



DER DEUTSCHEN
TRANSPLANTATIONS-
GESELLSCHAFT

JAHRESTAGUNG

07.-09.
NOVEMBER
2024

FREIBURG
IM BREISGAU

WWW.
DTG2024.
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.

Content

1. Conference Format	2
2. Conference Venue & Location Industrial Exhibition	2
3. Information on Booth Spaces	3
4. Regulations on Booth Construction	5
5. Ordering Additional Services	6
6. Logistics	8
7. General Guidelines and Safety Rules	10
8. Promotional Slides	12
9. Displays within the venue	13
10. Industry Symposia	13
11. Registration	14
12. Reservation of Hotel Rooms	15
13. Contact	15

Summary of important deadlines

Clarification of delivery and any special permits required	30 Jul 2024
Programme industry symposia and contact persons	15 Sep 2024
Approval of stand drawings (for stands $\geq 12 \text{ m}^2$)	07 Sep 2024
Ordering Catering	08 Oct 2024
Waste Disposal and Cleaning	08 Oct 2024
Hiring individual stand security	08 Oct 2024
Ordering Connections	08 Oct 2024
Files for Promotional Slides and Displays	15 Oct 2024
Ordering furniture and equipment	11 Oct 2024
Applying for collection of booth materials on 11 Nov 2024	14 Oct 2024
Registration of booth staff	18 Oct 2024
Rebooking fee for registrations	from 21 Oct 2024



1. Conference Format

The DTG Annual Meeting 2024 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 Freiburg in Breisgau.

