



Guidelines for Exhibiting at WCTD2017

1. The Congress will take place on Monday, 27 November from 07:30 until 18:00 and on Tuesday, 28 November from 08:00 until 17:00 (including registration desk hours), at the Hilton Berlin located at Mohrenstrasse 30, 10117, Berlin
2. **Exhibition area:** The exhibition will take place in the **Panorama Foyer** of the Congress venue. Please note that the exhibition is a 6 m² area. It contains a table, 2 chairs and a power connection. We recommend that you decorate your exhibition area with either a 'Pop-up' or 'Roll-ups/Posters' in addition to material you would like to distribute. Items may not be attached directly to the hotel property i.e. doors, windows, walls, etc. Please ensure you do not block any emergency exits.
3. **Shipments:** If you are shipping material to the congress venue, please ensure that it arrives by – no more than 24 hours before arrival - and not earlier as the hotel has limited storage space. For your ease, we have provided a pre-prepared label for the package/s. Shipments should be addressed to:
Hilton Berlin
FAO: Linda Garbe
Kronenstraße 48
10117 Berlin
Please use the delivery form below
4. **Exhibition Set up & Dismantling:** Set up will take place from 06:30am on Monday, 27 November. Set up must be completed by 08:00 in order to allow for the area to be cleaned in preparation for the congress. Dismantling will take place after the afternoon coffee break on Tuesday, 28 November and should be completed by 17:00. Please ensure not to leave behind any equipment.
5. **Exhibition Hours:** The exhibition will run in parallel to the congress, we recommend that you remain at or near your exhibition area during all of the coffee breaks and lunch breaks.
6. **Equipment:** Please do not leave any valuable equipment unattended at any time. The Congress secretariat and organizers be held liable for any items left behind, stolen or damaged.
7. **Food products:** Exhibitors are not permitted to bring food items into the Congress area with the exception of small items such as sweets or candies.
7. **Exhibition Name Tags:** You can collect your name tag from the registration desk. Name tags must be worn to all congress events. Additional exhibitors name tags may be purchased on-site at a 50% discount.

Congress staff will be available on-site during the set-up and throughout the congress to provide assistance. In the event of an emergency, please contact Vanessa on +972-(0)52-953-3087.

We wish you a fruitful and successful event and thank you in advance for your kind cooperation.



FAO: Linda Garbe

Hilton Berlin

Kronenstraße 48

10117

Berlin, Germany

Conference name: BIO Events / WCTD2017

Conference date: 27-28 November 2017

Meeting room(s): Ballroom ABC

Package no.: i.e.: 1 of 1 or 5 of 12 etc.

Additional information: i.e.: Name

These boxes contain the following items...

Please note that no conference deliveries will be accepted at the Hotel without this form.

Please do not send any packages more than 24 hours prior to arrival