



## DACH-Jahrestagung 2023

15 – 17 May 2023, Friedrichshafen, Germany

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### Venue

#### Graf-Zeppelin-Haus

Olgastr. 20, 88045 Friedrichshafen, Germany

<https://gzh.de>

[Arrival](#)

[Parking](#)

### Contact

DGZfP e.V.

Steffi Dehlau

Tel.: +49 30 67807-120

E-mail: [tagungen@dgzfp.de](mailto:tagungen@dgzfp.de)

Website: <https://jahrestagung.dgzfp.de>

### Contact Additional Equipment

To order additional booth equipment, please contact:

**MBI Messebau GmbH**

Herr Leo Kernatsch

Alte Bahnlinie 22

88299 Leutkirch-Friesenhofen

Tel: +49 (0) 7567 / 986-17

E-Mail: [L.kernatsch@mbi-messebau.de](mailto:L.kernatsch@mbi-messebau.de)

[www.mbi-messebau.de](http://www.mbi-messebau.de)



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### Booth rental

#### Exhibitor Package STANDARD

Fee for one exhibition booth:	1600 €
for member companies of DGZfP, ÖGfZP, SGZP:	1200 €
plus VAT	

#### Exhibitor package FULLSIZE

Fee for 1 exhibition booth:	2400 €
for member companies of DGZfP, ÖGfZP, SGZP:	1800 €
plus VAT	

#### additional stand staff

Fee per person:	400 €
for member companies of DGZfP, ÖGfZP, SGZP:	300 €

The additional tickets only entitle the holder to booth support, break catering and participation in the exhibitor evening. Participation in the conference programme and conference evening is not included. The tickets are personal and not transferable on individual days.

The reservation will be valid only after receipt of the payment of the stand fee (after receipt of the invoice). Exhibitors who have not paid their booth rental until the beginning of the exhibition will be denied access to the exhibition booth.

### Cancellation

The cancellation of booth orders must be received in writing by the organiser. In case of a cancellation, the following refunds will be made by the organiser:

<b>until 17 April 2023</b>	<b>50 % of the booth fee</b>
<b>from 18 April 2023</b>	<b>no refund</b>

### Special agreements

Special agreements between the organiser and the exhibitor must be confirmed in writing by the organiser to be binding.



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### The STANDARD exhibitor package includes:

- Booth area 4 sqm (W: 2.00 m x D: 2.00 m)
- 1 table (W: 1,60 m x D: 0,80 m)
- 1 chair
- 1 power supply
- 1 complete conference participation
- WITHOUT equipment presentation

### The FULLSIZE exhibitor package includes:

- Booth area 5 sqm (W: 2.50 m x D: 2.00 m)
- 1 table (W: 1,60 m x D: 0,80 m)
- 1 chair
- 1 power supply
- 1 complete conference participation
- WITH equipment presentation

### Floor Plan



The current stand allocation as well as the exhibitor list can be found on the conference website <https://jahrestagung.dgzfp.de/Ausstellung>



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### Time table

14.05.2023 Sunday	15.05.2023 Monday	16.05.2023 Tuesday	17.05.2023 Wednesday
<b>Construction</b> 14:00 – 17:00 h	<b>Construction:</b> 08:00 – 11:30 h	<b>Exhibition</b> 08:00 – 15:00 h	<b>Exhibition</b> 08:00 – 13:00 h
	<b>Exhibition</b> until 21:30 h		<b>Dismantling</b> 13:00 – 17:00 Uhr Loading from 13:30 h
	<b>Poster and Exhibition</b> Evening 18:30 – 21:30 h		



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### General Information

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#### Graf-Zeppelin-Haus

The staff of the Graf-Zeppelin-Haus are the contacts for all matters relating to the rooms, technical issues and safety.

#### Delivery of exhibition material

Delivery of exhibition materials is via foyer (seaward), at the end of building to the left until sea. Loading and unloading will be possible on Sunday, **14.05.2023**, from **14:00 Uhr – 17:00 h**, on **Monday, 15.05.2023**, from **08:00 – 11:30 h** and on **Wednesday, 17.05.2023**, von **13:30 – 17:00 h**. After loading and unloading please leave the loading zone.

Deliveries of exhibition equipment are to be given to the conference venue in advance provided with a clear reference to the event.

#### **Kultur- und Kongresszentrum Graf-Zeppelin-Haus (for DACH-Jahrestagung, 15. – 17.05.2023)**

Olgastraße 20, 88045 Friedrichshafen, Germany

Contact: Susanne Keeves

Phone: +49 7541 288-223

E-mail: [keeves@gzh.de](mailto:keeves@gzh.de)

Deliveries should not arrive before **Friday, 12.05.2023**. Bigger deliveries please agree with Mrs. Keeves in advance.

The exhibitor agrees to protect the floors against dirt and damage. The delivery zone must be left in a clean condition, left-over materials such as cardboard boxes, cardboard or brochures will be disposed for a fee.



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**Parking** (<https://gzh.de/de/parken.html>)

### Parking at Graf-Zeppelin-Haus

three parking decks with 422 parking spaces, entry height 2.00 m  
closed from 24:00 - no exit possible!

<u>Fees</u>	07:00 to 20:00 h:	per started 30 minutes 0,90 €
	20:00 to 24:00 h:	per started hour 0,50 €
	24:00 to 07:00 h:	flat rate 2,50 €
	Maximum amount:	15 € per day

### Additional orders

Additional orders can be placed via the company **MBI Messebau GmbH**. (Contact see page 2). Invoices will be issued according to the terms and conditions of the orderer.

Additional costs incurred on site or additional services used must be paid directly on site in cash or by credit card.

### Booth build-up and breakdown

Kindly make sure that all invoices have been paid, otherwise booth construction shall not be allowed. In the event of doubt keep a copy of the payment transfer note at hand.

