



July 18 to 22, 2015 - Dresden, Germany

**EBSA  
2015**

# 10<sup>th</sup> European Biophysics Congress

## Exhibition and Sponsorship Manual

[info@ebsa2015.org](mailto:info@ebsa2015.org)

[www.ebsa2015.org](http://www.ebsa2015.org)

Dear Industry Partner,

This Exhibition and Sponsorship Manual contains all relevant information regarding your participation in the EBSA congress 2015, such as important dates and times, contacts and order forms. In case of any missing information or for any other request, please contact the Exhibition Management at [info@ebsa2015.org](mailto:info@ebsa2015.org).

Our aim is to make your participation in EBSA 2015 and your stay in Dresden as effective and worthwhile as possible. We wish you a very successful conference!

Best regards,  
The EBSA 2015 Conference Secretariat

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**Please forward all relevant information to your booth construction company and other service partners involved in due time.**

## 1 General information and contacts

**Title of the event** 10<sup>th</sup> European Biophysics Congress (EBSA 2015)

**Date** July 18 to 22, 2015

**Venue** MARITIM Hotel & International Congress Center Dresden (ICCD)  
Ostra-Ufer 2  
01067 Dresden, Germany

**Participants** about 1,200 delegates from Europe and abroad

**EBSA Executive Committee** Manuel Prieto, Centro Química-Física Molecular, Lisbon, Portugal  
László Mátyus, University of Debrecen, Hungary  
John M. Seddon, Imperial College London, UK  
Anthony J. Wilkinson, Structural Biology Laboratory, University of York, UK  
Anthony Watts, Biochemistry Department, University of Oxford, UK  
José L. Carrascosa, Centro Nacional de Biotecnología, Madrid, Spain  
André Matagne, Centre for Protein Engineering, Liege, Belgium  
Pavol Miškovský, P. J. Šafárik University, Košice, Slovakia  
Ilpo Vattulainen, Tampere University of Technology, Finland  
Manuela M. Pereira, Universidade Nova de Lisboa, Oeiras, Portugal  
Catherine A. Royer, Centre de Biochimie Structurale, Montpellier, France  
Helmut Grubmüller, MPI for Biophysical Chemistry, Göttingen, Germany

**Conference chairman** Prof. Dr. Karl Helmut Grubmüller  
Max Planck Institute for Biophysical Chemistry  
Department of Theoretical and Computational Biophysics  
Am Faßberg 11  
37077 Göttingen, Germany  
Email: congress.office@ebsa2015.org

**Conference Secretariat &  
Exhibition Management**



Jörg Herrmann / Eva Schubert  
K.I.T. Group GmbH Dresden  
Münzgasse 2  
01067 Dresden, Germany

Phone: +49 351 4967 312  
Fax: +49 351 4956 116  
Email: info@ebsa2015.org

**Conference website** [www.ebsa2015.org](http://www.ebsa2015.org)

## 2 Dates and deadlines

### Exhibition time schedule

#### Set-up

Booth furnishing: Saturday, July 18, 2015: 14.00 - 17.30 h

#### Opening hours exhibition

Saturday, July 18, 2015: 18.00 - 19.30 h (reception in exhibition area)

Sunday, July 19 to Tuesday, July 21, 2015: 09.00 - 17.30 h

Wednesday, July 22, 2015 09.00 - 16.30 h

#### Dismantling

Dismantling of booths: Wednesday, July 22, 2015: 16.30 - 18.00 h

### Deadlines

Submission of "Space Only" booth plan: June 01, 2015

Submission of programme of industry talks: June 01, 2015

Submission of printing files for ads: June 01, 2015

Meeting room reservation: June 01, 2015

Service and catering orders: June 15, 2015

Furniture orders: July 6, 2015  
(orders placed afterwards: 25% surcharge)

Registration booth personnel: July 8, 2015



### 3 Travel and Directions

The International Congress Center Dresden (ICCD) and the adjoining MARITIM Hotel are located on the banks of the river Elbe with a spectacular view at the historic city centre. The ICCD is easily accessible from Dresden Airport by public transport and within walking distance to downtown Dresden and all the famous sights.

