



*International  
Academy of  
Astronautics*



**Deutsches Zentrum  
für Luft-  
und Raumfahrt e.V.**

**BERLIN**



**BERLIN PARTNER**  
for Business  
and Technology

# 14<sup>th</sup> IAA Symposium on Small Satellites for Earth System Observation (SSEO 2023)

Berlin, Germany, May 07 – 12, 2023 (Exhibition: May 07 - 11, 2023)

## Terms & Conditions for the Exhibition

### 1. Partner and Host SSEO 2023

**International Academy of Astronautics (IAA)**  
TU Berlin

#### Host SSEO 2023:

Deutsches Zentrum für Luft- und Raumfahrt e.V.  
**German Aerospace Center**  
Institute for Solar-Terrestrial Physics  
Kalkhorstweg 53  
17235 Neustrelitz, Germany  
Dr. Matthias Hetscher  
[SSEO14@dlr.de](mailto:SSEO14@dlr.de)

### 2. Exhibition Support

on behalf of DLR e.V.  
Berlin Partner for Business and  
Technology GmbH  
Fasanenstraße 85  
10623 Berlin  
[Marielies.becker@berlin-partner.de](mailto:Marielies.becker@berlin-partner.de)  
[www.berlin-partner.de](http://www.berlin-partner.de)

Berlin Partner is our exclusive exhibition supporter for the SSEO 2023 and reserves the right to allocate stand space to exhibitors. The wishes of the exhibitor are taken into account as far as possible.

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

### 3. Venue Place of exhibition

Ludwig-Erhard-Haus  
Fasanenstraße 85  
10623 Berlin

The exhibition takes place in the Fasanen Passage of the Ludwig-Erhard-Haus.

### 4. Exhibition Time

08 May 2023 – 11 May 2023

Day	Opening times
08.05.23,	09:00 am – 06.00 pm.
09.05.23,	09:00 am– 06.00 pm.
10.05.23,	09:00 am– 06.00 pm.
11.05.23,	09:00 am– 06.00 pm.
12.05.23	Excursions – no exhibition

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

#### Sunday 07 May 2023

All exhibitor spaces must be set up and ready at least 30 minutes prior to opening of the event on 07 May 2023 because the accreditation/ registration of delegates onsite will be open from 06.00 pm – 08.00 pm.

The exhibition spaces are open on 07 May 2023 (from 06.00 pm – 08.00 pm)

Drinks & Snacks are available from 06.00 pm – 08.00 pm

### 5. Delivery Address | Contact Venue

Please consign all docs (mail shipment), freight and courier shipments to:

Eventplan GmbH  
im Ludwig Erhard Haus Berlin  
Stefan Krug or Vivien Kaute,  
Fasanenstr. 85  
10623 Berlin

Email: [office@event-plan.de](mailto:office@event-plan.de)  
Phone: +49 30 325 60 25  
M: +49 (0)172- 301 22 10

Notify to consign for all shipments for SSEO 2023:

Eventplan GmbH  
im Ludwig-Erhard-Haus Berlin  
Stefan Krug or Vivien Kaute,  
FOR event SSEO 2023 ( 07-11 May 2023)  
Name of company exhibitor  
Fasanenstr. 85  
10623 Berlin

**Delivering Times Mail Shipment**

All regular mail shipments are possible to deliver daily during the opening times of the venue Ludwig-Erhard-Haus:  
Monday – Friday: 08:00 am – 05:00 pm

**Delivering Dates Heavy freight and all courier shipments for SSEO 2023**

The delivery of large goods / heavy freight for SSEO 2023 exhibition spaces is only possible on:

**Friday, 05 May 2023**  
**08:00 am – 05:00 pm**

**Saturday, 06 May 2023**  
**10:00 am – 02:00 pm**

The technical provider of the venue, eventplan GmbH must be informed by the exhibitor about the planned delivery date and times via mail or by phone latest 3 days before the arrival date.

Courier and heavy freight shipments with insufficient delivery information or missing cannot be accepted and will be returned to the carrier's depot waiting for further instructions. This could cause a delay for the delivery to the booth. If consigned as per the above instructions, the provider eventplan will arrange to store your booth equipment at the requested time.

