



Deutsche Gesellschaft
für Innere Medizin e.V. ®



124.

Congress of the German Association for Internal Medicine

Congress Center Rosengarten · Mannheim
14. - 17. April 2018

Servicehandbook

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VISION INTO CONVENTIONS
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On the following pages, the most important information for a successful exhibition at Congress Center Rosengarten 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.

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

Ansprechpartner

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

Venue

Congress Center Rosengarten Mannheim
Rosengartenplatz 2
68161 Mannheim
Deutschland
www.rosengarten-mannheim.de

Information and order forms online on <http://dgim2018.de/industrie/anmeldung>

Venue and Data of the Exhibition

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.**

day	time	action
Tuesday, 10. April 2018	02:00 p.m. – 05:00 p.m.	stands greater 100 m ²
	05:00 p.m. – 08:00 p.m.	stands between 80 and 100 m ²
Wednesday, 11. April 2018	07:00 a.m. – 10:00 a.m.	stands between 60 and 79 m ²
	10:00 a.m. – 01:00 p.m.	stands between 40 and 59 m ²
	01:00 p.m. – 04:00 p.m.	stands between 30 and 39 m ²
	04:00 p.m. – 07:00 p.m.	stands between 25 and 29 m ²
Thursday, 12. April 2018	07:00 a.m. – 12:00 a.m.	stands between 16 and 24 m ²
	12:00 a.m. – 06:00 p.m.	stands between 10 and 15 m ²
Friday, 13. April 2018	07:00 a.m. – 10:00 p.m.	stands up to 9 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

day	time
Tuesday, 10. April 2018	02:00 p.m. – 10:00 p.m.
Wednesday, 11. April 2018	07:00 a.m. – 10:00 p.m.
Thursday, 12. April 2018	07:00 a.m. – 10:00 p.m.
Friday, 13. April 2018	07:00 a.m. – 10:00 p.m.

Opening times of the exhibition

day	time
Saturday, 14. April 2018	08:00 a.m. – 06:30 p.m.
Sunday, 15. April 2018	08:00 a.m. – 06:00 p.m.
Monday, 16. April 2018	08:00 a.m. – 06:30 p.m.
Tuesday, 17. April 2018	08:00 a.m. – 04:30 p.m.

Venue and Data of the Exhibition

Times 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.**

day	time
Tuesday, 17. April 2018	04:30 p.m. – 10:00 p.m.
Wednesday, 18. April 2018	07:00 a.m. – 10:00 p.m.

Times for collection

day	time	action
Tuesday, 17. April 2018	04:30 p.m. – 10:00 p.m.	small stands: Collection is only possible with vehicles smaller than 1,90 m via the underground garage!
	04:30 p.m. – 06:00 p.m.	Empties delivery: Stands greater or equal 80 m ²
	06:00 p.m. – 07:30 p.m.	Empties delivery: Stands between 51 and 79 m ²
	07:30 p.m. – 09:00 p.m.	Empties delivery: Stands between 25 and 50 m ²
	09:00 p.m. – 10:00 p.m.	Empties delivery: Stands up to 24 m ²
Wednesday, 18. April 2018	07:00 a.m. – 11:00 a.m.	Collection: Stands up to 24 m ²
	11:00 a.m. – 02:00 p.m.	Collection: Stands between 25 and 50 m ²
	02:00 p.m. – 06:00 p.m.	Collection: Stands between 51 – 79 m ²
	06:00 p.m. – 10:00 p.m.	Collection: Stands greater or equal 80 m ²

For safety-related reasons the removal on Tuesday, 17. April 2018 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 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!

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

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

Exhibitor's board meeting

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 124th Congress of the German Society of Internal Medicine.

Date: Monday, 16th April 2018

Time: 10:00 a.m. – 11:00 a.m.

Room: Media conference room, Dorint Kongresshotel Mannheim, Room 12

Together with Prof. Dr. med. Cornel Sieber, the President of this year's Congress, and the President of the 125th Congress of the German Society of Internal Medicine 2019, Prof. Dr. med. Claus Franz Vogelmeier, 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.

