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# EXHIBITOR MANUAL

Berlin Marriott Hotel

Inge-Beisheim-Platz 1 | 10785 Berlin | Deutschland

[www.berlinmarriott.com](http://www.berlinmarriott.com)



# BALLROOM FOYER AREA – 01ST FLOOR

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# EXHIBITOR MANUAL



## OVERVIEW

Event date: 05<sup>th</sup> of December 2023

Venue: Berlin Marriott Hotel, 01<sup>st</sup> floor

Set Up: 04<sup>th</sup> of December 2023 05:00pm - 08:00pm

## SENDING YOUR SHIPMENT

Shipments sent directly to the Hotel should be addressed as follow:

Berlin Marriott Hotel

Event name: Wegweiser Media

Event date: 05<sup>th</sup> of December 2023

Exhibition stand number: Please advise

For the attention of: Banqueting service

Ebertstrasse 3a

10117 Berlin

Germany

Please be advised that storage space is very limited in the Hotel and security cannot be guaranteed.  
Shipments should not arrive before the 29<sup>th</sup> of November 2023.

If you must send your shipment by courier, please note that neither the organizer nor the venue will be responsible for clearing customs or making any payment on your behalf, therefore please check all details with your shippers.

**PLEASE NOTE:** It is your responsibility to check the local regulations with your shipper and that all shipping documents are correctly completed so as to avoid any delays in customs.



## **RETURN SHIPMENT**

The return shipment of your materials should be arranged with the courier by your office before the event.

Please ensure that you include return address labels inside your shipment, as well as packing tape, scissors etc. so that your representatives attending the event can seal and label the boxes.

Third parties or the Hotel are not authorized to arrange this therefore we will be unable to assist you with making such arrangements.

## **EXTRA EQUIPMENT/AV**

If you wish to order a TV screen for your stand, we can arrange this through our supplier Kuchem.

Please contact us if you would like to rent any audio visual items and we will coordinate this with Kuchem.

## **INTERNET ACCESS**

WIFI will be available at no additional cost. It is a shared connection suitable for general purposes.



**BERLIN MARRIOTT HOTEL**

Inge-Beisheim-Platz 1, 10785, Berlin, Germany

[marriott.com/bermc](https://marriott.com/bermc)

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