkur-expo.com)

For shipping instructions and tariff please [click here](#).