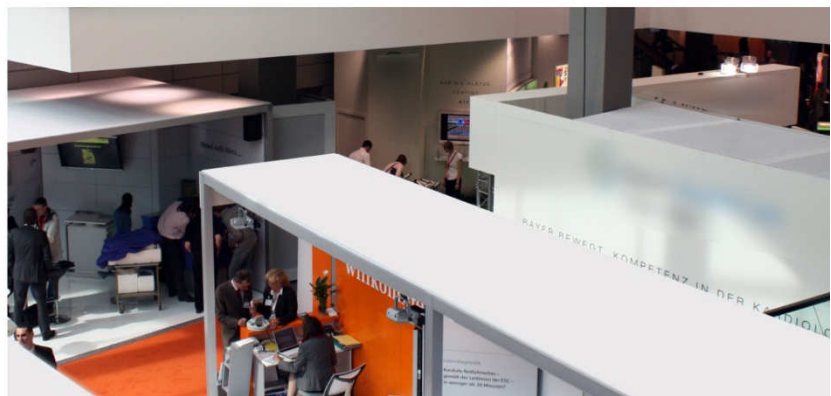
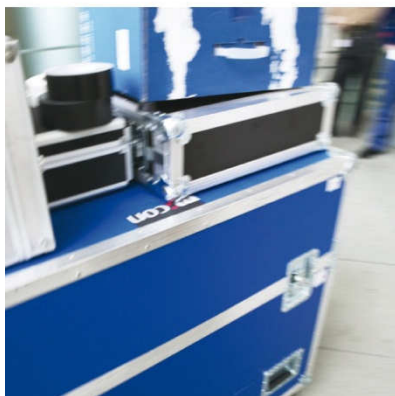
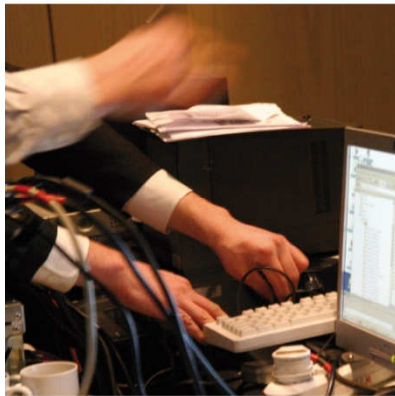
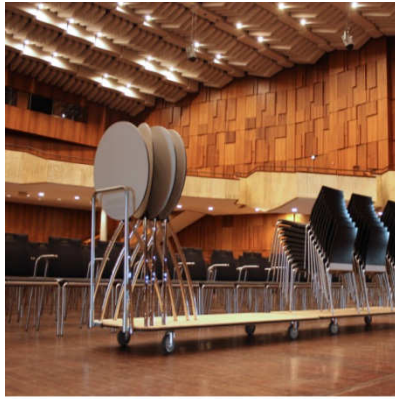


# servicehandbook

**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 11.05.2018 on:  
<http://gnpi2018.de/industrie/ausstellung/>

**m:con**  
VISION INTO CONVENTIONS

44<sup>th</sup> Annual Meeting of the German Society of  
Neonatology and Paediatric Intensive Care Medicine  
7 to 9 June 2018  
StadtHalle Rostock  
Rostock, Germany

# servicehandbook

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

On the following pages, the most important information for a successful exhibition at StadtHalle Rostock 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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03   Directions to the venue	7
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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 | Venue and Data of the Exhibition

### ■ Venue

StadtHalle Rostock

Südring 90

18059 Rostock

Germany

[www.messe-und-stadthalle.de](http://www.messe-und-stadthalle.de)

### Delivery adress (via car park of StadtHalle Rostock):

Erich-Schlesinger-Str. 35

18059 Rostock

Germany

### ■ Delivery times and instructions for deliveries:

Wednesday, 06.06.2018, 07.00 – 11.00 hrs → stands from 20 sqm on

Wednesday, 06.06.2018, 11.00 – 14.00 hrs → stands from 10 to 20 sqm

Wednesday, 06.06.2018, 14.00 – 24.00 hrs → stands up to 10 sqm

Vehicles must be removed immediately after un- and uploading from the delivery zone!

