

Jena ——— Berlin

IPS 2024

United Under the Sky

IPS 2024 Exhibitor Guide

Information for Sponsors

Dear IPS 2024 sponsors,

We are pleased to welcome you to Berlin, Germany for the IPS 2024 conference and look forward to working with you to create an unforgettable event. Thank you for your support of the most important event for planetarium professionals from around the world.

In this guide you will find helpful information to prepare for your presence at the conference exhibition hall. This includes information about shipping, times for stand assembly and dismantling, as well as organizational tips. Take the time to review this document to ensure that your presence at the IPS 2024 conference runs smoothly.

Additional information about service partners for booth partitions, furniture, electrical needs, etc. is being organized and will be released as soon as it is available. We thank you for your understanding.

Please do not hesitate to contact me with any questions you may have. My e-mail address is ptetu@ips2024.org.

We look forward to a great conference with you.

Best wishes from Berlin,
Paul Tetu and the entire IPS 2024 Conference Team

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Location and How to Get There

The Arena is located on the Spree River in the Kreuzberg section of Berlin. The address is as follows:

Arena Berlin
Eichenstraße 4
12435 Berlin
www.arena.berlin

Public transportation

From Berlin Central Station:

- S9 in the direction of BER Airport to Treptower Park or
- RE or S5 / S7 to Ostkreuz, then change to S41 / S85 to Treptower Park

Duration is approximately 25 minutes

From Alexanderplatz:

- S9 in the direction of BER Airport to Treptower Park or
- U5 in the direction of Hönow to Frankfurter Allee, then S41 to Treptower Park

Duration is approximately 30 minutes

From Hotel Estrel Berlin

- Walk 400 meters to the Sonnenallee S-Bahn stop, platform 2
- Take the S42 for approximately 2 minutes (1 stop) to Treptower Park
- Exit the tram and walk 650 meters to the Arena

Taxi

Both regular taxis as well as Uber operate in Berlin. For those who do not speak German, it may be convenient to order a taxi via an app. The taxi.eu app and FREENOW are two such options.

Otherwise, taxis can be called. A few suggestions include:

TaxiFunk +49 (0)30-202021-220
TaxiFunk +49 (0)30-443322 (English hotline)
Funk Taxi Berlin +49 (0)30-261026
Taxi Berlin +49 (0)30-202020

More suggestions by Berlin's tourist organization at <https://www.visitberlin.de/en/taxis-berlin>.

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Schedule

Exhibitor Booth Installation

Friday, 19 July 2024 from 08:00 to 20:00 (*available only for complex installations on a case-by-case basis, requires prior approval*)

Saturday, 20 July 2024 from 08:00 to 20:00

Sunday, 21 July 2024 from 08:00 to 18:00

Extended and overnight work hours are possible with advance notice. Please contact ptetu@ips2024.org if you feel your booth installation requires additional working hours.

Please note that conference check-in begins at the Arena Berlin at 15:00 on 21 July and welcome remarks take place at 18:00. The exhibition hall officially opens at 19:00, however delegates will have access to the Arena hall starting at check-in time.

Exhibitor Booth Dismantling

Thursday, 25 July from 08:00 to 23:59

Please note that the exhibition hall must be empty before midnight. All material must be removed from the hall before this time. If your crew would like to begin directly after the cocktail/social evening (00:00 on Thursday, 25 July), please send your request to ptetu@ips2024.org.

