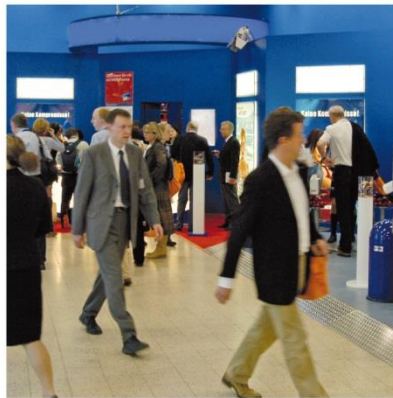
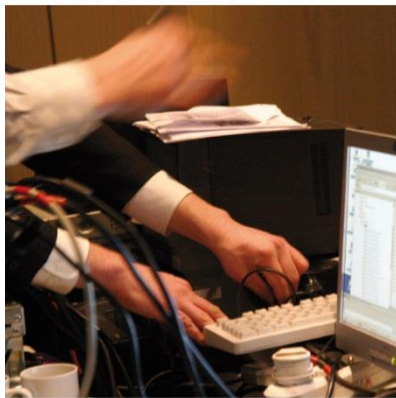


servicehandbook

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 22.03.2019 on:
<https://dgim2019.de/industrie/>

m:con
VISION INTO CONVENTIONS

125th Congress of the German Association for
Internal Medicine

4. – 7. May 2019

RheinMain CongressCenter Wiesbaden

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

On the following pages, the most important information for a successful exhibition at RheinMain CongressCenter 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.

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

Directory

01 Venue and Data of the Exhibition	4
02 Contact	6
03 Directions to the venue	8
04 Information on Delivery and Installation	11
05 Stand information A – Z	13
06 Catering	23
07 Disclaimer	23

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

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

01 | Venue and Data of the Exhibition

■ Venue

RheinMain CongressCenter (RMCC)

Friedrich-Ebert-Allee 1

65185 Wiesbaden

<https://www.rmcc.de/>

■ Times for delivery:

Please note that the following schedule is only to provide an overview on the general times for delivery and installation. **Please find your valid slots for delivery for one vehicle published in your stand confirmation letter.**

When entering the area of the RheinMain CongressCenter by a vehicle a deposit of EUR 200 will be collected. When leaving the loading area in time the deposit will be refunded.

Day	Time	Delivery of
Thursday, 02.05.2019	07:00 a.m. – 09:30 a.m.	Stands greater 100 m ²
	09:30 a.m. – 12:00 a.m.	Stands greater 60 m ²
	12:00 a.m. – 14:00 p.m.	Stands greater 40 m ²
	02:00 p.m. – 04:00 p.m.	Stands greater 25 m ²
	04:00 p.m. – 06:00 p.m.	Stands greater 15 m ²
	06:00 p.m. – 10:00 p.m.	Stands greater 10 m ²
Friday, 03.05.2019	07:00 a.m. – 10:00 p.m.	Stands smaller 10 m ²

Please note that owing to noise pollution, exhibition goods may only be unloaded until 22.00 hrs. From 22.00 hrs on, installation is only allowed inside the house and with prior consultation and approval by the organizer.

■ Times for installation

Thursday, 02.05.2019, 07:00 a.m. – 10:00 p.m.

Friday, 03.05.2019, 07:00 a.m. – 10:00 p.m.

**Please note:
Unloading until
22.00 hrs only!**

■ Opening times of the exhibition:

Saturday, 04.05.2019, 08:00 a.m. – 06:30 p.m.

Sunday, 05.05.2019, 08:00 a.m. – 05:00 p.m.

Monday, 06.05.2019, 08:00 a.m. – 06:30 p.m.

Tuesday, 07.05.2019, 08:00 a.m. – 04:30 p.m.

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

■ Times and instructions for removal:

Please note that the following schedule is only to provide an overview on the general times for removal and collection. Please find your valid slots for empties delivery and collection for one vehicle published in your stand confirmation letter.

Tuesday, 07.05.2019, 04:30 p.m. – 10:00 p.m.

Wednesday, 08.05.2019, 07:00 a.m. – 10:00 p.m.

