



32. Jahrestagung

DER DEUTSCHEN
TRANSPLANTATIONS-
GESELLSCHAFT

26.-28.10.2023 / Jena

INFORMATION FOR EXHIBITORS AND SPONSORS

www.dtg2023.org

Exhibition and Sponsorship Manual

Please note, that this translation has only been provided to you for your convenience. Please request the [original in German language](#) for a binding document.

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Summary of important deadlines

Klärung der Anlieferung und ggf. benötigter Sondergenehmigungen	01 Jul 2023
Programme industry symposia and contact persons	15 Sep 2023
Approval of stand drawings (for stands $\geq 12 \text{ m}^2$)	15 Sep 2023
Ordering Catering	25 Sep 2023
Waste Disposal and Cleaning	26 Sep 2023
Hiring individual stand security	26 Sep 2023
Ordering Connections	01 Oct 2023
Files for Promotional Slides and Displays	01 Oct 2023
Ordering furniture and equipment	06 Oct 2023
Applying for collection of booth materials on 30 Oct 2023	14 Oct 2023
Applying for collection of booth materials on 30 Oct 2023	14 Oct 2023
Registration of booth staff	10 Oct 2023
Rebooking fee for registrations	from 11 Oct 2023

2. Conference Format

The DTG Annual Meeting 2023 will be held as a face-to-face event; hybrid elements are not planned. Therefore, the industry exhibition will also be held exclusively on site in Jena.

3. Conference Venue & Location Industrial Exhibition

Venue

Volkshaus Jena

Carl-Zeiss-Platz 15, 07743 Jena, Germany

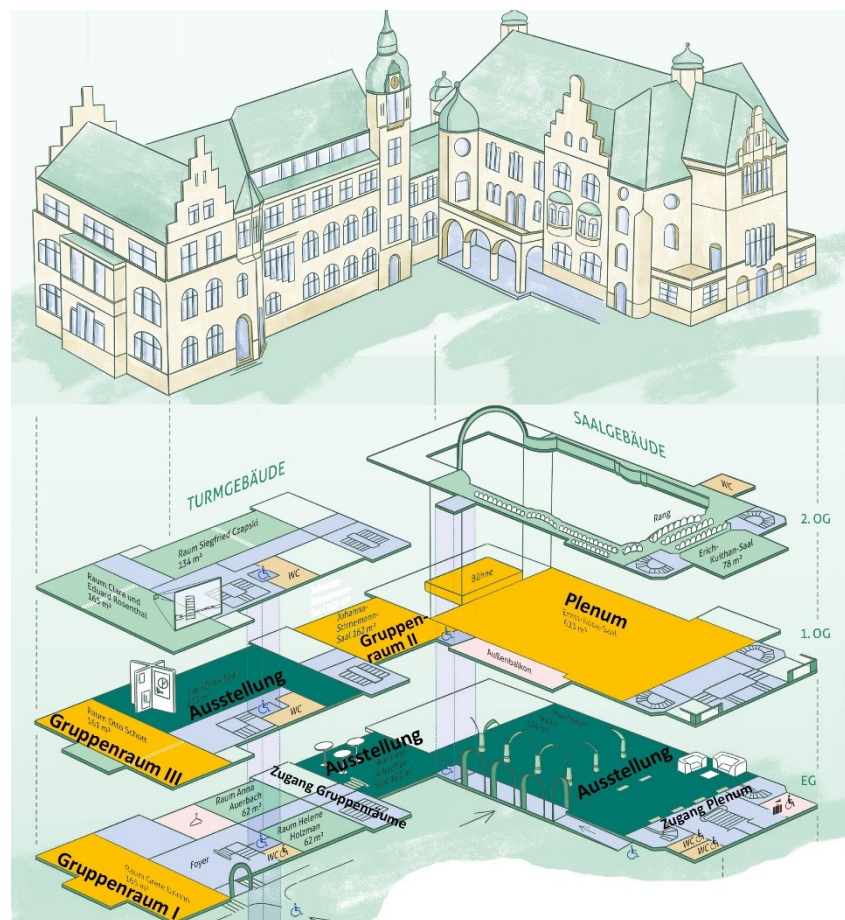
<https://www.volkshaus-jena.de/>

Industrial Exhibition

The Volkshaus consists of the hall building and the tower building, which are connected with each other.

The plenum is located in the hall building, the lecture rooms for the parallel sessions in the tower building on the ground floor and 1st floor.

The exhibition and catering stations are distributed in these areas and must be crossed to reach the meeting rooms.



Volkshaus Jena, preliminary room overview (as of April 2023)

4. Information on Booth Spaces

For information on the **positioning and number of your booth**, please see the document <https://www.dtg2023.org/ausstellung-sponsoring/> on the conference website. Individual advertising outside the booth space (e.g. distribution of flyers or mounting of posters) is solely allowed with the organiser's prior permission.

