

EXHIBITION AND SPONSORSHIP MANUAL



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Exhibition and Sponsorship Manual

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**Please forward all relevant information to your booth construction company
in due time.**



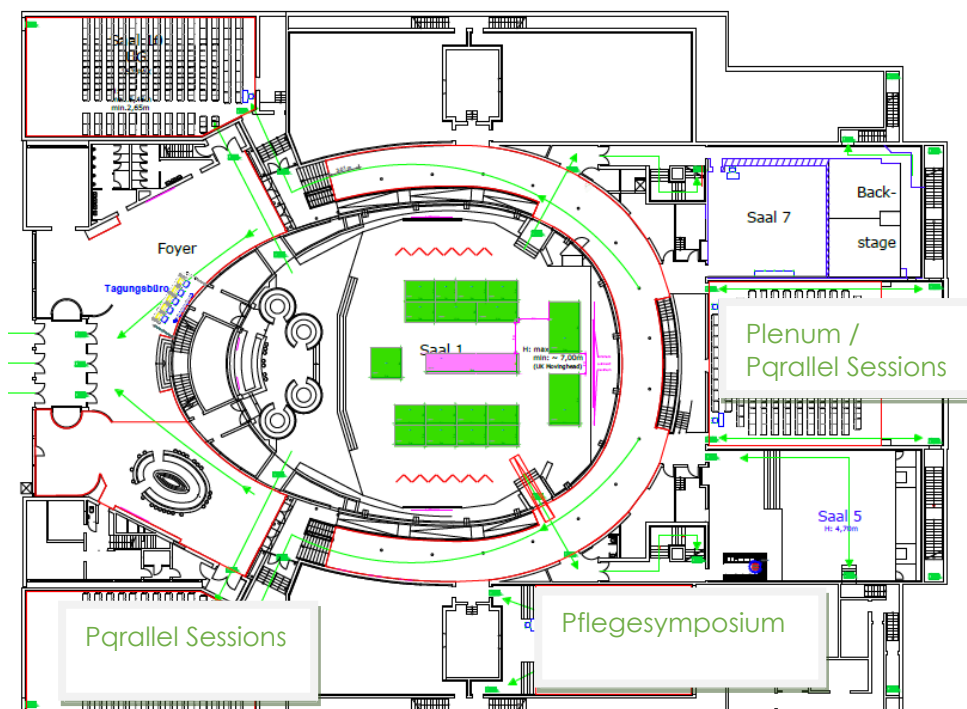
1. Summary of important deadlines

Program of satellite symposia:	15.04.2023
Examination of booth sketch (over 12 m²):	15.04.2023
Ordering booth furniture:	15.04.2023
Electrical connections, additional services:	15.04.2023
Ordering catering:	03.05.2023
Registration of company personnel and participants:	15.05.2023
Files for promotional slides / video clips:	15.05.2023

2. Venue, industrial exhibition

Venue KOSMOS KG, Karl-Marx-Allee 131a, 10243 Berlin, Germany

Industrial Exhibition The industrial exhibition is located in the foyer, hall 1. Session rooms area located in Hall 6 and Hall 4 and can be reached through the exhibition. Posters and coffee breaks are also planned within the exhibition area.



KOSMOS Berlin, schematic room overview & preliminary floor plan (subject to change)



3. Information on booth space

For information on the positioning and number of your booth, please see the document Exhibition Map (PDF) on the conference website www.isfa2023.com in the section "Exhibition & Sponsoring".

The booth space shown in the booth confirmation will be marked by the organizer. Booths have to be built on the assigned booth space only. The exhibitor has to expect minor deviations in size or positioning of the booth.

Individual advertising outside the booth space (e.g. distribution of flyers or mounting of posters) is solely allowed with the organizers permission.

Booth sketches

A sketch of the booth and possibly a preview have to be sent to the organizer via email to info@isfa2023.com until **April 15, 2023**. The organizer thereby examines whether the exhibition space and permitted construction height are adhered and compatible with the booth constructions of neighbouring stands. No sketch is needed for booths up to 12 sqm in size.

