



Exhibitor information for stand builders and agencies

<p>Congress organisation:</p>	<p>INTERPLAN Congress, Meeting & Event Management AG Landsberger Str. 155 80687 Munich</p> <p>phone: +49 (0)89 - 54 82 34 0 Fax: +49 (0)89 - 54 82 34 44 Web: https://www.dgu-serviceforum.de/</p>
<p>Exhibition manager:</p>	<p>Contact person: Mr Patrick Schultz phone: +49 (0)89 - 54 82 34 47 mobile: +49 (0)178 55 89 110 fax: +49 (0)89 - 54 82 34 45 email: p.schultz@interplan.de</p>
<p>Congress venue:</p>	<p>Congress Center Leipzig Leipziger Messe GmbH Congress Center Leipzig Seehausener-Allee 1, 04356 Leipzig Web: www.ccl-leipzig.de</p>
<p>Technical manager:</p>	<p>Contact person: Mr Adil Kadhum phone: +49 (0) 341 678 85 46 email: A.Kadhum@leipziger-messe.de</p>
<p>Services orders for Exhibitors: (Electricity, suspension points, security, internet, etc.)</p>	<p>Contact person: Ms Sina Lehner phone: +49 (0) 341 678 7186 email: sina.lehner@fairnet.de</p>
<p>Service Partner Furniture rental/construction of exhibition stands</p>	<p>fairnet GmbH Messe Allee 1 04007 Leipzig Contact person: Ms Sina Lehner phone: +49 (0) 341 678 7186 email: sina.lehner@fairnet.de Web: www.fairnet.de</p>

Further information can be obtained using the following contact details:

Tel.: +49 (89) 548 234-47 ■ Fax: +49 (89) 548 234-45 ■ E-mail: p.schultz@interplan.de

<p>How to find us:</p>	<p>When travelling by car, please follow the signs in and around Leipzig. The <i>Leipziger Messe</i> exhibition grounds are very well signposted.</p> <p>You can access Hall 2 via North Gate 1 (Tor Nord 1). After showing INTERPLAN's "Loading and Unloading Information", completed by you, at the gate, you will be given the authorisation to access the grounds (this document only applies during the assembly and dismantling periods). You can then directly approach Hall 2. You can unload at Gate 2.1 - Gate 2.10.</p> <p>No deposit needs to be paid when accessing the gate.</p> <p>Please order your parking permits in good time (which will mean you are eligible to access the grounds while the congress is in progress). Parking permits can, for a limited period of time, be purchased on-site at NORTH GATE 2. NO access to the grounds is possible without a parking permit while the congress is in progress.</p>
<p>Delivery/Delivery address:</p>	<p>Please do not have your material delivered prior to Monday, 23 September 2024! Should no contact/company representative be present on-site, your consignment will be stored, for a fee, in DB Schenker's central warehouse.</p> <p><u>Please address your consignment clearly to:</u></p> <p>Leipziger Messe GmbH DGU 2024 Hall 2/<i>Your company name/Your stand number</i> <i>Contact/Mobile number</i> Messe-Allee 1 D - 04356 Leipzig</p> <p>Please, as a matter of urgency, name a contact and give a telephone number on the consignments. No liability will be accepted by either INTERPLAN or the <i>Leipziger Messe</i> for any inadequately addressed and incorrectly routed consignments. In case of any doubts, please consult with DB SCHENKER. Note: Interplan employees are not authorized to accept consignments.</p>
<p>Parking while the congress is in progress:</p> <p>Private car</p> <p>Lorry</p> <p>Parking during assembly and dismantling:</p>	<p>Private cars can park in the Open-Air Exhibition Grounds 1 (please refer to the plan). Corresponding long-term parking permits can be ordered in advance by filling in a form.</p> <p>Lorries can park in the Open-Air Exhibition Grounds 2 (please refer to the plan). Corresponding long-term parking permits can be ordered in advance by filling in a form.</p> <p>The vehicles can accordingly be parked on the above grounds free of charge during the regular assembly and dismantling times.</p>

