

# CEPIC CONGRESS 2018 BERLIN

From 30<sup>th</sup> May to 1st June 2018  
Maritim proArte Hotel



## Exhibitor Stand Manual for the Innovation Day

### 1. PRACTICAL INFORMATION

**Date:** Wednesday, 30<sup>th</sup> May, 2018

**Venue:** Maritim proArte Hotel Berlin (Salon IA) **Address:** Friedrichstrasse. 151, 10117 Berlin

**Exhibitor Stand Fee:** 1.100 EUR (plus VAT)

- In order to book a stand, at least one representative of your company must be registered for the entire CEPIC Congress.
- Two additional staff members can be registered for 41 EUR (plus VAT)

**Opening Hours:** Wednesday, 30<sup>th</sup> May from 10:00 hrs. to 18:00 hrs.

**Stand setup:** Wednesday, 30<sup>th</sup> May, from 08:00 hrs. to 10:00 hrs.

**Dismantling of stands:** Wednesday, 30<sup>th</sup> May from 18:00 hrs. to 20:00 hrs.

All items must be removed from the Maritim proArte Hotel by 20:00 hr. on Wednesday, 30th May. There are no secure facilities to store any items beyond this time.

### 2. TRADE STAND SPACE

#### **Stand size and equipment:**

12sqm (3m x 4m) • 1 power point • 1 table (180 x 80 cm), table cloth and 6 chairs • WiFi

The stand space is not surrounded by walls.

The construction height in the exhibition area is maximum 3,50m.

**Setup:** Please be aware, that the use of glue, sticky tape, staple gun, nails, screws etc. to fix materials to the walls, floor and ceiling is strictly prohibited in the entire hotel.

Packaging material can only be stored at or behind the exhibition stands.

If you need to order AV equipment or bring your own, please contact [berlin2018@ceplic.org](mailto:berlin2018@ceplic.org)

#### **Signage**

Display materials, such as banners and rollups, must be arranged within the booked stand space and in such a manner so as to not obstruct view of neighboring exhibitors.

### 3. TRADE STAND ENTITLEMENTS

Exhibitors will be listed as sponsors of the Innovation Day in the printed conference programme distributed to all conference delegates.

Exhibitors can book a pitch presentation slot and attend the Innovation Day sessions.

#### **4. VENUE INFORMATION**

**Packages should not arrive prior to the 28th May 2018.**

An earlier delivery will be charged with 50,00 € per package/day or 250,00 € per pallet/day to the account of the exhibitor.

Please note that Maritim proArte Hotel Berlin does not accept responsibility for packages left for collection after the congress.

Neither CEPIC nor the Maritim proArte Hotel are able to assist with any parcels stuck in customs. Please see Point 5. – Shipping.

The CEPIC Congress Area will be locked each evening at 20:00 hr and opened at 07:30 hr each morning during the conference.

**Access | Car parking** There is public parking on site at your own cost. Please use the address indicated in Point 5 for transport.

#### **5. SHIPPING**

##### **Transport | Customs Formalities | Delivery of Materials**

Deliveries have to be labelled as follows:

Event: CEPIC Congress 2018 / 30 May to 1 June 2018

Receiver: Exhibitor (Name of the Exhibitor stand number)

Address: MARITIM proArte Hotel, Friedrichstrasse 151, 10117 Berlin, Germany

Delivery: MARITIM proArte Hotel, Mittelstrasse opposite Nr. 55 10117 Berlin

#### **6. EXHIBIT RULES & REGULATIONS**

##### **Conducting Exhibits**

Canvassing or distributing advertising matter outside the exhibitor's own stand is not permitted. Character of the exhibits is subject to the approval of the CEPIC office. Management (CEPIC and the Maritim proArte Hotel) reserves the right to refuse applications of the exhibitors not meeting the standards required or expected, as well as the right to restrict exhibits or parts of exhibits which reflect against the character of the meeting. We expect that all products will be up to professional standard. This applies to displays, literature, advertising, novelties, souvenirs, conduct of persons, etc. Loud noise of any kind, in particular loudspeakers, is not permitted.

##### **Liability and Nightly Exhibition Security**

Neither the organiser nor the MARITIM proArte Hotel will take any responsibility for packages, exhibition stands and materials of the exhibitor. The necessary insurances must be organised from the exhibitor. The exhibitor / organiser is liable for any damages, that he or an authorised person has caused on the building or the inventory of the venue. All equipment has to be taken from the power supply overnight. Equipment, that has to be connected to the power supply, is in the responsibility of the exhibitor. No damages have to be caused by equipment left connected overnight. An agreement from the hotel beforehand is necessary. We strongly advise to lock away any valuable or easy to remove objects. A night security is not mandatory.

##### **Fire Protection**

The existing regulations specify that the exhibition stand has to be made of not flammable or flame-

retardant material referred to the classification of "Baustoffklassen DIN4102 A and DIN 4102 B1. A certificate for it has to be carried along and shown on demand. Failure to comply with these regulations will be in the responsibility of the exhibitor.

### **Subletting of Space**

The subletting of space, assignment or appointment of the whole or part of assigned space by any exhibitor is prohibited. No exhibitor may permit to exhibit in his space any goods other than those manufactured or handled by the contracting exhibitor, nor permit the solicitation of business by others within his space.

### **Walls and Floors**

No sticky tape or band may be used on the floors, walls, pillars and mirrors. The existing floors have to be protected professionally against damage and pollution. In case of very heavy exhibition goods, the floor has to be covered if necessary. Brought in forklifts have to have plastic or rubber wheels. Any damage on the carpets will be the responsibility of the user and charged accordingly.

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### **Advertising material**

The distribution and the mounting of advertising material outside the own exhibition stand is prohibited.

### **Waste disposal**

For exhibition stand construction and operation has generally to be used reusable and environmentally friendly materials. The refuse disposal (packaging material and cardboards) shall come under the responsibility of the exhibitor/ organizer. Failing to do so shall incur following charges: • for each container with a capacity of 0,5 m<sup>3</sup> € 87.00 plus VAT.

Daily waste (no packaging materials) in a normal quantity will be picked up and disposed by the hotel after the event in the evening, if it will be characterized as waste and placed in front of the exhibition stands.

### **Catering**

Own food and beverages need to be accepted by the hotel and charged with a corkage fee.

### **Teardown**

The teardown can start after the event. The teardown of the stands has to be done during the predetermined hours, maximum until 4 hours after the event. During this timeframe the complete exhibition goods including left-overs have to be carried away. Any exhibition good, which have not been removed during this timeframe, will be moved away of costs and liability of the exhibitor or will be left unattended.

A later pickup is due to additional costs an only possible with a goods issue slip (Received on site). The costs of 50,00 € per package/day or 250,00 € per pallet/day will be to the account of the exhibitor. Due to follow events the storage of goods is only possible with written confirmation.