Booth construction shall be completed **by Monday, 15. May 2023, 11:30 h.**

Booth breakdown shall begin after the closing on **Wednesday, 17. May 2023, from 13:00 h.** After the end of the event any exhibition material and other items that have been brought in shall be removed (by the end of the dismantling time). If the exhibitor fails to remove such items the venue shall be entitled to remove and store the items at the exhibitor's costs.

Every exhibitor is responsible for organising sufficient space for empty packaging during the event days, e. g. with the assistance of the freight carrier. Empty containers or any other material used for the exhibition shall not be stored outside or behind the booths. The exhibition building and material shall not be damaged, e. g. by nails or screws in walls, doors, etc. Take precautions to avoid damage to the floor (parquet and stone floors). In the event of any damage the exhibitor shall bear the liability regardless of any direct liability of the freight carrier.



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### Requirements for exhibition structures

The maximum floor loading in the foyer of the conference center will be 500 kg per sqm. In order to protect the floor using of protective mats (rubber) is needed.

Any damage, especially damage of floors (carpet, stone or marble floors) is strictly forbidden. The exhibitor shall bear the liability for any damage. No items shall be glued to columns, walls, screens, mirrors, etc. in the whole hotel. Driving nails or decoration pins into columns, curtains and walls is strictly forbidden. Any damage caused by the exhibitor shall be reported to the event organiser immediately.

No items shall be placed against walls, columns and mirrors. In the areas with stone, parquet or carpet floor any heavy objects shall be transported with rollers. The exhibitor undertakes explicitly to bear the repair costs in the event of any breach of these provisions. The dismantling work shall be completed within the agreed period. The exhibitor shall bear the full liability for any damage on forklift trucks, hand lift trucks, etc. that have been provided.

### Technical equipment and connections

For safety and liability reasons any supply lines and standard installations shall only be made together with the competent staff of the Graf-Zeppelin-Haus.

Any malfunction of the technical or other equipment provided by the Graf-Zeppelin-Haus shall be corrected immediately if possible. Payments shall not be withheld or reduced if the Graf-Zeppelin-Haus is not responsible for such malfunction.

### Safety

All booth and exhibition material shall be non-flammable, or at least hardly flammable (A 1, A 2, DIN 4102). If ceilings are installed they have to be fit for the use of sprinklers. The exhibitor shall provide the required certificate for them. Booths shall be erected in such a way that the building and fire protection regulations as well as all other public safety provisions are observed (TÜV, VDE, DIN, etc.). All technical devices in use shall have passed the required acceptance tests and shall bear the CE mark.

Using of chemical substances and/or fossil fuels, as well as open fire, is not allowed.

Fire alarm boxes, hydrants, fire extinguishing equipment and the according signs shall not be removed from their location, covered or blocked. Emergency exits, escape routes and access ways to technical service rooms shall not be covered, blocked or narrowed by exhibition booths or items. Power connection cabinets, cable distribution boxes for telephones as well as all other connection equipment shall remain accessible.

The use of fire and flames for cooking, heating and operating purposes, the use of immersion heaters and the connection of heating and cooking equipment without a thermal shutdown feature (dry run protection) is **forbidden**.





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### Permissions

The use of laser equipment shall always be registered with the health and safety authority. The test and acceptance (fee-paying) shall be done by a sworn technical expert.

The use of radioactive radiation and X-ray tubes **is strictly forbidden**.

### Booth catering

Exhibitors shall not bring any food and beverages (also including cookies, soft drinks, coffee, etc.). At all booths where food or beverages are served to visitors – for payment or free – the applicable provisions of the health authority (Gesundheitsamt) shall be strictly observed. Basically the exhibitor shall only bring sweets (candy, chocolate, etc.) to the exhibition.

### Sales and advertising

The exhibitor declares explicitly that the exhibited products/items and the according advertising measures, their content and the way of presenting them shall not violate the principle of political and religious neutrality, customs and decency, the image of the event organiser or the statutory objectives and tasks of the event organiser. Inside the exhibition no goods shall be sold for cash.

Using loudspeakers, showing commercials, slide shows and videos shall not cause any noise that disturbs the surrounding booths and the lecture rooms.

### Wapping booths

Exhibitors shall not sub-let their booth in part or total nor hand it on to third parties.

### Conference material

All exhibitors are listed in the online-brochure with the abstracts of the conference lectures free of charge, which will be available for download on the conference website.

### Loss or damage of brought items

Any exhibition equipment or other items brought by the exhibitor shall be in the event rooms at the exhibitor's risk. In the closing and night times, the exhibition area is guarded by a security service.

The event organiser shall not bear any liability for loss or damage except in cases of gross negligence or wilful intent.

Any decoration material brought in shall comply with the fire protection requirements. The Graf-Zeppelin-Haus and the event organiser are entitled to demand the according authority certificate. When items are put up or attached anywhere an agreement shall be sought in advance in order to avoid damage.



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### **Exhibitor's liability for damage**

The exhibitor shall bear the liability for any damage to rooms or inventory and for injury of persons caused by the exhibitor, its staff or its exhibition material. The exhibitor shall not be allowed to repair such damage on its own.

### **Force majeure**

In the event of war, mobilisation, strike, government order or other circumstances beyond the event organiser's reasonable control that make it impossible or very difficult to hold the event the event organiser shall be entitled to relocate the event to a different place, to postpone it to a different time or to cancel it. The event organiser shall not be obliged to pay damages or to refund the booth fees that have already been paid.

### **Complaints**

Any complaints shall be made in writing to the event organiser by the end of the exhibition.

### **Amendments of these terms and conditions**

The event organiser reserves the right to amend the present terms and conditions with immediate effect if required by the legislation or by other compelling reasons.