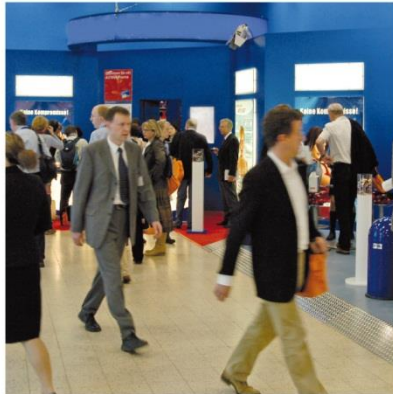
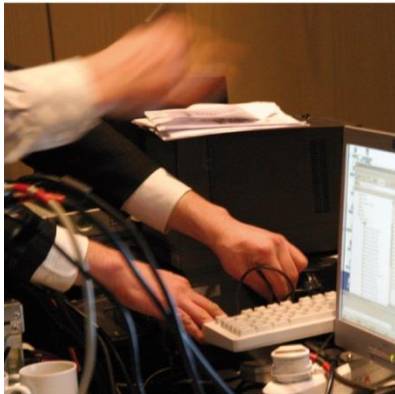


# servicehandbook

**IMPORTANT INFORMATION FOR ALL EXHIBITORS:** **The Venue** – How to reach us. **Your Contact** – We are your capable consultant. **Delivery, Installation and Removal** – Guidelines to ensure a smooth process. **The Stand** – Valuable and relevant information concerning your exhibition space.



Orders for additional equipment can be placed online via the [exhibitor portal](#) until October 30th 2022.

**m:con**  
VISION INTO CONVENTIONS

## Airbag 2022

15<sup>th</sup> International Symposium and Accompanying Exhibition  
on Sophisticated Car Safety Systems  
November 28<sup>th</sup> – November 30<sup>th</sup>, 2022  
Congress Center Rosengarten, Mannheim

# servicehandbook

**FOR EXHIBITORS:** Important Information – Compact and Clear

On the following pages, we provide you with the most important information for a successful exhibition at Congress Center Rosengarten. You will find facts and data on all aspects of the venue and your exhibition space, the guidelines concerning installation and removal of exhibition materials, and – last but not least – your relevant contacts.\*

As a long-standing professional congress organizer – with successful congresses held across venues in Germany and beyond – **m:con** has extensive experience in organizing congresses and producing events and is offering individual solutions, with excellent conception, organization, as well as its own state-of-the-art equipment.

The professional m:con team will be happy to support you at any time.

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\* Subject to change.

# servicehandbook

FOR EXHIBITORS: Important Information – Compact and Clear

## Directory

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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

### ■ Venue

m:con

Congress Center Rosengarten Mannheim

Rosengartenplatz 2

68161 Mannheim

Germany

[www.rosengarten-mannheim.de](http://www.rosengarten-mannheim.de)

### ■ Installation Times and Instructions

Saturday, November 26th, 2022, 08:00 a.m. - 10:00 p.m.

Sunday, November 27th, 2022, 08:00 a.m. - 08:00 p.m.

→ Installation indoors only!

No deliveries!

No unloading and loading activities!

Monday, November 28th, 2022, 07:00 a.m. - 01:00 p.m.

→ Final installations and equipping of rental exhibition stands (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.)*

For noise protection reasons, loading and unloading may only be performed until 10:00 p.m.

After 10:00 p.m., installation work may be performed indoors after seeking prior approval by the congress organizer.

**Please note:  
Loading and unloading may only be performed until 10:00 p.m.!**

# servicehandbook

FOR EXHIBITORS: Important Information – Compact and Clear

## ■ Exhibition Opening Hours

Monday, November 28th, 2022, 02:00 p.m. - 09:00 p.m.

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

Tuesday, November 29th, 2022, 08:00 a.m. - 06:15 p.m.

Wednesday, November 30th, 2022, 08:00 a.m. - presumably 03:30 p.m.

## ■ Dismantle and Removal Times and Instructions

Wednesday, November 30th, 2022, 04:00 p.m. - 10:00 p.m.

Wednesday, November 30th, 2022, 10:00 p.m. - 12:00 a.m.

→ No loading and unloading 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

Wednesday, November 30th, 2022, 04:00 p.m. - 10:00 p.m.