Assembly times:	<p>Saturday, 21/09/2024 Upon request, subject to a fee Sunday, 22/09/2024 Upon request, subject to a fee Monday, 23/09/2024 7 a.m. - 10 p.m. Tuesday, 24/09/2024 7 a.m. - 10 p.m.</p> <p>Due to the carpet being laid, the passageways need to be free of stand construction material by 10 p.m.</p> <p>Pure stand decoration: Wednesday, 25/09/2023 7 a.m. - 10 a.m.</p>
	<p>Wednesday, 25/09/2024 10 a.m. – 5:30 p.m. Thursday, 26/09/2024 8 a.m. – 5.30 p.m. Friday, 27/09/2024 8 a.m. – 4.30 p.m.</p> <p>Note: You can find the final times at: https://www.dgu-serviceforum.de/</p> <p>Saturday, 28/09/2024: No exhibition Breaks are indicated in the programme.</p>
Dismantling times:	<p>Friday, 27/09/2024 With effect from approx. 7.30 p.m. Continuously until Saturday, 28/09/2024 7 p.m.</p> <p>The carpet laid in the passageways can only be removed once all attendees have left the hall, i.e. not prior to 6.30 p.m. The grounds can be accessed using vehicles with effect from 7.30 p.m.</p>
Technical details: Maximum construction height: Suspension points:	<p>Unless anything to the contrary is specified in this respect in the Special Terms of Participation, the Technical Guidelines of the <i>Leipziger Messe</i> shall apply.</p> <p>Outside walls: 4.0 m</p> <p>Constructions within the boundary of the stand: 6.0 m max. with a distance to the outer edge of at least 1 m. That also applies to suspensions/stand construction/advertising superstructures/banners or any other types of construction.</p> <p>Maximum height of the crossbeams: 5 m (visible portion) Applies from the top edge of the crossbeam, as well as to lighting crossbeams.</p> <p>Superstructures of over 3 m in height should not be constructed wider than 50% of the length of the respective side facing the adjoining stand.</p> <p>Side walls of open sides should not be constructed wider than 30% of the length of the side (which also applies to suspensions or any other types of construction). The development of open sides is basically to be avoided.</p> <p>Suspensions are essentially possible in Hall 2. You can, if necessary, order the suspension points through the <i>Leipziger Messe</i> e-shop.</p>

<p>Serving alcohol:</p> <p>Entertainment</p> <p>Volume level:</p>	<p>According to consultation with the German Society for Urology, the serving of alcohol at the stands is only permitted from 3:00 PM</p> <p>Quizzes, games or similar promotional activities on your stand should be planned in such a way that there is enough space on the stand area for spectators to take part and they are not forced to stand in the aisles. The aisles should always be kept free for the flow of participants passing through.</p> <p>Please also note in this context that noise pollution from loudspeakers, announcements etc. should not affect neighbouring stands and should not exceed a maximum of 70 decibels.</p>
<p>Stand approval:</p>	<p>For organisational reasons, please let us have your construction plan, with the exact dimensions, for approval, no later than six weeks prior to the commencement of the congress in the case of all stands that are over 15 m². Please forward the latter to: Patrick Schultz, p.schultz@interplan.de. The approval given by Mr Schultz is only provisional and should be known as recommendation.</p> <p>The <i>Leipziger Messe</i> will grant the final approval. In addition, please send your renderings to: Mr Adil Kadhum, A.Kadhum@leipziger-messe.de</p>
<p>Stand design:</p> <p>Stand construction notes/side and rear walls:</p> <p>Stand canopy/Sprinkler system:</p>	<p>In order to preserve a uniform overall impression of the exhibition, every exhibitor using a fixed turnkey stand is required to ensure a clean, smooth and neutral-coloured rear and/or side wall (e.g. painted white or light grey). The latter should simultaneously be free of cables from the floor right up to the top edge. Rear walls are to be clad in a clean and neutral manner, e.g. using white molleton, over the entire construction height.</p> <p>For fire protection reasons, the stand systems, as well as the stand ceilings, should generally consist of flame-resistant material (DIN 4102, B1 standard) (see Technical Guidelines of the <i>Leipziger Messe/CCL</i>).</p> <p>A test certificate in regard to the building material class of the material used is to be kept to hand at the trade fair stand.</p> <p>In order not to impair the sprinkler protection, the stands essentially need to be open upwards.</p> <p>Ceilings are to be considered open if no more than 50% of the stand's floor space is closed.</p> <p>Ceilings suitable for sprinklers with a mesh width of at least 2 x 4 mm or 3 x 3 mm are permitted up to a field size of 30 m².</p> <p>Note on the Technical Guidelines: TR 4.4.2: e.g. sprinkler systems, < 130 m², it is usually sufficient to equip the lower ground floor with smoke detectors (connection to the fire alarm system).</p> <p>In general, all stands with ceilings must be approved by the event location. The Safety Guidelines of the <i>Leipziger Messe</i> shall apply.</p> <p>The Technical Guidelines of the <i>Leipziger Messe</i> are available for download at the <i>Leipziger Messe</i> e-shop.</p>