Floor Covering

The floor in the hall building in the exhibition areas **Max-Reger-Halle and Wandelhalle** consists of beige natural stone. In the **Wandelhalle** area, there is a gray carpet covering on the natural stone slabs in the area of the stands. The carpeting in the area of booth 2 in the middle of the Wandelhalle can be removed on request. The carpeting in the area of Stands 1A, 1B, 3A and 3B is fixed and cannot be removed; however, it may be built over.



The floor in **Tower Building in Hermann-Schaeffer-Saal** on the ground floor and in **Carl-Zeiss-Foyer** on the 1st floor consists of **light-colored parquet**.



The floor coverings are to be treated with reasonable care.

It is permitted to lay own floor coverings, provided that the material complies with DIN 4102 (fire behaviour of building materials and components) or EN 13501-1, and does not hinder the opening of doors or access to escape routes. Carpeting and other flooring must be laid in an accident-proof manner (especially with regard to the risk of slipping, tripping or falling), must not protrude beyond the stand boundary and must be removable without leaving any residue. Adhesive markings,

carpet fixings and the like may only be made with special carpet installation tape that can be removed without leaving any residue. Any soiling that is not removed (also applies to substances such as oils, greases, paints and the like) will be removed at the exhibitor's expense.

Self-adhesive carpet tiles are not permitted. The floors may not be painted or covered in any other way. Furniture brought in must be provided with felt glides or similar materials to protect the floor from damage.

Anchors and fixings in the floor are not permitted. The placement of damp or soaking objects is prohibited. Any leaking moisture must be removed immediately. When setting up refrigerators and mobile counters, a water-impermeable collecting device must be provided.

Heavy loads, lifting materials and boxes may only be transported in the halls with rubber-tyred trolleys or pallet trucks, whereby skid marks caused by rubber abrasion must be avoided. If a pallet truck is required, it must be brought along.

The **maximum possible floor load** in **Wandelhalle and Max-Reger-Halle** as well as at **Hermann-Schaeffer-Saal in the ground floor** as well as in **Carl-Zeiss-Saal in the 1st floor** is not known, assume max. 500kg / m².

Since the foyers were designed for public traffic and not for larger exhibition stands (natural stone slabs laid on screed), larger loads must be spaced out and point loads avoided in any case.

Lighting

The general lighting in the exhibition area may not be sufficient to effectively illuminate every single booth. The exhibitor has to take care of individual lighting of his booth in order to secure best visibility. In general, we recommend the installation of additional lights at the booth.

Ceiling and Construction Height, Suspensions

The ceiling heights vary due to the different exhibition areas and range from 2.8 m to 6.0 m. In addition, different lamps and luminaires are installed and hang at different heights (see next page for photo). Please note the heights in the exhibition areas:

Passage width middle doors Wandelhalle (both sides): 1,88m

Clearance height under the ceiling lights in the Wandelhalle: 2.80m

Clearance height under the column spotlights in Max Reger Hall: 2.60m

Clearance height under the lamps Hermann-Schaeffer-Saal: 2,60m

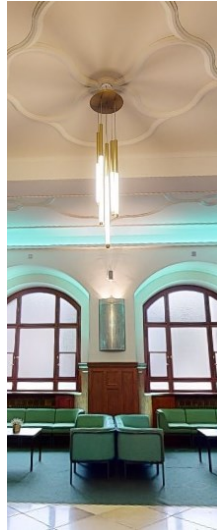
Clearance height under the lamps Carl-Zeiss hall: 2,60m

To ensure good visibility for all stands, the **permissible construction height is limited to 2.50m**. For individual superstructures, a greater construction height can be requested from K.I.T. Group.

Suspensions are not possible in the exhibition area.



column spotlights Max-Reger-Halle



ceiling lights Wandelhalle



ceiling lights C-Zeiss Saal

Waste Disposal and Cleaning

Standard "daily waste" will be disposed of during the nightly cleaning if it is placed clearly visible in front of the booth after the closing of the exhibition in the evening. Waste, recyclables and residual waste containers in the booth must be emptied regularly, at the latest every evening after the end of the trade fair. If a huge amount of waste is produced during the conference, K.I.T. Group reserves the right to subsequently invoice the **disposal costs** to the exhibitor. This also applies if the exhibitor leaves hazardous waste at the premises. **Additional waste disposal** needs to be ordered separately. If required, please contact the conference organisation K.I.T. Group GmbH Dresden directly at info@dtg2023.org **until 26 September 2023** at the latest.

The exhibitor must ensure that all materials (embellishments, packaging, decorations etc.) as well as fixtures and superstructures brought to the venue by himself or his sub-contractors are completely removed at the end of the event. According to the principles of the "Kreislaufwirtschafts- und Abfallgesetz" (KrW-/AbfG = Act for Promoting Closed Substance Cycle Waste Management and Ensuring Environmentally Compatible Waste Disposal), the production of waste materials should be avoided as far as possible through choosing reusable materials. Waste that cannot be avoided must be disposed of in an environmentally sound manner (recycling rather than disposal). The exhibitors are obliged to make an effective contribution to this goal and to practice waste separation as indicated on the collecting boxes.