Wednesday, November 30th, 2022, 10:00 p.m. - 12:00 a.m.

→ No loading and unloading activities!

Thursday, December 1st, 2022, 07:00 a.m. - 10:00 a.m.

→ Pick-up with prior registration

**If you wish to pick-up your exhibition materials on Thursday, December 1<sup>st</sup>, 2022, you must register with the exhibition organization beforehand (See contact details on page 6) no later than October 14<sup>th</sup>, 2022.**

*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.)*

For noise protection reasons, loading and unloading may only be performed until 10:00 p.m.

After 10:00 p.m., dismantling work may be performed only indoors after seeking prior approval by the congress organizer.

The dismantling times must be complied with without fail, as ongoing and subsequent events will otherwise be disrupted.

If exhibitions stands are not dismantled on time, you will be charged for having them removed.

**Please note:  
Loading and  
unloading may  
only be performed  
until 10:00 p.m.!**

# servicehandbook

FOR EXHIBITORS: Important Information – Compact and Clear

## 02 | Contacts

### ■ Scientific 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](mailto:info@ict.fraunhofer.de)  
[www.ict.fraunhofer.de](http://www.ict.fraunhofer.de)

### ■ Exhibition Organizer

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

# servicehandbook

FOR EXHIBITORS: Important Information – Compact and Clear

## 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 north of the water tower 'Wasserturm'

#### Motorway A61

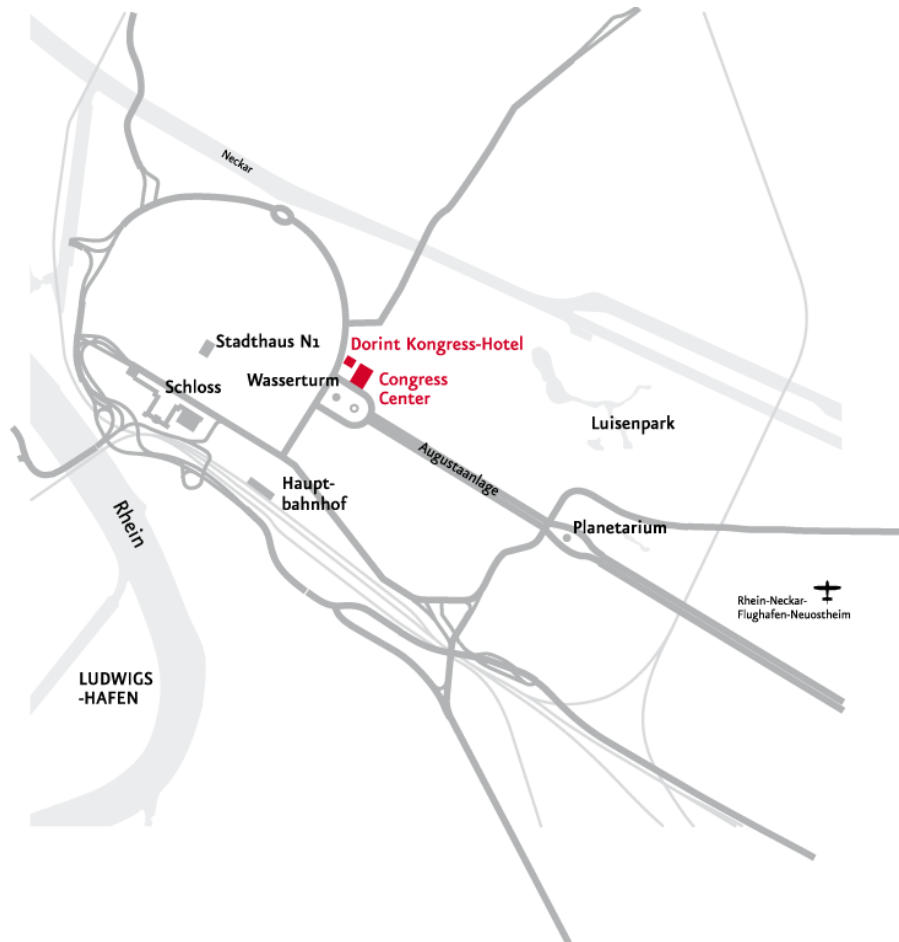
- Motorway intersection Ludwigshafen → towards Ludwigshafen/Mannheim
- Cross the bridge across the River Rhine 'Rheinbrücke'
- Follow the signs towards 'CC Rosengarten'



# servicehandbook

FOR EXHIBITORS: Important Information – Compact and Clear

## ■ Route via the City Center





# servicehandbook

FOR EXHIBITORS: Important Information – Compact and Clear

## ■ 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 premises of the Congress Center Rosengarten is not allowed.

**Parking on the premises of the Congress Center Rosengarten is not permitted!**

Vehicles taller 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 your 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 cannot guarantee available parking spaces!

