

### **Information for exhibitors**

Event organiser: TMF – Technology, Methods, and Infrastructure for Networked Medical Research  
(TMF – Technologie- und Methodenplattform für die vernetzte medizinische  
Forschung e.V.)  
Charlottenstrasse 42  
10117 Berlin

Organisation: Juliane Gehrke (sponsoring, event management, on-site coordination)  
Tel.: +49 (0)30 22 00 247 17  
[juliane.gehrke@tmf-ev.de](mailto:juliane.gehrke@tmf-ev.de)

Venue: MERCURE Hotel MOA Berlin  
Stephanstrasse 41  
10559 Berlin  
<http://www.hotel-moa-berlin.de/>  
Contact: Ms Duller, Convention Sales Manager

Travel information (below):  
<http://www.hotel-moa-berlin.de/en>

Rooms have been reserved for the symposium (code: TMF):  
Single room EUR 113 per night  
Reservations can be made according to availability until November 15, 2017  
(Tel. +49 (0) 30 394043 0, E-Mail: Ha0f7-re@accor.com).

Schedule: Wednesday, 4 December 2019,  
10:00 a.m. until approx. 8:00 p.m. (begin evening event)

Thursday, 5 December 2019,  
8:00 a.m. until approx. 5:00 p.m.

Setup: Tuesday, 3 December 2019, 6:00 p.m. to 10:00 p.m.  
Wednesday, 7 December 2017, 7:00 a.m. to 8:30 a.m.

Exhibitors are responsible for assembling and dismantling their own stands. Only furniture ordered in advance through the organiser will be supplied on the stand area.  
No separating partitions will be put up between stands. Materials cannot be affixed to walls, pillars, ceilings or floors. The exhibitor is liable for any damages.

Dismantling: Thursday, 5 December 2019, 5:00 p.m. to approx. 7:00 p.m.

Should your travel schedule require you to begin dismantling your stand early, we request that you do not do so during the coffee break. Stand areas must be cleaned and swept following dismantling.

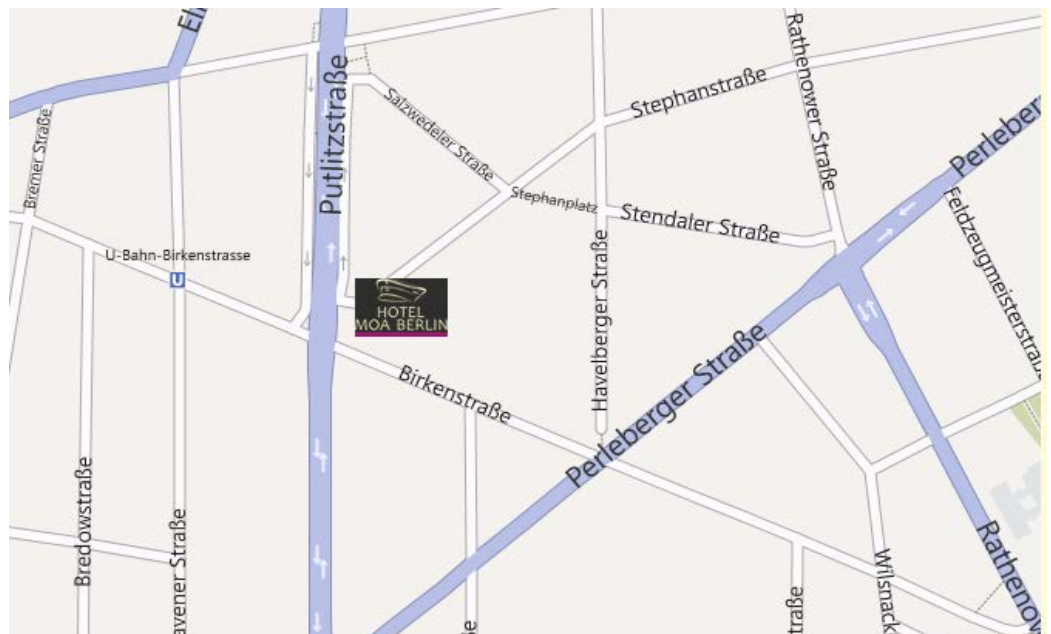
Delivering and picking up stand materials:

