INFORMATION FOR EXHIBITORS

Content

Exhibitor packages | Fees	1
Booth plans	2
Exhibition schedule | Additional orders	3
Delivery	4
Parking facilities | Booth construction and dismantling	5
General information	6
ANNEX	8
- Additional orders	
- Order form	

Venue

bcc Berlin Congress Center GmbH
Alexanderstr. 11
10178 Berlin
Web: bcc-berlin.de

Organiser

DGZfP e. V.
Steffi Dehlau
Telefon: + 49 30 67807 – 128
E-Mail: tagungen@dgzfp.de

Status: January 2025

DGZfP-Jahrestagung 2025

26. bis 28. Mai in Berlin

We look forward to welcoming you as an exhibitor at the DGZfP Annual Conference 2025 in Berlin. Below you will find information regarding your exhibition booth.

Exhibitor packages

STANDARD	FULLSIZE
includes:	includes:
• NO device presentation	• Device presentation
• 1 complete conference participation	• 1 complete conference participation
• Stand area 6 m² (W/D: 3 x 2 m)	• Stand area 6 m2 (W/D: 3 x 2 m)
• 1 table (W/D: 1.20 x 0.80 m)	• 1 table (W/D: 1.20 x 0.80 m)
• 2 chairs	• 2 chairs
• 1 power connection	• 1 power connection
Monitors and laptops are permitted for demonstration purposes. Devices may NOT be exhibited.	Devices and models may be placed on the allocated booth space.

Booth fees

Exhibitor package STANDARD

Fee for 1 exhibition booth	3.000,00 €
for member companies of the DGZfP	2.500,00 €

Fees plus VAT.

Exhibitor package FULLSIZE

Fee for 1 exhibition booth	4.000,00 €
for member companies of the DGZfP	3.000,00 €

Fees plus VAT.

Additional booth support *

Fee per person	700,00 €

Fees incl. VAT.

* The additional tickets only entitle the holder to booth support, refreshments during breaks and participation in the exhibitor evening. Participation in the conference programme and conference evening is not included. The tickets are personal and non-transferable.

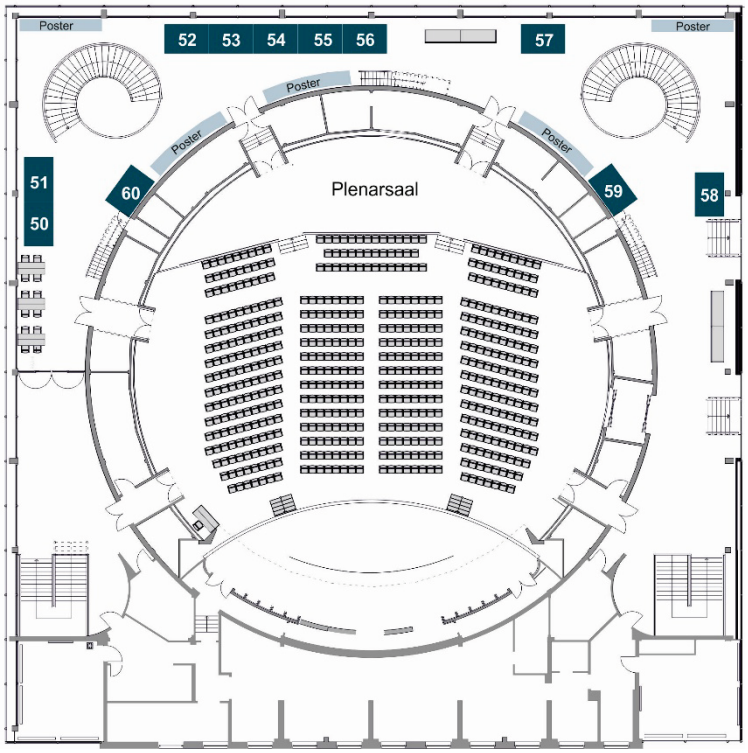
The reservation only becomes valid after receipt of payment of the booth fee (no later than 14 days after receipt of invoice). Exhibitors who have not paid their booth fee by the start of the exhibition will be denied access to the exhibition booth.

Floor plans

The current booth occupancy can be found on the website.

Ebene B (EG)

Ebene C (OG)



Contract cancellation

The cancellation of booth orders must be received by the organiser in writing. In the event of cancellation, the following refunds will be made by the organiser:

until 14 March 2025 **50 % of the booth rent**
from 15 March 2025 **no refund**

Special agreements

Special agreements between the organiser and the exhibitor must be confirmed in writing by the organiser in order to be binding.