During the **daily cleaning**, only common areas will be cleaned. Individual booth cleaning needs to be ordered separately (Price: EUR 10 net per m² cleaning). If required, please contact the conference organisation K.I.T. Group GmbH Dresden directly at info@dtg2023.org **until 26 September 2023** at the latest.

After set-up period, there will be a basic cleaning of the exhibition area. Materials, that remain outside of the booth at that time, will be removed at the costs of the exhibitor.

Security Service

Outside of the conference hours, especially during night-time, a **general security service** will be provided by the organiser, who will overlook the whole reception and exhibition area. The organiser does not assume any liability for loss or damage of goods. The venue Volkshaus Jena is authorised to take actions that are required for security and surveillance reasons. The exhibitor is responsible for the individual surveillance of the booth and exhibits.

Irrespective of this, goods at risk of theft should be specially secured during the night hours and locked away. If necessary, the exhibitor is responsible for the separate guarding of the stand and the exhibition goods. Individual booth surveillance needs to be ordered separately. If required, please contact the conference organisation K.I.T. Group GmbH Dresden directly at info@dtg2023.org **until 26 September 2023** at the latest.

During the conference hours, no security service will be provided by the organiser. Exhibitors are expressly requested to keep their stands permanently manned and to particularly secure goods that are at risk of theft. During dismantling, we ask you not to leave your stand until valuable exhibits have been loaded or handed over to the forwarding agent. If this is not possible, it is advisable to hire a security guard.

5. Regulations on Booth Construction

The booth spaces will be marked by the organiser. Booths have to be built on the assigned booth space only. The exhibitor has to expect minor deviations in size or positioning of the booth. The exhibitor is obliged to adapt the booth planning to suit constructional facts and conditions of the venue and to inform themselves on the location and dimensioning of any structures or other facilities on their stand, in particular columns, fire alarms, wall hydrants, the routing of utility channels, ventilation systems, floor unevenness, etc. Supports, wall projections, partition walls, electrical power supply distribution boxes and fire-fighting equipment as well as other technical equipment are part of the assigned booth space. The organiser cannot assume any liability for the accuracy of the dimensions given in floor and booth plans and claims against the organiser as a result of deviations from the stand confirmation cannot be asserted. Booth constructions are not allowed to exceed the allocated booth area. Lighting fixtures and signage must not extend beyond the booth space. The organiser reserves the right to invoice any additional spaces used.

Visible rear sides of booth constructions adjacent to neighbouring stands must be kept smooth and neutral in colour (e.g. white or light grey). The exhibitor must design the connection to neighbouring stands properly at his own expense. In the event of non-compliance with this regulation, the fencing to the neighbouring stand will be carried out at the expense of the exhibitor causing the problem.

Exhibition booths including installations and exhibits as well as advertising media are to be built soundly so that there is no risk to life and health or to safety and public order. The exhibitor is responsible for the structural safety of the booth and may have to produce evidence thereof. In cases of doubt, the organiser and the Volkshaus Jena are entitled to commission a structural survey at the exhibitor's expense. Please consider the VStättVO (Regulation on the construction and

operation of meeting places/locations/venues) of Thuringia with respect to the requirements on booth safety. The exhibitor will be held liable for any damage resulting from infringements of these rules.

If the technical guidelines are observed when designing and erecting exhibition booths with a maximum height of 2.50 m and an exhibition booth area of less than 12 m², no separate approval needs to be applied for. All other booths are subject to approval. Please send both construction drawings directly to the conference organisation K.I.T. Group GmbH Dresden at info@dtg2023.org **until 15 September 2023** at the latest.

Booths must always be open at the top. Stand ceilings must be regarded as being open if no more than 50% of their horizontal surface is closed, in terms of square metres (in the case of sloping ceilings, in terms of the projection surface). Closed cover / spanning with ceilings is not allowed.

For building constructional systems made of glass or acryl glass, only security glass may be used. Edges of glass panes must be worked or protected in such a manner that they pose no danger of injury. Structural elements fabricated entirely from glass shall be marked at eye level at any time and have to comply with the technical rules for the usage of glass constructions for fall protection (Technische Regeln für die Verwendung von absturzsichernden Verglasungen - TRAV“).

Materials that are easily flammable and drip or form toxic gases when burnt may not be used to build the booth. All materials employed at the booth must be flame resistant (at least B1 according to DIN 4102-1 or class C according to DIN EN 13501-1). The property 'flame resistant' can only be achieved subsequently for part of these materials with a flame retardant. The flame retardant that is used must be officially approved. Special requirements may be set for load-bearing parts of the structure in individual cases for safety reasons. The confirmation of the flame resistance and/or impregnation in accordance with the regulations must be kept on the booth for inspection at any time. Products which have no CE –certificate of conformity and which do not meet the requirements of § 4 sect. 1 or 2 of the German Equipment and Product Safety Act (Gesetz über technische Arbeitsmittel und Verbraucherprodukte - GPSG), are not allowed to be exhibited.

