



## EXHIBITOR INFORMATION for stand builders, stand personnel and agencies

All important information about the congress at: [www.dgu-serviceforum.de](http://www.dgu-serviceforum.de)

<b>Conference President:</b>	<b>Prof. Dr. Margit Fisch</b> UKE Hamburg
<b>Industrial exhibition:</b>	<b>INTERPLAN</b> Congress, Meeting & Event Management AG Landsberger Strasse 155 80687 Munich <b>Contact Person:</b> <b>Mr Patrick Schultz</b> Phone: +49 (0) 89 - 54 82 34 47 Mobile: +49 (0)178 55 89 110 E-mail: <a href="mailto:p.schultz@interplan.de">p.schultz@interplan.de</a>
<b>Venue:</b>	<b>CCH – Congress Center Hamburg</b> Congressplatz 1 20355 Hamburg
<b>Service orders CCH:</b> Energy water, telecommunication etc (see order forms)	<b>Hamburg Messe und Congress GmbH</b> Messeplatz 1 20357 Hamburg <b>Contact person:</b> <b>Mrs Silja Launspach</b> Phone: +49 (0)40 - 35 69 2476 E-mail: <a href="mailto:Silja.Launspach@hamburg-messe.de">Silja.Launspach@hamburg-messe.de</a>
<b>Service partner stand construction:</b>	<a href="https://www.hamburg-messe.de/aussteller/service/osc">https://www.hamburg-messe.de/aussteller/service/osc</a> Then click on the red “OSC Login” button.
<b>Registration of stand personnel:</b>	<a href="https://www.dgu-serviceforum.de/registration/participants/">https://www.dgu-serviceforum.de/registration/participants/</a> Your contact person: Mrs. Janine Burkhart Phone: +49 (0) 89 54 82 34 - 809 E-mail: <a href="mailto:j.burkhart@interplan.de">j.burkhart@interplan.de</a>
<b>Construction times:</b>	<b><u>Due to the local delivery situation, the following staggered set-up times must be observed:</u></b>  <b>Advanced structure:</b> Early set-up is possible on Sunday, September 18th, 2022, probably from 2:00 p.m. <b>Normal structure:</b> Monday, 09/19/2022 7:00 a.m. – 10:00 p.m. Tuesday, 09/20/2022 7:00 a.m. – 10:00 p.m. <i>Due to the carpet being laid, the aisles must be free of stand construction material from 10 p.m.</i> <b>Small stands up to 6m<sup>2</sup> stand area and stand decoration</b> Wednesday, September 21, 2022 7:00 a.m. – 10:00 a.m.
<b>Exhibition times:</b>	please refer <a href="http://www.dgu-serviceforum.de">www.dgu-serviceforum.de</a>
<b>dismantling times:</b>	Friday, 09/23/2022 6:00 p.m. – 00:00 a.m. Saturday, 09/24/2022 00:00 a.m. – 6:00 p.m. <i>The aisle carpet will be removed at 5:30 p.m. at the earliest.</i>



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<p><b>LOGISTICS – Shipments:</b></p>	<p><b>Schenker Germany AG</b> Paul-Henri-Spaak-Strasse 8 81829 Munich</p> <p><b>Contact Person: Mr Thomas Ernst</b> Phone: +49 (0) 89 - 94 92 43 08 E-mail: <a href="mailto:congress@dbschenker.com">congress@dbschenker.com</a> The DB SCHENKER tariffs are also stored in the service forum. <b>Deliveries addressed directly to the Congress Center Hamburg will NOT be accepted!</b> For insurance reasons, INTERPLAN employees are not allowed to accept any shipments.</p>
<p>Loading and unloading options/storage:</p>	<p><b>Deliveries by car</b> please use the multi-storey car park at the CCH. Deliveries for all exhibition areas are made via the Tiergartenstrasse Gate H (see directions sketch). For <a href="#">the unloading of the trucks in the CCH</a> need fork lift <a href="#">previously at</a> the <a href="#">Schenker Deutschland AG can be rented</a>. This also applies to the storage of empties and full containers. Note: DB SCHENKER is the exclusive forwarding agent for the DGU Congress. This also applies to the storage of empties and full containers. Due to the complicated delivery situation on site, DB SCHENKER has to allocate specific time slots for assembly and dismantling. For this purpose, your company data including your contact person will be forwarded to Schenker AG. Schenker AG will continue to coordinate the slot times. <b>ANY vehicle MUST be registered with Schenker. Vehicles without registration must expect considerable waiting times on site!</b></p>
<p><b>Freight elevator basement:</b></p>	<p>Vehicles &lt; 7.5t can also deliver via the basement (max. entrance height 4m). Goods lifts are available there that lead to Hall H. The vehicles must be removed from the basement immediately after unloading. <b>Dimensions: 2.35 m wide / 5.50 m long / 2.10 m high</b> <b>Load capacity: 5,000kg</b></p>
<p><b>Deposit Policy:</b></p>	<p>Due to the limited parking space, you can only stop at Tiergartenstrasse for loading and unloading. All vehicles must then be driven away again immediately. The control staff at the access will be one for each delivering vehicle <b>Request a deposit, which is broken down as follows:</b></p> <p><b>Cars / vans / trucks up to 7.5 t:</b> Max. standing time in the loading / unloading zone: <b>1 hour.</b> <b>Entry deposit EUR 100.00</b></p> <p><b>Trucks &gt; 7.5 t:</b> Max. standing time in the loading / unloading zone: <b>2 hours.</b> <b>Entry deposit EUR 100.00</b></p> <p>The deposit will be refunded when leaving the loading zone within the specified times, but will be retained if the times are exceeded! Please inform your stand builders and employees accordingly. The responsible security service has all the powers to enforce this regulation. <b>For more details, please refer to the so-called Shipping Instructions from Schenker AG.</b></p>
<p><b>Material retrieval:</b></p>	<p>Please have your material collected on Saturday, September 24, 2022 after your stand has been dismantled (up to 12:00 p.m. at the latest). After the end of the exhibition, there is no possibility of storage by the CCH. Material that is not picked up will be stored at DB SCHENKER for a fee.</p>



