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 30.10.2018 on: http://www.rosengarten-mannheim.de/en/organiser/technical-equipment/

m:con

airbag 2018

14th International Symposium and Accompanying Exhibition on Sophisticated Car Safety Systems
November 26 – 28, 2018

Congress Center Rosengarten Mannheim, Germany



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.



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



01 | Venue and Data of the Exhibition

Venue

m:con
Congress Center Rosengarten Mannheim
Rosengartenplatz 2
68161 Mannheim
Germany

www.rosengarten-mannheim.de

Delivery times and information:

Please note the following delivery times, depending on booth size:

Saturday, 24.11.2018, 08.00 – 10.00 hrs → booths larger than 50 qm

10.00 – 12.00 hrs \rightarrow booths 25 – 50 qm 12.00 – 22.00 hrs \rightarrow booths until 25 qm

Monday, 26.11.2018, $07.00 - 13.00 \text{ hrs} \rightarrow \text{rest of supplies}$ (the

booths "STANDARD" and "ONE SIZE" can be built

up only on Monday)

Because of the limited delivery area for trailer (40 to), we recommend a delivery with trucks (max 12 to). Deliveries with trailers (40 to) have to be signed in at the exhibition organization (contact at page 7) **until 28.09.2018** for installation as well as for removal.

Please note that waiting times are possible, when delivering with trailers.

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!

Times and instructions for installation:

Saturday, 24.11.2018, 08.00 – 22.00 hrs

Sunday, 25.11.2018, 07.00 - 00.00 hrs \rightarrow just IN-HOUSE installation,

NO deliveries, NO loading

Activities



Monday, 26.11.2018, 07.00 – 13.00 hrs → rest of installation, assembly of booths "STANDARD" and "ONE SIZE"

Opening times of the exhibition:

Monday, 26.11.2018, 14.00 – 21.00 hrs → (between 18.00 and 21.00

hrs: welcome reception)

Tuesday, 27.11.2018, 08.00 – 18.15 hrs

Wednesday, 28.11.2018, 08.00 – estimated 15.30 hrs

■ Times and instructions for removal:

Wednesday, 28.11.2018, 16.00 – 22.00 hrs

22.00 – 00.00 hrs → NO loading and unloading, just in-house removal

Its not allowed to drive on the ground "Congress Center Rosengarten" before 16.00 hrs. Because of backlog in the city, it is not recommended to come earlier.

Times for collection and information:

Please note the following delivery and collection times, depending on booth size:

Wednesday, 28.11.2018, 16.00 – 17.00 hrs → delivery of empties for booths

larger than 50 qm

17.00 – 18.30 hrs → delivery of empties for

booths until 50 qm

Wednesday, 28.11.2018, 16.00 – 22.00 hrs → collection of small booths

via the underground

parking

18.30 – 19.30 hrs → collection of booths until

25 qm

19.30 – 20.30 hrs → collection of booths until

50 gm

20.30 – 22.00 hrs → collection of booths more

than 50 qm

Thursday, 29.11.2018, 07.00 – 10.00 hrs → collection only with approval



If you need a collection on Thursday, 29.11.2018, please notice that your collection has to be signed in at the exhibition organization (contact at page 7) until 28.09.2018.

Because of the limited space situation for trailers, we recommend the storage of empties and delivery of empties by Spedition Schenker (contact at page 13).

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!



02 | Contact

Organizer / Scientific responsible body

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

Exhibition organization

Fraunhofer-Institut für Chemische Technologie ICT Dipl.-Betriebswirt FH Vera Keplinger T: +49 (0)721 4640-511

<u>Vera.Keplinger@ict.fraunhofer.de</u>

Seite 7 02 | Contact



03 | Directions to the venue

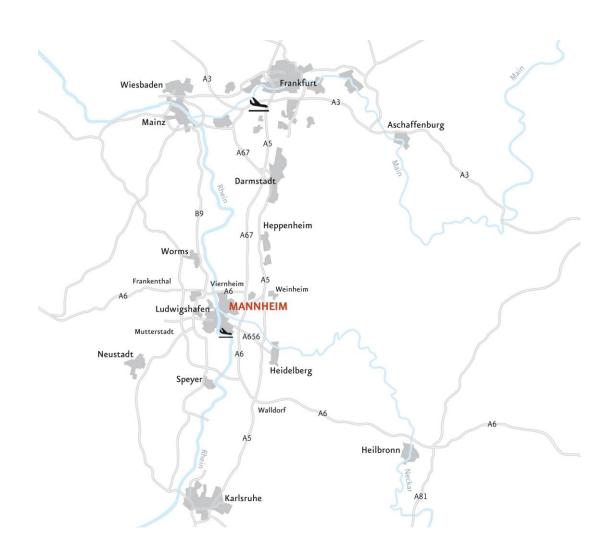
Route via the motorway

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'

