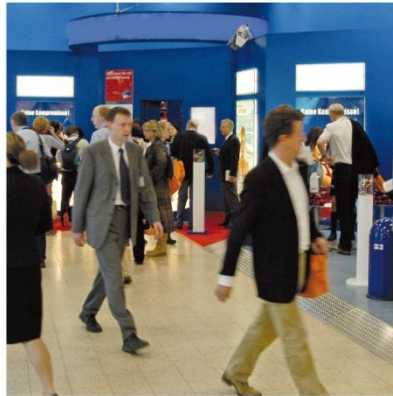
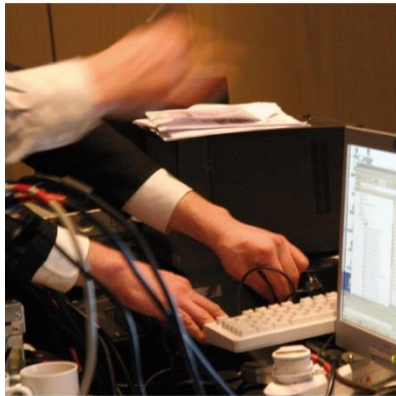


servicehandbook

IMPORTANT INFORMATION FOR EXHIBITORS **Venue:** Your way to find us. **Your contact:** We are your capable consultant. **Delivery, installation and removal:** For a smooth passing of the exhibition. **The stand:** Valuable and interesting information on all the aspects of your exhibition space.



Online-Order for additional equipment latest until 25.03.2024 on:
[Online-Ausstellerportal](#) (see also page 19)

m:con
VISION INTO CONVENTIONS

DIABETES CONGRESS 2024 hybrid congress

8th May – 11th May 2024

(Industrial exhibition is open from 8th – 10th May 2024)

City Cube, Berlin

Version 1

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

On the following pages, the most important information for a successful exhibition at CityCube Berlin is made available to you. All relevant facts and data on all the aspects of the venue, your exhibition space, the guidelines concerning installation and removal and, last but not least, your contacts can be found here.*

m:con has extensive experience in organizing congresses and producing events, and offers individual solutions – with its excellent conception and organization and with its own ultra-modern equipment.

The professional team of m:con offers you support at any time.

* Subject to alterations.

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

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02 Contact	6
03 Directions to the venue	7
04 Information on Delivery and Installation	11
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Please forward all the required information concerning the exhibition to your exhibition stand constructors promptly!

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FOR EXHIBITORS: Important information – compact and clear

01 | Venue and Data of the Exhibition

■ Venue

CityCube Berlin
Messedamm 26
14055 Berlin
Germany
www.citycube-berlin.de

■ Times and instructions for installation:

Sunday, 05.05.2024, 07:00 am – 10:00 pm early set-up

→ **fee-based and only with registration via this [form!](#)**

→ **No loading slot can be booked via Visifair for the early set-up. Please contact DB Schenker, Jan Smolic (contact details, p. 15) in good time for the allocation of a timeslot.**

Monday, 06.05.2024, 07:00 am – 10:00 pm

Tuesday, 07.05.2024, 07:00 am – 10:00 pm -> from 07:00 pm the aisles must be free of materials due to aisle cleaning and aisle carpet laying and the use of lifting trucks is prohibited. Decorative work on the stand area is of course permitted until 10:00 pm.

Wednesday, 08.05.2024, 07:00 am – 10:30 am -> only decorative installation!

New this year! Please note that a loading slot must be booked via Visifair for set-up and dismantling. For more information, please see pages 12/13.

Please note that owing to noise pollution, exhibition goods may only be unloaded from 07:00 am to 10:00 pm. Accordingly, all noisy activities, including fork-lift, loading and unloading, are not permitted.

■ Opening times of the exhibition:

Wednesday, 08.05.2024, 11:00 a.m. – 05:30 p.m.

Thursday, 09.05.2024, 09:00 a.m. – 05:30 p.m.

Friday, 10.05.2024, 09:00 a.m. – 05:00 p.m.

Saturday, 11.05.2024, **closed**

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

■ Times and instructions for removal:

Friday, 10.05.2024, 06:30 p.m. – 06:00 a.m.

→ Due to noise generation to the lecture halls below and preparatory dismantling activities, early dismantling is not permitted despite earlier closing of the exhibition.

→ from 10:00 p.m. to 06:00 a.m. no loading activities in the outside area are possible, only removal in the house!! All vehicles must be removed from the premises on Friday, 10.05. 10:00 pm at the latest!

Saturday, 11.05.2024, 01:00 p.m. – 10:00 p.m.*

**Please note that due to the scientific programme of the Diabetes Congress 2024, no dismantling activities may take place from 06.00 a.m. – 1.00 p.m.!*

New this year! Please note that a loading slot must be booked via Visifair for set-up and dismantling. For more information, please see pages 12/13.

The dismantling times must be complied without fail, as otherwise ongoing and subsequent events will be disrupted. If stands are not dismantled on time you will be charged for removing them!

All the important details about loading and unloading, the deposit regulations etc. can be found on p. 12.

