

Information for exhibitors

- 1) To organise the exhibition smoothly, each company has to name a contact person, who is responsible for the planning of the exhibition and for the stand during the event (inclusive of mounting and demounting of the stand).

If two different persons are responsible for the planning of the exhibition and the actual stand during the event, both contact persons (and their mobile phone numbers) are to be named.

- 2) Exhibits delivered by haulage companies are to be sent to the following address:

andel's Hotel Berlin
ElekBu 2015
Landsberger Allee 106
10369 Berlin
Phone: +49 30 453053-2334 (Ms. Christin Froese)

- 3) The exhibits can only be delivered on 22.02.2015 between 12:00 and 17:00 or on 23.02.2015 between 09:00 and 12:00. The buses should be lined up on 22.02.2015.
- 4) The exhibition is built up on 22.02.2015 between 12:00 and 17:00 and on 23.02.2015 between 09:00 and 12:00. The contact persons of the organiser are present during these periods of time.
- 5) Only 12 m long buses can be driven into the exhibition hall, which is in the basement of the hotel. Two 13 m long goods lifts with a capacity of 30 tons bring the buses into the basement.
- 6) The fee for the exhibition space amounts to 100 euros plus VAT per m². An exhibition space of 80 m² is invoiced for a 12 m long bus. The minimum fee per exhibitor amounts to 1,000 euros plus VAT.
- 7) The exhibition is opened officially on 23.02.2015 at 12:30.
- 8) The coffee breaks and the lunch on the two conference days as well as the evening event take place in the exhibition hall.
- 9) The demounting of the exhibition can begin after the end of the afternoon coffee break on the second day of the event and has to be completed by 20:00.

Distinction is not made between conference participants and staff on the stand during the event. Therefore, all company representatives have to be registered as conference participants. The first two participants from the same company pay the full registration fee. As from the third participant from the same company only 50 % of the full registration fee are invoiced.