



*International  
Academy of  
Astronautics*



**Deutsches Zentrum  
für Luft- und Raumfahrt**  
DLR

## **12<sup>th</sup> IAA Symposium on Small Satellites for Earth Observation** Berlin, Germany, May 6 – 10, 2019 (Exhibition: May 5 - 9, 2019)

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### **Conditions of Exhibition**

#### **1. Symposium Organizer/Organization/place**

International Academy of Astronautics (IAA)  
German Center for Aerospace (DLR)  
Berlin - Adlershof  
Rutherfordstraße 2  
12489 Berlin  
[www.dlr.de](http://www.dlr.de)

#### **Organization of the exhibition**

on behalf of DLR Berlin-Adlershof  
ConTour GmbH, Friedrichstraße 95  
10117 Berlin  
eMail [contour.berlin@t-online.de](mailto:contour.berlin@t-online.de)

#### **Place of event:**

Berlin-Brandenburgian Academy of Sciences  
(BBAW)  
Jaegerstraße 22/23  
10117 Berlin  
[www.bbaw.de](http://www.bbaw.de)

#### **2. Place and opening times**

The exhibition takes place in the BBAW  
in direct proximity to the meeting areas.

| <b>Opening day</b> | <b>Opening times</b>                 |
|--------------------|--------------------------------------|
| 05.05.19,          | 06:00 pm. – 08:00 pm. (Get together) |
| 06.05.19,          | 10:30 am. – 06.00 pm.                |
| 07.05.19,          | 10:30 am.– 06.00 pm.                 |
| 08.05.19,          | 10:30 am.– 06.00 pm.                 |
| 09.05.19,          | 10:30 am.– 06.00 pm.                 |
| 10.05.19           | excursions – no exhibition           |

#### **3. Journey and departure:**

For journey and departure details please refer to the  
attached journey sketch.

#### **4. Exhibition topics/exhibits**

According to the emphasis the exhibition topics are  
appropriate to the conference addressing air and  
space travel as well as the adjacent industries.  
(please see Call for Papers).

#### **5. Permission and place dispatching**

Exhibitors, whose exhibition, goods and achieve-  
ments correspond to the meeting topics, are  
certified.

The place dispatching takes ConTour GmbH in  
arrangement with the organizers according to  
availability and in the best interest of the sym-  
posium. Preferred places are available for main  
sponsors. The exchange of conditions between  
certified exhibitors requires the previous written  
consent of the organizer. A subletting, even if it  
takes place free of charge, is also to be approved by  
the organizers.

#### **6. Registration**

Registration for the exhibition is obligatory for the  
exhibitor, and must be received by the company  
ConTour GmbH by **the 15.03.2019**.

The distribution of stand spaces takes place in order  
of the entrance registrations, and on the basis of the  
5 point criteria. After receipt of the registration  
form the exhibitor receives a bill and permission to  
exhibit. The contractual relationship comes into  
effect after payment of the bill and/or declaration of  
a credit card number are received (by ConTour  
GmbH) and entrance permission is granted to the  
exhibitor.

#### **7. Exhibitor-additive-order**

If you need more tables, chairs and river please  
mark it on the registration form. Thank you! WLAN  
is available in the convention hall and the exhibition  
rooms.

#### **8. Surface rent**

The surface rent is noted on the valid registration  
form plus -value added tax.

#### **The rent for the exhibition space includes:**

- participation in the scientific program for 1 person
- participation of 1 accompanying person
- buffet lunch and 2 coffee breaks at the event days
- participation in the Get together on Sunday, May 5, 2019
- participation in the Evening reception on Monday, May 6, 2019
- participation in excursion tour on Friday, May 10, 2019
- participant documents, chairs and tables, lectricity, WLAN

- inclusion in the exhibitor list on the Internet and in the current program
- general lighting, general cleaning

All additional full participants in the scientific program have to be registered for the special price of 600,00 €.

Every registered full participant can book one accompanying person for the price of 120,00 €.

Please note: Accompanying persons have no access to the sessions and to the exhibition!

**surface rent does not include:**

- cleaning of the exhibition stand
- floor space
- insurance of the conditions and exhibits
- liability insurance
- park ticket

**9. Structure and dismantling**

exhibition stand construction  
05.05.19, 02.00 pm – 06.00 pm  
exhibition stand removal  
09.05.19, 06.00 pm – 08.00 pm

**Attention!**

It is prohibited to use easily inflammable material! Please check the safety regulations according to DIN 4102. (Euro Code all material must be inflammable according to DIN 4102.)

The exhibition area is equipped with parquet floor. It is to be carried as a precaution to insure that the floor is not damaged. Please use residue-free tape. The exhibitor is responsible for reporting directly to the BBAW any damage that may occur.

**Attention to the fair construction specifications.**

Construction of exhibition spaces must adhere to building, fire and all other public safety regulations (TÜV, VDF, DIN etc.).

The organizer reserves the right to remove articles, within the regulations, at the expense of the exhibitor. Fire-alarm boxes, fire-hydrants, fire-extinguishing devices and their signs may not be covered or removed from their location. Emergency areas may not be locked, blocked or restricted.

Light connection boxes, cable-distribution boxes for telephone connections as well as others connection points must remain accessible.

The exhibitor is responsible for the disposal and/or return of exhibition material.

**10. River and Internet**

One power connection is available per exhibitor free of charge (alternating current of 230 V). Heavy current is to be requested specially. WLAN Code is available at the registration counter.

**11. Adhesion**

The organizer does not take any responsibility for the loss and/or damage of the exhibits brought in by the exhibitor. During the construction and dismantling each exhibitor has increased duty to exercise diligence for the security of their property.

The exhibitor accepts the responsibility for damage (especially to exhibits and exhibition booth) from their co-workers whether it be deliberate or negligent. To claim damages, you need to send a record/request the organizer within one month after the meeting.

**12. Advertisement**

Each exhibitor can use the rented exhibition surface for advertising purposes. Exhibits and condition mechanisms may not project onto floor. The distribution of advertising material is only permitted on the exhibitor's booth (exhibition stand)

Acoustic or optical, exhibits and moving advertising material is permitted if nobody is disturbed. Direct sales of goods are permitted only in arrangement with the meeting line.

The exhibitor accepts the conditions of the organizer with his signature on the registration form.

Berlin, October 2019