Dear Exhibitor of ESREF 2016,

It gives us great pleasure to welcome you to the 27th European Symposium on Reliability of Electron Devices, Failure Physics and Analysis from September 19-22, 2016 in the Händel-Halle, Halle (Saale) Germany.

This exhibitor manual provides you with all necessary information for your successful presence at ESREF 2016.

**General information at a glance**

<table>
<thead>
<tr>
<th><strong>DATES</strong></th>
<th><strong>SEPTEMBER 19-22, 2016</strong></th>
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</table>
| **Location** | Georg-Friedrich-Händel-Halle  
Salzgrafenplatz 1  
06108 Halle  
Telephone: +49345 472245-00  
Website: http://www.haendel-halle.de/ |
| **Delivery Address**  
(different from location address) | Georg-Friedrich-Händel-Halle  
Bühneneingang Gegenüber Spitze 8  
06108 Halle  
Telephone: +49345 472245-00  
Contact Person: Sylvia Reimann  
**Please mark on the package:**  
- ESREF 2016  
- Your companies name  
- Your booth number  
- Attention to Ms. Reimann |
| **Delivery Time** | September 14, 15, 16, 21, 2016  
No Delivery on Saturday and Sunday  
9:00 – 16:00 |
| **Booth Set Up (booth design team)** | Monday, September 19, 2016  
7:00 – 11:00 |
| **Exhibitor Set Up** | Monday, September 19, 2016  
11:00 – 15:00 |
| **Registration for Badges** | Monday, September 19, 2016 at the registration counter  
from 11:00 |
| **Exhibition Hours** | Monday, September 19, 2016  
16:40 – 20:30  
Tuesday, September 20, 2016  
08:00 – 18:00  
Wednesday, September 21, 2016  
08:00 – 19:00  
Thursday, September 22, 2016  
08:00 – 16:00  
Exhibit hours may change slightly after the technical program schedule is complete. |
| **Dismantling Time**  
(Same way as for move in) | Thursday, September 22, 2016  
16:00 – 20:00 |
Pick Up Times
Pick up of the packages on September 23, 2016 from 09:00 - 16:00 or Monday September 26, 2016 from 09:00 – 16:00

How to get to Halle
See webpage www.esref2016.org -> Conference Venue

Visitors
350-400 (expected)

Venue – Exhibition Area

Georg-Friedrich-Händel-Halle
Salzgrafenplatz 1
06108 Halle
Telephone: +49345 472245-00
Website: http://www.haendel-halle.de/

Exhibition Area:
The exhibition area will be setup in the foyer of the ground floor and the first floor. Conference rooms for oral sessions are located on the same floors. Coffee breaks and lunches will be served in the exhibition area in the morning and afternoon providing high exposure of the exhibition booth to the participants. The poster session and authors corner is also located on the exhibition area on the first floor.

Georg-Friedrich-Händel HALLE
GROUNDFLOOR

Exhibtion Area:
The exhibition area will be setup in the foyer of the ground floor and the first floor. Conference rooms for oral sessions are located on the same floors. Coffee breaks and lunches will be served in the exhibition area in the morning and afternoon providing high exposure of the exhibition booth to the participants. The poster session and authors corner is also located on the exhibition area on the first floor.
Space cost include

- Rental of space
- Booth with name banner (logo + company’s name)
- General illumination
- Security service
- One table (size 0.8m x 1.2m) and two chairs
- General clean-up
- One free conference entrance (all services excluding conference dinner)
- Your logo will be published on the website reduced exhibition badge available (includes the conference attendance, catering during the conference and the welcome reception, not the conference dinner).

Pictures of the tables and chairs that we can provide for free:

Table 0.8m x 1.2m  Table 0.4m x 1.2m  Chairs
Registration

Within your booth rental of 6 sqm one free conference badge is included. Further registration can be made as follows:

- Extra Booth personal: 250,00 € (no conference dinner included, no sessions/proceedings)
- Reduced Exhibitor Badge: 450,00 € (excluding conference dinner)
- Dinner Ticket: 90,00 € (Conference Dinner on September 21, 2016)
- Registration please via email to jasmin.kayadelen@vde.com

Direct shipment to the show site

Delivery Address:
Georg-Friedrich-Händel-Halle
Bühneneingang
Spitze 8 (gegenüber)
06108 Halle
Telephone: +49345 472245-00

Please mark on the package:
- ESREF 2016
- Your company's name
- Your booth number
- Attention to Ms. Reimann

Delivery Times as follows:
September 14, 15, 16, 21 from 09:00 – 16:00
No Delivery on Saturday

Insurance Note:
Georg-Friedrich-Händel-Halle and the organizers of the ESREF 2016 assume no responsibility or liability for loss, damage, theft and disappearance of exhibits during the whole exhibition: from the day of delivery till the official dismantling of the exhibition. Therefore we strongly recommend obtaining transportation insurance and insurance on exhibit materials.