<b>Parking for cars:</b>	<p>Entry and exit to the CCH underground car park is via Tiergartenstraße and/or via Dag-Hamarskjöld-Platz (Dammtor station). When entering, the number plate is automatically recorded. NO ticket will be drawn. Payment is made at the automatic pay station by entering the license plate number. (Prices as of 01.06.22):</p> <p>€ 3.00 per hour / € 3.00 per each additional hour € 25.00 daily maximum rate (max. 24 hours) = from the 8th hour € 50.00 lost parking ticket - (must be activated by the supervisor)</p>
<b>Trucks and vans:</b>	<p>Car park on the Heiligengeistfeld (Glacischaussee, see map) only 5 minutes from the CCH. The costs are € 20.00 per truck/day, € 5.00 per car/day.</p> <p><b>Parking operator:</b> Goldbeck Parking Hamburg DE: <a href="tel:+492052194883711">+49 (0) 521 9488 3711</a>   E-Mail: <a href="mailto:info@goldbeck-parking.de">info@goldbeck-parking.de</a> <a href="https://www.goldbeck-parking.de/parkplatzsuche#/p/7258/Parkplatz%20Heiligengeistfeld">https://www.goldbeck-parking.de/parkplatzsuche#/p/7258/Parkplatz%20Heiligengeistfeld</a></p>
<b>Catering/stand hospitality:</b>	<p><b>Käfer Service Hamburg GmbH</b> <b>c/o Hamburg Messe und Congress GmbH</b> Messeplatz 1 20357 Hamburg</p> <p><b>Contact person: Ms Isabella Hahn</b> Phone: +49 (0)40 - 35 69 3217 E-mail: <a href="mailto:catering-hamburg@feinkost-kaefer.de">catering-hamburg@feinkost-kaefer.de</a> e-shop: <a href="https://www.standcatering-hamburg.com/checkin.php">https://www.standcatering-hamburg.com/checkin.php</a> home page: <a href="http://www.feinkost-kaefer.de/hamburg-messe">www.feinkost-kaefer.de/hamburg-messe</a></p> <p>Food can only be served via the exclusive caterer. The serving of self-brought food and drinks at the exhibition stand requires the prior approval of the caterer. There may be a fee (= so-called corkage fee) for this.</p>
<b>stand cleaning</b>	<p>Stand cleaning can also be ordered from the exhibitor service. The corridors will be thoroughly cleaned once before the start of the exhibition.</p>
<b>suspensions</b>	<p>In the lobby and in Hall 3 no suspensions are generally possible. In Hall H there are suspension points all over the place.</p>
<b>guard</b>	<p>During the congress times, only a general hall patrol is planned, but no guarding of the individual stands. Therefore, please do not leave any valuable items visible at the stand and lock your valuables. We and the Congress Center accept no liability for damage and/or theft!</p>
<b>Technical details:</b>	<p>Observe the technical guidelines of the CCH: <a href="https://www.cch.de/planen/downloads#vertragsdokumentenundmerkblaetter">https://www.cch.de/planen/downloads#vertragsdokumentenundmerkblaetter</a></p> <p>The construction height can be found in the plans. In any case, the following limit values apply:</p> <p><b>Height of hall 3</b></p> <ul style="list-style-type: none"><li>• Walls under the gallery: 3.35 m</li><li>• Other outer walls: 4.00 m</li><li>• Constructions within the stand boundary:</li></ul> <p><b>Construction height hall H</b></p> <ul style="list-style-type: none"><li>• Outer walls: 4.00 m</li><li>• Constructions within the stand boundary: 6 m with a distance to the outer edge of at least 1 m.</li></ul> <p><b>This also applies to suspensions/stand construction/advertising structures/banners or other constructions</b></p>