Exhibition Hall Opening

Sunday, 21 July from 19:00 to 21:45

Monday, 22 July from 09:00 to 20:30

Tuesday, 23 July from 09:00 to 18:00

Wednesday, 24 July from 09:00 to 18:30, 21:00 to 24:00

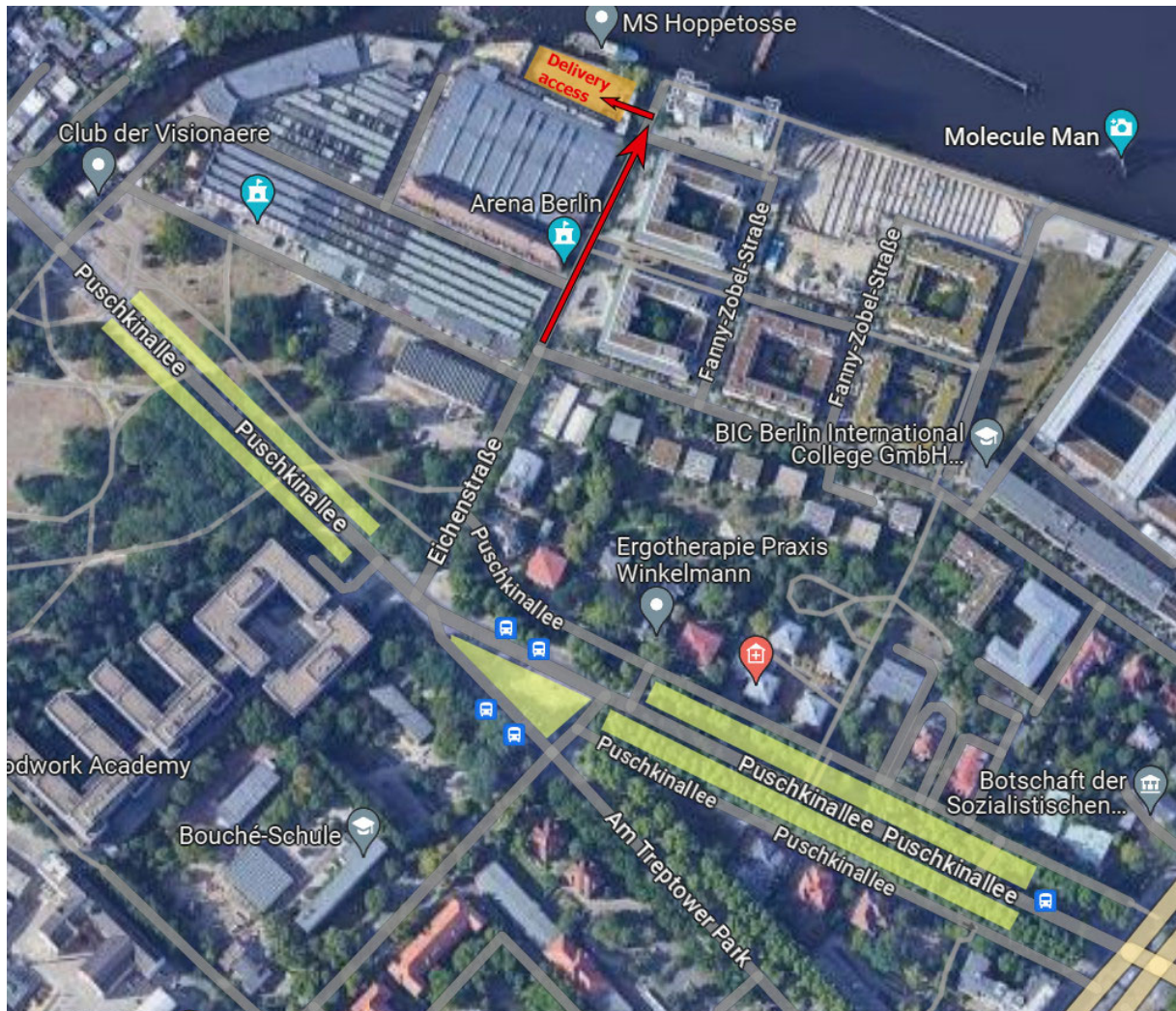
Outside of installation and dismantling periods, exhibitors can access the exhibition hall 30 minutes before opening and remain 30 minutes after closing.

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Parking

No parking is available at the Arena. Once your vehicle has been unloaded/loaded, please remove it from the premises. There is limited on-street parking in the area for cars, as well as a small parking lot a few blocks from the Arena (areas indicated in yellow on the included map). We strongly suggest using public transportation or taxis rather than a private/rental car.



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Deliveries, Pick-Up, Storage

Deliveries

Access to the arena is at ground level. A time slot must be booked for delivery. Once loading is complete, the vehicle must be driven away. Please contact the organization team to arrange a time slot.

Deliveries cannot be accepted before **Friday, 19 July 2024**. The Arena is not owned or operated by the IPS host and may be in use by other parties before this date.

Due to limited space at the Arena for vehicles, deliveries must be scheduled. To ensure that your delivery is complete and in expected condition, please schedule your delivery when your authorized representative will be on-site to accept and inspect it. Delivery is carried out under the sponsor's responsibility. Under no circumstances can the IPS host or facility be held responsible.

Deliveries should clearly identify the sponsor's booth and booth number.

Please let us know in advance by e-mail what you are having delivered, how many parcels (size and weight) are involved, whether special equipment (e.g. pallet jack, forklift) is required, as well as the name and contact information from your organization who will be on-site to accept the delivery. Special equipment may involve a rental fee, which we will attempt to minimize by sharing among all sponsors who require their use. Please send this information by **Friday, 12 July 2024** to ptetu@ips2024.org.

Delegate Bag Inserts

Your sponsorship may include a delegate bag insert. Jupiter, Saturn, Uranus and Neptune sponsors, as well as those who have selected the additional sponsorship opportunity for delegate bag inserts are eligible to provide one insert. These are typically A4 or letter size sheets, USB sticks, or items of similar size. A total of 500-600 delegates are expected.

Deadline for delivery of delegate bag inserts is **Monday, 1 July 2024**. Please ensure that all items arrive by this date at the address below:

Zeiss-Großplanetarium
z.H. Programm & Veranstaltung/Cagla Atar
Prenzlauer Allee 80
10405 Berlin
GERMANY

Shipment Pick-Up

Access to the arena is at ground level. A time slot must be booked for collection. The vehicle must be driven away after loading has been completed. Please contact the organization team to arrange a time slot.

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The exhibition hall at the Arena must be empty by 23:59 on **Thursday, 25 July 2024**. Sponsors must organize the pick-up of their shipments and any materials before this time. Any items left behind are not the responsibility of the IPS host or the Arena.

