

Who What When – Your Trade Fair Guide

DNEA 9.–11. April 2019
Connecting Digital Health

Phase 1: Application

Deadline	Task	Contact Person	Information	Form
since May 2018	STAND APPLICATION You will find detailed information, statistics, news and services on our website. Moreover, the conhIT project team is available at any time for advice and support. Exhibitors will be placed "first come first serve"!	DMEA-Team Tel. +49 (0)30/3038-2057, -2297, -2331 dmea@messe-berlin.de	Stand Rental Calculator https://www.dmea.de/en/Exhibitors/StandRentalCalculator/index.jsp	DMEA 2019 Stand Application https://www.dmea.de/en/Exhibitors/Application/
since May 2018	PARTNER PACKAGES Become a partner of DMEA and benefit from the extensive performance and marketing offer. Gold, Silver and Bronze Partners are placed with priority.	Loretta Blazek Tel. +49 (0)30/3038-2297 blazek@messe-berlin.de	Partner Packages https://www.dmea.de/media/cit_dl_en/dmea_2/DMEA_2019_Leistungen_Partnerpakete_EN.pdf	DMEA 2019 Stand Application https://www.dmea.de/en/Exhibitors/Application/
since May 2018	BUDGETING The project team and the subsidiaries of Messe Berlin, MB Capital Services GmbH and MB Capital Catering GmbH, can assist with the cost calculation. Apply for your individual offer!	Project Manager Tel. 030/3038-2225 dmea@messe-berlin.de MB Capital Services Tel. 030/3067-2015 info@mb-capital-services.de MB Capital CateringTel. 030/3038-2993 catering@capital-services.de	Stand Rental Calculator https://www.dmea.de/en/Exhibitors/StandRentalCalculator/index.jsp	BECO Onlineshop https://www.dmea.de/en/Exhibitors/OnlineShopBECO2017/

Phase 1: Application

Deadline	Task	Contact Person	Information	Form
from August 2018	PLACEMENT Placement talks starting now, stand proposals for exhibitors without partner packages since October 15, 2018.	Project Manager Vera Sagatz Tel. +49 (0)30/3038-2057 sagatz@messe-berlin.de Loretta Blazek (0)30/3038-2297 blazek@messe-berlin.de		
December 2018 / January 2019	STAND APPLICATION Not registered yet? Now hurry! If there are spaces left, you can still register.	Project Manager Tel. +49 (0)30/3038-2057, -2297, -2331 dmea@messe-berlin.de	Stand Rental Calculator https://www.dmea.de/en/Exhibitors/StandRentalCalculator/index.jsp	DMEA 2019 Stand Application https://www.dmea.de/en/Exhibitors/Application/
Deadline: February 11, 2019	CO-EXHIBITOR registration To ensure mentioning in our print and online catalog, your co-exhibitors must be registered before the deadline. After the deadline registration in the Virtual Market Place is possible at any time.	Project Manager Tel. +49 (0)30/3038-2057, -2297, -2331 dmea@messe-berlin.de	DMEA Stand Application , page 8	DMEA 2019 Stand Application https://www.dmea.de/en/Exhibitors/Application/

Phase 2: Trade Fair Preparation

Deadline	Task	Contact Person	Information	Form
now	The Online-Shop BECO dmea is the ordering platform for all products and services that are needed for a successful trade fair presentation. BECO includes all of the order forms, information as well as guidelines for the preparation of your stand.	Onlineshop Team Tel.: +49(0)30/3038-1468 beco-support@messe-berlin.de		BECO Onlineshop https://www.dmea.de/en/Exhibitors/OnlineShopBECO2017/
now	TICKET VOUCHER for your business partners and customers We offer both digital and print ticket vouchers for you to invite business partners and customers to your stand. After the fair you will only be charged the redeemed vouchers at a discounted price. NEW: Only one ticket for Congress and Fair!	MB Capital Services GmbH Tel.: +49 (0) 30 47 99 74 84 Fax: +49 (0) 30 30 69 69 30 csg-ticketservice@papagena.de	BECO Onlineshop - Tickets and Parking Space	Tickets and Vouchers https://www.dmea.de/en/Exhibitors/OnlineShopBECO2017/
from January 2019, Deadline is set by the publisher	ADDITIONAL ENTRIES IN THE DMEA EXHIBITION CATALOGUE The basic entry (company, address, hall / stand number) is part of the Advertising Box. All additional entries, such as being included in the product list, additional lines, logo and App must be ordered from Neureuter Fair Media.	Neureuter Fair Media GmbH Herr Iletmis Tel. +49(0)201/36547-416 iletmis@neureuter.de		Catalogue https://www.dmea.de/en/Exhibitors/ExhibitionPlanning/