■ Times and instructions for removal:

Day	Time	Action
Tuesday, 07.05.2019	04:30 p.m. – 10:00 p.m.	Collection of small stands
	04:30 p.m. – 06:00 p.m.	Empties delivery: Stands greater or equal 81 sqm
	06:00 p.m. – 07:30 p.m.	Empties delivery: Stands between 45 and 80 sqm
	07:30 p.m. – 09:00 p.m.	Empties delivery: Stands between 24 and 44 sqm
	09:00 p.m. – 10:00 p.m.	Empties delivery: Stands up to 23 sqm
Wednesday, 08.05.2019	07:00 a.m. – 11:00 a.m.	Collection: Stands up to 23 sqm
	11:00 a.m. – 02:00 p.m.	Collection: Stands between 24 and 44 sqm
	02:00 p.m. – 06:00 p.m.	Collection: Stands between 45 and 80 sqm
	06:00 p.m. – 10:00 p.m.	Collection: Stands greater or equal 81 sqm

For safety-related reasons the removal on Tuesday, 8. May 2019 could not start before 04:30 p.m. Booth builders are not allowed to enter into the Congress Center Rosengarten earlier. Infringements will be charged with EUR 500.-.

**Please note:
Loading until 22.00
hrs only!**

Please note that owing to noise pollution, exhibits may only be loaded until 22.00 hrs. From 22.00 hrs on, removal is only allowed inside the house and with prior consultation and approval by the organizer.

Please observe the instructions for removal in any case, otherwise current and following events may be disturbed. Stands that are not removed in time are cleared at your costs!

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

02 | Exhibitor's board meeting

The Congress of the German Society of Internal Medicine (Deutsche Gesellschaft für Innere Medizin e.V. – DGIM e.V.) would not be the leading forum for science and continuing education in the field of internal medicine in Germany if it was not for the involvement of the industry. This is why it is especially important to contact you as representative of the industry. For this reason we would like to cordially invite you attend the meeting of the exhibitors' advisory committee in the context of the 125th Congress of the German Society of Internal Medicine.

Date: Monday, 6th May 2019

Time: 10:00 a.m. – 11:00 a.m.

Room: Media conference room, Room 21

Together with Prof. Dr. med. Claus Franz Vogelmeier, the President of this year's Congress, and the President of the 126th Congress of the German Society of Internal Medicine 2019, Prof. Dr. med. Jürgen Floege, we would like to explain our objectives and intentions to you, and offer you a forum where you can put forward your suggestions, wishes and needs as an exhibitor. Our aim is to work with you to develop the Congress into an even better platform for interaction between doctors and industry and ensure that your involvement in the DGIM e.V. Congress is even more efficient.

We look forward to your attending; no registration is necessary.

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

03 | Contact

■ Scientific responsible body

Deutsche Gesellschaft für Innere Medizin e.V.