Storage

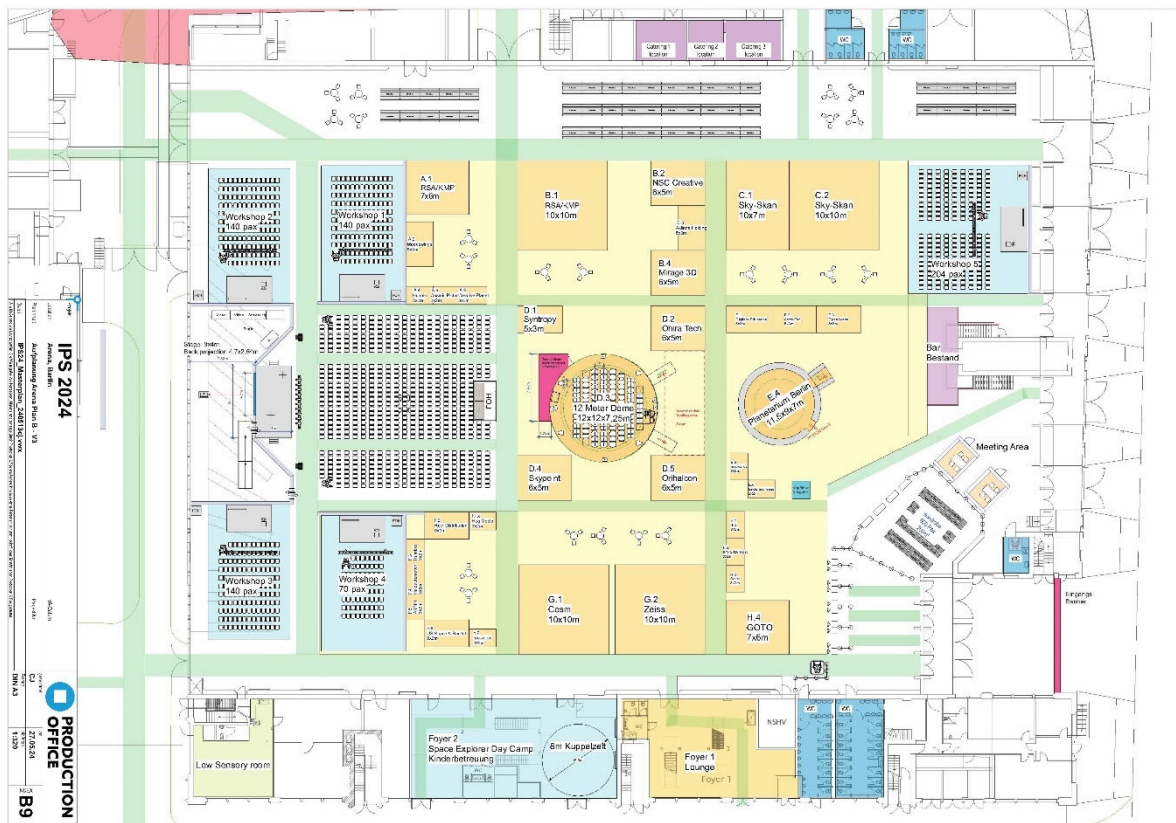
For safety reasons, there is limited on-site storage. Any packaging or cardboard boxes must be removed from the Arena before the official opening of the conference on Sunday 21 July at 18:00.

The Arena has an adjacent building with a limited amount of storage available for shipping and packing materials (e.g. crates, pallets, shipping cases). If you require storage in this building during the conference, please provide details (dimensions, type of material, etc.) for review and creation of a storage quotation by the Area.

Flammable materials (e.g. brochures, smaller boxes) in excess of what is needed on a daily basis at your booth must be stored in a metal storage container outside the Arena. Access to the storage container will be provided each day to replenish supplies.

The Exhibition Hall

Floorplan



Note: This floorplan is for sponsor use. The conference program will include a simplified floorplan for delegate use. Minor changes to the floorplan may occur prior to the conference.

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The Exhibition Hall aims to present itself as an open environment with a minimum of visual obstructions. For this reason, no physical partitions are provided in the sponsorship packages.

Notes:

- The floorplan indicates a possible divider between Workshop 1 and Area A, as well as Workshop 4 and Area F. Whether a divider will be used and what type it might be is not yet final.
- Areas A and F are in a U-shape configuration. We suggest orienting the "front" of the booths toward the inside/center.
- All workshop/presentation spaces at the Arena are in the Exhibition Hall; the Glashaus will not be used.

Floor

The Arena Berlin is a historic building. The floor may show discoloration, floor markings or damage as well as unevenness and height differences in some places.

The floor tolerances should be assumed to be approximately 2 cm. In special cases, this can be up to 5 cm. Compensatory measures must therefore be planned for booth construction and furniture placement, such as shims (wedges, Keile) or blocks to help eliminate any undesired irregularities. The floor must not be sprayed, drilled into, or damaged in any way. If damage is found after dismantling that can be clearly attributed to you, you will be charged for the costs of repair.

Please note: Carpeting/flooring cannot be disposed of on-site and must be removed from the property after dismantling.

Booth Services Included

- One 160x80x72 cm table with skirt or table cover
- Three folding chairs
- One electrical outlet (~3kW, 220V/50Hz, single phase)
- Exhibition carpet at booth

Each booth will include exhibition hall carpeting and have its boundaries defined. You have the option of using the hall floor in its untreated state. The floor may show discoloration or other markings. If this does not meet your requirements and/or your stand construction concept, you can build your own floor or request carpet with your specifications to be laid by our service provider.