For Information on how to travel to Dresden and the ICCD, please visit the conference webpage [www.ebsa2015.org](http://www.ebsa2015.org) (→ General Information → Travel Information).



### 4 Access by car and parking

When approaching the International Congress Center Dresden (ICCD) by car, please take the road "Ostra-Ufer" and follow the sign to the basement parking garage of the building. **Please note: the maximal height for cars accessing the basement garage is 2.0 m!**

The ICCD basement garage provides plenty of parking spaces. However, the Congress Center does not allow any pre-reservation of parking spaces for the conference delegates and exhibitors. Parking is possible on availability of slots at the costs of EUR 2.00 per hour / EUR 18.00 per day.

Vehicles with a maximum high of more than 2.0 m can be parked on the public parking lot „Pieschener Allee“.

### 5 Deliveries

Deliveries should generally take place via the fire service access during setup and dismantling. Please note that a loading ramp is not available! Loading and unloading occurs on level ground.

If you are planning to deliver pallets, please bring your own hand pallet truck since the organizer cannot provide any. Trolleys or hand trucks should have white rubber wheels. Using forklift trucks is not allowed within the venue.



## 6 Exhibition and booth space

For information on positioning and number of your booth, please see the document [Exhibition floor plan](#) at the conference webpage [www.ebsa2015.org](http://www.ebsa2015.org).

### General information and safety rules

In the hall level of the ICCD, the floor is covered with light brown parquet floor. Carpets and other floor coverings must be laid with due regard to safety regulations and may not protrude beyond the stand area. All materials used must be removable without trace. All residues not removed by the exhibitors or their subcontractors shall be exposed by the organizer at the exhibitors' expense.

The maximum construction height without prior approval is 2.5 m. Constructions exceeding this limit need to be approved by the organizers.

The maximum floor loading limit is 500 kg per m<sup>2</sup>. Point loading have to be avoided in any case. Exhibits exceeding the floor loading limit need to be approved by the organizer.

The general lighting at the Congress Center might not be sufficient to effectively illuminate every single booth. The exhibitor has to take care of individual lighting of his booth in order to secure best visibility. In general, we recommend the installation of additional lights at the booth.

Booth constructions are not allowed to exceed the allocated booth area. Lighting fixtures and signage must not extend beyond the booth space. **The rear sides of stands adjacent to neighbouring stands must be kept smooth and of a neutral colour** (e.g. white or light grey).

All escape routes need to be kept clear at any time. Emergency exits, fire extinguishers, wall hydrants and manual call points as well as their signposting shall not be blocked, covered or be made irreconisable or inaccessible by any means.

When laying power cables, they need to be covered by carpets / mats or fixed with certified tape. Cables must not run through escapes routes or fire doors.

All materials used by the exhibitors need to comply with current government regulations or laws in their currently valid version.

The exhibitor can be held liable for any damage caused by him or his vicarious agents. Neither the organizer nor the International Congress Center take any responsibility or liability for damages or losses at the booths or of the exhibits. All exhibitors are advised to arrange appropriate insurances for their exhibits.

## Description of booth furniture

Please find below the list of items/services which will be placed at your disposal depending on the Exhibition Package booked:

### Package 1 - Space only

When having booked this option, no furnishing will be provided by the organizer. 1 kW electricity connection (NO multiple socket or power distribution) is already included. Any furniture required needs to be supplied by the exhibitor / his contractors or has to be requested on extra costs by means of the online ordering link (see "Furniture and Service Orders").

Exhibitors having booked the "space only" package have to send **a set-up plan or a layout of the planned booth** to the Exhibition Manager (E-Mail: [info@ebsa2015.org](mailto:info@ebsa2015.org)) before **June 1, 2015**. If you are contracting a booth construction company, please inform the Exhibition Manager on the contact details of the contractor.

If you are using a 'pop-up' stand or other temporary display stands, you need to ensure that you have a 'clean' dividing wall between you and your neighbouring booth to a minimum height of 2.0 m, preferably by ordering a standard shell scheme package. The exhibitor is responsible for providing this wall, which does also include the back of a 'pop-up' stand.