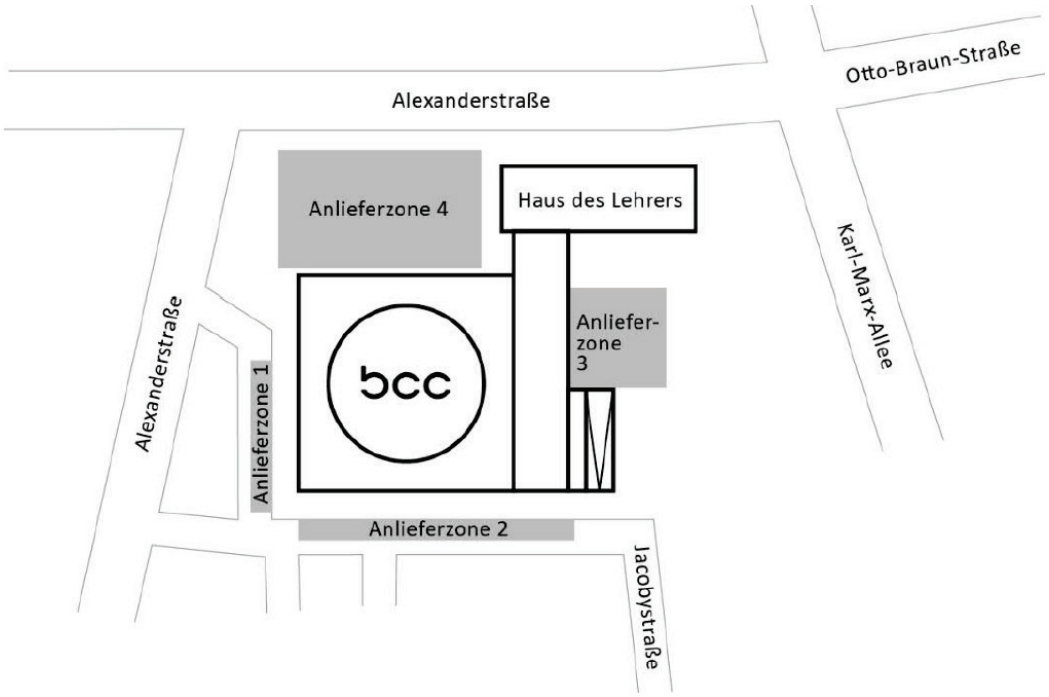
Timetable of the exhibition

25 May 2025 Sunday	**26 May 2025 Monday**	**27 May 2025 Tuesday**	**28 May 2025 Wednesday**
Construction 12:00 - 18:00 h	Exhibition 09:00 - 21:00 h	Exhibition 8:30 - 14:30 h	Exhibition 9:00 - 13:00 h
	Poster and exhibition evening 18:30 - 21:00 h		Dismantling after end of the event 14:00 - 17:00 h

Additional orders

Additional orders, such as screens and furniture, can be made **via the bcc Berlin Congress Center by 2 May 2025 at the latest.** Orders and invoices will be issued directly by the bcc. The service catalogue can be found in the appendix from page 8. For your binding order, please send the attached e-form to exhibitor@bcc-berlin.de.

Delivery of exhibition material



Please use **delivery zone 4** (Anlieferzone 4) for deliveries.
Door dimensions: 2.05 m x 2.65 m (W x H)

Loading and unloading is possible on **Sunday, 25 May from 12:00 to 18:00** and on **Wednesday, 28 May after the end of the event until 17:00**. The area must be left immediately after unloading and loading and the vehicle parked in the adjacent car park.

