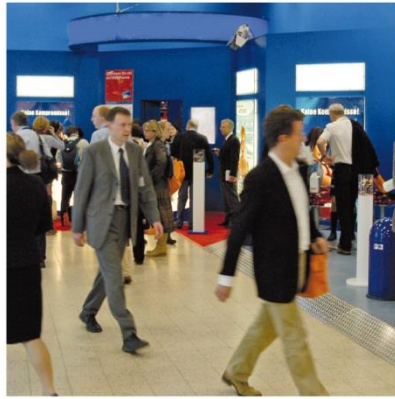
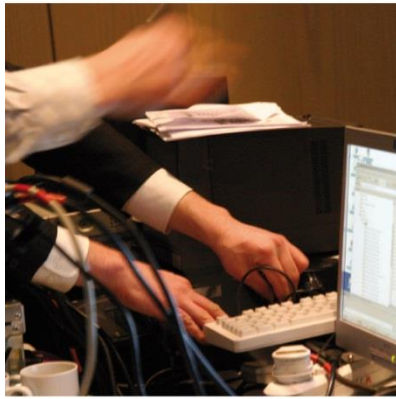


servicehandbook

IMPORTANT INFORMATION FOR EXHIBITORS **Venue:** Your way to find us. **Your contact:** We are your capable consultant. **Delivery, installation and removal:** For a smooth passing of the exhibition. **The stand:** Valuable and interesting information on all the aspects of your exhibition space.



Online-Order for additional equipment latest until 18th June 2018 on:

https://www.isiort2018.org/frontend/index.php?page_id=3557

m:con
VISION INTO CONVENTIONS

10th ISIORT Conference

6th - 7th July 2018

Congress Center Rosengarten Mannheim

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

On the following pages, the most important information for a successful exhibition at Congress Center Rosengarten is made available to you. All relevant facts and data on all the aspects of the venue, your exhibition space, the guidelines concerning installation and removal and, last but not least, your contacts can be found here.*

m:con has extensive experience in organizing congresses and producing events, and offers individual solutions – with its excellent conception and organization and with its own ultra-modern equipment.

The professional team of m:con offers you support at any time.

* Subject to alterations.

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

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02 Contact	5
03 Directions to the venue	6
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06 Catering	20
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Please forward all the required information concerning the exhibition to your exhibition stand constructors *promptly!*

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FOR EXHIBITORS: Important information – compact and clear

01 | Venue and Data of the Exhibition

■ Venue

m:con

Congress Center Rosengarten Mannheim

Rosengartenplatz 2

68161 Mannheim

Germany

www.rosengarten-mannheim.de

■ Times for installation:

Friday, 6th July 2018, 7:00 am – 9:30 am

■ Opening times of the exhibition:

Friday, 6th July 2018, 9:30 am – 8:00 pm

(Get Together in the exhibition from 6:00 pm – 8:00 pm)

Saturday, 7th July 2018, 8:00 am – 5:30 pm

■ Times and instructions for removal:

Saturday, 7th July 2018, 5:30 pm – 7:00 pm

Please observe the instructions for removal in any case, otherwise current and following events may be disturbed. Stands that are not removed in time are cleared at your costs!

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FOR EXHIBITORS: Important information – compact and clear

02 | Contact

■ Scientific maintenance

International Society of Intraoperative Radiation Therapy
Prof. Dr. med. Frederik Wenz
Chairman Department of Radiation Oncology University Medical Center
Mannheim
University of Heidelberg
69120 Heidelberg

■ Exhibition organization

m:con – mannheim:congress GmbH
Romina Frank
Rosengartenplatz 2
68161 Mannheim
Deutschland
T: +49 (0)621 4106-377
F: +49 (0)621 410680-377
romina.frank@mcon-mannheim.de
www.rosengarten-mannheim.de

■ Exhibitor cards

m:con – mannheim:congress GmbH
Alexander Rossnagel
T: +49 (0) 621 4106-343
F: +49 (0) 621 410680-343
alexander.rossnagel@mcon-mannheim.de

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FOR EXHIBITORS: Important information – compact and clear