Floor covering

Hall 1 has granite tiles. Bonding works in Hall 1 are only permitted to be conducted as follows:

- first layer masking tape (Krepp):

The only permitted gaffa tape is dictated by KOSMOS and can be ordered from:

Röhrborn GmbH

Contact: Brain Röhrborn

www.messe-creation.de

- second layer double-sided tape
- own gaffa tape, double-sided tape and other materials may **NOT** be taped to the floor

The tape may not be wet or moistened. If any damages occur due to adhesions all damages will be documented and possible costs will be invoiced.

Bonding works have to be announced beforehand. Wall coverings are not permitted. Please describe your plans when sending the booth sketch.

Carpet and other floors are to be laid accident-proof (particularly with regard to danger/risk of slipping, stumbling or falling), may not exceed the booth boundaries and must leave no residue when removed. Residues that are not removed will be removed at the expense of the exhibitor.



Adhesive carpet tiles are not permitted. The floors may not be painted. Furniture brought in has to be equipped with felt gliders or similar materials to protect the floor from damage.

Anchorage and mountings in the flooring are not permitted. Setting up wet objects is prohibited. Escaping fluid must be cleaned up immediately.

Maximum floor load

The maximum floor loading is 0.5 t per m². Point loading should be avoided in any case.

Lightning

The general lightning at KOSMOS might not be sufficient to effectively illuminate every single booth. The exhibitor has to take care of individual lighting of his booth in order to secure best visibility. We recommend the installation of additional lights at the booth in general.

Ceiling-/construction height, suspensions

Room height in Hall 1 is 8 m. The **maximum construction height** is limited to **3,50 m**. If you want to build higher, please inform us via email to info@isfa2023.com until **April 15, 2023**.

Suspensions are NOT possible.

Cleaning and security services

Standard "daily waste" will be disposed of during the nightly cleaning. If a huge amount of waste is produced during the conference, K.I.T. Group reserves the right to subsequently invoice the disposal costs to the exhibitor.

According to the principles of the "Kreislaufwirtschafts- und Abfallgesetz" (KrW-/AbfG = Act for Promoting Closed Substance Cycle Waste Management and Ensuring Environmentally Compatible Waste Disposal), the production of waste materials should be avoided as far as possible within the scope of set-up/ dismantling and during the event itself. Wastes that cannot be avoided must be disposed of in an environmentally sound manner (recycling before disposal). The exhibitors are obliged to make an effective contribution to this goal.

No waste or recyclable materials bins that are made of flammable materials may be used on the booths. The organizer must be notified if larger amounts of combustible wastes are produced.

The exhibitors must ensure that all materials (ornaments, packaging, decorations etc.) as well as fixtures and superstructures brought onto the site of the venue by himself or his sub-contractors are completely removed at the end of the event. Substances and materials that cannot be re-used



(and are thus waste) must be collected disposed by the exhibitor. Waste that has to be disposed by KOSMOS KG will be invoiced to the exhibitor.

The disposal of solid or liquid wastes via the sewers (toilets, drains, ponds) is strictly forbidden. Mobile catering facilities that use greases and oils are generally prohibited. Any environmental damage/ contaminations on the site of KOSMOS (e.g. through leaked petrol, oil, hazardous substances) must be reported to KOSMOS KG immediately.

During the daily **cleaning**, only common areas will be cleaned. Individual booth cleaning needs to be ordered separately (see "Ordering additional services").

During the conference hours, no security service will be provided by the organizer. Exhibitors are asked to keep their booths permanently occupied and to particularly protect goods, which are at risk of theft. Exhibitors are kindly asked to only leave the booth during set-up and dismantling after the exhibits have been loaded or handed over to the freight forwarder. If that is not possible, it is advisable to hire a security guard.

The exhibition hall 1 is locked at night and the KOSMOS is alarm protected at night. Therefore, the organizer will NOT provide any security service during night-time. The organizer does not assume any liability for loss or damage of goods. KOSMOS KG is authorised to take actions that are required for security and surveillance reasons. The exhibitor is responsible for the separated surveillance of the booth and exhibits. Individual booth surveillance needs to be ordered separately (see "Ordering additional services"). Security guards may only be provided by KOSMOS KG's contracted security service.

