



19th International Congress of Classical Archaeology

Cologne/Bonn, Germany

Information and guidelines for exhibitors

General information

Event

19th International Congress of Classical Archaeology
22 – 26 May 2018 in Cologne and Bonn
www.aiac2018.de

Organisers

Prof. Dr. Martin Bentz
Prof. Dr. Michael Heinzelmann

Contact person

Christian Briesack
congress@aiac2018.de

Venue

University of Bonn
Regina-Pacis-Weg 3
53113 Bonn

Exhibition area

The exhibition takes place from 23 – 26 May 2018 in the Main Building of the University of Bonn, 1st floor, rooms: Festsaal, Senatssaal, Großes Dozentenzimmer.

Timetable

Set-up:	Tuesday, 22 May	12.00-18.00
	Wednesday, 23 May	08.00-09.00
Opening hours:	Wednesday, 23 May	09.00-18.00
	Thursday, 24 May	09.00-18.00
	Friday, 25 May	09.00-18.00
	Saturday, 26 May	09.00-14.00
Removal:	Saturday, 26 May	14.00-18.00

Delivery of booth materials

The delivery of booth materials will be possible only on the 22 May, and will take place via the archway entrance at “Am Hof 1, 53113 Bonn”. The archway has a maximum height of 3,00 m. The University of Bonn and the AIAC organisers will accept no deliveries and assume no liability for the delivered materials. Please provide your own dollies and hand trucks, as such types of transportation vehicles will not be available. An elevator of 0,70 x 1,20 x 2,00 m can be used.

Dismantling of booth materials

Booth materials must be removed by 26 May, at the latest.

Information on the exhibition area

Floor conditions

The flooring of the exhibition hall is parquet, and care should be taken to insure that no damage occurs to it. The costs of cleaning or repair due to improper use shall be borne by the responsible exhibitor. Use of fixings into the floor as well as any form of gluing, taping or bonding is prohibited.

Any damage that must be repaired will be at the expense of the exhibitor. The laying down of carpets or other decorative materials must meet safety requirements that prevent accidents, and they must not extend beyond the spatial limits of the stand. Use of damp or wet articles is prohibited.

Building height

Throughout the entire exhibition area, the maximum free height for standing material is 2,50 m. Any materials exceeding that height need to be presented to the AIAC organisers and must be approved by the University of Bonn.

Technical guidelines, exhibitor services, booth construction and equipment

Arrival and delivery

A route and building plan for the delivery of exhibition materials will soon be available on our website.

Please note that deliveries must be transported directly to the location of the stand. The University of Bonn and the AIAC organisers assume no liability for deliveries and will not accept deliveries for the exhibitors: delivery is your own responsibility.

Suspensions

Suspensions from the ceiling are not possible.

Fire protection

All stand materials must be flame retardant according to DIN 4102-1 at least B1. The proof of flame retardancy always needs to be available at all times. Fire extinguishers, wall hydrants and push button detectors in the exhibition area must not be obstructed or made inaccessible under any circumstances. Emergency signs must also not be covered or hidden.

Escape and emergency routes

In the case of an emergency, the corridors between the exhibition spaces serve as emergency routes. For the sake of safety, they must not be narrowed or blocked at any time. The exit doors, likewise, are to be kept free at all times. The exit doors and emergency exits, as well as their signs must not be blocked, covered, obstructed or otherwise made unrecognizable.

House rules

The University of Bonn and all persons authorised by the AIAC organisers exercise property rights towards the exhibitors. The University of Bonn and the organisers reserve the right to refuse the attendance of individuals, who violate the conditions of participation, and/or to pronounce a house ban. The University of Bonn and all persons authorised by the AIAC organisers, the police, the fire brigade and the supervisory authority are to be guaranteed free access to the stands at any time.

(Night)guarding

Outside the designated hours, the rooms will be closed. For items that are brought into the event location, no liability will be given. During the duration of the congress, including the construction and dismantling of the premises, no guarding is planned by the AIAC organisers. For any damages and/or theft the University of Bonn will not assume any kind of liability.

Parking

At the University of Bonn and in the surrounding, parking is extremely limited. The nearest available public parking lot is in the "Marktgarage" of the city of Bonn (325 parking spaces, allowing a vehicle height of 1,80 m). If you are using a navigation system to find the Marktgarage, enter " Stockenstrasse 7, 53113 Bonn " as destination.

Power supply and internet

Should you require various power connections, please fill out the necessary information on the (online) form.

Wi-Fi will be available.

Transport and work equipment

Inside the building only trolleys and hand trucks with rubber running surfaces may be used. No nails or hooks should be hammered into the walls or the floor.

Waste

Small trash cans are available throughout the AIAC spaces, but they are not intended to be used for exhibition materials, particularly large items. Waste must be disposed of by the exhibitors themselves. At the end of the dismantling period, the exhibition space must be cleared completely. No materials are to be left at the University of Bonn. Abandoned goods will be disposed of at the expense of the exhibitor. The exhibitors will be charged subsequently.

Various

Use of open flames, flammable liquids, gases and pyrotechnic articles, explosive and other dangerous substances is prohibited. The use of safety gas-filled balloons must be approved by the University of Bonn.

Insurance

The exhibitor is liable for any personal injury or property damage caused by the operation of the exhibition stand and goods he used. It is recommended that the exhibitors independently acquire adequate insurance cover.

Scientific- and supporting programme

The exhibitors are given free access to the scientific programme as well as to the social activities in the evenings. The costs of activities, such as the Rhine Cruise with on-board dinner, city tours and excursions (which require additional fees), are not included.

Accommodation

The tourism office 'Bonn Region' has blocked several rooms in Bonn.

Bookings that have been made through their website include a VRS ticket, which will allow you to use public transport in and around Bonn without any additional charge:

<http://www.bonn-region.de/events/archaeologen-kongress.html>

Cancellation policy

In case of cancellation, the congress office must be notified in writing, by email (congress@aiac2018.de). All refunds will be made after the congress.

Cancellation received	Refund
before 22.04.2018	full refund, minus a 30 € handing fee
after 22.04.2018	no refund

Please reserve an exhibition space by 28.02.2018 at the latest! For registration use the (online) form.