



GERMAN
SOCIETY FOR
NON-DESTRUCTIVE
TESTING



Fraunhofer
EZRT

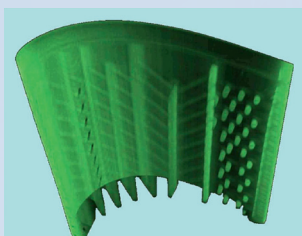
a cooperative department of Fraunhofer-Institutes
IZFP Saarbrücken and IIS Erlangen

EXHIBITION-MANUAL

4th International Symposium on NDT in Aerospace

November 13-15, 2012 in Augsburg, Germany

Welcome to – *Willkommen in – Bienvenue à – Bienvenido en Augsburg*



Exhibition office: DGZfP e.V. | Max-Planck-Str. 6 | 12489 Berlin | Germany

Phone: +49 30 67807-120 | Fax: +49 30 67807-129

E-mail: tagungen@dgzfp.de | Internet: www.ndt-aerospace.com



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GENERAL INFORMATION

Venue

Kongress am Park

Augsburg

Gögginger Str. 10

86159 Augsburg, Germany

www.kongress-augsburg.de

Contact

Steffi Schäske

Phone: +49 30 67807-120

Fax: +49 30 67807-129

E-mail: tagungen@dgzfp.de

Internet: www.ndt-aerospace.de

Booth rental

The rental has been fixed to **EURO 300 Euro per sqm** plus Value Added Tax (VAT).

Standard booth rental includes:

- Standard wall divisions (white)
- Standard signboards (with max. 20 characters, black)
- Standard plug (16 A /230 V)
- 1 spot (for larger stands more)
- General lighting, e.g. during booth building
- 1 counter
- 1 bistrotable
- 2 barstools
- Cleaning (at night)

Note:

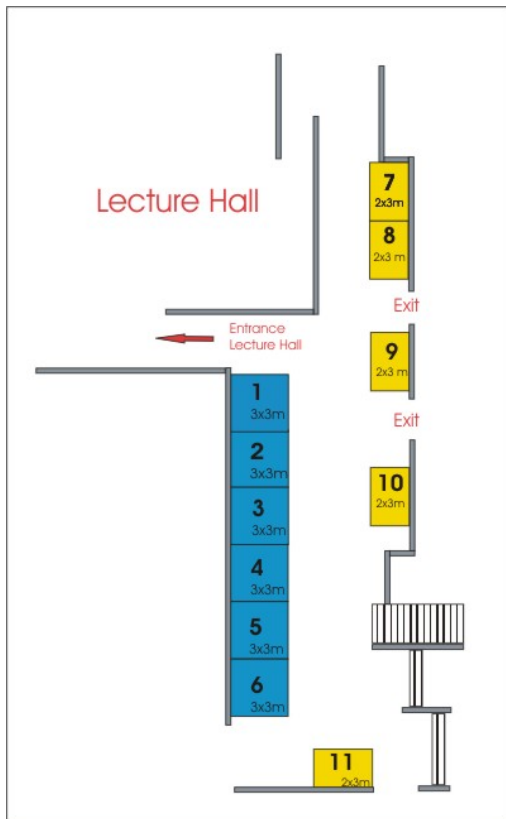
- (1) Additional equipment can be ordered via fair service MESSE SYSTEMS SERVICE (Forms in Annex C).

Tickets

In each booth rental is included:

1 conference badge including with full conference participation (for 12sqm or more two badges).

Exhibition plan



5 booths a 6 m² (booth 7-11) and 6 booths a 9 m² (Stand-Nr. 1-6) will be provided.
The status of reservation will be updated on the conference website www.ndt-aerospace.com.

Allocation of booth numbers

Booths can be booked directly via the conference website.
Booth allocation occurs in chronological order on receipt of orders and payment.

4th International Symposium on NDT in Aerospace
November 13 – 15, 2012, Augsburg



Exhibition schedule

12.11.2012	13.11.2012	14.11.2012	15.11.2012
Monday	Tuesday	Wednesday	Thursday
Booth Construction 14.00-18.00 h	Exhibition all day	Exhibition all day	Exhibition all day Dismantling after closing

GENERAL EXHIBITION TERMS

Kongress am Park (Kongresshalle Augsburg)

The staff of the Kongresshalle Augsburg are the contacts for all matters relating to the rooms, technical issues and safety.

Delivery of exhibition material

For delivering of exhibition materials please use the main entrance of the conference venue or the entrance Imhofstraße. Loading zones have to be cleared immediately after loading and unloading.