**Vehicles must be removed immediately after un- and uploading!**

### ■ Installation times and instructions for installation:

Wednesday, 06.06.2018, 07.00 – 24.00 hrs → stands from 20 sqm on

Wednesday, 06.06.2018, 11.00 – 24.00 hrs → stands from 10 to 20 sqm

Wednesday, 06.06.2018, 14.00 – 24.00 hrs → stands from 6 to 10 sqm

Vehicles must be removed immediately after un- and uploading from the loading zone!

### ■ Opening times of the exhibition:

Thursday, 07.06.2018, 08:00 – 18:15 hrs

from 20.00 Uhr get together in the exhibition area  
and in the foyers of StadtHalle Rostock

Friday, 08.06.2018, 08:30 – 16:30 hrs

Saturday, 09.06.2018, 08:30 – 16.00 hrs

# servicehandbook

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

■ **Removal times and instructions for removal:**

Saturday, 09.06.2018, 16.00 – 24.00 hrs

For safety-relevant reasons, an early removal is forbidden! If the instruction is defied, the exhibitor is charged with a penalty under a contract of half the rent for the stand.

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!

**Vehicles must be removed immediately after un- and uploading!**

# servicehandbook

FOR EXHIBITORS: Important information – compact and clear

## 02 | Contact

### ■ Scientific responsible body

#### ***Organiser scientific programme***

Dr. med. Dirk M. Olbertz  
Klinikum Südstadt Rostock  
Department Neonatologie und Neonatologische Intensivmedizin

Prof. Dr. med. Matthias Heckmann  
Universitätsmedizin Greifswald, Zentrum für Kinder- und Jugendmedizin  
Department Neonatologie und Pädiatrische Intensivmedizin

#### ***Organiser nursing training***

Ms Susanne Kreutz,  
Klinikum Südstadt Rostock, head nurse Neonatologie

Ms Milena Münter, Greifswald  
Universitätsmedizin Greifswald, head nurse Neonatologie

### ■ Exhibition organisation

m:con – mannheim:congress GmbH  
Rosengartenplatz 2  
68161 Mannheim  
Germany

Ms Bettina Häcker  
T: +49 (0)621 4106-105  
F: +49 (0)621 410680-105  
[bettina.haecker@mcon-mannheim.de](mailto:bettina.haecker@mcon-mannheim.de)

### ■ Exhibitor cards, congress tickets and tickets for get together

m:con – mannheim:congress GmbH  
Ms Sabrina Steder  
T: +49 (0)621 / 4106 -199  
F: +49 (0)621 / 4106 -80 199  
[sabrina.steder@mcon-mannheim.de](mailto:sabrina.steder@mcon-mannheim.de)  
[www.rosengarten-mannheim.de](http://www.rosengarten-mannheim.de)

# servicehandbook

FOR EXHIBITORS: Important information – compact and clear

## 03 | Directions to the venue

### ■ By car

**From Berlin** via A19, exit A20 at Rostock interchange, exit Rostock-Südstadt, Rostock-Südstadt/Niendorf, Nobelstraße turn right onto Südring, from Südring turn right onto Erich-Schlesinger-Straße, follow parking-guidance system to the Stadthalle Rostock.

**From Hamburg** via A20, exit Rostock-Südstadt, Rostock-Südstadt/Niendorf, Nobelstraße turn right onto Südring, from Südring turn right onto Erich-Schlesinger-Straße, follow parking-guidance system to the Stadthalle Rostock.

### ■ By train

From the Rostock main station (south exit), it is a 5-minute walk to StadtHalle Rostock.

### ■ By aeroplane

From the Rostock-Laage Airport via A19, A20, exit Rostock-Südstadt, Rostock-Südstadt/Niendorf, Nobelstraße turn right onto Südring, from Südring turn right onto Erich-Schlesinger-Straße, follow parking-guidance system to the StadtHalle Rostock.