Irenenstr. 1

65189 Wiesbaden

Tel. +49 (0)611.205.804.00

Fax +49 (0)611.205.804.046

■ Organizer

m:con – mannheim:congress GmbH

Rosengartenplatz 2

68161 Mannheim

Deutschland

www.mcon-mannheim.de

■ Exhibition organization

Saskia Craß

Tel. +49 (0)621.4106.118

Fax +49 (0)621.4106.80.118

E-Mail: saskia.crass@mcon-mannheim.de

■ Exhibitor cards

Alexander Roßnagel

Tel. +49 (0)621.4106.343

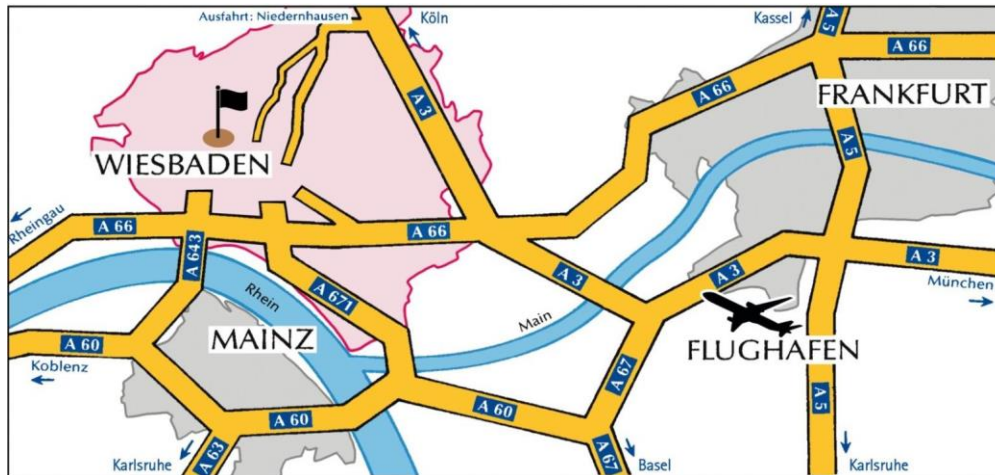
Fax +49 (0)621.4106.80.343

E-Mail: alexander.rossnagel@mcon-mannheim.de

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

04 | Directions to the venue



By car

RheinMain CongressCenter
Friedrich-Ebert-Allee 1 | 65185 Wiesbaden

From the Cologne (Köln) direction A3 motorway: Exit Niedernhausen, stay on the B455 road which merges into New-York-Strasse. Continue along Gustav-Stresemann-Ring (1. Ring) and turn right into Friedrich-Ebert-Allee. The RMCC is approx. 600 metres on the left after the green.

From the Frankfurt direction A66 motorway: Exit Wiesbaden-Stadtmitte, follow the RheinMain CongressCenter signs on the B54 road. Continue left through the underpass to Gustav-Stresemann-Ring (1. Ring) and turn right at the second crossroads into Friedrich-Ebert-Allee. The RMCC is approx. 600 metres on the left after the green.

From Darmstadt A67 / A671 motorways: Exit Wiesbaden-Mainzer Strasse, follow the RheinMain CongressCenter signs. Take a left at the crossroads and then right into Friedrich-Ebert-Allee. The RMCC is approx. 600 metres on the left after the green.

From Mainz A60 / A63 / A643 motorways: Stay on the A643 motorway, which merges into Schiersteiner Strasse ending at Kaiser-Friedrich-Ring. Turn right onto the 1. Ring and then left opposite the train station into Friedrich-Ebert-Allee. The RMCC is approx. 600 metres on the left after the green.

