



DKOU 2026

Service Manual for Exhibitors

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Venue & Building Heights



Venue

CityCube Berlin

Messedamm 26
14055 Berlin, Germany
[Website CityCube](https://www.citycube-berlin.de)

Building Heights

Exhibition Area: Level 2, Hall B

Max. building height: 3,70 m including flooring

see Plan level construction heights and suspensions

Exhibition Area: Level 1, Hall A

Max. building height: 3,70 m including flooring

see Plan level construction heights and suspensions



Suspensions - please register the different areas

Conditions see Plan level construction heights and suspension



Floor Covering

Concrete floor – **please ensure floor covering is laid!**

Stand Construction



All professional stand constructions have to follow the regulations of Messe Berlin. **Booth constructions over 4,00 m and two-storeyed booths (only possible in the grey area on level 2) 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.

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. Slight deviations are possible after consultation.

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, 23.10.2026, 17:30 h! The packing up of materials on the stand areas is permitted from 16:30 h onwards.

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.

Key Facts on 3 Pages

Compliance	DKOU 2026 has been assessed by the Ethical MedTech (EMT-26-08176) as PROVISIONALLY COMPLIANT .
Exhibitors' Passes	There is a free contingent of exhibitors' passes (eTickets) per exhibitor: Per 4 sqm you will receive one exhibitors' pass for free (at least 2 per stand area). The exhibitor passes are now personalized and will be managed by the exhibitors via our new software, where they can also be assigned to the respective booth staff. Adjustments to the assignments can be made independently until the day before the congress. Additional exhibitor passes can also be booked in the new software. Further information, including a detailed user guide, will be provided to you in good time before the start of the congress. 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.
Lead Retrieval	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 licence (own Apple hardware required) for your stand space/workshop via the portal in order to obtain this data by scanning the barcodes yourself.

Key Facts on 3 Pages

Access Set-Up and Dismantling	The access to the trade fair Berlin during set-up and dismantling is organised through the system "VisiFair". <u>Further information can be found here.</u> Slots can be booked from 01 September 2026 here: <u>Visifair booking</u> Costs: EUR 15 per hour, maximum time, see <u>traffic guide</u>. Without pre-booking, the access will NOT be possible. During the congress days the <u>traffic guide</u> describes how to access.
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 • Waste disposal, stand cleaning, stand security.... can be booked through the <u>Webshop</u>. Please use your existing Messe Berlin log-in data (these have nothing to do with your log-in data to the industry portal) or register again.
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 <u>Webshop</u> under "Stand construction and equipment" or directly here: <u>Order forms Expofair</u> Contact: Expofair GmbH +49 30 684086-0, <u>info@expofair-berlin.de</u>
Technical Equipment	Please book technical equipment directly through the <u>Webshop Messe Berlin</u>.

Key Facts on 3 Pages

DSV (Logistic)

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

Contact: DSV Fairs & Events GmbH
+49 30 3012995-420, de.sha.ber.fn@dsv.com

Parking

The previously free truck parking at the “AVUS Nordkurve” parking area is no longer available due to construction work. The next truck parking spaces are: Rasthof Parcforceheide (only a few spaces available) and Freiheit Street (industrial area).

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

Payable car parking (up to minivan size) is available in limited numbers on “P14”, and possibly at “P17 and P18” – you must pay your parking ticket on-site (EUR 15 EUR per day). Allocation is on a first come, first served basis.

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:

webshop.capital-catering.de/en

Contact: +49 30 3038 2993, cateringservice@capital-catering.de

The Capital Catering GmbH holds the exclusive rights for all catering services on site. We kindly ask you to direct any related inquiries to them.

Of course, you also have the option to commission external service providers for your catering. In this case, we ask you to inform the Capital Catering GmbH in advance. Please note that a compensation fee for loss of revenue may be charged for externally provided catering services. The details must be arranged directly with the Capital Catering GmbH.

Please also note the delivery times for service providers (delivery note required) during the congress: Tuesday to Friday, 07:30–08:30 or 18:30–20:00.

Alcoholic beverages may only be served starting from the afternoon break. Violations will result in the closure of the booth. Please let us know if you are planning a stand party in the afternoon/evening.