# servicehandbook

FOR EXHIBITORS: Important Information – Compact and Clear

## 04 | Information on Delivery and Installation

### ■ Delivery

Due to limited space, deliveries can be carried out only on the indicated days of installation. For organizational purposes, earlier deliveries have to be carried out by the forwarding company 'Schenker' (contact info and address see "Storage", page 11) 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 2022 – Accompanying Exhibition***  
**Name of your company**  
**Name of your contact on site**  
**Mobile number of your contact on site**  
**Stand number**  
**Rosengartenplatz 2**  
**68161 Mannheim**  
**Germany**

**Congress Center  
Rosengarten and the  
organizer do not  
accept any deliveries  
and do not assume  
any responsibility for  
deliveries: all  
deliveries are left to  
the owner's risk.**

Please note that deliveries must proceed directly to the stand area. Congress Center Rosengarten and the organizer do not accept any deliveries and do not assume any liability for deliveries. **All deliveries are left to the owner's own risk.**

All persons entering the Congress Center Rosengarten are obligated to observe the applicable hygiene regulations. This also applies to forwarding agents, parcel service providers, etc.

Please also refer to the hygiene concept of the Congress Center Rosengarten under section 05!

# servicehandbook

FOR EXHIBITORS: Important Information – Compact and Clear

## ■ Loading and Unloading at 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 taller than 1.90 m may enter the Rosengarten area during installation and removal and only for loading and unloading purposes!

Only vehicles higher than 1.90 m may enter the Rosengarten area 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.

## ■ Lifts / Goods Lifts

Several goods lifts are at your disposal for deliveries to the foyer on floor 0 in the Congress Center Rosengarten.

	Width	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
Passengers lift underground car park Right side (East) up to floor 0	0,80 m	1,95 m	1,30 m	630 kg
Passengers lift underground car park Left side (West) up to floor 0	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 the forwarding company Schenker:

### Schenker Deutschland AG

Messen- / Spezialtransporte

Mail: [de.sm.mhg.rosengarten@dbschenker.com](mailto:de.sm.mhg.rosengarten@dbschenker.com)

# servicehandbook

FOR EXHIBITORS: Important Information – Compact and Clear

## 05 | Information on the SARS-CoV-2 Hygiene Concept

The rules and regulations of the hygiene concept for the Congress Center Rosengarten in their currently valid version, available at [www.mcon-mannheim.de/hygienekonzept](http://www.mcon-mannheim.de/hygienekonzept), as well as the official regulations imposed by the state of Baden-Württemberg, must be observed at all times! We reserve the right to make changes according to official regulations.

It is the responsibility of the exhibitor to inform their service providers about the rules and regulations of the Hygiene Concept of the Congress Center Rosengarten and the technical guidelines available at <https://www.mcon-mannheim.de/vorlagen-und-downloads>.

For exhibitors and their service providers, the occupational health and safety standard SARS-CoV2 of the BMAS is binding.

# servicehandbook

FOR EXHIBITORS: Important Information – Compact and Clear

## 06 | Stand Information A – Z

*The legal stipulations and regulations in their most current form, as well as the Technical Guidelines of m:con, must be observed for all exhibition stands, facilities, exhibits, materials, and advertising materials that are brought into the Congress Center Rosengarten.*

### ■ Additional Orders

Orders for additional equipment can be placed online via the [exhibitor portal](#) until **October 30<sup>th</sup>, 2022**.

Orders for additional equipment can only be placed online via the exhibitor portal!

Re-orders and all orders placed after the above-mentioned date can only be placed to a limited extent on site with a price surcharge of 20 %.