The exhibitor shall receive a schedule for unloading its material in good time before the beginning of the exhibition. This schedule shall be strictly observed because the unloading space is very limited. The exhibition staff has instructions to organise the unloading work according to the schedule in order to ensure speedy delivery. Empty transportation equipment has to be removed immediately.

The Kongresshalle shall be notified in advance in the event of any expected delivery of exhibition booths, exhibition material, material for events (brochures, etc.), all of which have to bear a clear mark indicating the event. The earliest delivery time is 3 days before the beginning of the event. The Kongresshalle shall not bear any liability for loss or damage of material and other items stored up to the event unless it is a case of wilful intent or gross negligence.

The exhibitor undertakes to protect the floor in the entrance area from dirt and damage. The delivery area shall be left in a clean state, i. e. any remaining material such as boxes, cardboard, brochures, etc. shall be disposed of for a fee.

When goods are brought in on hand lift trucks or similar transportation equipment the load must not exceed 500 kg/m². Forklift trucks must by no way be used in closed rooms. Hand lift trucks, forklift trucks or trolleys with hard plastic or metal wheels must not be used.

DIN 4102 B1 shall be strictly observed. When carpet or similar flooring is laid the adhesive tape to be used shall be removable without leaving residues (Tesafix 4964 with fabric or 3MS-M-9195 with fabric).

Parking facilities

There is a car park for vehicles with a max. height of 1.85 m. The current ticket price is EUR 18.00/day.

Further parking facilities in the vicinity (fee-paying):

Car Park in front of the sports hall, Ulrich-Hofmaier-Straße, about 300 meters from the conference venue.

Additional services

Additional services can be ordered directly from the booth builder MESSE SYSTEM SERVICE (see order forms in **Annex C**) **no later than 26.10.2012** (later received orders will be charged with an additional fee of 20 % of the ordered value). Payment for additional services shall be due immediately after receipt of the invoice, or the amount shall be guaranteed by a credit card number.

Any costs of additional services used on site shall be paid directly cash or by credit card.

Booth fee

The reservation shall only be valid after

- receipt of the contract signed by the exhibitor, and
- receipt of the booth fee (upon receipt of the invoice).

Exhibitors who have not paid their booth fee by the beginning of the exhibition shall be denied access to the exhibition booth.

Change of booth numbers

The event organiser may change the booth number(s) allocated to an exhibitor, and may limit the booth area. Such limitation shall only be allowable against an according reduction of the booth fee. No compensation payment shall be claimed from the event organiser.

The event organiser further reserves the right to cancel a booth booking within 30 days after confirming the reservation without giving reasons. The event organiser shall not bear any liability for any loss.

Withdrawal from contract

Any withdrawal from a booth booking shall only be valid if received in writing by the event organiser. In the event of a withdrawal the event organiser shall make the following repayment:

Withdrawal

before	31 st August 2012	150 Euros/m ²
from	1 st September 2012	no repayment

Special agreements

Any special agreements between the event organiser and the exhibitor shall only be binding if confirmed in writing by the event organiser.

Booth construction and dismantling

Kindly make sure that all invoices have been paid, otherwise booth construction shall not be allowed. In the event of doubt keep a copy of the payment transfer note at hand.

The exhibitor shall strictly comply with all scheduled times for booth construction and dismantling.

Booth construction shall be completed by Monday, **12th November 2012, 18.00 h**. A change of this time shall be possible.

The exhibitor shall be obliged to keep its booth open and properly staffed during the announced opening times.

Booth dismantling shall begin after the concluding remarks of the conference on **15th November 2012**. Waste containers shall be booked through the Kongresshalle.

After the end of the event any exhibition material and other items that have been brought in shall be removed without delay (by the end of the dismantling time). If the exhibitor fails to remove such items the venue shall be entitled to remove and store the items at the exhibitor's costs. If the items stay in the event room, the Kongresshalle shall be entitled to charge room rent for the duration of storage.

The exhibitor shall not leave booth material on empty booth areas or in aisles and corridors. The booth construction shall be within the specified height unless agreed otherwise with the event organiser.

Every exhibitor shall be responsible for organising sufficient space for empty packaging during the event days, e. g. with the assistance of the freight carrier. Empty containers or any other material used for the exhibition shall not be stored outside or behind the booths.

The exhibitor shall use the exhibition material that has been provided unless agreed otherwise in writing with the event organiser.