03 | Directions to the venue

■ Route via the motorway

Motorway A6/A67

- motorway intersection Mannheim → A656 towards Mannheim-Mitte
- go along 'Augustaanlage' until you get to the water tower 'Wasserturm'
- The Congress Center Rosengarten is on the north of the water tower 'Wasserturm'

Motorway A61

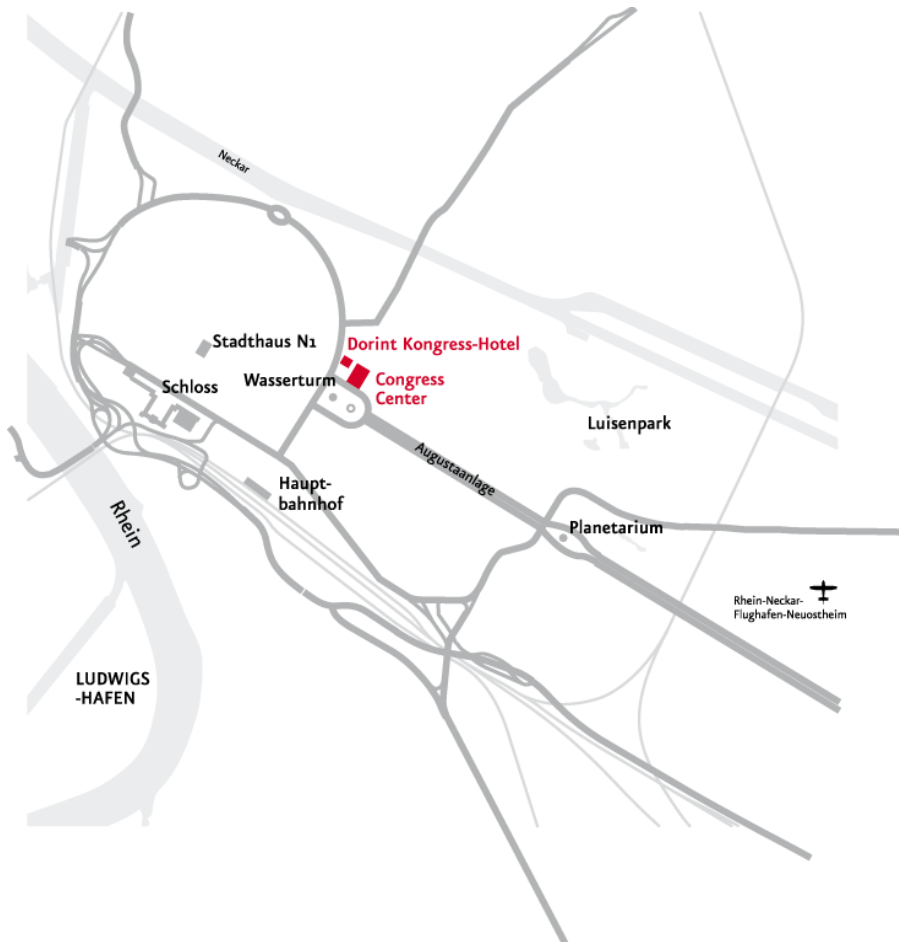
- motorway intersection Ludwigshafen → towards Ludwigshafen/Mannheim
- cross the bridge across the River Rhine 'Rheinbrücke'
- follow the signs towards 'CC Rosengarten'



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FOR EXHIBITORS: Important information – compact and clear

■ Route via the city center



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FOR EXHIBITORS: Important information – compact and clear

■ Parking facilities



As a part of m:con Congress Center Rosengarten, the underground car parks 'Congress Center Rosengarten' and 'Dorint' with approx. 700 parking spaces are at your disposal. Please note that the height limit for vehicles is 1.90 m there. Parking on the outside area of the Congress Center Rosengarten is not allowed.

