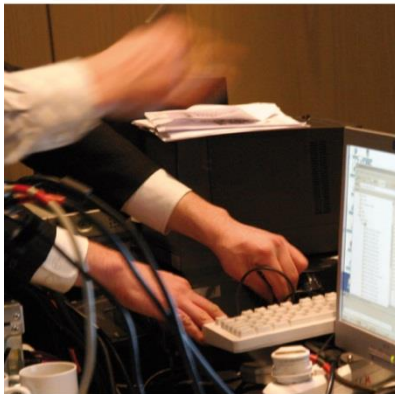


servicehandbook

IMPORTANT INFORMATION FOR EXHIBITORS **Venue:** Your way to find us.

Your contact: We are your capable consultant. **Delivery, installation and removal:** For a smooth passing of the exhibition. **The stand:** Valuable and interesting information on all the aspects of your exhibition space.



Online-Order for additional equipment latest until 18.08.2023 via the [online exhibitor portal](#)

m:con
VISION INTO CONVENTIONS

39th Annual Meeting of the DGG 2023

27. – 30.09.2023

OsnabrückHalle, Osnabrück

V2, modifications in green

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

On the following pages, the most important information for a successful exhibition at OsnabrückHalle is made available to you. All relevant facts and data on all the aspects of the venue, your exhibition space, the guidelines concerning installation and removal and, last but not least, your contacts can be found here.*

m:con has extensive experience in organizing congresses and producing events, and offers individual solutions – with its excellent conception and organization and with its own ultra-modern equipment.

The professional team of m:con offers you support at any time.

* Subject to alterations.

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FOR EXHIBITORS: Important information – compact and clear

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Please forward all the required information concerning the exhibition to your exhibition stand constructors ***promptly!***

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FOR EXHIBITORS: Important information – compact and clear

01 | Venue and Data of the Exhibition

■ Venue

OsnabrückHalle
Schlosswall 1 - 9
49074 Osnabrück
www.osnabrueckhalle.de

■ Delivery times for construction

Due to the limited space available in the delivery zone, set-up and dismantling will be timed.

Please note that vehicles must be removed from the delivery zone immediately after loading and unloading.

The Information on how to get to the loading and unloading area can be found on page 10.

The following timing for delivery must be adhered to:

Day	Time	Delivery
Monday, 25.09.2023	07:00 – 10:00 hrs	Booth from 40 qm
	10:00 – 13:00 hrs	Booth 21 – 39 qm
	13:00 – 22:00 hrs	Booth 15 – 20 qm
Tuesday, 26.09.2023	07:00 – 12:00 hrs	Booth 10 – 14 qm
	12:00 – 20:00 hrs	Booth smaller than 10 qm

If you are delivering with an articulated lorry/40 tons, this must be arranged as early as possible (at the latest 4 weeks before the congress) with the logistics partner Log4It GmbH. You will receive the exact time slot within the above-mentioned time window from Log4It (see contact details on page 12).

The background to this is that, for space reasons, articulated lorries cannot be loaded and unloaded at the same time.

Waiting times are to be expected at all times.

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FOR EXHIBITORS: Important information – compact and clear

■ Construction times in general

Your set-up time begins with the delivery time valid for you, see above.

Monday, 25.09.2023 07:00 – 22:00 hrs
Tuesday, 26.09.2023 07:00 – 20:00 hrs

Please note that the set-up of the stands must be completed by 20:00 hrs at the latest on Tuesday, 26.09.2023 or the grounds must be left!

■ Exhibition opening hours

Wednesday, 27.09.2023 09:30 – 17:00 hrs
From approx. 18:30 hrs Get together on the terrace on the ground floor of the OsnabrückHalle
Thursday, 28.09.2023 08:00 – 16:30 hrs
Friday, 29.09.2023 08:00 – 18:00 hrs
Saturday, 30.09.2023 08:30 – 13:00 hrs

■ Pick up times dismantling

Due to the limited space available in the delivery zone, set-up and dismantling will be timed. Please note that vehicles must be removed from the delivery zone immediately after loading and unloading.

The Information on how to get to the loading and unloading area can be found on page 10.

The following timing for delivery or collection must be observed:

Day	Time	Campaign
Saturday, 30.09.2023	13:00 – 22:00 hrs	Collection of small stands under 15qm
	13:00 – 14:30 hrs	Delivery of empties stands from 40 qm
	14:30 – 15:30 hrs	Delivery of empties stands 21 – 39 qm
	15:30 – 16:30 hrs	Delivery of empties stands 15 – 20 qm
	19:00 – 21:00 hrs	Collection stands 15 – 20 qm
	21:00 – 22:00 hrs	Collection stands 21 – 39 qm
	22:00 – 00:00 hrs	Collection stands from 40 qm

If you are delivering with an articulated lorry/40 tons, this must be arranged as early as possible (at the latest 4 weeks before the congress) with the logistics

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partner Log4It GmbH. You will receive the exact time slot within the above-mentioned time window from Log4It GmbH (see contact details on page 12).