The exhibition building and material shall not be damaged, e. g. by nails or screws in walls, doors, etc. Take precautions to avoid damage to the floor (parquet and stone floors). In the event of any damage the exhibitor shall bear the liability regardless of any direct liability of the freight carrier.

Requirements for exhibition structures

The provisions of the Venue Regulation or a replacement regulation shall be applicable. Exhibition structures shall have a minimum clearance of 50 cm from the walls and shall not exceed a point load of 500 kg/m².

The exhibition plans with the marked escape routes shall be strictly observed.

The fire protection requirements shall be applicable (see 3. fire protection requirements). Any damage, especially damage of floors (carpet, stone or marble floors) is strictly forbidden. The exhibitor shall bear the liability for any damage.

No items shall be glued to columns, walls, screens, mirrors, etc. in the whole hotel. Driving nails or decoration pins into columns, curtains and walls is strictly forbidden. Any damage caused by the exhibitor shall be reported to the event organiser immediately.

No items shall be placed against walls, columns and mirrors. In the areas with stone, parquet or carpet floor any heavy objects shall be transported with rollers.

The exhibitor undertakes explicitly to bear the repair costs in the event of any breach of these provisions. The dismantling work shall be completed within the agreed period.

The exhibitor shall bear the full liability for any damage on forklift trucks, hand lift trucks, etc. that have been provided.

If hand lift trucks carry a load in excess of 200 kg they have to run on load distribution panels (wood panels or similar).

Booth construction staff and technicians shall wear clothing in line with the health and safety provisions. Every person or company working in the Kongresshalle shall ensure that the person and the staff are covered by a third party liability insurance, health insurance and accident insurance.

Every person involved in activities shall work in line with the applicable safety provisions and shall be personally responsible for his/her safety equipment. When you are on site please check the traffic corridors, escape routes and emergency exits.

Technical equipment and connections

For safety and liability reasons any supply lines and standard installations shall only be made together with the competent staff of the Kongresshalle.

Any lines crossing the traffic corridors or other booths require a permission and have to be routed safe for traffic at the exhibitor's costs.

The available power is 380/220 Volt. The exhibitor shall bear the liability for any damage or loss caused by unauthorised tapping of power.

If and when the staff of the Kongresshalle obtains technical or other equipment from third parties upon the exhibitor's request the staff shall act on behalf and on the account of the exhibitor. The exhibitor shall bear the liability for taking good care of such equipment and for returning it properly. The exhibitor shall indemnify the Kongresshalle against any claims of third parties regarding the provision of such equipment.

The use of the exhibitor's own or third parties' electrical devices in the power network of the Kongresshalle shall require a written approval. Any disturbance or damage of the technical facilities of the Kongresshalle caused by the use of such devices shall be at the expense of the exhibitor unless the ICD is responsible for it. The power costs resulting from the use of such devices may be charged as a lump sum by the Kongresshalle.

Any malfunction of the technical or other equipment provided by the Kongresshalle shall be corrected immediately if possible. Payments shall not be withheld or reduced if the Kongresshalle is not responsible for such malfunction.

Safety

The provisions of the Act on Technical Work Equipment (Equipment Safety Act) shall be observed.

All booth and exhibition material shall be non-flammable, or at least hardly flammable (A 1, A 2, DIN 4102). If ceilings are installed they have to be fit for the use of sprinklers. The exhibitor shall provide the required certificate for them.

Booths shall be erected in such a way that the building and fire protection regulations as well as all other public safety provisions are observed (TÜV, VDE, DIN, etc.).

All technical devices in use shall have passed the required acceptance tests and shall bear the CE mark.

The building authority has stipulated certain safety conditions for the booth design. The approval procedure shall exclusively be initiated through the Kongresshalle.

Fire alarm boxes, hydrants, fire extinguishing equipment and the according signs shall not be removed from their location, covered or blocked. Emergency exits, escape routes and access ways to technical service rooms shall not be covered, blocked or narrowed by exhibition booths or items.

Power connection cabinets, cable distribution boxes for telephones as well as all other connection equipment shall remain accessible.

The use of fire and flames for cooking, heating and operating purposes, the use of immersion heaters and the connection of heating and cooking equipment without a thermal shutdown feature (dry run protection) is forbidden.

Any activities which present a fire hazard shall require an authority permit that shall be shown.

Permissions

The use of laser equipment shall always be registered with the health and safety authority: Landesamt für Arbeitsschutz (Lafa). The test and acceptance (fee-paying) shall be done by a sworn technical expert.

