



INTERCONGRESS

DKOU 2024
www.dkou.org

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DKOU 2024

German Congress of Orthopaedics and Traumatology

Berlin, 22 - 25 October

FUTURE INTENDED.

FUTURE IMPLEMENTED.

SERVICE MANUAL FOR EXHIBITORS

INDUSTRIAL EXHIBITION



FUTURE INTENDED.

FUTURE IMPLEMENTED.

DKOU2024

Deutscher Kongress für Orthopädie und Unfallchirurgie

Berlin, 22 - 25 October

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ATTENTION

Please be aware that there are fraudulent websites and hotel reservation services attempting to exploit the DKOU brand.

Ensure to only use this official website

<https://dkou.org/en/>

for registration and hotel booking!

Meet The Team



Partner advertising & workshops

Kerstin Schwarz-Cloß

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kerstin.schwarz-closs@intercongress.de



Exhibition service

Thomas Miltz

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Venue & Heights



01 Venue

Messe Berlin/South area
Berlin ExpoCenter City (Eingang Süd)
Jafféstraße
14055 Berlin, Germany
www.messe-berlin.de

Building Heights

02

Exhibition areas: Halls 2.2, 4.2

Max. building height:

6,00 m from 30 sqm exhibition area

4,00 m up to 29 sqm exhibition area

Flooring: Wooden plates

(It is obligatory to lay carpet!)



Times



01 Set-Up

Saturday, 19.10.2024: 08:00 - 20:00 h

Sunday, 20.10.2024: 08:00 - 20:00 h

Monday, 21.10.2024: 08:00 - 20:00 h

A payable advanced set-up is possible from Thursday on. Forms available on request. Costs EUR 20,- per sqm stand area and day.

Opening hours

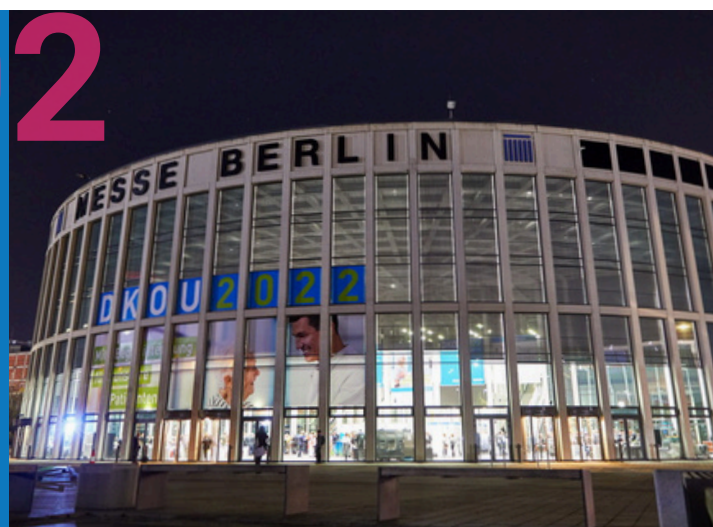
02

Tuesday, 22.10.2024: 08:30 - 17:30 h

Wednesday, 23.10.2024: 08:30 - 18:30 h

Thursday, 24.10.2024: 08:30 - 19:00 h

Friday, 25.10.2024: 08:30 - 16:30 h



03 Dismantling

Friday, 25.10.2024: 17:00 - 22:00 h

Saturday, 26.10.2024: 08:00 - 22:00 h



Important details on four pages

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01 Compliance

DKOU2024 has been assessed by the [Ethical MedTech \(EMT37882\)](#) as "Provisionally Compliant".

02 Exhibitors' passes

There is a free contingent of exhibitors' passes (e-tickets) per exhibitor: Per 4 sqm you will receive one exhibitors' pass for free (at least 2 per stand area).

With the passes, you may visit the scientific programme and the exhibition (excepting courses which have to be booked separately), there is NO CME certification included.

Cost free exhibitors' passes will be registered automatically, there is no need to book them separately.

You will receive your e-tickets automatically one week before the congress.

The exhibitors' passes are not personalized and can be transferred on a daily basis to another person.

Furthermore, you have now the possibility **until 20 September 2024** to order additional exhibitors' passes for € 75,- per person/day or € 150,- per person/all 4 days. Please follow this link to our [portal](#). From two days on a ticket for all days is more reasonable. After your registration you will receive a confirmation via email.

All e-tickets for your stand personal to access the congress will be sent via email to our main contact person, which has booked your stand area. Please forward this email to your stand personal.

Please bring your own company name badge along for DKOU as e-tickets cannot be printed in Berlin.