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FOR EXHIBITORS: Important information – compact and clear

02 | Contact

■ Scientific responsible body

Deutsche Diabetes Gesellschaft
Albrechtstr. 9
10117 Berlin
T: 030311 -69-37-0

■ Organizer

m:con – mannheim:congress GmbH
Rosengartenplatz 2
68161 Mannheim
Deutschland

■ Exhibition organization

m:con – mannheim:congress GmbH
Romina Frank
T: +49 (0) 621 4106-377
romina.frank@mcon-mannheim.de
Anna Maier
T: +49 (0)621 4106-229
anna.maier@mcon-mannheim.de

■ Exhibitor cards

m:con – mannheim:congress GmbH
Sabrina Steder
T: +49 (0) 621 4106-6802
Dk.registrierung@mcon-mannheim.de

03 | Directions to the venue

■ Route via the motorway

Simply enter the corresponding address as your destination.

CityCube Berlin:

Messedamm 26

14055 Berlin

GPS-Koordinaten: 52.4992001°N / 13.27247°E

Our traffic guidance system takes you directly via the city motorway system to the intersection at "Autobahn Dreieck Funkturm".

At this junction, take the "Messedamm" exit. A lot of parking spaces are available on and around the grounds.

The Environmental Zone is the area within the so-called S-Bahn ring, the light railway line encircling central Berlin. Vehicles may only enter this area if they display a valid sticker showing that their emissions do not exceed a specified level of fine particulates. Road signs clearly indicate where this Environmental Zone begins. It is an offence to drive a vehicle inside the Environmental Zone without the appropriate sticker, and this is punishable by a fine. Offenders may also be awarded one penalty point on their driving licences.

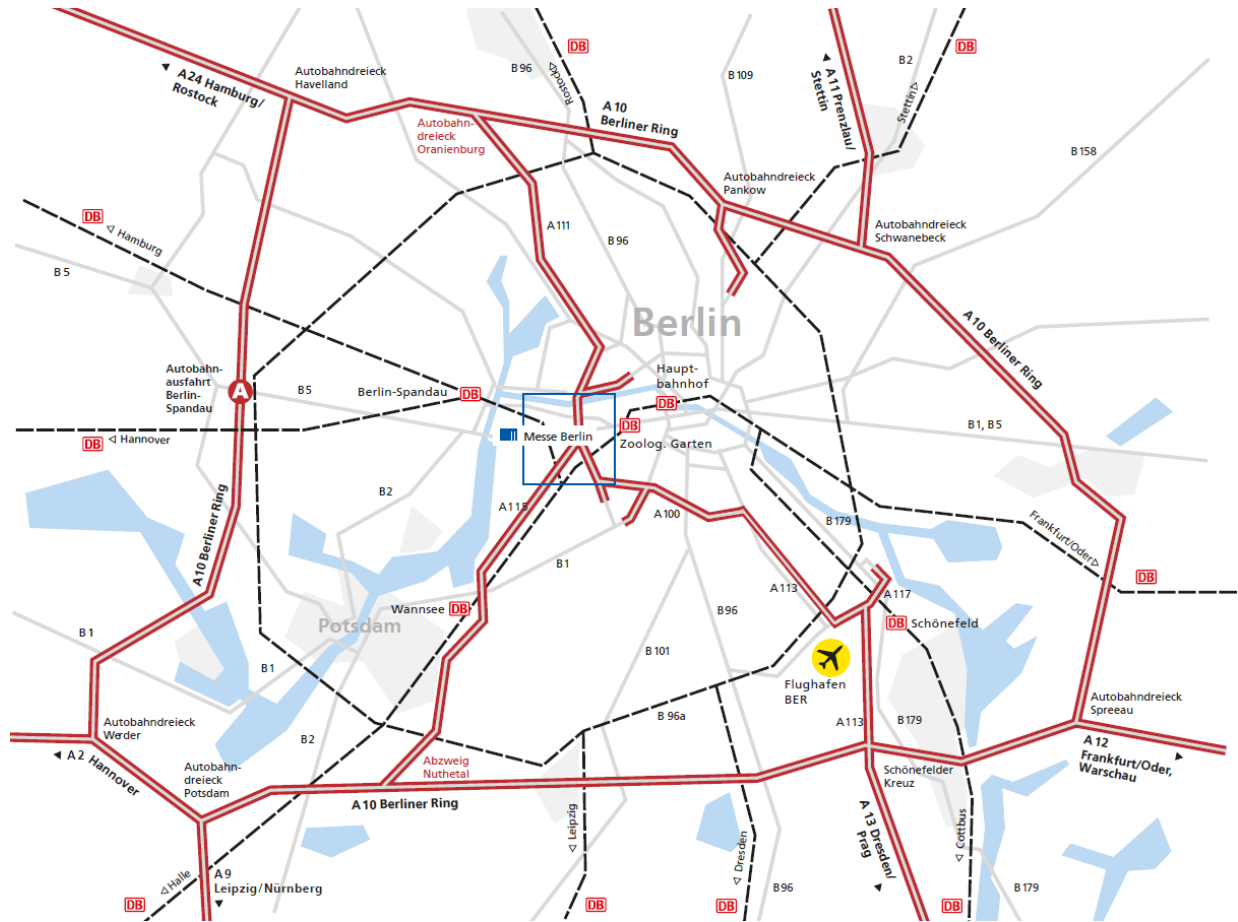
The Exhibition Grounds are located outside the Environmental Zone. Visitors arriving by car via the motorway system and entering the Exhibition Grounds directly via the interchange marked "Messegelände/Messedamm" are outside the zone and do not therefore require a sticker.

Additional details can be found here: www.berlin.de.



servicehandbook

FOR EXHIBITORS: Important information – compact and clear



■ Route via the city center

Central Station/Alexanderplatz/East Station

S-Bahn lines S3 and S9 direction Spandau

Südkreuz

S46 direction Westend, change at S-Bahn station Westkreuz

in S3 or S9 direction Spandau or

Ringbahn S41, change at S-Bahn station Westkreuz to S3 or S9

Direction Spandau

Inner-city connections

The CityCube Berlin is located directly at the S-Bahn station "Messe Süd".