Vehicles higher than 1.90 m can be parked on the nearby car park (near the stadium 'Carl-Benz-Stadion', direction airfield 'Flugplatz Neuostheim', Theodor-Heuss-Anlage 12 in Mannheim): turn right before you get to the KPMG building, then turn right again, the car park is on the left. You can take the tram number 6 to get back to the Rosengarten. The vehicles could also be parked on the "Neuer Messplatz" (Maybachstraße in Mannheim). Please note that these are all public parking spaces where we have no impact on free parking space!

Parking on the outside area of the Congress Center Rosengarten is not allowed.

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FOR EXHIBITORS: Important information – compact and clear

04 | Information on Delivery and Installation

■ Delivery

Owing to a shortage of space, deliveries can be carried out only on the days of installation. For organizational reasons, earlier deliveries have to be carried out by the forwarding company 'Spedition Schenker' (address see "Storage", page 10) **at your expense**, otherwise they are returned **at your costs**.

For deliveries of advertising material, brochures and other articles, please indicate the following extended address:

Congress Center Rosengarten

10th ISIORT Conference

Company name

Name of your contact at the exhibition

Mobile number of your contact at the exhibition

Stand number

Rosengartenplatz 2

68161 Mannheim

Germany

Please note that deliveries have to be effected directly to the stand area. Congress Center Rosengarten and the congress organizer do not accept any deliveries. **All deliveries are left to the owner's risk:** m:con and the congress organizer do not assume any responsibility for deliveries.

Congress Center Rosengarten and the congress organizer do not accept any deliveries and do not assume any responsibility for deliveries: all deliveries are left to the owner's risk.

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FOR EXHIBITORS: Important information – compact and clear

■ Unloading on the exhibition grounds of Congress Center Rosengarten

The access to the 'Rosengarten' from 'Friedrichsring' has a gate opened by a porter. Please note that cars which are used for delivery and collection have to be parked in the underground car park at your costs. Only vehicles higher than 1.90 m may enter the Rosengarten area during installation and removal and only for loading and unloading purposes!

On entering the grounds of Congress Center Rosengarten, the time of arrival and the driver's mobile number are taken down by one of our employees, and a time of departure is also agreed upon. Should pallets be delivered, please note that Congress Center Rosengarten cannot provide a hand pallet truck. It has to be provided by the exhibitor.

Only vehicles higher than 1.90 m may enter the Rosengarten area during installation and removal and only for loading and unloading purposes!

■ Lifts / goods lifts

For deliveries to the foyers in floor 3 of Congress Center Rosengarten, there are several goods lifts at your disposal.

	width for passage	height	depth	weight-bearing capacity
Goods lifts outside	2.60 m	2.40 m	5.90 m	5.000 kg
Lift underground car park, Right side (East)	0.80 m	1.95 m	1.30 m	630 kg
Lift underground car park, Left side (West)	0.80 m	1.95 m	1.30 m	630 kg

■ Storage

It is absolutely impossible to store any kind of exhibits or empties before, during or after the exhibition at the Congress Center Rosengarten. The storage of empties can be dealt with by e.g. the forwarding company Schenker:

Schenker Deutschland AG

Messen- / Spezialtransporte

Mr. Jan Smolic & Mr. Metin Altin

Rotterdammer Str. 29-35

68219 Mannheim

T: +49 (0)621 / 44 520 -383; -381

F: +49 (0)621 / 44 520 389

jan.smolic@dbschenker.com

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FOR EXHIBITORS: Important information – compact and clear

05 | Stand information A – Z

The legal stipulations and regulations in their most current form and the Technical Guidelines of m:con must be observed for all exhibition stands, facilities, exhibits, materials and advertising that are brought into the Congress Center Rosengarten.

■ Additional orders

Orders for additional equipment can be placed online

https://www.isiort2018.org/frontend/index.php?page_id=3667 until 18th June 2018.

Orders for additional equipment only online!

After the above-mentioned date, orders can be placed on site only plus an extra charge of 20 %!

■ Advertising

Any sort of advertising is only allowed within the stand rented by the exhibitor and only for the exhibitor's own company and the exhibited articles manufactured or distributed by the exhibitor's own company. All advertising effort outside the stand area has to be approved by the organizer of the exhibition.

