Exhibition Space for the 5th Session of the International Conference on Chemicals Management (ICCM5)

Logistical Exhibitor Briefing

Contact person for logistical questions

Organisation: agency familie redlich
Contact person: Pamela Freyschmidt
E-mail: organization-iccm5@familie-redlich-events.de
Mobile phone: +49 176 61 92 75 67

Key data World Conference Center Bonn (WCCB)

Venue: World Conference Center Bonn
Platz d. Vereinten Nationen 2
53113 Bonn

Event dates & times: Opening hours venue
25th – 29th September 2023
7.30 a.m. – 2.00 a.m. (next day)

Conference program
25th – 29th September 2023
9.00 a.m. – 8.00 p.m. (tbc)
Exhibition booth

Event registration: Registration for the conference is mandatory for all participants, as well as for all exhibitors. Please ensure that all staff registers via the registration tool on the website: [https://indico.un.org/event/1005245Registrations/](https://indico.un.org/event/1005245Registrations/)

Equipping the booth: You can equip and individualize your booth during the following times:

23rd September 2023
2.00 p.m. – 6.00 p.m.

and 24th September 2023
9.00 a.m. – 6.00 p.m.

Exhibition times: 25th – 29th September 2023 (no exhibition during IP4.3)
Daily from 9.00 a.m. – 6.00 p.m.

Clearing the booth: Starting from 29th September 2023, 6.00 p.m. please have your booth cleared until 30th September 1.00 p.m. at the latest.

Staffing: Please ensure that your exhibition booth is staffed by at least one person at all times, especially lunch and coffee breaks. We advise you to have two people on site at all times in case one person is on break.
Please ensure that you lock all valuables (e. g. iPad) securely at your booth as soon as it is unmanned.

Catering: Catering is available at the Rhine Level in the Main Building next to the exhibition area.
In both buildings (main building and plenary building), various beverage stations are also available for self-supply. Water and coffee are provided free of charge.
Please remember to bring your own water bottle as there will be no glasses available on site.

Dates: 23rd – 29th September 2023
Opening hours lunch: 12.00 p.m. – 3.00 p.m.
Snacks and sandwiches are also available before and after lunch. Payment options: debit/credit card, cash payment

Equipment: All booths are about 14 sqm big and have the shape of a hexagon which follows the event logo. You were able to choose between two different booth modules.
Module 1
Consists of:
- A lockable counter desk that allows the set-up of two laptop working spaces or the display of brochures (or reading purposes) and small exhibits
- Wall for posters
- Bench for seating and storage (not lockable)
- Screen or tablet
- Sign with booth number
- Sign with exhibitor logo

Module 2
Consists of:
- A small lockable high table for networking purposes
- Wall for posters
- Bench for seating and storage (not lockable)
- Rostrums as flexible seating spaces and / or displays of exhibits
- Screen or tablet
- Sign with booth number
- Sign with logo exhibitor
Storage: There is no possibility to store packaging material at the location. Therefore, please note that all materials, packaging, etc. that you cannot accommodate at your booth must be stored outside the venue under your own responsibility.

Cleaning: Daily cleaning of the event areas as well as the exhibition booths is planned throughout the event period. Cleaning of the exhibition stands is not planned. Therefore, please take responsibility for keeping your stand tidy.
Equipping the booth

Access / deliveries: The exhibition space will be located in the foyer of the Rhine Level (see location map under “Important links” below). You are responsible for the delivery and assembly of your exhibits and materials. Deliveries can be made from September 18th till 23rd 2023 to the following address:

World Conference Center Bonn
ICCM5
[Name of your organization]
Booth number
[Name and mobile number of your main contact person for the booth]
Karl-Carstens-Straße / Pforte
53113 Bonn

Please note that although we will instruct you on arrival and take you to your booth area, you are responsible for setting up and connecting (power, LAN/WLAN) your exhibit/work materials yourself during the specified set-up times. In case of emergencies, technical booth support will be provided during the set-up and throughout the conference to help immediately in the event of any problems.

