

28.05.2024 - 29.05.2024

Workshop on Model-Based Space Systems and Software Engineering (MBSE2024)

Bremen, Germany, May 28 – 29, 2024

(Exhibition: May 28 - 29, 2024)

Terms & Conditions for the Exhibition

1. MBSE 2024 Partners and Host

International Partners

European Space Agency (ESA)
OHB SE
Hochschule Bremen City / University of Applied
Sciences (HSB)

MBSE 2024 Host:

Deutsches Zentrum für Luft- und Raumfahrt e.V.
German Aerospace Center
Institute of Space Systems
Robert-Hooke-Straße 7,
28359 Bremen, Germany
Caroline Lange
mbse2024@dlr.de

2. Exhibition Support

If you would like to give your company a visibility at MBSE 2024, please have a look at our [Partnership Program](#) and get in touch with the Inhouse PCO/ DLR Eventmanagement Support, which will assist you with your questions regarding the exhibition:

Deutsches Zentrum für Luft- und Raumfahrt e.V.
German Aerospace Center
Inhouse PCO/ DLR Eventmanagement Support
VMSSupport@dlr.de

Contact:

Ms. Petra Naoum
Tel.: +49 2203 601 3899
Email: Petra.Naoum@dlr.de

Ms. Svetlana Saburova
Tel: +49 2203 601 4285
Email: Svetlana.Saburova@dlr.de

The MBSE 2024 exhibition support reserves the right to allocate stand space to exhibitors. The wishes of the exhibitor are considered as far as possible.

The exhibition area will be allocated on a first-come-first serve basis.

3. Venue Place of exhibition

Dorint City-Hotel Bremen
Hillmannplatz 20, 28195 Bremen

The exhibition takes place in the conference area of the hotel (1st floor, Room Zurich 3).

4. Exhibition Time

28 May 2024 – 29 May 2024

Day	Opening times
28.05.24,	09:00 a.m. – 04.30 p.m.
29.05.24,	09:00 a.m. – 05.00 p.m.

Exhibitors are obliged to ensure that the space rented to them is kept clean every day.

Monday 27 May 2024

All exhibitor spaces must be set up and ready at least 30 minutes prior to the start of the accreditation and Welcome Reception on 27 May 2024.

Accreditation

The MBSE 2024 Accreditation will open at 05.00 p.m. – 08.00 p.m.

The exhibition spaces will open on 27 May 2024 (from 05.30 p.m. – 08.30 p.m.)

The Welcome Reception with beverages & snacks will take place 05.30 p.m. – 08.30 p.m.

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5. Information for Deliveries

Is it possible to deliver material beforehand?

Yes. Please make sure, that all packages are conspicuously labelled (Name and date of event). If this is not the case, DORINT City-Hotel Bremen cannot incur liability for the loss of packages.

Please send all deliveries to the following address:

**DORINT City-Hotel Bremen
FOR the MBSE2024 Workshop
(28 – 29.05.2024)
(Name of the exhibitor)**
Hillmannplatz 20,
28195 Bremen, Germany

The hotel purchasing department is manned **Mon.-Fri from 07:00 a.m. to 3:30 p.m.**
How can the deliveries be transported to the meeting rooms?

Please note, that the public areas are not allowed to be used for the transportation of the deliveries. This especially applies for the use of the stairs as well as the guest elevators. For delivery please use the entrance by the purchasing department. From there, it is possible to use 2 freight elevators.

Is there a size limit for packages?

The hotel purchasing department (basement) has a height limit of 3,1 m. The freight elevator has the following dimensions: **H: 2,1m; W: 1,3m; L: 2,0m**

Due to a door with a maximum width of **96 cm** the transport of very large deliveries is limited to this width.

Please note that the transport of such large deliveries has to be discussed with the hotel by the exhibitor itself beforehand!

What is the best way to pick up packages?

It is very important, that the packages, which are to be collected, can be assigned to the correct event, namely: **the MBSE2024 Workshop (28 – 29.05.2024).**

Please label the packages with the following information:

- **Who** will collect the packages?
- **When** will the packages be collected?
- **Total number of packages**

Exception – Exhibitions: The entire material has to be put away from the exhibition area directly after the end of the event, on the 29th of May 2024.

Can I get support for Setup or dismantling?

If you need any help before or during your event, the hotel Dorint will gladly offer you the support of their Service team. Please calculate approx. **25,00 EUR** net per team member and hour.

Please note, that the exhibitor has to announce latest 5 days prior the beginning of the event to:

Ms. Ayla Serhanoglu
Tel. +4942162000241
Email: Ayla.serhanoglu@dorint.com

What happens to the packaging and the garbage of the event?

Please note that exhibitors have to dispose the whole garbage (just like cardboard packaging etc.) independently. The use of the garbage containers has to be agreed by the hotel. If any garbage remains in the hotel, the Dorint Hotel will charge extra to the exhibitor minimum **250,00 EUR** (depending on expenditure).