Romina Frank

P: + 49 (0) 621 / 4106 - 377

romina.frank@mcon-mannheim.de

■ Audio- / visual presentations

Any kind of presentations on the stand requires the organizer's approval.

Approval is granted with the pre-requisite that the presentation will not negatively affect or interrupt neighbouring stands and the ongoing congress. The organizer shall have the right to cancel a presentation in the event of disregard for his regulation.

■ Construction heights

The maximum construction height for stands vary from floor to floor.

Restrictions owing to structural causes have to be observed.

- in the foyer on floor 3: 3.50 m

The maximum construction height for stands vary from floor to floor. Restrictions owing to structural causes have to be observed.

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

Prior approval by the organizer is necessary for construction heights exceeding these limits. Please use therefor the form enclosed.

Floorings of all kinds from 4 mm on require approval by the organizer, have to be highlighted in contrast colour and secured against stumbling and tripping. Exceeding construction heights from 2,50 cm on require canted edges in contrast colour.

■ Damage

The exhibitor is responsible for damage to facilities of Congress Center Rosengarten, floors, etc., as well as to material let or lent to him.

■ Disposal

In general, reusable and eco-friendly materials have to be used for the installation and the operation of a stand. It is not allowed to leave any materials at Congress Center Rosengarten. Any materials left are disposed of without checking the value at the exhibitor's cost and at a higher charge.

■ Electricity

The laying of electrical cables outside the stand, as well as connection to the supply network may only be carried out by m:con. For electrical installations inside the stand, as well as for the laying of electrical cables, the instructions of VDE have to be observed. It is recommended to order m:con to carry out the work inside the stands as well.

The equipment and the illumination of the stands have to be disconnected from the grid by the exhibitor after the end of the exhibition and before leaving the stand respectively. In case of non-observance as to the above mentioned switching off regarding equipment and illumination, m:con reserves its right to charge any costs that may result from additional consumption of electricity to the exhibitor's account.

The exhibitor is responsible for the self-installation on the stand. If you wish electrical installations at a certain place, we ask you to let us have a sketch accordingly. If you require electricity, you can place your order online.

In general, reusable and eco-friendly materials have to be used for the installation and the operation of a stand.

The equipment and the illumination of the stand have to be disconnected from grid before leaving the stand respectively!

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FOR EXHIBITORS: Important information – compact and clear

■ Emergency exits and escape routes

The aisles between the exhibition areas serve as escape routes in cases of Emergency. At no time these aisles should be blocked. Escape routes must always be kept free of hindrance.

The exit doors, emergency exits and their signposting must never be obstructed, built over, closed in, obstructed by drapes or disfigured in any way.

■ Empties

During the installation, the duration of the congress and the removal, it is not allowed to store empties on the stands, outside the stands, inside the Congress Center Rosengarten and in its outside area. Dispatch and storage of empties can be dealt with by the forwarding company Schenker (address see “Storage”, page 10).

■ Examination of the rented space

After the assignment of space, exhibitors must make themselves aware of any fixtures, in particular hall pillars, fire alarms, wall hydrants, ventilation systems, as well as uneven flooring. m:con shall not be responsible for the accuracy of dimensions on hall and stand plans.

■ Exhibition construction company

The exhibitor’s service handbook and all important information according the exhibition have to be forwarded to the exhibition construction company and other service providers by the exhibitor.

The exhibitor’s service handbook is at your disposal on the internet at https://www.isiort2018.org/frontend/index.php?page_id=3667 at any time.

The exhibitor’s service handbook is at your disposal on the internet at any time.

■ Exhibitor cards

Exhibitor cards can be ordered via e-mail at alexander.rossnagel@mcon-mannheim.de until 22nd June 2018 (please use the form, which you received from m:con). Please indicate names and number of persons.

Exhibitor cards include free access to visit of scientific program.

