

# PRACTICAL INFORMATION FOR SPONSORS & EXHIBITORS



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## VENUE

Estrel Berlin  
Sonnenallee 225  
12057 Berlin  
Germany  
www.estrel.com

## ACCESSING THE VENUE



## POWER SUPPLY

The venue can provide normal voltage power as well as different kinds of high voltage power.

## WIFI

The venue is providing a free basic WiFi for the whole complex.

In case you need a dedicated LAN connection, this must be ordered by each stand individually via the order forms below.

## TECHNICAL GUIDELINES

For the technical guidelines provided by ESTREL Berlin, please [click here](#).

## ORDER FORMS

For ordering catering, cleaning, electricity, furniture or technical equipment etc., please [click here](#).

Please note the deadline is **April 30, 2017**.

## CONFERENCE TIMINGS

### BUILD UP

Saturday 17 June 2017 22:00 to Sunday 18 June 2017 17:30.

The official opening of the exhibition is on Sunday 18 June 2017 18:00.

*Please let us know the time of your build up.*

### TAKE DOWN/DISMANTLING

Wednesday 21 June: 14.30-23.00

### EXHIBITION HOURS

Sunday 18 June: 18:00-20:00

Monday 19 June: 10:00-17:00

Tuesday 20 June: 10:00-17:00

Wednesday 21 June: 10:00-14:30

## OFFICIAL LOGISTICS PARTNER

DSV Solutions A/S is appointed as the official logistics partner at ECET 2017.

### Contact:

Henrik Glendorf  
[henrik.glendorf@dk.dsv.com](mailto:henrik.glendorf@dk.dsv.com)

Tel: +45 43 20 30 40  
Direct: +45 43 20 38 53  
Mobile: +45 40 40 39 89  
Fax: +45 43 25 35 10

DSV will be able to assist you with shipments to the conference.

For shipment labels, further instructions and handling tariff, please: [Click here](#).

## SHIPMENT OF STAND MATERIALS

Stand material must be sent directly to:  
DSV Solutions A/S  
FAIREXX c/o Lager PL Spedition  
Wittestrasse 30A  
DE-13509 Berlin

Packages must be labelled with the label provided from DSV.  
Please note the last day for delivery is **June 14, 2017**.

## INSERTS IN CONFERENCE BAGS

Delivery address:  
FAIREXX c/o Senator Spedition GmbH  
Alexander Meissner Strasse  
DE-12526 Berlin

Packages must be labelled with the label provided from DSV.  
Please note the delivery period is **May 29 - June 6, 2017**.

## AFTER THE CONFERENCE: COLLECTION OF MATERIALS

Make sure that packages for collection are clearly labelled with the destination address, company, and company contact name and telephone number, as well as the courier company that is collecting the package.

## PROMOTIONAL MATERIALS

### ADVERT IN FINAL PROGRAMME

If you have booked an advert in the final programme, please send it to the conference secretariat at: [lwh@cap-partner.eu](mailto:lwh@cap-partner.eu)

Deadline: **1 April 2017**

For Platinum Sponsors one full page and Gold Sponsors one half page, colour advertisement is included in the sponsorship package.

## REGISTRATION

### EXHIBITORS

Each exhibiting company will have a number of free exhibitor registrations depending on sponsorship level.

Please forward the name, country and email of each exhibitor to the conference secretariat at: [ave@cap-partner.eu](mailto:ave@cap-partner.eu)

If you wish to register more exhibitors than what is included in your sponsorship, the exhibitor registration fee is 100 EUR per person (excl. VAT).

### REGULAR PARTICIPANT/FULL REGISTRATION

Please use the online registration [here](#)

Please note the early bird deadline is **May 30, 2017**.

### GROUP REGISTRATION

For groups of more than 15 people, please forward the name, country and email of each exhibitor to the conference secretariat at: [ave@cap-partner.eu](mailto:ave@cap-partner.eu)

Please note the deadline for exhibitor and group registrations is **May 31, 2017**

## ACCOMMODATION

For more information about accommodation: [Click here](#)

Please notice that there are limited hotels in walking distance from the venue.

## CONTACT INFORMATION

### FOR QUESTIONS REGARDING SPONSORSHIPS AND EXHIBITION, CONTACT:

Bent von Eitzen

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