The background to this is that, for space reasons, articulated lorries cannot be loaded and unloaded at the same time.

■ Dismantling times in general

Your dismantling time begins with the collection or empties delivery time valid for you (see above).

Saturday, 30.09.2023, 13:00 – 00:00 hrs

For safety reasons, dismantling is only permitted after 13:00 hrs on Saturday, 30.09.2023. Prior access to the building for stand constructors is strictly prohibited. In the event of infringements, m:con is entitled to charge the exhibitor a penalty.

The dismantling times must be strictly adhered to, as otherwise ongoing and subsequent events will be disturbed. Stands not dismantled in time will be cleared at the exhibitor's expense!

Stand materials/folded stands etc. must also be collected on the dismantling day and cannot be stored over the weekend.

You will find all important information on loading and unloading etc. on page 10.

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FOR EXHIBITORS: Important information – compact and clear

02 | Contact

■ Scientific carrier

Deutsche Gesellschaft für Gefäßchirurgie und Gefäßmedizin e.V.

Gesellschaft für operative, endovaskuläre und präventive Gefäßmedizin e.V.

Dr. med. Livia Cotta, Managing Director

Robert-Koch-Platz 9 10115 Berlin

sekretariat@gefaesschirurgie.de

■ Conference President

Prof. Dr. med. Jörg Heckenkamp

Direktor des Zentrums für Gefäßmedizin,

MHO Chefarzt der Klinik für Gefäßchirurgie

Niels-Stensen-Kliniken,

Marienhospital

49074 Osnabrück

■ Exhibition organisation

m:con – mannheim:congress GmbH

Rosengartenplatz 2

68161 Mannheim

■ Industry Management

m:con – mannheim:congress GmbH

Romina Frank

Phone : +49 (0) 621 4106 – 377

romina.frank@mcon-mannheim.de

■ Exhibitor cards / Registration Management

Anika Marzusch

Phone : +49 (0) 621 4106 – 174

DGG.Registrierung@mcon-mannheim.de

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FOR EXHIBITORS: Important information – compact and clear

03 | Directions to the venue

■ Arrival by car during the event

Address for the navigation system:

Main entrance Neuer Graben: 52.272002, 8.042265

More information on how to get to the OsnabrückHalle by different means of transport can be found on the OsnabrückHalle website under the following link

<https://www.osnabrueckhalle.de/anreise/de/>

■ Parking facilities for cars

We recommend using the underground car parks

Ledenhof-Garage (450 m; GPS data: 52.272375, 8.045440),
Nikolai-Garage (550 m; GPS data: 52.275044, 8.04277) and
Stadthaus-Garage (800 m; GPS data: 52.278527, 8.037968).

[Show available parking spaces - opening hours, prices](#)

**Parking on the
outside area of the
OsnabrückHalle is not
allowed.**

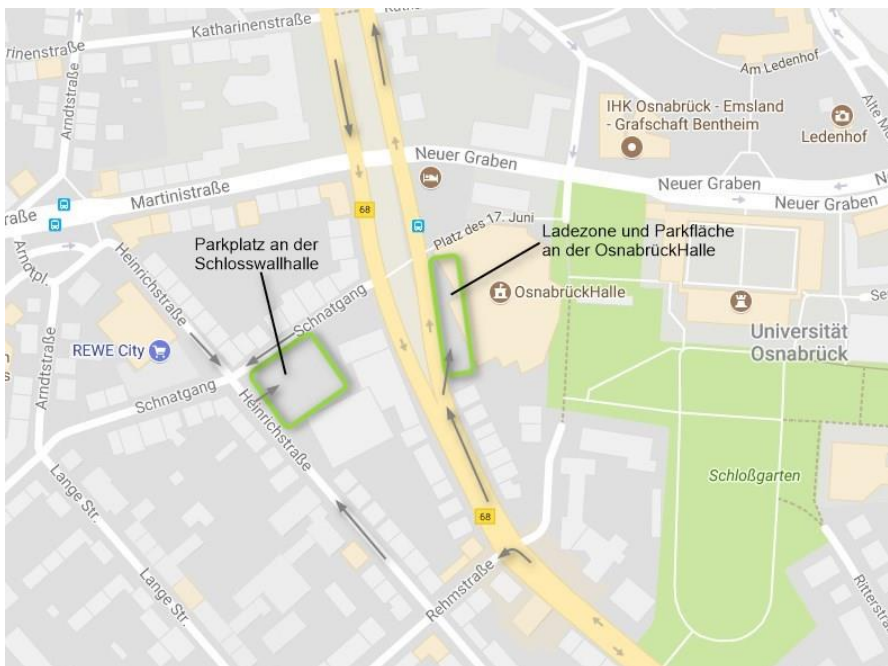
There is no parking space for cars, trucks, trailers and vans on the grounds of the OsnabrückHalle,

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■ Parking facilities for sprinters and small trucks

There are individual **fee-based** short-term parking spaces for sprinters and small trucks up to max. 3.5 t in the car park at the Schlosswallhalle (s. map). **Please note that this is a public parking lot and we have no control over its availability.**



Information on how to get there during assembly and dismantling (for loading and unloading) can be found on page 11.