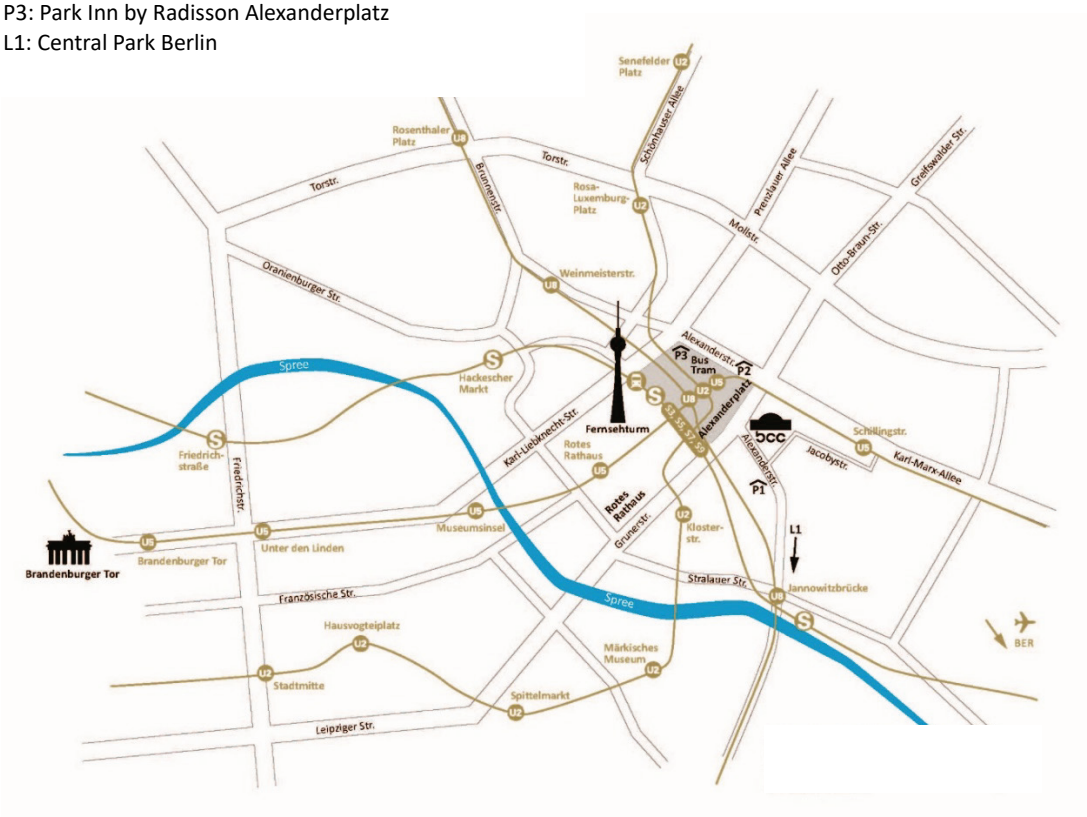
For an advance delivery to the bcc Berlin, please use the following address:

bcc Berlin Congress Center GmbH
39428 DGZfP
Contact person
Exhibitor name, booth number
Alexanderstr. 11
10178 Berlin (Germany)

Deliveries will be accepted and stored **free of charge from 23 May.**
Storage after the end of the event is possible **free of charge until max. 2 June.**
If there is free capacity, storage can be accepted in advance and after 2 June 2024 at a charge of EUR 75.00 net per m^2 and day.

Parking facilities

P1: Alexa Shopping Center
P2: Q-Park Alexanderplatz
P3: Park Inn by Radisson Alexanderplatz
L1: Central Park Berlin



Booth construction / booth dismantling

Please ensure that all invoices have been paid, otherwise booth construction will not be permitted. In case of doubt, a confirmation of payment (copy of the bank transfer) should be to hand.

Due to safety regulations of the bcc, the booth can only be set up on Sunday, 25 May, between 12 and 6 pm.
Dismantling on Wednesday, 28 May, may only begin when all participants have left the bcc, from approx. 13:30. Smaller materials may already be removed from the booth areas. Please note, however, that crates, cases etc. may not be transported across the event area before the official dismantling.

No empties, empty cartons or other packaging materials may be stored at the booths or stowed behind the booths. Any rubbish produced must be removed independently. Exhibitors undertake to protect the floors against soiling and damage.