Directions to the venue

Directions to the venue



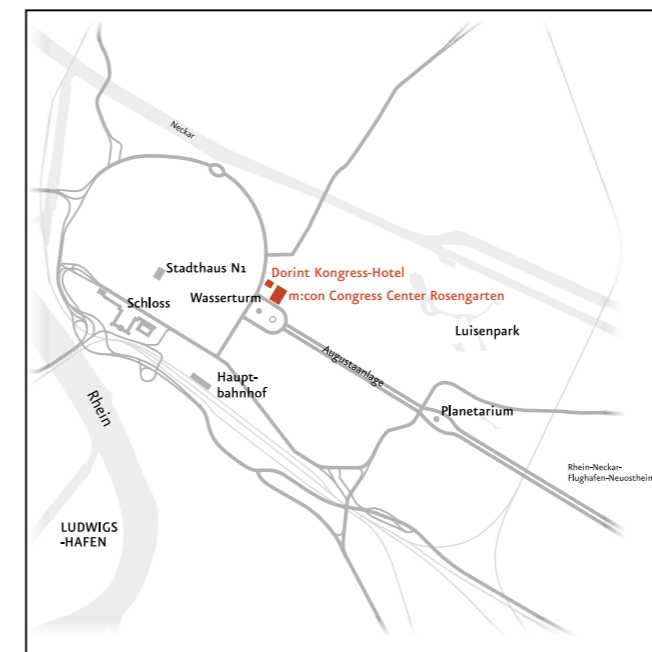
Route via the motorway

Motorway A6/A67

- › motorway intersection Mannheim
- › A656 towards Mannheim-Mitte
- › go along ‚Augustaanlage‘ until you get to the water tower ‚Wasserturm‘
- › The Congress Center Rosengarten is on the north of the water tower ‚Wasserturm‘

Motorway A61

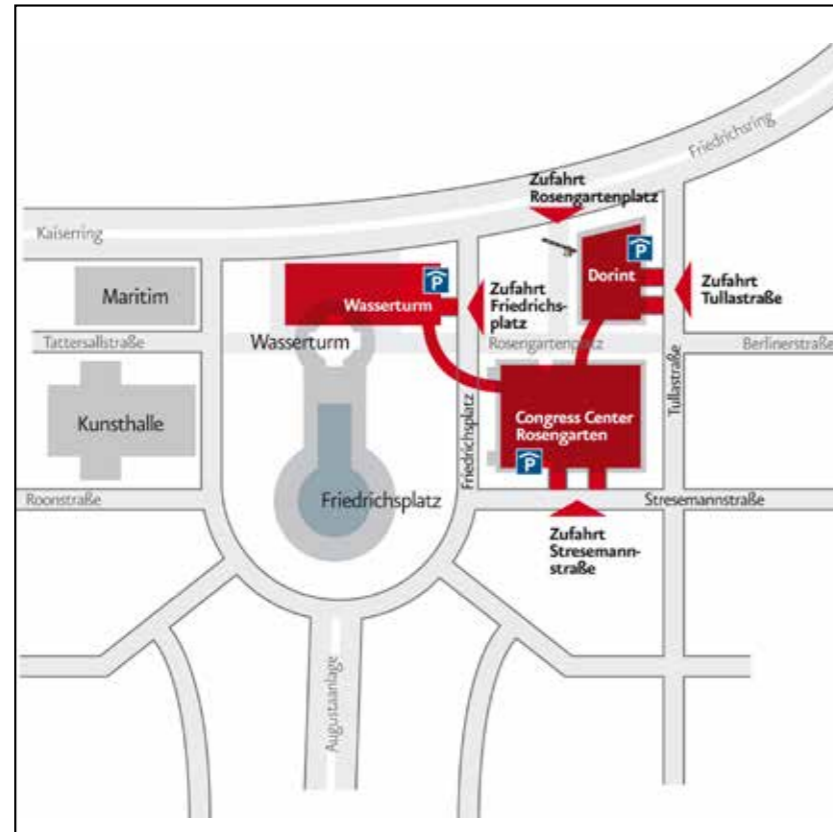
- › motorway intersection Ludwigshafen
- › towards Ludwigshafen/Mannheim
- › cross the bridge across the River Rhine ‚Rheinbrücke‘
- › follow the signs towards ‚CC Rosengarten‘



Route via the city center

Parking facilities

Parking facilities



As a part of m:con Congress Center Rosengarten, the underground car parks ‚Congress Center Rosengarten‘ and ‚Dorint‘ with approx. 700 parking spaces are at your disposal. Please note that the height limit for vehicles is 1.90 m there. Parking on the outside area of the Congress Center Rosengarten is not allowed.

Vehicles higher than 1.90 m can be parked on the nearby car park (near the stadium ‚Carl-Benz-Stadion‘, direction airfield ‚Flugplatz Neuostheim‘, Theodor-Heuss-Anlage 12 in Mannheim): turn right before you get to the KPMG building, then turn right again, the car park is on the left. You can take the tram number 6 to get back to the Rosengarten. The vehicles could also be parked on the „Neuer Messplatz“ (Maybachstraße in Mannheim). Please note that these are all public parking spaces where we have no impact on free parking space!

