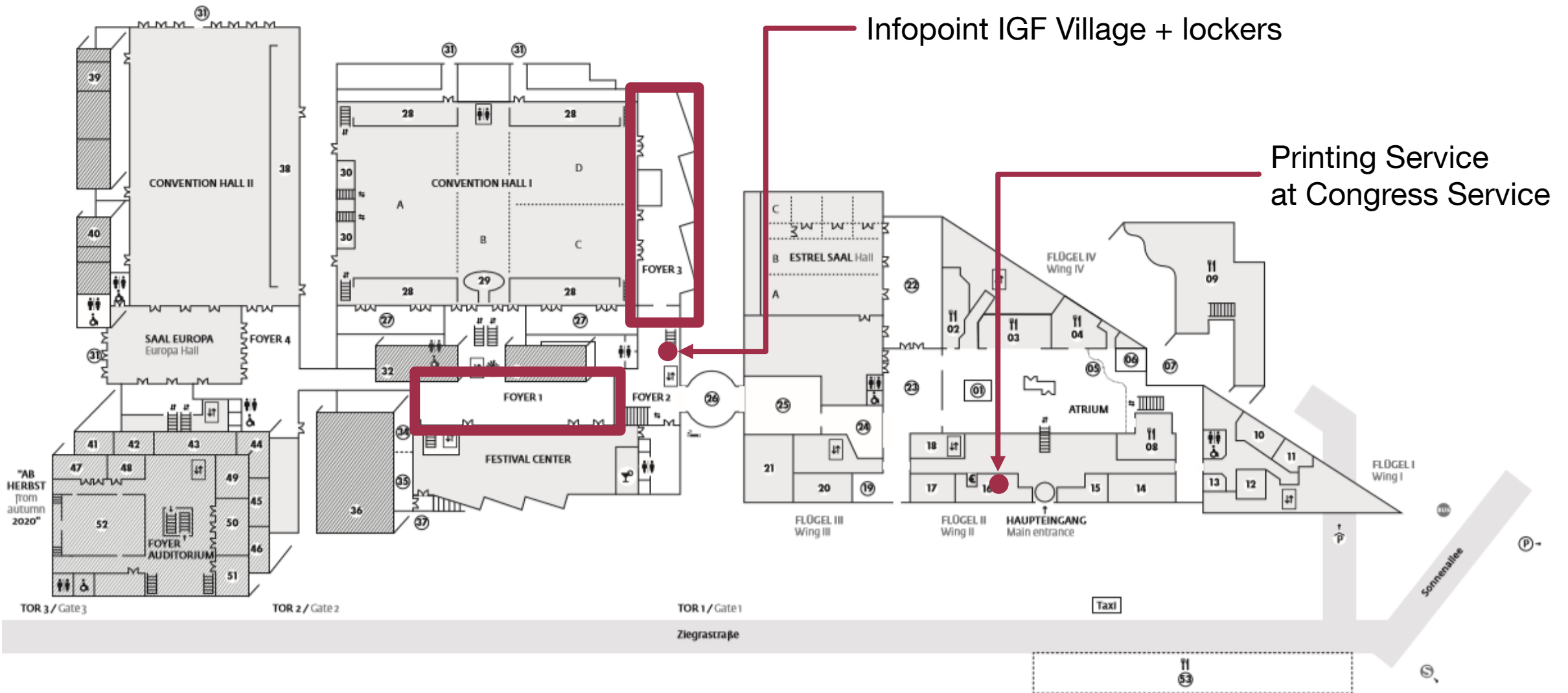




IGF Village 2019 Information

IGF Village 2019

Foyer 1 and Foyer 3



IGF Village 2019

Design



IGF Village 2019

Facts

Booth size

- 3 x 2 meters
- Foyer 1: 24 booths
- Foyer 3: 26 booths

Equipment included for every booth

- LED-Screen control via USB or HDMI/VGA (technical support on site)
- One Multiple socket outlet Type F (230 Volt/50 Hertz)
- Seating group with three chairs, one small table and one bar stool
- Infocounter with storage (there are lockers inside the venue)
- Space for posters / individual materials at the wall next to the Screen

Logo and name (50 x 30 cm) printed on the booths

Please send the full name of your booth and your logo to the IGF Secretariat.

- Please send the name and logo in the following format: 1 x 0,3 meters
- pdf or eps, 1:1 layout
- Resolution of 150 – 240dpi
- Vectorized font – converted to paths/curves
- Colours defined as CMYK
- A cut of 5 mm should be considered

Please note that the colours may appear differently due to printing.



