

# 102<sup>nd</sup> ANNUAL MEETING OF THE GERMAN PHYSIOLOGICAL SOCIETY

## Exhibition Manual

Joint meeting  
with the Austrian Physiological Society (APS) &  
Life Sciences Switzerland (LS<sup>2</sup>) Physiology

21. – 23.09.2023 | BERLIN

[www.dpg2023.de](http://www.dpg2023.de)

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## Congress Venue:

Henry Ford Building  
Freie Universität Berlin  
Garystraße 35  
14195 Berlin-Dahlem

**Set-up time:** Wednesday, September 20, 2023: 14:00-19:00h

**Dismantling time:** Saturday, September 23, 2023: from 14:00h

## Exhibition Schedule:

Thursday, September 21, 2023: 08:00-21:00 h

Friday, September 22, 2023: 09:00-19:30 h

Saturday, September 23, 2023: 08:30-14:00 h

## Booth number:

Please use the number stated in the contract. You can view the exhibition plan here:

<https://www.dpg2023.de/exhibition/>. The whole exhibition area will be also used for coffee breaks.

## Registration:

Every exhibiting company receives free full congress registrations free of charge (incl. lunch and refreshments, with access to the exhibition hall as well as to the scientific and poster sessions) as stated in the contract.

Please register them using the online registration form, which you can find here:

<https://www.dpg2023.de/registration/>. For the complimentary stand registrations choose the participant type "Exhibitor". Additional stand personnel must be registered accordingly as member or non-member.

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## Booth building/ Additional materials orders:

Included in the booth space is 1 table ((L:1,40m x W: 0,70m), 2 chairs and 1 standard electrical connection (230V / 1KW). Please contact us at [info@dpg2023.de](mailto:info@dpg2023.de) if you need an electrical connection until **September 1** the latest.

For ordering a booth building and/ or additional material, please use the following webshop of our logistics partner TEM Festival GmbH: <https://dpg2023.paperform.co>. Orders placed until **August 31th, 2023** will be invoiced like indicated in the webshop. A late order fee of 30% for all items applies for orders placed later than August 31th 2023. A surcharge of 50% will be charged for orders placed later than September 15th 2023.

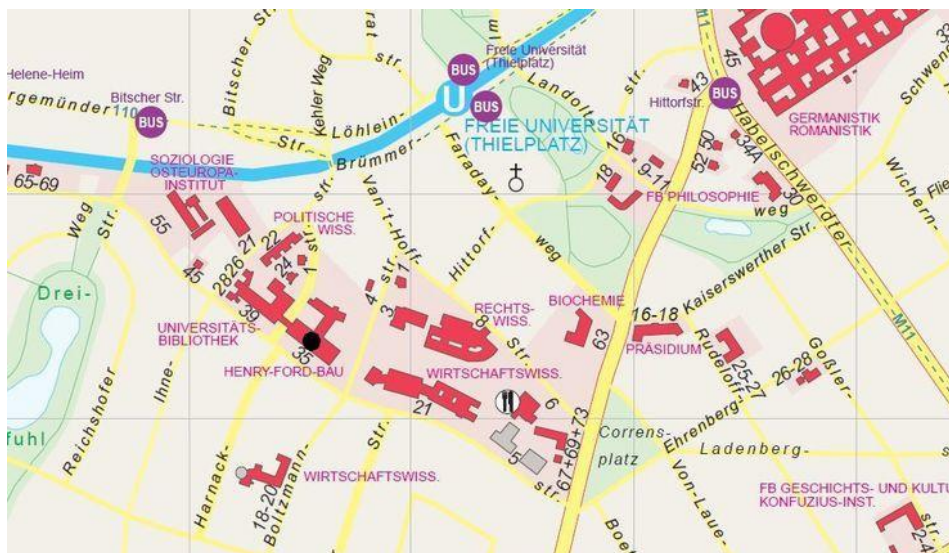
## Logistics / Transport of general cargo:

Delivery of exhibition stands or booth supplies by trucks, especially when stored on Euro pallets, will only take place via Boltzmannstraße. The forecourts of the Henry Ford Building should not be driven on.

Please bring your own hand pallet truck since the organizer cannot provide any. Trolleys or hand trucks should have white rubber wheels.



**Important: Boltzmannstraße is in a residential area, so parking for vehicles with a total weight of more than 3,5 tons is not allowed! You can stop only for loading and unloading and have to departure your delivery van directly after unloading.**



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## Delivery before the congress:

It is not possible to deliver stand materials to the venue before the congress. However, you can send your materials to our logistics partner TEM Festival GmbH from Monday, September 18 at the earliest. Please note, that this service will cost extra.

**Important:** To use this service, please inform us ([info@dpg2023.de](mailto:info@dpg2023.de)) about your delivery (expected delivery date, number, and measurements of parcels). We will then inform you of the estimated costs for this service. Please use the shipping label, that you can find at [this link](#).

Empty boxes or other storage items are not permitted to be stored within or behind the stand due to security reasons.

## Collection of Booth Materials after the congress

Storage of your equipment is not possible. Stand materials must be collected from the venue directly after dismantling on **Saturday, September 23**.

The exhibitor is responsible for the transportation of any material from the stand to the loading zone. Furthermore, the exhibitor must take care of scheduling the pick-up and correct labelling of boxes for the freight forwarder to be able to identify the boxes.

## Parking:

Around the Henry Ford Building you will find several parking lots.

## Public Transportation:

The Henry Ford Building can be reached by U3 (stop at Thielplatz) and bus M11 (stop at Hittorfstr.) as well as bus 110 or N3 (stop at Bitscher Str.)

For further information, visit <https://www.bvg.de/en>.

## Internet Access:

The congress organizer will provide wireless internet access for all delegates which will be available throughout the congress. You will get the corresponding username and password at the registration desk.

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## Liability / insurance:

All regulations and legal provisions that apply in connection with stand construction and stand operation must be observed by the exhibitor. This also applies to required insurance (eg liability, loss or damage to the exhibits, accident and theft insurance).

The exhibitor is fully liable for the stand and exhibition material, this also applies to injuries caused by his staff or exhibitor or damage to persons and property. Exhibitors are liable for any loss or damage resulting from a fault in the supply of the electrical connections and for each person or property damage resulting from the use of its stand components, objects and exhibits.

The exhibitor is liable for all damage caused by the exhibitor at the building and the facility of the university.

The organizer and K.I.T. assumes no liability for damage or loss of parts of the exhibition.

A separate stand guarding does not take place – so there is no stand security during exhibition hours as well as no stand security before or after and in night time. In the absence of stand personnel, it is recommended that you keep valuable items, gifts, etc. under lock and key. Your exhibits and stands are not insured against theft. Insurance coverage is only guaranteed if you order a night watch especially for your stand by your own. For items brought into the house, no liability is assumed by K.I.T. and the Henry Ford building or organizer.