

# Manual for Exhibitors

## 20<sup>th</sup> EUROPEAN SYMPOSIUM ON ORGANIC CHEMISTRY



### 1. Conference venue

#### Venue

Gürzenich Köln  
Martinstraße 29–37  
50667 Köln  
[www.koelnkongress.de](http://www.koelnkongress.de), see Gürzenich

#### Contact

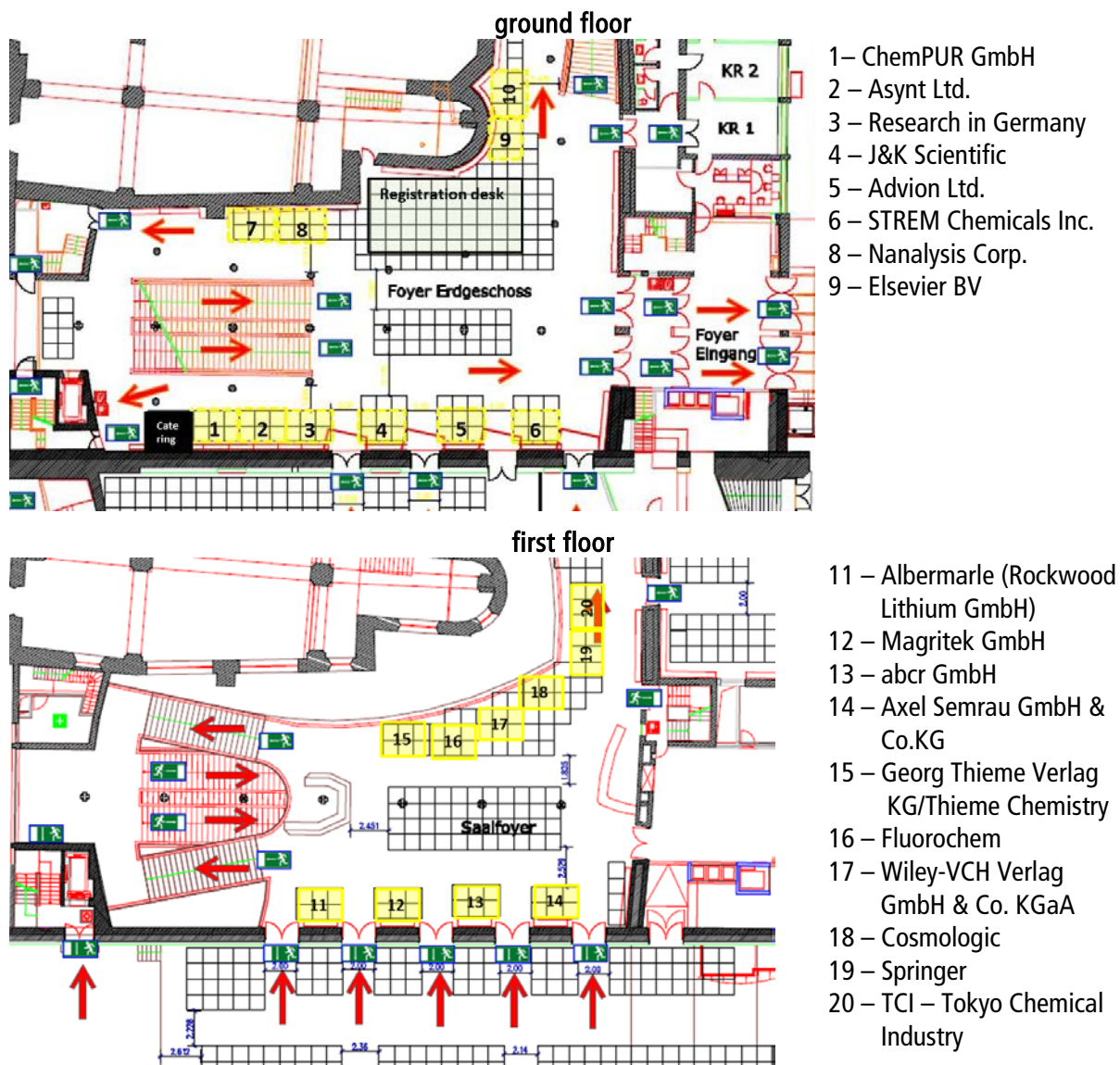
**Assistance on-site**  
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## 2. General information

Placement of the booths and booth numbers are marked on the floor plan and accordingly at the venue.



Booths must not be carpeted.

Exhibitors may bring their own equipment and furnishings if they desire. Leased objects and furnishings must be treated carefully and returned in good condition.

Booths must be staffed at all times during the show hours.

Displays and other items should not be placed in such a manner as to interfere with other exhibitors. No exhibit material may extend beyond the booth boundaries. Distribution of promotional items and souvenirs shall be confined to the exhibitor's booth.

## 3. Booth installation

### Time schedules and general information

Installation and dismantling of your booth has to be executed and finished during the time periods outlined below. If you need additional set-up or tear-down time, please inform ([sgrandel@uni-koeln.de](mailto:sgrandel@uni-koeln.de)) at least four weeks in advance. Any related costs have to be paid by the exhibitors.

**Move in:** Sunday, 2<sup>nd</sup> July: 10:00 – 15:30; Monday, 3<sup>rd</sup> July: 8:00 – 10:00.

During installation periods, contact persons will be on-site to assist you in case of questions and problems.