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

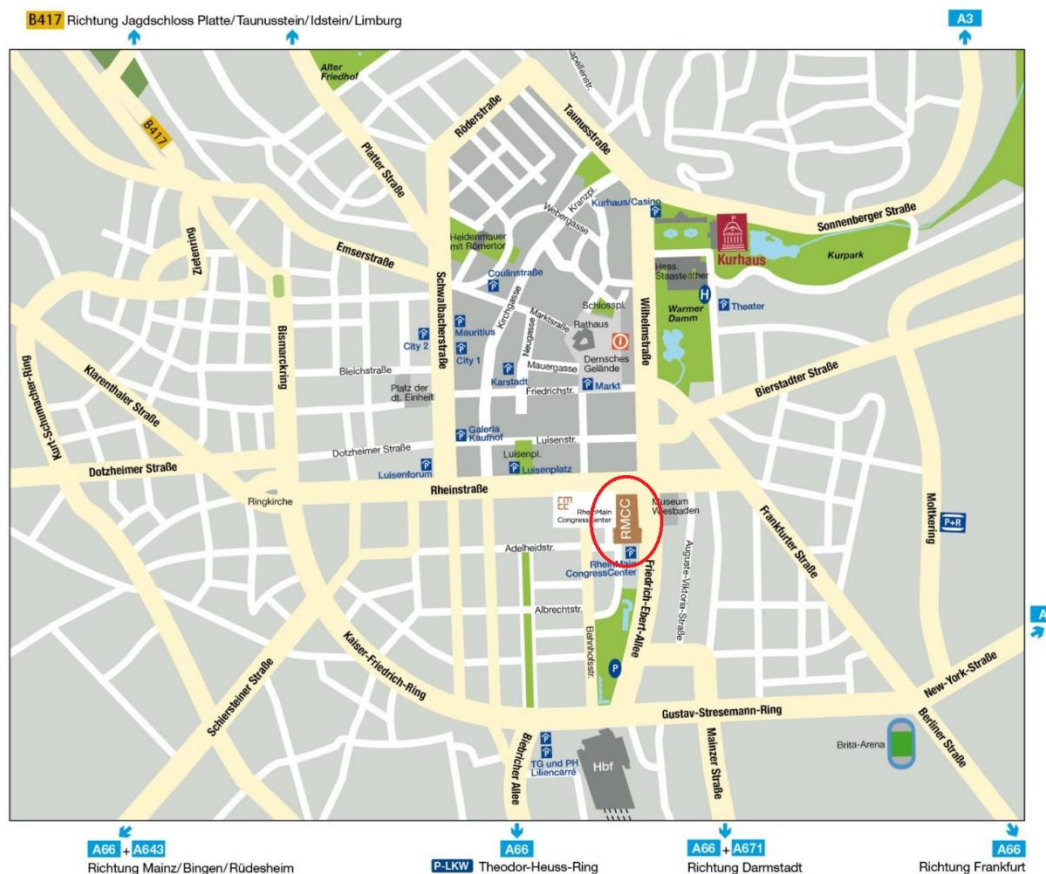
By public transport

The “Rheinstrasse / RheinMain CongressCenter“ bus stop is 100 metres from the RMCC with several bus lines stopping there every two minutes daily. The ESWE lines 1, 4, 8, 14, 27, 30, 45, 46 and 47 as well as lines from the RTV-Verbund stop at this bus stop. More information on the exact timetables at www.rmv.de.

The RMCC is just two stops from Wiesbaden train station. It is 5 -10 minutes on foot. Cross Gustav-Stresemann-Ring and walk along Friedrich-Ebert-Allee on the right side of the green (Reisinger-Anlagen).

Parking facilities

There is chargeable parking in the RMCC underground carpark. This is accessible from Friedrich-Ebert-Allee. The carpark has 800 spaces. The “Parkhaus Luisenplatz”, just 5 minutes away, has a further 320 spaces. The “Parkhaus Lilienkarree” with 370 spaces and the “Tiefgarage Lilienkarree” with 790 spaces are ten minutes on foot from the RMCC.



Park garage RMCC – 800 spaces (from 2018)

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

- Park garage TG Liliencarré – 790 spaces
- Park garage PH Liliencarré – 370 spaces
- Park garage Luisenplatz – 320 spaces
- Park garage Markt – 604 spaces
- Park garage LuisenForum – 800 spaces
- Park garage Galeria Kaufhof – 248 spaces
- Park garage City I – 180 spaces
- Park garage City II – 300 spaces
- Park garage Mauritius – 380 spaces
- Park garage Coulinstrasse – 380 spaces (from 2018)
- Park garage Karstadt – 510 spaces
- Park garage Theater – 320 spaces
- Park garage Kurhaus / Casino – 520 spaces

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

05 | Information on Delivery and Installation

■ 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 'Jens Steinbrück Dienstleistungen' (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:

RheinMain CongressCenter
125th Congress of the German
Association for Internal Medicine
04. – 07.05.2019

Company name

Name of your contact at the exhibition

Mobile number of your contact at the exhibition

Stand number

Friedrich-Ebert-Allee 1
65185 Wiesbaden
Germany

Please note that deliveries have to be effected directly to the stand area. RheinMain CongressCenter and the congress organizer do not accept any deliveries. **All deliveries are left to the owner's risk:** m:con and the congress organizer do not assume any responsibility for deliveries.

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

■ Unloading on the exhibition grounds of RheinMain CongressCenter

The access to the RheinMain CongressCenter from 'Rheinstraße' has a gate opened by security staff. Also cars and vehicles not higher than 2,10m can unload at the delivery zone but have to park at the underground garage directly after unloading.

When entering the area of the RheinMain CongressCenter by a vehicle a deposit of EUR 200 will be collected. When leaving the loading area in time the deposit will be refunded.

Should pallets be delivered, please note that RheinMain CongressCenter cannot provide a hand pallet truck. It has to be provided by the exhibitor.

Only vehicles higher than 1.90 m may enter the Rosengarten area during installation and removal and only for loading and unloading purposes!

■ Lifts / goods lifts

The delivery will take place at the loading zone (access from Rheinstraße) at ground level to hall north and south of RheinMain CongressCenter. There is no goods lift needed for delivery.