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FOR EXHIBITORS: Important information – compact and clear

04 | Information on Delivery and Installation

■ Courier Delivery

Owing to a shortage of space, deliveries can be carried out only on the days of installation. For organizational reasons, earlier deliveries have to be carried out by the forwarding company „Log4it GmbH“ (address see “Storage”, page 12) **at your expense**, otherwise they are returned **at your costs**.

For deliveries of advertising material, brochures and other articles, please indicate the following extended address:

Marketing Osnabrück GmbH

Mrs. Christina Funke

DGG 2023

Company name

Stand number

Name of your contact at the exhibition

Mobile number of your contact at the exhibition

Schlosswall 1-9

49074 Osnabrück

Germany

Please be sure to indicate the event and the stand number with all deliveries!

Please note that deliveries must always be made directly to the stand area. The OsnabrückHalle, m:con and the organiser do not accept deliveries and do not assume any liability for deliveries: **all deliveries are made at the exhibitor's own risk.**

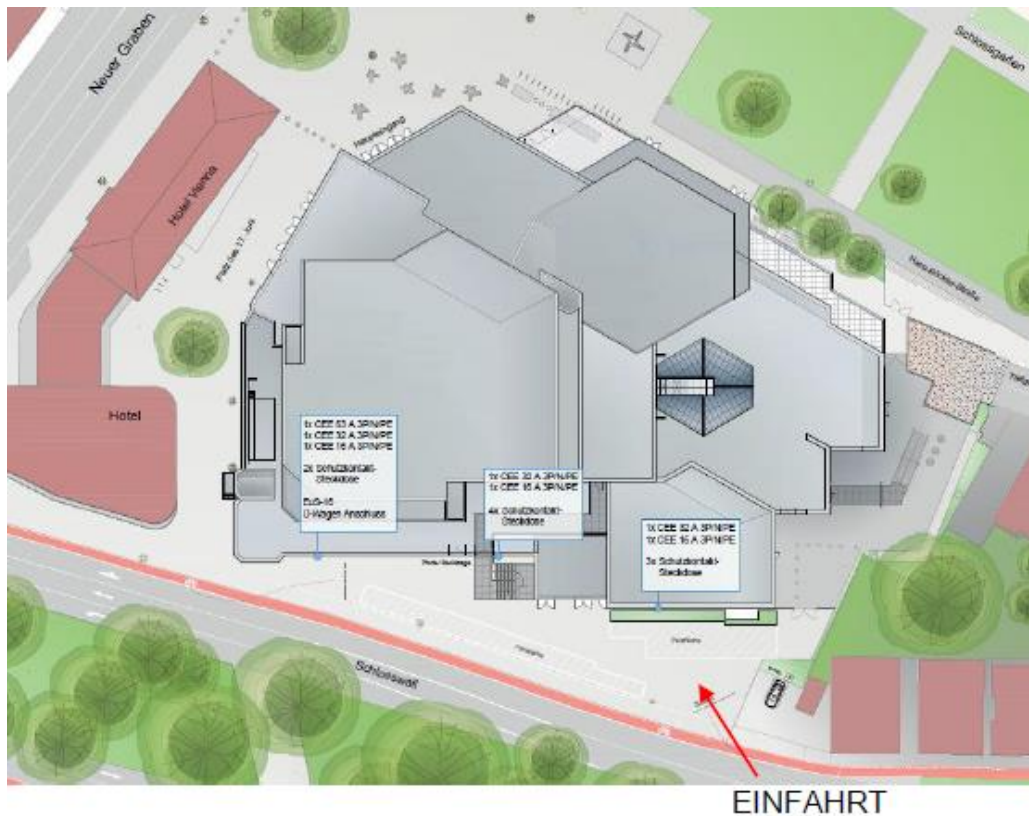
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■ Loading and unloading on the premises of the OsnabrückHalle (during assembly and dismantling)

All vehicles are only permitted to drive to the loading areas of the OsnabrückHalle and must be removed from the grounds immediately after loading. Parking in the loading area is strictly prohibited.

Access to the loading area for loading and unloading is via the street "Schlosswall" on the set-up and dismantling days during the set-up and dismantling times. There you will pass a barrier and then find yourself in the loading area of the OsnabrückHalle.



- Deliveries to the building for the stands in the ground floor foyer will be made from the main entrance via a ramp and from the backstage area at ground level.
- Deliveries to the building for the stands on the 1st floor (Foyer and Europasaal) will be made via goods lifts. Please note the dimensions of the goods lifts under Lifts/Loads lifts, see p. 13.

