

EUROGIN 2022

April 10-12, 2022

Düsseldorf, Germany

EXHIBITORS' MANUAL

DEADLINES

ADVERTISEMENTS for Program Book

The ready-to-print files should be submitted to the organizer
BEFORE MARCH 8, 2022.

Specifications:

A4 format portrait, with bleed.
Width 210 mm
Height 297 mm

File format .jpg or .png. or .pdf

The files should be sent to:Awatef Chaboub
awatef.chaboub@informa.com
copy peter.mattonet@eurogin.com

SATELLITE SYMPOSIUM AGENDAS

Sponsors having booked a satellite symposium are requested to submit the final agenda (including moderator/s and speakers) to the congress organizer
BEFORE MARCH 8, 2022

The files should be sent to:Awatef Chaboub
awatef.chaboub@informa.com
copy peter.mattonet@eurogin.com

BAG INSERTS (Flyers, pens, etc.to be inserted in the congress bags).

Bag inserts must receive prior approval from the congress organizers who reserve the right to reject non compliant materials.

FLYERS or other items for insertion into congress bags)
should be sent before April 4, 2022,
to the following address:

Schenker Deutschland AG
Messeinfahrt Tor 1 / A 44
D - 40474 Düsseldorf-Messe
[Your company name]
EUROGIN 2022
CCD Stadthalle

Please send the flyers or other bag inserts SEPARATELY FROM YOUR BOOTH MATERIALS and clearly indicate: with the indication **BAG INSERTS**

Your company name

EUROGIN 2022
Stadthalle EG

BAG INSERTS

Commenté [BK1]: That is double mentionend

contact

fairs.duesseldorf@dbschenker.com

Phone: + 49 211 43628 - 0

**Deadline: bag inserts must arrive at DB Schenker Düsseldorf
BEFORE APRIL 4, 2022.**

**When sending your flyer or other bag insert to Schenker Deutschland AG at the above address, please send
a message to**

peter.mattonet@eurogin.com

with picture or PDF of the items you have sent.

EMAILING MESSAGES to be sent to conference delegates

If the sponsorship / exhibitor agreement includes sending of (a) pushmail message(s),
please submit the message(s)

BEFORE MARCH 24, 2022.

The files should be sent to:Awatef

awatef.chaboub@informa.com

copy peter.mattonet@eurogin.com

PUSH NOTIFICATIONS

Push notifications for the congress app / digital platform should be submitted

BEFORE APRIL 4, 2022.

The messages should comply with the following requirements:

- **Maximum number of characters 140
(no pictures or other graphical items)**

The text(s) for the push notification(s) should be sent to:

Laurent Sauvenee

laurent.sauvenee@informa.com

copy:

Awatef Chaboub

awatef.chaboub@informa.com

CONFERENCE VENUE

The Congress Center Düsseldorf (CCD) is a modern venue perfectly suitable for hosting congresses including small to medium sized exhibitions.

Address:

Congress Center Düsseldorf
Stockumer Kirchstrasse 61
40474 Düsseldorf
Germany
Phone: +49 211 45608401
<https://www.duesseldorfcongress.de/en/ccd/>

The convention center is located on the right bank of the river Rhine, halfway between the city center and the airport. It's very easy to reach from the city center (15 minutes), the airport (15 minutes) and most hotels.

ACCESS

For trucks–

please enter over Gate 1 (pls see map) and put the ENRTY PERMISSION behind your front window

PLEASE REFER TO MAP and ENTRY PERMISSION FORM for truck drivers (booth builders)
(to be downloaded)

LOADING / UNLOADING

Loading area (not for parking)

for Truck Parking please use P2 Field 27/28 in the North of the aren a- please see on the map
access from –(Am Staad, Gate 1 , 40474 Duesseldorf →please follow the signs to Gate 1) → Please see the map → Set-up / Delivery freight elevator II

Height limit:

please see the technical guidelines page 6 point 3.2.3

CCD Stadthalle freight lift II, close to Room 12

Load capacity of lift: 4.4 tonnes

Dimensions of lift (clear width of door): 5.80 m long, 2.39 m wide, 2.10 m high

Information about handling for unloading /loading

Trucks used for delivery to the congress center should be equipped with a tail lift for unloading heavy items.