Materials can be delivered to the hotel in advance. The delivery address is  
MERCURE Hotel MOA Berlin  
TMF 4/5 December 2019  
Warenannahme (suppliers entrance)  
Stephanstr. 41, 10559 Berlin

This also applies to any materials to be picked up at the end of the symposium. **Please remember to arrange for a haulier / stand builder or postal and courier services in good time.** Such arrangements are made neither by the event organiser nor by the hotel. If possible, please arrange that your materials will be picked up on the evening of 5 December 2019. Please ensure that all packaging and information materials are removed from the premises.

**New: with vehicles up to a maximum height of 2.15 m, loading and unloading can be made directly on level 1 of the parking garage in Birkenstraße.**

Loading / parking: There is a direct access to the hotel. However, the space directly in front of the hotel can only be used for short-term loading and unloading. Please park your vehicle in the car park (EUR 15/day).



The hotel also has a goods lift (2.26 m x 2.08 m, door: 1.75 m wide and 2.12 m high, max. load 2.6 t). This is located next to the staff entrance in the Kuhligkshofstrasse, immediately behind the bus station entrance (see sketch). There is a free loading bay immediately in front of the goods lift. Please ring the staff entrance bell and you will be collected by a member of the hotel staff.

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You can leave private luggage in the cloakroom (at the exhibition area), which will be manned during the symposium. Please do not leave any valuables unattended. The hotel and event organiser shall not accept liability for damages due to loss or theft.

All applicable regulations must be observed (e.g. BGV, DIN, SoBeVo). All materials must be flame-resistant in accordance with the safety and fire regulations (B1 pursuant to DIN 4102 and DIN EN 13501-1). Fire alarms, hydrants, fuse boxes, control panels and telephone junction boxes must be freely accessible at all times. Police and other regulatory requirements must be observed during the exhibition, as well as during the setup and dismantling phases. The event organisers reserve the right to demand the modification of obviously inadequate stand structures or their removal if they prove to be inappropriate, a nuisance or dangerous.

The organiser does not assume liability for theft or injury to persons during the event or the setup and dismantling phases. The exhibitor is liable for all personal injury and material damage in connection with the setup and dismantling phases, as well as for such damage due to the use and presentation of their stand structures, objects, exhibits, etc.

Stands are allocated according to demand, available exhibition space, technical constraints and the organiser's conceptual requirements. Exhibitors' wishes will be taken into account wherever possible; exhibitors are, however, not entitled to claim a specific stand area. The organiser reserves the right to change details of the stand allocation plan, including after it has been sent out.

Minor deviations from stand-area bookings do not justify claims for price reductions or additional charges. Structural restrictions and other usability limitations are inherent in the leased space and do not justify claims for price reductions.

**Order form for additional equipment<sup>1</sup>:****Please fill in by 4 November 2019, questions to:**

TMF e.V. | Juliane Gehrke (event management)

Fax: +49 (0)30 22 00 247 17 | Email: [juliane.gehrke@tmf-ev.de](mailto:juliane.gehrke@tmf-ev.de)

On request, the organiser will also supply the items listed below. **The sponsoring package includes an equipment package (worth 120 €) which contains of one banquet table 2 chairs, a safety power plug (220 V "Schuko")**. All additional items will be invoiced to you separately at the end of the symposium and are not included in the sponsoring agreement. All rental prices are **net excl. VAT** and are for both event days. They include the cost of transport and assembly.

Company name:	
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Power supply incl. one 3-way distributor (230 V)

Yes / not needed

Table incl. skirting

\_\_\_\_\_ items

(One Table per stand is free of charge. Each additional table costs EUR 10.)

Chair

\_\_\_\_\_ items (2 chairs are free of charge)

Bar table

\_\_\_\_\_ items (each bar table costs 30 €)

Bar stool

\_\_\_\_\_ items (each bar stool costs 40 €)

Posters wall (1.15 m x 1.40 m)

\_\_\_\_\_ items (each poster wall costs 20 €)

Other items

\_\_\_\_\_(Price on request if appl.)

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<sup>1</sup> Orders are binding.