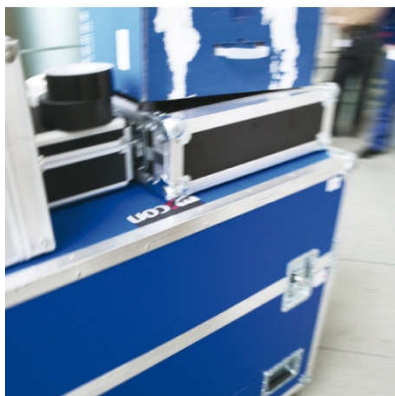
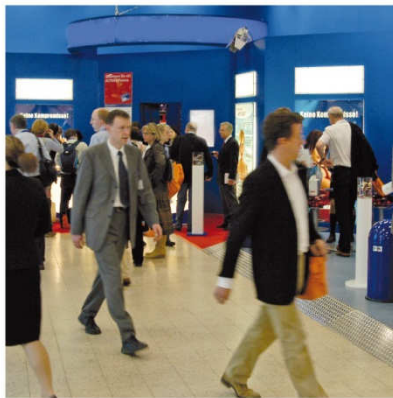
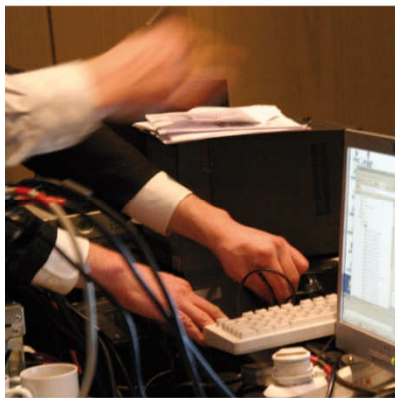
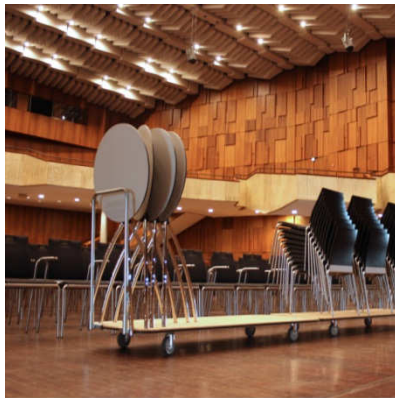


# servicehandbook

**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 **15.09.2017** on:  
<http://ht2017.dgk.org/aussteller-sponsoren/hallenplan-bestelltool/>

**m:con**  
VISION INTO CONVENTIONS

DGK Heart Days 2017

12. - 14. October 2017

Maritim Hotel Berlin, Germany

# servicehandbook

**FOR EXHIBITORS:** Important information – compact and clear

On the following pages, the most important information for a successful exhibition at Maritim Hotel Berlin 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

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02   Contact and Venue	5
03   Directions to the venue	6
04   Directions to the venue and Parking facilities	7
05   Information on Delivery and Installation	8
06   Stand information A – Z	11
07   Catering	20
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Please forward all the required information concerning the exhibition to your exhibition stand constructors ***promptly!***

# servicehandbook

FOR EXHIBITORS: Important information – compact and clear

## 01 | Data of the Exhibition

### ■ Times and instructions for delivery:

Wednesday, 11.10.2017, 07.00-09.00 hrs → **Stands from 25 sqm on**  
09.00-11.00 hrs → **Stands from 18 to 25 sqm**  
11.00-14.00 hrs → **Stands from 9 to 18 sqm**  
14.00-22.00 hrs → **Stands less than 9 sqm**  
Thursday, 12.10.2017, 07.00-10.45 hrs → Last deliveries all stands

Vehicles are to be removed immediately after un- and uploading!

Vehicles are to be removed immediately after un- and uploading.

