



WFC | ECU Congress
Berlin 20-23 March

Global Opportunities in Spine Care

Exhibition Manual

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1. Sponsorship Packages: Premier, Gold and Silver packages

1.1 Congress Bag Inserts

Premier and **Gold** sponsors have bag inserts for the congress bag included in their package, and for those that have bought this as an additional sponsorship item, please note the following details:

Size: No larger than A4 size and no more than 4 pages.

Quantity: 1000

Date of delivery: Between 11th and 18th of March. **NB:** Please note that inserts arriving later than the 18th of March will not be included in the bags.

Shipment address:

DHL Trade Fairs & Events GmbH

c/o EPIC 2019

Your Company name

Gerlinger Str. 34

DE - 12349 Berlin

1.2 Congress Program Book Advertisements and Logos

The **Premier** and **Gold** sponsors and those that have bought this as an additional sponsorship item, please send your advertisements and logos in high resolution Pdf or JPEG formats to [Mimi Cathrine Lie](#) at Congress-Conference as soon as possible. Please note that these will be printed on gloss paper.

Sizes

For **Premier** sponsors: A4 size + cutting edge

For **Gold** sponsors and those that have bought the **quarter page adverts**: A6 size: 148,5 mm (height) x 105 mm (width) + cutting edge

1.3 Complimentary Delegate Registrations and Gala Tickets

For those sponsors that have Complimentary Delegate Registrations and Gala Tickets included in their sponsorship package (**Premier**, **Gold** and **Silver** sponsors), if you have not done so yet, please send the names and their contact information to [Silvia Aiuvalasit](#) at Congress-Conference AS.

2. Exhibition hours

The exhibition will be open the following hours:

Wednesday 20th: 18:00 – 20:00

Thursday 21st: 8:30 – 17:30

Friday 22nd: 8:30 – 17:30

Saturday 23rd: 8:30 – 16:00

2.1 Exhibition build-up and tear-down

Build-up: 10.00- 17:00 on Wednesday the 20th of March. Please note that the [Welcome Cocktail Reception](#) will be held in the Exhibition area from 18:00 – 19:00.

Tear down: After 16:00 (after the last coffee break) on Saturday the 23rd of March.

3. Shipment of material, storage of the packages and customs

3.1 Shipments directly to the venue

Please note that if you choose to ship directly to the hotel, you shipment **cannot arrive before the 19th of March** due to limited storage space at the Maritim Hotel Berlin. If your package or pallet arrives earlier than the 19th of March, then you will be **charged a daily fine of € 50 per package and €250 per pallet.**

If you choose to send directly to the hotel you **must use their shipment label** and follow their instructions. Please find these as attachments at the end of this document.

3.2 Recommended carriers

We recommend that for assistance with shipment and delivery of material, customs clearance (if coming from outside the EU) and storage of empties, that you use **DHL Trade Fairs & Events GmbH.**

3.3 DHL Handling fees

Inbound handling

Handling via external warehouse including receipt, short term storage and timely delivery to booth:

- per package / carton box / **up to 25 kg EUR 45,00**
- per package / carton box / **over 25 kg EUR 65,00**
- per pallet/crate / up to 200 kgs / up to 2 cbm **EUR 120,00**
- Dimensions exceeding 120 x 80 x 200cm / weight higher than 200 kg on request

Outbound handling

Pick up from the booth and Handling via external warehouse including short term storage and hand over.

- per package / carton box / **up to 25 kg EUR 45,00**
- per package / carton box / **over 25 kg EUR 65,00**
- per pallet/crate / up to 200 kgs / up to 2 cbm **EUR 120,00**
- Dimensions exceeding 120 x 80 x 200cm / weight higher than 200 kg on request

3.4 DHL Storage of empties

Handling of empty packing (Minimum 2 cbm) including pick up from booth, storage, return per beginning cbm **EUR 59,00**.

NB: Please note that you cannot store your empties at the venue.

3.5 DHL Customs clearance

If you need help with customs clearance of your shipment, DHL can help with that as well:

- Termination of the T1 transit document (costs of third parties per outlay)
- Permanent customs clearance including customs inspection **EUR 150,00**
- Duties & taxes **per outlay**
- Disbursement fee 10% Minimum **EUR 35,00**

or

- Temporary customs clearance including customs inspection **EUR 150,00**
- Bond fee (0,5% on value) Minimum **EUR 35,00**

NB: The above mentioned rates are subject to 19% VAT

3.6 Shipment address

DHL Trade Fairs & Events GmbH

c/o EPIC 2019

Name of exhibitor / booth number

Gerlinger Str. 34

DE - 12349 Berlin

3.7 DHL booking and assistance

To book please use the attached DHL booking form and send to Patrick.Thierling@dhl.com .