The use of radioactive radiation and X-ray tubes is **strictly** forbidden.

Booth catering

Exhibitors shall not bring any food and beverages (also including cookies, soft drinks, coffee, etc.). At all booths where food or beverages are served to visitors – for payment or free – the applicable provisions of the health authority (Gesundheitsamt) shall be strictly observed.

Basically the exhibitor shall only bring sweets (candy, chocolate etc) to the exhibition. Any further food for booth service has to be ordered through the caterer (see annex C).

Sales and advertising

The exhibitor undertakes to observe the legal provisions with regard to selling, taking orders and delivering. Any advertising material shall not be deposited or distributed outside the booth.

The exhibitor declares explicitly that the exhibited products/items and the according advertising measures, their content and the way of presenting them shall not violate the principle of political and religious neutrality, customs and decency, the image of the event organiser or the statutory objectives and tasks of the event organiser. Inside the exhibition no goods shall be sold for cash.

Using loudspeakers, showing commercials, slide shows and videos shall not cause any noise that disturbs the surrounding booths and the lecture rooms.

Swapping booths

Exhibitors shall not sub-let their booth in part or total nor hand it on to third parties. Booth swaps shall only be allowed if approved by the event organiser.

Exhibitor catalogue

All exhibitors are listed in the brochure with the abstracts of the conference lectures free of charge, provided they have provided their company profile on the according form sheet (see **Annex B** – company profile) in good time before the printing date. The brochure shall be distributed to all conference participants.

Loss or damage of brought items

Any exhibition equipment or other items brought by the exhibitor shall be in the event rooms at the exhibitor's risk. The event organiser shall not bear any liability for loss or damage except in cases of gross negligence or wilful intent.

Any decoration material brought in shall comply with the fire protection requirements. The Kongresshalle and the event organiser are entitled to demand the according authority certificate. When items are put up or attached anywhere an agreement shall be sought in advance in order to avoid damage.

Exhibitor's liability for damage

The exhibitor shall bear the liability for any damage to rooms or inventory and for injury of persons caused by the exhibitor, its staff or its exhibition material. The exhibitor shall not be allowed to repair such damage on its own.

Force majeure

In the event of war, mobilisation, strike, government order or other circumstances beyond the event organiser's reasonable control that make it impossible or very difficult to hold the event the event organiser shall be entitled to relocate the event to a different place, to postpone it to a different time or to cancel it. The event organiser shall not be obliged to pay damages or to refund the booth fees that have already been paid.

Complaints

Any complaints shall be made in writing to the event organiser by the end of the exhibition.

Place of jurisdiction

The exhibitor recognises by signing that all court cases between the exhibitor and the event organiser arising from the exhibitor contract between the exhibitor and the event organiser, including the interpretation of the contract, and any complaints shall be governed by German law.

Quarrels

All matters that are not covered by the provisions above and that are unclear shall be clarified by the event organiser and the event committee.

Amendments of these terms and conditions

The event organiser reserves the right to amend the present terms and conditions with immediate effect if required by the legislation or by other compelling reasons.

Later we will contact you to provide you with details and prices for getting your advertisement included in this brochure. This will be automatically forwarded to all registrated exhibitors.

Company			
Contact person			
Telephone		E-Mail	
Telefax		Internet	

Date	Time	Location	Weather	Wind	Temp	Humidity	Pressure	Visibility	Remarks



ADDITIONAL ORDERS

Food:

Feinkost Kahn GmbH & Co. KG
Peter Ebner
Dr.-Balthasar-Hubmaier-Str. 20
86316 Friedberg

Telefon: +49 821 455995-14
Telefax: +49 821 455995-55
E-Mail: pebner@feinkost-kahn.de

Furniture:

- Information furniture
- Order form

Rental furnitur



S1
Upholstered chair



S2
Chair



S3
Rattan chair



S5
Bar stool



S6
Bar stool



S7
Bar stool



T4
Bistro seating table



T10
Bistro seating table



T3
Bistro seating table



T6
Bistro standing table



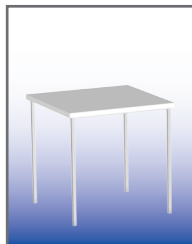
T9
Bistro standing table



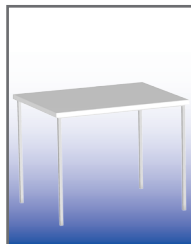
T1
Bistro standing table



T5
Bistro standing table



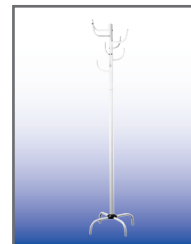
T2
Table



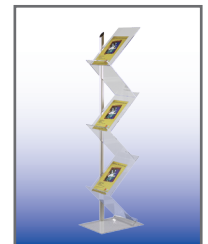
T7
Table



R1
Storage rack



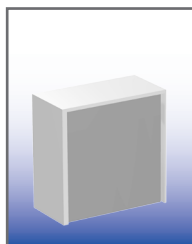
G1
Coat rack



P3
Brochure rack



IT1
Info counter



IT2
Info counter „Design“



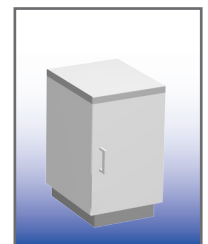
BT1
Bar counter



V1
Table cabinet



V2
Display cabinet



K1
Refrigerator

Internationales Symposium "NDT in Aerospace"

Zurück an: MESSE SYSTEM SERVICE Gewerbestr. 9 86420 Diedorf Deadline: 26st of Oktober 2012 from 27st of Okt12: 20 % late charge	Tel.: 08238-96100 Fax: 08238-961066 e-mail: info@mss-messe.de Internet: http://www.mss-messe.de	Kongresszentrum Augsburg 12th to 15th Nov 2012
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Rental FURNITURE

Hall _____
 Exhib. Stand no. _____

Exhibitor	Invoice recipient
Street	Street
Post Code, Place	Post Code, Place
Person responsible	Person responsible
e-mail	e-mail
Phone	Fax

	Quantity	price per item	Number
Upholstered chair, chrome / anthracite		18,00 €	S1
Chair, aluminium		19,00 €	S2
Rattan chair		24,00 €	S3
Bar stool, artificial leather black / chrome		23,50 €	S5
Bar stool, beech / chrome		26,50 €	S6
Bar stool, rattan		25,00 €	S7
Bistro standing table, cast / marble top Ø 80 cm		40,00 €	T1
Bistro standing table, cast / beech		42,00 €	T9
Bistro standing table, white plastic		38,00 €	T8
Bistro standing table, beech / chrome		47,40 €	T6
Bistro seating table, cast / marble		26,50 €	T3
Bistro seating table, cast / beech		27,50 €	T10
Bistro standing table, With easy stretch covers <input type="checkbox"/> white <input type="checkbox"/> red <input type="checkbox"/> blue		64,50 €	T5
Bistro seating table, aluminium		25,00 €	T4
Table, Allsan, 70 x 70 cm		26,50 €	T2
Table, Allsan, 70 x 120 cm		31,50 €	T7
Brochure stands, Perspex, 6 shelves		48,00 €	P3
Coat racks		34,50 €	G1
Storage rack, system construction		42,00 €	R1
Refrigerator, 140 litres		62,00 €	K1
Table cabinet, white aluminium with base, (lockable)		139,00 €	V1
Display cabinet, white aluminium with base, (lockable)		219,00 €	V2
Info counter, 100x50x100 cm, with shelf		58,00 €	IT1
Info counter "Design ", 90x54x100 cm, with shelf, white		89,00 €	IT2
Info counter "Design ", 90x54x100 cm, with shelf, white, lockable		112,00 €	IT3
PC pedestal, 50x50x100 cm		79,00 €	PC1
Bar counter, 100x50x100 cm, with attachment		73,50 €	BT1
Coat rack, hook rack		16,00 €	G2
Compartment shelf		20,50 €	FB
Swinging doors		56,00 €	SCHT
Curtain, grey		35,00 €	VH
Video pedestal, 50x50x120 cm		89,00 €	VP1

Price plus statutory VAT.

Rental conditions:

1. The rental price is valid for the duration of the exhibition.
2. The rental fee is payable on acceptance, unless otherwise agreed.
3. Missing or damaged material will be charged on the basis of the replacement price.
4. Ordered material can only be cancelled 14 days before the event, otherwise the full price will be charged.
5. **This order will only be effective on receipt of MSS' order confirmation.**
6. In the case of unanticipated events, MSS reserves the right to deliver other rental items to the renter, which are equivalent to the ordered items.
7. **For orders after the 26st of Oktober 2012, a late charge in the amount of 20% will be charged.**
8. Place of jurisdiction is Augsburg.
9. **Payment conditions: After acknowledgement of order and receipt of invoice, 10 days before the start of the exhibition at the latest.**

Signature, Date, Stamp