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FOR EXHIBITORS: Important information – compact and clear

■ Arrival from the airport

For those arriving from Berlin's international airports to the fairgrounds, our integrated route planner is available showing the options with various public transport. You can subscribe to all options your personal route in an overview. In addition, the estimated duration and the approximate travel costs are reported.

<https://www.messe-berlin.de/de/besucher/anreise-abreise/anreise/>

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

■ Parking facilities

Parking cars

Various visitor parking spaces (in particular P14) are available on the exhibition grounds for the duration of the event and will be signposted on site via Messe Berlin's wayfinding system. Payment will be made in cash on site (expected 15,00 € per day).

There is also the possibility to order car exhibitor parking tickets for the exhibition period, 17 - 19.05.2024, in advance for a fee via the online exhibitor portal (booking additional equipment see p. 19).

Please note the following information:

- the parking tickets are only valid for cars up to 2.8t and a length of max. 5.50m (location at hall 7.2 and/or terrace) and entitle the holder to enter the allocated parking area several times a day during the exhibition period.
- as only a limited number of car exhibitor parking spaces are available, a maximum of 1 car parking ticket per exhibitor can be ordered. They will also be allocated on a first come - first served basis. The cost of the parking ticket is € 90.00 net for the duration of the exhibition.
- During the construction and dismantling periods, the parking permits do not entitle the holder to access the exhibition grounds. The deposit regulation (200 €) applies here, see p. 12.
- Exhibitors use the parking spaces at their own risk. Messe Berlin is not liable for damage to property, in particular not for theft of vehicles. Parking is only permitted in the allocated parking spaces so that the orderly running of the trade fair is not impaired in the interests of all exhibitors and visitors.
- The parking tickets will be sent to exhibitors by m:con digitally by e-mail approx. 2 weeks before the congress and must be brought to the congress by the exhibitor on site and placed behind the protective screen.

Parking trucks

Parking facilities for trucks during construction, the event and dismantling are available on car park P12 in the AVUS north curve. Please note that this is public parking lot.

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FOR EXHIBITORS: Important information – compact and clear

04 | Information on Delivery and Installation

■ Delivery by courier

Owing to a shortage of space, deliveries can be carried out only on the days of installation. Deliveries before the construction days will not be accepted by the City Cube and will be returned. For organizational reasons, earlier deliveries have to be carried out by the forwarding company Spedition Schenker (address see "Storage", page 154) **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:

City Cube Berlin

Hall B

Diabetes Congress 2024

Company name

Name of your contact at the exhibition

Mobile number of your contact at the exhibition

Stand-Nr.

Messedamm 26

14055 Berlin

Germany

Please be sure to quote the event and stand number for all deliveries!

Please note that deliveries have to be effected directly to the stand area. City Cube Berlin and the congress organizer do not accept any deliveries. **All deliveries are left to the owner's risk.**

Our exclusive logistics partner Schenker AG will be happy to support you (see p. 15 for contact details).

City Cube Berlin and the congress organizer do not accept any deliveries and do not assume any responsibility for deliveries: all deliveries are left to the owner's risk.

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

■ Unloading on the exhibition grounds of City Cube Berlin

Please note that Messe Berlin is now using the VisiFair digital platform to book loading zones. The time slots for the loading zones will significantly reduce congestion at the gates, saving you valuable time during set-up and dismantling.

Entry to the exhibition grounds for set-up and dismantling via Gate 9 is only possible by registering and booking a loading zone!

Loading zone bookings can be made via the following link:

<https://visifair-bookings.messe-berlin.de>

Costs: 15,00 € service fee per booked hour

Loading zones

Access for all vehicles only with loading zone booking during set-up and dismantling

(access during the period of validity is via a cash deposit, see traffic guidelines)

Questions about loading zone booking/ Visifair:

Phone: +49 30 3038 4334 /E-mail: traffic-visifair@messe-berlin.de

Please note that the hotline is not staffed at weekends. Additional or missing bookings can also be made at short notice online or via the log point on the site. Please refer to the traffic guidelines.

Loading zones

Access for all vehicles only with loading zone booking during set-up and dismantling

(access during the period of validity is subject to a cash deposit, see traffic guidelines)

Questions about loading zone booking/ Visifair:

Phone: +49 30 3038 4334 /E-mail: traffic-visifair@messe-berlin.de

Please note that **the hotline is not staffed on weekends**. Additional or missing bookings can also be made at short notice online or via the log point on the site. Please refer to the traffic guidelines.

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FOR EXHIBITORS: Important information – compact and clear

Procedure for booking loading zones

You must first register on this page <https://visifair-bookings.messe-berlin.de>. You can then log in. Before you can book a loading zone, you must register for the event under upcoming events.

You will need an event code, which you will find below.

Once you have registered for the event, you can book a time slot in a loading zone under registered event.

The VisiFair booking portal opens on **15.03.2024**.

Event code: aVeOj

If you book logistics services/forklift trucks for unloading via Schenker, select

Logistics services requested when booking the loading zone.

Schenker always requires your Visifair booking number when booking the forklift.







In order to ensure the smoothest possible set-up and dismantling traffic on the exhibition grounds, please observe all applicable entry regulations in accordance with the traffic guidelines.