Superstructures, equipment, furnishings, decorations (materials) that are brought into the place of assembly and which do not satisfy these regulations or the regulations on operation of venues (VStättVO), may not be set-up in the place of assembly and may have to be removed or modified at the exhibitor's expense. This also applies if the modification is carried out by the organiser. For cause, in particular in the case of severe safety deficiencies, booths may be closed partially or fully.

Please observe the applicable hygiene regulations of the state of Thuringia when constructing your booth! As an exhibitor, you are responsible for complying with them.

6. Ordering Additional Services

Please note, that power supply, furniture and technical equipment as well as individual catering are not included in the exhibition space rental fee. These services must be ordered separately at the exhibitor's expense (see below).

Ordering Catering

Simple break catering for all attendees (both scientific participants and booth staff) will be provided by the conference organisation and distributed at the central catering stations.

The catering company contracted by the event organization is **WOT Catering**. Please direct your requests for individual catering at the booth or during the industry symposia to the following contact person **by 25 September 2023** at the latest:

Catering company	WOT Catering GmbH & Co. KG
Contact person	Mr. Danilo Kropf
Phone	+49 (0)3641 2172946
E-Mail	dk@wot-jena.de

You can find some catering examples with prices in the banquet folder of the company WOT Catering, which is available for download on the website www.dtg2023.org in the section "Ausstellung & Sponsoring" in the tab "[Pläne & Formulare](#)". For the simple order please use the order form (available at the same sub-page). Orders after 25 September 2023 will be charged with a surcharge of 50%.

Bringing in and serving own food and beverages as well as cooperation with external catering companies are not permitted. The serving of coffee with an external barista is permitted, but must be registered informally with K.I.T. Group GmbH Dresden (info@dtg2023.org). Dishes can be rented and cleaned at WOT Catering. Please contact the above-mentioned contact person.

Ordering Furniture & Equipment

Orders for booth furniture and equipment can be placed via the trade fair construction company **Bethke Projekt OHG**. Please use the order form under www.dtg2023.org in the section "Ausstellung & Sponsoring" in the tab "[Pläne & Formulare](#)". If you do not find what you are looking for on the forms, please contact the trade fair company directly with a detailed description of your needs:

Bethke Projekt OHG

E-Mail: ina.bethke@bethke-projekt.de

Tel.: +49 (0)361 - 26 25 18 13

Deadline for ordering booth furniture and equipment: 06 October 2023

Stand equipment ordered after this deadline can only be accepted after reconfirmation and with a delay surcharge.

Ordering Connections

Power connections for the exhibition booths will be installed by the venue Volkshaus Jena. Ordering and invoicing will be carried out by K.I.T. Group GmbH Dresden.

Please e-mail your requirements to info@dtg2023.org **no later than 26 September 2023** and include a stand drawing showing the desired location of the connections. When ordering CEE industrial connections, please list the equipment you plan to use so that the technicians can plan the load distribution.

The following electrical connections are available. The prices are valid for the entire duration of the event and include the laying of the stand supply line and consumption. Other services (e.g. distribution within the stand, lighting systems or installation of exhibitor's own material) are not included. All prices plus 19 % German VAT.

- 70,00 € per Schuko connection 16 A
- 120,00 € per three-phase connection 16 A CEE
- three-phase connection 32 A CEE: on request

No liability is accepted for power failure, voltage fluctuations and damage to the equipment. It is the exhibitor's responsibility to insure himself against damage caused by power failure.

Water connections within the exhibition area are not possible.

Wireless internet (limited network bandwidth) will be provided free of charge for all participants and exhibitors on-site.

Hiring Booth Cleaning and Surveillance

Hiring booth cleaning: ➔ [3. Information on Booth Spaces – Waste disposal and cleaning](#)

Hiring booth surveillance: ➔ [3. Information on Booth Spaces – Security Service](#)

Reservation of Meeting Rooms

Meeting rooms are available in the venue Volkshaus Jena, which can be rented for meetings. If you need a meeting room during the DTG Annual Meeting, please contact the congress organization.

7. Logistics

Set-up, Dismantling and Opening Hours

Set-up and dismantling have to be carried out and finished during the below-mentioned periods. To ensure safety, no construction activities are allowed during opening hours. If you require additional construction times, please contact K.I.T. Group GmbH Dresden (info@dtg2023.org) in due time. The expenses and costs arising thereby will have to be borne by the exhibitor.

Booths or exhibits not dismantled and removed in time will be disposed of at the exhibitor's expense and risk without checking the residual value. Liability of K.I.T. Group or the Volkshaus Jena is excluded.