4. General guidelines and safety rules

The exhibitor complies with safety rules provided by police, fire fighters, TÜV and other relevant authorities. All erection and dismantling work may only be carried out within the scope of the applicable regulations of the occupational health and safety laws, trade laws and laws with respect to places of public assembly. The exhibitor and service companies commissioned by him are responsible for observing these regulations. The exhibitor and the service companies commissioned by him must ensure that no reciprocal risks arise with other exhibitors and their service companies during the set-up and dismantling work. They must appoint a coordinator wherever necessary to coordinate the work. In the event of infringements of the statutory regulations, the organizer, KOSMOS KG and the pertinent authorities can order the work to be stopped.

Fire alarms, water supply stations, hydrants, fire extinguishers and leads, smoke flaps, activation points for smoke extraction devices, smoke detectors as well as supply and exhaust air openings for the heating and ventilation system, their signs as well as the green emergency exit signs must



be accessible and visible at all times; they may not be blocked, concealed behind hangings or otherwise rendered unrecognisable. Exits, hall aisles, corridors, emergency exits and escape hatches must be kept clear at all times. Escape routes, exit doors, escape hatches and their markings may not be blocked, concealed by hangings or otherwise rendered unrecognisable. It must be ensured that doors along escape routes can be completely opened with ease from the inside. Halls may not be blocked by objects at any time. All corridors serve as escape routes in an emergency.

The access roads and entrances to KOSMOS must be kept clear as escape routes and may not be blocked by setup material, means of transport, vehicles, components or other objects. Any illegally parked vehicles, trailers will be removed at the owner's expense (even without prior warning).

KOSMOS KG and persons authorized by it exert the householder's rights at the exhibition grounds. The organizer reserves the right to expel persons from the venue and/or pronounce a house ban if they act contrary to the conditions of participation or do not adhere to any rules set by the organizer or by KOSMOS KG. KOSMOS KG and persons authorized by it, police force, fire brigade and other supervisory authorities must be granted free access to the booths at any time.

There is a smoking ban throughout the entire venue at all times.

Due to fire protection laws, usage of open light or fire, flammable liquids or gases, pyrotechnic objects, explosives and other dangerous materials at the booth is not allowed at any time.

Mineral oils (gasoline, petroleum, etc.) or methylated spirit may not be used for cooking, heating or other purposes. All electrical devices that generate heat or become hot must be mounted on non-flammable, heat-resistant and asbestos-free bases as a special protection. Depending on the generated heat, there must be a sufficiently large distance to flammable substances, fire alarms and sprinkler heads. Lamps may not be mounted on decorations or similar materials. Electric cookers and other equipment that is potentially hazardous if operated unsupervised must be switched off at the end of every day after the event. The organiser and KOSMOS KG must be informed in writing of the use of any hot plate. It is recommended to provide suitable and tested fire extinguishers on the booths.

The exhibitor is neither allowed to hammer nails or drill hooks into walls, columns or other parts of the venue nor to anchor or paste something on them. No objects may be rested against walls, pillars, mirrors and other fixtures. The exhibitor is obliged to re-establish the initial conditions of the exhibition space after dismantling the booth. The exhibitor will be held liable for any damages of ceilings, walls, the floor and installation facilities. Adhesive tapes have to be removed without any residues. Damages or contaminations in the rooms of KOSMOS, its equipment, including the outdoor area, caused by the exhibitor or his vicarious agents have to be reported to KOSMOS KG in all cases immediately.



Works causing noise and dirt, e.g. sawing and grinding, as well as laying wiring are not allowed. Any kind of welding, cutting, soldering, defrosting and abrasive cutting work at the venue is prohibited. Only personnel appointed by KOSMOS KG is allowed to install connections to the utility network in certain areas. Water and wastewater installations are not possible. The exhibitor is responsible for electric installations within the booth area, which have to comply with the current regulations established by the German Association for Electrical, Electronic & Information Technologies (VDE).

The operation of acoustic systems as well as any kind of audio-visual presentation by the exhibitor requires the approval of the organizer and must be applied for in writing. The permission of the 'Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte' (GEMA) is required for any kind of music playback in accordance with the statutory regulations (copyright law). Music that is played back without being registered with GEMA can lead to claims for damages from GEMA.

Decorations of natural plant deco may only be used in the rooms when fresh. KOSMOS KG decides on any exceptions.