### ■ Times and instructions for installation:

Wednesday, 11.10.2017, 07.00-22.00 hrs → **Stands from 25 sqm on**  
09.00-22.00 hrs → **Stands from 18 to 25 sqm**  
11.00-22.00 hrs → **Stands from 9 to 18 sqm**  
14.00-22.00 hrs → **Stands less than 9 sqm**  
Thursday, 12.10.2017, 07.00-10.45 hrs → Last installations all stands

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.

Please note:  
Unloading until 22.00 hrs only!

### ■ Opening times of the exhibition:

Thursday, 12.10.2017, 11.45-19.00 hrs  
Friday, 13.10.2017, 09.00-18.00 hrs

### ■ Times and instructions for removal:

Friday, 13.10.2017, 18.00-22.00 hrs  
Saturday, 14.10.2017, 08.00-14.00 hrs

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.

Vehicles are to be removed immediately after un- and uploading!

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 | Contact and Venue

### ■ Organizer / Scientific responsible body

Deutsche Gesellschaft für Kardiologie – Herz- und Kreislaufforschung e.V.

Grafenberg Allee 100

40237 Düsseldorf

Germany

P +49 (0)211 / 600692 - 0

F +49 (0)211 / 600692 - 10

[kongress@dgk.org](mailto:kongress@dgk.org)

### ■ Exhibition organization

m:con – mannheim:congress GmbH

Rosengartenplatz 2

68161 Mannheim

Germany

Bettina Häcker

P +49 (0)621 / 4106 -105

F +49 (0)621 / 4106 - 80 105

[bettina.haecker@mcon-mannheim.de](mailto:bettina.haecker@mcon-mannheim.de)

### ■ Exhibitor cards and congress tickets

m:con – mannheim:congress GmbH

Manon Waas

T +49 (0)621 / 4106 -102

F +49 (0)621 / 4106 - 80 102

[manon.waas@mcon-mannheim.de](mailto:manon.waas@mcon-mannheim.de)

### ■ Venue

Maritim Hotel Berlin

Stauffenbergstr. 26

10785 Berlin

Germany

P +49 (0)30 / 2065-1436

[meeting.ber@maritim.de](mailto:meeting.ber@maritim.de)