General information

bcc Berlin Congress Center

The staff of the bcc Berlin are your contact for all spatial, technical and security-related matters. Please note the following information:

- The bcc accepts no liability for theft or injury to persons during the set-up, dismantling and event times.
- For fire protection-relevant objects (e.g. popcorn and waffle machines) or materials (e.g. technical gases, large batteries or accumulators), heavy loads (weight >300 kg) or special electrical or mechanical devices (e.g. robots, production machines), detailed coordination between the bcc and the exhibitor is required.
- Stand equipment may only be made of flame-retardant material (min. B1).
- If exhibitors are planning their own stand construction, the dimensioned stand sketches must be submitted to the bcc for review and approval.
- Room A 08 can be used by all exhibitors during the event to store materials and empties. The room can be locked if required. The bcc accepts no liability in the event of loss.
- Exhibitors are obliged to use energy sparingly. All electrical appliances on the exhibition stands must therefore be switched off at the end of the event each day.
- The exhibitor shall ensure that all applicable technical guidelines (DIN, VstättVO etc.) are complied with.
- Only the use of means of transport with rubber or nylon castors is permitted.
- Only adhesive tapes that are explicitly approved for the corresponding surfaces may be used in the bcc. This applies in particular to the laying of floor coverings.
- No work is permitted that could damage the fabric of the building (e.g. drilling holes in floors and ceilings or taping walls). If hazardous construction work is necessary during set-up or dismantling, the areas at risk must be protected.
- When constructing stands, care must be taken to ensure that the edges of the floor do not present a trip hazard and are suitable for wheelchair users.
- The construction of stand ceilings is not permitted in the bcc due to the sprinkler system.
- All floor coverings are cleaned daily as standard. If this service is not desired, this must be expressly communicated to the bcc.

Security checks / luggage

- Exhibitor and event-related materials will be screened/checked and may be brought into the bcc during the official set-up.
- No suitcases, travelling bags, backpacks or flight cases may be brought into the bcc. Excluded from the ban are small bags with a volume of up to 10 litres (e.g. small bags, small handbags, small laptop bags, small backpacks, belt bags).
- All guests with bags smaller than 10 litres must be prepared for possible bag checks.
- All wardrobe items must be handed in. Valuables, such as electronic devices or valuable items of clothing, will not be accepted.
- Luggage storage (luggage container or luggage tent) is available on the forecourt of the bcc.

PRODUCT OVERVIEW

VALID FROM 22/01/2025
—
PRICES AND SERVICES ARE SUBJECT TO CHANGE
—
ALL PRICES EXCL. VAT
—
PHOTOS ARE EXAMPLES

SERVICE CATALOGUE FOR EXHIBITORS

	From Page
Contact	1
Stand Construction	2
Stand Equipment	3
Technical Stand Equipment	9
Technical Information	11

Contact

bcc Berlin Congress Center GmbH
Alexanderstr. 11
10178 Berlin
Germany

+49 30 238060
exhibitor@bcc-berlin.de

General Notes

- Prices for services exceeding three days of provisioning time are available on request.
- If stand catering is required, the Product Overview Stand Catering can be requested from the bcc.
- Additional stand constructions, stand equipment and technical stand equipment are available upon request.
- The provision of the ordered services will take place during setup times.
- All technical devices provided via the bcc will be supplied with the required current connections. If additional current connections are required for client's own devices, a separate alternating current connection (article no. 612347) must be booked.
- The order must be placed at least 14 days or 21 days prior to the start of the event. The order deadline of 21 days prior to the start of the event applies to the ExpoWall and Octalumina modular stands as well as all positions that require the sending of print files. In the event of a later order the bcc reserves the right to charge a rush order fee of at least 20 %.
- All print files must be sent to us (by email or file hosting service) at least 21 days prior to the start of the event. Otherwise the production cannot be guaranteed.
- Services are subject to availability.
- A fillable PDF order form is available at https://bcc-berlin.de/en/downloads.

Stand Construction: ExpoWall

Details	Sample Photo	Price
ExpoWall modular stand: size according to choice; back wall element incl. digital colour print; one long-arm spotlight 150 W per running metre; alternating current connection (230 V, 10 A, up to 2 kW) incl. three-way power strip Article no. 2934771		295.00 EUR per running metre

Please Note

- By default, modular stands are provided with a height of approx. 250 cm. In the rooms B 01.01, B 01.02 and B 01.03 modular stands will be provided with a different height of approx. 230 cm.
- The modular stands per running metre can be booked in 0.5 m partitions.
- With a stand width of 400 cm or more the depth is approx. 55 cm instead of approx. 25 cm.
- The modular stand is positioned within the stand area thus reducing the usable floor space accordingly.
- If an ExpoWall modular stand is booked, an additional information sheet with print dimensions and instructions on how to lay out and share files will be provided.