■ Storage

It is absolutely impossible to store any kind of exhibits or empties before, during or after the exhibition at the RheinMain CongressCenter. The storage of empties can be dealt with by e.g. the forwarding company Jens Steinbrück Dienstleistungen:

Jens Steinbrück Dienstleistungen

Adelheidstraße 4

65185 Wiesbaden

Tel: +49 (0) 611 / 330 99 69

Fax: +49 (0) 611 / 377 35 6

info@steinbrueck-dienstleistungen.com

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

06 | Stand information A – Z

The legal stipulations and regulations in their most current form and the Technical Guidelines of RheinMain CongressCenter must be observed for all exhibition stands, facilities, exhibits, materials and advertising that are brought into the RheinMain CongressCenter.

■ Additional orders

Orders for additional equipment can be placed online www.dgim2019.de/industrie until **22.03.2019**.

Orders for additional
equipment only
online!

After the above-mentioned date, orders can be placed on site only plus an extra charge of 20 %!

■ Advertising

Any sort of advertising is only allowed within the stand rented by the exhibitor and only for the exhibitor's own company and the exhibited articles manufactured or distributed by the exhibitor's own company. All advertising effort outside the stand area has to be approved by the organizer of the exhibition.

The distribution and the display of printed matters and advertising material outside the own stand area is only allowed by our licensed service partner. Should you be interested, please refer to:

Dr. Wilhelmus GmbH
Mr. Jens Liebler
P: + 49 (0) 2204 / 66272
F: + 49 (0) 2204 / 22747
info@dr-wilhelmus.de

■ 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.

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

■ Congress vouchers (voucher codes)

Congress vouchers can be ordered in advance from m:con for the purpose of customer invitations. You will receive the vouchers by email in the form of voucher codes. Voucher codes that have been redeemed will be invoiced after the event.

If interested please contact m:con Registration Management by 05.04.2019 at the latest, Alexander Roßnagel, alexander.rossnagel@mcon-manhheim.de

■ Construction heights

The maximum construction height for stands vary from floor to floor. Restrictions owing to structural causes have to be observed.

- Hall north & south: 3,50m

Prior approval by the organizer is necessary for construction heights exceeding these limits. **All stand constructions higher than 2,50m need to be approved by the exhibition organization.**

Floorings of all kinds from 4 mm on require approval by the organizer, have to be highlighted in contrast colour and secured against stumbling and tripping. Exceeding construction heights from 2,50 cm on require canted edges in contrast colour.

■ Damage

The exhibitor is responsible for damage to facilities of RheinMain CongressCenter, floors, etc., as well as to material let or lent to him.

■ Disposal

In general, reusable and eco-friendly materials have to be used for the installation and the operation of a stand. It is not allowed to leave any materials at RheinMain CongressCenter. Any materials left are disposed of without checking the value at the exhibitor's cost and at a higher charge.

■ Electricity

The laying of electrical cables outside the stand, as well as connection to the supply network may only be carried out by RheinMain CongressCenter. For electrical installations inside the stand, as well as for the laying of electrical

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

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

cables, the instructions of VDE have to be observed. It is recommended to order RheinMain CongressCenter to carry out the work inside the stands as well.

The equipment and the illumination of the stands have to be disconnected from the grid by the exhibitor after the end of the exhibition and before leaving the stand respectively. In case of non-observance as to the above mentioned switching off regarding equipment and illumination, m:con reserves its right to charge any costs that may result from additional consumption of electricity to the exhibitor's account.

In order to provide suitable protection, all electrical appliances which generate or radiate heat (cooking plates, spotlights, transformers etc.) must be mounted on non-flammable, heat resistant bases not containing asbestos. These require approval which must be applied for from m:con at least until **22.03.2019**. Devices which do not have a CE marking may not be used as a matter of principle.

The exhibitor is responsible for the self-installation on the stand. If you wish electrical installations at a certain place, we ask you to let us have a sketch accordingly. If you require electricity, you can place your order online.

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

■ Emergency exits and escape routes

The aisles between the exhibition areas serve as escape routes in cases of Emergency. At no time these aisles should be blocked. Escape routes must always be kept free of hindrance.

The exit doors, emergency exits and their signposting must never be obstructed, built over, closed in, obstructed by drapes or disfigured in any way.

■ Empties

During the installation, the duration of the congress and the removal, it is not allowed to store empties on the stands, outside the stands, inside the RheinMain CongressCenter and in its outside area. Dispatch and storage of empties can be dealt with by the forwarding company Schenker (address see "Storage", page 12).

