



» Orders for additional equipment latest until 15 August 2024 via the event holder

» Please forward all necessary information on the exhibition to your stand builder in time!

On the following pages you will find the most important information you need for a successful exhibition at the Congress Center Rosengarten Mannheim. Here you will find all the relevant facts and data about the venue, your exhibition space, the specifications for set-up and dismantling and, of course, your contact persons.

\*As an experienced congress organizer and event producer, m:con - mannheim:congress GmbH, hereinafter referred to as m:con, offers individual solutions - conceptually and organizationally strong with its own state-of-the-art technology. The professional m:con team will be happy to assist you at any time.

## INDEX

01	Venue and Data of the Exhibition	2
02	Contact	4
03	Directions to the Venue	5
04	Information on Delivery and Assembly	5
05	Parking Facilities	8
06	Stand Information from A - Z	9
07	Catering Service	18
08	Disclaimer	18

\*Subject to change without notice.

**FOR EXHIBITORS:** Important information - compact and clear

## 01 | Venue and Data of the Exhibition

### ■ Venue

m:con - Congress Center Rosengarten Mannheim  
Rosengartenplatz 2  
68161 Mannheim  
Germany  
[www.rosengarten-mannheim.de](http://www.rosengarten-mannheim.de)

» **GOOGLE-MAPS**

### ■ Assembly times and instructions for assembly

Wednesday, 25.09.2024:      07:00 – 22:00 hrs stands up from 45 sqm  
   10:00 – 15:00 hrs stands 20 – 45 sqm  
   15:00 – 22:00 hrs stands 15 – 20 sqm

Thursday, 26.09.2024      07:00 – 22:00 hrs stands up to 15 sqm

*Please note that cars up to a height of 1,90m which are used for delivery and collection have to be parked in the underground car park at your costs. Please take the elevator to level -1 (Eingang Rosengarten).*

*The staff waiting near the elevator will drive you further to the desired level. Further information under point 4 "Information on delivery and assembly".*

Please note that owing to noise pollution, exhibition goods may only be unloaded until 22.00 hrs. From 22.00 hrs on, installation is only allowed inside the house and with prior consultation and approval by the organizer.

### ■ Exhibition opening hours

Friday, 27.09.2024, 11:00 - 19:00 hrs  
Saturday, 28.09.2024, 11:00 - 19:00 hrs  
Sunday, 29.09.2024, 11:00 - 17:00 hrs



#### PLEASE NOTE:

**Due to the structural conditions, it is necessary that all exhibitors adhere to the times. Otherwise there will be massive delays and waiting times. The more exhibitors come at the same time, the longer the individual set-up time will be.**



**PLEASE NOTE: Unloading until 22:00 hrs only**

\*Subject to change without notice.

■ **Times and instructions for removal:**

Sunday, 29.09.2024, 17:30-22:00 hrs

*The transport of small booths with vehicles up to a height of 1.90 m must be carried out exclusively (for a fee) via the underground parking garage!*

Monday, 30.09.2024, 07:00-16:00 hrs

Please note that the dismantling times must be strictly adhered to, otherwise current and follow-up events will be affected. Booths that are not dismantled on time will be cleared for a fee!

■ **Times for delivery and instructions for removal:**

Please note that the following collection times must be adhered to:

Sunday, 29.09.2024,	17:30-22:00 hrs	Collection of small booths exclusively via the underground parking garage (vehicles up to a height of 1.90 m)
	17:30-19:00 hrs	Delivery of empties, stands up from 45 sqm
	19:00-20:30 hrs	Delivery of empties, stands from 20 to 45 sqm
	20:30-22:00 hrs	Delivery of empties, stands from 15 to 20 sqm
Monday, 30.09.2024,	07:00-10:00 hrs	Collection of stands up to 20 sqm
	10:00-12:00 hrs	Collection of stands from 20 to 45 sqm
	12:00-16:00 hrs	Collection of stands up from 45 sqm

*The instructions of the dismantling supervisors must be followed at all times.*

After loading and unloading, vehicles must be removed from the premises immediately.