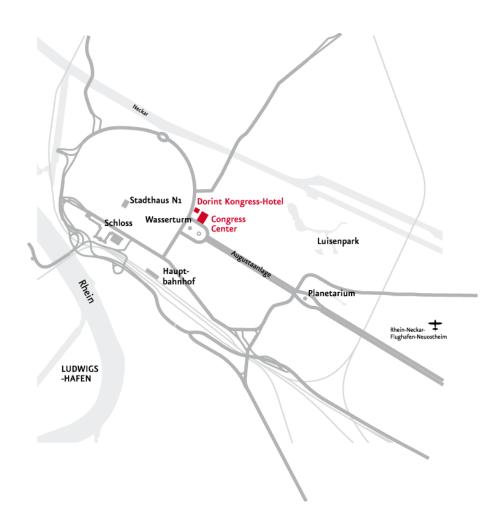
Motorway A61

- → 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.



04 | Information on Delivery and Installation

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 12) 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 2018

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.



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!

Lifts / good lifts

For deliveries to the foyers in floor 1 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
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
Goods lifts outside	2.60 m	2.40 m	5.90 m	5.000 kg
Passenger lift underground	0.80 m	1.95 m	1.30 m	630 kg
Parking right (east), free till				
Level 0				
Passenger lift underground	0.80 m	1.95 m	1.30 m	630 kg
Parking left (west), free till				
Level 0				

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 Rotterdamer Str. 29-35 68219 Mannheim Germany

T: +49 621 / 44 520 -382; -381 F: +49 621 / 44 520 -389 jan.smolic@dbschenker.com



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 <u>www.rosengarten-mannheim.de/en/organiser/technical-equipment/</u> until **30.10.2018**.

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

Orders for additional equipment only online!

Adhesive Tape

A special adhesive tape for delicate floors must be used before using doublesided tape, gaffer tape, etc. in floor 1.

Foyer floor 1: Tesa Präzisionskrepp 4334 gelb, 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.

The maximum construction height for stands vary in the different areas of floor 1. Restrictions owing to structural causes have to be observed.

Construction heights

The maximum construction height for stands vary in the different areas of floor 1. Restrictions owing to structural causes have to be observed.

Please notice the plan with your individual construction height which you received by the Fraunhofer-Institut für Chemische Technologie ICT.



There are also limited construction heights in the side foyers below the gallery and no constructions allowed below the fire curtains!

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.

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.

In general, reusable and ecofriendly 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.

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 mounted on non-flammable, heat resistant bases not containing asbestos. These require approval

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



which must be applied for from m:con at least until **17.10.2018**. 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 is at your disposal on the internet at any time.

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 1: 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 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.

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.

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.

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

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



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.

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

The WLAN premium version is accessible for all exhibitors and participants.

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 organiser or the neighbouring exhibitors affected.



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 ("Urheberrechtgesetz"), Section 15 of the German Copyright Act ("Urhebergesetz") (German Federal Law Gazette [BGBI], and shall require the approval of GEMA, the musical authors' rights society, which may be reached at:

GEMA Generaldirektion Berlin
Bayreuther Str. 37
10787 Berlin
Germany
P +49 30 212 45-00
F +49 30 212 45-950
messe@gema.de_or 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 17.10.2018.



Respirable dust badge: "Feinstaubplakette"

Please note that from 1rst 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 1rst 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.

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.

m:con - mannheim:congress GmbH

event equipment
Raphael Grädler
T: +49 (0)621 / 4106 360
Raphael.graedler@mcon-mannheim.de

Please note that only m:con is responsible for suspensions.



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.



06 | 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 / Ms Thu Nguyen
 Friedrichsring 6
 68161 Mannheim
 Germany

P: +49 (0)621 / 41 06 406 F: +49 (0)621 / 41 06 417 graziella.amato@dorint.com / thu.nguyen@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.

Please find the Catering Order Form online via http://hotel-mannheim.dorint.com/en/conferences-celebrations/fair/.

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.

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

Seite 23 06 | Catering