The use of balloons filled with safety gas and other flying objects as well as the use of fog machines or laser systems are prohibited. Furthermore, the use of spray guns and nitro lacquers is forbidden.

Any additional requirements or exemptions from the above-mentioned regulations need to be approved in written form by the organizer well in advance. The organizer is to be informed about additional requests in good time. Rented booths and equipment have to be treated with care and handed back in proper condition.

The exhibitor can be held liable for any personal or material damage caused by him or his vicarious agents. Neither K.I.T. Group GmbH Dresden nor KOSMOS KG take any responsibility or liability for damages or losses at the booths or of the exhibits. All exhibitors are advised to arrange appropriate insurances for their exhibits.

Please also consider the general terms and conditions mentioned in the exhibitor contract.

Rules regarding booth construction

All exhibitors are obliged to adapt the booth planning to suit constructional facts and conditions of the venue and to inform themselves on the location and dimensioning of any structures or other facilities on their stand, in particular columns, fire alarms, wall hydrants, the routing of utility channels, ventilation systems, floor unevenness, etc. Supports, wall projections, partition walls, electrical power supply distribution boxes and fire-fighting equipment as well as other technical



equipment are part of the assigned booth space. The organizer cannot assume any liability for the accuracy of the dimensions given in floor and booth plans.

Booth constructions are not allowed to exceed the allocated booth area. Lighting fixtures and signage must not extend beyond the booth space. The organizer reserves the right to invoice any additional space used. The rear and/or visible sides of booth constructions and sides adjacent to neighbouring stands must be kept smooth and of a neutral colour (e.g. white or light grey).

Exhibition booths including installations and exhibits as well as advertising media are to be built soundly so that there is no risk to life and health or to safety and public order. The exhibitor is responsible for the structural safety of the booth and may have to produce evidence thereof. Please consider the VStättVO (Operator Liability Regulation) with respect to the requirements on booth safety. The exhibitor will be held liable for any damage resulting from infringements of these rules.

Generally accessible areas that border directly on lower-lying areas must be surrounded with railings if there is a risk of falling.

For all multi-storey exhibition booths, mobile booths, special constructions and/or structures, permits must be submitted on request for approval. A test log or a verified structural analysis for the booth should be kept at hand during set-up times to prove structural soundness.

To avoid impairing the operation of the sprinklers, a minimum safety distance of 0.5 m must be maintained to all sprinklers and the ceilings of all stands must be of open design. Roofing is possible in exceptional cases and with prior approval only. In order to receive permission, an appropriate certificate must be provided with regard to suitability for sprinklers.

For building constructional systems made of glass or acryl glass, only security glass may be used. Edges of glass panes must be worked or protected in such a manner that they pose no danger of injury. Structural elements fabricated entirely from glass shall be marked at eye level at any time and have to comply with the technical rules for the usage of glass constructions for fall protection („Technische Regeln für die Verwendung von absturzsichernden Verglasungen - TRAV“).

Materials that are easily flammable and drip or form toxic gases when burnt may not be used to build the booth. All materials employed at the booth must be flame resistant (at least B1 according to DIN 4102-1 or class C according to DIN EN 13501-1). The property 'flame resistant' can only be achieved subsequently for part of these materials with a flame retardant. The flame retardant that is used must be officially approved. Special requirements may be set for load-bearing parts of the structure in individual cases for safety reasons. The confirmation of the flame resistance and/or impregnation in accordance with the regulations must be kept on the booth for inspection at any time.



Products which have no CE –certificate of conformity and which do not meet the requirements of § 4 sect. 1 or 2 of the German Equipment and Product Safety Act (Gesetz über technische Arbeitsmittel und Verbraucherprodukte - GPSG), may only be exhibited if a visible sign clearly indicates that they do not satisfy these requirements and can only be purchased inside the European Union when the corresponding agreement has been reached. During any demonstration, the necessary precautions must be taken to protect persons.

Superstructures, equipment, furnishings, decorations (materials) that are brought into the place of assembly and which do not satisfy these regulations or the Operator Liability Regulation (VStättVO), may not be set-up in the place of assembly and may have to be removed or modified at the exhibitor's expense. This also applies if the replacement is carried out by the organizer. For cause, in particular in the case of severe safety deficiencies, booths may be closed partially or fully.

