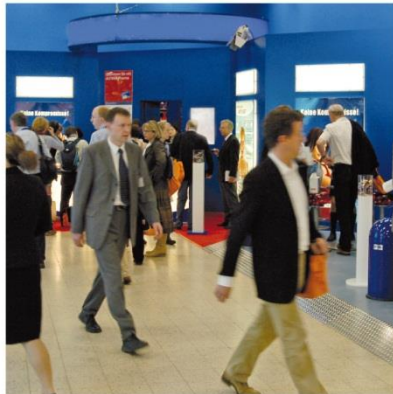
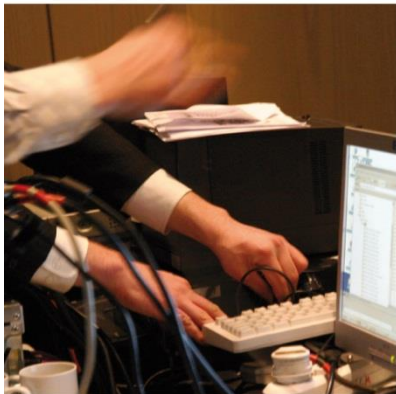


servicehandbook

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 October 27th 2024
via the [exhibitor-portal](#)

m:con
VISION INTO CONVENTIONS

AIRBAG 2024

16th International Symposium on Integral Car Safety Systems

November 25 - 27, 2024

Congress Center Rosengarten, Mannheim

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

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.

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

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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

m:con

Congress Center Rosengarten Mannheim

Rosengartenplatz 2

68161 Mannheim

Germany

www.rosengarten-mannheim.de

■ Times and instructions for installation:

Saturday, Nov. 23rd.2024, 08:00 a.m. – 10:00 p.m.

Sunday, Nov. 24th 2024, 08:00 a.m. – 10:00 p.m. ➡ Installation indoors only!
No deliveries!
No unloading and loading activities!

Monday, Nov. 25th 2024, 07:00 a.m. – 01:00 p.m. ➡ Final installations and equipping of rental exhibition booths (those cannot be moved-in before Monday)

Deliveries with vehicles up to a height of 1.90 m must be made exclusively via the underground car park. (Subject to a charge.)

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:

Monday, Nov. 25th 2024, 02:00 p.m. – 09:00 p.m.

➡ (Welcome Address from 06:00 – 09:00 p.m.)

Tuesday, Nov. 26th 2024, 08:00 a.m. – 06:15 p.m.

➡ (Evening Reception from 06:00 – 09:00 p.m.)

Wednesday, Nov. 27th 2024, 08:00 a.m. – presumably 03:30 p.m.

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

■ Times and instructions for removal and loading activities:

Wednesday, Nov. 27th 2024, 04:00 – 10:00 p.m.

10:00 p.m. – 12:00 a.m.

➡ No loading activities! Dismantling indoors only!

*Trucks will not be admitted to the CC Rosengarten outdoor area before 4:00 p.m.!
Due to traffic congestion in the city center, it is not advisable to arrive early.*

■ Pick-up Times:

Thursday, Nov. 28th 2024, 07:00 – 10:00 a.m. ➡ Pick-up with prior registration

*Please note that the pick-up of small stands with vehicles up to a height of 1.90 m
must be made via the underground car park. (Subject to a charge.)*

**If you wish to pick-up your exhibition materials on Thursday, Nov. 28th 2024,
you must register with the exhibition organization beforehand (see contact
details on page Fehler! Textmarke nicht definiert.) by October 15th 2024.**

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!**

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!