**Move out:** Thursday by 20:00.

Booths which are not dismantled after the move-out deadline will be dumped with costs.

#### Show Hours:

Sunday, 2<sup>nd</sup> July 2017: 15:30 – 20:00 (optional)

Monday, 3<sup>rd</sup> July 2017: 10:15 – 20:00

Tuesday, 4<sup>th</sup> July 2017: 10:15 – 13:30

Wednesday, 5<sup>th</sup> July, 2017: 10:15 – 20:00

Thursday, 6<sup>th</sup> July 2017: 10:15 – 12:00

Emergency exits, doors and elevators must be kept free during booth installation.

Floor load: 500 kg/m<sup>2</sup>

The exhibitor is not allowed to pursue nails or hooks into walls or rented booth walls or to drill and lay out their own electricity lines. All extras must be approved by the contact persons, who will be available on-site during the installation period. All equipment and devices used must be proved according to (BGV 62) for functional capability and insulation. Inspection plates or papers which document their standard operation should be available on-site to accommodate demand.

### Delivery, Parking, Elevators

Deliveries for installation and dismantling should take place solely during the times mentioned above. There are limited parking facilities (5-6 spaces) for delivery purposes around Gürzenich. Elongated parking in the delivery zone is not allowed.

There is no specific car parking space for the Gürzenich. Car parking facilities in the Heumarkt-Parkgarage (Markmannsgasse 1-3, 50667 Köln) and in the Parkgarage "An Farina" (Laurenzplatz 4, 50667 Köln) should be used. Both parking facilities are located in walking distance to the Conference Venue and offer each about 300 parking spaces

Descriptions of directions to the Conference Venue by car are provided online under:

<http://www.koelnkongress.de/de/locations/guerzenich-koeln.html>

Booth equipment can be transported into the building at ground level via the main entrance (exhibitors located on the ground floor) or by the Günter-Wand-Platz (Gürzernichstr., glass elevator, exhibitors in the first floor – in this case an announcement to the porter is required).

Elevator staff entrance: max. 825 kg

width: 103 cm, height: 208 cm, length: 170 cm, door dimensions: width 88 cm, height 208 cm

Elevator to Gürzenich fore court: 5000 kg

width: 270 cm, height: 245 cm, length: 525 cm, door dimensions: width 200 cm, height 250 cm

## 4. Prearranged delivery of stocks

Booth equipment can be shipped in advance to the Gürzenich according to the arrangements with Ms Grandel. Please use the following address and provide all necessary information\*, otherwise packages cannot be accepted. Delivery times are: 27.6. – 1.7.2017

KölnKongress GmbH  
Gürzenich Köln  
ESOC 2017  
Company\*: \_\_\_\_\_ Booth number\*: \_\_\_\_\_  
Martinstr. 29-37  
50667 Köln

The organizers and Gürzenich assume no liability for materials that cannot be found or delivered due to incorrect address details. Each delivery is at your own risk.

## 5. Security and Safety

During the entire event no security service is commissioned by the organizer. The companies are urged to keep their booths staffed and secure theft-endangered goods – especially beyond show hours.

In the evening, the entire house is locked. The night security guard serves to general safeguarding of the area against unauthorized access but does not specifically guard the exhibition area. Therefore, please leave no valuable items at your booth or make sure there are stored safely. No liability from the organizer or on the part of Gürzenich is assumed for damage and/or theft.

Emergency exits, escape routes, traffic routes and safety equipment (like fire alarm box, fire-extinguisher) must not be blocked or narrowed at any time and must always be easily accessible and apparently visible. In the case of contravention responsibility is to the causer (see general rental conditions).

Securing of steps, ladders and bridges: Publicly accessible areas adjacent to areas that are lower than 0,20 m must be surrounded by railings, which have to be at least 1,00 m high. For platforms static evidence has to be provided. The load must be designed at least for 2.0 kN / m<sup>2</sup> in accordance with DIN 1055 Sheet 3, Table 1. Platforms which are walked-in via single steps may not exceed 0,20 m. Ladders, ramps and walkways must comply with the accident prevention regulations.

Glass components: Glass or acrylic glass components used have to be suitable. For glass structures only safety glass may be used. Edges of glass panes must be machined or protected to prevent the risk of injury. All glass components must be marked at eye level.

Gas: Compressed gas cylinders are generally subject to authorization. In accordance with the relevant accident prevention regulations, pressurized gas cylinders have to be protected against shock, falling, unauthorized access and heating. The use of flammable or even explosive gases and materials is strictly prohibited. In particular, the use and storage of compressed gas cylinders filled with propane or butane gas is not permitted. The use of flying objects need to be approved, gas-filled balloons, and the distribution of gas-filled balloons is not permitted.

Fire protection: Materials used must be flame-retardant and must comply with DIN 4102, building material class B1 standards. Corresponding certificates have to be kept available on-site. Within the exhibition spaces no packaging materials (paper, wood shavings, straw, boxes) must be kept.

Use of fire: The use of fire and light for cooking, heating and operational purposes, the use of immersion heaters and the connection of heating and cooking appliances without thermal shutdown (dry protection) are prohibited.

The exhibitor accepts the safety regulations of police and fire departments, the TÜV.