Set-up times	Wednesday, 25 Oct 2023	08:00 – 20:00 h	
Opening hours	Thursday, 26 Oct 2023	08:00 – 18:00 h	
	Friday, 27 Oct 2023	08:00 – 18:00 h	
	Saturday, 28 Oct 2023	08:00 – 16:00 h	
Dismantling times	Saturday, 28 Oct 2023	14:30 – 16:30 h	only minor, low-noise works within the booth
		16:30 – 22:00 h	dismantling of booths

Please note that all times are preliminary and might be changed slightly due to organisational requirements.

Directions and Delivery for Booth Constructors

Deliveries may only be made during the above-mentioned construction periods. In order to ensure a smooth flow of traffic during the construction and dismantling periods and the duration of the event, traffic regulations and traffic management rules must be observed.

All vehicles may only drive to the loading areas for loading and unloading and must be removed immediately after the loading process. Parking in the loading area is prohibited. Engines must always be switched off during waiting times.

Detailed directions can be found on the website <http://www.dtg2023.org/> under the heading Exhibition & Sponsorship in the tab "Pläne & Formulare". There you will also find further details on parking facilities for trucks and cars.

Loading and unloading of trucks is possible via the lot directly in front of the Volkshaus, **Carl Zeiss Platz 15**. Since the parking space is limited, waiting times may occur here. Up to 3 trucks (7.5t) can be unloaded at the same time.

2 trucks at the same time can unload directly via the main entrance, which is separated from the loading area by two steps. However, by means of a tail lift, barrier-free unloading into the exhibition area in the hall building is possible. A third truck can be unloaded at the same time via the side entrance at the front. However, this entrance is NOT at ground level; individual steps must be negotiated.

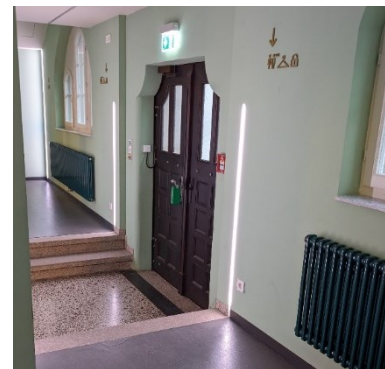
There are several access doors available. Depending on the area in which your exhibition stand is located, we recommend using the following **alternative access points**:

Exhibitors in the Hall Building Ground Floor (**Max-Reger-Halle and Wandelhalle**)

- Unloading at ground level via the main entrance (yellow arrow). A ramp is available. You enter directly into the Max Reger Hall with access to the Wandelhalle.

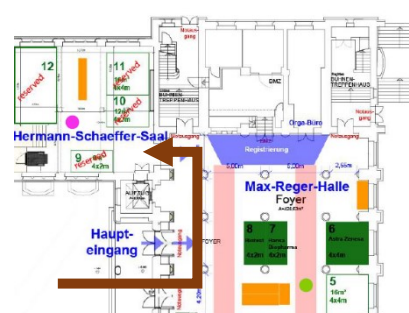


- Unloading via the side entrance at the front of the Hall Building (red arrow). This entrance is NOT at ground level, there are single steps to overcome. You will reach the Wandelhalle and further the Max Reger Hall via the main staircase.



Exhibitors in Hall Hermann-Schaeffer-Saal (Ground floor)

- Unloading via the main entrance (at ground level, ramp available). You can reach the Hermann Schaeffer Hall, which is directly adjacent to the Max Reger Hall, at ground level.

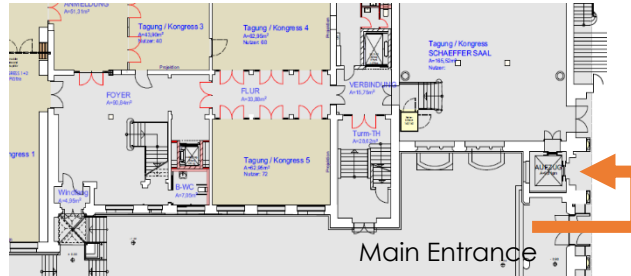


Exhibitors in 1st floor (Carl Zeiss Saal)

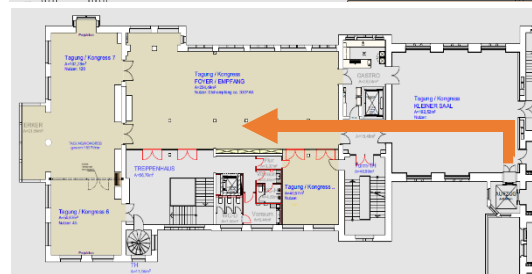
- Delivery via the main entrance (at ground level, a ramp is available): immediately to the left after the entrance doors is the freight elevator (door width 1.25 m). This will take you to the small hall on the 1st floor, which you may cross during the set-up times. From here you reach the Carl-Zeiss-Foyer via the staircase, passing through 2 doors.