### Package 2 - Booth included

- Both construction system with white walls
- fascia board with company name (Arial, black colour, max. 30 letters)
- carpet grey (other colours at additional costs)
- 1 table 70 x 70 cm
- 2 upholstered chairs
- 1 brochure rack
- 1 kW electricity connection, 1 multiple socket
- lighting



Please visit <https://cubicworx-congress.de/en/congress> and log on with the following access data to order the fascia inscription for your booth **before July 6, 2015**:

user: EBSA2015  
password: Biophysics

## 7 Furniture and service orders

### Additional furniture and equipment

Our service partner cubicworx GmbH offers a comprehensive service package to make your presentation at EBSA 2015 as successful as possible. The provided services include among others: audio-visual and electric equipment, furniture, carpet, additional decoration, signs, plants and floral arrangements.

Please note: Orders with cubicworx can solely be placed [online](#) via the online ordering system. To place an order, please visit the online platform and log on with the access data as described below.

Online ordering system: <https://cubicworx-congress.de/en/congress>

user: EBSA2015

password: Biophysics

**Deadline furniture orders: July 6, 2015**

**Afterwards, a 25 % surplus will be charged on all prices.**

In case of questions related to the booth and/or extra furniture, please contact:

Ms Kristin Kremer  
cubicworx GmbH  
Email: [kristin@cubicworx.de](mailto:kristin@cubicworx.de)  
Phone: +49 351 40752 255

## Catering

For ordering catering for your booth or for a commercial meeting, please use the [order form catering](#) provided at [www.ebsa2015.org](http://www.ebsa2015.org) and in the appendix.

Bringing and serving own food and beverage (incl. coffee and water) or engaging another catering company has to be agreed upon with the ICCD in advance. Please contact the Congress Center for detailed information or if you have any questions regarding catering.

Mrs Verena Lorenz  
MARITIM Hotel & International Congress Center Dresden (ICCD)  
Phone: +49 351 216 1008  
Email: [meeting.dre@Maritim.de](mailto:meeting.dre@Maritim.de)

## Cleaning and waste disposal

Standard "daily waste" will be disposed of during the nightly cleaning. Please ensure that bins are NOT locked away at the end of each day but are accessible for the cleaning personnel. If a huge amount of waste is produced during the conference, the exhibition management reserves the right to subsequently invoice the disposal costs to the exhibitor.

During the nightly cleaning, only common areas will be cleaned. Individual booth cleaning can be booked via the [order form services](#) provided at [www.ebsa2015.org](http://www.ebsa2015.org) and in the appendix if required and is subject to separate charge.

Please note that all your rubbish has to be removed when dismantling your stand. You will be charged for any rubbish, material and/or exhibits that are left behind and have to be disposed by the organizer or the ICCD.

## Personnel

For hiring personnel such as security, hostesses or set-up helpers, please use the [order form services](#) provided at [www.ebsa2015.org](http://www.ebsa2015.org) and in the appendix.

## Meeting room reservation

If you would like to book a meeting room during the congress, please contact K.I.T. Group GmbH Dresden at [info@ebsa2015.org](mailto:info@ebsa2015.org) **before June 01, 2015.**



## 8 Delivery of materials in advance, collection afterwards, storage facilities during the conference

All materials required for your booth can be delivered to the ICCD from July 16, 2015 at the earliest. Exhibitors should pick up delivered materials directly on-site at the receiving department. Due to limited storage facilities, earlier deliveries will not be accepted. Please note that it is not possible to store material and equipment during the congress. Empty boxes or other storage items are not permitted to be stored within or behind the booth due to security reasons.

Please use as **address for delivery**: Maritim Hotel & Internationales Congress Center Dresden  
Conference EBSA 2015, July 18-22, 2015  
Ostra-Ufer 2  
01067 Dresden, GERMANY

The following information has to be displayed clearly visible on every package; otherwise it cannot be identified and hence will not be accepted (also see the [shipment label](#) provided at [www.ebsa2015.org](http://www.ebsa2015.org) and in the appendix)

Event:	EBSA 2015 (10 <sup>th</sup> European Biophysics Congress)
Date:	July 18-22, 2015
Recipient:	(Your company name)
Booth number:	(Your booth number)
Contact person:	(Name of staff onsite, incl. mobile phone number)
Content:	Stand material
Amount of shipment:	box ... of ...