Phase 2: Trade Fair Preparation

Deadline	Task	Contact Person	Information	Form
14. January - 15. February 2019	GUIDED TOURS CALL for PAPERS; application period 4 weeks!	bvitg Servicegesellschaft Juliane Müller Tel. 030/ 206 22 58 57 juliane.mueller@bvitg.de	-	Guided Tours https://www.dmea.de/en/Program/CallForPapers/
25 January - 15 February, 2019	EXHIBITION HIGHLIGHTS The exhibition highlights unite the DMEA 2019 innovations and trends. They are published in advance in German and English and are sent to national and international journalists in digital form. Highlights from Gold and Silver Partners will be available during DMEA in printed form.	AM-com Redaktionsbüro Dr.-Ing. Andreas Müller Tel. 030/4775 6368 highlights@dmea.de		Exhibition Highlights https://www.dmea.de/en/Press/PressService/ and https://beco.messe-berlin.de/en/media/media/conhit/dmea_19/forms/messehighlights/download_sprache/0-DMEA_Form_Exhibition_Highlights_EN.pdf
Deadline: 25. February, 2019	CAREER GUIDE The Career Guide is presented during the DMEA and sent to registered students a few weeks before the DMEA. It contains all the essential information about DMEA exhibitors interested in being contacted by young professionals. Please enter your data in the Virtual Market Place.	DMEA Team Tel. 030/3038-2225 dmea@messe-berlin.de		Carreer Guide https://www.dmea.de/en/Newcomers/Career/

Phase 2: Trade Fair Preparation

Deadline	Task	Contact Person	Information	Form
Deadline: 09. February, 2019	PRESS GUIDE The press guide contains the contact data of the exhibitors press contacts. Please enter your data in the Virtual Market Place. The entry is free of charge for conhIT exhibitors.	Press and Public Relations Yasmine Abbou, Tel.: +49 (0)30/3038-2266 E-Mail: abbou@messe-berlin.de	Virtual Market Place - For Exhibitors - Press Guide	Virtual Market Place https://www.dmea.de/en/Exhibitors/VirtualMarketPlace/
Deadline: 6 weeks before the fair begins: 22. February, 2019	STAND CONSTRUCTION PERMIT Single-storey stands in the halls do not need approval, provided that they comply with the technical guidelines. All other stands like double storied structures or special constructions do require approval. Plans with dimensions, scaled with at least 1:100 with floorplans and views, must be submitted with duplicate for approval at the latest 6 weeks before the fair begins.	Messe Berlin GmbH ES, Herr Fickenscher Tel. 030/3038-4025 fickenscher@messe-berlin.de	BECO Onlineshop - Services	BECO Onlineshop https://www.dmea.de/en/Exhibitors/OnlineShopBECO2017/
Deadline: 12. March, 2019 For orders after the deadline, an extra charge of 30% will be charged.	STAND PERSONELL Capital Services GmbH will be pleased to provide hosts and hostesses. Support with construction, disassembly and stand assistance is offered by the Bundesagentur für Arbeit Berlin Nord (Federal Employment Agency, Berlin North).	MB Capital Services Tel. +49 (0)30/3038-1435 hostessen@mb-capital-services.de Bundesagentur für Arbeit Tel. +49 (0)30/555572-1204 Spandau.Jobvermittlung@arbeitsagentur.de	BECO Onlineshop - Personnel, Stand Services etc.	Stand Personell https://www.dmea.de/en/Exhibitors/OnlineShopBECO2017/
Deadline: 12. March, 2019 For orders after the deadline, an extra charge of 20% will be charged.	STAND CLEANING Exhibitors bear the sole responsibility of cleaning their exhibition stands. If an exhibitor wishes to commission the cleaning of his stand, it can only be performed by a Messe Berlin cleaning company due to uniformity and safety reasons.	Exhibitor-Service Tel. +40 (0)30/3038-1400 aussteller-service@messe-berlin.de	BECO Onlineshop - Personnel, Stand Services etc.	Stand Cleaning https://www.dmea.de/en/Exhibitors/OnlineShopBECO2017/

