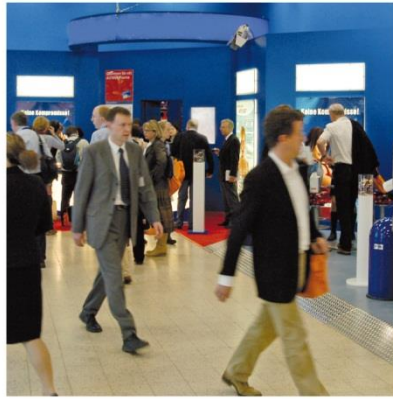
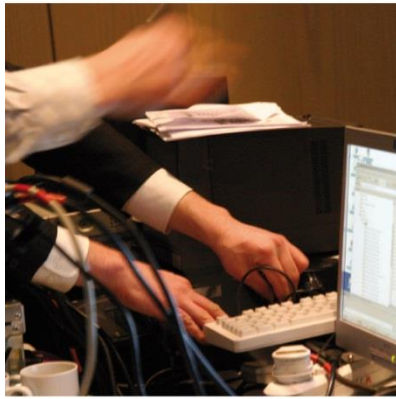


servicehandbook

IMPORTANT INFORMATION FOR EXHIBITORS **Venue:** Your way to find us. **Your contact:** We are your capable consultant. **Delivery, installation and removal:** For a smooth passing of the exhibition. **The stand:** Valuable and interesting information on all the aspects of your exhibition space.



Online-Order for additional equipment latest until 18th August 2015
on via <http://dgg-jahreskongress.de/ausstellung-sponsoring/ausstellerinformationen/>

m:con
VISION INTO CONVENTIONS

31th Annual Congress of the German Society for
Vascular Surgery and Vascular Medicine
16th – 19th September 2015
Messe und Congress Centrum Halle Muensterland

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

On the following pages, the most important information for a successful exhibition at Messe und Congress Centrum Halle Muensterland is made available to you. All relevant facts and data on all the aspects of the venue, your exhibition space, the guidelines concerning installation and removal and, last but not least, your contacts can be found here.*

m:con has extensive experience in organizing congresses and producing events, and offers individual solutions – with its excellent conception and organization and with its own ultra-modern equipment.

The professional team of m:con offers you support at any time.

* Subject to alterations.

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

Directory

01 Venue and Data of the Exhibition	4
02 Contact	5
03 Directions to the venue	6
04 Information on Delivery and Installation	9
05 Stand information A – Z	11
06 Catering	20
07 Disclaimer	20

Please forward all the required information concerning the exhibition to your exhibition stand constructors *promptly!*

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

01 | Venue and Data of the Exhibition

■ Venue

Messe und Congress Centrum Halle Münsterland GmbH
Albersloher Weg 32
48155 Munster
Germany
www.mcc-halle-muensterland.de

■ Times and instructions for installation:

Tuesday, 15.09.2015, 07:00 a.m. – 10:00 p.m.

Please note that owing to noise pollution, exhibition goods may only be unloaded until 22.00 hrs.

**Please note:
Unloading until
22.00 hrs only!**

■ Opening times of the exhibition:

Wednesday, 16.09.2015, 09:00 a.m. – 10:30 p.m.

(07:45 p.m. – 10:30 p.m. Industry Welcome)

Thursday, 17.09.2015, 09:00 a.m. – 06:00 p.m.

Friday, 18.09.2015, 09:00 a.m. – 06:00 p.m.

Saturday, 19.09.2015, 09:00 a.m. – 12:00 a.m.

It will take place an Industry Welcome at the exhibition area on Wednesday, 16th of September 2015 at 19:45. If you plan a catering at your booth, please contact the caterer of the Messe und Congress Centrum Halle Muensterland. You can find the contact details on page 20.

■ Times and instructions for removal:

Saturday, 19.09.2015, 12:00 a.m. – 10:00 p.m.

Please note that owing to noise pollution, exhibits may only be loaded until 22.00 hrs.

**Please note:
Loading until 22.00
hrs only!**

Please observe the instructions for removal in any case, otherwise current and following events may be disturbed. Stands that are not removed in time are cleared at your costs!