Traffic guide

Traffic Guide - Diabeteskongress 24



Information for exhibitors, stand constructors and contracted delivery companies

	Construction		Event Time			Dismantling
	05.05.2024	06. - 07.05.2024 (07:00 a.m. - 10:00 p.m.)	08. - 09.05.2024	10.05.2024 + Dismantling		11.05.2024 (01:00 p.m. - 10:00 p.m.)
Cars / Vans total length 6m 	advanced construction 07:00 a.m. - 10:00 p.m.	only with loading zone booking max. stay 1 hour	delivery 08.05.2024 07:00 a.m. - 10:30 a.m. delivery 09.05.2024 07:00 a.m. - 09:00 a.m.	delivery 07:00 a.m. - 09:00 a.m. max. stay 1 hour deposit 200,00€ in cash	Dismantling 06:30 p.m. - 10:00 p.m. only with loading zone booking max. stay 1 hour	only with loading zone booking max. stay 1 hour
Trucks total length 6m - 12m 	Registration (with costs) via m:con last exit 10:00 p.m.	only with loading zone booking max. stay 2 hours	max. stay 2 hours deposit 200,00€ in cash	delivery 07:00 a.m. - 09:00 a.m. max. stay 2 hours deposit 200,00€ in cash	only with loading zone booking max. stay 2 hours	only with loading zone booking max. stay 2 hours
Trucks total length > 12m 		only with loading zone booking max. stay 3 hours	 access not allowed	 access not allowed until 6:30 p.m.	only with loading zone booking max. stay 3 hours	only with loading zone booking max. stay 3 hours
Trailer	additional deposit for trailer of 200,00€ in cash					
Loading zone booking	Loading zone booking is possible from 15.03.2024 via the following link: https://visifair-bookings.messe-berlin.de/ The entrance to the exhibition grounds is only possible with the booking of a loading zone. You will receive more detailed information regarding the approach/access after booking the loading zone.					
Event Code	aVeOj (you can register for the Diabeteskongress 24 logging in with the event code)					
Access	Access to the exhibition grounds is via gate 9, Messedamm, 14055 Berlin					
Forwarding services	Schenker Deutschland AG, Mr. Jan Smolic, Phone: +49 160 974 16 691, E-Mail: jan.smolic@dbschenker.com					
Important information	Unauthorized parked vehicles/load units (on the exhibition grounds) will be relocated for a fee and at the risk of the parker. Trucks can be parked in the P12 AVUS-Nordkurve parking lot during set-up, the trade fair and dismantling.					

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FOR EXHIBITORS: Important information – compact and clear

Please be sure to pass this on to your stand construction and driving personnel!

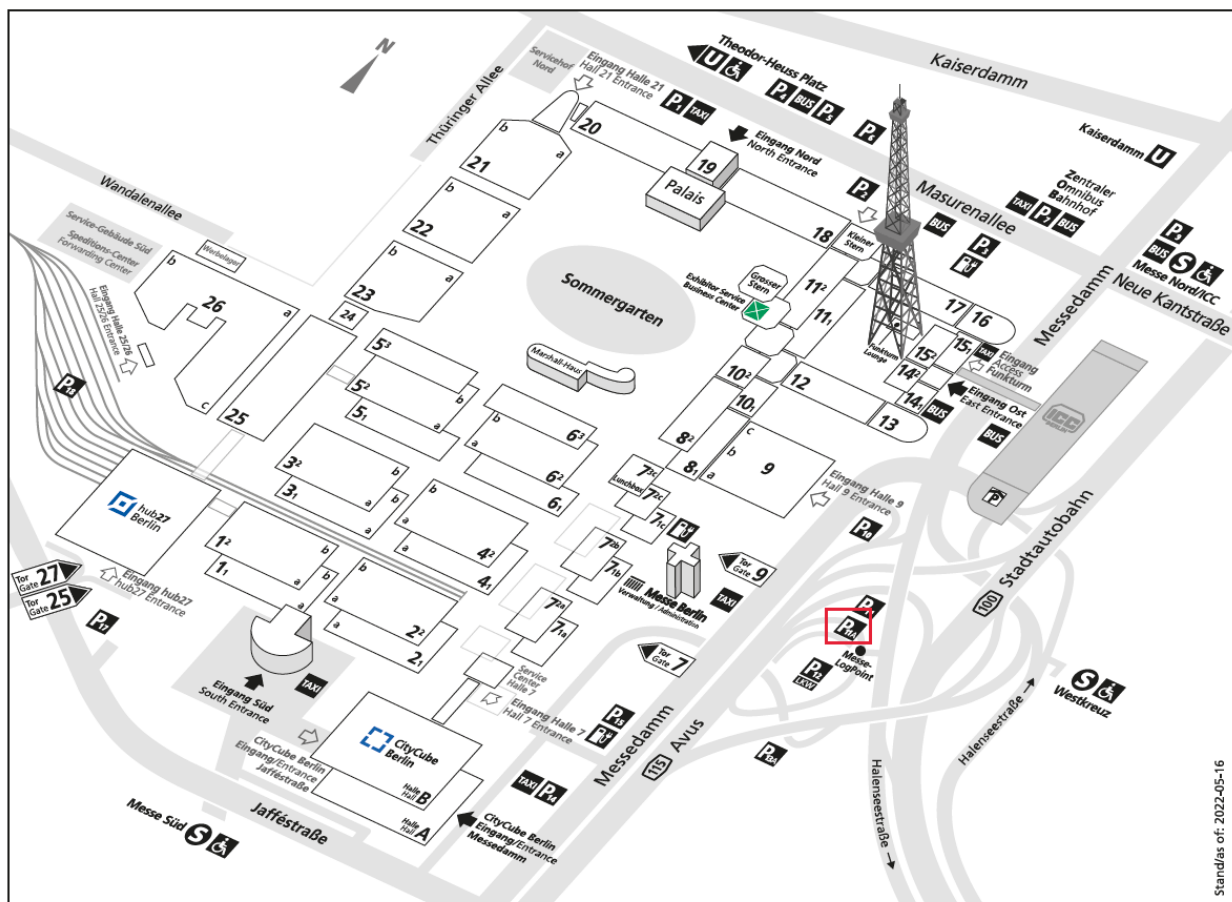
Vehicles/loading units parked on the exhibition grounds without authorization will be moved for a fee and at the risk of the parker.