Please note: Loading until 22.00 hrs only!

Please note that due to noise pollution, exhibits may only be loaded until 22:00 hrs. After 22:00 hrs., only indoor dismantling is permitted after prior consultation and approval by the organizer.

The dismantling times must be strictly adhered to, as otherwise ongoing and subsequent events will be disturbed. Stands not dismantled in time will be cleared at the exhibitor's expense!

**PLEASE NOTE: Loading until  
22:00 hrs only!**

\*Subject to change without notice.

**FOR EXHIBITORS:** Important information - compact and clear

## 02 | Contact

### ■ Event holder

Ebner Media Group GmbH & Co. KG  
Office Cologne  
Helmholtzstr. 29 – 31  
50825 Cologne

### ■ Exhibition Organisation

Nadine Fliss  
Mobile: +49 (0) 170 / 90 74 914  
[fliss@guitarsummit.de](mailto:fliss@guitarsummit.de)

### ■ Workshops

Stephan Killermann  
Mobile: +49 (0) 151 / 50 48 3466  
[killermann@guitarsummit.de](mailto:killermann@guitarsummit.de)

\*Subject to change without notice.

**FOR EXHIBITORS:** Important information - compact and clear

## 03 | Directions to the venue

### ■ Directions

Address for navigations system:

Rosengartenplatz 2

68161 Mannheim

» **GOOGLE-MAPS**

## 04 | Information on Delivery and Installation

### ■ Assembly and disassembly/loading and unloading on the grounds of the Congress Center Rosengarten for vehicles over 1.90m (trucks, sprinters etc.)

To access the grounds of the CC Rosengarten (for loading and unloading during set-up and dismantling periods), turn right from Friedrichsring in front of the Dorint (behind the pharmacy) (see sketch). The access road is equipped with a barrier. Upon entry, staff will note the time of entry and arrange the time of exit. Vehicles may not be permanently parked on the premises, only for loading and unloading!

Please note that cars for delivery and collection must be parked in the underground car park at your costs (see next section).

If you are delivering pallets, please note that the Congress Center Rosengarten cannot provide a pallet truck and that you will have to bring your own.

» **If you are delivering pallets, please note that the Congress Center Rosengarten cannot provide a pallet truck and that you must bring your own.**



\*Subject to change without notice.

**FOR EXHIBITORS:** Important information - compact and clear

■ **Assembly and disassembly/loading and unloading for vehicles under 1.90m (cars etc.)**

Access for cars is via the underground car park „Congress Center Rosengarten“:

**Entrance via Stresemannstraße or Tullastraße**

- **Stands level -1: Parking deck B**
- **Stands level 0: Parking deck A**
- **Stands level 1: Parking deck A**
- **Stands level 2: Parking deck B**
- **Then please follow the signs to the Guitar Summit setup on site**

No vehicles under 1.90m in height may drive onto the outdoor area (see above) during set-up and dismantling for loading and unloading. There is direct access to the Congress Center from the underground parking garage (via stairs or passenger elevators). Please note that the access is manned by staff.

Please take the elevator to level -1 (Eingang Rosengarten).

The staff waiting near the elevator will drive you further to the desired level.

■ **Lifts / goods lifts elevators**

For deliveries to the foyers in floor -1, 0, 1 and 2 of Congress Center Rosengarten, there are several goods lifts at your disposal.

	Width	Height	Depth	Load capacity
Lift foyer on the left	1,70 m	1,95 m	3,80 m	3.500 kg
Goods lifts outside	2,60 m	2,40 m	5,90 m	5.000 kg
Goods elevators Glass cubes	2,60 m	2,50 m	5,20 m	3.500 kg

To the Variohalle

Lift underground car park Right side (East), free up to level -1, after that only operable with key	0,80 m	1,95 m	1,30 m	630 kg
---	--------	--------	--------	--------

Lift underground car park, Left side (West), free up to level -1, after that only operable with key	0,80 m	1,95 m	1,30 m	630 kg
---	--------	--------	--------	--------

Please note that the glass elevators are purely passenger elevators and may not be loaded with material. In the event of damage, the person causing the damage is liable.