### ■ Adhesive Tape

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

Foyer floor 0: Tesa Sensitive PV "Präzisionskrepp", 4334, yellow, 50 mm x 50 m

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 removed at the exhibitor's expense.

### ■ Audio- / Visual Presentations

Any kind of presentations at the stand requires the organizer's approval. Approval is granted with the pre-requisite that the presentation will not negatively affect or interrupt neighboring stands and the ongoing congress.

The organizer shall have the right to cancel a presentation in the event of disregard of this regulation.

### ■ Construction Heights

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

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

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

# servicehandbook

FOR EXHIBITORS: Important Information – Compact and Clear

**Stand constructions from 2.50 m upwards must be submitted to the exhibition organization for approval by October 14<sup>th</sup>, 2022. Please use the form in the appendix.**

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.

## ■ 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.

# servicehandbook

FOR EXHIBITORS: Important Information – Compact and Clear

## ■ 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 employees. 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 electrical work inside the stands as well. The responsibility for self-installation at the stand lies with the exhibitor. If you wish electrical installations at a certain place, we ask you to let us have a sketch accordingly.

Stand equipment and illumination have to be disconnected from the grid each time before leaving the stand!

**The equipment and the illumination of the stands have to be disconnected from the grid by the exhibitor after the end of the exhibition, at the end of the day, 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 the 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 appliances require approval by m:con which must be applied for **until October 14<sup>th</sup>, 2022**, at the latest. Devices which do not have a CE marking may not be used as a matter of principle.

Orders for electricity can only be placed [online](#).

## ■ Emergency Exits and Escape Routes

The aisles between the exhibition areas serve as escape routes in case of an emergency. Therefore, aisles must not be blocked at any time. **Escape routes must always be kept free of hindrances.** The exit doors, emergency exits, and their signposting must never be obstructed, built over, closed in, obstructed by drapes or obscured in any way.

## ■ Empties

During the installation, the duration of the congress and the removal period, it is not allowed to store empties in the stand area, outside the stands, inside Congress Center Rosengarten and in its outside area. Removal and storage of empties can be dealt with by the forwarding company Schenker (for contact see "Storage", page 11 **Fehler! Textmarke nicht definiert.**).

# servicehandbook

FOR EXHIBITORS: Important Information – Compact and Clear

## ■ Fire Protection

All stand materials have to be flame-retardant in accordance with DIN 4102-1 and classified as at least B1. Proof of flame-resistance must be available to be presented at the stand at all times.

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.

## ■ Fine Particulates Badge “Feinstaubplakette”

Please note that as of January 1<sup>st</sup>, 2013, displaying a green badge (“Feinstaubplakette”) is required to enter and park in the designated environmental zones (“Umweltzonen”) in Mannheim. The areas surrounding the Congress Center Rosengarten and the Wasserturm are included in these zones.

The badge is available at all registration offices, TÜV, DEKRA, authorized workshops, as well as online.

Since January 1<sup>st</sup>, 2013, entering and parking in the Umweltzone is only allowed for vehicles displaying the required green badge!

## ■ Floor Covering

Floor 0: Granite floor anthracite

Carpet and other floor coverings have to be laid accident-proof and must not extend out over the stand boundaries.

When installing floors using double-sided adhesive tape, make sure that no residue remains during dismantling. Any soiling that is not removed will be removed at the exhibitor's expense.

When installing floor coverings, carpet etc. using double-side adhesive tape, please note that it has to be removed without residue.

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

Tesa Sensitive PV “Präzisionskrepp”, 4334, yellow, 50 mm x 50 m

The maximum floor loading capacity is 500 kg per sqm. In case heavier exhibits are to be installed, it has to be arranged with and approved by the organizer. Loads should be distributed evenly, 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



# servicehandbook

FOR EXHIBITORS: Important Information – Compact and Clear

Schenker (contact see “Storage”, page 11). Please note that the use of forklift trucks is not allowed inside the Congress Center Rosengarten.

## ■ Glass / Acrylic Glass

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 / Work with Open Flames

All welding, cutting, soldering, melting, grinding and other work which poses a fire hazard must be reported to Congress Center Rosengarten 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 exhibition organizer provides a general guarding without accepting responsibility for damage or loss. Items brought to Congress Center Rosengarten are at the owner's risk, m:con accepts no responsibility for items deposited. The exhibitor has to take care of special guarding for the stand and goods.