If you have any requests in regard of the exhibitors' passes please contact Ms Kerstin Schwarz-Cloß kerstin.schwarz-closs@intercongress.de

03 Access set-up and dismantling

The access to the trade fair Berlin during set-up and dismantling is organised through the system "VisiFair".

Slots can be booked from 16 September 2024 here:
[Visifair booking](#)

Code after registration/log-in: xK7tK

Costs: EUR 15,- per hour

Without pre-booking, the access will NOT be possible.

Booking changes are possible until the slot is activated, subject to availability.

During the congress days the [traffic guide](#) describes how to access.



04 Webshop Messe Berlin

Different orders as for example for

- Electricity (Electricity is not available free of charge at any place of the trade fair)
- Water installation
- Internet access and telephone
- Audio, screen and projection
- Waste disposal, stand cleaning, stand security....

can be booked through the [Webshop](#). Please use your existing Messe Berlin log-in data from DKOU 2023 or register again.

05

Expofair (Furniture, Flooring, Shell scheme)

Furniture, flooring and shell schemes can be booked through our partner Expofair.

The order forms can be found at the [Webshop](#) under "Stand construction and equipment" or directly here: [Order forms Expofair](#)

Contact: Expofair GmbH, Phone: +49 30 684086-0,
Email: info@expofair-berlin.de

06

Estensis (Technical equipment)

Please book technical equipment directly through our partner Estensis and send your request directly to rental@estensis.de.

07

Schenker (Logistic)

For all logistic requests please contact our partner Schenker:
Transport, storage, forklifts, logistic - [Shipping Manual](#)
[Here you find the Exhibition Freight Handling Tariff.](#)

Contact: Schenker Deutschland AG, Telephone: +49 30 3012995-420,
Email: fairs.berlin@dbshenker.com

08

Parking

Free truck parking is possible at car park „AVUS Nordkurve“.

Payable truck parking on the premises of the trade fair centre has to be ordered online through the [Webshop](#).

Payable car parking is available on "P17+P18" – you must pay your parking ticket on-site (EUR 15,- EUR per day).

09

Catering

In the exhibition halls, you will find different fee-paying food courts.

You can also order food and beverages for your exhibition booth at Capital Catering GmbH:

To order catering please use the following link:

<https://webshop.capital-catering.de/en/>

Telephone: +49 30 3038 2993 (also for orders on-site in Berlin)

Email: cateringservice@capital-catering.de

It is also possible to bring your own food or to engage a caterer of your choice. Please take care that the current food hygiene regulations are respected.

In doing so, please take into consideration the delivery times for service providers during the congress: Tuesday – Friday 07:30 – 08:30 h and 18:30 – 20:00 h.

Attention: When entering the trade fair grounds of Messe Berlin a delivery note has to be shown!

Please serve alcoholic drinks only in the afternoon break/evening.

Please let us know if you are planning a stand party in the afternoon/evening.

10

Scanner

The provision of an attendance list or other participants' (address) data is not possible because of data protection laws. However, DKOU offers the possibility to rent a barcode scanner in order to obtain this data by scanning the participants' QR codes yourself at your booth/workshop. For bookings and further information please contact our partner CVS:

[Booking platform](#)

Deadlines

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Exhibitors' passes (e-tickets)

20.09.2024



Catering

24.09.2024



Expofair: Furniture, flooring, shell schemes

24.09.2024



Scanner

24.09.2024



Schenker: Logistic
see page 8



Permission stand construction

06.09.2024



Visifair: Access set-up and dismantling
Bookable from 16 September 2024



Webshop Messe Berlin

24.09.2024

Exhibitors' Advisory Board meeting on Friday morning,
25.10.2024; Contact: kerstin.schwarz-closs@intercongress.de

Stand construction

All professional stand constructions have to follow the regulations of Messe Berlin. **Booth constructions over 4,00 m and two-storeyed booths are generally subject to authorization and need to be turned in for approval. Please send descriptions with a detailed plan 6 weeks prior to the congress latest to Messe Berlin for permission (see permission at [Webshop](#)).**

All exhibition stands have to be built self-supporting. It is not allowed to fix objects to walls, columns and/or the flooring. The exhibitor himself is responsible for the safety of the booth and has to show evidence if requested.

It is prohibited to exceed the limitations of the assigned exhibition space. Neither lighting nor signage may protrude over the stand limitations. It is generally not allowed to paste walls, columns or other objects of the venue. The exhibitor is liable for any contravention causing damage.

Max. height: 6,00 m from 30 sqm exhibition area / 4,00 m up to 29 sqm exhibition area

If you have booked an island stand area, please note that all sides have to be open without any construction. It is only allowed to cover a max. of 50% of one side.