IGF Village 2019

Questions & Answers

How the booths will be positioned/allocated?

The final allocation of booths will be done in alphabetical order as listed on the IGF website

Is there a printing service at the venue?

Yes, there will be a possibility at the venue, where you can print. Please see the prices on page no. 8.

Can you ship any materials to the venue prior to the meeting?

It is possible to send material to the location in advance. Please see the addresses and times on the logistic information which you have received. The material can then be picked up within the blue zone on Sunday (24th) 11.00 am or on Monday (25th) before opening from 7.00 am.

What can you bring to your booth space?

You are allowed to bring your materials that are directly connected to your work and are of non-commercial nature.

Is it possible to bring own material and are there any set-up times?

You can also bring your own material to the location on Sunday (24th) 11.00 am or on Monday (25th) before opening from 7.00 am.

If you bring your equipment directly to the event, please note the maximum screening machine capacity of 1.00 x 1.00 meter.



IGF Village 2019

Questions & Answers

Can we display our information materials on the wall areas of the booth?

You can cover the wall areas of the booth with your information material, as long as you do not cover the markings of the IGF 2019 meeting, including logos, emblems and main theme.

To attach the paper-made material (e.g. posters), please use tape. Please note that these will not be made available by the organizer and we advise that you bring enough supplies.



IGF Village 2019

Questions & Answers

Prices Printing Service

The Printing Service will be placed at a coordination-counter at the venue (at the Congress Service left to the main entrance).

black/white:

- per copy - 0,25 EUR
- from 100 - 0,20EUR
- from 200 - 0,15 EUR
- from 1000 - 0,10 EUR

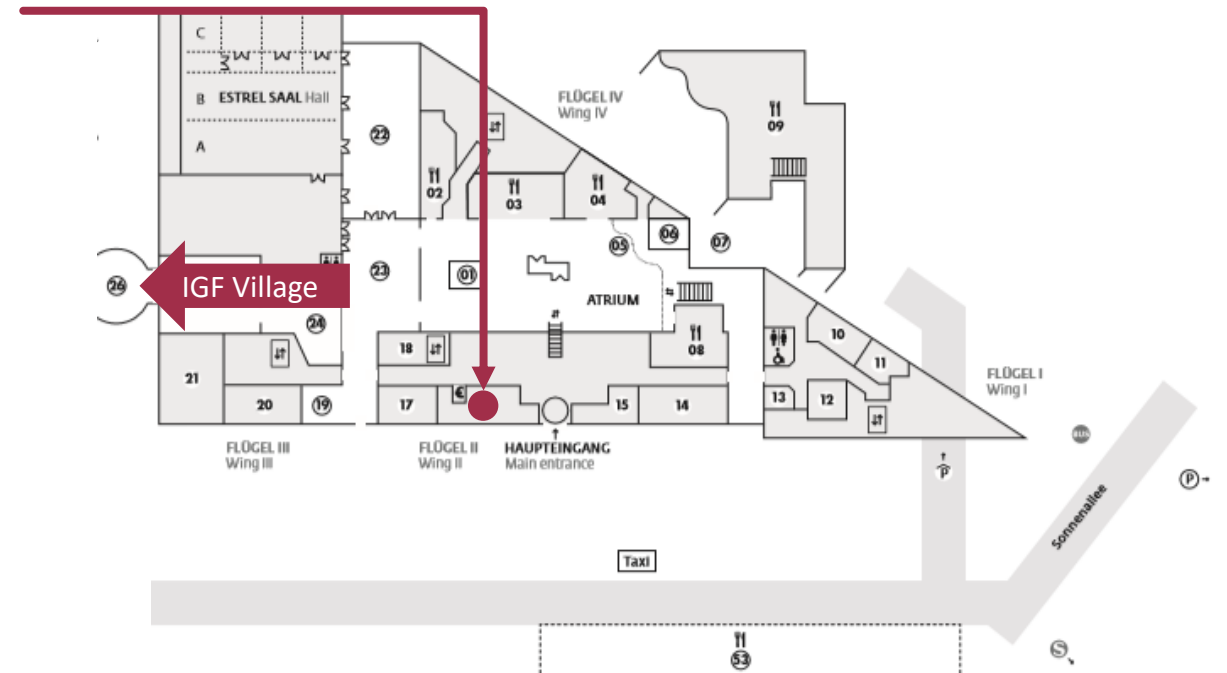
colour copies:

- per copy - 0,50 EUR
- from 100 - 0,50 EUR
- from 200 - 0,30 EUR
- from 1000 - 0,20 EUR

Foil copy:

- per copy - 1,25 EUR

Since we want to implement a paper-free IGF 2019, we ask you to reduce the material such as flyers, info brochures etc. to a minimum.



