

Information for Exhibitors

Heidelberg Convention Centre

Address: Heidelberg Convention Centre
("Kongresshaus Stadthalle Heidelberg")
Neckarstaden 24
69117 Heidelberg
Tel.: +49(0)6221 / 14 22 -60/-61

www.heidelberg-conventioncenter.com

(Driving) Directions:



Parking Facilities:

The multi-storey car parks No. P8 and P6 are available within the immediate proximity of Heidelberg Convention Centre.

Maximum height at entranceway: Car park P6: 2.05 meters (6 feet, 8.7 inches)
Car park P8: 1.90 meters (6 feet, 2.8 inches)

Opening hours: 24 hours

There are no permanent parking facilities for trucks or busses available.

Loading and Unloading:

Vehicles may park on the grounds of Heidelberg Convention Centre only during exhibition setup and breakdown and while the event itself is not in progress.

If required, the parking prohibition in the area of Untere Neckarstrasse may be temporarily suspended. Nevertheless the separate cycling and pedestrian paths must be kept free at all times, as well as a passage of 3 meters (9 feet, 10 inches) for traffic must be available. Instructions from the supervising staff of Heidelberg Convention Centre are to be followed throughout the proceedings.

A freight elevator is available beside side entrance I, on Untere Neckarstrasse.

Deliveries:

Due to space restrictions, deliveries are permitted on the actual day of setting up the exhibition only. Any exception to this requires an official permission in writing of Heidelberg Convention Centre. Deliveries are undertaken at own risk; the Heidelberg Convention Centre assumes no liability for deliveries or losses.

Please label all shipments clearly with the title of the event, your specific booth number, and the name of your local contact person.

Storage:

Generally, storage of exhibition material and empty packaging during or after the exhibition is not possible. Exceptions require permission in writing from the Heidelberg Convention Centre and are in principle subject to fees.

Loading Areas/Elevators:

Entrance Hall, Ground Floor: at street level via the main entrance

Foyer, Ground Floor: A freight elevator is available beside side entrance I, Untere Neckarstrasse. Maximum load: 1,000 kilograms (2,200 pounds), length 3 meters (9 feet, 10 inches), width 1.60 meters (5 feet, 2.9 inches).