Stand Construction: Octalumina

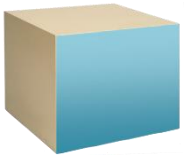
Details	Sample Photo	Price
Octalumina modular stand: size according to choice; luminous back wall element incl. digital colour print; alternating current connection (230 V, 10 A, up to 2 kW) incl. three-way power strip Article no. 3787473		320.00 EUR per running metre

Please Note

- By default, modular stands are provided with a height of approx. 250 cm. In the rooms B 01.01, B 01.02 and B 01.03 the modular stands will be provided with a different height of approx. 230 cm.
- The modular stands per running metre can be booked in 0.5 m partitions.
- The modular stand is positioned within the stand area thus reducing the usable floor space accordingly.

Stand Equipment: Furniture

Details	Sample Photo	Price
High top table with glass plate: 109 cm (H), 70 cm (dia) Article no. 1034785		65.00 EUR per piece
High top table with cream-coloured wooden plate: 106.5 cm (H), 70 cm (dia) Article no. 1459281		55.00 EUR per piece
High top table: cube, 50 cm x 110 cm x 50 cm (W x H x D) Article no. 612333		51.00 EUR per piece
Printed panel for cube high top table: digital colour print on hard foam board, 50 cm x 110 cm (W x H) Article no. 3966277		49.00 EUR per piece 30.00 EUR per piece (6 pieces or more)
Bistro table with glass plate: 72 cm (H), 70 cm (dia) Article no. 1189179		65.00 EUR per piece
Bistro table with cream-coloured wooden plate: 70 cm (H), 70 cm (dia) Article no. 1459355		55.00 EUR per piece
Lounge table with glass plate: 41 cm (H), 70 cm (dia) Article no. 1002045		65.00 EUR per piece

Details	Sample Photo	Price
valet VT-1001 lounge table: 39 cm (H), 47 cm (dia), black Article no. 4245086		30.00 EUR per piece
Lounge table with cream-coloured wooden plate: 38.5 cm (H), 70 cm (dia) Article no. 1459356		55.00 EUR per piece
Lounge cube: 50 cm x 40 cm x 50 cm (W x H x D), cream Article no. 1000938		21.00 EUR per piece
Printed panel for cream-coloured lounge cube: digital colour print on hard foam board, 50 cm x 40 cm (W x H) Article no. 3968215		25.00 EUR per piece 20.00 EUR per piece (6 pieces or more)
Lounge cube: 48 cm x 50 cm x 48 cm (W x H x D), white Article no. 1467567		21.00 EUR per piece
Printed panel for white lounge cube: digital colour print on hard foam board, 48 cm x 50 cm (W x H) Article no. 3968214		25.00 EUR per piece 20.00 EUR per piece (6 pieces or more)
A-Table: 120 cm x 71 cm x 40 cm (W x H x D), pearly white Article no. 3690578		15.00 EUR per piece

Details	Sample Photo	Price
A-Table: 180 cm x 71 cm x 40 cm (W x H x D), pearly white Article no. 3690587		20.00 EUR per piece
Octanorm counter: lockable, 104 cm x 102.5 cm x 54 cm (W x H x D) Article no. 1530941		85.00 EUR per piece
Digital colour print for Octanorm counter: front panel, full surface, 96.4 cm x 86 cm (W x H), visual dimension 92.4 cm x 82 cm (W x H) Article no. 1499864		80.00 EUR per piece
Digital colour print for Octanorm counter: side panel; full surface; 46.9 cm x 86 cm (W x H); visual dimension 42.9 cm x 82 cm (W x H) Article no. 2901211		45.00 EUR per piece
Black Vitra .03 chair Article no. 1000962		21.00 EUR per piece
Grey padded A-Chair Article no. 3690743		10.00 EUR per piece
White Vitra Tom Vac chair Article no. 1037096		26.00 EUR per piece

Details	Sample Photo	Price
Grey padded Cato bar stool Article no. 4256966		27.00 EUR per piece
White Lapalma LEM bar stool Article no. 1333163		41.00 EUR per piece
White Bauhaus lounge chair Article no. 3794057		55.00 EUR per piece
Spherical Retro lounge chair Article no. 3794054		60.00 EUR per piece
Light grey Andora lounge chair Article no. 3794053		120.00 EUR per piece
Glass display case 50 cm x 180 cm x 50 cm (W x H x D) Article no. 1402967		225.00 EUR per piece
Brochure stand for A4 brochures Article no. 1367693		45.00 EUR per piece