The staff of the OsnabrückHalle must be obeyed at all times!

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■ Goods Lift

One goods lift is available for deliveries to the foyer/ Europasaal on the 1st floor.

	Wide	Hight	Depth	Load capacity
Goods lift outside	2,18 m	2,08 m	5,07 m	4.000 kg

■ Storage / Logistic partner

The storage of exhibition materials or empties of any kind before, during or after the event in the OsnabrückHalle is generally not possible.

For storage of empties, please contact our exclusive logistics partner Log4it GmbH:

Log4it GmbH
An der Ziegelei 16
04420 Markranstädt

Contact person: Herr Tobias Lobenstein
Phone: +49 (0)162 1861305
E-Mail: tobias.lobenstein@log4it.com

Log4it GmbH will also be glad to take care of transports, unloading, work platform rental, personnel as well as empty and full goods storage for you.

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FOR EXHIBITORS: Important information – compact and clear

05 | Stand information A – Z

For all exhibition stands, equipment, exhibits, materials and advertising media brought into the OsnabrückHalle, the statutory provisions and ordinances as amended from time to time and the [Technical Regulations of the OsnabrückHalle](#) must be observed.

■ Adhesive Tape

A special adhesive tape (Gerband Tape:

<https://www.gerband.de/produkte/produktarten/gewebe-klebeband/gerband-258/>) must be used before using double-sided tape, gaffer tape

You can then continue to work with standard adhesive tape on top of this special tape.

When dismantling, please ensure that all tape is removed without leaving any residue!

Marks that have not been removed will be eliminated at the exhibitor's expense.

■ Advertising

Advertising of any kind is only permitted within the stand rented by the exhibitor for the exhibitor's own company and only for the exhibition goods manufactured or distributed by it. All advertising measures outside the stand area must be approved by the exhibition organisation.

The distribution and display of printed matter and advertising material outside the exhibitor's own stand area is only permitted by m:con. If you are interested, please contact:

m:con - mannheim:congress GmbH

Romina Frank

T: +49 (0)621 4106 - 377

romina.frank@mcon-mannheim.de

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FOR EXHIBITORS: Important information – compact and clear

■ Audio- / visual presentations

Any kind of presentations on the stand requires the organizer's approval. Approval is granted with the pre-requisite that the presentation will not negatively affect or interrupt neighbouring stands and the ongoing congress. The organizer shall have the right to cancel a presentation in the event of disregard for his regulation.

■ Ballons and flying objects

The use of balloons filled with safety gas and other flying objects in the place of assembly must be approved in writing by the operator.

■ Barrier-free construction

When building the stands, attention should be paid to accessibility. Stands and their facilities should also be accessible and usable for people with limited mobility without assistance.

■ Booth builder

It is essential that the exhibitor forwards the service manual and all important information on the exhibition to the stand constructor and other service providers in time.

The Service Manual is available online at any time at <https://dgg-jahreskongress.de/>.

■ CE marking of products

Products which do not have a CE certificate of conformity and do not fulfil the requirements of § 4 paragraph 1 or 2 of the Act on Technical Work Equipment and Consumer Products (GPSG) may only be exhibited if a visible sign clearly indicates that they do not fulfil these requirements and cannot be purchased within the European Union until the corresponding conformity has been established. In the event of a demonstration, the necessary precautions must be taken to protect persons.

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■ Congress app

With the free congress app, participants receive all information about the congress quickly and conveniently on their smartphone - from the congress programme to the list of exhibitors and hall plan.

Take advantage of the opportunity to include your company in the list of exhibitors. We will send you the link to enter your company profile by e-mail in good time before the start of the Congress, probably by mid-July.

■ Construction heights and stand construction specifications

The maximum construction height for stands varies from floor to floor.

- Ground floor in the foyer: 3.00 m

- 1st floor in the foyer and under the Europa Hall gallery: 2.50 m

- In the Europasaal outside the gallery: Stand walls facing neighbouring stands may be built up to a maximum height of 3.50m.

Stand construction elements exceeding this (up to a height of 6.00 m top edge) must be coordinated with the exhibition organisation and approved. The distance from the upper edge of the wall to the lower edge of the suspension should be at least 0.5 m.

The following applies to all:

If remote-control elements (attachments/cubes, etc.) with logos or graphics are to be attached in the direction of neighbouring stands, a distance of at least 1.0 m from the neighbouring stand must be maintained.

The backs of stands bordering neighbouring stands must be completely smooth and white (not only from 2.5 m height and not black or similar).

Neutral rear sides of folding stands and roll-ups are permissible. In this case, it must not be assumed that your stand neighbour will provide white walls; please plan these yourself if required.

We recommend that stand sides facing the visitor aisles be transparent and open. In principle, however, the graphic design of the stand sides facing the visitor aisles is permitted. Please note that the stand sides facing the visitor aisles may be built on to

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FOR EXHIBITORS: Important information – compact and clear

approx. 1/3 of the respective side. This must also be coordinated with the exhibition organisation and approved. This regulation also applies to island stands.

