

## Information on the industrial exhibition



DPG-Kongreß-, Ausstellungs- und  
Verwaltungsgesellschaft mbH

### Conference and exhibition venue:

The exhibition will take place at:

Justus-Liebig-Universität Gießen  
Hörsaalgebäude Physik  
Heinrich-Buff-Ring 14, 35392 Gießen, Germany

### Exhibition period: 12 – 14 March 2024

#### Exhibition opening hours:

Monday, 11 March :	Set-up
Tuesday, 12 March:	10:00 – 18:00
Wednesday, 13 March:	10:00 – 18:00
Thursday, 14 March:	10:00 – 19:00 (Poster Session 17:15 – 18:45) Dismantling afterwards

#### Lokal contact person:

Mr René Schubert  
Justus-Liebig-Universität Gießen  
II. Physikalisches Institut  
Heinrich-Buff-Ring 16, 35392 Gießen  
Tel: (+49) 641 / 99 – 33284  
mobile: 0170 9810515  
E-Mail: [rene.schubert@exp2.physik.uni-giessen.de](mailto:rene.schubert@exp2.physik.uni-giessen.de)

## General organisational information

A floor space of 3 metres wide and 2 metres deep as well as the ordered tables (1.40 m x 0.70 m) and chairs are available for the exhibition stands. A power connection (230 V) and conference WLAN will also be provided. Side walls are not provided. The exhibitor is responsible for the distribution of electricity within the stands.

#### Registration of stand personnel

Employees of companies who are not taking part in the conference but are only attending 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.

#### Setting up and dismantling the exhibition

Exhibitors can drive directly in front of the foyer of the lecture theatre building for loading and unloading. After loading and unloading, vehicles parked there must be removed and parked in the designated parking areas. An overview of the campus can be found under "Arrival Map".

The entrances to the foyer of the lecture theatre building each have double doors without posts:

Width of the entrances approx. 2.05 m

Height of the entrances: approx. 2.40 m

During the set-up and dismantling periods, local helpers will be available on request.

**Setting up:**

Monday, 11 March, from 9:00 am.

We kindly ask you to consider the conference programme, which starts at 14:00.

**Dismantling:**

Dismantling should take place on Thursday, 14 March, either before the start or after the end of the poster session. At the latest, however, on Friday, 15 March by 10:00 am. If earlier dismantling is desired, please contact Mr Schubert briefly to enable early dismantling in consideration of the conference schedule. Please plan your time accordingly.

**Contact**

Mr René Schubert (see above) will be at your disposal for technical questions and as the "responsible person on site".

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

As storage space at the University of Giessen is extremely limited, early deliveries must be notified in advance and the scope of the delivery must be announced (preferably by e-mail to Mr Schubert). Please note: No liability can be accepted for consignments that are delivered without prior consultation and cannot be stored! Acceptance before 04.03.2024 is generally not possible.

Please inform your supplier that a delivery date must be agreed by telephone before delivery in order to be able to receive the delivery on site.

**Delivery Address**

Justus-Liebig-Universität Gießen  
II. Physikalisches Institut  
René Schubert  
Heinrich-Buff-Ring 16, 35392 Gießen

**Important: Additional note on all mailings: Exhibition DPG Spring Conference**

In such cases, please contact the transport company locally:

**Mr René Schubert – mobile +49 (0) 170 9810515**

**Customs (for companies from non-EU countries)**

Please ensure that customs clearance is fully arranged by the sender. The organiser and the local conference organisation are not responsible for customs matters.

**Storage of empties/packaging material for your exhibits**

If required, a room in the building will be available for this purpose during the conference.

**Important:**

- Trucks with lifting platforms can be unloaded directly at the lecture theatre building. A normal pallet truck is available on site as standard, but not a high-lift truck. The nearby ramp for lorries can be used by prior arrangement with Mr Schubert.
- Please clearly label the load with the exhibitor's sender and stand location as well as the number of consignments.

Local helpers are available for all set-up and dismantling work and for transporting your materials within the building if required and on request.

**Car park situation for exhibitors**

During set-up and dismantling times, parking is permitted directly in front of the lecture theatre foyer at Heinrich-Buff-Ring 14. At all other times, please use the designated parking areas on campus.

Please note that there is a bus stop directly on campus, so that public transport is also easily accessible.

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

Period for returns: 18 - 22 March 2024

As the deliveries must be stored in seminar rooms intended for regular teaching operations, they 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 picked up by parcel services or forwarding agents during the above-mentioned period. Shipments remaining in the warehouse after 22 March 2024 will be disposed of without consultation! Please note that no liability can be accepted for insufficiently franked or uncollected consignments!

### **WiFi**

WiFi is available in all exhibition areas. However, we would like to point out that due to the high number of participants during the conference, the internet connections in all areas may be overloaded at times.

### **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**

The lecture theatre building is locked outside of opening hours (approx. 20:00 - 7:00). Separate security is therefore not required. During the opening, set-up and dismantling times, the exhibitor is 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!