Courier and heavy freight shipments with insufficient or missing delivery information cannot be accepted either by the German Aerospace Center the as host and organizer of MBSE 2024 or by the Dorint Hotel.

6. Setup and Dismantling

Setup and construction of an exhibition stand:
Monday, 27 May 2024, 10:00a.m.– 04:30p.m.

Dismantling time:

Wednesday, 29 May 2024, 06:00p.m.– 09:00p.m.

Attention!

It is prohibited to use easily inflammable material!

It is to be carried as a precaution to ensure that the floor is not damaged. Please use residue-free tape.

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The exhibitor is responsible for reporting any damage that may occur directly to Dorint City-Hotel Bremen.

Attention to the fair construction specifications. Construction of exhibition spaces must adhere to building, fire and all other public safety regulations (TÜV, VDF, DIN etc.).

The German Aerospace Center as host and organizer of the MBSE2024 Workshop reserves the right to remove articles, within the regulations, at the expense of the exhibitor. Fire-alarm boxes, fire-hydrants, fire-extinguishing devices and their signs may not be covered or removed from their location. Emergency exits, Escape routes and entrances to the technical areas may not be locked, blocked or restricted. Light connection boxes, cable-distribution boxes for telephone connections as well as others connection points must remain accessible.

The exhibitor is responsible for the disposal and/or return of exhibition materials.

(Please see also General Terms and Conditions for Events of DORINT Bremen (in English): <https://dorint.com/en/tc-for-events>).

7. Important Contacts for Exhibitors

Hotel Dorint

Dorint City-Hotel Bremen
Hillmannplatz 20, 28195 Bremen
Contact Person:
Ms. Ayla Serhanoglu
Email: ayla.serhanoglu@dorint.com
Phone: +49 421 62 000-241
Email: Veranstaltungen.bremen-city@dorint.com
(Mon.-Fri from 09:00 a.m. to 4:00 p.m.)

Host / DLR Organizer Contact

Onsite: Monday, 27 May– Wednesday, 29 May 2024
For Contact: please see above point 2.

8. Permission and place dispatching

Exhibitors, whose exhibition, goods and achievements correspond to the workshop topics, are certified.

The place dispatching takes the DLR

Eventmanagement Support in arrangement with the organizers in the best interest of the meeting. The exchange of conditions between certified exhibitors requires the previous written consent of the organizer. A subletting, even if it takes place free of charge, is also to be approved by the organizers.

9. Booking Additional Equipment

Exhibitors have a possibility to book additional equipment for their exhibiting space. Booking of additional equipment for exhibition spaces is not possible via the registration website.

For additional technical equipment,

please contact directly:

Kuchem Konferenz Technik GmbH & Co. KG
Schanzenstraße 27, 51063 Köln, Germany
Mr. Detlef Fonfara

E-Mail: D.Fonfara@kuchem.com

Tel.: +49 221 2973914

Mobile: +49 170 562 4205

10. River and Internet

One power connection is available per exhibitor free of charge (alternating current of 230 V).

Heavy current is to be requested specially. Dorint City-Hotel Bremen will be happy to help you to tape the cables for safety reasons.

WLAN Code will be available at the registration counter.

11. Adhesion

The German Aerospace Center as a host and organizer does not take any responsibility for the loss and/or damage of the exhibits brought in by the exhibitor.

Each exhibitor has an increased duty to ensure the security of their property during set-up and dismantling.

The exhibitor accepts the responsibility for damage (specially to exhibits and exhibition booth) from their co-workers whether it be deliberate or negligent. To claim damages, you need to send a record /request the organizer within one month after the meeting.

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12. Advertisement

Each exhibitor can use the rented exhibition surface/ space for advertising purposes. Exhibits and conditions mechanisms may not project onto floor. The distribution of advertising material is only permitted on the exhibitor's booth (exhibition stand)

Acoustic or optical, exhibits and moving advertising material is permitted, if nobody is disturbed. Direct sales of goods are permitted only in arrangement with the meeting line.

13. Storage

In case your empty packing material has to be stored during the event, please contact and inform the purchasing department of Dorint City-Hotel Bremen (see point 7 contact) on time about your requirements.

Please note that Dorint City-Hotel Bremen and the organizer of the MBSE2024 Workshop cannot accept any liability for items – intentionally or unintentionally - left in packing.

14. Waste

The organizer of the MBSE2024 Workshop organizes the cleaning of the grounds, exhibition area.

Exhibitors are responsible for disposing of all waste generated both during the event as well as during construction and dismantling.

Waste disposal must be undertaken by the exhibitor or a company authorized by it. Exhibitors must comply with the venue requirements for waste separation.