2. Conference Venue & Location Industrial Exhibition

Venue

Konzerthaus Freiburg
Konrad-Adenauer-Platz 1
79098 Freiburg in Breisgau

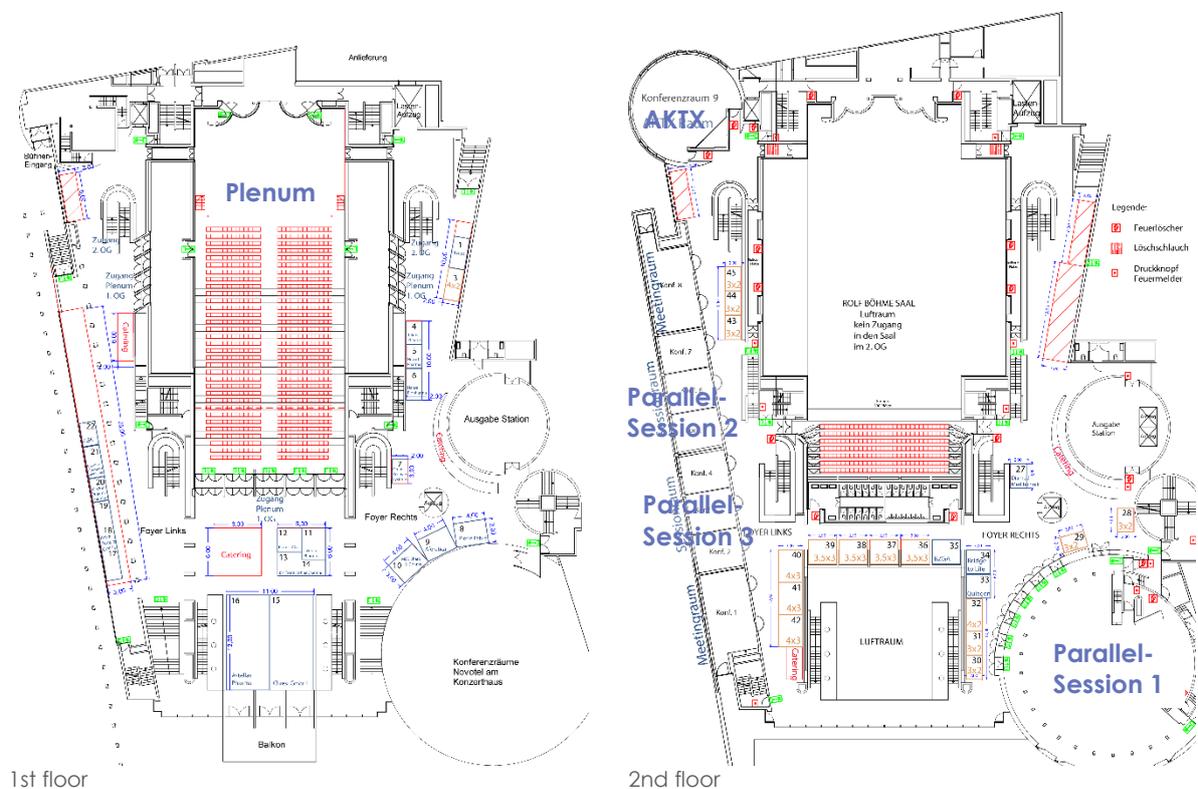
Germany

<https://konzerthaus.freiburg.de/>

Industrial Exhibition

The exhibition and voting stations are located on the first floor in the foyer of the plenary hall and on the second floor in the foyer of the session rooms.

The plenary hall is located in the first floor and all session rooms on the second floor. The second floor can be reached via stairs in the exhibition area on the first floor. Participants must cross the exhibition area to reach the lecture rooms.



Konzerthaus Freiburg, preliminary booth plan (May 2024)



3. Information on Booth Spaces

For information on the **positioning and number of your booth**, please see the document <https://www.dtg2024.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

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 Konzerthaus Freiburg is max. 500kg / m² (evenly distributed load). 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 Konzerthaus Freiburg stipulates a **maximum height of 2.50 m** for exhibition booths. **Suspensions** are not possible in the exhibition area.

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. **This applies in particular if, for example, you make juices from fresh fruit at your stand; in this case, waste disposal must be ordered.** Please note that **disposable tableware (e.g. coffee cups) is NOT permitted** in the concert hall. If required, please contact the conference organisation K.I.T. Group GmbH Dresden directly at info@dtg2024.org **until 8th October 2024** 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 per cleaning). If required, please contact the conference organisation K.I.T. Group GmbH Dresden directly at info@dtg2024.org **until 8th September 2024** 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 Konzerthaus Freiburg 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@dtg2024.org **until 08th October 2024** 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.

4. 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 Konzerthaus Freiburg 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@dtg2024.org until **07th October 2024** 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.

5. 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 **Naschhäusle Event Catering**. Please direct your requests for individual catering at the booth or during the industry symposia to the following contact person **by 08 October 2024** at the latest:

Catering company	Naschhäusle Event Catering
Contact person	Isabel Worms / Alexandra Müller
Phone	49 7665 941428
E-Mail	info@naschhaeusle.de

The caterer will be happy to make you an individual offer.

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@dtg2024.org). Dishes can be rented and cleaned by Naschhäusle Event Catering. Please get in touch with the contact person named above. **Please note that the use of disposable tableware such as cardboard coffee cups is NOT permitted.**

If you offer freshly squeezed juice, in addition to the informal registration with K.I.T. Group GmbH Dresden (info@dtg2024.org), please ensure that you order waste disposal, see section Waste Disposal. Please note that the use of disposable tableware such as plastic or paper cups is NOT permitted. Dishes can be rented / cleaned by Naschhäusle Event Catering. Please get in touch with the contact person named above.

Ordering Furniture & Equipment

Orders for booth furniture and equipment can be placed via the trade fair construction company **Schütz GmbH**. Please use the [order form](#) under www.dtg2024.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 faire company directly with a detailed description of your needs:

Schütz GmbH Ausstellungs- und Messebau
E-Mail: info@schuetz-messe-deko.de
phone: +49 (0) 761 50 6000 / Fax: +49 (0) 761 50 60 50

Deadline for ordering booth furniture and equipment: 11 October 2024

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 Konzerthaus Freiburg. Ordering and invoicing will be carried out by K.I.T. Group GmbH Dresden.

