



- ▶ dgim2015.de
- ▶ Mannheim
- ▶ Congress Center Rosengarten
- ▶ 18th - 21th April 2015

121st

Congress of the German Association for Internal Medicine



Servicehandbook

Congress Organizer

m:con
VISION INTO CONVENTIONS

m:con – mannheim:congress GmbH

Main Sponsor

 Springer Medizin

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■ 121st DGIM e.V. 2015 ■ Servicehandbook ■ 18th – 21st April 2015 ■ Mannheim ■

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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!

Scientific responsible body

Deutsche Gesellschaft für Innere Medizin e.V.

Irenenstr. 1

65189 Wiesbaden

T: +49 (0)611.205.804.00

F: +49 (0)611.205.804.046



m:con – mannheim:congress GmbH

Rosengartenplatz 2

68161 Mannheim

Deutschland

www.mcon-mannheim.de

Exhibition organization

Saskia Craß

T: +49 (0)621.4106.118

F: +49 (0)621.4106.80.118

saskia.crass@mcon-mannheim.de

Exhibitor cards

Manon Waas

T: +49 (0)621.4106.102

F: +49 (0)621.4106.80.102

manon.waas@mcon-mannheim.de

Venue

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

Times for delivery and installation, and notes on stand construction

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 and installation for one vehicle published in your stand confirmation letter.

Installation

day	time	action
Tuesday, 14th April 2015 delivery and installation 02:00 p.m. – 10:00 p.m.	02:00 p.m. – 05:00 p.m.	stands greater or equal 80 m ² , all areas, NOT stand 112 - 113
	05:00 p.m. – 08:00 p.m.	stands between 51 and 79 m ² , floor 1 CCR, NOT stand 112 - 113
	08:00 p.m. – 10:00 p.m.	Stand 112 – 113 (delivery only! Installation starting on 15th April 10:00 a.m.)
Wednesday, 15th April 2015, delivery and installation 07:00 a.m. to 10:00 p.m.	07:00 a.m. – 10:00 a.m.	stands between 51 and 79 m ² , floor 2 and 3 CCR
	10:00 a.m. – 01:00 p.m.	stands between 40 and 50 m ² , all areas
	01:00 p.m. – 04:00 p.m.	stands between 25 and 39 m ² , all areas
Thursday, 16th April 2015, delivery and installation 07:00 a.m. to 10:00 p.m.	07:00 a.m. – 11:00 a.m.	stands between 16 and 24 m ² , all areas
	11:00 a.m. – 03:00 p.m.	stands between 10 and 15 m ² , all areas
Friday, 17th April 2015, delivery and installation 07:00 a.m. – 10:00 p.m.	07:00 a.m. – 10:00 p.m.	stands up to 9 m ² , all areas

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

day	time	action
Saturday, 18th April 2015	08:00 a.m. – 06:30 p.m.	Opening times of the exhibition
Sunday, 19th April 2015	08:00 a.m. – 04:30 p.m.	Opening times of the exhibition
Monday, 20th April 2015	08:00 a.m. – 06:30 p.m.	Opening times of the exhibition
Tuesday, 21st April 2015	08:00 a.m. – 02:30 p.m.	Opening times of the exhibition

Times and instructions 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.**

Removal

day	time	action
Tuesday, 21st April 2015 03:30 p.m. – 10:00 p.m. removal, all areas		
Collection:	03:30 p.m. – 10:00 p.m.	small stands
Collection is only possible with vehicles smaller than 1,90 m via the underground garage!		
Empties delivery:	03:30 p.m. – 05:00 p.m.	Stands equal or greater 80 m ²
	05:00 p.m. – 06:30 p.m.	Stands between 51 and 79 m ²
	06:30 p.m. – 08:00 p.m.	Stands between 25 and 50 m ²
	08:00 p.m. – 10:00 p.m.	Stands up to 24 m ²
Wednesday, 22nd April 2015 07:00 a.m. – 10:00 p.m. removal, all areas		
Collection:	07:00 a.m. – 01:00 p.m.	Stands up to 24 m ²
	01:00 p.m. – 06:00 p.m.	Stands between 25 and 50 m ²
	06:00 p.m. – 10:00 p.m.	Stands between 51 – 79 m ²
Thursday, 23rd April 2015 07:00 a.m. – 12:00 p.m. (noon) removal, only floor 1 and 2		Attention: This day removal in floor 3 is not possible anymore!
Collection:	07:00 a.m. – 12:00 p.m. (noon)	Stands equal or greater 80 m ²

For safety-related reasons the removal on Tuesday, 21.04.2015 could not start before 03:30 p.m. Booth builders are not allowed to enter into the Congress Center Rosengarten earlier. Infringements will be charged with EUR 500.-.