Forwarding agencies have to be informed about the name of the event "EBSA 2015" in order to enable the ICCD to identify the delivery.

For delivery of congress bag inserts, please refer to next page.

## 9 Registration and accommodation

### Registration

According to the exhibition contract, exhibitors are allowed to register two participants for free. Further registrations are charged according to the general table of conference fees. Both booth staff and scientific participants have to be registered by name. Please send the names for all free registrations **before July 8, 2015** to [info@ebsa2015.org](mailto:info@ebsa2015.org).

The free registrations include

- access to all scientific sessions and industrial exhibition
- abstract book and congress bag
- lunches and coffee-breaks during the congress
- Welcome Reception and Farewell Cocktail (Conference Dinner is NOT included)

All registered participants are granted access to the scientific programme AND the exhibition area. There is NO "exhibition only" ticket. The exhibition can only be visited by registered delegates.

The exhibitor badges must be picked up upon arrival at the conference venue at the registration desk. The booth staff is obliged to wear the badge during the whole conference/exhibition opening hours.

## Accommodation

Rooms for conference delegates as well as exhibitors have been reserved at special rates at some Dresden hotels. A hotel list is provided at the conference webpage [www.ebsa2015.org](http://www.ebsa2015.org).

Please note: Due to many other events which will take place in Dresden at the same time as EBSA 2015, we highly recommend an early hotel reservation.

## 10 Congress bag inserts and conference materials

If you have booked the enclosure of material into the congress bags or if this service is part of your sponsorship package, please note the following information:

Amount:	1.200
Period for delivery:	16.-17.07.2015 (materials delivered after this point in time will not be included)
Address for delivery:	Maritim Hotel & Internationales Congress Center Dresden Conference EBSA 2015, July 18-22, 2015 Ostra-Ufer 2 01067 Dresden, GERMANY
Labelling of packages:	10th European Biophysics Congress (July 18-22, 2015) „Bag Insert“/ Your company name Amount of shipment: box ... of ...  If not labelled properly, the shipment cannot be identified and inserts will not be enclosed in bags  You will find a <a href="#">shipment label</a> for use at <a href="http://www.ebsa2015.org">www.ebsa2015.org</a> and in the appendix.

Above mentioned information regarding amount and delivery also applies to the sponsoring of other conference materials as [lanyards](#), [notepads & pens](#), [conference bags](#) etc.

## 11 Advertisement in the conference programme

If you have booked an advertisement in the printed programme booklet or if this service is part of your sponsorship package, please send a printable PDF of your advertisement to [info@ebsa2015.org](mailto:info@ebsa2015.org) **before June 01, 2015**.

Advertisements that are not provided on time will not be included in the programme booklet.

Format: DIN A5 (width 148 mm x height 210 mm) plus 3 mm bleed, 4-colour

## 12 Industry talk

If you have booked an industry talk, please send the title and programme of your talk **before June 01, 2015** to [info@ebsa2015.org](mailto:info@ebsa2015.org).

After the scientific secretariat has approved the title and programme of your talk, it will be included in the printed as well as in the online programme. If you send us a PDF document on your talk, we can include this document in the online programme.

Speakers should be aware of the time limit and are kindly asked to keep the time of their presentations. Please consider the [instructions for speakers](#) provided at [www.ebsa2015.org](http://www.ebsa2015.org).

**Please note:** Lecturers of the industry talks have to be registered for the conference according to the general table of conference fees. There are NO free registrations for industry talks, although the regular free exhibitor registrations can be used for this purpose as well.

For detailed information on time and place of the talk, please refer to the [online programme](#) at [www.ebsa2015.org](http://www.ebsa2015.org).

## 13 Useful information from A to Z

### Accommodation

see page 10

### Badges

see page 9 and [conference webpage](#)

### Catering

All conference participants - including the exhibitors - will be provided with refreshments and snacks during lunch and coffee breaks.