Smaller deliveries can be made without booking a loading zone via P14 (in front of the City Cube entrance) on the last set-up day Tuesday, 07.05.24. Payment is made in cash on site (15.00 € / day).

For deliveries via Gate 9 during the exhibition period, the deposit regulation

applies: Please refer to the traffic guide for deposit regulations and dwell time.

Vehicles / loading units parked on the trade fair site without authorisation will be moved at the exhibitor's expense and risk.



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FOR EXHIBITORS: Important information – compact and clear

■ Lifts / goods lifts

No elevators are needed for deliveries to Hall B.

■ Storage

It is absolutely impossible to store any kind of exhibits or empties before, during or after the exhibition at the City Cube Berlin.

m:con has commissioned Schenker Deutschland AG for the Diabetes Congress exclusively as a logistics partner. Please contact:

Schenker Deutschland AG

Contact: Jan Smolic

M: +49 160 974 16 691

jan.smolic@dbschenker.com

Schenker Deutschland AG can also take care of customs clearance, worldwide transport, unloading, work platform rental, personnel as well as empty and full goods storage for you.

05 | Stand information A – Z

The legal stipulations and regulations in their most current form and the Technical Guidelines of Messe Berlin must be observed for all exhibition stands, facilities, exhibits, materials and advertising that are brought into the City Cube Berlin! <https://www.messe-berlin.de/messe-berlin/downloads-deutsch/technische-richtlinien-berlin-expocenter-city.pdf>

■ Additional orders

Orders for additional equipment can be placed online via the [Online-Exhibitor portal](#) until **25.03.2024**.

After the above-mentioned date, orders can be placed on site only plus an extra charge of 20 %!

Delivery of the furniture/ system stands/ plants ordered via m:con is scheduled for 07.05.2024 by approx. 2 pm. Ordered power connections/ internet connections will be available on the areas from the start of set-up.

If you want the stand builder to book the additional equipment for your stand area, please click on "Service provider registration" in the online exhibitor portal. Then enter the e-mail address of your stand constructor. He will then receive an e-mail authorizing your stand builder to order additional equipment for your stand.

■ 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.

The distribution and the display of printed matters and advertising material outside the own stand area is only allowed by our licensed service partner. Should you be interested, please refer to:

Dr. Wilhelmus GmbH
Herr Jens Liebler
T: +49 (0) 221 57008702
info@dr-wilhelmus.de

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FOR EXHIBITORS: Important information – compact and clear

■ 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 stands, attention should be paid to accessibility. Stands and their facilities should also be accessible and usable for people with limited mobility without assistance.

■ Candles, kitchen and food warming equipment

Subject to prior agreement with Messe Berlin, candles ("guarded candlelight") and similar lights may be used as table decorations, and other open flames (such as paste fuels) may be used in appropriately designed kitchen equipment in order to keep food warm. Candlesticks and similar items must be stable and, where necessary, shall be fastened to the surface on which they are placed.

■ Construction heights

All stand constructions of 2.50 m or more must be submitted to the exhibition organization using the stand construction approval form, which can be downloaded [HERE](#).

with corresponding dimensioned elevation sketches (floor plan sketch incl. power connection position, vertical section) by **18.03.2024** at the latest for approval.

Folding stands and stand constructions under 2.50 m stand height do not have to be submitted!

Please observe the following requirements:

Stand walls facing neighboring stands may be built up to a maximum height of 3.5 m. Stand construction elements exceeding this, up to 7m, must be coordinated with the exhibition organization and also approved. The distance from the upper edge of the wall to the lower edge of the suspension should be at least 0.5 m.

If an advertising sign / stand top / cube etc. with a logo or graphic is placed in the direction of neighbouring stands a distance of at least 1.0 m to the neighbouring stand must be maintained.

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FOR EXHIBITORS: Important information – compact and clear

The backs of stands adjoining neighboring stands must be completely smooth and white (not only from 2.5 m height and not black or similar).

Neutral rear sides of folding stands and roll-ups are permitted. In this case, it must not be assumed that your stand neighbor will provide white walls; please plan these yourself if required.

We recommend that stand sides facing the visitor aisles be transparent and open. In principle, however, the graphic design of the stand sides facing the visitor aisles is permitted. Please note that the stand sides facing the visitor aisles may be built on only on approx. 1/3 of the respective side. This must also be coordinated with the exhibition organization and approved. This regulation also applies to island stands.

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.

From a floor height of 20cm, additional measures (railings, platform statics, etc.) must be taken.

■ Damage

The exhibitor is responsible for damage to facilities of City Cube Berlin, 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 City Cube Berlin. Any materials left are disposed of without checking the value at the exhibitor's cost and at a higher charge.