Phase 2: Trade Fair Preparation

Deadline	Task	Contact Person	Information	Form
<p>Deadline: 08. March, 2019</p> <p>For orders after the deadline, an extra charge of 20% will be charged.</p>	<p>TECHNICAL INSTALLATIONS</p> <p>Ordering electricity and water supplies, as well as electricity-, water-, gas- and steam outlet hazes, compressed air and sprinkler installations for your stand.</p>	<p>Exhibitor-Service Tel. +40 (0)30/3038-1400 aussteller-service@messe-berlin.de</p>	<p>BECO Onlineshop - Installations and Telecommunicat ion</p>	<p>Technical Installations https://www.dmea.de/en/Exhibitors/OnlineShopBECO2017/</p>
<p>Deadline: 08 March, 2019</p> <p>For orders after the deadline, an extra charge of 20% will be charged.</p>	<p>TELECOMMUNICATIONS</p> <p>Ordering telephone, ISDN lines, Internet, cable TV, satellite parking spaces and wireless transmitters for your stand.</p>	<p>Exhibitor-Service Tel. +40 (0)30/3038-1400 aussteller-service@messe-berlin.de</p>	<p>BECO Onlineshop - Installations and Telecommunicat ion</p>	<p>Telecommunications https://www.dmea.de/en/Exhibitors/OnlineShopBECO2017/</p>
<p>Starting at registration</p>	<p>CUSTOM DESIGNS FOR YOUR STAND</p> <p>If desired, MB Capital Services, a subsidiary of Messe Berlin GmbH, can take over the entire planning from the idea and design to implementation. Ask for an offer!</p>	<p>MB Capital Services Tel. +49 (0)30/3067-2044 design@mb-capital-services.de</p>	<p>BECO Onlineshop - Stand Construction and Equipment</p>	<p>Stand Construction https://www.dmea.de/en/Exhibitors/OnlineShopBECO2017/</p>
<p>Deadline: 08. March, 2019</p>	<p>SYSTEM STANDS RENTAL</p> <p>Pre-built system stands facilitate your trade fair participation and can be customized by various additional equipments.</p>	<p>MB Capital Services GmbH Standbau + Services Herr Sven Romann/Sabine Stark Tel. +49(0)30/3069-69 162/53 lehmann@mb-capital-services.de stark@mb-capital-services.de</p>	<p>BECO Onlineshop - Stand Construction and Equipment and Stand Application Form, page 24</p>	<p>System Stands https://www.dmea.de/en/Exhibitors/OnlineShopBECO2017/ and https://www.dmea.de/en/Exhibitors/Application/</p>

Phase 2: Trade Fair Preparation

Deadline	Task	Contact Person	Information	Form
<p>Deadline: 08. March, 2019 After the deadline availability can not be guaranteed</p>	<p>STAND EQUIPMENT Orders of counters / cabinets, flower decorations, flooring, office equipment, furniture, video / audio sets, computer accessories etc. for your stand.</p>	<p>MB Capital Services GmbH Standbau + Services Herr Sven Romann/Sabine Stark Tel. +49(0)30/3069-69 162/53 lehmann@mb-capital-services.de stark@mb-capital-services.de</p>	<p>BECO Onlineshop - Stand Construction and Equipment</p>	<p>Stand Equipment https://www.dmea.de/en/Exhibitors/OnlineShopBECO2017/</p>
<p>Deadline: 22. March, 2019 For orders after the deadline, an extra charge of 30% will be charged.</p>	<p>SUSPENSIONS FROM HALL CEILING; LIGHTING AND RIGGING Suspensions are only possible in accordance with the structural conditions of the intended technical facilities. Please refer to the Technical Guidelines points 3.1 "Hall data", 4.7.5 "Suspending items from hall ceilings" and 4.7.5.1 "Heavy suspended items".</p>	<p>Überkopf Tel. +49 (0)30/555 74 48-20 messe-berlin@ueberkopf.de</p>	<p>BECO Onlineshop - Stand Construction and Equipment</p>	<p>Suspensions https://www.dmea.de/en/Exhibitors/OnlineShopBECO2017/</p>
<p>Deadline: 08. March, 2019 For orders after the deadline, an extra charge of 20% will be charged.</p>	<p>STAND SECURITY General hall supervision is provided by Messe Berlin GmbH. However, the supervision of the booth is the responsibility of the exhibitor. Standguards may only be provided by the security company commissioned by Messe Berlin. Please do not forget to guard your stand in the transit time between 8 and 11 o'clock.</p>	<p>Exhibitor-Service Tel. +49 (0)30/3038-1400 aussteller-service@messe-berlin.de</p>	<p>BECO Onlineshop - Personnel, Stand Services etc.</p>	<p>Stand Security https://www.dmea.de/en/Exhibitors/OnlineShopBECO2017/</p>
<p>Deadline: 29 March 2019</p>	<p>FLYER AND FREE PROMOTIONAL PRODUCTS We provide you with flyers and other marketing material for free, inviting you to inform your customers. Banners and logos can be found on our website under Exhibitor Services.</p>	<p>DMEA Team Tel. 030/3038-2225 dmea@messe-berlin.de</p>	<p>BECO Onlineshop - Marketing-Services and DMEA Website Marketing Services</p>	<p>BECO Onlineshop https://www.dmea.de/en/Exhibitors/OnlineShopBECO2017/ and https://www.dmea.de/en/Exhibitors/MarketingServices/index.jsp</p>

