

24-26  
October 2022  
BERLIN - GERMANY

 Euroseeds 2022

# EXHIBITORS NOTEBOOK

 Euroseeds  
Embracing Nature

Please find enclosed within this document **all of the information you need** in order to plan for your attendance **as Exhibitor** at the Euroseeds Congress on Sunday 23 – Wednesday 26 October 2022.

**If you cannot find the answers to your questions** within this document, or if you have **any further queries** regarding the conference as a whole, **please feel free to contact by email:**

Mrs Julie Weisenburger  
or Mrs Mélissa Ballieux

Euroseeds Congress secretariat  
Email : [euroseeds.congress@meetmany.eu](mailto:euroseeds.congress@meetmany.eu)



# VENUE DETAILS

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The exhibition area will be located in the main floor of the conference area of the Intercontinental Berlin.

## **InterContinental Berlin**

Budapester Straße 2  
Berlin, 10787  
Germany

The InterContinental Berlin is located in the Tiergarten district of central Berlin. It has a spa, a sauna and a swimming pool. Its Michelin-starred restaurant, Hugos, offers panoramic views from the 14th floor.

The InterContinental Berlin is a 15-minute walk from the Kurfürstendamm shopping street and Tiergarten park.

# KEY TIMES

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## **Sunday 23 October**

14:00 : Set up by the exhibitors

18:30 : Welcome Reception organised on all exhibition areas



## **Monday 24 October**

08:00 : Opening of the Congress

12:00-14:00 : Lunch

18:30 : Closure



## **Tuesday 25 October**

08:00 : Opening of the Congress

12:00-14:00 : Lunch

18:30 : Closure



## **Wednesday 26 October**

08:00 : Opening of the Congress

12:00-14:00 : Lunch

16:00 : End of the Congress and dismantling of the exhibition area



# EXHIBITION TIMES

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Please ensure someone is on your stand at these times:

✓ **Sunday 23 October**  
from 18:30 until 20:30

✓ **Monday 24 October**  
from 08:00 am until 18:30

✓ **Tuesday 25 October**  
from 08:00 am until 18:30

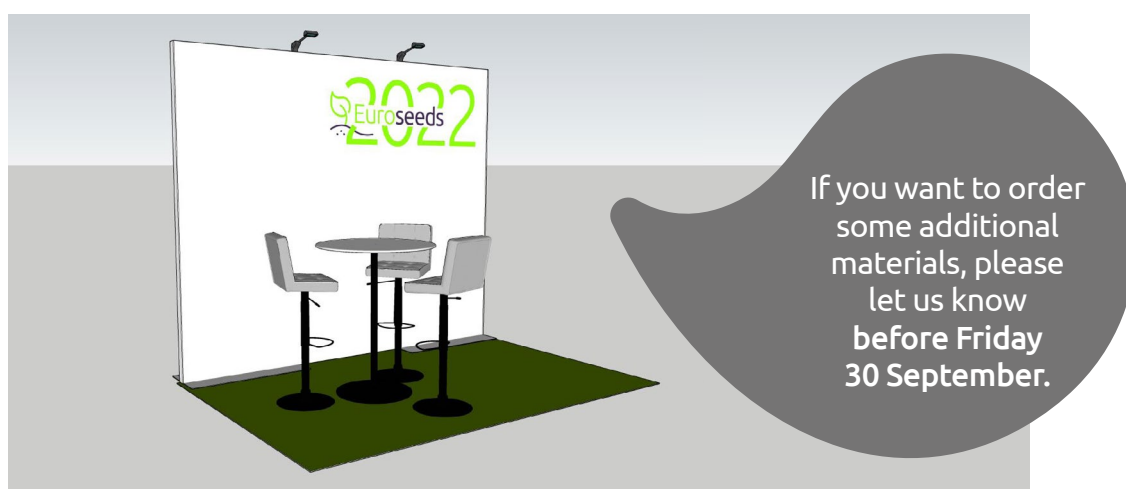
✓ **Wednesday 26 October**  
from 08:00 am until 16:00

# EXHIBITION BOOTH

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The fee includes the following services:

- ✎ An exhibition booth from Sunday, 23 October 2022 until Wednesday, 26 October 2022.
- ✎ Includes electricity, 2 spotlights, 1 back panel to include the company's name and 1 high standing table with 3 chairs.
- ✎ The registration fee for the Euroseeds Congress 2022 for max. 2 people of the same company.
- ✎ Lunches and coffee breaks for max. 2 people for all three days.