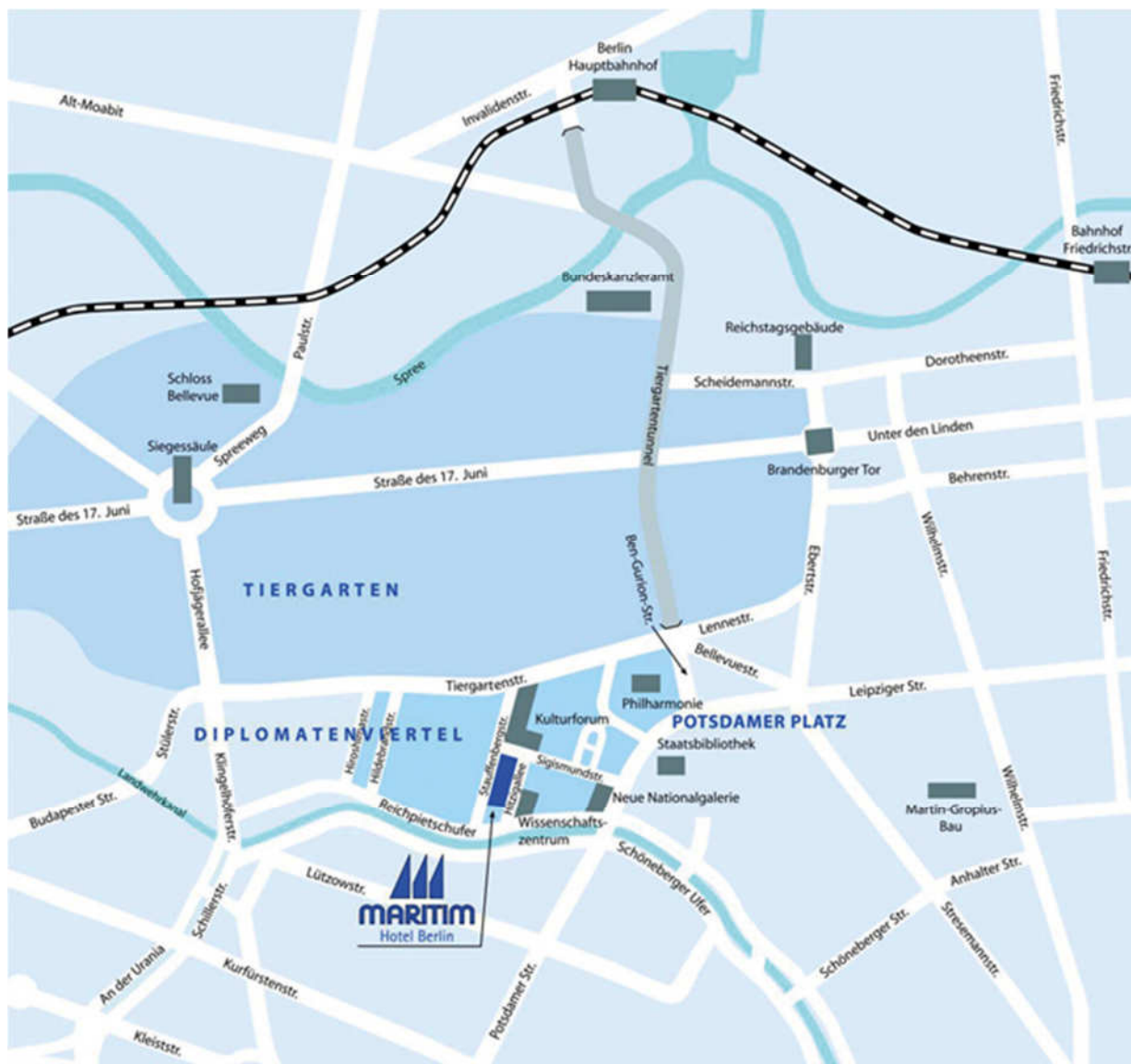
# servicehandbook

FOR EXHIBITORS: Important information – compact and clear

## 03 | Directions to the venue

### ■ Route via the motorway

- A10 to Dreieck Nuthetal
- A115 to Dreieck Funkturm
- A100 in direction to Hamburg
- Abfahrt Kaiserdamm, Heerstraße, Bismarckstraße, Straße des 17. Juni, Großer Stern, Hofjägerallee, Tiergartenstraße, Stauffenbergstraße



# servicehandbook

FOR EXHIBITORS: Important information – compact and clear

## 04 | Directions to the venue and Parking facilities

### ■ Busses and trams

#### from Tegel airport

Bus X9 to "Bahnhof Zoo", from there take bus 200 to stop "Philharmonie"  
(approx. 30-40 minutes)

#### from Schönefeld airport

by rail to stop main station, from there take bus M85 to stop "Kulturforum"  
(approx. 45-60 minutes)

#### from Berlin main station

Bus M85 direction "S Lichterfelde West" (Exit

### ■ Parking facilities

#### Car

For parking please use the Maritim Hotels underground car park with costs  
(EURO 3.00 per hour or EURO 25.00 per day).

#### Heavy goods vehicle

Heavy good vehicles can be parked in the street "Straße 17. Juli".

**Parking in the  
immediate vicinity of  
Maritim Hotel Berlin  
is prohibited for all  
types of vehicles!**

# 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 'Spedition Schenker' (address see "Storage", page 10) **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:

**Maritim Hotel Berlin**

**DGK Herztage 2017**

***Name of your contact at the exhibition***

***Mobile number of your contact at the exhibition***

***Stand number***

**Stauffenbergstraße 26**

**10785 Berlin**

**Germany**

Please note that deliveries have to be effected directly to the stand area.

Maritim Hotel Berlin 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.

Maritim Hotel Berlin  
and the congress  
organizer do not  
accept any deliveries  
and do not assume  
any responsibility for  
deliveries: all  
deliveries are left to  
the owner's risk.



