

Information on the industry and book exhibition Berlin 2024



Conference and exhibition venue

The industry and book exhibition will take place at the

**Technical University of Berlin
Straße des 17. Juni 135
10623 Berlin, Germany**

The following exhibition areas are available

Campus of the TU Berlin

- Tent A (Main Building)
- Tent B (Maths Building)
- Tent C (Main Building)

Period of exhibition: 19-21 March 2024

Exhibition opening hours

Tuesday, 19 March 10:00 - 19:00
Wednesday, 20 March 10:00 - 19:00
Thursday, 21 March 10:00 – 16:00 (= start of dismantling)

Local contact person (from 18 March 2024 on)

Name: Mr Andreas Hadjiyiannis
E-Mail: messe@tubs.de
Phone: + 49 30-44720254
Mobile: + 49 160-93987058

General organisational information

The booked floor space, the ordered tables (1.20 m x 0.80 m) and chairs as well as 1 power connection (230 V)/stand are available for the exhibition stands. Side walls are not provided. The exhibitor is responsible for the distribution of electricity within the stands.

Exhibition tents

Tent A is located in the central campus area. It is clearly visible and is directly adjacent to the central connecting path between the main building and the cafeteria/physics building. In addition to the exhibition areas, the tent has poster areas and a bistro with seating for conference participants. **The exhibition tents "A" and "C" have a height of 2.3 metres (please ensure that your stand does not exceed this height).**

Tent B is located in the car park in front of the Technical Chemistry Department of TU Berlin (Straße des 17. Juni 124), opposite the main entrance to the main building. In addition to the exhibition areas, the tent has poster areas and a coffee station. **The exhibition tent "B" has a height of 3 metres (please ensure that your stand does not exceed this height).**

Directions to the exhibition site

Please follow the directions on the map. Access to the exhibition areas in Tent A and C is via the TU Campus main building entrance and for Tent B via the car park at Straße des 17. Juni 124. If you are using a navigation system, please enter TU Berlin Straße des 17. Juni 135 or Straße des 17. Juni 124.

Setting up the exhibition stands

All exhibition areas will be ready for use from **Monday, 18 March from 12:00 noon**.

Dismantling of the exhibition stands

Stand dismantling begins on Thursday 21 March **from 16:00** and should be completed **by 20:00** on the same day. Please plan your time accordingly. Should it be necessary to dismantle and/or collect your exhibition material later than 21 March, please inform us in advance.

Registration of stand personnel

Employees of companies who are not taking part in the conference but are only looking after the exhibition stand do not have to register and can wear their own name badges. However, if there is interest in the scientific contributions, a maximum of 3 employees per company can enter the lecture halls free of charge. Registration at the conference office is required for this.

Contact

For technical questions and as the "responsible person on site", Mr Hadjiyiannis will be at your disposal Tel. +49 (030) 44 72 02 54 E-Mail: messe@tubs.de, (from 12.03. mobile also under: 0176 77996322).

Early dispatch of exhibits (lorry and parcel services)

Early deliveries must be notified in good time and the scope of the delivery must be announced. Early deliveries can only be made from **12 March to 15 March 2024 between 10:00 and 16:00**. Please inform your supplier that a delivery appointment must be arranged by telephone before delivery in order to be able to receive the delivery on site. Deliveries must be arranged with Mr Jank. Dennis Jank, Tel: 0176 77996322 Mail: messe@tubs.de.

Delivery address:

Technische Universität Berlin
DPG Tagungs-Container (Parkplatz Chemiegebäude)
Straße des 17. Juni 124
10623 Berlin

In this case, please contact the transport company on site:

Mr Dennis Jank - Tel. (030) 44 72 0253, mobile from 12.03.2024 at 0176 77996322

Important:

- Unloading at the TU Berlin is only possible with vehicles with tail lifts or by hand - only pallet trucks, but no forklift trucks or loading ramps are available.
- Please clearly label the load with the exhibitor's sender and stand location as well as the number of packages. Please make an **additional note on all packages: Exhibition DPG Conference**

We kindly ask non-EU countries wishing to send parcels to contact Mr Dennis Jank as soon as possible in order to prepare for customs clearance.

Please label all shipments clearly with the following additional note:

- Exhibition DPG-Frühjahrstagung
- Sender (company name)
- Location
- Number of parcels (e.g.: 1/3, 2/3 and 3/3)

Helpers are available for all assembly and dismantling work and for the transport of your materials within the building.

Car parks for loading and unloading

The following car parks are only available to exhibitors for loading and unloading (see "Access plan for exhibitors").

You will find parking spaces for loading and unloading parallel to Straße des 17. Juni in the area of the main entrance to TU Berlin

W-LAN

No W-LAN available

Advertising measures during the exhibition

Unfortunately, it has happened several times in the past that companies have set up their roll-ups for advertising purposes outside the rented exhibition space. We would like to take this opportunity to point out once again that the installation of advertising measures (roll-ups, banners, etc.) outside the rented exhibition space or advertising in any other form (trade fair hostesses, etc.) is not permitted without prior consultation with the DPG office. Roll-ups set up without authorisation will be removed immediately.

Security guards

The tents will be guarded outside the exhibition and programme times (approx. 19:00 - 10:00). During the opening, set-up and dismantling times, the exhibitor is responsible or solely responsible for the security and supervision of his stand and the associated (exhibition) objects, goods and persons. We recommend that you bring tablecloths or similar to cover your stand during the night. The organiser accepts no liability!