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

02 | Contact

■ Organizer / Scientific responsible body

Deutsche Gesellschaft für Gefäßchirurgie und Gefäßmedizin e. V.
Gesellschaft für operative, endovaskuläre und präventive Gefäßmedizin
Robert-Koch-Platz 9
10115 Berlin
Tel. +49 30 / 30 – 280 990 990
Fax. +49 30 / 30 – 280 990 999

Conference President:

Univ. Prof. Dr. med. Giovanni Torsello
Klinik für Vaskuläre und Endovaskuläre Chirurgie
Universitätsklinikum Münster
Albert-Schweitzer-Campus 1
48149 Münster

■ Congress agency

m:con – mannheim:congress GmbH
Rosengartenplatz 2
68161 Mannheim
Germany
www.rosengarten-mannheim.de

Project manager

Angelika Staude
T: +49 (0) 621 / 41 06 -190
F: +49 (0) 621 / 41 06 80 -190
angelika.staude@mcon-mannheim.de

Exhibitor Cards

Sabine Treiber
T: +49 (0) 621 / 41 06 -174
F: +49 (0) 621 / 41 06 80 -174
sabine.treiber@mcon-mannheim.de

Exhibition organization

Romina Frank
T: +49 (0) 621 / 41 06 -377
F: +49 (0) 621 / 41 06 80 -377
romina.frank@mcon-mannheim.de

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

03 | Directions to the venue

■ Arrival by car

The Messe und Congress Centrum Halle Münsterland is centrally located in Munster and is very easy to reach nearby autobahns A 1 and A 43 in the city of Münster. Please leave the autobahn exit "Münster Süd" and follow the direction sign.



■ Arrival by train

The Messe und Congress Centrum Halle Münsterland is situated a 15 minutes walk from the central railway station of Munster. Please use the exit to "Bremer Platz" and then follow the road which goes to the right, straight on and over the crossroads Hansaring/Hafenstrasse. Of course you can also take bus routes 6, 8 and 17 (exit "City") or a taxi.

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

■ Directions sketch



Messe und Congress Centrum Halle Münsterland, Albersloher Weg 32, 48155 Münster

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

Parking facilities

There are different car parks around the Messe und Congress Centrum Halle Muensterland available to the normal rates. E.g. at the “Stadthaus”.

**Parking on the
outside area of the
Messe und Congress
Centrum Halle
Münsterland is not
allowed.**

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

04 | Information on Delivery and Installation

■ Delivery

Owing to a shortage of space, deliveries can be carried out only on the days of installation. For organizational reasons, earlier deliveries have to be carried out by the forwarding company 'HTI Spedition und Logistik GmbH' (address see "Storage", page 10) **at your expense**, otherwise they are returned **at your costs**.

For deliveries of advertising material, brochures and other articles, please indicate the following extended address:

Messe und Congress Centrum Halle Muensterland

31th Annual Congress of DGG

Mrs Dr. M. Schneider

Your Company name

Name of your contact at the exhibition

Mobile number of your contact at the exhibition

Stand number

Albersloher Weg 32

48155 Munster

Germany

Please note that deliveries have to be effected directly to the stand area. The Messe und Congress Centrum Halle Muensterland and the congress organizer do not accept any deliveries. **All deliveries are left to the owner's risk:** m:con and the congress organizer do not assume any responsibility for deliveries.

Messe und Congress
Centrum Halle
Münsterland and the
congress organizer
do not accept any
deliveries and do not
assume any
responsibility for
deliveries: all
deliveries are left to
the owner's risk.

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

■ Unloading on the exhibition grounds of the Messe und Congress

Centrum Halle Muensterland

Deliveries to the Great Hall are only available to the times for installation and removal.

The access to the Great Hall is via the back of the Congress Center (South), via the street "Am Hawerkamp". Please drive to the parking lot P2 Süd and then in direction Südfoyer/Große Halle (Great Hall). The vehicles can be loaded and unloaded. Parking is not possible in this area. Via the Südfoyer you get to the Great Hall.

Please note the measures of the door: Height 2,55m, wide: 3,55m.

Should pallets be delivered, please note that the Messe und Congress Centrum Halle Münsterland cannot provide a hand pallet truck. It has to be provided by the exhibitor.

■ Lifts / good lifts

Deliveries to the Great Hall take place at ground level.

The Measures of the door from Südfoyer to the Great Hall:

Height: 2,55m

Wide: 3,55m

■ Storage

It is absolutely impossible to store any kind of exhibits or empties before, during or after the exhibition at the Messe und Congress Centrum Halle Muensterland.

