



General Exhibition Terms to be forwarded to the exhibitors

Event: _____
Organizer: _____
Exhibitor: _____
Contact person of the exhibition: _____

Venue: **MARITIM** Hotel Berlin, Stauffenbergstr. 26, 10785 Berlin
Internet: www.maritim.com

Important Information

Set-up	<p>The official set-up takes place during the contracted hours:</p> <p>Please be aware, that the use of glue, sticky tape, staple gun, nails, screws etc. to fix materials to the walls, floor and ceiling is strictly prohibited in the entire hotel.</p>
Delivery	<p>Deliveries (Earliest 1 weekday prior to the event between 7am and 4pm):</p> <p>Due to limited storage space at the Hotel the delivery of packages and fair goods via mail, shipping company and courier can only be accepted maximum one day before the event.</p> <p>An earlier delivery will be charged with 50,00 € per package/day or 250,00 € per pallet/day to the account of the exhibitor.</p> <p>Deliveries have to be labelled as following: Event: Name / Date / Booking number Receiver: Exhibitor (Name of the Exhibitor + stand number) Delivery adress: MARITIM Hotel Berlin Stauffenbergstr. 26, 10785 Berlin Germany</p>

Exhibition stand	<p>Packaging material can only be stored at or behind the exhibitions stand.</p> <p>All stands have to be build self-supporting.</p>
Construction height	<p>The construction height in the exhibition area is given in the plan.</p>
Teardown	<p>The teardown can start after the event and when all delegates left the space. The teardown of the stands have to be finished until the predetermined hours. During this timeframe the complete exhibition goods including garbage have to be carried away. Any exhibition good, which have not been removed during this timeframe, will be moved away with costs and liability of the exhibitor or will be left unattended. Therefore the exhibitor states his acceptance already today.</p> <p>A later pickup will be charged with additional costs and only possible with a goods issue slip (see last page). The costs of 50,00 € per package / day or 250,00 € per pallet / day will be to the account of the exhibitor.</p> <p>Every Pickup has to be organized via the exhibitor.</p> <p>Due to follow events the storage of goods is only possible with written confirmation.</p>
Fire protection	<p>The existing regulations specify that the exhibition stand has to be made of not flammable or flame retardant material referred to the classification of "Baustoffklassen" DIN4102 A and DIN 4102 B1. A certificate for it has to be carried along and shown on demand. Failure to comply with these regulations will be in the responsibility of the exhibitor.</p>
Walls and Floors	<p>No sticky tape or band may be used on the floors, walls, pillars and mirrors. The existing floors have to be protected professionally against damage and pollution. In case of very heavy exhibition goods, the floor has to be covered if necessary. Brought in forklifts have to have plastic or rubber wheels. Any damage on the carpets will be the responsibility of the user and charged accordingly. Max. weight is 500kg per sqm.</p>

<p>Liability and nightly Exhibition security</p>	<p>Neither the organiser nor the MARITIM Hotel Berlin will take any responsibility for packages, exhibition stands and materials of the exhibitor. The necessary insurances must be organised from the exhibitor. The exhibitor / organiser is liable for any damages, that he or an authorised person has caused on the building or the inventory of the venue.</p> <p>All Equipment has to be taken from the power supply overnight. Equipment, that has to be connected to the power supply, is in the responsibility of the exhibitor. No damages have to be caused by equipment left connected overnight. An agreement from the hotel beforehand is necessary. We strongly advise to lock away any valuable or easy to remove objects. A night security is not mandatory.</p>
<p>Cleaning</p>	<p>The cleaning of the exhibition stands is responsibly of the exhibitor and has to be done on a daily basis after close of the exhibition.</p>
<p>Advertising material</p>	<p>The distribution and the mounting of advertising material outside the own exhibition stand is prohibited.</p>
<p>Waste disposal</p>	<p>For exhibition stand construction and operation has generally to be used reusable and environmentally friendly materials.</p> <p>The refuse disposal (packaging material and cardboards) shall come under the responsibility of the exhibitor/ organizer.</p> <p>Failing to do so shall incur following charges:</p> <ul style="list-style-type: none"> • for each container with a capacity of 0,5 m³ 100,00 € • delivery to and from hotel one-way 100,00 € • rubbish disposal per 1000kg 200,00 € <p>Daily waste (no packaging materials) in a normal quantity will be picked up and disposed by the hotel after the event in the evening, if it will be labelled as waste and placed in front of the exhibition stands.</p>
<p>Catering</p>	<p>To bring in own food and beverages need to be accepted by the hotel and will be charged with a corkage fee.</p>



MARITIM Hotel Berlin

Zur Anlieferung Ihrer Pakete /
Delivery Label TO Venue

An / To :

MARITIM Hotel Berlin
Stauffenbergstrasse 26
10785 Berlin
Germany

Zur Händen / FAO:

Ihre Telefonnummer / Your Mobile Number

Ihr Firmenname / Your Company Name

Veranstaltungsname

Eventname



Bitte komplett ausfüllen und gut sichtbar auf das Paket kleben, um eine Ankunft sicher zu stellen.

Please complete and securely attach to your packages to be delivered.



MARITIM Hotel Berlin

Für Abholung durch Spediteur /
Delivery Label FROM Venue

An / To :

Zu Händen / Contact: _____

Firmenname / Company Name: _____

Adresse / Address: _____

Land / Country: _____

Telefonnummer / Your Mobile Number: _____

Paketnummer / Package No ___ Of _____ **Kurier / Courier** _____



Bitte komplett ausfüllen und gut sichtbar auf das Paket kleben, um eine Abholung sicher zu stellen.

Please complete and securely attach to your packages to be collected.