Floor coverings of all kinds from a height of 4 mm are subject to approval and must be clearly identified by a contrasting colour and secured against tripping.

In addition, for safety reasons, we recommend that all floor coverings over 2.50 cm be secured by sloping edges in a contrasting colour or by backlighting the edges of the stand.

Additional measures (railings, platform statics, etc.) must be taken for floor heights of 20 cm or more.

Stand constructions **of 2.50 m** or more must be submitted to the exhibition organisation for approval using the stand construction approval form, which can be downloaded [HERE](#) with corresponding dimensioned sketches (ground plan incl. position of power supply, vertical section) by 21.08.2023 at the latest. Only completely submitted stand construction plans will be admitted to the approval procedure!

Folding stands and stand constructions less than 2.50 m high do not have to be submitted!

■ Damage

The exhibitor is liable for any damage to the facilities of the OsnabrückHalle, floors, etc. as well as to the material provided on a rental or loan basis.

■ Disposal

In general, reusable materials that have as little impact on the environment as possible should be used for stand construction and operation in the interests of sustainability.

It is not allowed to leave any materials at OsnabrückHalle. Any materials left are disposed of without checking the value at the exhibitor's cost and at a higher charge.

In general, reusable and ecofriendly materials have to be used for the installation and the operation of a stand.

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■ Domiciliary rights

The OsnabrückHalle and service providers commissioned by the OsnabrückHalle exercise domiciliary rights vis-à-vis exhibitors, their stand constructors and all persons present in the event rooms. The organizer and m:con reserve the right to expel from the OsnabrückHalle or ban from the premises persons who do not comply with the instructions of the OsnabrückHalle or persons commissioned by the OsnabrückHalle or who violate the conditions of participation. The OsnabrückHalle, m:con, persons authorised by the OsnabrückHalle, the police, the fire brigade and the supervisory authority must always be granted free access to the stands.

■ Electricity

The laying of lines outside the stand and connections to the supply network may only be carried out by OsnabrückHalle employees. The VDE regulations apply to electrical installations inside the stand and the laying of cables. The exhibitor is responsible for self-installation on the stand. **When ordering the electrical connection online, a sketch must be uploaded showing the desired placement of the connections.**

The equipment and the lighting of the stands must be disconnected from the mains by the exhibitor daily at the end of the event or before leaving the stand.

In the event of non-compliance with regard to the disconnection of equipment and lighting, m:con reserves the right to charge the exhibitor for the additional electricity consumption.

For special protection, all heat-generating and heat-generating electrical appliances (hotplates, spotlights, transformers, etc.) must be mounted on non-flammable, heat-resistant as well as asbestos-free bases and require approval from the exhibition organisation. The application for approval must be submitted to the exhibition organisation **by 21.08.2023.**

Equipment that does not have a CE mark may not be used as a matter of principle. Orders for electricity can only be placed online.

■ Emergency exits and escape routes

The aisles between the exhibition areas serve as rescue routes in case of emergency! They must not be restricted or blocked at any time by objects parked in

The equipment and the illumination of the stand have to be disconnected from grid before leaving the stand respectively!

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or projecting into the aisle. Doors in the course of escape routes must be able to be opened easily to their full width from the inside.

Escape routes must be kept clear at all times.

The exit doors and emergency exits and their markings must not be obstructed, built over, blocked, covered or otherwise made unrecognisable.

■ **Empties**

No empties may be stored in the stands, outside the stands, in the OsnabrückHalle or on the outside grounds of the OsnabrückHalle during construction, the duration of the congress or dismantling. Any empties must be removed immediately. Removal and storage can be arranged through the forwarding company Log4it GmbH (for address see Storage, page 12).

■ **Exhibition construction company**

The exhibitor's service handbook and all important information according to the exhibition have to be forwarded to the exhibition construction company and other service providers by the exhibitor.

The exhibitor's service handbook (in German and in English) is at your disposal on the internet at <https://dgg-jahreskongress.de/industrie/aussteller-und-sponsoren/> at any time.

■ **Exhibitor badges / Congress tickets**

For every 10 m² of exhibition space or part thereof, you are entitled to two free exhibitor passes for the duration of the event. Passes exceeding the free quantity cost € 130.00 gross for the entire duration of the event.

Exhibitor passes are issued on a personalised basis and entitle the holder to access the scientific programme. Exhibitor passes cannot be used to collect CME points.

You will automatically receive a mailing in mid-August with further information and a booking code with which you can order exhibitor passes (free of charge and subject to a charge).

The deadline for ordering passes is 17.09.2023.