Deadlines & Times

Visifair: Access Set-Up and Dismantling	bookable from 01.09.2026
Permission Stand Construction	08.09.2026
Exhibitor Passes (eTickets)	19.10.2026
Catering	22.09.2026
Expofair: Furniture, Flooring, Shell Schemes	22.09.2026
Lead Retrieval Licence	22.09.2026
DSV: Logistic	see page 6
Webshop Messe Berlin	22.09.2026
Set-Up	Saturday, 17.10.2026: 08:00–22:00 h Sunday, 18.10.2026: 08:00–22:00 h Monday, 19.10.2026: 08:00–20:00 h Early setup (subject to a fee) is possible starting Friday, 16.10.2026. A form is available upon request. Cost: EUR 30 per sqm per day.
Opening Hours Exhibition	Tuesday, 20.10.2026: 08:30–17:30 h Wednesday, 21.10.2026: 08:30–18:30 h Thursday, 22.10.2026: 08:30–19:00 h Friday, 23.10.2026: 08:30–16:30 h
Dismantling	Friday, 23.10.2026: 17:30–22:00 h Saturday, 24.10.2026: 08:00–22:00 h



Sustainability



Ecological

doing

Economical

thinking

Social

engagement

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

Our goal is to make DKOU as sustainable as possible, step by step. We have already implemented sustainable measures at previous congresses.

Details can be found here: dkou.org/en/service/#sustainability

Support the congress and:

- utilise re-usable materials for your booth and catering
- try to plan your standconcept for a long lasting period
- avoid printed materials und waste
- use public transportation for your travels and book green label hotels

Exhibition from A-Z



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.



Carpet/Flooring

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

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, 24.10.2026, 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 doesn't have any storage area. Please contact DSV Fairs & Events GmbH to store goods at the trade fair grounds during or after the congress: DSV Fairs & Events GmbH, +49 30 3012995-420, de.sha.ber.fn@dsv.com

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

Exhibition from A-Z



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.



Did you know? We have kept the prices for exhibition space stable since 2013 and also with the move to the CityCube.



Delivery - Through Gate 9

Please use gate 9, Messedamm 22 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, 19.10.2026.

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.



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 6 October 2026** to thomas.miltz@intercongress.de. The passes are issued on-site in Berlin at the exhibitors' service counter.

Exhibition from A-Z



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.



Loading and Unloading

Please note that deliveries are restricted to the official set-up times, from Saturday, 17.10.2026 until Monday, 19.10.2026, s. page 7

Please use gate 9, Messedamm 22 and follow the instructions of the [traffic guide](#). (see also page 10 „Delivery“).

All vehicles with a "Visifair" slot are permitted to enter the assigned loading zone only for loading and unloading during set-up and dismantling times!
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 DSV 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 „DSV“).



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](#).

Exhibition from A-Z



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.

Exhibitors can order stand security for the supervision of their individual booth via the Messe Berlin webshop. 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, +49 30 555 74 48-20, messe-berlin@ueberkopf.de

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

For suspended structures, advertising facing neighboring stands is not permitted unless a minimum distance of 1 meter from the neighboring stand is maintained.

IMPORTANT: Please be sure to follow the information regarding the different areas: see [Plan level construction heights and suspensions](#)



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



Accommodation/Hotel

A limited number of rooms have been reserved by Intercongress in several hotels close to Messe Berlin. Detailed information about all participating accommodation can be found online at dkou.org/en/travel-hotel/#accommodation

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 since 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 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.



Please be aware that fraudulent websites and hotel reservation services attempt to exploit the DKOU brand. Ensure to only use this official website dkou.org/en for registration and hotel booking!



Approach to the Venue

The CityCube 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)
- Messedamm 26 (P14) / Jafféstraße 2 (P17, P18), 14055 Berlin
- A green sticker for vehicles is required in the city of Berlin (low-emission zone)

Payable car parking (up to minivan size) is available in limited numbers on "P14", and possibly at "P17 and P18" – you must pay your parking ticket on-site (EUR 15 EUR per day). Allocation is on a first come, first served basis.

The previously free truck parking at the "AVUS Nordkurve" parking area is no longer available due to construction work. The next truck parking spaces are: Rasthof Parforceheide (only a few spaces available) and Freiheit Street (industrial area). Payable truck parking on the premises of the trade fair centre has to be ordered online through the [Webshop Messe Berlin](#).

By public transport

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

Further Details from A-Z



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. The graphics are available for press work and advertising measures: dkou.org/en/service/#pr-media



Congress Party

Tickets can be ordered from end of August through our new software (see exhibitors' passes).



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).



All above mentioned information is part of our contract and is accepted with your 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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