# EXHIBITOR FLOORPLAN & LIST OF COMPANIES

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Please see the reserved booths :

On the registration form



and also

On the Congress website



## DELIVERY & STORAGE

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**For any delivery, please use the document  
in attachment of the email 'Euroseeds 2022 – Deliveries'.**

Please tell us what you will deliver, which size and quantity.

- If you plan to send **something else than boxes** with brochures, giveaways etc., **please contact us** because particular deliveries **can be refused** by the hotel.
- Moreover if you intend to **send a machine**, please note that we have to receive the **dimensions** and the **weight** of the delivery to be able to introduce an approval request to the hotel.

**All items must be delivered on Thursday 20 & Friday 21 October ONLY from 07:00 am until 2:30 pm**– please instruct your courier driver that deliveries before and after this date will not be accepted.

- The name of the Congress/booth number, number of packages and sender must be **CLEARLY visible** on the delivered items/packing list.
- The Intercontinental Berlin **does not accept any deliveries that cannot be clearly assigned to a specific event**. Hotel delivery's entrance is **on the ground floor**.
- There is **NO loading ramp**. There is **NO unloading equipment** such as forklift or pallet truck on the Intercontinental Hotel premises. If you need one of them, **please contact the Euroseeds Conference secretariat** and these equipment can be ordered from a third party.
- Storage space at Intercontinental Berlin is limited and charges may apply. Transfer and storage of all items is the responsibility of the exhibitor.

**After the Congress**, any items should be arranged for pick-up at the Intercontinental Berlin **ONLY on Thursday 27 October from 07:00 am until 2:30 pm**. No collection is available after this date.

- The Euroseeds Congress secretariat takes no responsibility for goods left on the premises after this time.
- All items left for collection by freight or courier companies must be clearly labelled with company name, contact name and contact mobile number.
- Any items not pre-identified will be deemed abandoned and the venue will dispose of these accordingly and on-charge the cost.

## HEAVY LOADS

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There is load limit in all areas of Intercontinental Berlin. If you anticipate heavy loads will be involved, the Euroseeds Conference secretariat will need to be notified.

Written approval from Euroseeds Conference secretariat is required to bring in any heavy or vibrating equipment.

## SECURITY

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While every reasonable precaution is taken, the Euroseeds conference secretariat will not accept any responsibility for any loss or damage to any equipment, merchandise or valuables left on the premises prior to, during, or after the event.

It is recommended that all exhibiting companies take out their own public liability and property insurance that covers them and the exhibition stand. It is advised that all valuable items are not left at the exhibition stand unattended and not left over night.

The Euroseeds Congress secretariat provides a static Security Guard at all times that public are on site.

## STATUTORY REGULATIONS

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### Fire prevention

Furnishing must be made of flame-resistant materials or better. Props must be made of normally flammable materials or better. Decorations must be made of flame-resistant materials or better. Decorations in essential corridors and essential stairwells must be made of non-combustible material.

# WHAT TO BRING

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Please ensure that you bring the following items with you:

- Packing tape (for rebinding, packing cases)
- White tack to attach posters etc to your stand
- Multi boxes and extension cords if required
- Delivery labels for re-packaging of items for delivery once the Congress is finished

# CARE OF THE VENUE

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Please take care of the venue during your time at Intercontinental Berlin. Here are some guidelines to prevent damage to the venue:

- Protect all walls and doors at all times including during the pack-in, installation and removal of displays, exhibits and equipment
- Do not drive nails tacks, screws or pins into walls, furnishings, door ceilings (use white tack)
- Do not write, decorate, attach posters on any walls or surfaces or furniture
- Do not attach velcro dots to any walls (use white tack)

As an exhibitor you accept liability for any damage you have caused to the venue