■ Examination of the rented space

After the assignment of space, exhibitors must make themselves aware of any fixtures, in particular hall pillars, fire alarms, wall hydrants, ventilation systems, as well as uneven flooring. m:con shall not be responsible for the accuracy of dimensions on hall and stand plans.

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

■ 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 www.dgim2019.de/industrie at any time.

■ Exhibitor badges

Exhibitor badges are personalised and grant access to the scientific programme (exception: courses and industry symposium).

You will automatically receive an email with further information and a booking code which you can use to order exhibitor badges.

The order period for badges ends on 05.04.2019

2 exhibitor cards are free of charge up to an exhibition area of 10 sqm, plus 2 exhibitor cards per 10 additional sqm. For further exhibitor cards we have to charge 30 per day or 90 for a congress ticket.

For questions about exhibitor badges or Congress tickets please contact:

m:con Registration Management

Alexander Roßnagel

T: +49 (0)621 4106-343

Alexander.rossnagel@mcon-mannheim.de

■ 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.

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

■ Floor covering

Hall north & south: terrazzo flooring

Floor coverings and other floors have to be laid accident-proof and must not project over the boundary of the stand. If you lay floor coverings using double-sided adhesive tape, please note that it has to be removed without residue on removal. Remaining residues will be removed at the exhibitor's cost.

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

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

The maximum floor loading capacity is 500 kg per sqm. In case that heavier exhibits are to be installed, it has to be arranged with and approved by the organizer. Loads should be distributed, concentrated heavy loads have to be avoided at any rate.

■ Forklift trucks / hand pallet trucks

Please note that RheinMain CongressCenter cannot place forklift trucks and hand pallet trucks at your disposal. This service can be dealt with by forwarding company Schenker (address see "Storage", page 12). Please note that the use of forklift trucks is not allowed inside.

■ Glass and plex-glass constructions

Only safety glass may be used in the construction of superstructures. Glass panes must be of a round edge construction or finished in such a way that potential injury risks are ruled out. Constructions made entirely of glass are to be marked at eye level. Safety glass must be used for any superstructures. Edges of glass sheets must either be rounded or designed in such a way that there is no risk of injury. Structures made entirely of glass must be marked at eye height.

■ Grinding work and all work with naked flames

All welding, cutting, soldering, thawing, grinding and other work which poses a fire hazard must be reported to m:con before the work starts and applied for in writing each day. Areas surrounding such flame work must be adequately screened off to eliminate danger. Fire extinguishers must be kept in the immediate vicinity.

■ Guarding

The organizer of the exhibition provides a general guarding without accepting responsibility for damage or loss. Articles brought to RheinMain CongressCenter are at the owner's risk, m:con accepts no responsibility for articles deposited. The exhibitor has to take care of a special guarding for his stand and goods himself. Stand guarding service can only be ordered online.

■ Hazardous materials

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

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

■ 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 at least until **22.03.2019**.

■ Hotel accommodation service

Please book online at: <http://dgim2019.de/teilnehmer/hotelbuchung>, or contact: m:con Hospitality Management, Mrs. Claudia Morio, Fon +49 (0)621 / 4106 - 8641, claudia.morio@mcon-mannheim.de

■ Householder's right

RheinMain CongressCenter and the service providers commissioned by RheinMain CongressCenter shall have householder's rights vis-à-vis the exhibitors, their builders and all individuals located in the exhibition space. The organizer shall have the right to expel from the RheinMain CongressCenter individuals who do not adhere to the regulations of RheinMain CongressCenter or the services providers commissioned by RheinMain CongressCenter or who violate the conditions for participation. The organizer shall also have the right to ban these individuals. RheinMain CongressCenter, persons commissioned by RheinMain CongressCenter, the police, the fire department and the supervisory authority shall have access to the stands at any time.

■ Illumination

Possibly, the general illumination at RheinMain CongressCenter is not sufficient to illuminate the individual stands effectively. In your own interest, we recommend to plan an additional installation of illumination on your stand.

■ Information counter for exhibitors

During the congress an information counter for exhibitors will be operated at the conference counter where an employee of ours will be at your disposal for repeat orders and for any queries concerning your participation in the exhibition that may occur.