The storage of empties can be dealt with by e.g. the forwarding company

Schenker:

HTI Spedition und Logistik GmbH

Frau Anja Hollenhorst

Grafschaft 10

48163 Münster

T: +49 251 / 74787 - 14

F: +49 251 / 761324

anja@hti-spedition.de

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

05 | Stand information A – Z

The legal stipulations and regulations in their most current form and the Technical Guidelines of the Messe und Congress Centrum Halle Muensterland must be observed for all exhibition stands, facilities, exhibits, materials and advertising that are brought into the Messe und Congress Centrum Halle Muensterland. Please find the Technical Guidelines here: <http://dgg-jahreskongress.de/ausstellung-sponsoring/ausstellerinformationen/>

■ Additional orders

Orders for additional equipment can be placed online <http://dgg-jahreskongress.de/ausstellung-sponsoring/ausstellerinformationen/> until **18th August 2015**.

Orders for additional equipment only online!

After the above-mentioned date, orders can be placed on site only plus an extra charge of 20 %!

■ Advertising

Any sort of advertising is only allowed within the stand rented by the exhibitor and only for the exhibitor's own company and the exhibited articles manufactured or distributed by the exhibitor's own company. All advertising effort outside the stand area has to be approved by the organizer of the exhibition.

The distribution and the display of printed matters and advertising material outside the own stand area is only allowed by our licensed service partner. Should you be interested, please refer to:

m:con – mannheim:congress GmbH
Romina Frank
T: +49 (0)621 4106-377
F: +49 (0)621 410680-377
romina.frank@mcon-mannheim.de

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

■ Audio- / visual presentations

Any kind of presentations on the stand requires the organizer's approval. Approval is granted with the pre-requisite that the presentation will not negatively affect or interrupt neighbouring stands and the ongoing congress. The organizer shall have the right to cancel a presentation in the event of disregard for his regulation.

■ Construction heights

The maximum construction height for stands in the Great Hall is 2,50m. Higher constructions heights are possible, but they have to be approved by m:con.

Restrictions owing to structural causes have to be observed.

Floorings of all kinds from 4 mm on require approval by the organizer, have to be highlighted in contrast colour and secured against stumbling and tripping. Exceeding construction heights from 2,50 cm on require canted edges in contrast colour.

For approval please use the form, which you can find enclosed.

■ Damage

The exhibitor is responsible for damage to facilities of the Messe und Congress Centrum Halle Muensterland, floors etc., as well as to material let or lent to him.

■ Disposal

In general, reusable and eco-friendly materials have to be used for the installation and the operation of a stand. It is not allowed to leave any materials at the Messe und Congress Centrum Halle Muensterland. Any materials left are disposed of without checking the value at the exhibitor's cost and at a higher charge.

■ Electricity

The laying of electrical cables outside the stand, as well as connection to the supply network may only be carried out by the Messe und Congress Centrum Halle Muensterland. For electrical installations inside the stand, as well as for the laying of electrical cables, the instructions of VDE have to be observed. It is recommended to order the Messe und Congress Centrum Halle Münsterland to carry out the work inside the stands as well.

Restrictions owing to structural causes have to be observed.

In general, reusable and eco-friendly materials have to be used for the installation and the operation of a stand.

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

The equipment and the illumination of the stands have to be disconnected from the grid by the exhibitor after the end of the exhibition and before leaving the stand respectively. In case of non-observance as to the above mentioned switching off regarding equipment and illumination, m:con reserves its right to charge any costs that may result from additional consumption of electricity to the exhibitor's account.

In order to provide suitable protection, all electrical appliances which generate or radiate heat (cooking plates, spotlights, transformers etc.) must be mounted on non-flammable, heat resistant bases not containing asbestos. These require approval which must be applied for from m:con at least until **04.08.2015**. Devices which do not have a CE marking may not be used as a matter of principle.

The exhibitor is responsible for the self-installation on the stand. If you wish electrical installations at a certain place, we ask you to let us have a sketch accordingly. If you require electricity, you can place your order online.

The equipment and the illumination of the stand have to be disconnected from grid before leaving the stand respectively!

■ Emergency exits and escape routes

The aisles between the exhibition areas serve as escape routes in cases of Emergency. At no time should these aisles should be blocked. Escape routes must always be kept free of hindrance.

The exit doors, emergency exits and their signposting must never be obstructed, built over, closed in, obstructed by drapes or disfigured in any way.

■ Empties

During the installation, the duration of the congress and the removal, it is not allowed to store empties on the stands, outside the stands, inside the Messe und Congress Centrum Halle Muensterland and in its outside area. Dispatch and storage of empties can be dealt with by the forwarding company HTI Spedition und Logistik GmbH (address see "Storage", page 10).

