

# 15<sup>th</sup> IAA Symposium on Small Satellites for Earth System Observation

04 - 08 May 2025 – Berlin, Germany



## Terms & Conditions for the IAA SSEO 2025 Exhibition

### 1. Partner of the IAA SSEO 2025

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

**Host of the IAA SSEO 2025:**

Deutsches Zentrum für Luft-und Raumfahrt e.V.

**German Aerospace Center,**

Institute for Solar-Terrestrial Physics.

Kalkhorstweg 53, 17235 Neustrelitz, Germany

Dr. Arianit Preci,

[SSEO15@dlr.de](mailto:SSEO15@dlr.de)

### 2. Exhibition Support

on behalf of DLR e.V.

Berlin Partner for Business and Technology GmbH,  
Fasanenstraße 85, 10623 Berlin, Germany

Ms. Becker: [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 SSEO15 in 2025 and reserves the right to allocate stand space to exhibitors. The wishes of the exhibitor are considered as far as possible.

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

### 3. Venue Place of exhibition

Ludwig-Erhard-Haus,

Fasanenstraße 85, 10623 Berlin, Germany

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

### 4. Exhibition Time

04 May 2025 – 08 May 2025

Day	Opening times
04.05.25	06:00 p.m. – 08:00 p.m.
05.05.25	09:00 a.m. – 06:00 p.m.
06.05.25	09:00 a.m. – 06:00 p.m.
07.05.25	09:00 a.m. – 06:00 p.m.
08.05.25	09:00 a.m. – 06:00 p.m.

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

### Sunday, 04 May 2025

All exhibitor spaces must be set up and ready at least 30 minutes prior to opening of the event on 04 May 2025 because the onsite registration of the delegates will open at 06:00 p.m.

The exhibition spaces will open on 04 May 2025 at 06:00 p.m. till 08:00 p.m.

Drinks & Snacks are available from 06:00 p.m. till 08:00 p.m.

### 5. Delivery Address | Contact Venue

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

„**edelmat. GmbH**“ in Ludwig-Erhard-Haus Berlin,  
Mr. Dennis Sorau,

Fasanenstr. 85, 10623 Berlin, Germany

Email: [dvs@edelmat.de](mailto:dvs@edelmat.de)

Phone: +49 30 767 37 32-00



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Please, address all shipments for IAA SSEO 2025  
to:

„edelmat. GmbH“ in Ludwig-Erhard-Haus Berlin,  
Mr. Dennis Sorau,  
**FOR event SSEO 2025 (04-08 May 2025)**  
**/ Name of the exhibitor /**  
Fasanenstr. 85, 10623 Berlin, Germany

### Delivery Times for Mail Shipment

All regular mail shipments are possible to deliver  
during the opening times of venue Ludwig-Erhard-  
Haus:

**Monday – Friday: 08:00 a.m. – 05:00 p.m.**

### Delivery Dates for Heavy freight and all courier shipments for IAA SSEO 2025

The delivery of large goods / heavy freight for IAA  
SSEO 2025 exhibition spaces is only possible on:

**Friday, 02 May 2025 08:00 a.m. – 04:00 p.m.**  
**Saturday, 03 May 2025 10:00 a.m. – 02:00 p.m.**

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

Courier and heavy freight shipments with  
insufficient or missing delivery information cannot  
be accepted and will be returned to the carrier's  
depot while waiting for further instructions. This  
could cause a delay of the delivery to the booth.  
If you send the goods as instructed above, the  
provider „edelmat. GmbH“ will arrange the

storage of your booth equipment at the requested  
time.

### **6. Structure and dismantling**

Set-up and exhibition stand construction:

Sunday, 04 May 2025 10:00 a.m. – 06:00 p.m.

Dismantling time:

Thursday, 08 May 2025 06:00 p.m. – 08:00 p.m.

**Attention!** It is prohibited to use easily  
flammable material!


Please, check the safety regulations according to  
DIN 4102. (Euro Code: all material must be  
flammable 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 IAA SSEO 2025 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



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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

„**edelmat. GmbH**“ in Ludwig-Erhard-Haus Berlin,  
Fasanenstr. 85, 10623 Berlin, Germany  
Email: [dvs@edelmat.de](mailto:dvs@edelmat.de)  
Phone: +49 30 767 37 32-00

(Mon-Friday: 08:00– 17:00)

### Host / Organizer:

onsite (**Friday 02 May – Thursday 08 May  
2025**)

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

Mrs. Petra Naoum  
Tel: +49 2203 601 3896  
Mobile: +49 174 193 5578  
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 of the IAA SSEO 2025 is obliged to comply with the LEH house rules.

### 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, „**edelmat. GmbH**“.

Booking of additional equipment for exhibition spaces is not possible via the registration website.


Please, contact directly:

„**edelmat. GmbH**“ in Ludwig-Erhard-Haus Berlin,  
Mr. Dennis Sorau,  
[Eichborndamm 167, 13403 Berlin](#), Germany  
Email: [dvs@edelmat.de](mailto:dvs@edelmat.de)  
Phone: +49 30 767 37 32-00

### 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.





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### 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 set-up 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 permitted only on the exhibitor's booth (exhibition stand)

Acoustic or visual displays, exhibits and moving advertising material are permitted, provided that no one is disturbed. The direct sale of goods is only permitted with the agreement of the conference management.

