



DPG-Kongreß-, Ausstellungs- und  
Verwaltungsgesellschaft mbH

**Information on the industry and book exhibition**  
of the DPG Spring Conference of the AMOP Section in **Freiburg**

**Conference and exhibition venue**

The DPG Spring Conference 2024 of the AMOP Section will take place at the

Albert-Ludwigs-University of Freiburg  
Universitätszentrum  
Platz der Universität 3  
79098 Freiburg

The following exhibition areas are available

**Platz der Alten Synagoge (Square of the Old Synagogue)**

- Tent A
- Tent B
- Tent C

Exhibition areas are available in three interconnected tents suitable for exhibitions (A/B/C). The tents will be set up on the "Platz der Alten Synagoge" and are therefore in the immediate vicinity of the conference events and centrally located in the city centre near Freiburg's pedestrian zone. Most of the the scientific poster sessions will be located in the tents, mixed between the stands (see tent plan). The times of the poster sessions are **Tuesday** to **Thursday**, 16:30 - 18:30. The exhibition will only be accessible to conference participants.

**Exhibition opening hours**

<b>Set-up:</b>	Monday,	11 March 2024	13:00 - 18:00 (at the latest)
<b>Opening hours:</b>	Tuesday,	12 March 2024	10:30 - 18:30
	Wednesday,	13 March 2024	10:30 - 18:30
	Thursday,	14 March 2024	10:30 - 18:30 - followed by dismantling

**Dismantling:**

Stand dismantling will begin on Thursday, 14 March 2024, after the poster session from 18:30 and should be completed on the same day. Please plan your time accordingly. Should a later dismantling be necessary, please inform us in advance.

**Local contact person**

Mr Mario Niebuhr  
Institute of Physics, MW  
Albert-Ludwigs-University Freiburg  
Hermann-Herder-Str. 3, 79104 Freiburg  
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**General organisational information**

The booked floor space is available for the exhibition stands. Side walls will not be provided. Tables and chairs will be provided by us in the quantities ordered. One 230V power connection will be available per exhibition space; any additional distributors required must be brought by the exhibitor. The table dimensions are: 1.83 x 76 x 76 m (LxWxH).

### **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 theatres free of charge. Registration at the conference office is required for this.

### **Contact**

Mr Mario Niebuhr (see above) is available for technical questions and as the person responsible on site.

### **Early dispatch of exhibits (lorry and parcel services)**

Storage space at the University of Freiburg is extremely limited and early deliveries are generally not possible. Exceptions must be announced in good time and agreed with Mr Niebuhr (see above). In particular, the scope of the delivery and the exact delivery time must be announced. Please inform your supplier of any deviations so that the delivery can be received on site!

**Important:** In this case, please pay attention to the following additional note on your consignments:

### **Exhibition DPG-Frühjahrstagung, attn. Mario Niebuhr**

#### **Please also note:**

Consignments will be stored in a locked room with restricted access and no liability will be accepted until they are handed over on the set-up day. Acceptance before 8 March 2024 is unfortunately not possible, and acceptance of consignments that have not been agreed will also be refused.

#### **Time for the return of exhibition goods**

Period for returns: 15.03.2024, 09:00 am to 12:00 pm

Consignments can only be stored for a very limited period of time. Therefore, please make absolutely sure that the shipments are labelled with valid and fully completed return labels and are collected by parcel services or forwarding agents within the specified period. Consignments remaining after 15 March 2024 will be disposed of promptly! Please note that no liability will be accepted for insufficiently franked or uncollected consignments!

#### **Storage of empties/packaging material for your exhibits during the conference**

A lockable seminar room with restricted access is available for the storage of empties and packaging during the conference.

#### **Important:**

- No unloading aids (forklift trucks, pallet trucks, unloading ramps, etc.) will be available, unloading is only possible by hand or with vehicles with tail lifts!
- For temporary storage, please label the unit loads clearly with suitable information on the exhibitor and stand location as well as the number of packages.
- Helpers will be available on Monday and Thursday for setting up and dismantling work and for transporting your materials between the tents and buildings.
- The tents will be secured by a security guard outside the opening hours (18:30 - 10:30) after set-up (on Monday) until the end of dismantling on Thursday.

#### **Advertising displays during the exhibition**

Unfortunately, it has happened several times in the past that companies have set up advertising materials outside the rented exhibition space. We would like to take this opportunity to point out once again that the setting up of further advertising measures (roll-ups, banners, etc.) outside the rented exhibition space is not permitted without prior consultation with the DPG office. Roll-ups that are set up without authorisation will be removed immediately.

### **Security**

All exhibition areas will be guarded after set-up on Monday and outside the opening hours (approx. 18:30 - 10:30). 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. The organiser accepts no liability!

### **WiFi**

WiFi is available in all university buildings during the conference via an Eduroam account, but reception inside the tents cannot be guaranteed. We would also like to point out that due to the high number of participants during the conference, internet connections in all areas may be overloaded at times. We strongly recommend that you use a mobile data connection.

### **Car park situation for exhibitors**

The exhibition and conference will take place near the city centre, the old town of Freiburg, and thus on the edge of the pedestrian zone. Nearby parking is available in the multi-storey car park "Kollegiengebäude" and in the underground car parks "Kollegiengebäude" and "Rotteckgarage". Further parking spaces can be found in the area of the university library, the city theatre and in Rempartstraße. We recommend using and observing the car park guidance system of the city of Freiburg.

During the conference, the University of Freiburg is easily accessible by public transport. All five tram lines stop directly opposite the Platz der alten Synagoge (Stadttheater stop).