\*Subject to change without notice.

**FOR EXHIBITORS:** Important information - compact and clear



### ■ Storage

It is absolutely impossible to store any kind of exhibits or empties before, during or after the exhibition at the Congress Center Rosengarten. The storage of empties can be dealt with by e.g. the forwarding company Schenker:

#### **Schenker Deutschland AG**

Trade fair / special transports

Mr. Jan Smolic

M: +49 160 974 16 691

E-Mail: [de.sm.mhg.rosengarten@dbschenker.com](mailto:de.sm.mhg.rosengarten@dbschenker.com)



**Exhibitors must collect their goods themselves. Deliveries by DHL, Hermes etc. from the organizer or the CCR will NOT be accepted. No pallet trucks on site for transportation.**

### ■ Courier Delivery

Owing to a shortage of space, deliveries can be carried out only on the days of installation. For organizational reasons, earlier deliveries have to be carried out by the forwarding company. Speedition Schenker' **at your expense**, otherwise they are returned **at your costs**.

For deliveries of advertising material, brochures and other articles, please indicate the following extended address:

Congress Center Rosengarten

Guitar Summit 2024

*Company name*

*Name of your contact at the exhibition*

*Mobile number of your contact at the exhibition*

*Stand number*

Rosengartenplatz 2

68161 Mannheim Germany



**The CCR and the organizer do not accept any deliveries and assume no liability for deliveries: each delivery is at your own risk.**

**Please note that deliveries must always be effected directly to the stand area and must be accepted by the exhibitor present at the stand area.**

Congress Center Rosengarten and the congress organizer do not accept any deliveries. **All deliveries are left to the owner's risk:** m:con and the congress organizer do not assume any responsibility for deliveries.

\*Subject to change without notice.

**FOR EXHIBITORS:** Important information - compact and clear

## 05 | Parking facilities

The underground parking lots „Congress Center Rosengarten“ and „Dorint“, which belong to the Congress Center Rosengarten, are available to you with approx. 700 parking spaces. Please note the permissible vehicle height of up to 1.90 m. There is direct access to the Congress Center from the Congress Center Rosengarten underground car park (access via Stresemannstraße or Tullatstraße). Parking on the outside area of the Congress Center Rosengarten is not permitted.

Vehicles with a height of more than 1.90 m can park in the industrial and commercial areas of Mannheim – e.g. Güterhallenstraße or Werfthallenstraße. Please note that these are public parking spaces and the Congress Center Rosengarten has no influence on their availability!

**» Parking on the outdoor area of the Congress Center Rosengarten is not permitted.**



\*Subject to change without notice.

**FOR EXHIBITORS:** Important information - compact and clear



## 06 | Stand information from A – Z

**All exhibition stands, equipment, exhibits, materials and advertising media brought into the Congress Center Rosengarten must comply with the legal regulations and ordinances as amended and the Technical Guidelines of m:con!**

### ■ Additional orders

Orders for additional equipment must be placed using the appropriate form on the Exhibitor Services website. After the booking deadline, orders can be placed on site only plus an extra charge of 20 %!

**» Orders for additional equipment only on-line!**

### ■ Adhesive Tape

A special adhesive tape for delicate floors must be used before using double-sided tape, gaffer tape, etc. in floor -1 and floor 0, Mozartsaal, Musensaal, Stamitzsaal and Rosengartenlounge:

#### ■ Foyer level -1 and level 0:

Tesa precision crepe 4334 yellow, 50mmx50m

#### ■ Mozartsaal, Musensaal, Stamitzsaal, Rosengarten Lounge:

Tesa Precision Crepe Sensitive PV 1- 4333 pink, 50mmx50m

You can then continue to work with standard adhesive tape on top of this special tape. When dismantling, please ensure that all tape is removed without leaving any residue! Marks that have not been removed will be eliminated at the exhibitor's expense. This tape can be bought on-site.