**6. Structure and dismantling**

Starting set up and exhibition stand construction:

Saturday 06 May 2023 | 10:00 am – 02:00 pm  
Sunday 07 May 2023 | 02:00 pm - 06:00 pm

Dismantling time:  
Thursday 11 May 2023 | 06:00 pm – 08:00 pm

**Attention!**

It is prohibited to use easily inflammable material!

Please check the safety regulations according to DIN 4102. (Euro Code all material must be inflammable according to DIN 4102.) It is to be carried as a precaution to ensure that the floor is not damaged. Please use residue-free tape.

The exhibitor is responsible for reporting directly to Berlin Partner any damage that may occur.

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 organizer of SSEO 2023 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 material.

**7. Important Contacts for Exhibitors**

Eventplan GmbH  
im Ludwig-Erhard-Haus Berlin  
Stefan Krug or Vivien Kaute,  
Fasanenstr. 85  
10623 Berlin  
Phone: +49 30 325 60 25  
M: +49 (0)172- 301 22 10

(Mon-Friday 08:00 am – 05:00 pm)

Email: [office@event-plan.de](mailto:office@event-plan.de)

**Host / organizer DLR contact**

onsite (Friday 07 May – Thursday 11 May 2023)

Deutsches Zentrum für Luft- und Raumfahrt e.V.  
German Aerospace Center  
DLR Eventmanagement Support

Ms. Svetlana Saburova  
Tel: +49 2203 601-4285  
Mobile: +49 1520 3789410  
E-Mail: [VMSSupport@dlr.de](mailto:VMSSupport@dlr.de)

## 8. Exhibition Topics/Exhibits

According to the emphasis the exhibition topics are appropriate to the conference addressing air and space travel as well as the adjacent industries. (please see Call for Papers).

## 9. Permission and place dispatching

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

The place dispatching takes Berlin Partner for Business and Technology GmbH 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.

**Every exhibitor SSEO 2023 is obliged to comply with the LEH house rules:**

[hausordnung-data.pdf \(leh-berlin.de\)](#)

## 10. Booking Additional Equipment

Exhibitors have the possibility to book additional equipment for their exhibitor space directly via the exclusive technical provider of the venue, eventplan GmbH.

Starting from February 2023 you will find on the registration website an overview about the bookable additional equipment, including prices.

Booking of additional equipment for exhibition spaces is not possible via the registration website. Please contact directly:

Eventplan GmbH  
im Ludwig Erhard Haus Berlin  
Stefan Krug or Vivien Kaute,  
Fasanenstr. 85  
10623 Berlin  
Phone: +49 30 325 60 25  
Email: [office@event-plan.de](mailto:office@event-plan.de)

## 11. 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.

WLAN Code is available at the registration counter.

## 12. Adhesion

The organizer does not take any responsibility for the loss and/or damage of the exhibits brought in by the exhibitor.

During the construction and dismantling each exhibitor has increased duty to exercise diligence for the security of their property.

The exhibitor accepts the responsibility for damage (especially 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.

## 13. 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 technical provider eventplan (see point 7 contact) in time about your requirements.

Please note that eventplan GmbH and the organizer of the SSEO 2023 cannot accept any liability for items – intentionally or unintentionally - left in packing.

The re-delivery of the empties will be automatically onsite after the exhibition ends.

## 14. Waste

The organizer of SSEO 2023 organize 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.

Disposal of waste 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

The registration is possible only via the registration website <https://www.dlr.de/SSEO14>

Registration as an exhibitor is possible only with the registration code exhibitor.

A confirmed registration is required for all exhibitors of SSEO 2023.

After allocation and reservation of the exhibitor space, the exclusive exhibition supporter Berlin Partner will send a registration code to the e-mail address provided by the exhibitor.

BESL Event Agentur GmbH & Co. KG is the DLR external partner for the participant and exhibitor registration and is also responsible for the invoicing and collection of participation and exhibitor fees.

We kindly ask you to provide the requested information in the required fields in the registration process.

Upon the completion of the registration process, an electronic confirmation of the registration as an exhibitor, including invoice and this terms and conditions for exhibitors SSEO 2023 will be generated by the system and automatically sent to the e-mail address provided by the user. Please check your spam folder.