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 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 note:
Loading until 22.00 hrs only!

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 120th Congress of the German Society of Internal Medicine.

Date: Monday, 20th April 2015
Time: 10:00 a.m. – 11:00 a.m.
Room: Media conference room, Dorint Kongresshotel Mannheim

Together with Prof. Dr. med. Michael Hallek, the President of this year's Congress, and the President of the 122nd Congress of the German Society of Internal Medicine, Prof. Dr. med. Gerd Hasenfuß, 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



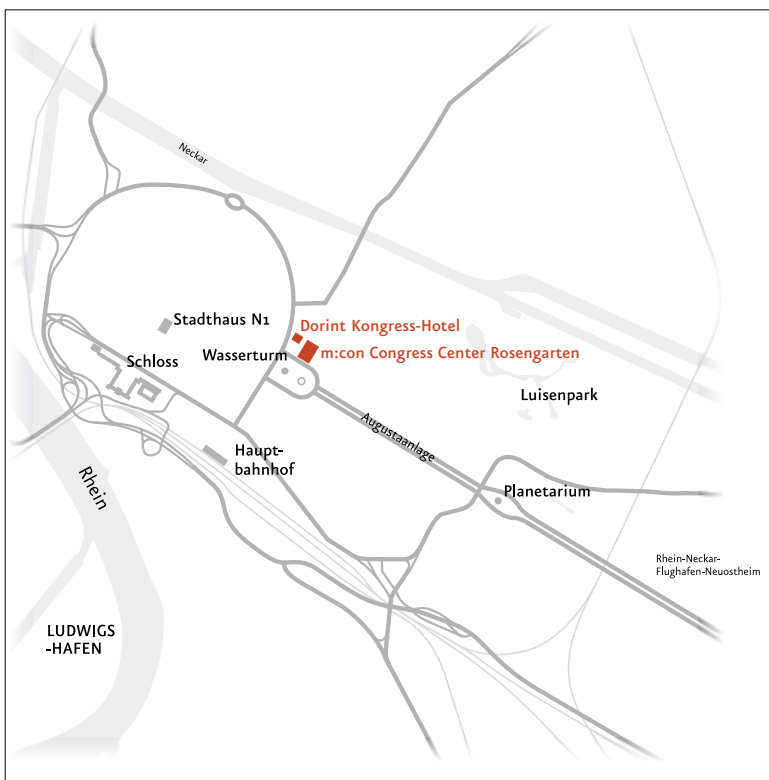
Route via the motorway

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



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

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
121st Congress of the German Association for
Internal Medicine
18th – 21st April 2015

Company name
Name of your contact at the exhibition
Mobile number of your contact at the exhibition
Stand number

Rosengartenplatz 2
68161 Mannheim
Germany

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.

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.

Lifts / good lifts

	width for passage	height	depth	weight-bearing capacity
Lift foyer on the left	1.70 m	1.95 m	3.80 m	3.500 kg
Lift foyer on the right	1.55 m	1.95 m	2.80 m	1.500 kg
Goods lifts outside	2.60 m	2.40 m	5.90 m	5.000 kg

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!

Storage

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

Mr. Carlos Vaz-Valero & Mr. Metin Altin

Rotterdammer Str. 29 – 35

68219 Mannheim

T: +49 (0)621.44.520.382, .381

F: +49 (0)621.44.520.389

juan-carlos.vaz-valero@dbschenker.com

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.dgim2015.de until 06.03.2015.

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

Orders for additional equipment only online!

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 prerequisite 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.

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

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:** 2,20 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.

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

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 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 16.03.2015.

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 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 to 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.dgim2015.de at any time.

Exhibitor cards

Exhibitor cards can be ordered online via www.dgim2015.de until 15.02.2015. Please contact Manon Waas, manon.waas@mcon-mannheim.de, for further information. Exhibitor cards do not entitle the bearer to admittance to lectures!