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	<p><b>Danger:</b> The maximum construction height under the smoke curtains shown in the plan is 3.50 meters (top)! Structures over 3 m high should not be wider than 50% of the length of the respective side facing the adjacent stand.</p> <p>The part facing the neighboring stands over 2.50 m must be designed with neutral visible surfaces (white or grey)! <b>In the event of violations, the rear wall will be covered for a fee.</b> Side walls on open sides (also applies to suspensions or other constructions) should not be built wider than 30% of the side length. Building on open sides should always be avoided. A preliminary check of the renderings is carried out by Interplan. Please send your designs directly to Mr Schultz, <a href="mailto:p.schultz@interplan.de">p.schultz@interplan.de</a></p> <p>Stands over 50 square meters will be checked by the CCH. The costs per test are € 50.00 plus VAT and will be charged directly to the exhibitors by the Exhibitor Service.</p>
<p><b>Booth design:</b></p> <p><b>Technical connections from the hall floor:</b></p>	<p>In order to maintain a uniform overall picture of the exhibition, each exhibitor using a fixed system stand must ensure that the rear and side walls of his stand are clean and white. This also applies to stands whose rear wall is directly connected to a neighboring stand, since the rear walls can be exposed due to possible different construction heights and smaller gaps.</p> <p>Please note that at some event locations the access points for electricity and water can be located directly on your own stand area and this can have an impact on the stand construction design. This applies, for example, to supply ducts/floor flaps. It is possible that stand neighbors are supplied with electricity from the floor hatch and therefore the neighbors' cables run through your own stand area if the only connection is on your own stand area.</p>
<p><b>Peninsula and island stands:</b></p>	<p>All peninsula and island stands must be built as transparently as possible so that the corresponding stand neighbors are not disadvantaged and an inviting overall picture is presented. Please consider that a positive overall impression of the exhibition also has a positive effect on the individual exhibitors.</p>
<p><b>Floor:</b></p>	<p>Hall H: black screed We strongly recommend installing a floor or carpet. Load: 1500kg/m<sup>2</sup></p> <p>Room 3 + foyer ground floor: parquet floor Wing loading: 500kg/m<sup>2</sup> Point load: 200kg/m<sup>2</sup></p>
<p><b>Water connections/hanging points:</b></p>	<p>There are only a limited number of water connections/hanging points in Hall H. There are no water connections/hanging points in room 3 and foyer ground floor.</p>
<p><b>Stand construction permit:</b></p>	<p>For organizational reasons, all stands larger than 30 m<sup>2</sup> must submit a stand plan for approval. The same applies to stands with a height of more than 3 meters (regardless of the stand size) due date: August 12th, 2022.</p> <p>If you are planning a special stand concept, please contact Mr Schultz (<a href="mailto:p.schultz@interplan.de">p.schultz@interplan.de</a>) on. Otherwise it cannot be guaranteed that your stand concept will be approved under the local circumstances of the CCH Hamburg.</p>



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<b>Stand placement:</b>	<p>INTERPLAN always tries to research the construction situation at the event location precisely. However, should there be a deviation from the situation on site due to unforeseen circumstances, we reserve the right to subsequently adjust the stand placement accordingly or to change it on site. Any costs incurred as a result will not be borne by INTERPLAN AG.</p> <p>For the sake of form, we would like to point out that we only provide the exhibition space. All materials for setting up, equipping, etc. of a stand must either be brought by you as the exhibitor or ordered using the enclosed forms.</p>
<b>Stand system/stand ceilings:</b>	<p>For fire protection reasons, the stand systems must generally be made of flame-retardant material (DIN 4102, B1 standard). If the stands are closed, the ceilings must be suitable for use with sprinklers. Two-storey stands are generally not permitted.</p> <p><b>Please have the relevant certificates ready for any on-site inspections</b>(see also Technical Information).</p>
<b>Liability/Insurance:</b>	<p>The person responsible is solely liable for damage of any kind to the building or inventory caused by the exhibitor or the companies/vicarious agents commissioned by him. Any damage incurred will then be charged to the person who caused it. If you would like appropriate insurance offers, we will be happy to help.</p> <p><b>INTERPLAN does not guarantee that all structural restrictions are noted or drawn to scale in the available plans for the event location. INTERPLAN AG or deltacom assumes no liability for any discrepancies in the layout! All dimensions must be checked on site. The exhibitor bears any inspection costs incurred. Pillars and other limitations of the stand area are part of the rented area and do not justify any reduction claims.</b></p>
<b>Privacy notices:</b>	<p>Our company treats all personal data in accordance with the provisions of Section 4 of the Federal Data Protection Act. The collection, storage and processing of your personal data is essential for your registration for the aforementioned congress. This is done exclusively for the purpose of organizing and running the event. Your data will only be passed on to third parties who are directly involved in the course of the congress and if the organizational process makes this necessary. (Organizer, congress center, suppliers for the trade exhibition.) The legislator requires us to obtain your consent. If we do not receive this, it will not be possible to register for the trade exhibition as part of the respective congress.</p> <p>By signing page 1 of the stand space reservation, the undersigned agrees that the information they have provided about themselves will be recorded, stored, processed and passed on to third parties, e.g. the organizer, as part of the above-mentioned requirements may be.</p>

Subject to change.

The notes listed here are part of the contract and are considered accepted with the registration.

June 20, 2022