Phase 2: Trade Fair Preparation

Deadline	Task	Contact Person	Information	Form
Deadline: 26 March 2019	WASTE DISPOSAL Disposal of waste is at the expense of the exhibitor. This includes the prompt removal of waste during assembly and disassembly of the stand. The exhibitor is obliged to behave environmentally friendly. Please refer to the Technical Guidelines point 6 "Environmental Protection".	Exhibitor-Service Tel. +49 (0)30/3038-1400 aussteller-service@messe-berlin.de	BECO Onlineshop - Personnel, Stand Services etc.	Waste Disposal https://www.dmea.de/en/Exhibitors/OnlineShopBECO2017/
Deadline: 26 March 2019	Virtual PRESS BOX The DMEA press team will be pleased to assist in the planning and execution of your press activities, such as planning press conferences.	Press and Public Relations Yasmine Abbou, Tel.: +49 (0)30/3038-2266 E-Mail: abbou@messe-berlin.de	Virtual Market Place - For Exhibitors - Virtual Press Box	Virtual Press Box https://www.dmea.de/en/Exhibitors/VirtualMarketPlace/
Deadline: 26 March 2019	INSURANCE All exhibitors are strongly recommended to insure the exhibits for the duration of the exhibition, as well as transport and storage periods. The fair management is not liable to any person or property on the exhibition grounds - even during construction and dismantling periods!	Recommendation: Funk & Söhne GmbH Versicherungsmakler Tel. 030/250092-510 y.deraaij@funk-gruppe.de	BECO Onlineshop - Personnel, Stand Services etc.	BECO Onlineshop https://www.dmea.de/en/Exhibitors/OnlineShopBECO2017/
Deadline: 29 March 2019	Meet2Match Representatives from Health IT businesses are available for 5-minute-conversations for anyone interested. Furthermore, there will be enough time for additional discussions after the event. There is no fixed order in speed networking, every participant chooses the preferred partner on-site. Reservation is required.	bvitg Servicegesellschaft Juliane Müller Tel. 030/ 206 22 58 57 juliane.mueller@bvitg.de		Meet2Match https://www.dmea.de/en/Newcomers/Career/

Phase 2: Trade Fair Preparation

Deadline	Task	Contact Person	Information	Form
now	EVENTS AT STAND Events during the exhibition period must be registered if special safety precautions are needed or if they take place outside of official opening hours.	Logistics and Event Security Tel. +49(0)30/3038-4084 logistics@messe-berlin.de	BECO Onlineshop - Services	Events at stand https://www.dmea.de/en/Exhibitors/OnlineShopBECO2017/
Deadline: 6 April 2019	JOB EXCHANGE Job advertisements can be arranged at the Job Market. This service is free for partners and fee based for exhibitors.	Virtual Market Place Tel. +49(0)30/3038-2180 editorial@virtualmarket.dmea.de	Virtual Market Place - For Exhibitors - Job Exchange	Job Exchange https://www.dmea.de/en/Exhibitors/VirtualMarketPlace/
now	CATERING Capital Catering GmbH will gladly provide catering for your guests, your exhibition stand or your stand party. Ask for your individual offer!	Capital Catering GmbH Tel. +49(0)30/3038-2993/-1952 cateringservice@capital-catering.de www.capital-catering.de	BECO Onlineshop - Personnel, Stand Services etc.	BECO Onlineshop https://www.dmea.de/en/Exhibitors/OnlineShopBECO2017/
now	HOTEL AND TRAVEL Messe Berlin provides you with special offers for your trip. Contact our cooperation partner for advice and customized services.	Contacts can be found on our website www.dmea.eu		Hotel and Travel https://www.dmea.de/en/About/HotelTravel/
now	EVENTS AT STAND Events during the exhibition period must be registered if special safety precautions are needed or if they take place outside of official opening hours.	Logistics and Event Security Tel. +49(0)30/3038-4084 logistics@messe-berlin.de	BECO Onlineshop - Services	Events at stand https://www.dmea.de/en/Exhibitors/OnlineShopBECO2017/