Ordering of booth catering: see page 8

### Cleaning

see page 8

### Conference dinner

see page 9 and [conference webpage](#)

### Contact person on-site

Exhibitors may contact the organizers on-site either personally at the registration desk or via phone number +49 351 4967 312.

### Delivery

see pages 5 and 9

### Directions

see page 5

### Electrical power supply

see page 7

### Exhibition Manager

Eva Schubert/ Kathleen Schäfer  
K.I.T. Group GmbH Dresden  
[info@ebsa2015.org](mailto:info@ebsa2015.org)  
Phone: +49 351 4967 312

### Exhibitor Badges

see page 9

### Floor covering

see page 6

### Floor plan

see [conference webpage](#)

### Furniture

see page 7

### Help desk

see "Registration desk"

### Height of booths

see page 6

### Hostesses

see page 8

### Insurance

Although the organizers take every precaution to protect your property during the event, we are not responsible for any loss or damage to your booth and its equipment. We therefore recommend that exhibitors take out insurance to cover these risks.

### Internet access

The conference organizer will provide wireless internet access for all delegates which will be available throughout the conference.

### Material distribution

Promotional material may only be handed out on the ordered and contracted booth space in the exhibition area. Kindly note that it is not permitted to distribute flyers, leaflets etc. in the ICCD without prior agreement of the organizer.

### Meeting room reservation

see page 8

### Neighbouring booths

If you have any concerns reference the position of equipment, for example dividing walls, lighting or sound equipment, it is possible to contact your neighbouring stand. Please contact the Exhibition Management.

### Opening hours of the exhibition

see page 4

Any activities at the booth outside the above-mentioned opening hours require prior approval by the Exhibition Management.

### Parking

The conference venue offers plenty of parking slots in their basement garage. Parking slots are subject to availability and imply a parking fee.

see page 5

## Photography

Taking photos or recording within the exhibition area without prior permission of the company being recorded is prohibited. The official EBSA Photographer is exempt from this rule.

## Proceedings

The printed EBSA 2015 proceedings will be included in the conference bags and handed out to all delegates - including exhibitors - on-site.

## Programme

The full conference programme is available on the [conference webpage](#).

The printed programme booklet will be included in the conference bags and handed out to all delegates - including exhibitors - on-site.

## Registration

see page 9 and [conference webpage](#)

## Registration desk

The registration desk is located in the foyer of the hall level of the ICCD.

Opening hours:

Sun (July 18, 2015): 14.30 - 19.00

Sat-Wed (July 19-22, 2015): 08.00 - 19.00

## Safety rules

see page 6

## Security

During the conference, no security service will be hired by the organizer. Exhibitors are asked to keep their booths occupied permanently and to particularly protect goods which are at risk of theft.

Outside of the conference hours - especially during night time - a general security service will be provided by the organizer, who will overlook the whole exhibition area. However, the organizer does not assume any liability for loss or damage of goods.

If exhibitors are concerned about security, it is possible to hire individual booth surveillance via the ICCD - see page 8.

## Storage

see page 9

## Travel offers

In collaboration with the Deutsche Bahn and Star Alliance, the Conference Secretariat offers discounted train and flight tickets to and from Dresden. Detailed information can be found at the [conference webpage](#).

## Valuables

It is advisable not to leave any valuables unattended at your booth during the day or overnight. The organizer cannot be held responsible for any losses or damages. Please be aware that laptops, handbags and mobile telephones are at risk of theft at all times.

## Waste disposal

see page 8

## Webpage

The official conference webpage is available at [www.ebsa2015.org](http://www.ebsa2015.org). It is updated regularly and contains all relevant information regarding the conference, such as the full programme, the exhibitor and sponsor list, registration & hotel information as well as travel offers.

## Welcome Reception

The Welcome Reception will take place on Saturday, July 18, 2015 from 18:00-19:00 h. The organizer will provide some refreshments. In addition, exhibitors can order drinks and food for their stands and offer these to the delegates. Please see page 8 for information on catering orders.