Unload Ground floor

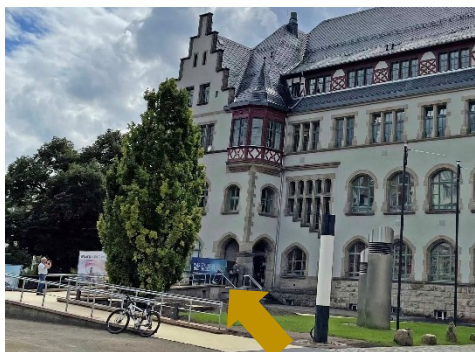


Main Entrance



Routing 1st floor

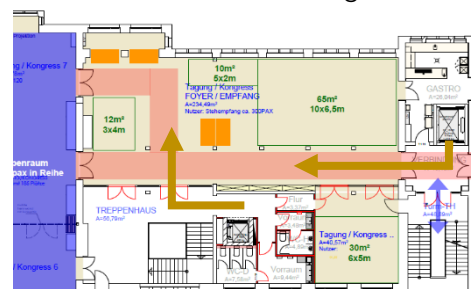
- Unloading via the access to the tower building:
 - o A ramp is attached to the door so that the foyer can be reached barrier-free from Carl-Zeiss-Platz.
 - o You cross the foyer in the direction of the hall building and reach an elevator (door width 1.10 m, depth 2.30 m), which takes you to the stairwell on the 1st floor; through a door you reach the Carl Zeiss foyer.
 - o Or: In the tower building foyer, you will find a small elevator directly behind the stairs; this will take you to the stairwell on the 1st floor and from there directly to the Carl Zeiss Hall.



Unload with ramp



Ground floor tower building, direction to elevators



1st floor Tower Building
Direction from elevators to
Carl Zeiss Saal

Delivery of Materials in Advance

Materials required for booths may be sent directly to the venue Volkshaus Jena **from 23 October 2023**. Due to insurance reasons and other events that take place at the Volkshaus Jena beforehand, 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.

Delivery Address: Volkshaus Jena
z.Hd. Sarah Gehauf
DTG 2023
Carl-Zeiss-Platz 15
07743 Jena

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.dtg2023.org in the section "Ausstellung & Sponsoring" in the tab "[Pläne & Formulare](#)").

Event:	DTG 2023
Date:	26.10. – 28.10.2023
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 [serial packing number] of [total amount of items]

Courier services and forwarding agents have to be informed about the title of the event "DTG 2023" in order to enable the Volkshaus Jena to identify the delivery.

Disposal of Packaging Waste and Empties

It is requested that packaging waste/empties etc. be taken away by your booth construction company after assembly and dismantling. It is not permitted to leave materials behind in the Volkshaus Jena. Materials left behind will be disposed of at the exhibitor's expense at an increased charge without checking their value.

No empties may be stored in or outside the booths, in the Volkshaus Jena or on its outside grounds during the duration of the congress. Any empties must be removed as quickly as possible. Any empties produced during assembly and dismantling must be removed after work has been completed on the stand.

Collection of Booth Materials after the Conference

Booth materials must be collected from the exhibition area directly after dismantling on 28 October 2023. In individual cases, smaller packages can be stored until 30 October 2023. In any case, this must be coordinated with the congress organisation (info@dtg2023.org) **until 14 October 2023** 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.

8. General Guidelines and Safety Rules

The exhibitor complies with occupational safety rules, trade law provisions and regulations on operation of venues (VStättVO) provided by police, fire fighters, TÜV, the German Social Accident Insurance (DGUV) or similar institutions and relevant authorities. The exhibitor and its service companies are responsible for observing these regulations. In the event of infringements of the statutory regulations, the organiser, the Volkshaus Jena and/or the pertinent authorities can order the work to be stopped.

The exhibitor and the companies commissioned by him are responsible for observing the accident prevention regulations and occupational safety regulations. The exhibitor and the companies commissioned by him must ensure and, if necessary, provide for appropriate coordination that their assembly and dismantling work does not endanger other persons present in the place of assembly. If this is not possible, the work must be temporarily stopped and a report made to K.I.T. Group or Volkshaus Jena. Dangerous areas must be cordoned off and marked, even for a short time, if necessary.

Aisles, escape routes, emergency lighting and fire extinguishing systems (fire alarms, water poles, hydrants, fire extinguishers and lines, smoke dampers, trigger points of smoke extraction systems, smoke detectors and supply and exhaust air openings of the heating and ventilation system) as well as their signs may not be obstructed, covered or otherwise made unrecognizable. Furthermore, emergency exits, doors and elevators may not be obstructed, built over, blocked, covered or otherwise rendered unrecognizable at any time. It must be ensured that doors along escape routes can be completely opened with ease from the inside. Halls may not be blocked by objects at any time. All corridors serve as escape routes in an emergency.

The access roads and entrances to the Volkshaus Jena must be kept clear as escape routes and may not be blocked by setup material, means of transport, vehicles, components or other objects. Any illegally parked vehicles or trailers will be removed at the owner's expense (even without prior warning).