■ Electricity

The laying of electrical cables outside the stand, as well as connection to the supply network may only be carried out by City Cube Berlin employees. For electrical installations inside the stand, as well as for the laying of electrical cables, the instructions of VDE have to be observed.

The responsibility for self-installation at the stand lies with the exhibitor.

The equipment and the illumination of the stands have to be disconnected from the grid by the exhibitor after the end of the exhibition and before leaving the

In general, reusable and eco-friendly materials have to be used for the installation and the operation of a stand.

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

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FOR EXHIBITORS: Important information – compact and clear

stand respectively. In case of non-observance as to the above mentioned switching off regarding equipment and illumination, City Cube Berlin / the organizer 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 **18.03.2024**. Devices which do not have a CE marking may not be used as a matter of principle.

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. If you require electricity, you can place your order online.

■ 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.

Materials required for stand construction and exhibits delivered for immediate installation on the stand area may be placed in the aisles temporarily during the construction or dismantling period, provided that the aisle width specified for safety reasons is not restricted and due consideration has been paid to logistical aspects. This regulation is deemed to have been fulfilled if such objects are deposited along the perimeter of the stand on an area not wider than 0,9 m. Regardless of the width of the aisle and the items deposited there, a passageway of at least 1,2 m in width must be kept free at all times.

This rule does not apply to escape areas directly in front of emergency exits and to the area where two hall aisles cross. Here, the entire width of the area must be kept free. Hall aisles may not be used for setting up assembly workplaces or machinery (e.g. woodworking machines tools, workbenches). Messe Berlin is entitled to order immediate clearance of the aisles for logistics reasons.

■ 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 City Cube Berlin and in its outside area. Dispatch and storage of empties can be dealt with

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

by the forwarding company Spedition Schenker (address see “Storage”, page 14).

■ 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.

The exhibitor's service handbook (in German and in English) is at your disposal on the internet at <https://industrie.diabeteskongress.de/> at any time.

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

■ Exhibitor badges / Congress tickets

You are entitled to two free exhibitor passes for the duration of the event for every 10 m² of exhibition space or part thereof. Passes that exceed the free quantity cost € 40.00 gross for one day, € 80.00 gross for two days and € 110.00 gross for three days (entire exhibition period).

Exhibitor passes are personalized and entitle the holder to access to the scientific programme, but not to industrial symposia (except company-owned symposia) and to parts of the programme that are subject to a fee, such as workshops.

In March you will receive a mailing with further information and a booking code with which you can order exhibitor passes (free of charge and subject to a charge).

The order period for badges ends on 26.04.2024.

For questions about exhibitor badges or Congress tickets please contact:

m:con Registration Management

Ms Sabrina Steder

T: +49 (0)621 4106-6802

dk.registrierung@mcon-mannheim.de

■ Fire extinguishers

During construction and dismantling and for the duration of the event, all stands and events areas > 100 m² must be equipped with a suitable fire extinguisher conforming to DIN EN 3, for fires categories A, B and C, and with at least 10 extinguishing units (LE). In addition, suitable fire extinguishers (fire categories A,

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F) shall be located in kitchens / catering areas where food is prepared (involving heated fats and oils.)

On two-storey stands an additional fire extinguisher should be provided in the upper storey at the top of each stairway leading down from that storey. Where required, the provision of more fire extinguishers may be mandatory on large stand and event areas.

All fire extinguishers shall be mounted securely and within easy reach (either on a floor stand or mounted on a wall) in a clearly visible and permanently accessible location indicated by signs in keeping with the accident prevention regulations / BGV / A8 (Sicherheits- und Gesundheitsschutzkennzeichnung am Arbeitsplatz).

■ Fire protection

All stand materials must be flame-retardant in accordance with DIN 4102-1, at least B1. Proof of flame resistance must be available at the stand at all times.

The fire extinguishers, wall hydrants and pushbutton alarms located in the CityCube Berlin may not be obstructed or made inaccessible under any circumstances. It is also prohibited to make their signs unrecognizable.

■ Floor covering

Hall B: Concrete massive floor gray



We therefore strongly recommend that you lay flooring or carpeting on your stand area. Carpeting can also be ordered online (see point Ordering additional equipment on page 18) until 25.03.2024.

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.

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The maximum floor loading capacity is 10 kN per sqm. Loads should be distributed, concentrated heavy loads have to be avoided at any rate.

Exhibition stands are supplied with electricity, water and compressed air via floor channels to the stands. Depending on the location of the exhibition stand and the nearest canal, this may mean that access to other stands must be via part of your stand area.



■ Forklift trucks / hand pallet trucks

Schenker Deutschland AG has the sole lifting rights (forklift trucks, lifting platforms, electric pallet self-propelled electric pallet trucks). Please contact them to arrange provision of the above-mentioned services:

Schenker Deutschland AG
Jan Smolic
M: +49 160 974 16 691
jan.smolic@dbschenker.com

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FOR EXHIBITORS: Important information – compact and clear

■ Glass and plex-glass constructions

Only safety glass that is suitable for the intended use and can withstand stress may be used for superstructures. Edges of glass panes must either be rounded off or machined in such a way that there is no risk of injury. All-glass components must be marked at eye level.

When using glass and acrylic glass in stand construction, the technical guidelines of the information sheet "Glass and Acrylic Glass in Stand Construction within Exhibition Halls" must be observed.