Logistics

General information

Times of delivery in Berlin: From 4.11.2019 to 20.11.2019

(The goods must have arrived on 20.11.19, after that no goods acceptance can be guaranteed)

Address:

BISCHOFF Event Service & Transport

An der Plantage 31

16321 Bernau

Germany

Contact: If you have any questions, please contact the service directly:

Ulf Bischoff: +49 (0)3338 70763-72 / +49 (0)3338 75043-33 or ulf@bischoff-est2013.de

You will receive your goods directly at a collection point near the IGF Village after your arrival at the Estrel Congress Center Berlin (Sunday or Monday morning).

Logistics - Only transports to the location

General information

Duty-free delivery (order and payment for delivery in your own country): All shipments must be delivered freight paid and duty paid.

Step 1 Order of delivery in your own country
(Order and payment by yourself)

Arrival in Bernau between 04 and 20.11.2019

Important: Please attach the following information to the shipment:

Exhibitor name
Booth number
Contact person and phone number

Step 2 Transmission of the shipping notification (by email or fax):

Email: ulf@bischoff-est2013.de
Fax: +49 (0)3338/70763-58

At the latest 1 day before arrival of the delivery

Step 3 Acceptance of the delivery after arrival at the booth.
Depending on arrival on 24. or 25.11.2019.

When you arrive, please report to the IGF Village Counter and we will then approach you with the goods.

Logistics - Return transport

Further questions

Information:

For any further questions please contact **BISCHOFF Event Service & Transport**

Contact:

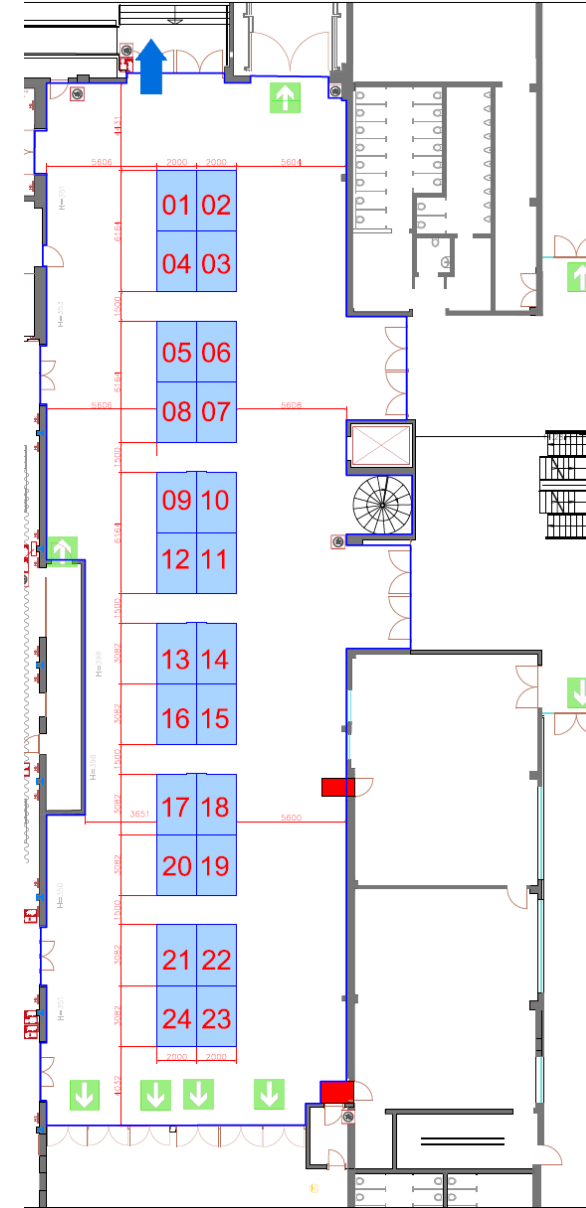
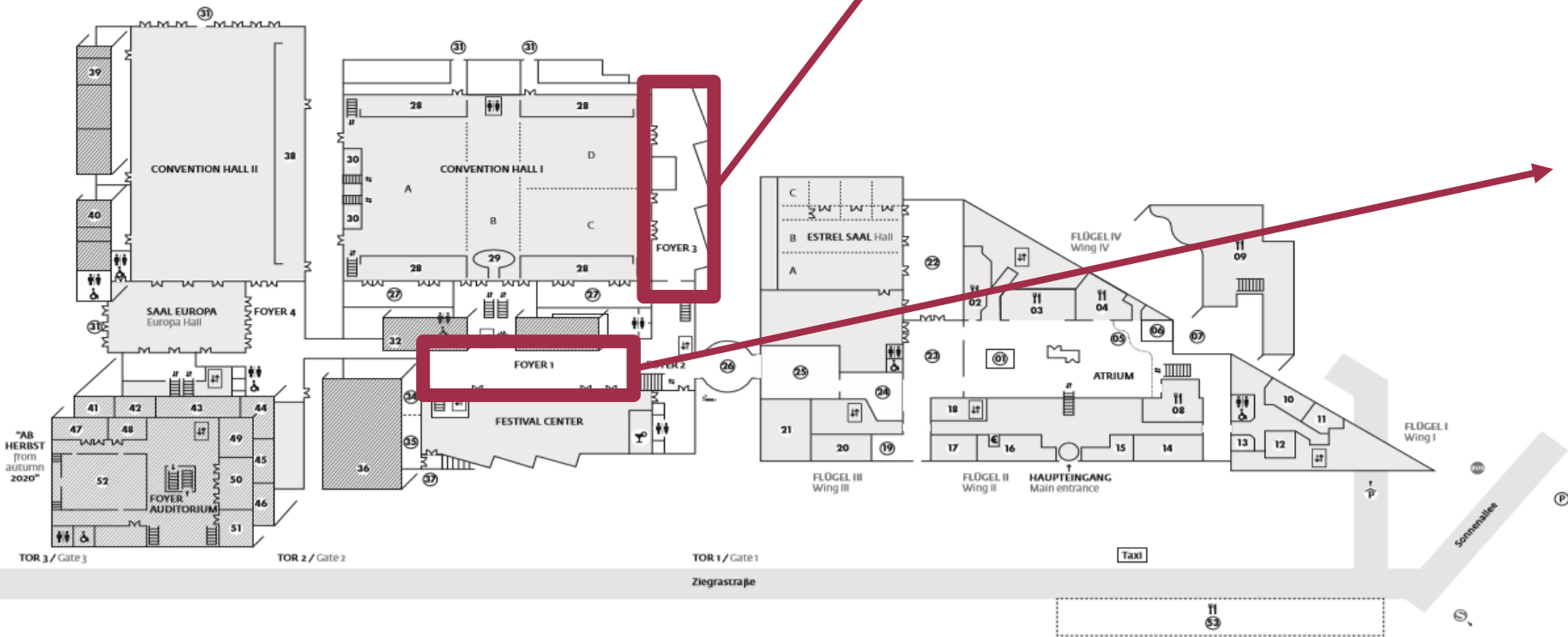
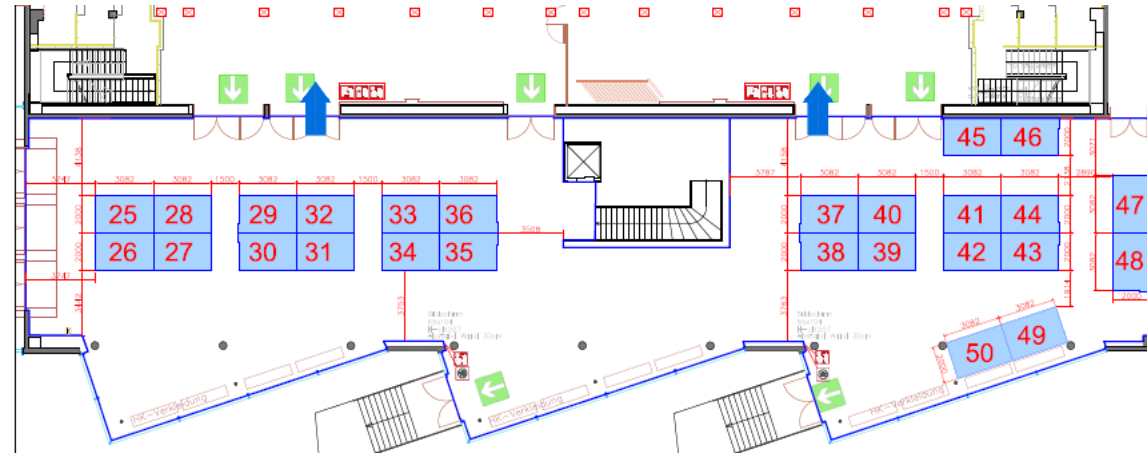
Ulf Bischoff: Ulf Bischoff: +49 (0)3338 70763-72 / +49 (0)3338 75043-33 or ulf@bischoff-est2013.de

If you need to coordinate a return transport, please book **BISCHOFF Event Service & Transport** or any shipping service of your choice.