Exhibition area/ Sponsorship packages	Free passes
Platinum Sponsor	8 free staff passes
Gold Sponsor	6 free staff passes

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Silver Sponsor	4 free staff passes
Bronze Sponsor	2 free staff passes
per 6 sqm booth space	2 free staff passes

If you have questions regarding the registration, please contact Mr. Rossnagel, alexander.rossnagel@mcon-mannheim.de

■ Fire protection

All materials of the stand have to be flame-resistant according to DIN 4102-1 (B1). The exhibitor must be able to furnish proof of flame-resistance on the stand at any time.

The fire extinguishers, wall hydrants and emergency buttons at Congress Center Rosengarten must not be blocked or made inaccessible under any circumstances. It is not permitted to render the instruction signs illegible.

■ Floor covering

Floor 3: carpeting dark anthracite

Floor coverings and other floors have to be laid accident-proof and must not project over the boundary of the stand. If you lay floor coverings using double-sided adhesive tape, please note that it has to be removed without residue on removal. Remaining residues will be removed at the exhibitor's cost.

The maximum floor loading capacity is 500 kg per sqm. In case that heavier exhibits are to be installed, it has to be arranged with and approved by the organizer. Loads should be distributed, concentrated heavy loads have to be avoided at any rate.

If you lay floor coverings using double-sided adhesive tape, please note that it has to be removed without residue on removal.

■ Forklift trucks / hand pallet trucks

Please note that Congress Center Rosengarten cannot place forklift trucks and hand pallet trucks at your disposal. This service can be dealt with by forwarding company Schenker (address see "Storage", page 10). Please note that the use of forklift trucks is not allowed inside.

■ Glass and plex-glass constructions

Only safety glass may be used in the construction of superstructures. Glass panes must be of a round edge construction or finished in such a way that potential injury risks are ruled out. Constructions made entirely of glass are to be marked at eye level.

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FOR EXHIBITORS: Important information – compact and clear

Safety glass must be used for any superstructures. Edges of glass sheets must either be rounded or designed in such a way that there is no risk of injury. Structures made entirely of glass must be marked at eye height.

■ Grinding work and all work with naked flames

All welding, cutting, soldering, thawing, grinding and other work which poses a fire hazard must be reported to m:con before the work starts and applied for in writing each day.

Areas surrounding such flame work must be adequately screened off to eliminate danger. Fire extinguishers must be kept in the immediate vicinity.

■ Guarding

The organizer of the exhibition provides a general guarding without accepting responsibility for damage or loss. Articles brought to Congress Center Rosengarten are at the owner's risk, m:con accepts no responsibility for articles deposited. The exhibitor has to take care of a special guarding for his stand and goods himself. Stand guarding service can only be ordered online.

■ Hazardous materials

It is forbidden to use open fire or naked light, e.g. spirit, fuel, oil, gas, etc.

■ Hotel accommodation service

If you have any questions regarding booking an accommodation please contact:

Claudia Morio

m:con – mannheim:congress GmbH

phone: +49(0)621 / 41 06 – 8641

fax: +49(0)621 / 41 06 – 80 222

claudia.morio@mcon-mannheim.de

■ Householder's right

m:con and the service providers commissioned by m:con shall have householder's rights vis-à-vis the exhibitors, their builders and all individuals located in the exhibition space. The organizer shall have the right to expel from the Congress Center Rosengarten individuals who do not adhere to the regulations of m:con or the services providers commissioned by m:con or who violate the conditions for participation. The organizer shall also have the right to ban these individuals. m:con, persons commissioned by m:con, the police, the

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

fire department and the supervisory authority shall have access to the stands at any time.

■ Illumination

Possibly, the general illumination at Congress Center Rosengarten is not sufficient to illuminate the individual stands effectively. In your own interest, we recommend to plan an additional installation of illumination on your stand.

■ Information counter for exhibitors

During the congress an information counter for exhibitors will be operated at the conference counter where an employee of ours will be at your disposal for repeat orders and for any queries concerning your participation in the exhibition that may occur.

■ Installation of stands

All stands have to be installed as self-supporting constructions. Fastenings on the walls, pillars and floors of the halls are not allowed. Pillars, buttresses, projections etc. within the exhibition area are part of the allocated space. It is not allowed to exceed the allocated space for installation. Sticking up of advertising material on the walls, pillars or other parts of the venue is not allowed. The exhibitor is liable for any damages owing to violations and is responsible for the security of the stand; they must provide evidence of this.