Booth walls bordering on other booths have to be white and free of any advertisement above 2,50 m.



In the interest of all exhibitors and congress participants it is prohibited to dismantle before Friday, 25.10.2024, 17:00 h! Early dismantling or partial broaching of the booths is not admissible and will be punished with a contractual penalty of 50% of the rental fee.

Furthermore, with early dismantling, 1 loyalty point will automatically be drawn off.

Sustainability

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The future begins today – for this reason we attach great importance to the topic of sustainability.

The aim of DKOU is to make the congress as sustainable as possible, step by step. We have already implemented sustainable measures at previous congresses.

The congress supports sustainability:

- ecological
- economic
- social

Details can be found here: <https://dkou.org/en/sustainability/>

Support the congress on your own by:

- Using re-usable materials for your booth
- Trying to plan your standconcept for a long lasting period
- Using recyclable materials for your stand construction and catering
- Avoiding printed materials und waste

Please use public transportation for your travels and book green label hotels.



Carpet/Flooring

Please note that it is obligatory to lay own flooring (e.g. carpet) during DKOU, as the halls in the fair grounds are only laid out with ugly wooden plates.

Under all circumstances, the adhesive material used must be removed completely after the congress. Subsequent cost incurring through non-observance will be charged to the exhibitor.

You can order carpet or flooring directly at expofair GmbH: [Order form Expofair](#)

Please note that it is obligatory to lay own flooring (e.g. carpet) during DKOU.

Collection of goods

The collection of your goods is possible during the official dismantling times. All goods have to be collected until Saturday, 26.10.2024, 22:00 h at the latest.

The exhibitor himself is responsible to repack and label all outbound packages. Messe Berlin as well as the organiser cannot take care of the packaging. Neither the venue, nor the freight forwarding company, nor the organiser assume liability for any loss or damage of goods.

Messe Berlin itself doesn't have any storage area. Please contact Schenker to store goods at the trade fair grounds during or after the congress: Schenker Deutschland AG, Phone: +49 30 3012995-420, E-Mail: fairs.berlin@dbschenker.com

ADVICE:

Make appointments with your carrier for deliveries and collection of goods to avoid that your material remains unattended.

Delivery

Please use gate 25, Jafféstraße and follow the instructions of the [traffic guide](#). If necessary, please order a fork lift in time from Schenker and/or bring along your own roll lifting cart or other means of transportation (wheels with rubber coating!).

ATTENTION: The city's low-emission zone covers the delivery area of the trade fair grounds of Messe Berlin. Therefore, a green sticker for vehicles is needed for deliveries.

Please note that Messe Berlin assumes no liability for deliveries. The exhibitor himself has to ensure that there is a person in charge at the booth to receive deliveries.

Exhibition spaces

All exhibition spaces will be sized at the beginning of the set-up. If possible, all ordered power connections will be provided at this time, too. All ordered furniture will be distributed by Expofair on Monday, 21.10.2024.

At the end of the event, the exhibition space has to be handed over in the same condition it had been handed over to the exhibitor at the beginning of the exhibition.



Loading and Unloading

Please note that deliveries are restricted to the official set-up times, from Saturday, 19.10.2024 until Monday, 21.10.2024 at the latest, every day from 08:00 h to 20:00 h.

Please use gate 25, Jafféstraße and follow the instructions of the [traffic guide](#). (see also page 14 „Delivery“).

All vehicles with a "Visifair" slot are permitted to enter the loading zone in front of the exhibition halls only for loading and unloading during set-up and dismantling times! Please leave a mobile phone number behind the windshield during this time. After loading/unloading, vehicles have to be removed immediately to ensure a quick and smooth loading for all parties. If disregarded, Messe Berlin is legally responsible to tow away vehicles at the owner's expense.

Please order a fork lift in time from Schenker and if necessary bring along your own roll lifting cart or other means of transportation (wheels with rubber coating!), as there are none available at Messe Berlin. (see „[Schenker](#)“).

Stand cleaning

A general cleaning of the corridors is included in the rental fee. Individual stand cleaning or waste disposal can be ordered separately at the [Webshop Messe Berlin](#) ("Stand services").



Stand security

Please notice that a general nocturnal supervision is only ensured by guards touring through the foyers/halls.

The exhibitor himself is responsible for an individual supervision and guarding of booth and exhibits if necessary. This also applies to stand construction and dismantling periods before and after the exhibition. It is therefore recommended not to leave valuable goods at the booth and to order a stand guard (see „Stand services“ at [Webshop Messe Berlin](#)).