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. 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 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.

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.

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.

Hotel accommodation service

Please book online at: <http://dgim2015.de/teilnehmer/hotelbuchung/>, or contact: m:con Event-Services, Mrs. Claudia Morio, Fon +49 (0)621 / 4106 - 8641, claudia.morio@mconmannheim.de until 06.03.2015.

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.

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.

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

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 DGIM2015 please enter the following login data:

Username: DGIM2015

Password: dgim2015

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 121st Congress of the German Association for Internal Medicine 2015

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.

Park tickets

For the duration of the congress we provide park tickets with reduced costs of 12.50 euros 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 18.04. to 21.04.2014

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/.

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

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.

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.

Vouchers for the congress

In the run-up of the exhibition, you can hand out vouchers for the congress to your customers. The layout of the vouchers for the congress can be taken on by yourself. We ask you to send a draft of it to m:con participants registration, Mrs. Manon Waas, E-Mail: manon.waas@mcon-mannheim.de for approval. There will be a cashing-up of vouchers according on the number of vouchers exchanged.

Prices for season tickets:

Early bookings up to 15.02.2014	160,- EUR*
Late bookings from 16.02.2014	185,- EUR*

Prices for day tickets:

Early bookings up to 15.02.2014	75,- EUR*
Late bookings from 16.02.2014	90,- EUR*

*Invoicing will take place according to the number of vouchers exchanged. Prices are inclusive 19% VAT.

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

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
F: +49 (0)621 / 41 06 417
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.

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.

Articles brought into our house are at the owner's risk. m:con accepts no responsibility for articles deposited.

Facebook / Xing

Follow up in Facebook and Xing the current information about the DGIM and the DGIM congress 2015:



facebook

www.facebook.com/DGIM.Fanpage



XING

www.xing.com/net/dgim

Please reply at latest by **16.03.2015**:

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
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 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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I-XII 2015

WINDOW INTO OUR CONGRESSES

m:con has proved itself as one of the most sought after partners in the congress and conference industry. With a staff of more than 100 and over 150 successful congresses in the Congress Center Rosengarten and Pfalzbau Ludwigshafen during the last decade; mcon has made a name for itself not only in 45 destinations in Germany, but also in other European countries such as Austria and Switzerland as well.

81. Annual Meeting of the German Cardiac Society – Cardiac and Circulation Research

Mannheim, 08. - 11.04.2015, www.ft2015.dgk.org

121. Congress of the German Society for Internal Medicine e.V.

Mannheim, 18. - 21.04.2015, www.dgim2015.de

65. Scientific Congress of the Federal Association of Physicians in Public Health Service.

Rostock, 23. - 25.04.2015, www.bvoegd.de

41. Annual Meeting of the Society for Neonatology and Pediatric Intensive Care

Stuttgart, 21. - 23.05.2015, www.gnpi2015.de

4. National Vaccination Conference

Berlin, 18.-19.06.2015, www.nationale-impfkonferenz.de

Infectiological Intensive Course 2015

(German Society for Pediatric Infectiology e.V.)

Bonn, 24. - 26.09.2015, www.dgpi-iik2015.de

31. Annual Meeting of the German Society for Vascular Surgery and Vascular Medicine

Münster, 16. - 19.09.2015, www.dgg-jahreskongress.de

9. International Stent-D- Symposium

Mannheim, Oktober 2015

Healthcare Research

(German Network for Healthcare Research e.V.)

Berlin, 07. - 09.10.2015, www.dkvf2015.de

2015 - Autumn Conference and Annual Meeting of the Working Group on Rhythmology

(German Cardiac Society & Cardiovascular Research e.V.)

Berlin, 08. - 10.10.2015, ht2015.dgk.org

German Pain Management Congress 2015

Mannheim, 14. - 17.10.2015, www.schmerzkongress2015.de

12. Annual Meeting of the United German Society for Chemical and Laboratory Medicine e.V.)

Leipzig, 14. - 17.10.2015, www.dgkl2015.de

39. Scientific Congress of the German Hypertension League e.V.®

Saarbrücken, 19. - 21.11.2015, www.hypertonie2015.de

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