Parking on the outside area of the Congress Center Rosengarten is not allowed.

Information on Delivery and Installation

Information on Delivery and Installation

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:

Congress Center Rosengarten
124. Congress of the German
Association for Internal Medicine
14. - 17.04.2018

Company name
Name of your contact at the exhibition
Mobile number of your contact at the exhibition
Stand number
Rosengartenplatz
Rosengartenplatz 2
68161 Mannheim
Germany

Congress Center Rosengarten 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.

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

Lifts / good lifts

	width for passage in Meter	height in Meter	depth in Meter	weight-bearing capacity in kg
Lift foyer on the left	1,70	1,95	3,80	3.500
Lift foyer on the right	1,55	1,95	2,80	1.500
Goods lifts outside	2,60	2,40	5,90	5.000

Unloading and Storage

Unloading on the exhibition grounds of Congress Center Rosengarten

The access to the ‚Rosengarten‘ from ‚Friedrichsring‘ has a gate opened by a porter. Please note that cars which are used for delivery and collection have to be parked in the underground car park at your costs. Only vehicles higher than 1.90 m may be parked on the forecourt during installation and removal and only for loading and unloading purposes!

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

Only vehicles higher than 1.90 m may be parked on the forecourt during installation and removal and only for loading and unloading purposes!

Einlagerung von Ausstellungsmaterialien

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

Schenker Deutschland AG
Messen- / Spezialtransporte
Herr Jan Smolic
Rotterdammer Str. 29 – 35
68219 Mannheim
T: +49 (0)621 44 520 383
F: +49 (0)621 44 520 389
jan.smolic@dbschenker.com

Standinformationen von A – Z

The legal stipulations and regulations in their most current form and the Technical Guidelines of m:con must be observed for all exhibition stands, facilities, exhibits, materials and advertising that are brought into the Congress Center Rosengarten.

Additional orders

Orders for additional equipment can be placed online www.dgim2018.de until 02.03.2018.

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

Adhesive Tape

A special adhesive tape for delicate floors must be used before using double-sided tape, gaffer tape, etc. in floor 0 and floor 1:

Foyer floor 0 and floor 1:

Tesa Präzisionskrepp 4334 gelb, 50mmx50m

Mozartsaal:

Tesa Präzisionskrepp Sensitive PV 1- 4333 rosa, 50mmx50m

You can then continue to work with standard adhesive tape on top of this special tape. When dismantling, please ensure that all tape is removed without leaving any residue! Marks that have not been removed will be eliminated at the exhibitor's expense.

Advertising

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. Wilhelmus

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.

Construction heights

Please find your valid construction height in your stand confirmation letter.

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

- in the lower foyer on floor 0: 3,00 m (limited construction height in the area of the access to the underground car parks and in front of the sanitary facilities, as well as in the area of the cloakroom)
- in the upper foyer on floor 0: 2,50 m
- in the foyer on floor 1: 3.00 m (limited construction height in the side foyers below the gallery, no constructions below the fire curtains!)
- in the foyer on floor 2: 2.80 m (limited construction height in the Musen- / Stamitzsaal foyer, no constructions below the fire curtains!)
- in the foyer on floor 3: 3.00 m

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

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. Please note that no raised flooring will be approved for the foyer between the Musen- and Stamitzsaal.

Damage

The exhibitor is responsible for damage to facilities of Congress Center Rosengarten, 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 Congress Center Rosengarten. 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 m:con. For electrical installations inside the stand, as well as for the laying

Orders for additional equipment only online until 02.03.2018!

Standinformationen von A – Z

of electrical cables, the instructions of VDE have to be observed. It is recommended to order m:con 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 23.02.2018.

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.

Emergency exits and escape routes

The aisles between the exhibition areas serve as escape routes in cases of Emergency. At no time should 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 Congress Center Rosengarten 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 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.dgim2018.de at any time.

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. For further exhibitor cards we have to charge 30 per day or 90 for a congress ticket. If you have any questions please contact Alexander Roßnagel, alexander.rossnagel@mcon-mannheim.de, for further information.

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 Congress Center Rosengarten must not be blocked or made inaccessible under any circumstances. It is not permitted to render the instruction signs illegible.

Floor covering

Floor 0 Variohalle: carpeting dark anthracite
Floor 0 and floor 1: granite anthracite
Floor 2 and floor 3: carpeting dark anthracite
Floor 2/Dorint: carpeting blue respectively blue-beige flecked

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. On floor 0 and floor 1, adhesive tape suitable for natural stones must

be used (see Adhesive tape, page 11). Remaining residues will be removed at the exhibitor's cost.