How to get to the conference venue

Please check the conference website under www.esref2016.org -> Conference Venue

Parking

Parking is possible at the Händel Halle car park.
Costs: 1€/hour, 7€/day
**For equipment order inquiries**

One table (size 0.8m x 1.2m) and two chairs (see picture on page 3) are included in your booth rent. If you need additional tables and chairs that we can provide for free please send an email to jasmin.kayadelen@vde.com

**All other equipment can be booked directly through our booth design team:**

LOEWE Messebau Deutschland AG & Co. KG  
Alfred-Reinhardt-Straße 60  
06132 Halle/Saale  
Tel.: 03 45/68 55 9 17  
Fax: 03 45/68 55 9 13  
Mail: a.bardtke@loewe-messebau.de

**Electricity supply orders**

Please let us know your power devices inquiry for your booth. Please indicate rather you need 230 V or 16 A and send the information to jasmin.kayadelen@vde.com. In case that we do not get any information from you we assume that you need a regular power device of 230V.

**General terms and conditions**

- Warning an information signs as well as emergency exits and service ways has to be accessible and apparent any time.
- The Georg-Friedrich-Händel-Halle will disclaim any liability for goods, especially for claims of persons, equipment, capital or burglary. We recommend arranging an additional police.
- The Georg-Friedrich-Händel-Halle does not assume liability for any items lost or damaged.

**Waste regulations**

- The exhibition will get a general clean up daily for small garbage
- Disposal of bigger garbage such as pallets is not included in the booth rent
- The exhibitors have to leave the exhibition space clean and clear

**Dismantling**

The Dismantling Time is on September 22, 2016 after the conference end at 16:00.

Set down of the booth will start at this time. Any package or object left behind after the exhibition in the Georg-Friedrich-Händel-Halle which has not been left in the storage area is not under the responsibility of the exhibition organizers.

Pick up of the packages can be ordered for September 23, 2016 from 09:00 - 16:00 or Monday September 26, 2016 from 09:00 – 16:00.

**Regulations for technical equipment**

- Permanently installed technical equipment must only be dismantled or refitted by the own technical staff of the Georg-Friedrich-Händel-Halle. If permanently installed technical equipment (CEE sockets, grounding outlets, spotlights, loudspeakers etc.) has been damaged, the exhibitor shall bear the repair costs.
- The exhibitor shall meet the technical parameters and dimensions.
- All facilities for suspending loads can only be used after the necessary arrangements with the Georg-Friedrich-Händel-Halle technical department have been made. The maximum loads must not be exceeded (500kg/sqm).
In the event of damage to fixed technical items (CEE power points, pushplug sockets, spotlights, loudspeakers etc.) the exhibitor undertakes to bear any maintenance costs.

Technical facilities used in the Georg-Friedrich-Händel-Halle including the applicable operating procedures must comply with relevant statutes and regulations, professional regulations and generally accepted technical, medical and hygiene regulations.

When using transportation trucks these may only be parked at the parking locations such as for the event specially arranged parking zones.

**Labelling and booth set-up regulations**

- No articles shall be stuck on or glued to the columns, walls, screens and mirrors, nor shall any nails or decorative needles be put in.
- Any exhibition assemblies shall be kept at a distance of the least 50 cm from the walls and shall not exceed a point load of 500 kg per sqm.
- Adhesive tapes for attaching cables and exhibition carpets etc. must be removed leaving no residues otherwise necessary cleaning costs will be charged. Use of existing suspension facilities is only permissible by arrangement with building services and must be within the maximum permissible loads.
- The 1st floor has parquet flooring. Carpeting is prohibited there.
- In the case of exhibition stand structures on marble floor areas a protective underlay e.g. carpet, protective mats or similar) must be ensured.
- Damage of any nature whatsoever, in particular to flooring (carpet, stone and marble floors, stages and dance floor) is forbidden. The exhibitor shall be liable for any instances of damage caused by his exhibitors, persons contracted by the organiser in the context of trade fairs and exhibitions.
- The Georg-Friedrich-Händel-Halle shall be informed about the expected extent of decorations and other assembly work.
- The organizers may put up their individual signposts on the stands provided after having made the relevant arrangements with the Georg-Friedrich-Händel-Halle.
- Additional advertisement outside the booked meeting rooms and outside the booked booth space has to be arrange with the Georg-Friedrich-Händel-Halle and will be an additional charge. The advertisement must not interrupt in an acoustical or optical way.

**Fire regulations**

- The exhibitor undertakes only to use materials highly resistant to fire in the furnishing and decorating the rooms concerned and in the construction of booths and similar fitments.
- The exhibition booth has to be made of a material which is not flammable.
- Hanging room decorations must be at least 2.50 metres above floor level. Decorations from natural foliage or softwood may only be placed in the rooms if fresh.
- In the case of events using scenery flats only decorations and exhibition items must be used consisting of at least flame-resistant materials (as per DIN 4102).
- In the areas excepted in that regard (kitchen, corridors, stairwells, cloakrooms etc.) smoking is strictly forbidden.
- Use of fog machines, fireworks etc. is only permissible in event rehearsals following arrangement with building services.
- Fire prevention installations must be freely accessible and able to function. Fire doors and gates must not be blocked.
- Parking vehicles or placing other objects on escape routes, parking and movement areas reserved for the fire service is forbidden.