

BRIEFING FOR EXHIBITORS

We are looking forward to a successful event with you!

In this document you will find useful information that will help you in the planning and execution of your activities at **DOAG Conference + Exhibition 2018**.

Please read this briefing carefully and pass it on to all employees who will man your booth.

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CONTACT PERSON

DOAG

Carmen Al-Youssef
Marcel Trebes

until Nov 16th 2018
until Nov 16th 2018
from Nov 19th 2018

phone: +49 30-400 599 917
phone: +49 30-400 599 928
mobile: +49 170-2364688

BOOTH BUILDER

S.K. Messebau GmbH, Mrs. Kiechle, Tel.: +49 172-5977680

CONTACT

Please make sure to forward the mobile number of the person responsible for setting up your exhibition space to us. If you have any problems traveling to the conference or problems in general, Mrs. Al-Youssef and Mr. Trebes will be glad to help you.

November 20th – 22nd 2018

Opening times of the exhibition:

Nov. 20th + 21st: 8 am – 6 pm

Nov. 22nd: 8 am – 5 pm

Nürnberg Convention Center Ost

Messezentrum

90471 Nuremberg

BUILT-UP

You can find the [exhibition plan](#) on our website.

Monday, November 19th 2018

- Construction of the full package booth by S.K. Messebau until 3 pm.
- Construction of all other booths has to be effected from 8 am to 4 pm
→ Final inspection of stands will be 6 pm (Please note that the entire exhibition will have to be fully built up by that time!)
- Furnishing of the full package booths is possible from 3 pm to 7 pm.
- Furnishing of the other booths shall be carried out from 8 am to 7 pm.

Entrance to Exhibition at build-up day is possible until 7.00 pm at the latest.

DISMANTLING

Thursday, November 22nd 2018

→ From 5 pm until 11 pm **at the latest**

OPENING HOURS

→ **Tuesday**, November 20th 8 am – 6 pm**

→ **Wednesday**, November 21st 8 am – 6 pm**

→ **Thursday**, November 22nd 8 am – 5 pm**

** During all three days of the conference it will also be possible to stay at the booth until the ending of the evening events.

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DELIVERY + COLLECTION OF MATERIAL – STORAGE OF EMPTIES

DELIVERY

The Nuremberg Convention Center is a large area and packages can be lost easily. Make sure that your packages arrive safely and use the following address when shipping your materials. Please do not forget to include your company's name and your booth number! You may use our [template](#) of delivery address.

The delivery date is Monday, November 19th, 2018.

NürnbergMesse GmbH
NCC Ost
Congress: DOAG 2018
Booth number: **XX**
Your companies name
contact person
Messezentrum
D-90471 Nuremberg
Germany

Deliveries arriving before November 19th, 2018 will not be accepted by NCC and will be send back.

If you plan to send our items **before November 19th** please indicate the following address. Please note that this is a **paid service at your own expense**:

Schenker Deutschland AG
Messezentrum 1
D-90471 Nuremberg
Germany
Phone 0049-911-81748-0
Telefax 0049-911-81748-25
www.schenkerfairs.de/nuernberg.htm
fairs.nuernberg@schenger.com

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COLLECTION OF DELIVERED MATERIAL

Please contact the booth builder S.K. Messebau GmbH, Mrs. Kiechle, phone +49-172-5977680 to pick up your deliveries. You can find their booth in the exhibition level 2, booth number 216.

STORAGE OF EMPTIES:

There is the opportunity to store your materials or empties during the event. Please contact the booth builder, S.K. Messebau GmbH, Mrs. Kiechle, Tel.: +49 172-5977680 for storage capabilities. DOAG and all other organizer of the event assume no liability!

RETURN OF EXHIBITOR GOODS

→ Thursday, Nov 22nd 2018, 5 pm – 7 pm.

- The return of goods **must be carried out** on the day of dismantling (22.11.) between 5:00p.m. and 7:00p.m.
- The exhibitor takes responsibility for ensuring that his return is duly delivered to the courier or the shipping company.
- Please label each item / parcel with the return address, your telephone number and the information about the shipping company
- Your parcels must be picked up by 7 pm at the latest. There is no possibility of interim storage, as there are further events on the following day.
- This time slot should be accurately observed due to logistic reasons. In case this time cannot be observed, we are forced to temporarily store your goods on your name and invoice at Global Logistic partner Schenker. Here costs arise on the Price list of Schenker.
- DOAG and all other organizer of the event assume no liability!

ENTRANCE

The event is starting at 8 am. The first day the events starts at 8.30am. Exhibitors are permitted to enter the congress center daily at 7:30 am. Booths have to be manned at 8 am at the latest. On every conference day, we serve coffee as well as snacks like pretzels, fresh fruit and croissants every day at 7:30 am on the ground level.

CONFERENCE PASSES:

Exhibitor stand passes will be sent out after you have registered your staff on our website.

<https://2018.doag.org/en/tickets/registration/>

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We have asked you to name us your included booth personnel, which we have registered for you. Should you need more passes for stand personnel, please contact us ausstellung@doag.org

The exhibitor stand pass entitles the holder for the whole conference catering, the keynotes and for participation at the DOAG community event on Wednesday, November 21st, 2018. Entrance to the lectures is not included.

EARLY CHECK-IN

Avoid waiting times and take advantage of our early check-in on Monday, November 19th, between 5 and 8 p.m., if you have not received your access badge yet.

All participants who already have their badge do not have to worry about queues. On all three conference days, you can also **check-in from 7:30 a.m.** and start your day without the rush, but with coffee and snacks.

ONSITE INFORMATION

DISTRIBUTION OF MATERIAL

It is not allowed to distribute or display materials, flyer outside of your booth or the press center. Especially please do not display material on the tables or in the catering area

JOBWALL

In our Developer Zone in Level 1, we offer the possibility to post job offerings for students and apprentices (positions for working students, internships, supervision of bachelor's and master's theses). The tenders will be placed on a bulletin board in A4 format. Please bring the alerts already printed.

ELECTRICITY:

There will be an electrical connection at every booth (3 kW).

W-LAN:

In the whole conference center will be an open wireless LAN connection. Additionally, we offer an exclusive wireless LAN connection for exhibitors as well as speakers. You will receive the access data by Mrs. Al-Youssef, Mr. Trebes or the booth builder S.K. Messebau GmbH, Mrs. Kiechle.

PARKING:

For trucks and light van there are parking areas available near the venue (CongressCenter). You will find a description in the exhibitor's manual. Automobiles of your stand personnel may park at the visitors parking areas (10 € per day).

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ASSEMBLY/UNLOADING/DISMANTLING:

The gate to the loading yard of NCC East is located at Gate 1f ([see map](#)). Vehicles are allowed to stop there only during the time of assembly, unloading and dismantling. An employee will take a note of the time of admission and will arrange the time of exit. Moreover, he will ask for a deposit, which amounts up to 100,00 EUR. The deposit will be returned when leaving the zone in time. Delivery may be affected by the support of elevators. Special means of transport are recommended.

LOCKERS

For locking up your private documents and bags you can find lockboxes (level -1 and level 1, press center). Utilization of the lockboxes occur at your own risk, if the key gets lost the exhibitor will be bound to bear the damage. Please save a lockbox in good time, because after the opening of the conference the lockboxes are available for everyone.

TECHNICAL POLICIES OF CONGRESSCENTER

Please consider the [Technical Guidelines of the NCC](#) of the CongressCenter Nuremberg.