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

02 | Contact

■ Organizer / Scientific responsible body

Fraunhofer-Institut für Chemische Technologie ICT
Joseph-von-Fraunhofer-Straße 7
76327 Pfinztal
Germany
Tel.: +49 (0) 721 4640 - 0
info@ict.fraunhofer.de
www.ict.fraunhofer.de

■ Exhibition organization

Fraunhofer-Institut für Chemische Technologie ICT
Ms. Vera Keplinger
Tel.: +49 (0) 721 4640 - 511
Vera.Keplinger@ict.fraunhofer.de

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

03 | Directions to the venue

■ Directions

Address for the navigation system:

Rosengartenplatz 2

68161 Mannheim

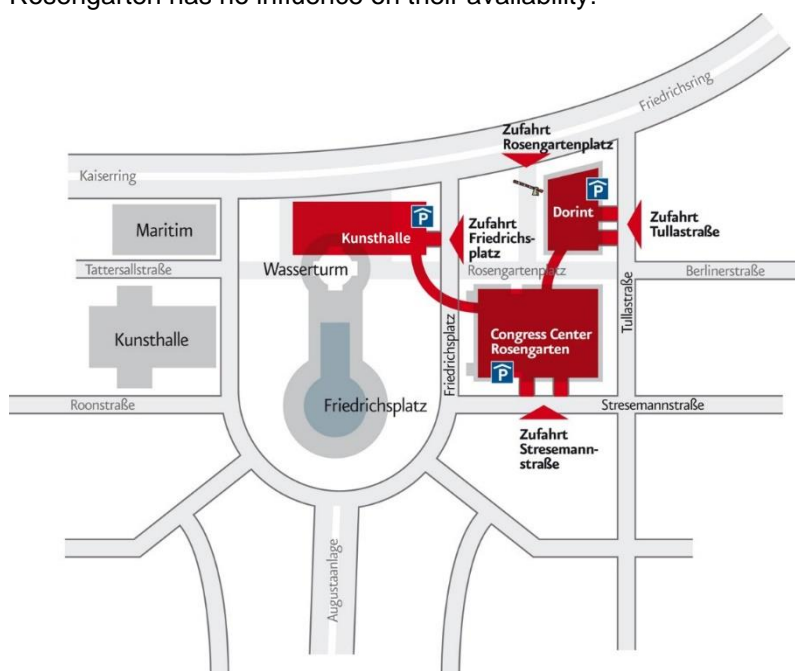
Please refer to page 9 for information on how to get there during set-up and dismantling (for loading and unloading).

■ Parking facilities

The underground parking lots "Congress Center Rosengarten" and "Dorint", which belong to the Congress Center Rosengarten, are available to you with approx. 700 parking spaces. Please note the permissible vehicle height of up to 1.90 m. There is direct access to the Congress Center from the Congress Center Rosengarten underground car park (access via Stresemannstrasse). Parking on the outside area of the Congress Center Rosengarten is not permitted.

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

Vehicles with a height of more than 1.90 m can park in the industrial and commercial areas of Mannheim, e.g. [Güterhallenstraße](#) or [Werthallenstraße](#). Please note that these are public parking spaces and the Congress Center Rosengarten has no influence on their availability!



servicehandbook

FOR EXHIBITORS: Important information – compact and clear

■ Courier 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 '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

Airbag 2024 – Accompanying Exhibition

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.**

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

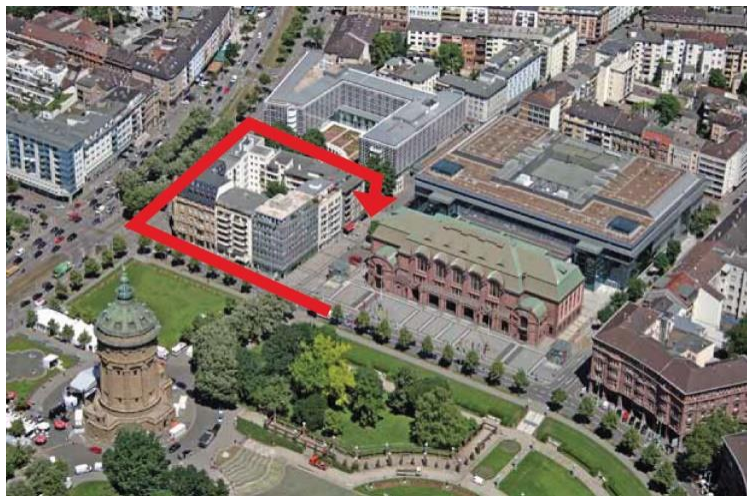
■ Assembly and disassembly/loading and unloading on the grounds of the Congress Center Rosengarten for vehicles over 1.90m (trucks, sprinters etc.)