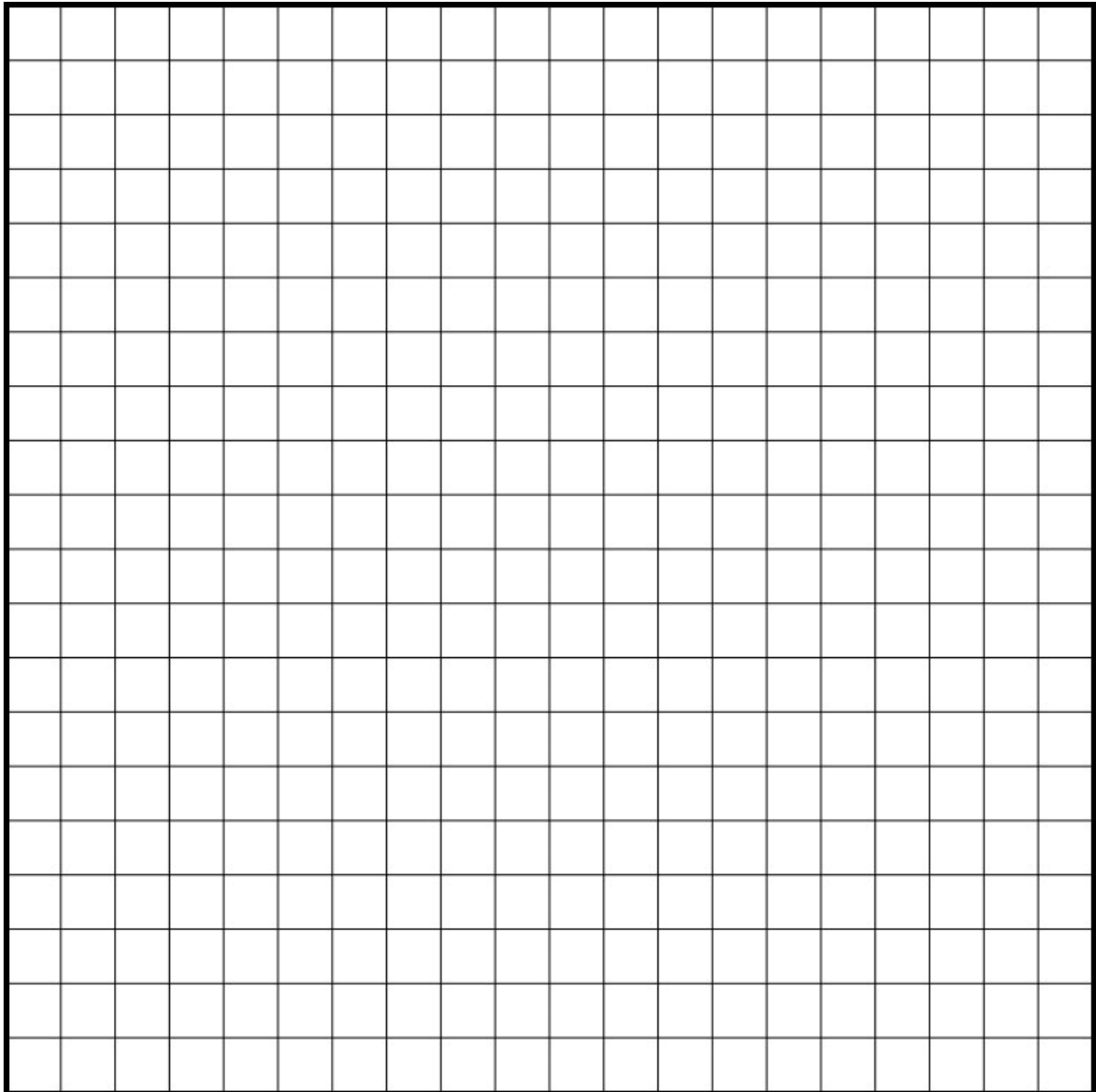
Booth Design

The interior design of the booth is the responsibility of the sponsor. Sponsors must submit a booth layout as precisely as possible by **Tuesday, 18 June 2024**. Below is a 20x20 grid for your convenience, however you may provide a layout using your own software.

Please include measurements that indicate an accurate scale that includes the perimeter of the booth space, locations of partitions (if using them), furniture, equipment (audiovisual equipment, dome or projection screen, etc.), maximum booth height, and desired location of electrical supply. Please also indicate the amount of power (220V/50Hz, single phase) your booth will require.

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Please remember to bring your own small equipment such as electrical outlet adaptors, power strips, extension cords, scissors, Blu Tack and mounting supplies, and cleaning products for your space and devices. All equipment, in particular electric-powered devices, must comply with European safety standards (e.g. CE mark).

The host reserves the right to have any installation or equipment removed or modified if it is determined to negatively affect the general experience of the space or create problems with adjacent booths or visitors.

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Booth Height

Booth systems or stands with a height of up to approximately 4m are possible everywhere in the hall with prior approval. Booth systems or stands up to 2.5m in height do not require approval.

The above-mentioned height may also not be exceeded when decorating the stand. In the event of violations to an approved booth height/size, the excess material will be removed.