Lighting facilities and signs may not exceed the limits of the stand. m:con retains the right to bill for any additionally used space.

Escape routes, fire alarms, hydrants, electrical distributors, switchboards and telephone distributors have to be accessible. A minimum safe distance of 0.5 m to the ceiling sprinklers has to be kept.

Rear sides of stands which are visible and back onto neighbouring stands or those stands which are free standing must be of a smooth construction and neutral colour (white or light grey). The exhibition organizer reserves the right to insist on the modification of stands which are deemed inadequate or non-approved along with the right to order the removal of inappropriate exhibits when these are either bothersome or dangerous to visitors or exhibitors. Serious security defects can also lead to either partial or complete closure of the stand.

Escape routes, fire alarms, hydrants, electrical distributors, switchboards and telephone distributors have to be accessible.

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■ Insurance

The exhibitor shall be liable for all personal and material damages that arise from the operation of their exhibition stand and materials. It is recommended that the exhibitors obtain adequate insurance protection.

■ Internet access / EDP

Please note that in case of orders for internet access, the configuration or installation of additional hardware and software brought by the customer is not included in the range of delivery. The exhibitor is responsible for the observance of the licensing agreement in case of software brought by himself.

Internet access can only be ordered online. The exhibitor is responsible for the rented technical equipment for the duration of the rent.

WLAN Basic Version

The Congress Center Rosengarten provides a WLAN basic version free of charge (bandwidth 768 kb/256kb) per unit, usable internet services like http, https, mail. The data traffic is limited. Passwords for the basic version will be published by the organizer.

WLAN Premium Version

The WLAN premium version – subject to charging! - includes usage of all legal internet services and unlimited WLAN-bandwidth per unit. The data traffic is prior to the basic version.

For increased traffic and complex presentations on the booth we recommend the booking of a broadband LAN-connection.

Exhibitors at the Congress Center Rosengarten are not permitted to set up and run their own wireless networks. Non-compliance with this regulation may as applicable result in claims for damages by the event organizer or the neighbouring exhibitors affected.

■ Musical reproduction

Any kind of musical reproductions shall be subject to provisions of the German Act for Protection of Copyright and Related Property Rights (“Urheberrechtsgesetz”), Section 15 of the German Copyright Act (“Urhebergesetz”) (German Federal Law Gazette [BGBl], and shall require the approval of GEMA, the musical authors’ rights society, which may be reached at:

GEMA Generaldirektion Berlin

Postal address:

servicehandbook

FOR EXHIBITORS: Important information – compact and clear

Postfach 30 12 40

10722 Berlin

Office address:

Bayreuther Str. 37

10787 Berlin

Germany

P +49 30 212 45-00

F +49 30 212 45-950

messe@gema.de or gema@gema.de

www.gema.de

Musical reproductions that have not been registered with GEMA may result in damage claims being filed by the latter (cf. Section 97 of the Copyright Act).

■ Radiation protection

The use of radioactive materials and the operation of x-ray facilities, disruptive rays and laser facilities require approval and must be presented to the relevant authorities. The legal security regulations and stipulations must be observed. Legally stipulated approvals must be sought from the relevant authorities and be submitted to the exhibition organization within 6 weeks.

■ Respirable dust badge: „Feinstaubplakette“

Please note that from 1st January 2013 on it is absolutely necessary in a few areas of Mannheim to place a respirable dust badge coloured green in your car or lorry. The Congress Center Rosengarten and the Wasserturm (underground car parks) belong to these areas. You may get this badge at the TÜV, DEKRA, authorized garages and by internet. Please read up on this topic! Further information please find e.g. at www.umwelt-plakette.de/.

■ Smoking

Smoking is strictly forbidden in the whole inside area of the Congress Center Rosengarten at any time.

■ Stand roofs

As a matter of principle, stands must be open at the top. This is to ensure sprinkler protection. Roofs shall only be possible in exceptional cases and must be approved by the exhibition organization. Evidence of sprinkler suitability must be kept on hand in any stand with an approved roof.