# servicehandbook

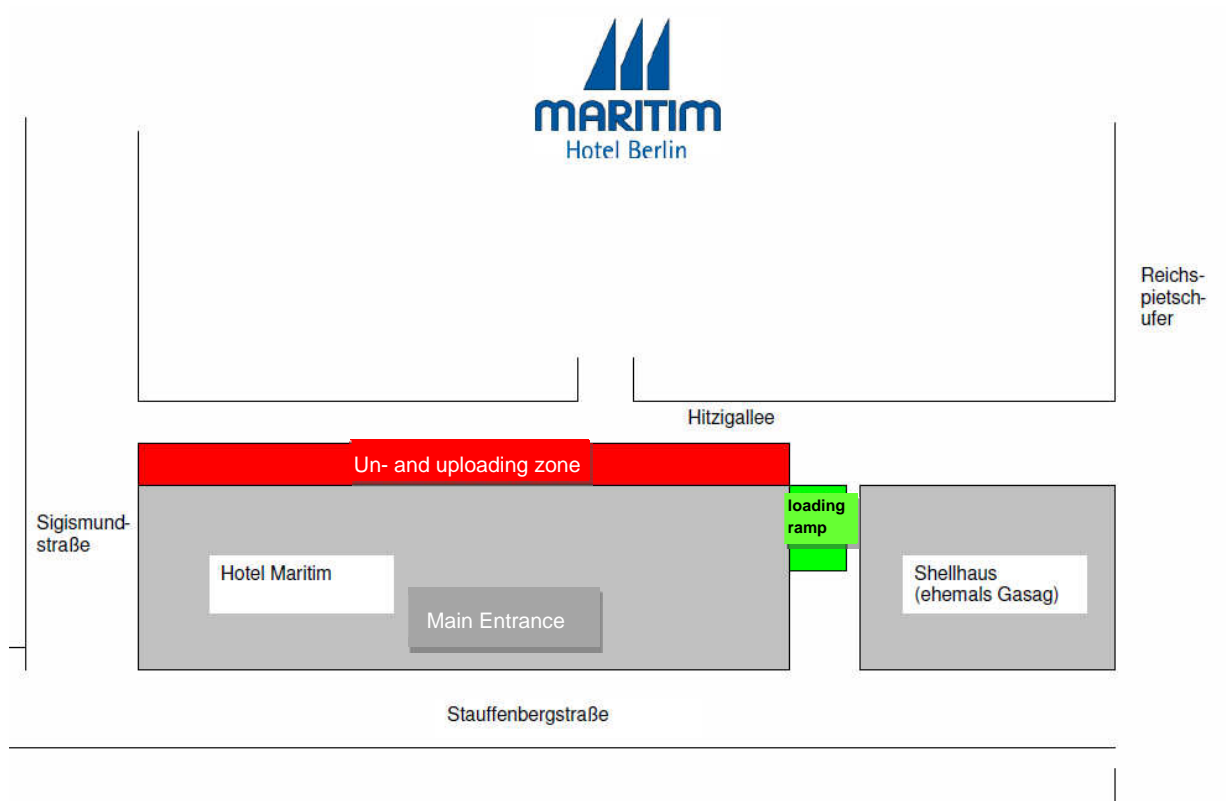
FOR EXHIBITORS: Important information – compact and clear

## ■ Un- and uploading at Maritim Hotel Berlin

The delivery to the Maritim Hotel Berlin has to be made via Hitzigallee (on the back side of the hotel). Parking in the immediate vicinity of Maritim Hotel Berlin, especially in loading yards and in front of the exits is prohibited for all types of vehicles. Vehicles are to be removed immediately after un- and uploading.

On entering the Hitzigallee, the time of arrival and the driver's mobile number are taken down by one of our employees, and a time of departure is also agreed upon. Should pallets be delivered, please note that Maritim Hotel Berlin cannot provide a hand pallet truck. It has to be provided by the exhibitor.

