

APEXconnect
by DOAG

9. - 11. Mai
in Berlin

apex.doag.org



SPONSOR'S BRIEFING FOR APEX CONNECT 2017

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 APEX Connect 2017.

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 10th.

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 loose 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 for registration to office@doag.org:
 - First name
 - Last name
 - E-Mail address
 - Mobile number

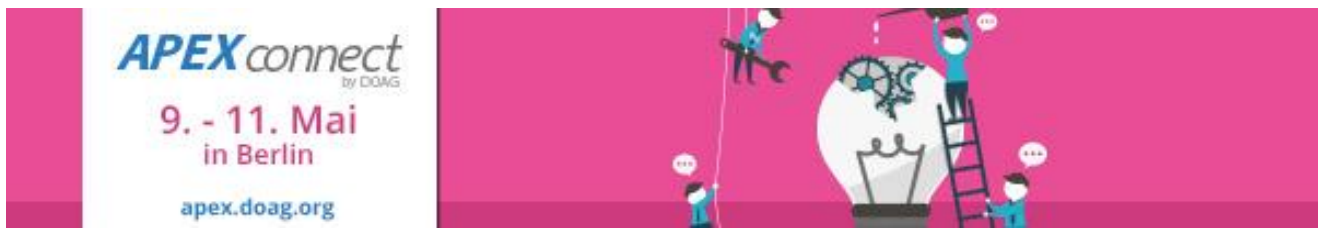
OPENING HOURS OF THE EXHIBITION

The exhibition will be open to the public within the following times:

Tuesday, 8 am to 5 pm

Wednesday, 8 am to 6.15 pm

Thursday, 8 am to 4 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, May 5th 2017.

DELIVERY ADDRESS:
 NHOW HOTEL BERLIN
 VA: DOAG 2017 APEX CONNECT,
 9.-11.5.2017
 <COMPANY>
 STRALAUER ALLEE 3
 10245 BERLIN
 GERMANY

FURTHER INFORMATION ABOUT THE LOCATION

PARKING

Since parking spaces in front of the hotel are extremely limited, you may to park your car in the hotel garage. The costs are as follows: 16 € for 24 hours.

BUILD-UP & BREAKDOWN

BUILD-UP	
MONDAY, MAY 8, 2017, 4.00 PM – 7.00 PM	TUESDAY, MAY 9, 2017, 7.00 AM – 8.00 AM
BREAKDOWN	
THURSDAY, MAY 11, 2017, 5.00 PM – 6.30 PM	



DOAG provides you with the following furniture:

- 1 high table + 2 bar stools
- 1 brochure stand (only on demand until April 28th)

ACCESS ON MAY 9TH – 11TH

You can enter the exhibition areas Foyer and Music Hall 4 from 7.00 AM.
Please use the entrance to the Conference Area or the hotel's main entrance.

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 [Mr. Jürgen Rosenhagen](#) who will be on-site.

ELECTRICITY/WIFI

- There will be an electrical connection at every booth
- We will provide you with wireless network

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,

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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.

CONTACT

SALES

DOAG Dienstleistungen GmbH

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EVENT ORGANISATION

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