# Appendix

[Shipment label](#)

[Order form catering](#)

[Order form services](#)

**Please fill in this label and attach it to all pieces of your shipment to ensure that it can be assigned correctly.**

**Conference: EBSA 2015**

**Date: 18-22 July 2015**

**Venue: International Congress Center  
Dresden, Hall Level (Saalebene)**

**Content: Booth material**

exhibiting company

booth number

contact person on-site (+ mobile number)

**Bag inserts**

**Material for take-away-table**

**Scope of delivery: package of**

**Catering order form**  
**19.-22.07.2015**  
**EBSA**



<b>Booth number:</b>	
<b>Contact person:</b>	
<b>Company:</b>	
<b>Street:</b>	
<b>ZIP code, city:</b>	
<b>Orderer:</b>	
<b>Phone number orderer:</b>	
<b>E-Mail orderer:</b>	

<p><b>Please return the completed form</b>  <b>until latest 15.06.2015 to:</b></p>
<p><b>Maritim Hotel &amp;</b>  <b>Internationales Congress Center Dresden</b>          Ostra-Ufer 2, 01067 Dresden          Verena Lorenz          Tel.: 0049 351 216 1070          Fax: 0049 351 216 1065          E-Mail: meeting.dre@maritim.de</p>

Please note, that we are the sole caterer in the ICD and bringing in of food and beverages is not allowed. In case of non-observance we will charge the event organizer a fee of € 10,00 per sqm booth space per day. For any further information please contact the team of the congress center.

The catering turnover at the booth in the exhibition can be credited to the corkage fee for brought in food and beverages in parts. The credit will be 25% on the respective day for the total turnover on food and beverages at the booth, but maximum admissible to the total rate of the corkage fee.

Item	Unit	Minimum order	Price per piece	19.07.2015		20.07.2015		21.07.2015		22.07.2015	
				Qty.	Time	Qty.	Time	Qty.	Time	Qty.	Time
<b>Savoury food</b>											
Mini croissant with ham and cheese ~ served in small paper bag ~	piece	10	2,20 €								
Mini croissant with cream cheese ~ served in small paper bag ~	piece	10	2,20 €								
Large pretzel	piece	10	3,00 €								
Mini cheeseburger or hamburger	piece	10	1,80 €								
Savoury mini pastries	piece	10	2,50 €								
Mini meatball with potato salad, served in a small bowl	portion	10	2,50 €								
Chicken breast skewer in peanut sauce	piece	10	1,50 €								
Chicken skewer 'Yakitori'	piece	10	1,50 €								
2 pieces of vienne sausage with bread and mustard or ketchup	portion	10	3,00 €								
Seasonal soup served in a glass	portion	10	2,00 €								
Open rolls "classic" ~ with ham or cheese ~	piece	10	3,20 €								
Filled rolls "Special" ~ with frikadelle, brie cheese or French salami ~	piece	10	3,90 €								
<b>Sweet food</b>				Qty.	Time	Qty.	Time	Qty.	Time	Qty.	Time
Mini croissants filled with nut-nougat creme ~ served in small paper bag ~	piece	10	2,20 €								
Mini croissants filled with vanilla-butter ~ served in small paper bag ~	piece	10	2,20 €								
Mini croissants filled with strawberry-butter ~ served in small paper bag ~	piece	10	2,20 €								
Tray-baked cake (bite sized-pieces)	piece	10	1,60 €								
Mini berliner (jelly filled donut, 2 pcs)	portion	10	1,80 €								
Mini drop cakes (2 pcs)	portion	10	1,80 €								
Mini puff pastry with apple filling	portion	10	1,80 €								
Tea biscuits (5 pcs / portion)	portion	10	3,50 €								
Fruit skewer (3 sorts of fruits)	portion	10	2,20 €								

Please note that our hot dishes served intended for early / immediate consumption and have no long life.