Entering by vehicle
and parking from 1st
January 2013 only
with a green
respirable dust
badge!

Smoking is strictly
forbidden in the
whole inside area of
the Congress Center
Rosengarten at any
time!

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FOR EXHIBITORS: Important information – compact and clear

■ **Storage of information material and brochures**

The storage of informational material is only permitted in the amount required for that given day and only on the stand surface. Storage outside of the assigned stand surface is not permitted.

■ **Suspensions**

Prior approval by the organizer of the exhibition is necessary for suspensions. They are only allowed in exceptional cases.

■ **Theft**

In order to keep the danger of theft as low as possible, we ask you, in your own interest, not to leave your stand unattended after the delivery of exhibits. In general, a stand guarding, especially for the nights, is to be recommended. In any case, you should lock away valuable goods during the night.

We recommend you never to leave your stand unattended during the opening hours and to make goods in danger of theft especially secure. On removal, we ask you not to leave your stand before valuable goods have been loaded or handed over to the carrier. If this is not possible, it is advisable to book a stand guarding.

■ **Woodworking**

The German regulation concerning hazardous substances (GefStoffV - §8 Paras. 2.2 and 2.7) requires that appropriate suction equipment be fitted to woodworking machines. If this regulation is not heeded, Rosengarten Congress Center will stop assembly work.

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FOR EXHIBITORS: Important information – compact and clear

06 | Catering

Food and beverages for catering on your stand are provided by the service partner of Congress Center Rosengarten:

Dorint Kongresshotel Mannheim

- Convention Sales Manager -

Ms Graziella Amato / Ms Thu Nguyen

Friedrichsring 6

68161 Mannheim

Germany

P: +49 (0)621 / 41 06 406

F: +49 (0)621 / 41 06 417

graziella.amato@dorint.com / thu.nguyen@dorint.com

Please note that orders for food and beverages can only be placed via this licenced caterer. If you wish to be supplied by another service, prior arrangements have to be made. The Dorint Kongresshotel Mannheim may charge a fee for the transfer of its catering rights which is based on the number of sqm space per day of exhibition plus VAT. Therefore it is absolutely necessary to consult our service partner.

Please find the Catering Order Form online via <http://hotel-mannheim.dorint.com/en/conferences-celebrations/fair/>.

07 | Disclaimer

Articles brought into our house are at the owner's risk, m:con accepts no responsibility for articles deposited. There is no guarding at the exhibition. Stand guarding service can be ordered online.

Should you have any further questions concerning the exhibition, please get in touch with the indicated contacts.

Articles brought into our house are at the owner's risk. m:con accepts no responsibility for articles deposited.

Please reply at latest by **18th June 2018**:

m:con - mannheim:congress GmbH
Industry-Management
Romina Frank
Rosengartenplatz 2
68161 Mannheim
Fax: +49 (0) 621 / 41 06 80-377
E-Mail: romina.frank@mcon-mannheim.de

Please fill in clearly in block letters:

Exhibitor:	sqm:		
Stand number:			
Stand construction firm:			
_____	_____		
Company / Organisation	First Name / Surname (Contact)		
_____	_____		
Street / P.O. Box	Phone		
_____	_____		
e-mail	Fax		
_____	_____		
Post Code / City	State / Country		
_____	_____		
Contact onsite	Mobile Phone onsite		
<p>We hereby submit the stand plan in digital form in a scale of at least 1:100 with details of dimensions and sectional elevations.</p> <p><i>This plan was prepared pursuant to the directives of the Exhibitor's Service Manual issued by m:con. We have noted the technical directives and fire safety regulations and will observe these.</i></p> <p><input type="checkbox"/> Audio-/visual presentations are planned on the stand.</p>			
Maximum stand height: (highest point of the stand)	cm	Total height of the floor covering:	cm
_____		_____	
Place, Date		Legally binding signature	

To be completed by m:con – mannheim:congress GmbH:			
Approved stand height:	cm	Approved height for the floor covering:	cm
Approval notation:			