Additional persons of the exhibitor are also welcome to visit SSEO 2023. In the electronic confirmation of the registration as an exhibitor you will find a code to forward to other interested persons (e.g. your customers or employees). With this code, participation in the 14th IAA Symposium on Small Satellites for Earth System Observation is possible for additional persons at the special price of 600 Euros / Person. Interested persons will have to register with code on the registration website.

### Dates:

Registration for exhibitors will open on 23 January 2023

Registration for exhibitors will close on 21 April 2023.

After 21 April 2023, registration is no longer possible. If there is a special case of exception, please send your e-mail request to

the organization office [SSEO14@dlr.de](mailto:SSEO14@dlr.de)

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

## 16. Bookable Exhibitor Packages via the registration website SSEO 2023

- Exhibitor package 1 | 4 sqm  
1600 Euro plus 19% VAT
- Exhibitor package 2 | 6 sqm  
1900 Euro plus 19% VAT
- Exhibitor package 3 | 8 sqm  
2800 Euro plus 19% VAT
- Exhibitor package 4 | 12 sqm  
3500Euro plus 19% VAT

### **The rent for each exhibitor package (I- IV) includes:**

- Participation in the scientific program for 1 person (08.-11. May 2023)
- Participation of 1 accompanying person\*
- Daily catering (food & beverage all symposia days (08-11 May 2023)
- Drinks and snacks on Sunday, 07 May 2023, 06:00 pm- 08:00 pm
- Participation in the evening reception on 08th of May 2023
- Participant documents, chairs and tables, electricity, WLAN
- Inclusion in the exhibitor list on the registration website and in the current program

### **\*The participation for the accompanying person includes:**

- Daily catering (food & beverage all symposia days (08-11 May 2023)
- Drinks and snacks on Sunday, 07 May 2023, 06:00 pm- 08:00 pm
- Participation in the evening reception on 08th of May 2023

### **Please notice:**

**NO ACCESS TO THE SESSIONS,**

Additional persons of the exhibitor are welcome A registration is possible via the registration website at the special price of 600 Euros / Person

Please note:

Berlin Partner is our exclusive exhibition supporter for the SSEO 2023.

The exhibition area will be allocated on a first-come-first serve 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 Berlin Partner, [marielies.becker@berlin-partner.de](mailto:marielies.becker@berlin-partner.de)

After allocation and reservation of an exhibitor space, the exclusive exhibition supporter Berlin Partner will send a registration code to the e-mail address provided by the exhibitor.

**Registration as an exhibitor is possible only with the registration code exhibitor on the registration website**

<https://www.dlr.de/SSEO14>

**All Exhibitor Packages (I-IV) does not include:**

- insurance of the conditions and exhibits liability insurance
- all transport and delivery / freight costs
- car park ticket venue
- costs for accommodation

**17. Payment & Cancellation**

The following means of payment are available:

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

Upon completion of the registration process, an electronic confirmation of the registration will be generated by the system and automatically sent to the e-mail address provided by the user.

Please do not send any payments by bank transfer without quoting the invoice number and exhibitor company name included in the payment details. Payments without the required reference information cannot be processed. Your registration as an exhibitor can be confirmed only when the registration fees have been paid in full.

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 [SSEO14@dlr.de](mailto:SSEO14@dlr.de)

**18. Cancellation & Refund Policy for Exhibitors**

- Requests for refunds must be submitted in writing by e-mail to [SSEO14@dlr.de](mailto:SSEO14@dlr.de)
- Until 5 March 2023: 100% refund minus 50 Euro administration fee.
- Requests received after 5 March 2023 will not be eligible for a refund.

Please note refunds will be made after the 14th IAA Symposium on small Satellites for Earth System Observation.

**19. Complaints**

Exhibitors' complaints in relation to the events and these Terms and Conditions should be made in writing and sent to organizer DLR (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 [14th IAA Symposium on Small Satellites for Earth System Observation \(welcome-manager.de\)](https://www.dlr.de/SSEO14)

By registering for the 14th IAA Symposium on small Satellites for Earth System Observation each exhibitor agrees to these terms and conditions

These terms and 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 January 2023