To access the grounds of the CC Rosengarten (for loading and unloading during set-up and dismantling periods), turn right from Friedrichsring in front of the Dorint (behind the pharmacy) (see sketch). The access road is equipped with a barrier. Upon entry, staff will note the time of entry and arrange the time of exit.

Vehicles may not be permanently parked on the premises, only for loading and unloading!

Please note that cars for delivery and collection must be parked in the underground car park for a fee (see next section).

If you are delivering pallets, please note that the Congress Center Rosengarten cannot provide a pallet truck and that you will have to bring your own.



■ Assembly and disassembly/loading and unloading for vehicles under 1.90m (cars etc.)

Access for cars is via the underground car park "Congress Center Rosengarten" (access via Stresemannstraße).

No vehicles under 1.90m in height may drive onto the outdoor area (see above) during set-up and dismantling for loading and unloading.

There is direct access to the Congress Center from the underground parking garage (via stairs or passenger elevators).

Please note that the access is manned by staff.

Please take the elevator to level -1 (Eingang Rosengarten).

The staff waiting near the elevator will drive you further to the desired level.

Only vehicles higher than 1.90 m may enter the Rosengarten area during installation and removal and only for loading and unloading purposes!

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

■ Lifts / goods lifts

For deliveries to the foyers in floor 0 of Congress Center Rosengarten, there are several goods lifts at your disposal.

	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
Goods lifts outside	2.00 m	2.40 m	5.90 m	5.000 kg
Lift underground car park, Right side (East), free up to level -1, after that only operable with key	0.80 m	1.95 m	1.30 m	630 kg
Lift underground car park, Left side (West), free up to level -1, after that only operable with key	0.80 m	1.95 m	1.30 m	630 kg

■ 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. Jan Smolic

M: +49 160 974 16 691

de.sm.mhg.rosengarten@dbschenker.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 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 via the [exhibitor portal](#) until **October 27th 2024**.

Orders for additional equipment only online!

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

The delivery of the furniture/plants ordered via m:con is scheduled for November 23rd by 04:00 p.m.. Ordered power connections/ internet connections will be available on the areas from the start of set-up.

■ Adhesive Tape

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

Floor 0: Tesa Präzisionskrepp 4334 **gelb**, 50mmx50m
Mozartsaal, Musensaal, Stamitzsaal, Rosengartenlounge: 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. This tape can be bought on-site.

■ 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.

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

■ Barrier-free construction

When building the stands, attention should be paid to accessibility. Stands and their facilities should also be accessible and usable for people with limited mobility without assistance.

■ Construction heights and stand construction specifications

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

- in the foyer on floor 0: 3.50 m (limited construction height in the side foyers below the gallery, no constructions below the fire curtains!)

Stand constructions from 2.50 m upwards must be submitted to the exhibition organization for approval by October 11th 2024 [via this form](#).

The submitted stand construction permit form must be accompanied by a dimensioned floor plan including the position of the power connection and a dimensioned height section. Only complete stand construction permit forms will be admitted to the approval procedure! Construction-related restrictions must be observed everywhere.

Stand constructions below 2.50 m in height and foldable stand systems do not have to be submitted for approval.

The back side of stand constructions bordering neighboring stands, as well as stand constructions that stand in the open, must be neutral in color (white or light gray) and of a smooth surface.

Floorings of all kinds that exceed the height of 4 mm require approval by the organizer, have to be highlighted in contrasting color, and secured against stumbling and tripping.

For safety reasons, we additionally recommend securing floor coverings with a height of 2.5 cm or more with canted edges in contrasting color or by backlighting the stand edges.

Please also be sure to stick to [the technical guidelines](#).

■ Damage

The exhibitor is responsible for damage to facilities of Congress Center Rosengarten, floors, etc., as well as to material let or lent to them.

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

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

■ 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.

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

■ 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.

Please note that our staff must have access to the electrical connections and distributors at all times in the case of technical faults.

Therefore, please plan your stand with access to the electrical connections and place the power distributors within easy reach on your stand area, for example in a planned storage area. If the connections are not accessible, we cannot guarantee that everything will run smoothly.

