

Exhibition

Space Only Rental

(Minimum of 12 sqm - for smaller booths, please book a shell scheme.)

That includes:

- Exhibitors' badges
- 100 word company / product profile in the Program
- Cleaning of public areas and gangways
- Invitation to the Welcome Reception for registered exhibitors

Space only / shell scheme rental does not include any furniture, electrical usage or stand cleaning. All these services and others will be available to order in the Exhibitors' Technical Manual.

ADDITIONAL BENEFITS

When you exhibit your company will receive the following additional benefits:

- Acknowledgement as an Exhibitor with company logo on Conference website & app
- Listing as an Exhibitor in the final program book
- Acknowledgement on onsite signage as an Exhibitor





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Shell Scheme Rental

- Exhibitors' badges
- 100 word company / product profile in the Program
- Cleaning of public areas and gangways
- Invitation to the Welcome Reception for registered exhibitor
- Shell scheme frame, basic lighting
- Fascia panel with standard lettering

*Please note: Space only / shell scheme rental does not include any furniture (other than listed above), electrical usage or stand cleaning. All these services and others will be available to order in the Exhibitors' Technical Manual.

ADDITIONAL BENEFITS

When you exhibit your company will receive the following additional benefits:

- Acknowledgement as an Exhibitor with company logo on Conference website & app
- Listing as an Exhibitor in the final program book
- Acknowledgement on onsite signage as an Exhibitor





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Floorplan

View the ATTD 2023 exhibition floorplan: [Exhibition Floorplan](#)

Please contact me for details, pricing and booking form:

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ADD IMAGE TO
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Venue

CityCube Berlin

Messedamm 26, D-14055 Berlin, Charlottenburg
Berlin

[CityCube Website](#)



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Exhibitors Badges Rules & regulations

ALLOCATION OF EXHIBITION SPACE

Space Allocation will be made on a “first come, first served” basis. A completed Exhibition Booking Form and Contract must be faxed / emailed to ensure reservation of a desired location. Upon receipt of the Exhibition Booking Form and Contract, space will be confirmed and an invoice will be sent. Please note that three alternative booth choices should be clearly indicated on the application form. Space allocations will be made in the order in which application forms with payment are received.

EXHIBITOR REGISTRATION

All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. Two exhibitor badges will be given for the first 100sqf (9sqm) booked and one additional for each 9sqm after. Any additional exhibitors will be charged an exhibitor registration fee. Companies can purchase a maximum number of exhibitor registrations as follows:

- Booths of up to 600sqf (60sqm) – 15 exhibitor registrations
- Booths larger than 600sqf (60sqm) – 25 exhibitor registrations

Exhibitor registrations allow access to the exhibition area only and shall be used by company staff only. An exhibitor registration form will be included in the Exhibitor's Manual.

EXHIBITORS' TECHNICAL MANUAL

An Exhibitors' Technical Manual outlining all technical aspects of exhibiting will be available approximately 3 months prior to the Congress. It will include the following:

- Technical details about the Venue
- Final exhibition details and information
- Contractor details
- Services available to exhibitors and order forms

INSERT AND DISPLAY MATERIALS

- Please note that all materials entering the venue incur a handling charge. This includes materials for inserts and display.
- In order to receive a price quote for handling and to assure arrival of your materials, please be sure to complete the “Pre-Advise” form included in the shipping instructions when you receive either the Exhibition or Symposia Technical Manuals.

SITE INSPECTIONS

Exhibitors and Supporters are welcome to visit the Congress venue at their convenience. Please contact the venue directly to arrange this.

EXHIBITOR LOGO & PROFILE

You can submit your logo and company's profile, read important exhibitor information and complete orders for your stand on the Kenes Exhibitors' Portal. The Exhibition Manager will contact you with the link to the Exhibitors' Portal, including your personal login details.

EXHIBITION TERMS & CONDITIONS

The Terms and Conditions of exhibiting are included in the Online Prospectus and can be found here ([TERMS AND CONDITIONS.pdf](#)). Please note that signing of the BOOKING FORM AND CONTRACT indicates acceptance of these Terms and Conditions. The Exhibition Booking Form will be held as a valid liable contract, by which both parties will be bound. An

exclusive handling agent will be designated to the ATTD 2023. The exclusivity of an agent for the handling needs of congresses refers specifically to work inside the venue. Exhibitors may use their own couriers up to the venue door and from outside of the venue door at the end of the congress. This organisational decision has been made for the safety and efficiency benefits to exhibitors and for the successful flow of the congress.

PROMOTIONAL ACTIVITIES

All demonstrations or instructional activities must be confined to the limits of the exhibition stand. Advertising material and signs may not be distributed or displayed outside the exhibitor's stands. Sound equipment must be regulated and directed into the stand so that it does not disturb neighbouring exhibits. Exhibition Management reserves the right to require the exhibitor to discontinue any activity, noise or music that is deemed objectionable.

□Further details will be included in the Exhibitors' Technical Manual.□