■ Installation of stands

All stands have to be installed as self-supporting constructions. Fastenings on the walls, pillars and floors of the halls are not allowed. Pillars, buttresses, projections etc. within the exhibition area are part of the allocated space. It is not allowed to exceed the allocated space for installation. Sticking up of advertising

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

material on the walls, pillars or other parts of the venue is not allowed. The exhibitor is liable for any damages owing to violations and is responsible for the security of the stand; they must provide evidence of this.

Lighting facilities and signs may not exceed the limits of the stand. m:con retains the right to bill for any additionally used space.

Escape routes, fire alarms, hydrants, electrical distributors, switchboards and telephone distributors have to be accessible. A minimum safe distance of 0.5 m to the ceiling sprinklers has to be kept.

Rear sides of stands which are visible and back onto neighbouring stands or those stands which are free standing must be of a smooth construction and neutral colour (white or light grey). The exhibition organizer reserves the right to insist on the modification of stands which are deemed inadequate or non-approved along with the right to order the removal of inappropriate exhibits when these are either bothersome or dangerous to visitors or exhibitors. Serious security defects can also lead to either partial or complete closure of the stand.

■ 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 / EDP

Please note that in case of orders for internet access, the configuration or installation of additional hardware and software brought by the customer is not included in the range of delivery. The exhibitor is responsible for the observance of the licensing agreement in case of software brought by himself.

Internet access can only be ordered online. The exhibitor is responsible for the rented technical equipment for the duration of the rent.

Standard WLAN is free of charge for all participants and exhibitors.

For increased traffic and complex presentations on the booth we recommend the booking of a broadband LAN-connection.

Exhibitors at the Congress Center Rosengarten are not permitted to set up and run their own wireless networks. Non-compliance with this regulation may as applicable result in claims for damages by the event organizer or the neighbouring exhibitors affected.

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

■ **Mobile Congress guide – the APP for 125th Congress of the German Association for Internal Medicine 2019**

The free mobile Congress guide will give participants full information about the Congress quickly and conveniently on their Smartphones – from the Congress programme to the list of exhibitors and a plan of the hall.

Take this opportunity to present your company in detail free of charge in the list of exhibitors. You will receive the link for entering your company profile via email.

■ **Motor vehicles**

The exhibiting of motor vehicles must always be approved of by the exhibiting organization. Motor vehicles with internal-combustion engines may only be exhibited in Congress Center Rosengarten if the tank of the vehicle has been emptied to a maximum of 5 liters of gasoline and filled up with nitrogen, and also only if the battery cables have been disconnected.

■ **Musical reproduction**

Any kind of musical reproductions shall be subject to provisions of the German Act for Protection of Copyright and Related Property Rights (“Urheberrechtsgesetz”), Section 15 of the German Copyright Act (“Urhebergesetz”) (German Federal Law Gazette [BGBl], and shall require the approval of GEMA, the musical authors’ rights society, which may be reached at:

GEMA Generaldirektion Berlin

Postal address:

Postfach 30 12 40

10722 Berlin

Office address:

Bayreuther Str. 37

10787 Berlin

Germany

P +49 30 212 45-00

F +49 30 212 45-950

E-mail: gema@gema.de

www.gema.de

Musical reproductions that have not been registered with GEMA may result in damage claims being filed by the latter (cf. Section 97 of the Copyright Act).

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

■ Radiation protection

The use of radioactive materials and the operation of x-ray facilities, disruptive rays and laser facilities require approval and must be presented to the relevant authorities. The legal security regulations and stipulations must be observed. Legally stipulated approvals must be sought from the relevant authorities and be submitted to the exhibition organization within 6 weeks.

■ Respirable dust badge: „Feinstaubplakette“

Please note that from 1st January 2013 on it is absolutely necessary in a few areas of Mannheim to place a respirable dust badge coloured green in your car or lorry. You may get this badge at the TÜV, DEKRA, authorized garages and by internet. Please read up on this topic! Further information please find e.g. at www.umwelt-plakette.de/.

Entering by vehicle
and parking from 1st
January 2013 only
with a green
respirable dust
badge!

■ Service counter for exhibition

During installation a service counter for exhibitors will be operated. An employee of ours will be at your disposal for repeat orders and for any queries concerning your participation in the exhibition that may occur.

■ Smoking

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

Smoking is strictly
forbidden in the
whole inside area of
the Congress Center
Rosengarten at any
time!