Details	Sample Photo	Price
Rubbish bin Article no. 1000942		9.00 EUR per piece
Noticeboard with stands: 126.5 cm x 193 cm (W x H); incl. pins; board measurements 118.5 cm x 146 cm (W x H) Article no. 612341		22.00 EUR per piece

Please Note

- For the printing of the counter the print file must be sent to us (by email or file hosting service) at least 21 days prior to the start of the event.
- The print file should be sent as a vector graphic in PDF format on a scale of 1:1 (without bleed). Image data should at least have a resolution of 72 dpi when a scale of 1:1 is used.
- AI-generated graphics generally have a resolution that is too low for large format printing. Upscaling can cause blurred and pixelated print results.
- The print file should only contain one layer. If multiple layers are used, colour variations and gradients may occur during printing. The use of multiple layers cannot be checked and corrected by the bcc.
- Each print design and product must be created as an individual file.
- Fonts must be converted into curves/paths.
- For preset colours, please send a colour sample and precise colour specifications to the bcc. If layers overlap, please ensure that none of them are accidentally set to overprint as this may lead to a distortion of colours.

Stand Equipment: Miscellaneous

Details	Price
Storage Article no. 612549	75.00 EUR per m² per day
Additional booth cleaning Article no. 612521	1.10 EUR per m² per day

Details	Sample Photo	Price
Anthracite-coloured carpet Article no. 1465171		16.00 EUR per m²
Blue carpet Article no. 1465476		16.00 EUR per m²
Red carpet Article no. 1465208		16.00 EUR per m²

Please Note

- Carpet is to be booked in a range of sizes. However, the full m² will be charged.
- A simple daily cleaning of all stand floorings is included by default. The additional cleaning also includes cleaning of the stand equipment.
- Emptying of rubbish bins at the exhibitors' stands is inclusive and will not be charged separately. Disposal of waste during the setup and dismantling in excess of the considered normal level of waste disposal during the event will be charged at cost.

Technical Stand Equipment: Electrical Installation

Details	Price
Alternating current connection: 230 V, 10 A, up to 2 kW, incl. three-way power strip Article no. 612347	150.00 EUR per piece
RC connection: CEE, 400 V, 16 A, up to 7 kW Article no. 612349	250.00 EUR per piece
RC connection: CEE, 400 V, 32 A, up to 15 kW Article no. 612351	380.00 EUR per piece

Technical Stand Equipment: Telecommunication

Details	Price
Wired internet connection Article no. 1353073	110.00 EUR for one day 140.00 EUR for two days 160.00 EUR for three days

Please Note

- Network packages include an internet bandwidth of up to 5 Mbit/s (synchronous, flat rate).

Technical Stand Equipment: Media Technology and Accessories

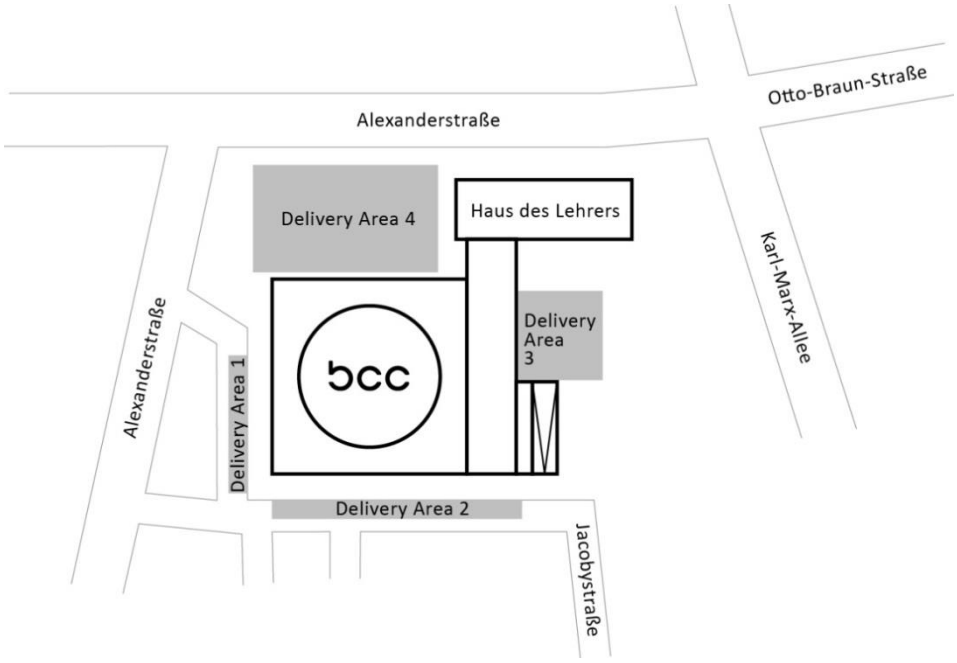
Details	Price
Laptop Article no. 612391	140.00 EUR for one day 200.00 EUR for two days 235.00 EUR for three days
Screen: minimum 24", full HD, on table stand Article no. 1374649	80.00 EUR for one day 105.00 EUR for two days 120.00 EUR for three days
Screen: minimum 40", full HD Article no. 1374651	235.00 EUR for one day 325.00 EUR for two days 385.00 EUR for three days
Screen: minimum 50", full HD Article no. 1374650	285.00 EUR for one day 405.00 EUR for two days 485.00 EUR for three days
Assembly of one screen at modular stand Article no. 3787482	100.00 EUR per event