Access to exhibition area:

The exhibition area is located on the 1st floor of the building.

Freight lift II dimensions / capacity

CCD Stadthalle freight lift II, close to Room 12

Load capacity of lift: 4.4 tonnes

Dimensions of lift (clear width of door): 5.80 m long, 2.39 m wide, 2.10 m high

For any questions regarding loading/unloading and onsite handling, please contact
Katja Berger
bergerk@duesseldorfcongress.de

Major exhibitors with customized booths have the possibility to unload on Friday, April 8, 2022 (13.00 – 18.00).

but only after having booked a time slot with
Katja Berger
bergerk@duesseldorfcongress.de

TRUCK PARKING LOTS

Address

Geo Coordinates: Latitude 47.832019, Longitude 13.055515

CAR PARKING

P5

GPS: Rotterdamerstraße 141, 40474 Düsseldorf Germany / Access directly opposite the Entrance Stadthalle) / Map → please find attached)

EXHIBITION AREA

ALLOCATION OF EXHIBITION SPACE

Space allocation is only made by the EUROGIN congress organizer, and will be considered definitely confirmed once received the full payment only, within the time indicated in the terms of payment. Confirmation of spaces should be done directly with EUROGIN and conference manager

Peter Mattonet

peter.mattonet@eurogin.com

HEIGHT LIMIT

The general height limit in the exhibition area is 2.50 m. In specific areas and based on agreement with the organizer, the height limit is 3.50 m.

Shell scheme booths are 2.50 m high.

EXHIBITION SCHEDULE

The installation, show and dismantling dates for the exhibition are scheduled as follows:

Exhibition set-up times

Saturday, April 9, 2022 - from 7.00 . to 19.00.

Exceptionally, the set-up period can be extended but this may involve payment of an additional fee and personnel costs by the exhibitor.

If no extension has been authorized, the congress centre reserves the right to remove the exhibitor's property from the premises by any means and at the exhibitor's expenses and risks. This includes the non-removal of the exhibitor's booth or its elements such as the floor, carpet...

Any installation that would damage the general aspect of the congress centre will be removed, as well as any material or substance with unpleasant smell or any material or substance considered dangerous.

Early unloading / set-up

For large booths it's possible to start set-up on Friday, April 8 at 13.00 upon prior appointment.

Please contact (Name) (email address)

Katja Berger

bergerk@duesseldorfcongress.de

Phone: +49 211 4560 8497

Opening hours of the exhibition

April 10, 2022 9.00 - 17.30.

April 11, 2022 9.00 - 17.30

April 12, 2016 9.00 - 17.30

Booth dismantling

April 12, 2022 – 19. 00 – 24.00

Exhibitors are requested to remove their own structures, equipment and/or products before the end of the period reserved for moving out and/or dismantling.

EXHIBITOR BADGES / REGISTRATIONS

For security reasons, only duly authorized personnel will be allowed to access the Congress Centre.

Please check if your reservation for exhibition space includes registrations (badges) for exhibitor personnel.

Booth builders do not need to be registered in advance for exhibitors' badges. They will obtain access upon proof of their status upon arrival at the entrance gate of the convention centre, without any further formality.

Covid-19 vaccination status required!

All booth building staff or other suppliers planning to enter the exhibition area or other parts of the convention center MUST

- **BE FULLY VACCINATED with one of the vaccines authorized by the European Union (BioNTech/Pfizer, Moderna, Astra Zeneca / Novavax) with proof of a COMPLETE VACCINATION SCHEME VALID TO DATE;**
- OR**
- **Provide A RECENT NEGATIVE COVID-19 TEST (less than 48 hours)**

BOOTH TYPE

All exhibitors are obliged to

Either set up their own professional booth

Or order a shell scheme booth.

PLEASE INFORM THE CONGRESS ORGANIZERS IF YOU USE THE STANDARD SHELL SYSTEM OR IF YOU WILL SET UP YOUR OWN CUSTOMIZED BOOTH (send a message to peter.mattonet@eurogin.com)

Exhibitors can choose between either of the following two options:

- use the standard shell scheme booth (included with the exhibition space rental)

or

- design and set up their own, customized booth. A customized booth must include wall panels (1, 2 or 3, depending on position) with a minimum height of 2.40 m.

