



EXHIBITOR INFORMATION

EXHIBITS SCHEDULE

Sunday	12 April	12:00 – 17:00	Exhibitor check-in & set up in Ballroom 3 Conference events begin at 14:00; Welcome Reception begins at 18:00
Monday	13 April	08:30 – 17:30	Exhibits open
Tuesday	14 April	09:00 – 16:00	Exhibits open
Tuesday	14 April	16:00 – 18:00	Tear down*

The GALA WorldReady Berlin Welcome Reception will take place at The Titanic Chaussee Berlin Hotel on Sunday, 12 April at 18:00. We hope that you will plan to attend. Exhibits should be fully constructed by the start of this event, which takes place in the exhibit hall. This is not a time when exhibits are officially open, but you are free to use your booth during this time if you wish. Please make sure that any valuables are removed before the reception for safe keeping.

All exhibits must be set up by 17:00 on Sunday and must remain intact until the official closing time of Tuesday, 15 April at 16:00. All stands must be taken down on Tuesday between 16:30 and 18:00 and may not be dismantled or removed, in whole or in part, before that time unless permission is provided in advance by GALA. Stands not cleared by 18:00 will be removed and stored at the exhibitor's expense and at their own risk.

EACH STANDARD EXHIBITOR BOOTH PACKAGE INCLUDES

- 3x2 meter booth space with pipe and drape (full backwall; half sidewalls)
- One electric outlet
- One rectangular, draped table, two chairs and one wastebasket
- Wireless internet access
- One complimentary, full conference registration for one booth personnel
- Discounts on [registration](#) for up to two additional booth personnel (US \$1250/person plus 19% VAT)
- Logo on conference website and marketing e-mails
- Profile in event app

Exhibitors should plan to bring free-standing or self-supporting structures such as pop-up backdrops or roll-up banners. Exhibitors will not be permitted to hang or affix anything on hotel walls. Materials may not extend past your designated space and/or encroach on any other booth or pathway.

ADDITIONAL FURNISHINGS, A/V EQUIPMENT, SIGNAGE, ETC.

If you need A/V equipment such as display monitors or stands, please contact Robert Reuner, Sales Coordinator for Ambion at reuner@ambion.de. Please make sure to clearly identify yourself as exhibitors with GALA's WorldReady Conference Berlin and include your company name and your exhibit booth number. Robert will share more information on the AV equipment that is available for rental and assist with your order. You will be required to pay for your rentals by credit card.

For printing needs, Berliner-druckservice.de has been recommended to us by a local member company. For pop-up banners and displays, Werbcenter-Berlin has been recommended.

If you would like to arrange alternative furnishings for your booth, please [complete and submit this form](#) to log your request with GALA and to be connected with Jan-Phillip Preuß at the Titanic Hotel.

All additional A/V, furnishings, and signage/printing offered at the exhibitor's expense.

OUTSIDE FOOD AND BEVERAGE

Our contract with the hotel requires approval of any outside food or beverage. If you have plans to serve food or beverages from your booth, please contact [Alex Bernet](#) in advance.

GALA GOES GREEN: NO DELEGATE BAGS AT WORLDREADY CONFERENCE BERLIN

GALA will not provide delegate bags at WorldReady Conference Berlin. Any promotional materials for delegates must be housed in your booth. We encourage you to opt for "green" items when applicable.

PRIZE DRAWINGS

We will not hold an official prize drawing at our closing session. We do welcome you to conduct your own prize drawing at your booth if you wish. Please ensure the details are evident to delegates by posting a notice at your booth about the prize and the day and time you will conduct the drawing. Please bring a receptacle to collect business cards at your booth. We find that refreshment breaks are a good time for drawings. Drawings may be publicized on the event app.

DELEGATE LIST

Due to GDPR guidelines GALA will only provide a list of those attendees who opt-in to share their information during registration. This list will be shared after the early-bird deadline, approximately 2 weeks prior to the event, and a final copy will be sent after the event. GALA will also use an event platform for digital networking and contact sharing. Your registered staff will have access to the online conference community, which is designed for networking. Please note that we actively work to promote a "sales light" environment for our attendees. As our conference grows, we know that it is very important for us to maintain a community feel.



SHIPPING AND CUSTOMS INSTRUCTIONS

Shipping Address (Please note that the hotel will only begin receiving shipments on 08 April for exhibitors.)

TITANIC Chaussee Berlin
Chausseestraße 30
10115 Berlin
Germany

The shipping label for the hotel is attached to this email. Please make sure that you label all boxes the necessary information about our event. In the contact person field, please make sure to include your company name, and the name of the person who will be receiving your shipment onsite at the hotel.

GALA is working to confirm a company that offers advanced shipment, warehousing, and customs brokering services. If you require these services, please contact [Alex Bernet](#) for a direct referral.

EVENT APP

All sponsors and exhibitors will have a virtual booth within the GALA WorldReady Conference Berlin mobile app. You may choose to customize your booth and have an individual tend to it or keep it simple. More information on this will be provided in the coming weeks.

FLOOR PLAN AND STAND ASSIGNMENT

For a current floor plan and your stand assignment (included in the exhibitor directory), please [visit the sponsor/exhibitor page on the conference website](#).

2 FREE EXHIBITION-ONLY PASSES FOR CLIENTS/PROSPECTS

Exhibitors are welcome to invite up to 2 clients or prospects to meet with them at their booths. We will have open hours from 13:30-16:00 on Monday (13 April). [Please enter and submit the names and necessary information of your guests in this form](#). We will provide exhibits-only passes (no session or social event attendance) to them.



Label for delivery

Address:

TITANIC Chaussee Berlin

Chausseestraße 30

10115 Berlin

GERMANY

Name of the event

Period of the event

Contact person

Trackingnumber:

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