■ Examination of the rented space

After the assignment of space, exhibitors must make themselves aware of any fixtures, in particular hall pillars, fire alarms, wall hydrants, ventilation systems, as well as uneven flooring. m:con shall not be responsible for the accuracy of dimensions on hall and stand plans.

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

■ Exhibition construction company

The exhibitor's service handbook and all important information according to the exhibition have to be forwarded to the exhibition construction company and other service providers by the exhibitor.

The exhibitor's service handbook (in German and in English) is at your disposal on the internet at <http://dgg-jahreskongress.de/ausstellung-sponsoring/ausstellerinformationen/> at any time.

The exhibitor's service handbook is at your disposal on the internet at any time.

■ Exhibitor cards

Exhibitor cards can be ordered online: www.dgg-jahreskongress.de until 17.08.2015. For any questions please contact Mrs. Sabine Treiber (E-Mail: sabine.treiber@mcon-mannheim.de).

Exhibitor cards do entitle the bearer to admittance to lectures.

Exhibitors do receive the following number of cards, free of charge:

Booth size	No. of free tickets
6 m ²	3 free tickets
Up to 15 m ²	4 free tickets
Up to 20 m ²	5 free tickets
Up to 40 m ²	8 free tickets
From 41 m ²	10 free tickets

■ Fire protection

All materials of the stand have to be flame-resistant according to DIN 4102-1 (B1). The exhibitor must be able to furnish proof of flame-resistance on the stand at any time.

The fire extinguishers, wall hydrants and emergency buttons at Messe und Congress Centrum Halle Muensterland must not be blocked or made inaccessible under any circumstances. It is not permitted to render the instruction signs illegible.

■ Floor covering

Great Hall: parquet dark brown

Floor coverings and other floors have to be laid accident-proof and must not project over the boundary of the stand. If you lay floor coverings using double-

If you lay floor coverings using double-sided adhesive tape, please note that it has to be removed without residue on removal.

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

sided adhesive tape, please note that it has to be removed without residue on removal. Remaining residues will be removed at the exhibitor's cost.

The maximum floor loading capacity is 1.000 kg per sqm. In case that heavier exhibits are to be installed, it has to be arranged with and approved by the organizer. Loads should be distributed, concentrated heavy loads have to be avoided at any rate.

■ Forklift trucks / hand pallet trucks

Please note, that it is only allowed to use rubber tyre trolleys and hand pallet trucks.

Forklift trucks and hand pallet trucks can be rent at Messe und Congress Centrum Halle Muensterland. Please contact:

Messe und Congress Centrum Halle Muensterland

Mrs. Dr. Maxi Schneider

Tel.: +49 (0) 251 / 66 00 -108

E-Mail: schneider@mcc-halle-muensterland.de

■ Glass and plex-glass constructions

Only safety glass may be used in the construction of superstructures. Glass panes must be of a round edge construction or finished in such a way that potential injury risks are ruled out. Constructions made entirely of glass are to be marked at eye level.

Safety glass must be used for any superstructures. Edges of glass sheets must either be rounded or designed in such a way that there is no risk of injury. Structures made entirely of glass must be marked at eye height.

■ Guarding

The organizer of the exhibition provides a general guarding without accepting responsibility for damage or loss. Articles brought to Messe und Congress Centrum Halle Muensterland are at the owner's risk, m:con accepts no responsibility for articles deposited. The exhibitor has to take care of a special guarding for his stand and goods himself. Stand guarding service can only be ordered online.

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

■ Hazardous materials

It is forbidden to use open fire or naked light, e.g. spirit, fuel, oil, gas, etc.

■ Hotel accommodation service

Hotel rooms can be booked via <http://dgg-jahreskongress.de/hotels/>. For further questions please contact Muenster Marketing, Tel.: +49 (0) 251 492 2726, E-Mail: tourismus@stadt-muenster.de

■ Illumination

Possibly, the general illumination at Messe und Congress Centrum Halle Muensterland is not sufficient to illuminate the individual stands effectively. In your own interest, we recommend to plan on additional installation of illumination on your stand.

■ Information counter for exhibitors

During the congress an information counter for exhibitors will be operated at the conference counter where an employee of ours will be at your disposal for repeat orders and for any queries concerning your participation in the exhibition that may occur.