Parking in the delivery zone is prohibited for all types of vehicles!



## ■ Lifts / goods lifts

The delivery in the exhibition area is at ground level. Lifts are not necessary.

# servicehandbook

**FOR EXHIBITORS:** Important information – compact and clear

## ■ Storage

It is absolutely impossible to store any kind of exhibits or empties before, during or after the exhibition at the Maritim Hotel Berlin. The storage of empties can be dealt with by e.g. the forwarding company Schenker:

### **DB SCHENKERfairs**

Herr Mike Penkert

Servicegebäude Süd / Einfahrt Tor 25

Jafféstr. 2

14055 Berlin

Germany

P: +49 (0)30 / 301 29 95-442

F: +49 (0)30 / 301 29 95-8442

[mike.penkert@dbschenker.com](mailto:mike.penkert@dbschenker.com)

# servicehandbook

FOR EXHIBITORS: Important information – compact and clear

## 06 | Stand information A – Z

***The legal stipulations and regulations in their most current form must be observed for all exhibition stands, facilities, exhibits, materials and advertising that are brought into the Maritim Hotel Berlin.***

### ■ Additional orders

Orders for additional equipment can be placed online  
<http://ht2017.dgk.org/aussteller-sponsoren/hallenplan-bestelltool> until  
**15.09.2017.**

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](mailto: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

## ■ Construction heights

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

- in hall „Saal Maritim“ out of the gallery: 3.00 m
- in hall „Saal Maritim“ beneath the gallery: 2.80 m
- in the foyer of hall „Saal Maritim“: 2.50 m
- in the main entrance foyer: 2.80 m

The maximum construction height for stands vary in the different areas

Prior approval by the exhibition organizer is necessary for construction heights exceeding 2.50 m. For this please send back the attached form until **08.09.2017**.

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 Maritim Hotel Berlin, 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 Maritim Hotel Berlin. Any materials left are disposed of without checking the value at the exhibitor's cost and at a higher charge.

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

## ■ Electricity

The laying of electrical cables outside the stand, as well as connection to the supply network may only be carried out by Maritim Hotel Berlin. For electrical installations inside the stand, as well as for the laying of electrical cables, the instructions of VDE have to be observed. It is recommended to order Maritim Hotel Berlin 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

# servicehandbook

**FOR EXHIBITORS:** Important information – compact and clear

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 **15.09.2017**. Devices which do not have a CE marking may not be used as a matter of principle.

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

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.

## ■ 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 Maritim Hotel Berlin and in its outside area. Dispatch and storage of empties can be dealt with by the forwarding company Schenker (address see "Storage", page 10).

## ■ 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.

## ■ 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 is at your disposal on the internet at <http://ht2017.dgk.org/aussteller-sponsoren/hallenplan-bestelltool/> at any time.

**The exhibitor's service handbook is at your disposal on the internet at any time.**

# servicehandbook

**FOR EXHIBITORS:** Important information – compact and clear

## ■ Exhibitor cards / congress tickets

Order for exhibitor cards and congress tickets can be placed by e-mail to [manon.waas@mcon-mannheim.de](mailto:manon.waas@mcon-mannheim.de) until **31.08.2017**. Please note, that exhibitor cards do not entitle the bearer to admittance to lectures, congress tickets entitle the bearer to admittance to lectures!

- **Exhibitor cards:** 2 exhibitor cards are free of charge up to an exhibition area of 10 sqm, plus 2 exhibitor cards per 10 additional sqm.
- **Exhibitor cards with costs:** 30.00 euros including VAT
- **Congress tickets:** 1 congress ticket is free of charge up to an exhibition area of 6 sqm, 3 congress tickets are free of charge up to an exhibition area of 50 sqm, 5 tickets are free of charge with an exhibition area of over 50 sqm.

## ■ 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 Maritim Hotel Berlin must not be blocked or made inaccessible under any circumstances. It is not permitted to render the instruction signs illegible.