### ■ Advertising

Any sort of advertising is only allowed within the stand rented by the exhibitor and only for the exhibitor's own company and the exhibited articles manufactured or distributed by the exhibitor's own company. All advertising effort outside the stand area has to be approved by the organizer of the exhibition.

### ■ Audio- / visual presentations

Any kind of presentations on the stand requires the organizer's approval. Approval is granted with the pre-requisite that the presentation will not negatively affect or interrupt neighbouring stands and the ongoing congress. The organizer shall have the right to cancel a presentation in the event of disregard for his regulation.

### ■ Barrier-free construction

When building the booths, attention should be paid to accessibility. Stands and their facilities should also be accessible and usable for people with limited mobility without assistance.

\*Subject to change without notice.

**FOR EXHIBITORS:** Important information - compact and clear

■ **Construction heights and stand construction specifications**

The maximum construction height for stands vary from floor to floor. Restrictions owing to structural causes have to be observed.

- in the lower foyer in floor -1: 3.20 m (limited construction height in the area of the access to the underground car parks and in front of the sanitary facilities, as well as in the area of the cloakroom)
- in the upper foyer in floor -1: 2.50 m (limited construction height in the area of the access to the elevator and the catering counter)
- in the Variohalle (Ignaz Holzbauer) in floor -1: 3.00m
- in the foyer on floor 0: 3.50 m (limited construction height in the side foyers below the gallery, no constructions below the fire curtains!)
- in the foyer on floor 1: 2.80 m (limited construction height in the Musen-/Stamitzsaal foyer, no constructions below the fire curtains!)
- in the foyer on floor 2: 3.50 m

» The maximum construction height for stands vary from floor to floor. Restrictions owing to structural causes have to be observed.

**Prior approval by the event holder is necessary for construction heights exceeding 2,50 m.**

Floorings of all kinds from 4 mm, have to be highlighted in contrast colour and secured against stumbling and tripping. For exceeding floor construction heights from 2,50 cm on, we recommend bevelled edges in contrast colour or illuminated edges. Please note that no raised flooring will be approved for the foyer between the Musen- and Stamitzsaal.

Please also be sure to stick to the »**technical guidelines**.

■ **Damage**

The exhibitor is responsible for damage to facilities of Congress Center Rosengarten, floors, etc., as well as to material let or lent to him.

■ **Disposal**

In general, reusable and eco-friendly materials have to be used for the installation and the operation of a stand. It is not allowed to leave any materials at Congress Center Rosengarten. Any materials left are disposed of without checking the value at the exhibitor's cost and at a higher charge.

» In general, reusable and ecofriendly materials have to be used for the installation and the operation of a stand.

■ **Electricity**

The laying of electrical cables outside the stand, as well as connection to the supply network may only be carried out by m:con. For electrical installations inside the stand, as well as for the laying of electrical cables, the instructions of VDE have to be observed. It is recommended to order m:con to carry out the work inside the stands as well.

\*Subject to change without notice.

**FOR EXHIBITORS:** Important information - compact and clear

**Please note that our staff must have access to the electrical connections and distributors at all times in the case of technical faults. Therefore, please plan your stand with access to the electrical connections and place the power distributors within easy reach on your stand area, for example in a planned storage area. If the connections are not accessible, we cannot guarantee that everything will run smoothly.**

**The equipment and lighting of the stands must be disconnected from the power supply by the exhibitor or stand constructor daily after the end of assembly/dismantling and the end of the event or before leaving the stand.**

In case of non-observance as to the above mentioned switching off regarding equipment and illumination, m:con reserves its right to charge any costs that may result from additional consumption of electricity to the exhibitor's account. In order to provide suitable protection, all electrical appliances which generate or radiate heat (cooking plates, spotlights, transformers etc.) must be mounted on non-flammable, heat resistant bases not containing asbestos. These require approval which must be applied for from m:con at **least until 26.07.2024**. Devices which do not have a CE marking may not be used as a matter of principle.