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If you have any questions about exhibitor passes, please contact:

E-mail: dgg.registrierung@mcon-mannheim.de

Tel.: +49 (0)621 4106-174

■ Fire brigade movements zones, stopping and parking bans

The access road to the OsnabrückHalle and the entrances must be kept clear at all times as escape routes and must not be obstructed by construction materials, means of transport, vehicles, components or other objects. Illegally parked vehicles and trailers will be removed (even without prior notification) at the owner's expense.

■ Fire extinguishers

The operator recommends keeping suitable and tested fire extinguishers available on the stand.

■ Fire protection

All materials of the stand have to be flame-resistant according to DIN 4102-1 (B1). The exhibitor must be able to furnish proof of flame-resistance on the stand at any time.

Easily flammable materials, materials that drip flames or form toxic gases must not be used for stand construction.

The fire extinguishers, wall hydrants and emergency buttons at OsnabrückHalle must not be blocked or made inaccessible under any circumstances. It is not permitted to render the instruction signs illegible.

■ Floor covering

Foyer ground floor / Foyer 1st floor / Europasaal 1st floor:

Real wood parquet "German oak"

Stage platform Europasaal (marked dark grey in the plan):

Wooden floor anthracite/black

If you lay floor coverings using double-sided adhesive tape, please note that it has to be removed without residue on removal.

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The laying out of carpets or decorative material directly on the hall floor must be done in such a way that there is no risk of people slipping, tripping or falling. Carpets must not protrude beyond the stand boundary.

Adhesive markings, carpet fixings and the like may only be made with special carpet installation tape (Gerband Tape

<https://www.gerband.de/produkte/produktarten/gewebe-klebeband/gerband-258/>, s.

page 13) that can be removed without leaving any residue. Self-adhesive carpet tiles are not permitted. All materials used must be removed without leaving any residue.

The hall floors should not be painted or covered in any other way.

If floors are laid with double-sided adhesive tape, care must be taken to ensure that the tape is removed without leaving any residue when the stand is dismantled. Any dirt not removed will be removed at the exhibitor's expense.

Hall parts and technical equipment may not be excessively stressed by objects brought in. Before bringing heavy objects into the OsnabrückeHalle, the exhibitor is obliged to enquire about the maximum load-bearing capacity of the floor in the respective area.

This must be discussed with and approved by the exhibition management.

Point loads are to be avoided in any case.

■ Floor protection

Anchors and fixings in the floor are not permitted. The placement of damp or soaking objects is prohibited. Any moisture that escapes must be removed immediately. When setting up refrigerators and mobile counters, a water-impermeable collecting device must be provided. Heavy loads, lifting materials and boxes may only be transported on the premises with rubber-tyred trolleys or lift trucks. Skid marks caused by rubber abrasion must be avoided and removed if necessary.

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FOR EXHIBITORS: Important information – compact and clear

■ Forklift trucks / hand pallet trucks

Please note that the OsnabrückHalle cannot provide a forklift or pallet truck. You can arrange this service through the forwarding company Log4it GmbH (for address see storage, page 12).

The use of forklift trucks within the OsnabrückHalle is not permitted.

Heavy loads, lifting materials and crates may only be transported in the premises with rubber-tired trolleys or pallet trucks. Brake marks caused by rubber abrasion must be avoided and removed if necessary.

■ Glass and plex-glass constructions

Only safety laminated glass may be used. Edges of glass panes must be machined or protected in such a way that there is no risk of injury. All-glass components shall be marked at eye level. For constructions made of glass, the requirements according to "Technical Rules for the Use of Fall-Proof Glazing (TRAV)" must be observed.

■ Grinding work and all work with naked flames

All types of welding, cutting, soldering and abrasive cutting work are prohibited in the place of assembly. Exceptions are only permitted after prior written notification and agreement with the OsnabrückHalle.

■ Guarding

The organiser is responsible for general supervision without liability for loss or damage. Neither OsnabrückHalle nor the organiser accept any liability for objects brought into the building.

The exhibitor is responsible for the separate surveillance of the stand and the exhibits.

■ Hazardous materials

It is forbidden to use open fire or naked light, e.g. spirit, fuel, oil, gas, etc.

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■ High-frequency units and radio units

The use of high-frequency units and radio units requires approval which must be applied for from m:con and OsnabrückHalle at least until six weeks before the start of the event.

Failure to register may result in disruptions to the event, which will incur costs to be carry by the exhibitor.

Furthermore, we would like to point out that the commissioning of frequency devices always requires prior registration with the Federal Network Agency, unless they have a general allocation.

This can be done by contacting:

Dirk Otto

Federal Network Agency

Seidelstrasse 49

13405 Berlin

E-mail: Dirk.Otto@BNetzA.de

Phone: +49 30 4374 1022

Mobile: +49 172 593 8165

This does not exempt from the above mentioned registration and approval obligation on the part of m:con.