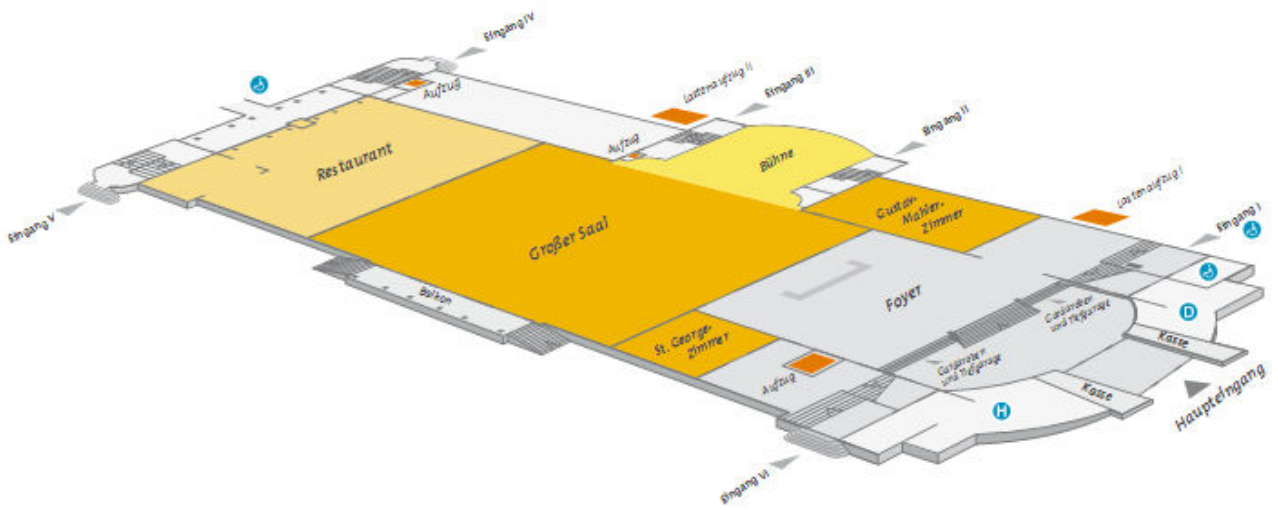
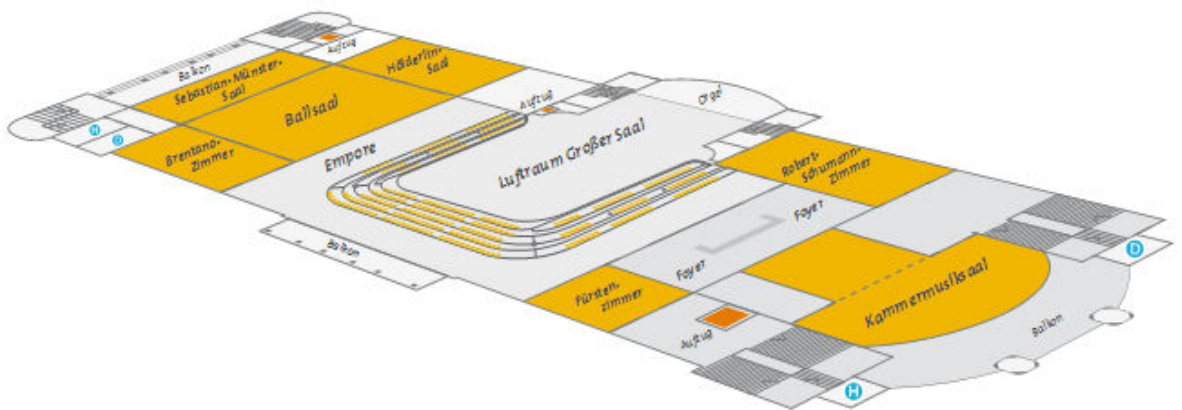
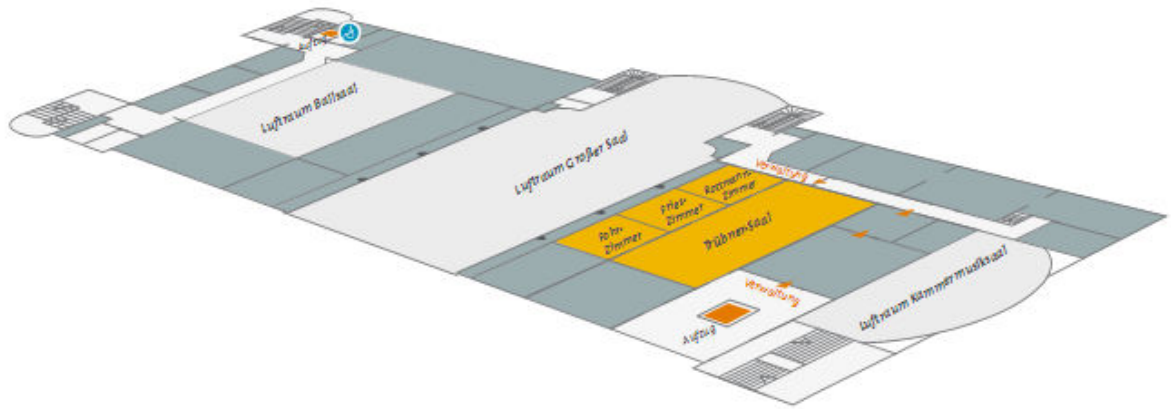
First Floor: Transportation of goods to the upper (first) floor is only possible via a passenger elevator.

Maximum load-bearing capacity: 600 kilograms (1,322 pounds).

Dimensions of door: height 1.98 meters (6.49 feet), width 0.84 meter (2.75 feet).

Inner measurements: height 2.10 meters (6.89 feet), width 1.01 meters (3.31 feet), depth 1.33 meters (4.36 feet).

Floor plan of Heidelberg Convention Centre



Booth Information:

All exhibition booths have to be built as self-supporting constructions. Nothing may be attached to the walls, columns, or flooring of the building. Columns, pillars, wall projections, etc. located within the exhibition booths are considered components of the assigned areas. For damages incurred by negligence the exhibitor is held liable.

The Heidelberg Convention Centre has the status of a protected monument. It is strictly forbidden to attach advertising material, signs and/or decoration within or outside the building. In the case of violation of this rule, renovation costs will be charged to the lessee.