### ■ GPS coordinates

N54° 4' 35.652" E12° 7' 30.324"

Alternatively:

Intersection Südring / Erich-Schlesinger-Straße

### ■ Parking facilities

#### Car

For parking please use the 450 car parks with costs of the StadtHalle Rostock.

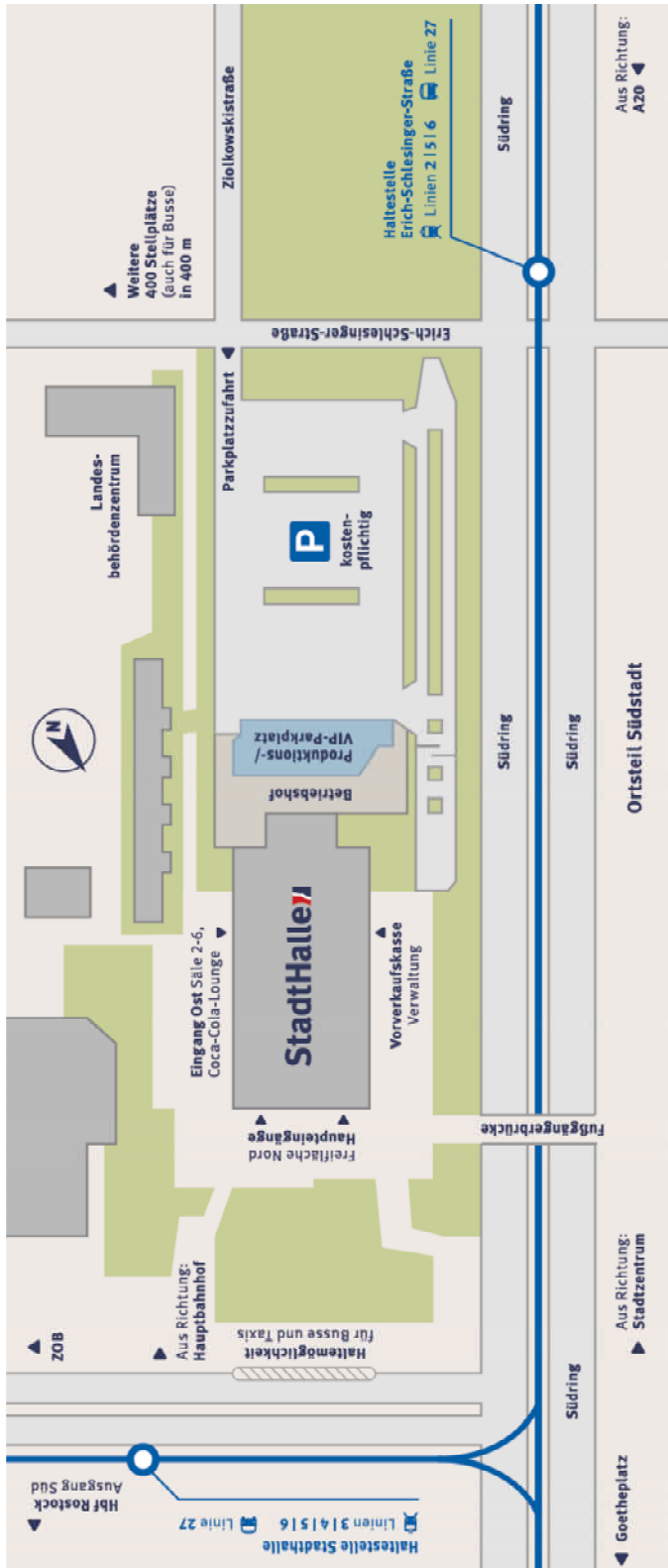
#### Heavy goods vehicle

Heavy good vehicles can be parked with costs at the car parks of the StadtHalle Rostock, near by the Main station and at the port of Rostock (<http://www.rostock-port.de/hafen-rostock/hero/parkplaetze.html>).