5. Logistics

Set-up, dismantling and opening hours

Set-up and dismantling have to be carried out and finished during the below-mentioned periods. If you require additional construction times, please contact K.I.T. Group GmbH Dresden (info@isfa2023.com) in good time. The expenses and costs arising thereby will have to be borne by the exhibitor.

Booths not removed in time will be disposed of at the costs of the exhibitor.

Set-Up times	Wednesday, May 31, 2023	12:00 to 20:00 h
	Thursday, June 1, 2023	07:00 to 08:30 h only minor tasks at the booth
Opening hours	Thursday, June 1, 2023	09:00 to 19:30 h (Welcome Reception 17:30-19:30 h within the Exhibition)
	Friday, June 2, 2023	10:00 to 17:30 h
	Saturday, June 3, 2023	10:00 to 13:30 h
	Dismantling times	Saturday, June 3, 2023

Booths in Hall 1 may be dismantled starting from 13:00 h after the last break, yet cargo transport out of the building is only possible from 14:30 h due to safety reasons.

Please note that all times are preliminary and might be changed slightly due to organizational requirements.



Directions and delivery booth builder

General Information:

Berlin's city centre is a Low Emission Zone and can only be entered by vehicles with a valid emission sticker.

The delivery may only be done during the official set-up and dismantling times listed above. The loading and unloading zone is located directly next to KOSMOS (access via Ludwig-Pick-Strasse). There is a supplier access, which can be used for loading and unloading. All vehicles must be removed from the site immediately after (un-)loading. Permanent parking in this area is not permitted. During waiting times, engines have to be turned off. The maximum weight of trucks in the supplier access zone may not exceed 18 tons, i.e. a maximum of 3 to 4 vehicles of 7,5 t may stop there at the same time.

Since room 1 can only be reached via steps, a mobile ramp (0.72 m wide) is available and allows material transportation to Hall 1.

[Detailed directions](#) can be found on the conference website in the section "Exhibition & Sponsoring".

Vehicles with a maximum height of 1.90 m may be parked in the public underground parking of KOSMOS at the owner's expense.

Please note, that **lift trucks and trolleys** must be provided by the exhibitor. Please note that lift trucks used outside cannot be used inside the house.

A maximum of one big and 1 small lift truck can be borrowed from KOSMOS only for short term use and only inside the venue.

Brought in transportation carts must be equipped with **rubber wheels (no hard plastic or steel)**. Rubber mats or wooden boards have to be brought as a basis for pallet cages. The usage of forklifts inside of KOSMOS is prohibited.

Delivery of material in advance

Unfortunately, the materials needed for the stands cannot be sent to KOSMOS in advance. Due to actuarially reasons and other events, that take place at KOMOS before, **no deliveries can be accepted before May 31, 2023 10:00 h.**

Please arrange with freight forwarder/courier service that delivery must be made after 10:00 am on the day of set-up May 31, 2023.

Please arrange with your freight forwarder/courier service for deliveries on the very day of set-up.



Delivery address: KOSMOS Berlin
congress: ISFA 2023, 01.–03.06.2023
Karl-Marx-Allee 131a
10243 Berlin

The following information have to be displayed clearly visible on every package, otherwise your shipment cannot be identified and thus will not be accepted (also see the [plain shipment label](#) on www.isfa2023.com in the section "Exhibition & Sponsoring"):

Congress:	ISFA 2023
Date:	01. – 03.06.2023
Exhibitor:	<i>your company name</i>
Booth number:	<i>your booth number</i>
Contact Person:	<i>name of your employee on-site (incl. mobile number)</i>
Content:	booth material
Scope of delivery:	box X of Y

Courier services and forwarding agents have to be informed about the title of the event "ISFA 2023" in order to enable KOSMOS to identify the delivery.

Disposal of packaging waste and empties

We explicitly request that packaging waste/empties (and similar) are removed by your exhibition building contractors after set-up and dismantling. It is not allowed to leave any residue material at KOSMOS. Materials that are not removed by the exhibitors will be disposed at an extra charge by the organizer, without their value being assessed.

No empties may be stored within and beyond the booths, inside KOSMOS and its outdoor area during the duration of the conference. Otherwise, empties must be removed as soon as possible. Empties occurred during set-up and dismantling must be removed after working on the stand.