Walls/Dividers

The Exhibition Hall aims to present itself as an open environment with a minimum of visual obstructions. For this reason, no physical partitions are provided in the sponsorship packages. You can provide your own or order dividers through our service provider. Additional information to follow.

Furniture

Additional furniture can be ordered through our service provider. Additional information to follow.

Lighting

Basic room lighting is provided for the exhibition area in the Arena. If you require additional lighting, you can order this from our technical service provider. Additional information to follow.

Additional Power

One 230V/50Hz single phase electrical socket with ~3kW power is provided for each stand. Should you require additional power, this can be ordered through our service provider. Additional information to follow.

Rigging and Suspension

Rigging, use of suspended loads, or suspending any items from the building structure is only permitted with the prior permission of the Arena. Rigging installations within the rented area or stands may be carried out by contractual partners of the Arena. Corresponding drawings with load specifications on a suitable scale and the load calculations must be sent in for approval at least four weeks prior to the start of construction.

Electrical Safety Requirements

All electrical devices used must be tested in accordance with BGV A3/ DGUV Regulation 3. The regulations DGUV Regulation 1 and DGUV Information 215-310 must also be considered during installation. We request that every sponsor provide safety certification documentation of their electrical devices by **Tuesday, 18 June 2024**. These documents will be requested for review during the safety inspection. If devices without certification are on site, they will be inspected by an external inspector. Please note that this will incur additional costs, for which you will be charged.

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Fire Safety Requirements

All decorations and embellishments (including pull-up banners and booth backdrops) must comply with the "flame-retardant" building material class. Certificates in accordance with DIN 4102 B1 or DIN EN 13501-S1 (minimum class C-s3, d0) must be submitted by **Tuesday, 18 June 2024**. These documents will be requested for review during the safety inspection. Additional information is available in the Arena Technical Guidelines document, provided separately.

Portable Domes

Any dome installed in the exhibition area must comply with the European safety standards. We request that every sponsor provide detailed technical documentation of their dome and their European safety certificates by **Tuesday, 18 June 2024**. These documents will be requested for review during the safety inspection.

Sponsors shall guarantee safe installation and use of their dome. Under no circumstances can the Arena or IPS host be held responsible. Stands must always be occupied and looked after by a qualified person during the opening times of the exhibition area.

Safety Inspection

Safety inspection of the booths shall be ongoing during the booth setup period. At least one responsible representative of the sponsor must be present for the inspection. The opening of the Exhibition Hall depends on the decision of the inspectors. They will check for structural safety of stand hardware, European safety certification markings (primarily for electrical devices), fire rating documentation of potentially flammable items, required documentation and certification, etc.

Dust-Generating Work

Sanding or other dust-generating work must be carried out with an extractor/vacuum cleaner. We will check this on site. If we discover violations or defective extractors resulting in dust formation, we reserve the right to stop the work.

Arena Technical Guidelines and House Rules

The technical guidelines and house rules of the Arena must be observed. **Please read these detailed documents.**

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On-Site Information

Smoking

Smoking (including vaping/electronic cigarettes) is only permitted outside of the Arena buildings.

Crew Catering

There are limited food options in the neighborhood around the Arena. For the set-up and dismantling period, catering will be offered at no cost to the crews working on-site. Please complete the form provided near the end of this document if you would like to take advantage of this offer.

Waste Disposal

Please note that during the event only the aisles will be cleaned and the waste bins emptied. Exhibitors are obliged to ensure that their own stand area is kept clean. If cleaning is not carried out by the stand personnel, this can be ordered via the Arena. The commissioning of external cleaning companies is not permitted.

Stand Security and Safety

The conference host works together with the Arena's security company. They are responsible for guarding the site for the entire duration of the event, including set-up and dismantling times and night security.

Notwithstanding this, neither the conference host nor the Arena assumes any duty of care for exhibits brought in by exhibitors, for stand equipment and for items owned by persons working on the stand. You have the option of ordering additional security for your stand via the Arena, if desired.

Important note: We would like to point out that there may be increased security and safety risks during the set-up and dismantling periods as external personnel (e.g. shipping and work crews) are on-site. Please keep this in mind if you must leave materials at your stand unattended for long periods. The hiring of external security companies is not permitted for insurance reasons.

Cocktail/Social Evening

On the evening of Wednesday, 24 July a cocktail/social evening will take place within the Arena. This will be after dinner from approximately 21:00-24:00. Exhibitors are encouraged to provide a limited amount of snacks and beverages to entertain clients at one's booth. Items that are representative of your business or region are also encouraged.

The IPS conference has a contract with the Arena for concessions. This concession contract includes providing both alcoholic and non-alcoholic beverages during this evening. Sponsors are not expected to supply beverages for the entire delegation for the entire evening.

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When choosing beverages to provide, there are specific brands that we ask you to avoid distributing at your booth due to contractual obligations that the Arena has with its own suppliers. These are:

Spreequell Mineralwasser
Proviant Apfelschorle / Rhabarberlimonade
Coca-Cola / Coca-Cola Zero
König Ludwig hell
Berliner Pilsner
Berliner Radler naturtrüb
Berliner Kindl alkoholfrei
Tesch Unplugged Weißwein
Lorenz Urschrei Bio Rotwein
Terra Serena Prosecco

If you are interested in contracting with the Arena to provide drinks for your booth during the Wednesday evening social event, please contact ptetu@ips2024.org.