# servicehandbook

FOR EXHIBITORS: Important information – compact and clear

## ■ Route via the city center





# servicehandbook

FOR EXHIBITORS: Important information – compact and clear

## 04 | 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 Gustke (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:

**StadtHalle Rostock**

**GNPI 2018**

**Firmenname**

**Name Ihres Ansprechpartners vor Ort**

**Mobil-Nr. Ihres Ansprechpartners vor Ort**

**Stand-Nr.**

**Südring 90**

**18059 Rostock**

**Germany**

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

StadtHalle Rostock and the congress organiser do not accept any deliveries.

**All deliveries are left to the owner's risk:** m:con and the congress organiser do not assume any responsibility for deliveries.

**StadtHalle Rostock and the congress organiser 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

## ■ Unloading on the exhibition grounds of StadtHalle Rostock

The property of StadtHalle Rostock is accessible via the car park with costs (entrance from Erich-Schlesinger-Straße 35).

Access to the  
StadtHalle Rostock  
via car park with  
costs.

On entering the grounds of StadtHalle Rostock, 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 StadtHalle Rostock cannot provide a hand pallet truck. It has to be provided by the exhibitor.

## ■ Lifts / goods lifts

Lifts are not necessary for delivering to the foyer of the ground level. For deliveries to the foyers on the 1<sup>st</sup> floor of StadtHalle Rostock, there is a goods lift at your disposal.

	width for passage	height	depth	weight-bearing capacity
Goods lift	1.00 m	2.00 m	1.50 m	1.000 kg

## ■ Storage

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

### **Spedition Heinrich Gustke GmbH**

Hanseatenstraße 1  
18146 Rostock  
Germany

Ms Andrea Schörling / Ms Peggy Zolldann

P: +49 (0)381 / 6677 141 or - 142

F: +49 (0)381 / 6677 144

[auftragsa@gustke-logistik.com](mailto:auftragsa@gustke-logistik.com)

# servicehandbook

FOR EXHIBITORS: Important information – compact and clear

## 05 | Stand information A – Z

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

### ■ Additional orders

Orders for additional equipment can be placed online  
<http://gnpi2018.de/industrie/ausstellung/> until **11.05.2018**.

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 organiser of the exhibition.

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

Mr. Patrick Elling  
P: + 49 (0) 621 / 4106 116  
F: + 49 (0) 621 / 4106 80116  
[patrick.elling@mcon-mannheim.de](mailto:patrick.elling@mcon-mannheim.de)

### ■ Audio- / visual presentations

Any kind of presentations on the stand requires the organiser'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 organiser 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 the foyer ground floor (out of the 1<sup>st</sup> floor gallery): 3.00 m
- In the foyer ground floor (beneath the 1<sup>st</sup> floor gallery): 2.50 m
- On the 1<sup>st</sup> floor gallery: 2.50 m

Prior approval by the organiser is necessary for construction heights exceeding these limits.

Floorings of all kinds from 4 mm on require approval by the organiser, have to be highlighted in contrast colour and secured against stumbling and tripping. Exceeding flooring heights from 25 mm on require canted edges or with illuminated steps in contrast colour.

## ■ Damage

The exhibitor is responsible for damage to facilities of StadtHalle Rostock, 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 StadtHalle Rostock. 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 StadtHalle Rostock. 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 StadtHalle Rostock 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.

The maximum construction height for stands vary from floor to floor and within the foyer groundfloor. Restrictions owing to structural causes have to be observed.