■ Hotel accommodation service

Hotel rooms can be booked via the following link:

<https://www.hrs.de/web3/?clientId=ZW5fX2RnZW.1>

■ Householder's right

The OsnabrückHalle and service providers commissioned by the OsnabrückHalle exercise domiciliary rights vis-à-vis the exhibitors, their stand constructors and all persons present in the event rooms. The organizer and m:con reserve the right to expel from the OsnabrückHalle or ban from the premises persons who do not comply with the instructions of the OsnabrückHalle or persons commissioned by the OsnabrückHalle or who violate the conditions of participation. The

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OsnabrückHalle, m:con, persons authorised by the OsnabrückHalle, the police, the fire brigade and the supervisory authority must always be granted free access to the stands.

■ Information counter for exhibitors

During the event, an exhibitor counter will be set up at the conference counter. A member of staff will be available there to answer any questions you may have about your participation in the exhibition and for repeat orders.

During set-up, a service counter will be available in the exhibition area for repeat orders etc.

■ Installation of stands

All stands are to be self-supporting. Columns, pillars, wall projections etc. within the exhibition stands are part of the allocated areas. Attachment to hall walls, pillars and floors is prohibited. The exhibitor is responsible for the safety of the stand and is obliged to provide proof of this.

It is prohibited to build beyond the allocated stand area. Lighting fixtures and signs may also not extend beyond the boundaries of the stand. m:con reserves the right to charge the exhibitor a subsequent stand rental fee for the additional space used.

The affixing of advertising materials to the walls, pillars or other objects of the venue is not permitted. The exhibitor shall be liable for any damage in the event of contravention.

The rear sides of stands adjoining neighbouring stands must be completely smooth and white (not black or similar until 2.5 m or more).

Escape routes, fire alarms, hydrants, electrical distributors, switchboards and telephone distributors must remain freely accessible. A safety distance of at least 0.5 m from ceiling sprinklers must be maintained.

Escape routes, fire alarms, hydrants, electrical distributors, switchboards and telephone distributors have to be accessible.

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The OsnabrückHalle and the organiser reserve the right to demand alterations to inadequate or unapproved stand structures and the removal of unsuitable exhibits which prove to be a nuisance or a hazard to visitors or neighbouring exhibitors. In the event of serious safety deficiencies, the partial or complete closure of a stand may also be ordered.

■ Insurance

The exhibitor shall be liable for all personal and material damages that arise from the operation of their exhibition stand and materials. It is recommended that the exhibitors obtain adequate insurance protection.

■ Internet access / W-Lan

Orders for internet connections can only be placed online. The exhibitor assumes liability for the rented technical equipment for the duration of the rental.

W-Lan

Free wi-fi is available in the OsnabrückHalle. Please note, however, that all visitors have access to the basic W-Lan and that this can therefore only be used to a very limited extent and is only suitable for small data transactions such as checking e-mails, etc.

The log-in data will be published on site.

W-Lan Premium access can be ordered [online](#).

If there is interest in further W-Lan options, these can be requested from the exhibition organisation.

For larger data traffic and complex presentations at the stand with non-mobile devices, we recommend booking wired internet connections online.

■ Lighting

The general lighting in the OsnabrückHalle may not be sufficient to effectively illuminate the individual stands. The exhibitor is responsible for the lighting of the exhibition stand.

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In your own interest, we recommend planning additional lighting installations on the stand.

The equipment and the lighting of the stands must be disconnected from the power supply by the exhibitor or stand constructor daily after the end of assembly/dismantling and the end of the event or before leaving the stand.

■ Orders for additional equipment

Orders for additional equipment can only be placed online via the [online exhibitor portal](#) by **18.08.2023** at the latest.

Subsequent orders can only be placed on site to a limited extent with a price surcharge of 20 %.

Orders for additional equipment exclusively online!

Delivery of the furniture/system stands ordered via m:con is scheduled for 26.09.2023 by approx. 10:00 hrs. Ordered power connections/internet connections will be available on the stands from the start of set-up.

If you would like the stand constructor to book the additional equipment for your stand area, please click on "Dienstleister Anmeldung" in the online exhibitor portal. Then enter the e-mail address of your stand constructor. The exhibitor will then receive an e-mail authorising your stand constructor to order additional equipment for your stand.

■ Planing of the stand construction

Each exhibitor is obliged to adapt his stand planning to the structural conditions in the OsnabrückHalle and to inform himself on site about the position and dimensions of any fixtures, in particular hall columns, fire alarms, wall hydrants, ventilation systems and uneven floors, etc. m:con accepts no responsibility for the correctness of dimensions on hall and stand plans.

■ Suspensions

Suspensions in the OsnabrückHalle are only possible to a very limited extent in the area of the Europasaal (outside the gallery) on the 1st floor and require the written approval of the m:con exhibition organisation.

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For enquiries regarding the possibility of suspension (details of suspension points, loads, etc.), please contact Mrs. Funke by 28.08.2023 at the latest:

Marketing Osnabrück GmbH

Christina Funke

T: 0541.323 4721

c.funke@marketingosnabrueck.de

With copy to m:con exhibitionorganisation: romina.frank@mcon-mannheim.de

Please be sure to observe the specifications under the item "Construction height" on page 14.