Please Note

- A laptop with an English-language operating system and keyboard is available upon request.
- By default, the screens are provided on a stand.
- If the position Assembly of one Screen at Modular Stand is booked, the bcc must be informed of the exact position of the screen on the modular stand in form of a detailed drawing at an early stage.

TECHNICAL INFORMATION

Possible Delivery Areas



Area	Doors
Delivery area 1	2.05 m x 2.65 m (W x H)
Delivery area 2	2.05 m x 2.65 m (W x H)
Delivery area 3	1.8 m x 1.95 m (W x H)
Delivery area 4	2.05 m x 2.65 m (W x H)

Please Note

- Information on availability and clearance for events will be supplied by the bcc.

Elevator

Doors	2.5 m x 2.5 m (W x H)
Cage	2.9 m x 2.05 m (B x W)
Maximum weight	Max. 2 t (336 kg/m²)

ORDER FORM (E-FORM)

Contact

bcc Berlin Congress Center GmbH
Alexanderstr. 11
10178 Berlin
Germany

+49 30 238060

Please send us the completed form to exhibitor@bcc-berlin.de.

Details

Event title: _____

Exhibitor or stand name: _____

Stand no.: _____

Name of orderer: _____

Telephone number of orderer: _____

Email address of orderer: _____

Name of contact person on-site: _____

Telephone of contact person on-site: _____

Contract address incl. company name: _____

_____

_____

Invoice address incl. company name (if different from contract address): _____

_____

_____

VAT registration number: _____

Desired purchase order number: _____

Order

Article No.	Number	Date From	Date Until	Comment	Price in EUR

Please Note

- Payment is made in advance (bank transfer).
- Orders placed on-site must be paid in cash or by EC or credit card.
- Payment by credit card is only possible during the event. Exclusively Visa and MasterCard will be accepted.
- The person drawing benefits is automatically the tax payer.
- Businesses from EU countries are to prove their business status with their VAT registration number.
- If a business's legal domicile is located outside of the European Union, a form signed and stamped by the Federal Ministry of Finance (such as the U70 form or a Certificate of Registration for VAT) or an equivalent fiscal authority must be sent to the bcc GmbH.
- All prices are excl. VAT.
- By sending the order form to the bcc the selected amounts have been ordered bindingly.
- Please indicate specific catering times in the comment field on the order form. If no times are specified, ordered catering will be delivered at the beginning of the event.
- The order is subject to the Terms and Conditions of the bcc. These are examinable at http://www.bcc-berlin.de/en/gtc and will be sent to the client if requested. If the order is cancelled more than 30 days before the contractual date that the service is to be provided, the bcc GmbH is entitled to charge a cancellation fee of 50 % of the total compensation agreed upon. If the order is cancelled any later than that, the cancellation fee shall amount to 90 % of the total compensation agreed upon. If the cancellation takes place on-site, the cancellation fee amounts to 100 % of the compensation agreed upon. In the event of cancellation due to a prohibition of the event by a regulation or official order based on the German Law for the Prevention and Control of Infectious Diseases of Humans (e.g. COVID-19), as well as in the event that the event should take place digitally or in a hybrid format without an on-site exhibition, the bcc GmbH is entitled - regardless of the time of cancellation - to charge a cancellation fee in the amount of 50 % of the total compensation agreed upon.