Please e-mail your requirements to info@dtg2024.org **no later than 08 October 2024** and include a stand drawing showing the desired location of the connections. The power connection is provided by the Konzerthaus up to the stand, the power supply within the stand is the responsibility of the exhibitor. 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.

- 80,00 € (Wed-Sat) per Schuko connection 16 A
- 200,00 € (Wed-Sat) 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

A small meeting room for 25 persons is available in the venue Konzerthaus Freiburg, which can be rented for meetings. If you need a meeting room during the DTG Annual Meeting, please contact the congress organization.

Alternatively, the surrounding hotels, such as the neighboring Novotel Freiburg, also have various meeting rooms. For availability and prices, please contact the respective hotel directly.

6. 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@dtg2024.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 Konzerthaus Freiburg is excluded.

Set-up times	Tuesday, 05 Nov 2024	14:00 – 19:00 h (possible after prior registration (subject to a charge)	
	Wednesday, 06 Nov 2024	08:00 – 20:00 h	
Opening hours	Thursday, 07 Nov 2024	08:00 – 18:00 h	
	Friday, 08 Nov 2024	08:00 – 18:00 h	
	Saturday, 09 Nov 2024	08:00 – 15:00 h	
Dismantling times	Saturday, 09 Nov 2024	13:00 – 15:00 h	only minor, low-noise works within the booth
		15:00 – 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.

Trucks can be loaded and unloaded via the courtyard entrance in Sedanstraße. As space is very limited, there may be waiting times. A coordinator has been appointed by the Konzerthaus. The covered delivery area has a goods elevator without a ramp, which is accessible at ground level (width 200 cm, depth 480 cm, height 300 cm, max. load 7,000 kg). The freight elevator is operated by the staff of the Konzerthaus Freiburg.

Parking is possible in the underground parking garage at the Konzerthaus Freiburg. The entry height is 200 cm. Otherwise, designated parking spaces of the city are available. There are no parking spaces available in the delivery area of the Konzerthaus Freiburg. Truck parking spaces are available at Messe Freiburg, Hermann-Mitsch-Strasse, among others.

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.dtg2024.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.

Delivery of Materials in Advance

Materials required for booths may be sent directly to the venue Konzerthaus Freiburg **from 04 November 2024**. Due to insurance reasons and other events that take place at the Konzerthaus Freiburg 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: Konzerthaus Freiburg
DTG 2024
Konrad-Adenauer-Platz 1
79098 Freiburg

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.dtg2024.org in the section "Ausstellung & Sponsoring" in the tab "Pläne & Formulare").

Event:	DTG 2024
Date:	07.11. – 09.11.2024
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 2024" in order to enable the Konzerthaus Freiburg 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 Konzerthaus Freiburg. 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 Konzerthaus Freiburg 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 09 November 2024. In individual cases, smaller packages can be stored until 11 November 2024. In any case, this must be coordinated with the congress organisation (info@dtg2024.org) **until 15 October 2024** 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.

7. 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 Konzerthaus Freiburg 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 Konzerthaus Freiburg. 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 Konzerthaus Freiburg 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 Konzerthaus Freiburg 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 Konzerthaus Freiburg. The Konzerthaus Freiburg 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 Konzerthaus Freiburg 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.

8. 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 15 October 2024** the latest to info@dtg2024.org.

The **time slot and room allocation** for your symposium can be found in the online programme at www.dtg2024.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 exceeded 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 (06 Nov 2024), 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](#)).

11. 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 18 October 2024**.

On 21 October 2024, 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.dtg2024.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.

12. Reservation of Hotel Rooms

For the participants and exhibitors of the DTG Annual Conference, room contingents have been reserved in hotels around the venue. At www.dtg2024.org you will find a [booking link to the hotel booking portal](#) of our partner TCH Hotels under the tab Hotel reservation in the section General.

13. Contact

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

Anja Binning

K.I.T. Group GmbH Dresden

Bautzner Str. 117–119

01099 Dresden

phone: +49 (0)351 65573-135

e-mail: info@dtg2024.org