## ■ Floor covering

- In the hall „Saal Maritim“: blue carpet
- In the foyer of hall „Saal Maritim: blue carpet
- In the main entrance foyer: light granite floor

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.

The maximum floor loading capacity is 400 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.

**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

## ■ Forklift trucks / hand pallet trucks

Please note that Maritim Hotel Berlin 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 10). 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 Maritim Hotel Berlin 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.

## ■ 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 **08.09.2017**.

# servicehandbook

**FOR EXHIBITORS:** Important information – compact and clear

## ■ Hotel accommodation service

If you wish to book a hotel room, please contact:

Hotel Reservation Service (HRS)

Sabine Keller

T: +49 (0)221 2077 7320

F: +49 (0)221 2077 388

[Sabine.Keller@hrs.de](mailto:Sabine.Keller@hrs.de)

## ■ Householder's right

Maritim Hotel Berlin and the service providers commissioned by Maritim Hotel Berlin 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 Maritim Hotel Berlin individuals who do not adhere to the regulations of Maritim Hotel Berlin or the services providers commissioned by Maritim Hotel Berlin or who violate the conditions for participation. The organizer shall also have the right to ban these individuals. Maritim Hotel Berlin, m:con, persons commissioned by m:con, the police, the fire department and the supervisory authority shall have access to the stands at any time.

## ■ Illumination

Possibly, the general illumination at Maritim Hotel Berlin 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 material on the walls, pillars or other parts of the venue is not



# servicehandbook

**FOR EXHIBITORS:** Important information – compact and clear

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.

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

***Exhibitors at the Maritim Hotel Berlin 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 organiser or the neighbouring exhibitors affected.

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

# servicehandbook

FOR EXHIBITORS: Important information – compact and clear

## ■ 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 Maritim Hotel Berlin 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.

## ■ Respirable dust badge: „Feinstaubplakette“

Please note that from 1st January 2013 on it is absolutely necessary in Berlin 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/](http://www.umwelt-plakette.de/).

## ■ Smoking

**Smoking is strictly forbidden in the whole inside area of the Maritim Hotel Berlin 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.

## ■ 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

# servicehandbook

**FOR EXHIBITORS:** Important information – compact and clear

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.

## ■ Vouchers for the congress

Please contact m:con participants registration, Mrs. Manon Waas, [manon.waas@mcon-mannheim.de](mailto:manon.waas@mcon-mannheim.de) until **31.08.2017** for further information regarding Vouchers for the congress.

## ■ 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, Maritim Hotel Berlin and m:con 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 Maritim Hotel Berlin:

### **Maritim Hotel Berlin**

Sandra Krieg

Stauffenbergstr. 26

10785 Berlin

Germany

Tel. +49 (0)30 / 2065-1429

Fax: +49 (0)30 / 2065-1013

[skrieg.ber@maritim.de](mailto:skrieg.ber@maritim.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. The Maritim Hotel Berlin 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, Maritim Hotel Berlin and m:con accept 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. Maritim Hotel Berlin and m:con accept no responsibility for articles deposited.

Approval Form for Stand Construction

**Approval for construction heights from 2.50 m on are necessary!**

Please reply at latest **08.09.2017** to:

**Fax +49 (0)621 / 4106 - 80 105**

**m:con – mannheim:congress GmbH**  
Exhibition Organisation  
Bettina Häcker  
Rosengartenplatz 2, 68161 Mannheim, Germany

Please fill it out distinctly in block letters:

<b>Exhibitor:</b>	<b>sqm:</b>
<b>Stand number:</b>	
<b>Stand construction firm:</b>	
_____	_____
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>	
Maximum stand height: (highest point of the stand)	Total height of the floor covering:
cm	cm
_____	_____
Place, Date	Legally binding signature
<b>To be completed by m:con – mannheim:congress GmbH:</b>	
Approved stand height:	Approved height for the floor covering:
cm	cm
Approval notation: 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.	