Documentation and Social Media

During the course of the conference, photos, videos and audio recordings may be made throughout the day, or streamed online by the conference host, its partners, or approved media. By participating as a sponsor and entering the grounds, you give your consent to this. Please also inform your employees about this.

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Schedule Preview Information to Submit

To get ready for your arrival, we need to know as accurately as possible your schedule preview. For security reasons, we will require the full name and associated company of every person present at the Arena during deliveries, set-up, dismantling and package pickup. Those whose names are not submitted in advance will not be allowed to access the Arena during these times.

Deliveries

Please provide as much relevant detail as possible regarding what will be delivered, when and by whom (whether it is someone from your company or a shipping agent), whether any equipment will be required to unload/move the shipment, as well as the contact information of the authorized person assigned to be on-site to accept the shipment.

Sponsor Name	
When (date and time)	
What (number and type of items, e.g. pallets, crates, boxes, etc.)	
Who (delivery agent)	
Special equipment needed, if any (e.g. forklift, pallet jack, etc.)	
On-site Contact (full name, company name, mobile phone number, email address)	

We remind you that deliveries cannot be accepted at the Arena before Friday, 19 July 2024. The IPS conference does not have access to the property prior to this date.

Exhibitor Booth Installation

Booth installation is scheduled from Friday, 19 July to Sunday, 21 July 2024. For the security and safety of personnel and property, we ask you to specify when you are planning the setup of your booth and who will be present during this time. Please ensure that all people indicated have personal identification with them that matches the details you provide. Add more rows as needed to provide complete information.

Sponsor Name	
When (date and time)	
Who (full name, company name)	
Who (full name, company name)	
Who (full name, company name)	
Who (full name, company name)	
Who (full name, company name)	
On-site Contact (full name, company name, mobile phone number, email address)	

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Exhibitor Booth Dismantling

Booth dismantling is scheduled for Thursday, 25 July from 08:00 to 23:59. Please note that the exhibition hall must be empty before midnight. All material must be removed from the hall before this time.

For the security and safety of personnel and property, we ask you to specify when you are planning the dismantling of your booth and who will be present during this time. Please ensure that all people indicated have personal identification with them that matches the details you provide. Add more rows as needed to provide complete information.

Sponsor Name	
When (date and time)	
Who (full name, company name)	
Who (full name, company name)	
Who (full name, company name)	
Who (full name, company name)	
Who (full name, company name)	
On-site Contact (full name, company name, mobile phone number, email address)	

Shipment Pick-Up

Please provide as much relevant detail as possible regarding what will be picked-up, when and by whom (whether it is someone from your company or a shipping agent), whether any equipment will be required to load/move the shipment, as well as the contact information of the authorized person assigned to be on-site to turn over the shipment.

Sponsor Name	
When (date and time)	
What (number and type of items, e.g. pallets, crates, boxes, etc.)	
Who (delivery agent)	
Special equipment needed, if any (e.g. forklift, pallet jack, etc.)	
On-site Contact (full name, company name, mobile phone number, email address)	

We remind you that the exhibition hall at the Arena must be empty by 23:59 on **Thursday, 25 July 2024**. Sponsors must organize the pick-up of their shipments and any materials before this time. Any items left behind are not the responsibility of the IPS host or the Arena.

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Storage Quotation Request

For safety reasons, there is limited on-site storage. Any packaging or cardboard boxes must be removed from the Arena before the official opening of the conference on Sunday 21 July at 18:00.

The Arena has an adjacent building with a limited amount of storage available for shipping and packing materials (e.g. crates, pallets, shipping cases). If you require storage in this building during the conference, please submit this form by **Monday, 1 July 2024** for a quotation by the Arena. Add more rows as needed to provide complete information.

Materials stored in this building may not be accessible during the conference. Such materials should be stored at your booth or in the storage container.

Sponsor Name			
Storage form (e.g. pallet, crate, shipping case, etc.)	Material (wood, plastic, cardboard, etc.)	Dimensions in cm as stored (L x W x H)	Is this stackable (Y/N)?

Flammable materials (e.g. brochures, smaller boxes) in excess of what is needed on a daily basis at your booth must be stored in a metal storage container outside the Arena. Access to the storage container will be provided each day to replenish supplies.

Crew Catering

There are limited food options in the neighborhood around the Arena. For the set-up and dismantling period, catering (both vegetarian and non-vegetarian meals, as well as drinks and snacks) will be offered at no cost to the crews working on-site. If you would like to take advantage of this offer, please indicate how many staff you will have on-site during each of these times and submit this form by **Tuesday, 18 June 2024**.

We understand that staffing plans may change. Should you find that that fewer staff will be on-site during any of the times previously indicated, please inform us at least 24 hours in advance so that we can make adjustments with the caterer.