Pick-up of material after the conference

Materials must be picked up from the booth after dismantling on June 03, 2023 from 15:00 until 20:00 h. **Due to following events a later pick-up is not possible.** The exhibitor is responsible for the transportation of any material from the booth to the loading zone. Furthermore, the exhibitor has to take care of scheduling the pick-up and correct labelling of boxes for the freight forwarder to be able to identify the boxes.



6. Ordering additional services

Please note, that furniture and technical equipment as well as individual catering are not included in the booth space. Such services must be ordered separately at the exhibitor's expense (see below).

Ordering catering

A general simple break catering for the conference participants will be provided by the conference organization during the coffee breaks.

No catering is usually provided during the lunch breaks. Industry symposia are held during the lunch break, catering is the responsibility of the symposium organizers and is provided in the room. Exhibitors may provide booth catering for attendees who do attend the symposia.

Please note, that KOSMOS KG has the exclusive catering rights in full for beverages and food. The [order form for catering](http://www.isfa2023.com/) (booth and lunch symposia) can be found on <http://www.isfa2023.com/> in the section "Exhibition & Sponsoring".

Deadline for ordering catering: 03. May 2023. After, service performance cannot be guaranteed, and additional costs occur.

Ordering booth furniture

Furniture and equipment as well as system stands may be ordered from our service partner TEM Festival GmbH. You can reach the electronic booking platform via the following link: <https://isfa2023-exhibition-order-platform.paperform.co/>

If you are interested in booking a complete booth system please send an email with your request to TEM, you find the contact details on the first page of the booking platform.

Deadline for ordering booth furniture: 15. April 2023. After, service performance cannot be guaranteed and additional costs occur.

Ordering electrical connections

Electrical connections are provided by KOSMOS KG but must be ordered from our service partner TEM Festival GmbH.

One Electrical connection 3KWh (1 single phase 230V) with 1x 3way socket is already included in the booth space only booking as well as the booking of a shell scheme booth.

Connections beyond booth space limitations as well as connection to power network may only be installed under the instruction of KOSMOS KG employees. The exhibitor is responsible for electric



installations within the booth area, which have to comply with the current regulations established by the German Association for Electrical, Electronic & Information Technologies (VDE). If you require a special positioning of the ordered electrical connection, please send an appropriate booth sketch to the organizer (info@isfa2023.com).

Electrical connection: incl. Power consumption and laying for four event days

- 175.00 € plus V.A.T. for 1 **additional** Schuko 1,0 kW / 230 V
- 350.00 € plus V.A.T. per 3-phase (16A CEE)
- Costs for three-phase current supply 32A upon request.

Deadline for ordering power supply: 15. April 2023. After, service performance cannot be guaranteed, and additional costs occur.

Ordering internet connections and booth cleaning

Internet connections as well as booth cleaning are provided by KOSMOS KG but must be ordered from the organizer via email to info@isfa2023.com until **April 15, 2023**.

Wireless internet access will be provided free of charge for all participants and exhibitors on-site (50 Mbit/s).

Internet Connection (LAN):

You can order a LAN connection incl. Switch for 250,00 € plus V.A.T. For presentations and other activities that require a stable internet connection we recommend to order internet connection.

Booth cleaning:

If you want to order booth cleaning the costs are 8.00 € plus V.A.T. per square-metre and cleaning including vacuuming, wiping clearly visible surfaces (no walls), emptying all accessible trash bins, no disposal of waste outside of the trash bin.

Deadline for ordering LAN connections and booth cleaning: 15. April 2023. After, service performance cannot be guaranteed, and additional costs occur.

Reservation of meeting rooms

If you require a meeting room during the ISFA 2023 congress, please contact us.

7. Promotional Slides / Video clips

Provided that you have booked a promotional slide / video clip or it is included in your sponsorship package, please send the file (aspect ratio 16:9) as PDF, jpg, png or ppt file to info@isfa12023.com **by May 15, 2023 the latest.**



8. Industry Symposia

If you booked an industry symposium or it is included in your sponsorship package, please send the title as well as the programme of your symposium to indo@isfa2023.com by **April 15, 2023 the latest**.