■ Installation of stands

All stands have to be installed as self-supporting constructions. Fastenings on the walls, pillars and floors of the halls are not allowed. Pillars, buttresses, projections etc. within the exhibition area are part of the allocated space. It is not allowed to exceed the allocated space for installation. Sticking up of advertising material on the walls, pillars or other parts of the venue is not allowed. The exhibitor is liable for any damages owing to violations and is responsible for the security of the stand; they must provide evidence of this.

Lighting facilities and signs may not exceed the limits of the stand. m:con retains the right to bill for any additionally used space.

Escape routes, fire alarms, hydrants, electrical distributors, switchboards and telephone distributors have to be accessible. A minimum safe distance of 0.5 m to the ceiling sprinklers has to be kept.

Rear sides of stands which are visible and back onto neighbouring stands or those stands which are free standing must be of a smooth construction and

Escape routes, fire alarms, hydrants, electrical distributors, switchboards and telephone distributors have to be accessible.

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

neutral colour (white or light grey). The exhibition organizer reserves the right to insist on the modification of stands which are deemed inadequate or non-approved along with the right to order the removal of inappropriate exhibits when these are either bothersome or dangerous to visitors or exhibitors. Serious security defects can also lead to either partial or complete closure of the stand.

■ Insurance

The exhibitor shall be liable for all personal and material damages that arise from the operation of their exhibition stand and materials. It is recommended that the exhibitors obtain adequate insurance protection.

■ Internet access / EDP

Please note that in case of orders for internet access, the configuration or installation of additional hardware and software brought by the customer is not included in the range of delivery. The exhibitor is responsible for the observance of the licensing agreement in case of software brought by himself.

Internet access can only be ordered online. The exhibitor is responsible for the rented technical equipment for the duration of the rent.

A WLAN basis version free of charge is provided in the Messe und Congress Centrum Halle Muensterland. Passwords will be published during the congress.

For increased traffic and complex presentations on the booth we recommend the booking of a broadband LAN-connection.

Exhibitors at the Messe und Congress Centrum Halle Muensterland are not permitted to set up and run their own wireless networks. Non-compliance with this regulation may as applicable result in claims for damages by the event organiser or the neighbouring exhibitors affected.

■ Motor vehicles

Vehicles in the halls are also subject to authorisation at all times. Vehicles which feature a combustion engine may only be exhibited on the premises with a maximum fuel content of one litre. The battery must be clamped off and in individual cases if officially required, the fuel tank must be charged and shut off with inert gas (i.e.: nitrogen or carbon dioxide). Additional safety procedures are reserved for exceptions.

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

■ Radiation protection

The use of radioactive materials and the operation of x-ray facilities, disruptive rays and laser facilities require approval and must be presented to the relevant authorities. The legal security regulations and stipulations must be observed. Legally stipulated approvals must be sought from the relevant authorities and be submitted to the exhibition organization within 6 weeks.

■ Respirable dust badge: „Feinstaubplakette“

Please note that from 1st January 2015 on it is absolutely necessary in a few areas of Muenster to place a respirable dust badge coloured green in your car or lorry. You may get this badge at the TÜV, DEKRA, authorized garages and by internet. Please read up on this topic! Further information please find e.g. at www.muenster.de/stadt/umwelt/umweltzone.html

Entering by vehicle
and parking from 1st
January 2015 only
with a green
respirable dust
badge!

■ Smoking

Smoking is strictly forbidden in the whole inside area of the Messe und Congress Centrum Halle Muensterland at any time.

Smoking is strictly
forbidden in the
whole inside area of
the Messe und
Congress Centrum
Halle Muensterland at
any time!

■ Stand roofs

As a matter of principle, stands must be open at the top. This is to ensure sprinkler protection. Roofs shall only be possible in exceptional cases and must be approved by the exhibition organization. Evidence of sprinkler suitability must be kept on hand in any stand with an approved roof.

■ Storage of information material and brochures

The storage of informational material is only permitted in the amount required for that given day and only on the stand surface. Storage outside of the assigned stand surface is not permitted.

■ Suspensions

Prior approval by the organizer of the exhibition is necessary for suspensions. They are only allowed in exceptional cases.