Sponsor Name			
Date	Lunch (12:00-13:00) <i>Indicate # of staff</i>	Dinner (17:00-18:00) <i>Indicate # of staff</i>	Late Night Bite (23:00-24:00) <i>Indicate # of staff</i>
Friday, 19 July			
Saturday, 20 July			
Sunday, 21 July		No catering	No catering
Thursday, 25 July			

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Checklist

Submission of technical documentation and safety certificates in advance simplifies the on-site inspection process. All relevant technical and safety documentation should be collected in a folder for the on-site safety inspection.

Please send information to ptetu@ips2024.org.

Following is a summary of important information to submit:

- Booth design, including power requirements, by 18 June 2024
- Detailed technical documentation (e.g. domes, electrical devices) by 18 June 2024
- European Safety Certificate by 18 June 2024
- Crew catering details by 18 June 2024
- Storage quotation request by 1 July 2024
- Delegate bag inserts must be received by 1 July 2024
- Shipment delivery details by 12 July 2024
- List of authorized personnel for stand assembly by 12 July 2024
- List of authorized personnel for stand disassembly by 12 July 2024
- Shipment pickup details by 12 July 2024
- Physical documentation packet of safety certificates and technical documentation (to keep at the booth for on-site safety inspection)

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Terms and Conditions

General

Article 1 - General

The Exhibition Hall is organized by the Stiftung Planetarium Berlin in accordance with the technical guidelines, house rules, and service contract provisions of the Arena Berlin, with which exhibitors are required to comply with.

The organization of the show, including the opening date, duration, location, operating hours are determined by the organizer and may be modified at their discretion.

In the event of major forces, unpredictable or economic events, where the show could not take place, applications for admission will be cancelled. The amounts available after payment of expenses incurred (reimbursement) are divided among the exhibitors, in proportion to the sums paid.

The responsibility of the organizer is not engaged when he applies the stipulations of the present general provisions.

Participation in the IPS 2024 Exhibition Hall signifies acceptance of these Terms and Conditions.

Participation

Article 2 - Terms of participation

The organizer determines the different categories of exhibitors and establishes the classification of products and/or services presented. The organizer may, after review, exclude products and/ or services that he feels do not align with the purpose of the event. The organizer also reserves the right to authorize the display of products and/or services that are not part of the product classification, but which might be of interest to the public.

In accordance with the provisions of authorized events, exhibitors cannot display products or materials that do not comply with local regulations, nor carry out misleading advertising or that constitutes unfair competition.

Article 3 - Applications for registration

Anyone wishing to exhibit must send a sponsorship participation request to the organizer, within the registration deadlines. Unless the organizer declines the participation request, the submission of participation constitutes a firm and irrevocable commitment to pay the full price of the sponsorship fee and any ancillary costs.

Article 4 - Admission control

The organizer does not have to give an explanation if a submission is rejected.

In case of refusal, the sums paid by the applicant for participation are refunded. The same principle applies to those who submitted an application to participate and are placed on the waiting list, when a stand cannot be allocated due to space availability by the time the show opens.

Acceptance of participation is acknowledged by a response of the organizer to the exhibitor. This response may consist of an invoice addressed to the exhibitor.

Despite this acceptance and even after the stands are allocated, the participation request from exhibitor whose business is managed for any reason by a legal representative or with his assistance will be voided. This applies, for example, to any request for participation from a company that files for bankruptcy between the date of application for participation and the opening date of the exhibition. However, the organizer may freely, in case the company is judicially authorized to continue its operation, decide to maintain its participation.

Article 5 - Assignment / sublease

Unless prior written authorization is given from the organizer, exhibitors may not assign, sub-let or share, against a fee or free of charge, all or part of their concession in the exhibition area.

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Nevertheless, several exhibitors may be authorized to co-exhibit, provided that each of them has sent a prior request for approval to the organizer and received approval for co-participation. A registration fee is payable.

Article 6 - Withdrawal

For whichever reason, in case of withdrawal or non-occupation of the stand, sums paid and/or remaining due partially or totally for the rental of the stand, are due to the organizer even in case of space reallocation to another exhibitor. In the event where an exhibitor, for any reason, would not occupy his stand on show build-up day, he will be considered to have resigned.

The organizer may then reclaim the stand of the defaulting exhibitor without the latter being able to claim any refund or compensation, even if the stand is allocated to another exhibitor.

Financial Contribution

Article 7 - Price

The fee for exhibition is determined by the organizer and may be revised in case of changes to the elements composing it, especially in case of changes in materials price, labor, transport and other services as well as fiscal and social provisions. For the IPS Conference 2024, the price of the stand rental is included in the Sponsor's package.

Article 8 - Terms of payment

Payment for stand rental and ancillary costs must comply with the deadlines and terms of payments determined by the organizer and communicated to the exhibitor in the show participation file.

In case of non-compliance with the payment terms and schedule, the exhibitor may lose their right to benefit from the aforementioned stand location, at the discretion of the host.

For any late participation application, the first payment is equal to the sums due at the date of application. The same applies to exhibitors on the waiting list whom are allocated a stand resulting from another's withdrawal.

Article 9 - Default of payment

In case of non-compliance with the payment deadlines and methods as mentioned in the previous article, the organizer can enforce the conditions stated in article 6.

Stands

Article 10 - Stand distribution

The organiser creates and owns the exhibition floorplan and distributes the stands at its own discretion, taking into account --as much as possible-- the wishes expressed by the exhibitor, the nature of the products and/or services presented, the layout of the stands planned, and if necessary, the submission for participation date and seniority of the exhibitors.

