



**ATMO**  
sphere

Business Case for  
Natural Refrigerants

**25-27/09/17 - Berlin**

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## Registration

Registration deadline: **8 September 2017** for all sponsors.

Link: [ATMO.org/Europe2017/Register](http://ATMO.org/Europe2017/Register)

Free tickets: Enter the company name to redeem your free tickets.

Additional passes: For additional passes, enter the discount codes sent to you earlier.

<b>Platinum Sponsor</b>	<b>8</b> free tickets 50% off for additional passes
<b>Gold Sponsor</b>	<b>6</b> free tickets 50% off for additional passes
<b>Silver Sponsor</b>	<b>4</b> free tickets 25% off for additional passes
<b>Bronze Sponsor</b>	<b>2</b> free tickets

## Conference Venue & Timings

Venue: **Mercure Hotel MOA Berlin**. [Click here](#) to book your room with discounted rates. Please note: limited bedrooms are available.

Conference starts: 25 September with registration and welcome lunch at 12:30.

Conference finish: 27 September with farewell lunch from 13:30.

**Please note:** additional pre- and post-conference workshops may take place on Monday morning and Wednesday afternoon.

## Set-up & Set-down

Setup will take place on Monday, 25 September 2017, from 08:00.

All setup must be completed by 11:30 on Monday 25 September. Empty tables will be removed from the exhibition hall.

All materials must be removed latest by 16:00 on Wednesday, 27 September 2017 but not before 14:00.

**Important:** Exhibitors are responsible for clearing their space and sending back leftover materials if needed. shecco is not responsible for materials left at the conference venue.

## Display Tables

<b>Platinum Sponsor</b>	<b>1 rectangular table:</b> W 1,60m x L 0,60 x H 0.75m + additional space: 3m x 1m
<b>Gold Sponsor</b>	<b>1 rectangular table:</b> W 1,60m x L 0,60 x H 0.75m + additional space: 2m x 1m
<b>Silver Sponsor</b>	<b>1 rectangular table:</b> W 1,60m x L 0,60 x H 0.75m + additional space: 1m x 1m
<b>Bronze Sponsor</b>	<b>1 high table:</b> D 0,80 m x H 1,07 m including 1 standard-sized banner

## Products, Screens & Internet Access

You are welcome to display products, as well as screens or laptops, provided they fit into your allotted exhibition area. It is also possible to remove the table and place your product or screen instead.

As the venue does not permit us to attach posters to the walls, we suggest bringing roll-up banners or other types of self-standing banners if you would like additional signage.

Please let us know by **24 July** what you intend to bring (including any product displays, cooling units or similar) and **if you will be needing any electricity at your table**. There is no charge for electricity, high power connection is 150 EUR per day and extension cables are 3 EUR per day (hotel charges).

Free internet is available on-site.

## Delivery

Please note that all packages must have the following information clearly labeled (this is very important so that your parcel does not get lost).

Please also note that handling fee will apply for any deliveries, which is to be covered by the exhibitors, of 5 EUR per parcel and 25 EUR per palette.

The delivery address:

**Mercure Hotel MOA Berlin**  
**Stephanstraße 41**  
**10559 Berlin**

**shecco**  
**25.-27.09.2017**  
**c/o Katharina Schütz**  
**Name of exhibitor**

## Brochures

We would like to do our part in protecting the environment by offsetting the carbon emissions incurred by this event, including emissions produced while shipping materials. We would therefore like to encourage you to minimize the amount of paper to be distributed to participants and only bring materials for a maximum of 150 delegates.

## Social Media

You can use the hashtag #ATMOEurope on all social media channels.  
Stay tuned for our live [Storify coverage](#).

Follow us on:

Twitter [@ATMOEvents](#) [@shecco](#) [@AccelerateEU](#)  
[LinkedIn](#)  
[Facebook](#)  
[Youtube](#)  
[Instagram](#)

## Contact

Contact us via [europe@atmo.org](mailto:europe@atmo.org) should you have any more questions.  
Your on-site contact will be Lydia Matthäus-Wiltink +32 478 57 30 13 (mobile).