The equipment and lighting of the stands must be disconnected from the power supply by the exhibitor or stand constructor daily after the end of assembly/dismantling and the end of the event or before leaving the stand.

The equipment and the illumination of the stand have to be disconnected from grid 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 September 27th 2024**. 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](#).

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

■ **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 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.

■ **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.

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

■ Floor covering

Floor 0: 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. On floor 0, 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. 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.

■ 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 m:con 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.

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

■ 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 October 10th 2024.

Failure to register may result in disruptions to the event, which will incur costs to be carry by the exhibitor.

This concerns for example radio microphones, headsets and guided tour systems which are used for lectures at the booth.

Furthermore, we would like to point out that the commissioning of frequency devices always requires prior registration with the Federal Network Agency, unless they have a general allocation.

This can be done by contacting:

Dirk Otto

Federal Network Agency

Seidelstrasse 49

13405 Berlin

E-mail: Dirk.Otto@BNetzA.de

Phone: +49 30 4374 1022

Mobile: +49 172 593 8165

This does not exempt from the above mentioned registration and approval obligation on the part of m:con.

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

■ 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 stand 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 an additional installation of illumination on your stand.

The equipment and lighting of the stands must be disconnected from the power supply by the exhibitor or stand constructor daily after the end of assembly/dismantling and the end of the event or before leaving the 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.

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

The backs of stands adjoining neighboring stands must be completely smooth and white (not only from 2.5 m height and not black or similar).

Rear sides of stands which are visible and back onto neighboring stands or those stands which are free standing must be of a smooth construction and neutral colour (white or light grey).

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.

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 Basic Version

The Congress Center Rosengarten provides a WLAN basic version free of charge (bandwidth 768 kb/256kb) per unit, usable internet services like http, https, mail. The data traffic is limited. Passwords for the basic version will be published by the organizer.

WLAN Premium Version

The WLAN premium version – subject to charging! - includes usage of all legal internet services and unlimited WLAN-bandwidth per unit. The data traffic is prior to the basic version.

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

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

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 organizer or the neighbouring exhibitors affected.

■ Motor vehicles

The exhibiting of motor vehicles with internal combustion engines also as e-vehicles will be allowed in the CCR Rosengarten only under special conditions and has always be approved by the organizer. Please ask for the approval form by **September 27th 2024**. The instructions have to be followed strictly, if not, the vehicle has to be removed. Any costs will be charged to the exhibitor.

■ Multifunctional pillars

There are multifunctional pillars with the measures 1.15 m x 1.00 m in the side foyers in floor 0. 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 0.50 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 (“Urheberrechtgesetz”), 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

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

P +49 30 212 45-00
F +49 30 212 45-950
gema@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).

■ 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 until **October 11th 2024**.

■ 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!

■ 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.

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FOR EXHIBITORS: Important information – compact and clear

■ 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. Specifications about suspension points, possible ceiling loading etc. need to be requested directly from the event mechanic department.

m:con – mannheim:congress GmbH

Veranstaltungstechnik

verteiler-technische-leitung@mcon-mannheim.de

Please note that only authorized m:con staff is authorized to execute suspensions and that suspensions are only permitted 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.

■ Waste disposal

Please note that the stand rental fee does not include waste disposal or stand cleaning.

The exhibitor or stand constructor is responsible for the proper and environmentally friendly disposal of waste generated during the construction, running time and dismantling of his stand.

It is also possible to order various waste bags for waste separation (e.g. paper/cardboard, foil, residual waste) for a fee. **Orders can be placed via the [online exhibitor portal](#).**

Stand cleaning can also be ordered for a fee via the online exhibitor portal.

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

Please note that stand cleaning does **not include waste disposal** and that waste will only be collected in the bags ordered.

Large quantities of set-up and dismantling waste, pallets, carpets and leftover parts from stand construction will not be collected and must be taken away by the exhibitor / stand constructor.

■ 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.

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 Congress Center Rosengarten:

Dorint Kongresshotel Mannheim

- Banquet department –

Friedrichsring 6

68161 Mannheim

Deutschland

T: +49 (0)162 / 105 2861

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

messe.mannheim@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.

The catering order form is available [online](#).

07 | 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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