**>> The equipment and the illumination of the stand have to be disconnected from grid before leaving the stand respectively!**

The exhibitor is responsible for the self-installation on the stand. If you wish electrical installations at a certain place, we ask you to let us have a sketch accordingly.

#### ■ **Emergency exits and escape routes**

The aisles between the exhibition areas serve as escape routes in cases of Emergency. At no time these aisles should be blocked. Escape routes must always be kept free of hindrance. The exit doors, emergency exits and their signposting must never be obstructed, built over, closed in, obstructed by drapes or disfigured in any way.

#### ■ **Empties**

During the installation, the duration of the congress and the removal, it is not allowed to store empties on the stands, outside the stands, inside the Congress Center Rosengarten and in its outside area. Dispatch and storage of empties can be dealt with by the forwarding company Schenker (address see "Storage", page 7).

#### ■ **Examination of the rented space**

After the assignment of space, exhibitors must make themselves aware of any fixtures, in particular hall pillars, fire alarms, wall hydrants, ventilation systems, as well as uneven flooring. m:con shall not be responsible for the accuracy of dimensions on hall and stand plans.

\*Subject to change without notice.

**FOR EXHIBITORS:** Important information - compact and clear

■ **Exhibition construction company**

The exhibitor's service handbook and all important information according to the exhibition have to be forwarded to the exhibition construction company and other service providers by the exhibitor.

■ **Exhibition badges / Congress tickets**

You will receive the exhibitor passes in advance via e-mail. Please bring them already printed with you. You will receive lanyards and plastic sleeves at the info counter in the entrance area of level 0.

■ **Fire protection**

All materials of the stand have to be flame-resistant according to DIN 4102-1 (B1). The exhibitor must be able to furnish proof of flame-resistance on the stand at any time. The fire extinguishers, wall hydrants and emergency buttons at Congress Center Rosengarten must not be blocked or made inaccessible under any circumstances. It is not permitted to render the instruction signs illegible.

■ **Floor covering**

Floor -1 Variohalle: carpeting dark anthracite

Floor -1 and floor 0: granite anthracite

Floor 1 and floor 2: carpeting dark anthracite

Floor coverings and other floors have to be laid accident-proof and must not project over the boundary of the stand. If you lay floor coverings using double-sided adhesive tape, please note that it has to be removed without residue on removal. On floor -1 and floor 0, adhesive tape suitable for natural stones and in the Mozart-, Musen-, Stamitzsaal and Rosengarten Lounge, adhesive tape suitable for wooden floors must be used (see Adhesive tape, page 11). Remaining residues will be removed at the exhibitor's cost.

The maximum floor loading capacity is 500 kg per sqm. The maximum floor loading capacity on the elevating podia on floor 2 is 250 kg per sqm. In case that heavier exhibits are to be installed, it has to be arranged with and approved by the organizer. Loads should be distributed, concentrated heavy loads have to be avoided at any rate.

■ **Forklift trucks / hand pallet trucks**

Please note that Congress Center Rosengarten cannot place forklift trucks and hand pallet trucks at your disposal. This service can be dealt with by forwarding company Schenker (address see "Storage", page 9). Please note that the use of forklift trucks is not allowed inside.

■ **Glass and plex-glass constructions**

Only safety glass may be used in the construction of superstructures. Glass panes must be of a round edge construction or finished in such a way that potential injury risks are ruled out. Constructions made entirely of glass are to be marked at eye level. Safety glass must be used for any superstructures.

» The exhibitor's service handbook is at your disposal on the internet at any time.