Phase 2: Trade Fair Preparation

Deadline	Task	Contact Person	Information	Form
WARNING!!!	WARNING !!!! HOTEL RESERVATIONS We clearly emphasize that EHM as well as EHS are not affiliated with conhIT in any way. Please check offers cautiously and contact us when you are in doubt.			Hotel and Travel https://www.dmea.de/en/About/HotelTravel/
now	MUSIC ACTIVITIES at fairs and exhibitions (GEMA) Public performance/play of copyrighted music from vinyl records, video discs, tapes, audio tapes, video tapes or other sound or image recording media, and music presentations require the approval of GEMA.	GEMA-Bezirksdirektion Berlin Tel. +49(0)30/21292-0 bd-b@gema.de	BECO Onlineshop - Permissions and Technical Guidelines	Music Activities https://www.dmea.de/en/Exhibitors/OnlineShopBECO2017/
now	CAR PARKING for EXHIBITORS Parking are available at the Exhibition Center (next to the halls) as well as outside the Exhibition Center. The parking permits are valid only during the event. Access to the Exhibition Grounds: 8 am - 6 pm, on April 21 only until 4 pm.	MB Capital Services Tel. +49(0)30/3069-6969 kartenservice@messe-berlin.de	BECO Onlineshop - Tickets and Parking Space and Logistics/Traffic Guide	Car Parking and Traffic Guide https://www.dmea.de/en/Exhibitors/OnlineShopBECO2017/ https://beco.messe-berlin.de/en/media/media/conhit/dmea_19/forms/verkehrsleitfaden/download_sprache/0-DMEA_Traffic_Guide.pdf
now	CONTAINER AND TRUCK PARKING Truck parking is available on the exhibition grounds. The parking lots are allocated for the entire duration of the event (including assembly and dismantling).	Exhibitor-Service Tel. +49(0)30/3038-1400 aussteller-service@messe-berlin.de	BECO Onlineshop - Tickets and Parking Space	Container and Truck Parking https://www.dmea.de/en/Exhibitors/OnlineShopBECO2017/

Phase 2: Trade Fair Preparation

Deadline	Task	Contact Person	Information	Form
now	Forwarding Agency The two shipping partners of the Messe Berlin GmbH, Agility Fairs & Events GmbH and Schenker Germany AG, offer various services such as transport to the exhibition, technical equipment, storage and import/export customs clearance.	Agility Fairs & Events GmbH Tel. +49(0)30/3069-280 expoberlin@agilitylogistics.com Schenker Deutschland AG Tel. +49(0)30/301 2995 420 fairs.berlin@dbschenker.com	BECO Onlineshop - Logistics	Forwarding Agency https://www.dmea.de/en/Exhibitors/OnlineShopBECO2017/
now	WORK PLATFORMS for construction and dismantling of exhibits.	Agility Fairs & Events GmbH Tel. +49(0)30/3069-280 expoberlin@agilitylogistics.com Schenker Deutschland AG Tel. +49(0)30/301 2995 420 fairs.berlin@dbschenker.com	BECO Onlineshop - Logistics	Work Platforms https://www.dmea.de/en/Exhibitors/OnlineShopBECO2017/
ATTENTION !!!				
Attention!!	HALL ACCESS In the official assembly period, the halls are open from 7 am - 10 pm. Exemptions require a written explanation, associated with costs	Logistics and Event Security Tel. 030/3038-4088 logistics@messe-berlin.de		
Attention!!	TRAFFIC COORDINATION Access to the Exhibition Grounds - Traffic Guide: Gate 25 (Jaffestraße) Please note: For smooth construction and dismantling traffic a Traffic Guide has been applied which regulates the access periods and dwelling times on the Exhibition Grounds. Entering is only possible with a deposit (EUR 200.00).	Logistics and Event Security Tel. 030/3038-4088 logistics@messe-berlin.de	BECO Onlineshop - Logistics/Traffic Guide	Traffic Guide https://beco.messe-berlin.de/en/media/media/content/dmea_19/forms/verkehrsleitfaden/download_sprache/0-DMEA_Traffic_Guide.pdf