

## Delivery materials

### DELIVERY OF MATERIALS IN ADVANCE

Materials required for booths may be sent directly to the Filderhalle starting from 04.10.2021. Due to actuarial reasons and other events that take place at the Filderhalle before, deliveries cannot be accepted before this date.

**We recommend to arrange deliveries on the very day of the set-up with your freight forwarder/ courier service.** Ideally one of your employees is able to receive the delivery on-site.

**Delivery address:** Filderhalle Convention & Event Center  
Bahnhofstraße 61  
70771 Leinfelden-Echterdingen, Germany

The following information has to be **displayed clearly visible** on every item of the delivery, otherwise the shipment cannot be identified and thus will not be accepted (also see the plain shipment label on [www.dtg2021.de](http://www.dtg2021.de) in the section "Ausstellung & Sponsoring", tab "[Pläne & Formulare](#)"):

Event:	DTG 2021
Date:	07. – 09.10.2021
Exhibitor:	[ <i>your company name</i> ]
Booth number:	[ <i>your booth number</i> ]
Contact Person:	[ <i>name of your employee on-site (incl. mobile number)</i> ]
Content:	booth material
Scope of delivery:	box [ <i>serial packing number</i> ] of [ <i>total amount of items</i> ]

Courier services and forwarding agents have to be informed about the title of the event "DTG 2021" in order to enable the Filderhalle to identify the delivery.

### COLLECTION OF BOOTH MATERIALS AFTER THE CONFERENCE

Stand materials must be collected from the stand directly after dismantling on 09.10.2021. Only smaller packages may be stored until 11.10.2021 at the latest. The exhibitor is responsible for the transportation of any material from the booth to the loading zone. Furthermore, the exhibitor has to take care of scheduling the pick-up and correct labelling of boxes for the freight forwarder to be able to identify the boxes.