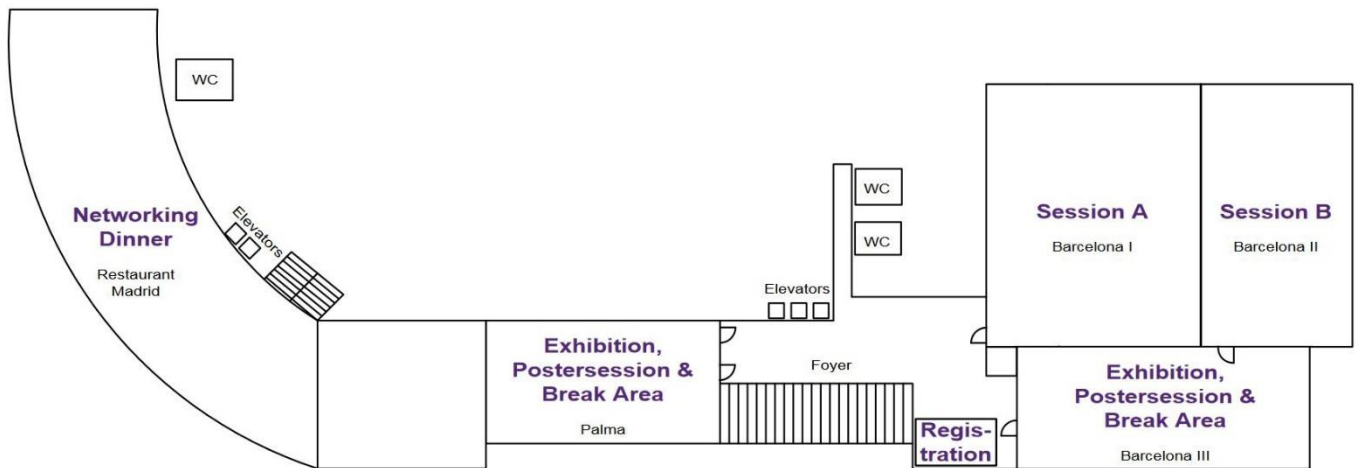


Exhibitor Guidelines

Venue

ICULTA 2023 takes place on the first floor in the MELIÄ Hotel Berlin with direct access from the lobby. The exhibition area is located within the breaktime area combined with poster session boards to ensure good integration between exhibits and scientific content. Booth numbers are not assigned in advance but will be allocated on-site during the exhibition set-up.

EVENT AREA MELIÄ HOTEL BERLIN



Conference venue visiting address

MELIÄ Berlin
Friedrichstraße, 103
10117 Berlin, Germany

Exhibition Opening Hours

- ▶ Mo, April 24 | 10.00 - 18.30
- ▶ Tu, April 25 | 10.00 - 18:30

Build-up and break-down hours

Build-up:

- ▶ Sunday, April 23 | 13.00 - 17.00
- ▶ Monday, April 24 | 07.00 - 09.45

The stand material and the exhibition goods will be transported to the stand for unpacking. Booth representatives unpack the goods and building up the stand.

Break-down:

- ▶ Tuesday, April 25 18.30 - 19.30

Exhibitors pack their goods (with own packaging material). The packaged goods will be stored free of charge until off-site transportation. No goods can be left at the event area after the exhibition ended. All goods must be packed up.

Handling of exhibition goods and stand material

Transport to and from the MELIÁ hotel must be organized by exhibitors. Goods are to arrive at hotel's service entrance (Weidendamm) April 19-23, 2023. It will be stored in a roofed area free of charge until the conference. For safe transport to the allocated stand by a forklift, heavy and large-sized goods should be packed on the European standard pallet EPAL (Measures 80 x 120 x 14,4 cm). In this case goods must be delivered by a truck with loading ramp. Empty pallets and all packaging material will be stored free of charge during the conference. Since the conference's exhibition area is located in a publicly accessible place, we recommend locking away any valuable equipment overnight. ICULTA 2023 organizers and MELIÁ hotel assume no liability for any loss or damage.

Delivery address for stand material and handling of goods

MELIÁ Berlin
Friedrichstraße, 103
10117 Berlin

Mark all packages with:

ICULTA-2023 Company name Company contact person
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Pick-up of goods at hotel's service entrance:

Goods and stand material must be picked-up until Friday, April 27. ICULTA-2023 organizers and hotel does not hold any responsibility for left goods in the exhibition and storage areas. They reserve the right to throw goods that been left and the customer will be charged for the cost.

Exhibition conditions

Exhibit space includes:

- ▶ 1,20 m x 0,80 m draped table
- ▶ 2 chair
- ▶ 220 V power outlet (for europlugs)
- ▶ Listing on conference website

Exhibitors cannot under any circumstances attach anything (nail, stick, hang etc.) signs, light or any other material to the walls, floor or ceiling.

If you have special technical requirements or additional equipment requests (e.g. additional table, poster board), please contact contact@iculta.com.

Safety and responsibility

ICULTA 2023 organizers and MELIÁ hotel do not hold any responsibility for damage or loss of material or equipment. Therefore we recommend all exhibitors to hold a valid insurance, which covers any eventual damage or loss of stand material and equipment.