Suspensions from hall ceiling

Suspensions need to be clarified and ordered through the partner of trade fair center Berlin: UEBERKOPF GmbH, Phone: +49 30 555 74 48-20, E-Mail: messe-berlin@ueberkopf.de

Further information can be found at the [Webshop Messe Berlin](#) („Stand construction and equipment“).

Waste disposal

All exhibitors are asked NOT to leave packaging materials at the venue. For the disposal of stand building materials or larger amounts of waste during exhibition time you can engage Messe Berlin. Left waste will be charged separately. Please avoid producing waste and therefore costs by taking your empty containers back with you.

Please send in any case the form "Declaration of Waste Disposal" back to Messe Berlin, (see „Stand Services“ at [Webshop Messe Berlin](#)).

Further details from A-Z

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Accommodation/Hotel

A limited number of rooms have been reserved by Intercongress in several hotels close to Messe Berlin. These rooms are available for all delegates and exhibitors at special rates. Detailed information about all participating accommodation can be found online at <https://dkou.org/en/service/travel-hotel/>. To make a reservation, please contact the hotel directly and use the mentioned keyword. We recommend an early reservation due to room limitations.

ATTENTION: Please be aware that there are fraudulent websites and hotel reservation services attempting to exploit the DKOU brand. Ensure to only use this official website <https://dkou.org/en> for registration and hotel booking!

Important: In accordance with the new local legislation, the City Tax, which has been levied on private stays since 2014, will also be levied on business trips from 1 April 2024. This means that all overnight stays, regardless of the purpose of the trip, will be subject to City Tax.

The city tax of 5% is calculated on the net price of the overnight stay, plus VAT, per night and room. This change is binding, the hoteliers are legally obliged to do so.

Note: We have made the arrangements with the hotels one year prior to the congress. Please compare the rates before making your reservation – better rates may be possible due to last minute- or internet-offers.

Activities outside your own booth

Activities outside the booths such as advertising or interviewing are not welcomed. Advertisement beyond the stand area is subject to authorisation and has to be ordered as extra advertising; costs from EUR 10.000,- plus VAT per person/day will apply.

Approach to the venue

The South area of Messe Berlin is directly connected to the Airport Berlin through a freeway and has its own S-Bahn station.

By car

- Guide system "Messegelände" via Berliner Ring (A10)
- Jafféstraße, 14055 Berlin
- A green sticker for vehicles is required in the city of Berlin (low-emission zone)

PARKING: Payable car parking is available on "P17+P18". You can pay the parking fee directly on the parking space (EUR 15,- per day).

Free truck parking is possible at car park „AVUS Nordkurve“. Payable truck parking on the premises of the trade fair centre can be ordered at [Webshop Messe Berlin](#).

By public transport

- U-Bahn: Kaiserdamm, Theodor-Heuss-Platz
- S-Bahn: Messe Nord/ICC, Messe Süd
- [S+U-Bahn map](#)

Conditions

The [General Terms and Conditions of Business for the Rental of Exhibition Space of Intercongress GmbH](#) as well as the [technical guidelines of the trade fair Berlin](#) apply.

Congress logo

The use of the congress logo is only allowed for the purpose of inviting doctors to the congress. Other use is forbidden and will be subject to a penalty. These graphics templates are available for press work and advertising measures:

<https://dkou.org/en/service/pr-media/>

Congress party

Please order tickets through the following [link](#). Early bookings are recommended as the number of tickets available is limited.

External service personnel

External service personnel for catering at the booth will receive extra passes free of charge. Please send the according proof with a list of names **until 08 October 2024** to thomas.miltz@intercongress.de. The passes are issued on-site in Berlin at the exhibitors' service counter.

Insurance

It is recommended to the exhibitors to organise insurances for the booth and the exhibits.

Liability

The organiser assumes no liability neither for damages of goods and booth material nor for consequential damages. For theft, neither Intercongress GmbH, nor the organiser, nor Messe Berlin assume liability.

Permissions

The exhibitor himself is responsible for obtaining all necessary permissions concerning his work and his personnel and for ensuring all applicable regulations (also GEMA) – see „Permissions“ at [Webshop Messe Berlin](#).

Tax refund

Companies which do not have their head office in Germany and thus are not liable to tax on sales have the possibility to claim back value added tax from the Bundeszentralamt für Steuern in Bonn. Please inform yourself as quickly as possible on the internet at: www.bzst.bund.de to retrieve paid taxes (ATTENTION: limited periods).

This information is part of our contract and is accepted with your booking for DKOU2023!

IMPRESSIONS

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See you at

DKOU2024

German Congress of Orthopaedics and Traumatology

Berlin
22. – 25.
October
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