■ Stand roofs

As a matter of principle, stands must be open at the top. This is to ensure sprinkler protection. Roofs shall only be possible in exceptional cases and must be approved by the exhibition organization. Evidence of sprinkler suitability must be kept on hand in any stand with an approved roof.

■ 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.

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

■ Suspensions

Prior approval by the organizer of the exhibition is necessary for suspensions. They are only allowed in exceptional cases.

■ Theft

In order to keep the danger of theft as low as possible, we ask you, in your own interest, not to leave your stand unattended after the delivery of exhibits. In general, a stand guarding, especially for the nights, is to be recommended. In any case, you should lock away valuable goods during the night.

We recommend you never to leave your stand unattended during the opening hours and to make goods in danger of theft especially secure. On removal, we ask you not to leave your stand before valuable goods have been loaded or handed over to the carrier. If this is not possible, it is advisable to book a stand guarding.

■ Woodworking

The German regulation concerning hazardous substances (GefStoffV - §8 Paras. 2.2 and 2.7) requires that appropriate suction equipment be fitted to woodworking machines. If this regulation is not heeded, Rosengarten Congress Center will stop assembly work.

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

07 | Catering

Food and beverages for catering on your stand are provided by the service partner of RheinMain CongressCenter:

Kuffler Congress Catering - Wiesbaden

- Bankettabteilung –

Frau Anja Poitzsch

Friedrich-Ebert-Allee 1

65185 Wiesbaden

Deutschland

Telefon: +49.611. 17 29 173

Fax: +49.611. 17 29 52 171

E-Mail: rmcc@kuffler-catering.de

Please note that orders for food and beverages can only be placed via this licenced caterer. If you wish to be supplied by another service, prior arrangements have to be made. Kuffler Congress Catering may charge a fee for the transfer of its catering rights which is based on the number of sqm space per day of exhibition plus VAT. Therefore it is absolutely necessary to consult our service partner.

08 | Disclaimer

Articles brought into our house are at the owner's risk, m:con accepts no responsibility for articles deposited. There is no guarding at the exhibition. Stand guarding service can be ordered online.

Should you have any further questions concerning the exhibition, please get in touch with the indicated contacts.

Articles brought into our house are at the owner's risk. m:con accepts no responsibility for articles deposited.

Please reply at latest by **22.03.2019**:

m:con - mannheim:congress GmbH
Industry Management
Saskia Craß
Rosengartenplatz 2
68161 Mannheim
Fax: +49 (0) 621 / 41 06 80-118
E-Mail: saskia.crass@mcon-mannheim.de

Please fill in clearly in block letters:

Exhibitor:	sqm:				
Stand number:					
Stand construction firm:					
_____	_____				
Company / Organisation	First Name / Surname (Contact)				
_____	_____				
Street / P.O. Box	Phone				
_____	_____				
e-mail	Fax				
_____	_____				
Post Code / City	State / Country				
_____	_____				
Contact onsite	Mobile Phone onsite				
<p>We hereby submit the stand plan in digital form in a scale of at least 1:100 with details of dimensions and sectional elevations.</p> <p><i>This plan was prepared pursuant to the directives of the Exhibitor's Service Manual issued by m:con. We have noted the technical directives and fire safety regulations and will observe these.</i></p> <p><input type="checkbox"/> Audio-/visual presentations are planned on the stand.</p> <p><input type="checkbox"/> The use of customer stoppers is planned. Number of: _____</p>					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Maximum stand height: (highest point of the stand)</td> <td style="width: 20%; text-align: center;">cm</td> </tr> </table>	Maximum stand height: (highest point of the stand)	cm	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Total height of the floor covering:</td> <td style="width: 20%; text-align: center;">cm</td> </tr> </table>	Total height of the floor covering:	cm
Maximum stand height: (highest point of the stand)	cm				
Total height of the floor covering:	cm				
_____	_____				
Place, Date	Legally binding signature				

To be completed by m:con – mannheim:congress GmbH:					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Approved stand height:</td> <td style="width: 20%; text-align: center;">cm</td> </tr> </table>	Approved stand height:	cm	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Approved height for the floor covering:</td> <td style="width: 20%; text-align: center;">cm</td> </tr> </table>	Approved height for the floor covering:	cm
Approved stand height:	cm				
Approved height for the floor covering:	cm				
Approval notation:					