15. Registration as an exhibitor

After allocation and reservation of the exhibitor space the Inhouse PCO/ DLR Event Management Support will send an e-mail to the exhibiting company, with general information. We kindly ask the exhibitors to provide us with the following information, which is required for invoicing:

- Official name and address of the company:
- Invoice Address:

- Reference or Order Number (if applicable):
- Contact Person with the contact details (e-mail and telephone number)

BESL Eventagentur GmbH & Co. KG is the DLR external partner for the participant and exhibitor registration and is also responsible for the whole invoicing.

DLR Event Management Support will send all information to BESL Eventagentur GmbH & Co. KG to enable invoicing to the exhibiting company.

Upon the receipt of the required data, the DLR contract partner "BESL Event Agentur GmbH & Co. KG" will send to each exhibitor:

-an invoice for the chosen exhibitor package to be paid for, including the Terms and Conditions for the MBSE 2024 Exhibitors;

- an invitation code for the registration of your booth staff onsite. Please forward the code to your onsite staff to enable them to register.

Each of your booth staff will have to register with the provided code [on registration website](#) Each code can be used only once per person. In case your booth staff may change during the event and your company needs therefore more codes, please contact vms@dlr.de

We kindly ask your staff to provide the requested information in the required fields during the registration process. Upon the completion of the registration, an electronic confirmation of the registration as exhibitor staff will be generated by the system and automatically sent to the e-mail address provided by the user. Please check your spam folder.

Dates:

Registration for exhibitors will open on 11 March 2024

Registration for exhibitors will close on 21 April 2024.

After 21 April 2024, registration is no longer

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possible. If there is an exceptional case, please send your e-mail request to the organization office vms@dlr.de

In case of any questions regarding your invoice, please contact BESL by e-mail at helpdesk@besl-eventagentur.de or via phone +49 30 325 999 7180.

16. Bookable Exhibitor Package

One size booth at the price of 1300 Euro plus 19% VAT

All information about the exhibition booking can be found [here](#) as well as on the [registration website](#).

If you would probably like to bring other interested person(s) (e.g. your customers or employees) to the event, please contact vms@dlr.de

Bringing additional persons to the event depends on availability and is not free of charge.

Please note:

The exhibition area will be allocated on a first-come-first served basis.
For all information regarding the exhibition, e.g. giving information about the floorplan, bookable exhibitor spaces and the allocation of your exhibitor space, please contact the DLR Inhouse PCO- DLR Event Management Support: VMSSupport@dlr.de

The rent for an exhibitor package includes:

- free-of-charge participation for one person
- daily catering (food & beverage during all conference days)
- drinks and snacks at the welcome reception
- participation in the workshop dinner
- inclusion in the exhibitor list on the registration website and in the current program

The MBSE2024 Exhibitor Packages does not include:

- insurance of the conditions and exhibits liability insurance

- **all transport and delivery / freight costs**
- car park ticket venue
- costs for accommodation

Any delivery fee incurred (e.g. VAT, customs fees) must be borne by the exhibitor.

Neither the MBSE organizers nor venue DORINT City-Hotel Bremen will pay for any postage/ shipping/ customs expenses. Deliveries requesting custom fee payments will be refused.

17. Payment

The following means of payment are available:

- Bank Transfer
- Payment by credit card (MasterCard and Visa Card)
- Pay Pal

Those exhibitors whose exhibitor fees have not been settled by the first day of the event will not be granted the entry.

Please e-mail any amendments or cancellations regarding your participation to VMSSupport@dlr.de

18. Cancellation & Refund Policy for Exhibitors

Requests for refunds must be submitted in writing by e-mail to VMSSupport@dlr.de

In case of a withdrawal by the Exhibitor (cancellation) the exhibitor must pay the German Aerospace Center as a host and organiser the following cancellation fee, regardless of fault:

- Until 21.04.2024:
50 % of the agreed exhibitor fee.

- Requests received after 21 April 2024 will not be eligible for a refund.

Please note that no refunds will be made after the Workshop on Model-Based Space Systems and Software Engineering (MBSE2024).

19. Complaints

Exhibitors' complaints in relation to the events and these Terms and Conditions should be made

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in writing and sent to the Inhouse PCO/ DLR Eventmanagement Support (see point 1) without delay and not later than 30 days from the date of the event.

20. Data protection

All data regarding natural persons are processed in accordance with our Privacy Policy.

The Privacy Policy can be found on the registration webpage of [the Workshop on Model-Based Space Systems and Software Engineering](#).

By registering for the Workshop on Model-Based Space Systems and Software Engineering

(MBSE2024) each exhibitor agrees to these terms and conditions.

These terms & conditions and all obligations arising therefrom shall be governed by the laws of the Federal Republic of Germany. The place of jurisdiction for all disputes shall be Cologne.

Should any provisions of these Conditions be or become invalid in whole or in part, this shall not affect the remaining provisions.

Cologne, March 2024