The Volkshaus Jena and persons authorised by it exert the householder's rights at the exhibition grounds. The organiser reserves the right to expel persons from the venue and/or pronounce a house ban if they act contrary to the conditions of participation or do not adhere to any rules set by the organiser or by the Volkshaus Jena. The Volkshaus Jena and persons authorised by it, police force, fire brigade and other supervisory authorities must be granted access to the booths at any time.

There is a smoking ban throughout the entire venue at all times. The smoking ban must be observed and enforced by each exhibitor at his booth. Smoking is permitted on the forecourt.

Due to fire protection laws, usage of open light or fire (incl. candles and burning pastes), flammable liquids or gases (incl. gasoline, kerosene, spirit for cooking or heating purposes), pyrotechnical objects, explosives and other dangerous materials at the booth is not allowed at any time. The operation of deep fryers or other cooking equipment at the booths is prohibited. All electrical devices that generate heat or become hot must be mounted on non-flammable, heat-resistant and asbestos-free bases as a special protection. Depending on the generated heat, there must be a sufficiently large distance to flammable substances, fire alarms and sprinkler heads. Lamps may

not be mounted on decorations or similar materials. Electrical devices that are potentially hazardous if operated unsupervised must be switched off at the end of every day after the event. It is recommended to provide suitable and tested fire extinguishers on the booths.

The exhibitor is not permitted to hammer nails or hooks into the walls, pillars, doors, glass fronts or other surfaces of the venue and its facilities, or to drill, tape or attach anchors to them. Nor may these be used for leaning objects. After dismantling, the original condition of the exhibition areas must be restored. The exhibitor is liable for any damage to ceilings, walls, floors and installation equipment. Adhesive tapes / strips must be removed without leaving any residue. Damage to and contamination of the event premises, its facilities, including outdoor facilities, by exhibitors or their agents must be reported to K.I.T. Group in any case.

Works causing noise and dirt, e.g. sawing and grinding, as well as laying wiring are not allowed. Any kind of welding, cutting, soldering, defrosting and abrasive cutting work at the venue is prohibited.

Connections to the existing utility network are only available in certain areas and, for safety reasons, may only be made by the venue's own staff or by approved specialist companies familiar with the place of assembly. Water and wastewater installation are not possible.

The exhibitor is responsible for electric installations within the booth area, which have to comply with the current regulations established by the German Association for Electrical, Electronic & Information Technologies (VDE) and the German Social Accident Insurance (DGUV).

The operation of acoustic systems as well as any kind of audio-visual presentation by the exhibitor requires the approval of the organiser and must be applied for in writing. The noise level must not exceed 60 dB during musical performances. In the event of repeated non-compliance with these regulations, the power supply to the exhibitor's booth may be interrupted. The exhibitor shall not be entitled to compensation for any direct or indirect damage caused by the interruption of the power supply. The burden of proof for compliance with the regulations lies with the exhibitor. The permission of the 'Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte' (GEMA) is required for any kind of music playback in accordance with the statutory regulations (copyright law). Music that is played back without being registered with GEMA can result in claims for damages.

Natural plants may only be used for decorations when fresh. If it is being noted during the event that plants are drying out and are thus highly flammable, they need to be removed immediately. Trees need to be knot-free up to 50 cm above the floor. Deciduous and coniferous trees can only be used with damp root clumps. Bamboo, reed, hay, straw, bark mulch, turf or other similar materials do not usually meet the aforementioned requirements. It is not permitted to bring animals onto the premises.

The use of balloons filled with safety gas and other flying objects as well as the use of fog machines or laser systems are prohibited. Furthermore, the use of spray guns and nitro lacquers is forbidden. Furthermore, the use of compressed gases, radioactive substances, high-frequency equipment, radio equipment and X-ray equipment is not permitted.

Any additional requirements or exemptions from the above-mentioned regulations need to be approved in written form by the organiser well in advance. The organiser is to be informed about

additional requests in good time. Rented booths and equipment have to be treated with care and handed back in proper condition.

The exhibitor can be held liable for any personal or material damage caused by him or his vicarious agents. Neither K.I.T. Group GmbH Dresden nor the Volkshaus Jena take any responsibility or liability for damages or losses at the booths or of the exhibits. All exhibitors are advised to arrange appropriate insurances for their exhibits.

Please also consider the general terms and conditions mentioned in the exhibitor contract.

9. Promotional Slides

If you have booked a **Promotional slide** or the integration of a 30-second **Video clip** within the break slides or if this service is included in your booked service package, please send us

- your slide as a PDF, .jpg-, .png- or pptx-file
- your video clip (between 1280x720 and 1920x1080 px, max. 3 Mbit/s) as MP4 file

with an aspect ratio of 16:9 **until 1 October 2023** the latest to info@dtg2023.org.

