



## EXHIBITORS BRIEFING

We are looking forward to a successful event!

In this document you will find useful information that will help you in the planning and execution of your activities at DOAG 2016 Database.

Please read the briefing carefully and forward it to any employees and colleagues whom it may concern.

- CONFERENCE PASSES
- OPENING HOURS OF THE EXHIBITION
- DELIVERY OF YOUR MATERIAL AND DELIVERY ADDRESS
- FURTHER INFORMATION ABOUT THE LOCATION
- CONTACT

### CONFERENCE PASSES

#### ACCESS

- The exhibitor stand pass entitles the holder, your employees and hostesses, for entry to the whole conference including the evening event on May 10<sup>th</sup>.

#### CONFERENCE PASSES

- Exhibitor stand passes will be sent out in general after the registration of your booth personal. If the pass won't arrive in time or if you lose it, you will receive it at the registration desk. Depending on the size of your booth, you will receive 1-2 passes. If you have not already done so, please send the following information for each person applying to [office@doag.org](mailto:office@doag.org) for registration:

- First name
- Last name
- E-Mail address
- Mobile number

### OPENING HOURS OF THE EXHIBITION

- The exhibition will be open to the public on Tuesday and Wednesday, 9 am to 5 pm. During these periods, please make sure that your booth is looked after by your booth personnel at all times.



**DELIVERY OF YOUR MATERIAL AND DELIVERY ADDRESS**

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 and the event name as shown below!

The earliest delivery date is Friday, 22nd April 2016.

Delivery Address:

Meliá Düsseldorf  
 VA: DOAG 2016 Datenbank, 10.-11.05.2016  
 z. Hd. Frau Jocelyne Surma  
 <company>  
 Inselstraße 2  
 40479 Duesseldorf  
 Germany

**FURTHER INFORMATION ABOUT THE LOCATION**

PARKING

Since parking spaces in front of the hotel are extremely limited, you have to park your car potentially in the hotel garage. The costs are as follows: 25 € for 24 hours.

BUILD-UP & BREAKDOWN

BUILD-UP	
MONDAY, 9 MAY 2016, 7.00 PM – 8.00 PM	TUESDAY, 10 MAY 2016, 7.00 AM – 8.00 AM
BREAKDOWN	
WEDNESDAY, 11 MAY 2016, 5.00 PM – 6.30 PM	



DOAG provides you with the following equipment:

- 1 high table + 2 bar stools
- 1 high table
- 1 brochure stand (only on demand until March 02th)

ACCESS ON MAY 10<sup>TH</sup> – 11<sup>TH</sup>

You can enter the exhibition area Foyer from 7.00 AM.

#### EXHIBITION MAP

The updated [exhibition map](#) with your booth number can be found on our website.

#### COLLECTION OF DELIVERED MATERIAL

On the build-up days, please collect your delivered material at the Banquet Coordination in the Conference Area or contact [Mrs. Cornel Albert](#) who will be on-site.

#### ELECTRICITY/WIFI

- There will be an electrical connection at every booth
- We will provide you with a Wireless LAN

#### DISPOSAL OF MATERIAL

At the end of the conference, please take everything with you. The disposal of abandoned objects will be charged.

#### STORAGE OF VALUABLES

Please do not leave your valuables unattended at your booth or in the storage space. DOAG and all other organizers of the event assume no liability. After the end of the exhibition, we recommend you taking all valuables with you to the hotel.

#### EXCLUSION OF LIABILITY

Fixing of material to walls, columns and grounds is not allowed. Columns, pillars and ledges in the exhibition space are component of the space provided for you. Gluing of promotion material to walls, columns or other items of the Conference Center is prohibited. The exhibitor will be held liable for any damages caused as a result of the above mentioned. Fire alarm, hydrants, distributor boxes, switchboard and telephone distributors must remain available. Using of open fire or lightening, e.g. spirit, fuel oil, gas etc. is strictly prohibited.



The DOAG will assume no liability for objects being brought to the exhibition grounds. There will be no additional guards during the exhibition, the installation and the dismantling times. You can contact the responsible booth builder to order booth guards

## CONTACT

### SALES

DOAG Dienstleistungen GmbH

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### EVENT ORGANISATION

DOAG Dienstleistungen GmbH

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Mobile on-site: +49 (0) 176-50104619