The design of each customized booth must be approved by the congress organizers. (see below).

SHELL SCHEME BOOTHS

Shell scheme booths are included with the space rental agreement.

However exhibitors must confirm that they want to use the shell scheme booth or if they will set up their own customized booth.

Please advise Peter Mattonet of your choice: peter.mattonet@eurogin.com

Elements and services included with the shell scheme booths:

BOOTH TYPE BASIC

- support frame / structure-
- wall panels (2 or 3 depending on the booth position) -
- company name sign at front of the booth
- spotlights (1 spotlight per 3 sqm).
- booth set-up and dismantling
- initial floor cleaning

SUPPLIER FOR SHELL SCHEME BOOTH / CUSTOMIZED BOOTHS / EXHIBITOR SERVICES

MP (Messeprojekt)

David Oost

Email: David.oost@messeprojekt.de

Please refer to “Booth construction” file for pictures and more details.

CUSTOMIZED BOOTHS

If you intend to set up your own booth (fully designed, built and decorated by your own booth supplier), please note that we will only ensure marking of your booth position on the floor.

Please submit your booth project (artwork file) of your customized booth before February 28, 2022 to:

Peter Mattonet peter.mattonet@eurogin.com and to CCD contact Judith Lammert

LammertJ@duesseldorfcongress.de

The draft design must be sent electronically as a PDF or JPG file, showing all dimensions (length, width and height) of the stand, all walls and other major elements.

FOOD / BEVERAGES

1. at the booth

Exhibitors can serve food and beverages at their booth, provided they comply with the following rules
Food and beverage supplies must be ordered from the official catering service of the convention center:

STOCKHEIM

Contact

sales@stockheim.de www.stockheim.de
Phone +49 211 454910

See order form B82_Catering

2. lunch boxes for satellite symposia

Sponsors organizing a lunch symposium are allowed to offer lunch boxes to participants, upon prior confirmation of the congress center.
Lunch boxes must be ordered from the official catering service of the convention center:

STOCKHEIM

Contact

sales@stockheim.de
www.stockheim.de
Phone +49 211 454910

EXHIBITOR SUPPLIES AND SERVICES

Special order forms are available (for download as separate documents on (URL on EUROGIN 2022 website)) for the following supplies/services

- shell scheme booths and supplies
- electricity (for customized booths), cleaning, flat screens
- Catering (for booths, meetings and lunch bags)

Other supplies/services please use the contacts indicated below.

ELECTRICITY

Customized booths need to order electricity using the corresponding form B22a. The form can be downloaded separately.

Please note that if you have a shell scheme booth you also need to order your electricity supply.

Orders submitted after March 20, 2022 cannot be guaranteed.

Please note that it might be necessary to use adaptors from US or UK to European Schuko plugs.

Supplier:

Düsseldorf Congress

exhibition@duesseldorfcongress.de

Please use Order Form B22a

TELECOM / WIRED INTERNET

Supplier:

Messe Düsseldorf
Telecom Service Center
telecom@messe-duesseldorf.de

Please use Order Form B33

AUDIOVISUAL / VIDEO / IT EQUIPMENT

Supplier:

SIGMA System Audio Visual GmbH
dispo@sigma-av.tv
Please use Order Form B44_Audio_Video_PC_3 days

FURNITURE RENTAL

FUNDUS 7
duesseldorf@fundus7.de
Please use Order Form B65_Rental Furniture_fundus7
or B66_Rental Furniture_EXPO

FLOORING

EXPO MIETMÖBEL
info@expo-mietmoebel.de

Please use Order Form B62_Flooring_EXPO or B61_Flooring_SEBO

STAND CONSTRUCTION

mp (Messeprojekt)
email: info.duesseldorf@messeprojekt.de
Phone: +49 – 211 – 947 3960

FLORAL DECORATION

Supplier

SCHEIERMANN EVENTGESTALTUNG

Phone +49 2054 12558-0

info@scheiermann.de

www.scheiermann.de

CATERING

STOCKHEIM

Contact

sales@stockheim.de www.stockheim.de

Phone +49 211 454910

See order form B82_Catering

SUPPLIER

Contact

Catering services include lunch bags, coffee breaks, catering for side meetings, exhibition booths, etc.