We would like to point out that the execution of the suspensions may only be carried out by the OsnabrückHalle or its service provider. Suspensions can be ordered through the OsnabrückHalle after approval by the m:con exhibition organisation.

■ **W-Lan**

Free wi-fi is available in the OsnabrückHalle. Please note, however, that all visitors have access to the basic W-Lan and that this can therefore only be used to a very limited extent and is only suitable for small data traffic such as checking e-mails, etc. The log-in data will be published on site. W-Lan Premium access can be ordered online.

If there is interest in further W-Lan options, these can be requested from the exhibition organisation.

For larger data traffic and complex presentations at the stand with non-mobile devices, we recommend booking wired internet connections online.

■ **Musical reproduction (GEMA)**

For musical reproductions of any kind, permission from the Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte (GEMA) is required under the conditions of the Copyright Act, Section 15 Copyright Act:

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GEMA Generaldirektion Berlin

Postal address:

Postfach 30 12 40

10722 Berlin

House address:

Bayreuther Str. 37

10787 Berlin

T: +49 30 212 45-00

F: +49 30 212 45-950

gema@gema.de

www.gema.de

Unregistered music renditions may result in claims for damages from GEMA (Art. 97 Copyright Act).

■ Radiation protection

The use of radioactive substances and the operation of X-ray systems, interference beams and laser systems is subject to approval and must be reported to the competent authority. The statutory safety regulations and ordinances must be complied with as amended from time to time. Legally required permits must be applied for by the exhibitor from the relevant authorities and must be received by the exhibition organisation at least 6 weeks before the start of the event.

■ Respirable dust badge: „Feinstaubplakette“

Osnabrück has been an environmental zone since 1 January 2010. Access is only permitted with a green sticker.

■ Smoking

Smoking is strictly forbidden in the whole inside area of the OsnabrückHalle at any time.

**Smoking is strictly
forbidden in the
entire building of
the
OsnabrückHalle!**

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■ Stand roofs

In order not to impair sprinkler protection, stands must always be open at the top.

■ Storage of information material and brochures

The storage of informational material is only permitted in the amount required for that given day and only on the stand surface. Storage outside of the assigned stand surface is not permitted.

■ Technical Regulations of the OsnabrückHalle

The Technical Regulations for Trade Fairs and Exhibitions must be observed at all times and can be found [here](#).

■ Theft

In order to keep the risk of theft as low as possible, we ask you in your own interest not to leave your stand unattended after delivery of exhibits. In any case, you should lock up valuable goods at night.

We recommend that you never leave your stand unattended during opening hours and that you secure any goods that are at risk of theft.

When dismantling, please do not leave your stand until valuable exhibits have been loaded or handed over to the forwarding agent.

■ Trees and plants

Decorations made of natural plants may be kept in the rooms only as long as they are fresh. The OsnabrückHalle decides on exceptions.

■ Vehicles and containers

Vehicles and containers on the premises of the place of assembly are always subject to approval. The installation and/or use of fuel-powered vehicles must be notified in good time and all relevant permits must be obtained. In order to keep the fire load as

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low as possible, Equipment and stand lighting must be switched off daily at the end of the event or before leaving the stand!

the fuel supply in the tank must be limited to the necessary quantity. The remaining volume of the tank must be filled with inert gas (e.g. nitrogen). Please refer to paragraph 3.4.5 Vehicles in the [technical regulations](#) of the OsnabrückHalle.

■ Waste Disposal

Please note that the stand rental fee does not include waste disposal or cleaning of the stands.

The exhibitor or stand constructor is responsible for the proper and environmentally compatible disposal of waste generated during the construction, running time and dismantling of his stand. The waste must always be disposed of outside the exhibition grounds at the exhibitor's own expense.

Stand cleaning and waste disposal (daily quantities!, no hazardous waste) can be ordered online for a fee.

■ Woodworking

According to GefStoffV §8 Para. 2.2 and 2.7, the use of woodworking machines requires appropriate extraction. If this guideline is disregarded, OsnabrückHalle must insist that the construction work be stopped.

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06 | Catering

Food and drinks for catering at your stand or within the symposia are available from the Osnabrückhalle's catering partner:

Mr. Rolf Schnarre

T: +49 (0)541 / 323 4783

e-mail: gastonomie@marketingosnabrueck.de

Order deadline: 30.08.2023 (4 weeks before the congress)

Please note that food and beverages may only be ordered through this licensed caterer. If you wish to be supplied by another service provider, prior arrangements must be made. The OsnabrückHalle may demand a transfer payment for the assignment of its catering rights. Please consult our service partner in any case.

07 | Disclaimer

The OsnabrückHalle and the organiser accept no liability for objects brought into the building. The exhibition will not be guarded.

If you have any further questions about the exhibition, please get in touch with the contact persons named.

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