Please note that all shipment costs must be paid including freight and duty pay.

IGF Village 2019

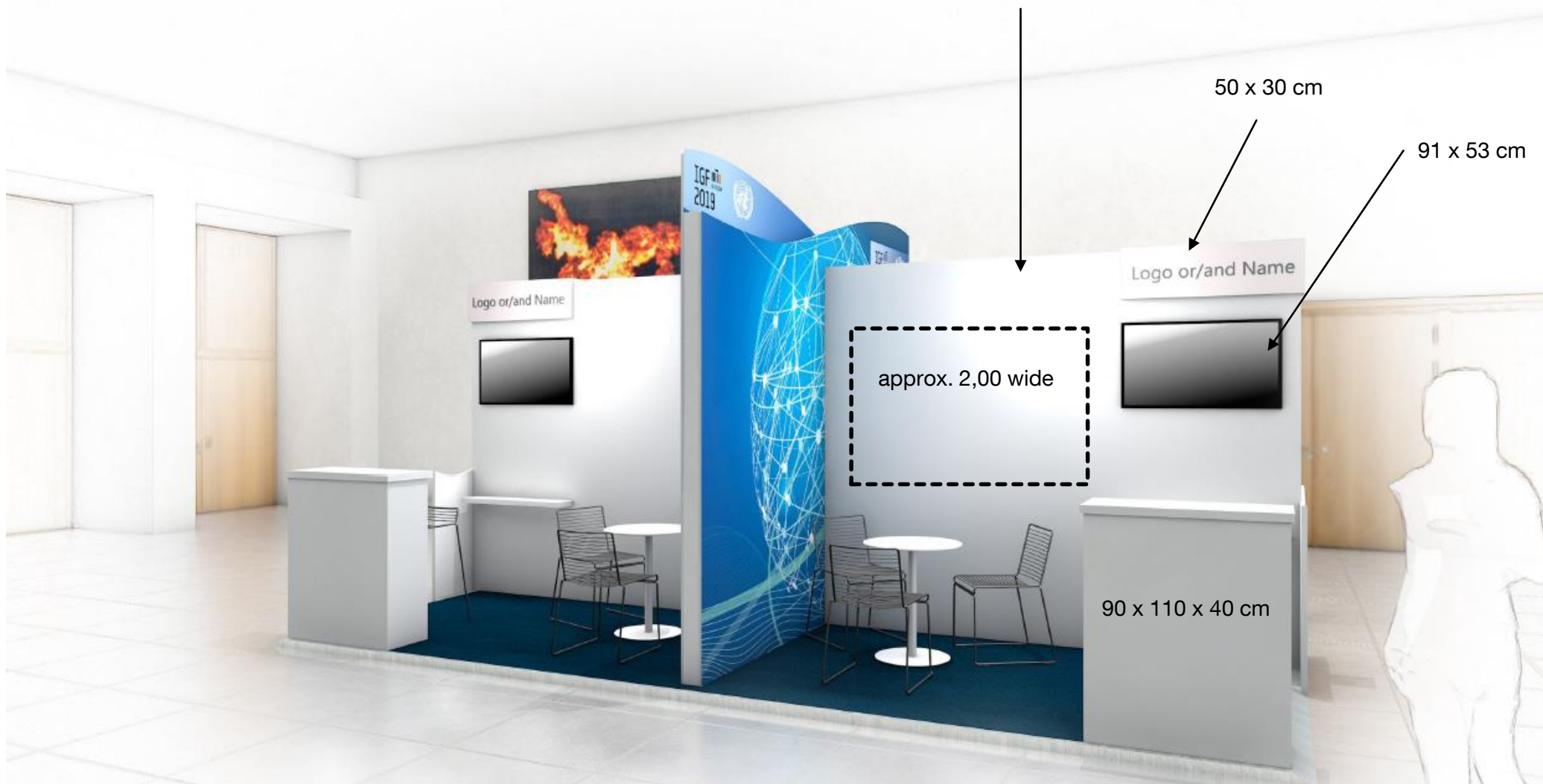
Foyer 1 and Foyer 3



IGF Village 2019

Design

Height: 2,50 m // Width: 3,00 m



50 x 30 cm

91 x 53 cm

Logo or/and Name

approx. 2,00 wide

90 x 110 x 40 cm

IGF Village 2019

Design



IGF Village 2019

Design