### 13. Storage

In case your empty packing material has to be stored during the event, please inform and arrange it directly with the technical provider „**edelmat. GmbH**“ (see point 7 above) in due time.

Please, note that „**edelmat. GmbH**“ and the organizer of the IAA SSEO 2025 cannot accept any liability for items – intentionally or unintentionally - left in packing.

### 14. Waste

The organizer of IAA SSEO 2025 arranges cleaning of the grounds, exhibition area. Exhibitors are responsible for disposing of all waste generated both during the event as well as during the set-up and dismantling. Waste disposal 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](#) with the exhibitor registration code.


A confirmed registration is required for all exhibitors of the IAA SSEO 2025.

After allocation and reservation of the exhibitor space, BESL will send a registration code to the e-mail address provided by the exhibitor.

BESL Event Agentur GmbH & Co. KG is a 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 related fields during the registration process.

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

If you would like to bring other interested person(s) (e.g. your customers or employees) to the 15th IAA Symposium on Small Satellites for



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Earth System Observation, please send your request [vms@dlr.de](mailto:vms@dlr.de)

Bringing additional persons to this event depends on availability and is not free of charge. A registration is only possible via registration code on the [registration website](#) at the special price of **600 Euros per person**.

### Dates:

Registration for exhibitors will open on 03 March 2025 and will close on 06 April 2025.

After 06 April 2025, registration is no longer possible. If there is a special case of exception, please, send your e-mail request to the organization office [SSEO15@dlr.de](mailto:SSEO15@dlr.de)

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

### 16. Bookable Exhibitor Packages via the registration website IAA SSEO 2025

#### • Exhibitor package 1, 4 sqm:

- Early Bird Price (06.02.2025-03.03.2025)  
1600 Euro plus 19% VAT;
- Regular Price (from 04.03.-31.03.2025)  
1800 Euro plus 19% VAT



#### • Exhibitor package 2, 6 sqm:

- Early Bird Price (06.02.2025-03.03.2025)  
1900 Euro plus 19% VAT;
- Regular Price (from 04.03.-31.03.2025)  
2200 Euro plus 19% VAT

#### • Exhibitor package 3, 8 sqm:


- Early Bird Price (06.02.2025-03.03.2025)  
2800 Euro plus 19% VAT;
- Regular Price (from 04.03.-31.03.2025)  
3000 Euro plus 19% VAT

#### • Exhibitor package 4, 12 sqm

- Early Bird Price (06.02.2025-03.03.2025)  
3300 Euro plus 19% VAT;
- Regular Price (from 04.03.-31.03.2025)  
3500 Euro plus 19% VAT

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

- Participation in the scientific programme for 1 person (04 - 08 May 2025)
- Daily catering (food & beverages all symposia days (04-08 May 2025))
- Drinks and snacks on Sunday, 04 May 2025, 06:00 p.m.- 08:00 p.m.
- Participation in the evening reception on 05 May 2025
- Participant documents, chairs and tables, electricity, WLAN
- Inclusion in the exhibitor list on the registration website and in the current programme
- Participation of 1 accompanying person, which includes:
  - Daily catering (food & beverage all symposia days (04-08 May 2025))
  - Drinks and snacks on Sunday, 04 May 2025, 06:00 p.m. - 08:00 p.m.
  - Participation in the evening reception on 05 May 2025



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### **Please note: NO ACCESS TO THE SESSIONS for this accompanying person!**

Additional guests of the exhibitor are welcome. A registration is possible via the registration website **at the special price of 600 Euros per person.**

Please note: Berlin Partner is our exclusive exhibition supporter for the IAA SSEO 2025.

The exhibition area will be allocated on a first-come-first, first-served 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 Ms. Becker at "Berlin Partner" by e-mail:

[marielies.becker@berlin-partner.de](mailto:marielies.becker@berlin-partner.de)

After allocation and reservation of an exhibitor space, BESL will send an invoice together with the 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](#).**

### **All Exhibitor Packages (I-IV) do 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 fee has 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 [SSEO15@dlr.de](mailto:SSEO15@dlr.de)





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### 18. Cancellation & Refund Policy for Exhibitors

- Requests for refunds must be submitted in writing by e-mail to [SSEO15@dlr.de](mailto:SSEO15@dlr.de)
- Until 01 April 2025:  
100% refund minus 50 Euro administration fee.
- Requests received after 01 April 2025 will not be eligible for a refund.

Please, note that refunds will be made after the 15th IAA Symposium on small Satellites for Earth System Observation.

### 19. Complaints

Exhibitors' complaints in relation to the event and these Terms and Conditions should be made in writing and sent to the event organizer (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 of the 15th IAA Symposium on Small Satellites for Earth System Observation ([welcome-manager.de](http://welcome-manager.de)) By registering for the 15th IAA Symposium on small Satellites for Earth System Observation each exhibitor agrees to the 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, Germany.

Should any provisions of these Conditions be or become invalid in whole or in part, this shall not affect the remaining provisions.

Cologne, January 2025