<https://www.messe-berlin.de/messe-berlin/downloads-deutsch/merkblatt-glas-im-standbau-innerhalb-der-messehallen.pdf>

■ 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 City Cube Berlin 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 organizer of the exhibition provides a general guarding without accepting responsibility for damage or loss. Articles brought to City Cube Berlin are at the owner's risk. The exhibitor has to take care of a special guarding for his stand and goods himself. Stand guarding service can only be ordered online.

■ 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 commissioning of frequency devices during the set-up and dismantling phases or the event period requires prior notification to the Federal Network Agency. Contact person, contact and address:

Dirk Otto
Bundesnetzagentur
Seidelstraße 49
13405 Berlin

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E-Mail: Dirk.Otto@BNetzA.de

Tel: +49 30 4374 1022

Fax: +49 30 4374 1181

mobil: +49 172 593 8165

Furthermore, please observe the instructions under item 5.11. "High-frequency equipment, radio systems, electromagnetic compatibility, harmonics" of Messe Berlin's technical guidelines (as of June 2019).

■ Hotel reservations

Hotel rooms can be booked via the following link

[https://wl.hrs.de/?s=1&code=dcfeacf9-2781-450f-956b-7a02d767b640&customerid=1082899003&customerid2=&lang=de&utm_source=MCON_DIABETES&utm_medium=affiliate&Location=Berlin+\(Berlin\)&suggestedId=55133&sortBy=recommendation&startDateDay=7&startDateMonth=5&startDateYear=2024&endDateDay=8&endDateMonth=5&endDateYear=2024&singleRooms=1&doubleRooms=0&Adults=1&Children=&minRating=0&minStars=0&cur=](https://wl.hrs.de/?s=1&code=dcfeacf9-2781-450f-956b-7a02d767b640&customerid=1082899003&customerid2=&lang=de&utm_source=MCON_DIABETES&utm_medium=affiliate&Location=Berlin+(Berlin)&suggestedId=55133&sortBy=recommendation&startDateDay=7&startDateMonth=5&startDateYear=2024&endDateDay=8&endDateMonth=5&endDateYear=2024&singleRooms=1&doubleRooms=0&Adults=1&Children=&minRating=0&minStars=0&cur=) on HRS.

■ Householder's right

Messe Berlin exercises its domiciliary rights over exhibitors, their stand builders and all persons located in the event rooms. Messe Berlin and the organiser reserve the right to expel persons who do not comply with the regulations or violate the conditions of participation from the premises or to ban them from the premises. Messe Berlin, persons commissioned by Messe Berlin, the organiser, the police, the fire brigade and the supervisory authorities must always be granted free access to the stands.

■ Illumination

Possibly, the general illumination at City Cube Berlin 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.

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■ Info counter for exhibitors

During the event, an information counter for exhibitors will be set up at the conference counter. A member of staff will be available there to answer any questions you may have about your participation in the exhibition.

During the two set-up days, a service counter will be available in Hall B for repeat orders etc.

■ 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.

The backs of stands adjoining neighboring stands must be completely smooth and white (not only from 2.5 m height and not black or similar).

City Cube Berlin and the exhibition organizer reserve 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.

■ 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.

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■ 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.

Internet access can only be ordered online. The exhibitor is responsible for the rented technical equipment for the duration of the rent.

WLAN

The City Cube Berlin provides a WLAN basic version free of charge.

Please note that all visitors have access to the base W-LAN and this is therefore only very limited usable and is only suitable for small data traffic such as e-mail check, etc.

The log-in data will be published on site.

W-Lan Premium accounts can be ordered [online](#).

If there is interest in further W-Lan options, these can be requested from the exhibition organization.

For increased traffic and complex presentations on the booth we recommend the booking of a broadband LAN-connection.

■ Mobile Congress app

The free mobile Congress app will give participants full information about the Congress quickly and conveniently on their Smartphones – from the Congress programme to the list of exhibitors and a plan of the hall.

Take the opportunity to show your company in detail in the list of exhibitors. We will send you the link to enter your company profile by e-mail in good time before the start of the congress.

■ Motor vehicles

Motor vehicles may only be exhibited in the CityCube Berlin after prior approval and subject to compliance with certain regulations. Please contact the exhibition organisation.

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■ 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

Office address:

Bayreuther Str. 37

10787 Berlin

Germany

P +49 30 212 45-00

F +49 30 212 45-950

E-mail: 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).

■ Radiation protection

The use of radioactive materials and the operation of x-ray facilities, disruptive rays and laser facilities require approval and must be presented to the relevant authorities. The legal security regulations and stipulations must be observed. Legally stipulated approvals must be sought from the relevant authorities and be submitted to the exhibition organization within 6 weeks.

■ Cleaning of stands and refuse disposal

Please note that the stand rental does not include any refuse disposal or cleaning of the stands.

The exhibitor or stand constructor is responsible for the proper and environmentally sound disposal of the refuse arising during the construction, hire period and dismantling of their stand. Refuse must strictly be disposed of outside the trade fair site by the exhibitor or stand constructor at their own expense.

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It is possible to order containers for construction and dismantling. Orders can be placed using the online form (see p. 18). Refuse sacks can also be ordered online for the disposal of refuse during the event. Please also note that only the refuse placed in the in-house refuse sacks of CityCube Berlin will be disposed of.

Stand cleaning can also be ordered using the online form by **25.03.2024**. Please note that the stand cleaning does not include any refuse disposal. For refuse disposal during the event, the refuse sacks from CityCube Berlin must be ordered online as mentioned above.