Further information can be obtained using the following contact details:
Tel.: +49 (89) 548 234-47 ■ Fax: +49 (89) 548 234-45 ■ E-mail: p.schultz@interplan.de

<p>Condition of the floor:</p> <p>Carpet in the passageways:</p>	<p>The floor consists of black pressurized asphalt plates. Thus, we can only recommend you order a carpet for the floor on which your stand is located, using the corresponding form.</p> <p>When laying your own carpet, please note that the adhesive strips used must be removed without leaving any residue. The cost of any soiling of or damage to the floor that requires special cleaning, or a repair shall be borne by the perpetrator.</p> <p>The passageways inside the exhibition hall will probably be fitted with petrol-coloured carpeting. This will not be laid flush with the edges of the stand, so that a narrow slit, showing the hall floor, may remain visible.</p>
<p>Empties – Storage/ Logistics/Stackers:</p>	<p>Storage facilities for empties, etc., are only provided on-site via Schenker. You are welcome, if required, to contact Schenker using the following contact details:</p> <p>Schenker Deutschland AG Ansprechpartner: Frau Annemarie Freier Tel: +49 (0) 89 949 – 24 311 Mobil: +49 (0) 152 331 377 32 E-Mail: congress@dbschenker.com</p> <p>You will find the rates on the website: https://www.dgu-serviceforum.de/ Please note that additional costs may be incurred in this respect!</p> <p>Please have your material collected on Saturday, 28. September 2024, once your stand has been dismantled (at the latest by 7 p.m.). Should your stand material need to be stored until such time as you collect it, please get in touch with Schenker AG (for contact details see above).</p>
<p>Entrance to the exhibition/ Name badges:</p>	<p>When registering the stand staff, the following rules apply: Up to 12 m² floor space 4 free name badges Each additional 6 m² + 1 free name badge</p> <p>Please keep in mind the registration deadlines and the associated price changes! (https://dgu-serviceforum.de/aussteller-registrierung/)</p> <p>No differentiation is made between company employees and staff of caterers and/or, for instance, coffee bar waiters, etc. For each additional individual, EUR 50.00 (EUR 65.00) plus the statutory VAT is charged. For on-site registrations, EUR 65.00 plus the statutory VAT is charged.</p> <p>Company customers who have an appointment at the stand need to be notified by the companies in advance. The costs will likewise amount to EUR 50.00 plus VAT/or EUR 65.00 plus VAT, depending upon the number of name badges already registered.</p> <p>Invoicing will be carried out once the congress is over.</p> <p>No tickets will be issued for merely visiting the industrial exhibition. Said name badge guarantees entrance to all sessions, with the exception of courses that are subject to a fee. CME credits cannot be collected with the name badges.</p>

Further information can be obtained using the following contact details:
Tel.: +49 (89) 548 234-47 ■ Fax: +49 (89) 548 234-45 ■ E-mail: p.schultz@interplan.de