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

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 **04.05.2018**. 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 StadtHalle Rostock and in its outside area. Dispatch and storage of empties can be dealt with by the forwarding company Gustke (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 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 <http://gnpi2018.de/industrie/ausstellung/> 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 / tickets get together

Information regarding exhibitor cards and congress tickets will be emailed automatically to the exhibitors. For further information please contact m:con Registration Services, Ms Sabrina Steder, [sabrina.steder@mcon-mannheim.de](mailto:sabrina.steder@mcon-mannheim.de). 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 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.
- **Congress tickets with costs:** Please find information regarding prices on the congress website at <http://gnpi2018.de/teilnehmer/registrierung/>

Tickets for the get together are free of costs. The get together takes place on 07.06.2018 in the exhibition area and in the foyers of the StadtHalle Rostock. For further information please contact m:con Registration Services, Ms Sabrina Steder, [sabrina.steder@mcon-mannheim.de](mailto:sabrina.steder@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 StadtHalle Rostock 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 (out of the gallery of the 1<sup>st</sup> floor): stone floor tiles grey
- Foyer ground floor (beneath the gallery of the 1<sup>st</sup> floor): granite anthracite
- Gallery on the 1<sup>st</sup> floor: granite anthracite

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 500 kg per sqm. In case that heavier exhibits are to be installed, it has to be arranged with and approved by the

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

organiser. Loads should be distributed, concentrated heavy loads have to be avoided at any rate.

## ■ Forklift trucks / hand pallet trucks

Please note that StadtHalle Rostock cannot place forklift trucks and hand pallet trucks at your disposal. This service can be dealt with by forwarding company Gustke (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 are strictly forbidden.

## ■ Guarding

The organiser of the exhibition provides a general guarding without accepting responsibility for damage or loss. Articles brought to StadtHalle Rostock 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.

## ■ Hotel accommodation service

If you wish to book a hotel room, please find information on the congress website at <http://gnpi2018.de/teilnehmer/hotelbuchung/buchen> or contact:

Hotel Reservation Service (HRS)

# servicehandbook

FOR EXHIBITORS: Important information – compact and clear

Ms 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

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

## ■ Illumination

Possibly, the general illumination at StadtHalle Rostock 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 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.

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

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



# servicehandbook

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

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 organiser 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.

***Exhibitors at the Stadthalle Rostock 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.

## ■ Mobile Congress guide – the APP for GNPI 2018

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.

# 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 StadtHalle Rostock 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

[messe@gema.de](mailto:messe@gema.de) or [gema@gema.de](mailto:gema@gema.de)

[www.gema.de](http://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).

## ■ 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.

## ■ Smoking

In accordance with “Nichtraucherschutzgesetz Mecklenburg-Vorpommern

Smoking is strictly  
forbidden in the  
whole inside area of  
the StadtHalle  
Rostock at any time!

# servicehandbook

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

**(NichtRSchutzG M-V)“ smoking is strictly forbidden in the whole inside area of the StadtHalle Rostock 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 organiser 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.

## ■ Vouchers for the congress

In the run-up of the exhibition, you can forward digital vouchers for the congress to your customers. Should you be interested, please refer to:

m:con Registration Services

Ms Sabrina Steder

[sabrina.steder@mcon-mannheim.de](mailto:sabrina.steder@mcon-mannheim.de)

# servicehandbook

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

## ■ 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, the event organiser will stop assembly work.

# servicehandbook

FOR EXHIBITORS: Important information – compact and clear

## 06 | Catering

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

### **w.Holz GmbH**

Ms Sibylle Schiemann  
Kopernikusstr. 17 c  
18057 Rostock  
Germany

T: +49 (0)381 / 49000 00

[w-holz@t-online.de](mailto:w-holz@t-online.de)

[www.w-holz-catering.de](http://www.w-holz-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. The w.Holz GmbH 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.

## 07 | Disclaimer

Articles brought into our house are at the owner's risk, StadtHalle Rostock 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.

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## Approval Form for Stand Construction

### Approval for construction heights from 2.30 m on are necessary!

Please reply at latest **04.05.2018** 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)		m	Total height of the floor covering:
			mm
_____		_____	
Place, Date		Legally binding signature	
<b>To be completed by m:con – mannheim:congress GmbH:</b>			
Approved stand height:		cm	Approved height for the floor covering:
			cm
<p>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 25 mm on require canted edges in contrast colour.</p>			