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

■ **Technical Regulations for tradeshows and exhibitions Messe und Congress Centrum Halle Muensterland**

Besides, please note the Technical Guidelines for tradeshows and exhibitions of the Messe und Congress Centrum Halle Muensterland, which you can find here:

<http://dgg-jahreskongress.de/ausstellung-sponsoring/ausstellerinformationen/>

■ **Theft**

In order to keep the danger of theft as low as possible, we ask you, in your own interest, not to leave your stand unattended after the delivery of exhibits. In general, a stand guarding, especially for the nights, is to be recommended. In any case, you should lock away valuable goods during the night.

We recommend you never to leave your stand unattended during the opening hours and to make goods in danger of theft especially secure. On removal, we ask you not to leave your stand before valuable goods have been loaded or handed over to the carrier. If this is not possible, it is advisable to book a stand guarding.

■ **Vouchers for the congress**

In the run-up of the exhibition, you can hand out vouchers for the congress to your customers. The layout of the vouchers for the congress can be taken on by yourself. We ask you to send a draft of it to m:con participants registration, Mrs. Sabine Treiber, E-Mail: sabine.treiber@mcon-mannheim.de for approval. There will be a cashing-up of vouchers according on the number of vouchers exchanged.

■ **Water connection**

Water connections in the Great Hall are possible at **specific positions**.

For more information regarding availability and order, please contact the exhibition organization, romina.frank@mcon-mannheim.de.

Please note, that the installation is carried out exclusively via the Messe und Congress Centrum Halle Muensterland.

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

06 | Catering

Food and beverages for catering on your stand are provided by the service partner of Messe und Congress Centrum Halle Muensterland:

Messe und Congress Centrum Halle Münsterland GmbH

Mrs Regina Knabke

Albersloher Weg 32

48155 Münster

Deutschland

T: +49 (0)251 / 66 00 -114

F: +49 (0)251 / 66 00 - 117

knabke@mcc-halle-muensterland.de

Please note that orders for food and beverages can only be placed via this licenced caterer. If you wish to be supplied by another service, prior arrangements have to be made. The Messe und Congress Centrum Halle Muensterland may charge a fee for the transfer of its catering rights which is based on the number of sqm space per day of exhibition plus VAT. Therefore it is absolutely necessary to consult our service partner.

07 | Disclaimer

Articles brought into the house are at the owner's risk, m:con accepts no responsibility for articles deposited. There is no guarding at the exhibition. Stand guarding service can be ordered online.

Should you have any further questions concerning the exhibition, please get in touch with the indicated contacts.

Articles brought into the house are at the owner's risk. m:con accepts no responsibility for articles deposited.

Please reply at latest by **04th of August 2015**:

m:con - mannheim:congress GmbH
Industrie-Services
Romina Frank
Rosengartenplatz 2
68161 Mannheim
Fax: +49 (0) 621 / 41 06 80-377
E-Mail: romina.frank@mcon-mannheim.de

Please fill in clearly in block letters:

Exhibitor:	sqm:				
Stand number:					
Stand construction firm:					
_____	_____				
Company / Organisation	First Name / Surname (Contact)				
_____	_____				
Street / P.O. Box	Phone				
_____	_____				
e-mail	Fax				
_____	_____				
Post Code / City	State / Country				
_____	_____				
Contact onsite	Mobile Phone onsite				
<p>We hereby submit the stand plan in digital form in a scale of at least 1:100 with details of dimensions and sectional elevations.</p> <p><i>This plan was prepared pursuant to the directives of the Exhibitor's Service Manual issued by m:con. We have noted the technical directives and fire safety regulations and will observe these.</i></p> <p><input type="checkbox"/> Audio-/visual presentations are planned on the stand.</p> <p><input type="checkbox"/> The use of customer stoppers is planned. Number of: _____</p>					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Maximum stand height: (highest point of the stand)</td> <td style="width: 20%; text-align: center;">cm</td> </tr> </table>	Maximum stand height: (highest point of the stand)	cm	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Total height of the floor covering:</td> <td style="width: 20%; text-align: center;">cm</td> </tr> </table>	Total height of the floor covering:	cm
Maximum stand height: (highest point of the stand)	cm				
Total height of the floor covering:	cm				
_____	_____				
Place. Date	Legally binding signature				

To be completed by m:con – mannheim:congress GmbH:					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Approved stand height:</td> <td style="width: 20%; text-align: center;">cm</td> </tr> </table>	Approved stand height:	cm	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Approved height for the floor covering:</td> <td style="width: 20%; text-align: center;">cm</td> </tr> </table>	Approved height for the floor covering:	cm
Approved stand height:	cm				
Approved height for the floor covering:	cm				
Approval notation:					