» If you lay floor coverings using double-sided adhesive tape, please note that it has to be removed without residue on removal.

\*Subject to change without notice.

Edges of glass sheets must either be rounded or designed in such a way that there is no risk of injury. Structures made entirely of glass must be marked at eye height.

#### ■ Grinding work and all work with naked flames

All welding, cutting, soldering, thawing, grinding and other work which poses a fire hazard must be reported to m:con before the work starts and applied for in writing each day. Areas surrounding such flame work must be adequately screened off to eliminate danger. Fire extinguishers must be kept in the immediate vicinity.

#### ■ Guarding

The exhibitor is responsible for providing separate security for the stand and the exhibits (especially during assembly and dismantling). Stand guards can be ordered as part of the orders for additional equipment. We kindly ask you to separate the booths with flutter tape after the closing of the show in the evening. For the set-up and dismantling as well as the show days we recommend to take out an instrument insurance.

#### ■ Hazardous materials

It is forbidden to use open fire or naked light, e.g. spirit, fuel, oil, gas, etc.

#### ■ High-frequency units and radio units

The use of high-frequency units and radio units requires approval which must be applied for from m:con at **least until 09.08.2024**. Failure to register may result in disruptions to the event, which will incur costs to be carry by the exhibitor.

Furthermore, we would like to point out that the commissioning of frequency devices always requires prior registration with the Federal Network Agency, unless they have a general allocation. This can be done by contacting:

**Dirk Otto**  
**Federal Network Agency**  
**Seidelstrasse 49**  
**13405 Berlin**

**E-mail: Dirk.Otto@BNetzA.de**  
**Phone: +49 30 4374 1022**  
**Mobile: +49 172 593 8165**

This does not exempt from the above mentioned registration and approval obligation on the part of m:con.

#### ■ Householder's right

m:con and the service providers commissioned by m:con shall have householder's rights vis-à-vis the exhibitors, their builders and all individuals located in the exhibition space. The organizer shall have the right to expel from the Congress Center Rosengarten individuals who do not adhere to the regulations of m:con or the services providers commissioned by m:con or who violate the conditions for participation. The organizer shall also have the right to ban these individuals. m:con, persons commissioned by m:con, the police, the fire department and the supervisory authority shall have access to the stand at any time.

\*Subject to change without notice.

**FOR EXHIBITORS:** Important information - compact and clear

### ■ Illumination

Possibly, the general illumination at Congress Center Rosengarten is not sufficient to illuminate the individual stands effectively. In your own interest, we recommend to plan an additional installation of illumination on your stand.

**The equipment and lighting of the stands must be disconnected from the power supply by the exhibitor or stand constructor daily after the end of assembly/dismantling and the end of the event or before leaving the stand.**

### ■ Information counter for exhibitors

A service counter for exhibitors will be set up on Level 0 throughout the event. A member of staff will be available there to answer any questions you may have. In case of emergencies, please contact Nadine Fliss (see page 4 for contact details).

### ■ Installation of stands

All stands have to be installed as self-supporting constructions. Fastenings on the walls, pillars and floors of the halls are not allowed. Pillars, buttresses, projections etc. within the exhibition area are part of the allocated space. It is not allowed to exceed the allocated space for installation. Sticking up of advertising material on the walls, pillars or other parts of the venue is not allowed. The exhibitor is liable for any damages owing to violations and is responsible for the security of the stand; they must provide evidence of this.

» Escape routes, fire alarms, hydrants, electrical distributors, switchboards and telephone distributors have to be accessible.

Lighting facilities and signs may not exceed the limits of the stand. m:con retains the right to bill for any additionally used space. Escape routes, fire alarms, hydrants, electrical distributors, switchboards and telephone distributors have to be accessible. A minimum safe distance of 0.5 m to the ceiling sprinklers has to be kept. In the foyer of floor -1 only LED-spotlights may be operated for fire protection reasons. In case of non-observance m:con reserves the right to have nonapproved spotlights removed.