**Catering order form**  
**19.-22.07.2015**  
**EBSA**



Item	Unit	Minimum order	Price per piece	19.07.2015		20.07.2015		21.07.2015		22.07.2015	
Non-alcoholic beverages				Qty.	Time	Qty.	Time	Qty.	Time	Qty.	Time
Gerolsteiner mineral water ~ still, medium, sparkling ~	0,25 l	-	3,10 €								
Gerolsteiner mineral water PET ~ medium, sparkling ~	1,0 l	-	7,50 €								
Gerolsteiner mineral water PET ~ still ~	1,5 l	-	9,50 €								
Coca Cola, Coca Cola light	0,2 l	-	3,20 €								
Coca Cola, Coca Cola light	1 l	-	11,00 €								
Granini apple juice	0,2 l	-	3,20 €								
Granini apple juice	1 l	-	10,00 €								
Granini orange juice	0,2 l	-	3,20 €								
Granini orange juice	1 l	-	12,00 €								
Gerolsteiner apple spritzer	0,25 l	-	3,20 €								
Gerolsteiner apple spritzer	0,75 l	-	7,50 €								
Gerolsteiner lemon lemonade	0,25 l	-	3,20 €								
Gerolsteiner orange lemonade	0,25 l	-	3,20 €								
Filter coffee thermos can ~ incl. milk & sugar ~	1 l	-	9,50 €								
Tea thermos can ~ different varieties incl. sugar ~	1 l	-	9,50 €								
Beer / wine / sparkling wine				Qty.	Time	Qty.	Time	Qty.	Time	Qty.	Time
Radeberger Pilsner	0,33 l	-	3,50 €								
Clausthaler non-alcoholic	0,33 l	-	3,50 €								
Cuvée Blanc Maritim Edition, white wine	0,75 l	-	25,00 €								
Cuvée Rouge Maritim Edition, red wine	0,75 l	-	25,00 €								
Maritim Extra Cuvée, sparkling wine	0,75 l	-	26,00 €								

When ordering beverages, cups and glasses are included.

Closed bottles can be taken back and will not be charged.

Others:

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All prices are including VAT. Terms and conditions of Maritim Hotelgesellschaft mbH apply.

City, date

Stamp, Signature

Stamp, Signature

**Order form**  
**18.-22.07.2015**  
**EBSA**



<b>Booth No.:</b>	
<b>Contact person onsite:</b>	
Company:	
Company's address:	
Orderer:	
Phone orderer:	
E-mail orderer:	

Please return the completed form  
until latest 15.06.2015

**Maritim Hotel &  
International Congress Center  
Dresden**  
Ostra-Ufer 2, 01067 Dresden,  
Germany  
Verena Lorenz  
Phone: 0049 351 216 1070  
Fax: 0049 351 216 1065  
E-mail: meeting.dre@maritim.de

Electrical connection (no sub-distribution)				18.07.2015	19.07.2015	20.07.2015	21.07.2015	22.07.2015
				quantity	quantity	quantity	quantity	quantity
Schuko socket 230 V	one already included in booth package	30,00 €	per piece / day					
16 ampere high voltage connection		65,00 €	per piece / day					
32 ampere high voltage connection		85,00 €	per piece / day					
63 ampere high voltage connection		145,00 €	per piece / day					
125 ampere high voltage connection		255,00 €	per piece / day					

The electrical connections will be charge for event and set-up days.

Booth cleaning incl. waste disposal (night time*)				18.07.2015	19.07.2015	20.07.2015	21.07.2015	22.07.2015
				quantity	quantity	quantity	quantity	quantity
per sqm booth area, per cleaning		5,00 €	Booth area: ____ sqm					

Booth cleaning includes cleaning of desk and any other surfaces, vacuum cleaning and waste disposal.

\* Other times upon request.

Staff				18.07.2015	19.07.2015	20.07.2015	21.07.2015	22.07.2015
				quantity	quantity	quantity	quantity	quantity
Set-up helper		27,00 €	per hour					
Dismantling helper		27,00 €	per hour					
Hostess		27,00 €	per hour					
Security staff		25,00 €	per hour					

Any staff ordered will be charged for a minimum of 4 hours.

Miscellaneous				18.07.2015	19.07.2015	20.07.2015	21.07.2015	22.07.2015
				quantity	quantity	quantity	quantity	quantity
Wired internet access		25,00 €	per piece / day					
WiFi voucher (validity 24 hours)		5,50 €	per piece					
Pin board		20,00 €	per piece / day					

Notes:

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All prices are including VAT. Terms and conditions of Maritim Hotelgesellschaft mbH apply.

Place, date

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