Stand guarding service can only be ordered [online](#).

## ■ Hazardous Materials

It is forbidden to use open fire or naked light of any kind, e.g. spirit, fuel, oil, gas, etc.

## ■ High-frequency Units and Radio Units

The use of high-frequency units and radio units requires approval by exhibition organizer m:con which must be applied for no later than **October 14<sup>th</sup>, 2022**.

Failure to register may result in disruptions to the event, which will result in costs that must be covered by the exhibitor.

Furthermore, we would like to point out that the commissioning of frequency devices always requires prior registration with the Federal Network Agency (“Bundesnetzagentur”), unless you are operating under a general assignment (“Allgemeinzuteilung”).

# servicehandbook

FOR EXHIBITORS: Important Information – Compact and Clear

You can register with the Federal Network Agency by contacting:

Bundesnetzagentur  
Mr. Dirk Otto  
Seidelstraße 49  
13405 Berlin  
Germany  
E-Mail: [Dirk.Otto@BNetzA.de](mailto:Dirk.Otto@BNetzA.de)  
Tel: +49 30 4374 1022  
Fax: +49 30 4374 1181  
Mobile: +49 172 593 8165

Registering with the Federal Network Agency (“Bundesnetzagentur”) does not exempt you from also seeking approval by m:con.

## ■ Householder’s Right

m:con and all 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

The general illumination at Congress Center Rosengarten might not be sufficient to illuminate the individual stands effectively. The exhibitor is responsible for the lighting of the exhibition stand. In your own interest, we recommend the planning of an additional installation of illumination at your 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.

# servicehandbook

FOR EXHIBITORS: Important Information – Compact and Clear

## ■ 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, 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 to never leave your stand unattended during the opening hours and to make goods in danger of theft especially secure. During the removal period, we ask you to not 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 stand guarding.

## ■ Internet Access / EDP

Please note that in case internet access is ordered, the configuration or installation of additional hardware and software brought by the customer is not part of the booked service. The exhibitor is responsible for the observance of the licensing agreement in case of software brought by themselves.

Internet access and computer equipment can only be ordered exclusively [online](#) via the order forms. 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 a charge! - includes usage of all legal internet services and unlimited WLAN-bandwidth per unit. Premium WLAN data traffic is treated with priority against the basic version.

For increased traffic and complex presentations at the booth, we recommend booking 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 result in claims for damages by the event organizer or affected neighboring exhibitors.

# servicehandbook

FOR EXHIBITORS: Important Information – Compact and Clear

## ■ Motor Vehicles

The exhibiting of motor vehicles with internal combustion engines as well as e-vehicles (e.g. electric passenger cars, scooters, bikes) in the Congress Center Rosengarten is only allowed under special conditions and has to always be approved by m:con. Please submit the approval form no later than **October 14<sup>th</sup>, 2022**.

The instructions stated in the approval form have to be followed strictly, otherwise the vehicle has to be removed. Any costs will be charged to the exhibitor.

## ■ Multifunctional Pillars

There are multifunctional pillars with the dimensions 1.15 m x 1.00 m in the side foyers on floor 0. Connections for electricity, TV, EDP, are located on one side of these pillars, three sides provide the foyer with fresh air or heating.

The pillars must not be surrounded or blocked and nothing may be attached to them. Towards all sides, a minimum safety 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 (“Urheberrechtsgesetz”), Section 15 of the German Copyright Act (“Urhebergesetz”), and shall require the approval of GEMA, the musical authors’ rights society, which can be contacted at:

GEMA Generaldirektion Berlin

Postal address:

Postfach 30 12 40

10722 Berlin

Germany

Office address:

Bayreuther Str. 37

10787 Berlin

Germany

Tel: +49 30 212 45-00

Fax: +49 30 212 45-950

E-Mail: [gema@gema.de](mailto:gema@gema.de)

[www.gema.de](http://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).

# servicehandbook

FOR EXHIBITORS: Important Information – Compact and Clear

## ■ Radiation Protection

The use of radioactive materials and the operation of x-ray facilities, disruptive rays and laser facilities requires 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 no later than **October 14<sup>th</sup>, 2022**.