Space occupancy:	<p>CCL – Entry Level (Level -1) Registration, handing in of presentation data carriers, cloakroom</p> <p>CCL – Level 0 Meeting rooms, DGU stand, transition to Hall 2 - Meeting rooms (incl. plenary meeting), industrial exhibition</p> <p>CCL – Level 1 Meeting rooms (incl. care congress, plenary meeting on Saturday), press lounge</p> <p>CCL – Level 2 Meeting rooms</p> <p>Hall 2 Meeting rooms (incl. plenary meeting), industrial exhibition</p> <p>Exhibition center conference area/meeting rooms Workshop rooms, meeting rooms</p>
Refreshments during breaks:	<p>In Hall 2, there will be a public snack bar, which will operate on a self-paying basis (DGU bistro)</p>
Catering/Stand hospitality:	<p>fairgourmet GmbH possesses the exclusive rights in the field of gastronomy/catering.</p> <p>The exclusive rights do not apply to the exhibition stands in Trade Fair Hall 2, however, they do apply <u>to the rooms or meeting areas throughout the trade fair grounds rented by the exhibitors.</u></p> <p>If necessary, please contact fairgourmet directly.</p> <p>fairgourmet GmbH Contact: Ms Xenia Hunger Tel.: +49 (341) – 678 70 11 Fax: +49 (341) – 678 70 12 E-mail: xenia.hunger@fairgourmet.de</p>
Service forum:	<p>On the website: https://www.dgu-serviceforum.de/ you will find all the relevant information relating to the DGU Congress 2024.</p>
Trade fair construction and furniture:	<p>Furniture and stand construction items can be ordered through the <i>Leipziger Messe</i> e-shop.</p>
Surveillance:	<p>Only a general patrolling of the halls is provided for during the congress hours, however, no surveillance will take place for the individual stands. Please, therefore, do not leave any valuables visibly lying around at the stand, and keep your valuables under lock and key in the lockers. No liability can be accepted by us or the Congress Center for damage to and/or theft of belongings!</p> <p>Security surveillance can be ordered through the e-shop.</p>
Important web pages:	<p>Congress: https://www.dgu-serviceforum.de/ <i>Leipziger Messe</i>: www.leipziger-messe.de CCL: www.ccl-leipzig.de</p>
Placement/Stand content:	<p>INTERPLAN always tries to precisely research the construction situation at the event site. Should the on-site situation, due to unforeseen circumstances, be different, however (e.g. pillars not drawn in, incorrect dimensions given on the plan), we reserve the right to adjust the stand placement accordingly on a retrospective basis.</p> <p>To ensure good order, we would like to point out that we only provide the exhibition space. All materials needed for setting up or populating a stand, etc. are either to be brought along by you, the exhibitor, or ordered using the attached forms.</p>

Further information can be obtained using the following contact details:
Tel.: +49 (89) 548 234-47 ■ Fax: +49 (89) 548 234-45 ■ E-mail: p.schultz@interplan.de

Technical notes:	<p>With your binding stand placement order, you have acknowledged and accepted INTERPLAN's General Terms and Conditions of Business, as well as the General Technical Guidelines of the CCL. The CCL's General Terms of Participation shall apply unless any special regulation is defined in the Special Terms of Participation.</p>
Liability:	<p>For any damage of any kind to the building or inventory caused by the exhibitor or the persons or companies commissioned by it, solely the perpetrator shall be liable. The perpetrator will subsequently be invoiced for any losses incurred. Should you wish to be provided with any corresponding offers of insurance, we shall be happy to assist. INTERPLAN does not provide a warranty that all the structural limitations have been noted down in the present plans of the event site, or that they are drawn to scale. INTERPLAN shall not accept any liability for any inaccuracies in the stand space allocation! All dimensions are to be checked on-site. Any checking costs incurred are to be borne by the exhibitor. Any columns and other restrictions in relation to the floor space of the stand form part of the space let and do not substantiate any claims to a reduction in the price.</p>

Errors and omissions excepted.

The notes listed here form a component of the contract and are, upon registration, deemed to have been accepted.

Munich, 13 May 2024