PILLAR BRANDING

If an exhibition space includes one or several pillar(s), it is possible to have the pillar (column) branded up to a height of 2.50 m (additional height only following authorization from the organizer).

Branding materials and services must be ordered from

FRANKE

info@franke-dw.de

Phone +49 211 4353733

STAND CLEANING / WASTE DISPOSAL

ISS

info@messe-reinigung.de

Please use Order Form B76_Stand Cleaning

WASTE MANAGEMENT

Düsseldorf Congress

exhibition@duesseldorfcongress.de

Please use Order Form B79_Waste Management

ON-SITE HANDLING

In case you need on-site handling services , please send your request to

SUPPLIER Schenker or Kühne & Nagel
contact Please use Order Form B18_Crane and Lifting Equipment

We recommend that delivery trucks unloading at the congress center should be equipped with a tail lift for unloading heavy items.

HOSTESSES / PERSONNEL SERVICE

PROJEKTRAUM MESSE & PROMOTION

messe@projektraum-messe.de

Please use Order Form B80_Personnel Services_hostess_projektraum

DELIVERY of booth materials **Forwarding agent / Storage / Empties**

Direct delivery of booth materials to the exhibition area is permitted only through the Forwarding agent and during the exhibition set-up times.

FORWARDING AGENT / STORAGE / EMPTIES

To ensure professional handling and timely delivery of this type of goods, WE RECOMMEND TO SEND ALL GOODS TO THE FOLLOWING FORWARDING AGENT:

SCHENKER DEUTSCHLAND AG

Messeinfahrt Tor 1 / A 44
D - 40474 Düsseldorf-Messe
[Your company name]
EUROGIN 2022
CCD Stadthalle

contact

fairs.duesseldorf@dbschenker.com

Phone: + 49 211 43628 - 0

All deliveries must be clearly identified by the name of the sender/exhibitor and as belonging to one of the following categories:

BOOTH MATERIALS

or

BAG INSERTS

(flyers, pens, note pads, etc.):

THESE MUST BE SENT SEPARATELY FROM BOOTH MATERIALS and clearly marked.

Bag inserts require prior approval from the congress organizers.

DISPLAY MATERIALS (flyers, journals, etc.):

THESE MUST BE SENT SEPARATELY FROM BOOTH MATERIALS;

Display materials require prior approval (content, dimensions) from the congress organizers.

Following approval, please send your request to:

Please DO NOT use the address of Congress Center Düsseldorf to ship any goods requiring customs clearance or for very important materials and documents which might not arrive on time.

To ensure professional handling and timely delivery of this type of goods, **WE RECOMMEND TO SEND ALL GOODS TO THE FORWARDING AGENT (see above)**

The Congress Center and the Organizer shall accept no customs duties, transportation fees, nor any accrued delivery or collection costs.

All customs formalities (import/export) must be completed by the sender in good time. If the Incoterms require the duties to be paid by the recipient, the recipient shall be considered to be the customer and not Düsseldorf Congress. This must be stated in the transport paperwork. Congress Center Düsseldorf is only the destination of the delivery.

Each exhibitor shall take full responsibility for the collection of its property at the beginning of the event and its removal after the event. All goods must be suitably packaged and clearly and correctly labelled with the recipient's full address after the show.

Forwarding agents, freight transporters and parcel delivery services collecting goods are obliged to provide **all required transport documentation**; otherwise the goods cannot be released.

Any consignments that have not been collected after a 10-day post-show period will be disposed of **at the expense of the owner**.

KEY CONTACTS

CONFERENCE MANAGER

Peter Mattonet

Paris, France

Phone: +33 (0) 609 186 416

Email: peter.mattonet@eurogin.com

SCIENTIFIC ASSISTANT

Majdouline Touati

Paris, France

Email: admin@eurogin.com

REGISTRATION

registration@eurogin.com



Düsseldorf
April 10-12, 2022

ACCOMMODATION

An online accommodation service is available for congress participants
<https://www.duesseldorf-tourismus.de/en/book/congress/eurogin>

For special requests or groups please contact
Marion Klose
klose.m@duesseldorf-convention.de