10. Displays within the venue

Video clips or PPT slide on a display in the foyers

If you have booked the use of the displays in the foyer (max. 30 seconds advertising video or max. 3 PowerPoint slides; display duration per slide & run approx. 10 s, display in a loop together with congress information/information of other sponsors), please send us

- your slide as a PDF or .png-file
- the Video clip (1080x1920px, max. 3 Mbit/s) as MP4 file

in portrait format with size 1080x1920px (production for best quality ideally in Photoshop or comparable software) **until 1 October 2023** the latest to info@dtg2023.org.

11. Industry Symposia

If you have booked an industry symposium or it is included in your sponsorship package, please send the title as well as the detailed programme of your symposium to info@dtg2023.org **until 15 September 2023** the latest. Please consider that the smooth implementation of your industry symposium may be at risk if the organiser does not receive the information in time.

After the scientific secretariat has approved the title and programme of your symposium, the symposium will be included in the online programme. If you send us a PDF document introducing your symposium, we can include this document in the online programme. The organiser will not conduct any further announcements of the sponsor's symposium – additional promotional activities have to be organised by the sponsor. Placing signs and banners within the conference venue is only allowed directly before your symposium and only in front of the allocated room.

The **time slot and room allocation** for your symposium can be found in the online programme at www.dtg2023.org. The organiser may slightly change room and time due to organisational requirements, if necessary. Sponsors may access their room 15 minutes prior to and after their symposium for preparations and follow-up. The allocated time slots have to be strictly adhered to and may only be exceed if the organiser is consulted before. If the room set-up is changed during the symposium, the initial set-up needs to be restored when leaving the room.

The sponsor may use the technical conference equipment that is installed in the room (sound system incl. microphone at lectern, microphone for questions from audience and microphone for session chair, data projector and screen for aspect ratio 16:9, presentation laptop with presentation management system and laser pointer). Further technical requirements have to be discussed with the conference organiser in due time and ordered at extra costs.

For each symposium, K.I.T. Group must be given the name of a contact person from the sponsor who is responsible for on-site support of the symposium. This contact person will arrange an appointment with the congress organisation for the set-up day (25 Oct 2023), during which the procedures and technical requirements will be finally coordinated and rehearsed with the relevant service providers.

Hybrid elements are not offered.

Please note that K.I.T. Group does not make any arrangements for the speakers of the industry symposia. I.e. registration, travel expenses, etc. for the symposium speakers have to be arranged by the sponsors. All speakers or visitors of the symposium must be registered for the conference according to the applicable fee table (↗ [10. Registration](#)). The single price for the industry symposia does not include free registrations.

During lunch breaks, a general conference catering will be provided by the organiser. Individual catering orders for the symposium need to be placed separately at extra costs (↗ [5. Ordering additional services – Ordering Catering](#)).

12. Registration

All persons (delegates and all booth personnel) wishing to enter the conference venue during event hours must be registered in advance. Each company will receive an individual link to the online registration platform through which bookings for company personnel and scientific participants can be made as group bookings and changed **until 10 October 2023**.

On 11 October 2023, the bookings made will be invoiced and must be paid by bank transfer or credit card payment within two weeks. If you wish to be invoiced earlier, please inform the conference organisation accordingly. **From this point on, a fee of EUR 15.00 plus VAT per participant will be charged for all new registrations as well as changes.** Cancellations after this date will be charged in full.

Exhibiting companies receive a certain number of free registrations depending on the size of their booth. Regarding free registrations, there is no difference between booth staff and other participants. Free registrations receive the same services as regularly registered participants. Please refer to the contract for the agreed number of your free registrations.

Further registrations are charged as follows:

- Booth staff: participation in the whole conference EUR 190.00 + VAT
day ticket EUR 120.00 + VAT
- scientific participants: according to the registration fees listed at www.dtg2023.org

All registered persons (conference participants as well as company/booth staff) have access to the scientific programme, the industry exhibition and catering. There are no "exhibition only" tickets. All documents will be handed out to participants on-site at the registration desk. Name badges or other documents will not be sent in advance by mail. Access information to the virtual programme parts will be sent to individual e-mail addresses shortly before the event.

It is the exhibitor's duty to inform the registered persons about the privacy statement of K.I.T. Group GmbH Dresden as well as the storing of the personal data in line with the DTG annual meeting. The participant agrees by the act of registration to the privacy statement of K.I.T. Group GmbH Dresden.

Persons who are present only during construction hours do not need to be registered and do not require special passes to enter the premises.

13. Reservation of Hotel Rooms

A room contingent has been reserved at the **Hotel Steigenberger Esplanade Jena** for the participants and exhibitors of the DTG Annual Meeting. At www.dtg2023.org you will find details on the contingent and booking in the General section under the tab [Hotel Reservation](#).

Available hotels incl. facilities and prices as well as booking conditions and the platform for group bookings (from 10 persons) can also be found on the booking platform of the [hotel booking portal HRS](#).

14. Contact

If you have further questions or require additional information, please contact:

Anja Binning

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e-mail: info@dtg2023.org