The lessor reserves the right to request changes in insufficient constructions of the booths and/or the removal of exhibits which are inadequate or dangerous for the visitors or for adjacent exhibitors.

Fire alarms, water hydrants, electrical distributors, electrical control panels, loud speaker systems etc. must remain accessible at all times. The use of open fire or light, for example ethyl alcohol, fuel oil, gas, etc. is strictly prohibited.

All material used in the construction and decoration of the booths must be highly flame proof! On demand the exhibitor must display certificates in compliance with B1, clause DIN 4102.

Flammable packaging materials and rubbish are to be disposed of by the exhibitor.

During the time of setup and breakdown of the booth, and throughout the entire exhibition, all relevant fire, building and police rules and rules of other officials have to be strictly followed.

Carpet flooring may be laid down only in such a manner that no traces or damages remain on the stone flooring or floor covering of the exhibition area.

The maximum height of the booth is 2.50 meter (8 feet, 2.4 inches). Any extensions beyond this height must be applied for in writing via the organizers by the submission of a detailed plan.

Floor covering:

Foyer and entrance hallway, ground floor: stone flooring: maximum load 500 kilograms (1,100 pounds) per square meter.

First upper storey: parquet and carpet flooring: maximum load 500 kilograms per square meter.

Information, A - Z:

Catering: Catering (food and drinks) may only be sold and served by the catering services of Heidelberg Convention Centre

VIVA Eventgastronomie
Mr. Benjamin Huckele
Neckarstaden 24
69117 Heidelberg

Telephone: +49 (0)6221 / 389 943 34
Fax: +49 (0)6221 / 389 943 44
E-Mail: b.huckele@viva-eventgastronomie.de

Cleaning: The general cleaning of the function rooms and corridors is part of the services of Heidelberg Convention Centre. Any additional cleaning of the exhibition booth is subject to an extra charge on an individual basis and may be ordered at the venue no later than four weeks prior to event.

Decoration/Flowers: GVO Dekoration GmbH
Mrs. Kirsten Junge
Friesenheimer Str. 6
69169 Mannheim

Telephone: +49 (0)621 / 876 081 60
Fax: +49 (0)621 / 876 081 70
E-Mail: kirsten.junge@gvo-dekoration.de

Elfner Blumenhaus
Handschuhsheimer Landstr. 132
69121 Heidelberg

Telephone: +49 (0)6221 / 480 061
Fax: +49 (0)6221 / 411 748
E-Mail: elfner@blumen-elfner.de

Electrical supplies: Electrical supplies are to be carried out exclusively by technicians of Heidelberg Convention Centre. Electrical sockets 16A / 230 V are available throughout the entire building for a fee of € 45.00 per day. High voltage connections are available on request.

Exhibition booth construction: Any equipment for booths as well as exhibition furniture can be ordered up to four weeks prior to the event, using the enclosed form.

- Fire Control:** During the setup times the fire department occasionally carries out inspections to verify compliance with the established fire security regulations. Careful planning of the individual exhibition booth according to the official requirements will ensure a smooth setup.
- Hotel reservation:** Heidelberg Marketing GmbH
Ziegelhäuser Landstrasse 35
69120 Heidelberg
Germany
- Telephone: +49 (0)6221 / 14 22 24 or -26
Fax: +49 (0)6221 / 14 22 22
E-Mail: reservation@heidelberg-marketing.de
- Insurance:** The exhibitor is liable for any damage to persons and material caused by the operation of his exhibition booth and the respective goods. It is recommended that exhibitors conclude adequate liability insurance coverage.
- Internet:** A choice of internet access via cable or W-LAN (wireless fidelity (WiFi)) (DSL 16.000, including flat rate, DHCP configuration) is available on request.
- Surveillance of the Exhibition area:** Heidelberg Convention Centre is not responsible to secure the exhibition during the event or during setup and breakdown. No liability is assumed for the loss of or damage to any items brought into the venue.
- Taxi:** Telephone: +49 (0)6221/ 30 20 30
- Waste disposal:** In principal, reusable materials should be utilized for the construction and operation of the exhibition booths. It is not permitted to leave brochures or leaflets in the venue. The general accumulation of litter of each event day will be cleaned up by Heidelberg Convention Centre. Please ensure to separate paper, glass and residual waste. The charge of waste disposal for left goods/rubbish is subject to type, quantity and recycling and will be charged to the organizers.
- Water connections:** Upon request.