For any questions or concerns regarding your shipment, delivery and customs clearance, please contact DHL Trade Fairs & Events GmbH directly:

Patrick Thierling

Mobil: +49 152 0 900 3018

Tel: +49 30 609 153 031

E-Mail: Patrick.Thierling@dhl.com

Or

Christian Foltin:

Tel: +49 (0)30 609 153 034

E-mail: christian.foltin@dhl.com

Please remember to quote EPIC2019.

3.9 Payment

Payments happen directly with DHL.

4. Practical information about exhibiting at EPIC2019

The exhibition area is situated in the gallery outside and in the foyer Maritim Hall on the 1st floor. The design of the area has been carefully crafted around maximizing foot traffic so that exhibitors can benefit from optimal product exposure. Lunches and refreshment breaks will be served in the exhibition area, to plan for these, please consult the congress schedule [here](#). Please note that the Welcome Cocktail Reception on Wednesday the 20th of March will happen in the Exhibition area from 18:00 to 19:00.

4.1 Exhibition staff

Each exhibitor may have two staff at their exhibition booth. They do not need to register as congress delegates, they will however not have access to the congress sessions or workshops. They will have access to the Welcome Cocktail Reception on Wednesday and they will get lunch all the days. Please send their names and contact information to [Silvia Aiuvalasit](#) at Congress-Conference **before March 1st**.

4.2 You will be supplied with

The Exhibition area of the chosen size (marked on the floor), one table, two chairs and a table cloth.

4.3 Electricity at the booth

Exhibitor will have access to power connection of 1,6 kW (NB: to be shared with your neighboring booth), where each exhibitor will be provided one triple socket.

Additional triple sockets can be provided by the hotel for 10€ per piece per day. Booking at this can be done during the buildup.

4.4 Hire of additional booth equipment

Exhibitors have the opportunity to order further equipment such as exhibition walls, high tables, carpets, counters, lamps, wall lights, screens etc.

Furniture, lights and screens

[Expofairs Berlin](#) can provide different types of furniture such as high tables, bar stools, counters, lamps, monitors, wall, lights etc. Please have a look at their brochure [here](#) (NB: in German).

To book, please use the attached order form (which also includes a small brochure in English) and send to alexander.bley@expofair-berlin.de.

For questions and assistance with the booking, please contact:

Alexander Bley

Tel: +49 30 684086-0

Fax: +49 30 684086-19

E-Mail: alexander.bley@expofair-berlin.de

Web: <http://expofair-berlin.de/en/>

Please remember to quote EPIC2019.

Monitors, laptops and other technical support equipment

You can also rent screens, laptops and other technical support equipment directly from Maritim hotel.

The prices below are the total for all three conferences days (Wednesday 21st, Thursday 22nd and Friday 23rd):

- 1x 24" screen with table stand: **EUR 183,26,-**
- 1x 32" screen with floor stand: **EUR 484,33,-**
- 1x 40" screen with floor stand: **EUR 680,68,-**
- 1x 55" screen with floor stand: **EUR 863,94,-**
- 1x 60" screen with floor stand: **EUR 1125,74,-**
- 1x Laptop: **EUR 119,-**

Please note that buildup and dismantling cost **EUR 148, 75,-**.

NB: All prices include VAT of 19%.

To book from Maritim hotel, please contact:

Markolf Greger

Telefon: +49 30 2065-1424

Fax: +49 5222 953-41023

E-Mail: mgreger.ber@maritim.de

4.5 Unloading and parking during set-up day

The unloading will take place at the hotel's loading bay which is situated at the side of the building behind the parking garage.

The unloading can take place from 1 pm on Wednesday, 20th March. Please note that this is also the hotel's loading bay and their suppliers need access and their loading has to take place without delay.

There is no parking at the loading bay. The hotel has a chargeable parking garage (3€ per hour/ 25€ per day). Spaces cannot be reserved, so it's based on availability. You can also park on one of the residential streets around the hotel area and pay there.

5. Accommodation

If you have not booked your accommodation yet, we would strongly advise you to take advantage of the special deal that the organizing committee has negotiated for the Congress at Maritim Hotel Berlin.

Please use this booking link: [booking link](#) with this discount code: **1STR160319**.

If you experience any difficulties with the online booking, please contact:

Ivonne Kretschmer:

Email: ikretschmer.bpa@maritim.de

Phone: +49 30 2033-4414.

6. General guidelines:

6.1 Venue

The Maritim Hotel Berlin is located at Stauffenbergstraße 26, 10785 Berlin, about 3 km from the [Main railway station](#), 8 km from [Tegel airport](#) and 23 km [Schönefeld airport](#).