The organiser may change the size and layout of the surfaces requested by the exhibitor. Those amendments do not authorise the exhibitor to unilaterally terminate his commitment to participate. The floorplan sent to the exhibitor stands as confirmation of their stand space allocation.

The stand space allocated to an exhibitor is communicated to them by means of a floorplan. These indications, valid at the time the plan is drawn-up, are given for information purposes only and may be subject to modifications which may not be brought to the exhibitor's attention.

Article 11 – Set up and decoration of stands

The installation of stands is organized according to the general plan established by the organizer.

Special stand decorations are undertaken by the exhibitors and under their responsibility.

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They must comply with the safety regulations issued by the public authorities and the Arena Berlin, as well as the general decoration and signage plan established by the organizer. Exhibitors must be able to provide certificates of conformity for the materials used to the safety inspector of the Exhibition Hall.

The organizer determines the terms of display, conditions for sound use, light or audio-visual practices, as well as the conditions under which any live show, attraction, promotional operation, animation, survey or opinion polls can be organized within the Exhibition Hall.

The organizer also regulates the conditions authorizing photo shoots or sound take in the exhibition. The organizer reserves the right to remove or modify the previously mentioned conditions if they were to harm the overall appearance of the show, cause inconvenience to neighboring exhibitors or the public, or do not comply with the plan previously submitted for approval.

The organizer may reconsider the authorization granted in case of inconvenience to neighboring exhibitors or to the show flow and operation.

Article 12 - Rehabilitation

The organizer declines any responsibility for constructions or installations made by the exhibitors. Exhibitors must leave their stand location in the same state they found it. Any deteriorations caused by an exhibitor or its installations, materials or goods, are their responsibility.

Building Deadlines

Article 13 – Set up and dismantling.

The organizer determines the schedule for set-up of stands before the opening of the show. He also defines the schedule for stand break-down, removal of materials, goods and products, as well as the deadlines for tidying-up at the end of the show.

With regard to break down, removal and tidying-up, the organizer may undertake any tasks needed at the exhibitor's expense and risk for any work that has not been carried out by the exhibitor within the given deadlines.

Article 14 - Goods

Each exhibitor must provide transportation and arrange for reception of their own goods. Exhibitors must comply with the instructions given by the organizer regulating the movement of goods (both in and out of the show).

Cleaning

Article 15 - Time limits and conditions

Cleaning of each stand is carried out within the time and conditions indicated by the organizer to the exhibitors in the Exhibitor's guide.

Insurance

Article 16 - Organizer Liability Insurance

Insurance is underwritten by the organizer to cover the financial consequences of its civil liability as an organizer.

Article 17 – Exhibitors' insurance

Exhibitors must be insured to cover the financial consequences of their civil liability as an exhibitor.

Exhibiting companies, and the legal and natural persons who represent them, must comprehensively insure all goods that are brought into and presented in the Exhibition Hall or other conference venue in which they have been installed, from the moment they are brought in until they are taken out, including for loss by theft.

Neither the Stiftung Planetarium Berlin nor the Arena Berlin can be held responsible for thefts or losses taking place within the vicinity.

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Services

Article 18 - Customs

It is the responsibility of each exhibitor to complete the customs formalities for materials and products coming from abroad. The organizer cannot be held responsible for any difficulties that may arise during these formalities.

Article 19 - Industrial Property

The exhibitor is responsible for ensuring the industrial protection of the materials or products he exhibits, in accordance with the legal provisions in place (such as filing relevant patent applications). These measures must be taken before the presentation of these materials or products, the organizer cannot accept responsibility for it.

Article 20 - Exhibitor badges

Exhibitor badges giving access to the exhibition are issued to the exhibitors under conditions determined by the organizer.

Security

Article 21 - Security

Exhibitors are required to respect security measures imposed by the administrative or judicial authorities, as well as any security measures carried out by the organizer. The organizer reserves the right to check compliance with these measures.

Surveillance is provided under the control of the organizer; his decisions regarding the application of safety rules are effective immediately.

Application of Regulations & Disputes

Article 22 - Regulation Application

Any infringement of the provisions in these regulations and in the rules of procedure issued by the organizer may result in the exclusion of the exhibitor, without prior notice.

This is the case for non-compliance on stand layout, safety rules, non-occupation of the stand or the presentation of products not complying with those listed in the participation application.

Compensations are then payable by the exhibitor as reparations for moral or material damage suffered by the event.

This compensation is at least equal to the amount of the participation sums due to the organizer, without prejudice to additional compensations that may be requested.

In this regard the organizer has a right of retention on items presented, furniture, or decorative items belonging to the exhibitor.

Article 23 - Amendment to the regulation

The organizer reserves the right to rule on all cases not provided for in the present regulations and to make new provisions whenever deemed necessary.

Article 24 - Disputes

In case of dispute, the exhibitor agrees to submit his complaint to the organizer before any procedure is undertaken.

Any actions taken before the expiration of a period of fifteen days from the submission date, by express consent of the exhibitor, is declared inadmissible. In the case of dispute, only the courts in the organizer's country shall be considered competent for judgement.