The exhibition organizer reserves the right to insist on the modification of stands which are deemed inadequate or non-approved along with the right to order the removal of inappropriate exhibits when these are either bothersome or dangerous to visitors or exhibitors. Serious security defects can also lead to either partial or complete closure of the stand.

\*Subject to change without notice.

**FOR EXHIBITORS:** Important information - compact and clear



### ■ Insurance

The exhibitor shall be liable for all personal and material damages that arise from the operation of their exhibition stand and materials. It is recommended that the exhibitors obtain adequate insurance protection.

### ■ Internet access / EDP

Please note that in case of orders for internet access, the configuration or installation of additional hardware and software brought by the customer is not included in the range of delivery. The exhibitor is responsible for the observance of the licensing agreement in case of software brought by himself. The exhibitor is responsible for the rented technical equipment for the duration of the rent.



#### WLAN Basic Version

The Congress Center Rosengarten provides a WLAN basic version free of charge (bandwidth 768 kb/256kb) per unit, usable internet services like http, https, mail. The data traffic is limited. Passwords for the basic version will be published by the organizer.



#### WLAN Premium Version

The WLAN premium version – subject to charging! – includes usage of all legal internet services and unlimited WLAN-bandwidth per unit. The data traffic is prior to the basic version.

For increased traffic and complex presentations on the booth we recommend the booking of a broadband LAN-connection. **Exhibitors at the Congress Center Rosengarten are not permitted to set up and run their own wireless networks.** Non-compliance with this regulation may as applicable result in claims for damages by the event organizer or the neighbouring exhibitors affected.

### ■ Motor vehicles

The exhibiting of motor vehicles with internal combustion engines also as evehicles will be allowed in the CC Rosengarten only under special conditions and has always be approved by the organizer via a special form (on request). Please ask for the approval by **26.07.2024** at the latest. The instructions have to be followed strictly, if not, the vehicle has to be removed. Any costs will be charged to the exhibitor.

\*Subject to change without notice.

**FOR EXHIBITORS:** Important information - compact and clear

■ **Multifunctional pillars**

There are multifunctional pillars with the measures 1.15 m x 1.00 m in the side foyers in floor 0. On one side inside these pillars, there are connections (electricity, TV, EDP) and fresh air respectively hot air is entering from the other 3 sides of these pillars into the foyers. The pillars must not be surrounded or blocked and nothing may be fixed on them. All round the pillars, a minimum safe distance of 0.50 m has to be kept.

■ **Musical reproduction**

Any kind of musical reproductions shall be subject to provisions of the German Act for Protection of Copyright and Related Property Rights ("Urheberrechtsgesetz"), Section 15 of the German Copyright Act ("Urhebergesetz") (German Federal Law Gazette [BGBl]), and shall require the approval of GEMA, the musical authors' rights society, which may be reached at:

**GEMA Generaldirektion**  
**Berlin Postal address:**  
**Postfach 30 12 40**  
**10722 Berlin**  
**P +49 30 212 45-00**  
**F +49 30 212 45-950**

**Office address:**  
**Bayreuther Str. 37**  
**10787 Berlin**  
**Germany**  
**gema@gema.de**  
**www.gema.de**

Musical reproductions that have not been registered with GEMA may result in damage claims being filed by the latter (cf. Section 97 of the Copyright Act).

■ **Respirable dust badge: „Feinstaubplakette“**

Please note that from 1st January 2013 on it is absolutely necessary in a few areas of Mannheim to place a respirable dust badge coloured green in your car or lorry. The Congress Center Rosengarten and the Wasserturm (underground car parks) belong to these areas. You may get this badge at the TÜV, DEKRA, authorized garages and by internet. Please read up on this topic! Further information please find e.g. at [www.umwelt-plakette.de/](http://www.umwelt-plakette.de/).

■ **Smoking**

Smoking is strictly forbidden in the whole inside area of the Congress Center Rosengarten at any time.