The time slot and room allocation for your symposium can be found in the online programme at www.isfa2023.com. The organizer may slightly change room and time due to organizational requirements, if necessary. Sponsors may access their room 15 minutes prior to and after their symposium for preparations and follow-up. The allocated time slots have to be strictly adhered to and may only be exceeded if the organizer is consulted before. If the room set-up is changed during the symposium, the initial set-up needs to be restored when leaving the room.

The sponsor may use the technical conference equipment that is installed in the room (sound system incl. microphone at lectern, microphone for questions from audience and microphone for session chair, data projector and screen for aspect ratio 16:9, presentation laptop with presentation management system and laser pointer). Further technical requirements have to be discussed with the conference organizer in due time and ordered at extra costs.

Please note that the sponsor has to arrange everything (e.g. travel planning, hotel reservation, conference fee, etc.) for the attendance of his symposium's speakers. All speakers and visitors of the industry symposia need to be registered regularly to the annual meeting.

During lunch breaks, NO congress catering will be provided by the organizer. It is expected that companies hosting a Lunch symposium will provide catering for participants attending the symposium. Catering orders for the symposium need to be placed separately at extra costs (see "Ordering catering").

After the scientific secretariat has approved the title and programme of your symposium, the symposium will be included in the webpage.

Please note that the regulations of the Landesärztekammer Berlin do not allow to publish the contents of the symposium in the congress program. There will therefore be a separate menu Symposia on the scientific program in the congress webpage. The symposium may be advertised on site through display and notices.

If you send us a PDF document on your symposium, we can include this document in the webpage in the menu symposia. The organizer will not conduct any further announcements of the sponsor's symposium – additional promotional activities have to be organized by the sponsor. Placing signs and banners within the conference venue is only allowed on the day of your symposium and only in front of the allocated room or near the registration desk.



9. Delivery of additional conference material (notepads, pens, lanyards)

If you have booked the delivery of notepads / pens or lanyards, please consider the following information:

Amount: **appr. 400**
Delivery period : **on 31.05.2023, until 16:00 h at the latest**
Delivery address: KOSMOS Berlin
congress ISFA 2023, 01. – 03.06.2023
Karl-Marx-Allee 131a
10243 Berlin

Labelling of packages (if not labelled properly, the shipment cannot be identified):

Congress:	ISFA 2023
Date:	01.–03.06.2023
Recipient:	K.I.T. Group GmbH Dresden, Conference Office
Sender:	<i>your company name</i>
Content:	<i>Lanyards / pens / notepads</i>
Scope of delivery:	Box X of Y

Please see the [plain shipment label](#) on <http://www.isfa2023.com> in the section "Exhibition & Sponsoring".

10. Registration of (booth) staff

Both (booth) staff and scientific participants have to be registered by name **by May 15, 2023**.

For registration, please send an excel file to info@isfa2023.com, including the following information:

- Last name
- Name
- Academic title (if applicable)
- gender
- institution/company and department
- address incl. City and country
- e-mail address
- bookings to be conducted (conference fee, free registrations, social event)

According to the exhibition contract, exhibitors and sponsors receive a certain number of complimentary registrations. Regarding free registrations, there is no difference between booth



staff and other participants. Free registrations receive the same services as regularly registered participants.

Further registrations are charged as follows:

- booth staff: 245.00 €; one (1) additional person per booth is allowed for this rate.
- scientific participants: according to the registration fees on www.isfa2023.com

All registered persons (conference participants as well as company/booth staff) have access to the scientific programme, the industry exhibition and catering. There are no “exhibition only” tickets.

11. Hotel reservations

In cooperation with the service provider **HRS**, the conference organizer offers rooms in hotels near the conference venue for participants and exhibitors. Rooms can be booked via the online registration platform: [HRS Booking page](#)

The congress organizer also agreed on a room rate with the hotel **Park Inn by Radisson Berlin Alexanderplatz**. Detailed information concerning rates and the booking link can be found at <https://www.isfa2023.com/accommodation/>. (Only upon request and availability until May 3)

12. Contact

If you have further questions or require additional information, please contact:

Anja Binning

K.I.T. Group GmbH Dresden

Bautzner Str. 117–119

01099 Dresden

Tel.: 0351 65573 135

E-Mail: info@isfa2023.com