The maximum floor loading capacity is 500 kg per sqm. The maximum floor loading capacity on the elevating podia on floor 3 is 250 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.

Standinformationen von A – Z

Forklift trucks / hand pallet trucks

Please note that Congress Center Rosengarten 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 Rosengarten Congress Center 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 Congress Center Rosengarten 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 23.02.2018.

Hotel accommodation service

Please book online at: <http://dgim2018.de/teilnehmer/hotelbuchung/>, or contact: m:con Event-Services, Mrs. Claudia Morio, Fon +49 (0)621 / 4106 - 8641, claudia.morio@mcon-mannheim.de until 14.03.2018.

Householder's right

m:con and the service providers commissioned by m:con 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 Congress Center Rosengarten individuals who do not adhere to the regulations of m:con or the services providers commissioned by m:con or who violate the conditions for participation. The organizer shall also have the right to ban these individuals. 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 Congress Center Rosengarten is not sufficient to illuminate the individual stands effectively. In your own interest, we recommend to plan on 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.

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. In the foyer of floor 0 only LED-spotlights may be operated for fire protection reasons. In case of non-observance m:con reserves the right to have non-approved spotlights removed.

Rear sides of stands which are visible and back

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

If you lay floor coverings, please note that it has to be removed without residue on removal.

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

Standinformationen von A – Z

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.

WLAN Premium Version is free of charge. After connection to SSID DGIM 2018 please enter the following login data:

Username: DGIM2018
Password: DGIM2018

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 organiser or the neighbouring exhibitors affected.

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

Mobile Congress guide – the APP for 123rd Congress of the German Association for Internal Medicine 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.

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.

Multifunctional pillars

There are multifunctional pillars with the measures 1.15 m x 1.00 m in the side foyers in floor 1. On one side inside these pillars, there are connections (electricity, TV, EDP) and fresh air respectively hot air is entering from the other 3 sides of these pillars into the foyers.

The pillars must not be surrounded or blocked and nothing may be fixed on them. All round the pillars, a minimum safe distance of 1.00 m has to be kept.

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 Bezirksdirektion Stuttgart
Herdweg 63, 70174 Stuttgart
Tel. +49 (0)711 22 52-794
Fax +49 (0)711 22 52-800
bd-s@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).

Standinformationen von A – Z

Park tickets

For the duration of the congress we provide park tickets with reduced costs of 12.00 EUR including the statutory VAT. The park tickets are valid for the garages "Rosengarten" or "Dorint Hotel".

The park tickets are available at the registration counter for exhibitors from 14. to 17.04.2018

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. The Congress Center Rosengarten and the Wasserturm (underground car parks) belong to these areas. 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/.

Service counter for exhibition

During installation a service counter for exhibitors will be operated at the entrance foyer on floor 1 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.

During the construction times, a mobile catering service of the Dorint Congress Hotel will be operating and selling food and drinks for your well-being.

Smoking

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 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.

Vouchers for the congress

For further information please contact:

Alexander Roßnagel

T: +49 (0)621 4106-343

F: +49 (0)621 410680-343

alexander.rossnagel@mcon-mannheim.de

Prices for season tickets:

Early bookings up to 15.02.2018 175,- EUR*

Late bookings from 16.02.2018 200,- EUR*

Prices for day tickets:

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exchanged. Prices are inclusive 19% VAT.

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

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

Catering/Disclaimer

Catering

Food and beverages for catering on your stand are provided by the service partner of Congress Center Rosengarten:

Dorint Kongresshotel Mannheim
- Convention Sales Manager -
Ms Graziella Amato
Friedrichsring 6
68161 Mannheim
Germany
P: +49 (0)621 / 41 06 406
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graziella.amato@dorint.com

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 Dorint Kongresshotel Mannheim 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. You may find the catering form on:
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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.

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Approval Form for Stand Construction

124th Congress of the German Association for Internal Medicine

Please reply at latest by **23.02.2018**:

m:con - mannheim:congress GmbH

Industrie-Services · 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 _____

We hereby submit the stand plan in digital form in a scale of at least 1:100 with details of dimensions and sectional elevations. **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.**

Audio-/visual presentations are planned on the stand.

The use of customer stoppers is planned. Number of: _____

Maximum stand height: _____ cm (highest point of the stand)

Total height of the floor covering: _____ cm

Place, Date _____

Legally binding signature _____

To be completed by m:con – mannheim:congress GmbH:

Approved stand height: _____ cm Approved height for the floor covering: _____ cm

Approval notation: _____

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