Booth design/ content: In your booth you will have the possibility to present digital content via screens or tablets. In addition, you can display small exhibits as well as posters. If your booth is equipped with a screen, you can use the left wall for a poster. The maximum size of the poster for the left wall would be DIN A1.

If your stand is exclusively equipped with a tablet, you can use the left as well as the right wall for posters. The maximum size of the poster for the right wall would be DIN A0.

The posters can only be attached to the walls with drawing pins. Please do not use adhesive strips or similar.

We ask you to avoid setting up large roll-ups or other large exhibits and cannot guarantee that the set-up of those will be possible on site due to free walkways and escape routes. Please contact us directly, if you are planning to have large exhibits and ensure to have proof of fire protection certificate (German Class B1).

In the interest of sustainability, the distribution of giveaways and printed materials (brochures, flyers, etc.) is not welcomed. Please avoid those. We would like to achieve a minimal waste conference together.

Digital content: Digital content can be shown on the installed screens on the exhibitor back walls via USB. Please bring your own USB
device with the content you want to present. In exceptional cases, HDMI cables can be requested. Please note that screens and tablets will only be available on site.

**Screen**
Samsung Smart QM55H
Integrated speakers
Image format: 16:9 / 4k / 3840 x 2160 px
Audio, video and image display in common formats possible (PPT or PPTX, H264 or MPEG4, PNG or JPEG or PDF)

**Tablet**
Apple iPad, 64 GB, 10,9”
Integrated speakers
Image format: 2.360 x 1.640 Pixel
Data transfer via link, cloud or USB-C adapter
Downloading apps is only possible if you have your own valid Apple ID.

**Internet:**
Wi-Fi will be available throughout the whole location. Access credentials will be provided on site during registration.

**Electricity:**
The power plugs and sockets are of type F (this socket also works with plug C and plug E). The standard voltage is 230 V, and the standard frequency is 50 Hz.

In any case, please schedule the delivery of your materials so that the placement, set-up and connection of your exhibit and/or your exhibition booth are completed within the specified time period.

**Parking spaces:**
Please keep in mind that there is limited parking capacity at the venue itself:
(1) Parking deck: Karl-Carstens-Straße 4 / 53113 Bonn
(2) Parking area: Charles-de-Gaulle-Straße / 53113 Bonn

**Hotel booking:**
The city of Bonn provides hotel contingents at the following link: [https://www.bonn-region.de/events/iccm5-2023.html](https://www.bonn-region.de/events/iccm5-2023.html)
Every guest, who books a hotel room via this page, will automatically also receive a **free** ticket for local public transport. This ticket is valid for the full duration of your stay (day of arrival up to and including day of departure) and is valid on the entire VRS network.

**Clearing the booth**

**Garbage disposal:** It is not possible to have materials or exhibits shipped back. Please note that there will be **no waste service** for large quantities of material at the end of the conference. For reasons of sustainability, you should only bring a selection of print materials for viewing purposes, so that a return shipment is not necessary. However, if it is necessary, you are responsible for organizing it yourself.

We ask you to display QR codes to distribute information digitally and to avoid the distribution of printed materials.

**Required documents**

**Logo:** Please send your **logo (only one)** no later than **August 28th** to the following address:

organization-iccm5@familie-redlich-events.de

File format: Vector file (.eps or .ai files) in CMYK

**Exhibitor questionnaire:** Please complete and return the **exhibitor questionnaire** in the attachment by **August 30th, 2023** at the latest to the following e-mail address:

organization-iccm5@familie-redlich-events.de
Important links

Program / schedule:
Fifth session of the International Conference for Chemicals Management (ICCM5) | SAICM

Location map & floorplan:

Participant note (for general information):
https://staging.saicm.org/sites/default/files/documents/ICCM5-and-IP4.3-Information-for-participants.pdf

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Attachments:

- Exhibitor questionnaire