## ■ Smoking

**Smoking is strictly forbidden at any time throughout the entire indoors area of the Congress Center Rosengarten.**

**Smoking is strictly forbidden in the entire indoors area of the Congress Center Rosengarten!**

## ■ Stand Construction Companies and Service Providers

The exhibitor's service handbook and all important information pertaining to the exhibition have to be forwarded to the exhibition construction company and other service providers by the exhibitor in time.

The exhibitor's service handbook (in German and in English) is at your disposal on the internet at any time.

## ■ Stand Installation

All stands have to be installed as self-supporting constructions. Fastenings on walls, pillars and floors of the exhibition halls are not allowed. The exhibitor is responsible for the safety of the stand and is obliged to provide proof.

It is not allowed to exceed the assigned stand space.

Light fixtures and signs may not exceed the limits of the stand either. m:con retains the right to bill the exhibitor for any additionally used space.

Putting up advertising materials on walls, pillars or other parts of the venue is not allowed. The exhibitor is liable for any damages owing to violations.

**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.**

Escape routes, fire alarms, hydrants, electrical distributors, switchboards, and telephone distributors must always remain freely accessible. There must be a safety distance of at least 0.50 m to the ceiling sprinklers.

# servicehandbook

FOR EXHIBITORS: Important Information – Compact and Clear

m:con 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 they are either bothersome or dangerous to visitors or neighboring exhibitors. Grave security defects can also lead to either partial or complete closure of the stand.

## ■ Stand Planning

After the exhibition space is assigned, the exhibitors must make themselves aware of any fixtures, in particular hall pillars, fire alarms, wall hydrants, ventilation systems, as well as uneven flooring on site. m:con shall not be responsible for the accuracy of dimensions on hall and stand plans.

**Stand constructions from 2.50 m upwards in height must be submitted to the exhibition organization for approval by October 14th, 2022. Please use the form in the appendix.**

## ■ 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 at any stand with an approved roof.

## ■ Storing of Informational Materials and Brochures

The storing of informational materials such as brochures is only possible within the stand area and only in the quantities absolutely necessary for the given day. The storing of any materials outside the assigned stand area 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 technical event mechanic department:

**m:con – mannheim:congress GmbH**

Veranstaltungstechnik

Mr. Raphael Grädler

T: +49 (0)621 / 4106 360

raphael.graedler@mcon-mannheim.de

# servicehandbook

FOR EXHIBITORS: Important Information – Compact and Clear

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

## ■ 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 the assembly work.

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## 07 | Catering

Food and beverages to be served at your stand are provided by the official m:con service partner:

### **Dorint Kongresshotel Mannheim**

- Bankettabteilung –

Ms. Graziella Amato

Friedrichsring 6

68161 Mannheim

Germany

Tel.: +49 (0)621 / 41 06 406

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

graziella.amato@dorint.com

Please note that orders for food and beverages can only be placed via this licensed 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 rented sqm space per day of exhibition plus VAT. Therefore, it is absolutely necessary to consult our service partner.

## 08 | Disclaimer

Items brought into our house are at the owner's risk, m:con accepts no responsibility for items deposited. There is no guarding at the exhibition.

Special stand guarding can only be booked [online](#).

Should you have any further questions concerning the exhibition, please get in touch with the indicated contacts.

**m:con accepts no liability for items brought into the building. All items brought in are at the owner's risk.**



## Approval Form for Stand Construction

**Approvals for construction heights from 250 cm on and exceeding flooring heights from 25 mm on are necessary!**

Please reply at latest **14.10.2022** to:

[christina.gellert@mcon-mannheim.de](mailto:christina.gellert@mcon-mannheim.de)

**m:con – mannheim:congress GmbH**  
Exhibition Organisation  
Christina Gellert  
Rosengartenplatz 2, 68161 Mannheim, Germany

Please fill it out distinctly in block letters:

<b>Exhibitor:</b>	<b>Total sqm:</b>
<b>Stand number:</b>	
<b>Stand construction company:</b>	
_____	_____
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.

Maximum stand height: \_\_\_\_\_ cm  
(highest point of the stand)

Total height of the floor covering: \_\_\_\_\_ mm

\_\_\_\_\_  
Place, Date

\_\_\_\_\_  
Legally binding signature

Please note:

*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 flooring heights from 25 mm on require canted edges in contrast colour.*