NB: Please note that there are two Maritim Hotels in Berlin.

6.2 Liabilities

Organizers will under no circumstances be liable for any loss, damage or destruction caused to equipment, goods or property belonging to exhibitors/sponsors during the opening hours of the exhibition.

The Exhibitor agrees to be responsible for his property and person and for the property and persons of his employees and agents and for any third party who may visit his space through full and comprehensive insurance.

6.3 Fire and safety rules

Exits, passages, corridors, emergency exits, staircases etc. that are located in the exhibition area, cannot be blocked in any way. It is not allowed to use easily inflammable tissues like jute, crepe paper and wavy paper, paperboard, matting etc. and equipment or decoration of the booth unless they are treated with an anti-fire paint or a sealer. Textile material used for decoration of the booth must be well impregnated with an anti-fire tissue. Prior approval by the Organizers is mandatory for any exhibits using steam or compressed air driven machines, welding or lasers, and exhibits using dangerous substances, explosives or items of an objectionable nature. The exhibitor is bound to respect all demands given by the organizer or security guard in the respect of devices usage, equipment presenting, storing etc. No packaging or any other material is allowed to keep in the space between each exposition or behind it. All exhibitors, contractors and sub-contractors within the exhibition halls are advised to conduct their industrial relations in accordance with good practice. Smoking is prohibited in all rooms and halls of the venue

Please note that exhibitors are not allowed: to place posters and promotion material on poles, walls, dividers, stands, etc. in the building and outside of the given area - to give out any bothering, political or dangerous material - to abuse in any way brand names, trademarks etc.

6.4 Exhibition Stand Cleaning

Cleaning of public areas and gangways is carried out after build –up, and thereafter on a daily basis in the morning/evening. It is the responsibility of the exhibitor to make arrangements for any special cleaning requirements with the organizers, should the need arise.

6.5 Operating rules

Exhibitor is bound to follow the instructions of the organizer regarding area and location of the booth, safety maintenance and dismantling of the booth, displayed exhibits and other ware including the decoration. All exhibitors who want to use the space-only and will bring their own, pre-constructed booths, must send their detailed stand plans including length, width and height of the booth, floor plan, front and side elevation in for approval.

The exhibitors are not allowed to damage the floor, walls, ceiling and other parts of the building by adjusting their exposition (e.g. nails, paint, glue etc.). Exhibitors are responsible for the proper care of the floors, walls and staircases as well as the hired booths and furnishings. Hired booths and furnishings must be returned in an orderly condition and in an orderly way. To avoid scratches and furrows on floors as the result of sliding heavy packing cases, exhibitors are required to use protective coverings.

Exhibitors and their shipping agents, on specific orders from the exhibitor, must take special care when transporting heavy packing cases and heavy loads. It is not permitted to drive nails or hooks into the walls of the exhibition hall, to install electric wiring or to cut or drill holes in the walls of the rented booths. Empty containers and packing materials must be disposed of at the exhibitor's cost before the start of the exhibition; cleaning the booth is the Exhibitor's responsibility. No part of an exhibition booth may be suspended from the ceiling.

No part of an exhibit or of the booth's structure may protrude beyond the allotted area on any side. No signboards may protrude beyond the booth's walls. Decorating materials and wallpaper used by the exhibitor must be fire-proof. Police regulations, fire regulations and other official regulations must be observed at all times, also during the construction and dismantling of the exhibits. In the exhibition area is not allowed to keep exhibits that can bother other exhibitors and visitors by their scent, disturbing noise, light or in any other way. Displayed goods must stay in the limits of the booth. Portable things cannot be taken out of the booth borders (not even with the intention of presenting the functions of the goods).

Dangerous parts must be safely secured. During opening hours it is not permitted to remove displayed exhibits from the expositions unless there is given a written exception by the organizer. Written agreement of the organizer is necessary for usage of amplified sound, live music production, installation of other portable equipment that is not approved in guidelines. This production must not disturb or bother other exhibitors and conference guests.

The Exhibitor must dismantle the booth/remove equipment from rented booth within the allotted time and return hired furnishings on time. Stored materials, empty containers and packing materials must be disposed of. Items for which the Exhibitor has made no arrangements regarding removal and storage at his/her cost and which are left behind become the property of the venue, and no reimbursement will be made for such items.

7. Attachments

1. DHL Shipment Guidelines and Prices
2. DHL Order Form
3. Maritim Hotel Shipment Label
4. Maritim Rules Exhibiting
5. Maritim Terms for Exhibiting
6. Expofair brochure and order form