Disposal using third-party refuse containers or other facilities on the trade fair site is expressly forbidden. If no order has been received, the organiser and CityCube Berlin will assume that you are disposing of your rubbish yourself. Any refuse left in the halls will be estimated in m3 and charged to the exhibitor. The obligation to remove all refuse properly must also be imposed upon contractual partners (e.g. stand constructors).

■ Respirable dust badge: „Feinstaubplakette“

The Environmental Zone is the area within the so-called S-Bahn ring, the light railway line encircling central Berlin. Vehicles may only enter this area if they display a valid sticker showing that their emissions do not exceed a specified level of fine particulates. Road signs clearly indicate where this Environmental Zone begins. It is an offence to drive a vehicle inside the Environmental Zone without the appropriate sticker, and this is punishable by a fine. Offenders may also be awarded one penalty point on their driving licences.

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

The Exhibition Grounds are located outside the Environmental Zone. Visitors arriving by car via the motorway system and entering the Exhibition Grounds directly via the interchange marked "Messegelände/Messedamm" are outside the zone and do not therefore require a sticker.

Additional details can be found here: www.berlin.de/umweltzone.

■ Smoking

Smoking is strictly forbidden in the whole inside area of the City Cube Berlin at any time.

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

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■ Stand construction planning

Each exhibitor is obliged to adapt his stand planning to the structural conditions in the City Cube Berlin and to inform himself on site about the location and dimensions of any fixtures, in particular hall columns, fire alarms, wall hydrants, ventilation systems, as well as uneven floors, etc. The organizer and the CityCube Berlin assume no responsibility for the correctness of dimensions on hall and stand plans. The organizer and CityCube Berlin assume no liability for the correctness of dimensions on hall and stand plans.

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■ Stand roofs

In order not to impair sprinkler protection, stands must always be open at the top.

■ 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.

■ Suspensions

Suspensions in Hall B are only possible in part and with the prior approval of the exhibition organizer.

Please note that the execution of the suspensions may only be realized via the approved service partner of the CityCube Berlin, Ueberkopf GmbH. Suspensions can be ordered via Ueberkopf GmbH after approval by the m:con exhibition organization.

For requests on the realization of suspensions please contact Ueberkopf:

E-Mail: messe-berlin@ueberkopf.de

T: +49 (0)30 555 74 48 - 20

Please note the regulations to the stand heights on page 16/17.

■ Sustainability

For reasons of sustainability, environmentally harmful substances and materials must be avoided. This applies both to materials issued and to stand construction. This includes not using stretch film when transporting equipment, the reusability of all stand equipment (possibly even the stand itself) or the seasonality or regionality of decorative items (e.g. plants) and food.

The topic of sustainability is particularly close to DDG's heart. Support us in making our congresses & meetings step by step more environmentally and climate friendly. We are setting a good example: our congress organization is increasingly paper-free, we print 50% fewer programs and use an app instead, our congress bags and giveaways are consistently made of recycled material and produced sustainably. We look forward to you joining us on this journey. You already pay attention to sustainability? Great! Tell us about it! We will collect the experiences and include this in our congress reporting.

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Just send a short note to wilberg@ddg.info.

■ Technical Guidelines

The technical guidelines of Messe Berlin must be observed.

You can find them at:

<https://www.messe-berlin.de/messe-berlin/downloads-deutsch/technische-richtlinien-berlin-expocenter-city.pdf>

■ 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.

■ Water connections

Water connections are restricted in Hall B and can only be used at certain locations. For further information regarding availability and to order, please contact the exhibition organisation:

anna.maier@mcon-mannheim.de

■ 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, City Cube Berlin will stop assembly work.

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06 | Catering

Nutrition & diabetology belong closely together. Therefore, we would like to ask you to consider this in your catering selection. Place a focus on healthy, fresh and balanced products (e.g. fruit, yogurt, muesli, salad, whole grain products and low-sugar snacks). Please avoid chocolate and sugary sweets. Non-alcoholic beverages, tea and coffee may be served; alcohol is prohibited.

The topic of sustainability is also particularly close to the DDG's heart. Therefore, please ensure that your planning is appropriately sized, use reusable tableware or sustainable packaging whenever possible. In addition, we ask you to offer food and beverages with little odor in the exhibition.

Food and beverages for the catering at your booth and during your symposium will be provided by the service partner of CityCube Berlin:

Capital Catering GmbH

Contact Stand Service:

Mutlu Turac

Tel.: 030 3038 2993

E-Mail: cateringservice@capital-catering.de

You can make orders for your booth via the webshop of Capital Catering:

<https://webshop.capital-catering.de/>

Contact Symposia & Meeting Rooms:

Sophie Nuri Wilhelms

E-Mail: sophie-nuri.wilhelms@capital-catering.de

Tel.: +49 (30) 3038 – 2964

Please note that food and beverage orders may only be placed through this licensed caterer. If you wish to be supplied by another service provider, prior arrangements must be made. Capital Catering GmbH may demand a transfer payment for the assignment of its catering rights. This will be charged per square meter of exhibition space and per exhibition day plus VAT at the statutory rate. Please consult our service partner in any case.

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07 | Disclaimer

CityCube Berlin and the organizer assume no liability for objects brought into the building. The exhibition will not be guarded. Stand security can only be ordered online.

If you have any further questions about the exhibition, please get in touch with the contact persons listed.

Articles brought into the CityCube Berlin are at the owner's risk. m:con and the Messe Berlin accepts no responsibility for articles deposited.