■ **Stand roofs**

As a matter of principle, stands must be open at the top. This is to ensure sprinkler protection. Roofs shall only be possible in exceptional cases and must be approved by the exhibition organization. Evidence of sprinkler suitability must be kept on hand in any stand with an approved roof.

■ **Storage of information material and brochures**

The storage of informational material is only permitted in the amount required for that given day and only on the stand surface. **Storage outside of the assigned stand surface is not permitted.**

➤ **Entering by vehicle and parking from 1st January 2013 only with a green respirable dust badge!**

➤ **Smoking is strictly forbidden in the whole inside area of the Congress Center Rosengarten at any time!**

\*Subject to change without notice.

### ■ Suspensions

Prior approval by the organizer of the exhibition is necessary for suspensions. Specifications about suspension points, possible ceiling loading etc. need to be requested directly from the event mechanic department.

**m:con – mannheim:congress GmbH**

Veranstaltungstechnik

[verteiler-technische-leitung@mcon-mannheim.de](mailto:verteiler-technische-leitung@mcon-mannheim.de)

Please note that only authorized m:con staff is authorized to execute suspensions and that suspensions are only permitted in exceptional cases.

### ■ Theft

In order to keep the danger of theft as low as possible, we ask you, in your own interest, not to leave your stand unattended after the delivery of exhibits. In general, a stand guarding, especially for the nights, is to be recommended. In any case, you should lock away valuable goods during the night. We recommend you never to leave your stand unattended during the opening hours and to make goods in danger of theft especially secure.

On removal, we ask you not to leave your stand before valuable goods have been loaded or handed over to the carrier. If this is not possible, it is advisable to book a stand guarding.

### ■ Ventilation

In order to ensure optimal air conditioning, we ask you to leave the air vents on the columns in level 0 unobstructed and not to build them closer than 50 cm. We also ask you to refrain from leaning or stacking cardboard boxes, material or similar on the columns.

### ■ Waste disposal

Please note that the stand rental fee does not include waste disposal or stand cleaning. The exhibitor or stand constructor is responsible for the proper and environmentally friendly disposal of waste generated during the construction, running time and dismantling of his stand. Stand cleaning can also be ordered for a fee via the online exhibitor portal. Waste is disposed of in normal household quantities.



Large quantities of set-up and dismantling waste, pallets, carpets and leftover parts from stand construction will not be collected and must be taken away by the exhibitor / stand constructor.

### ■ Woodworking

The German regulation concerning hazardous substances (GefStoffV - §8 Paras. 2.2 and 2.7) requires that appropriate suction equipment be fitted to woodworking machines. If this regulation is not heeded, Rosengarten Congress Center will stop assembly work.

\*Subject to change without notice.

**FOR EXHIBITORS:** Important information - compact and clear

## 07 | Catering Service

Food and beverages for catering on your stand are provided by the service partner of Congress Center Rosengarten:

### **Dorint Kongresshotel Mannheim**

- Convention Sales Manager -

Friedrichsring 6

68161 Mannheim

Deutschland

T: +49 (0)162 / 105 2861

F: +49 (0)621 / 41 06 417

messe.mannheim@dorint.com

Please note that orders for food and beverages can only be placed via this licenced caterer. If you wish to be supplied by another service, prior arrangements have to be made. The Dorint Kongresshotel Mannheim may charge a fee for the transfer of its catering rights which is based on the number of sqm space per day of exhibition plus VAT. Therefore it is absolutely necessary to consult our service partner.

## 08 | Disclaimer

Articles brought into our house are at the owner's risk, m:con accepts no responsibility for articles deposited. There is no guarding at the exhibition.

Should you have any further questions concerning the exhibition, please get in touch with the indicated contacts.



**Articles brought into our house are at the owner's risk. m:con accepts no responsibility for articles deposited.**

\*Subject to change without notice.

**FOR EXHIBITORS:** Important information - compact and clear