



34. 09.-11. Oktober 2025  
in Essen

# JAHRES- TAGUNG

der Deutschen  
Transplantationsgesellschaft

[www.dtg2025.org](http://www.dtg2025.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

Clarification of delivery and any special permits required .....	30.07.2025
Programme industry symposia and contact persons .....	15.08.2025
Approval of stand drawings (for stands $\geq 12 \text{ m}^2$ ) .....	15.08.2025
Ordering Catering .....	08.09.2025
Waste Disposal and Cleaning .....	08.09.2025
Hiring individual stand security .....	08.09.2025
Ordering Connection .....	08.09.2025
Files for Promotional Slides and Displays .....	20.09.2025
Ordering furniture and equipment .....	08.09.2025
Applying for collection of booth materials on 13.10.2025 .....	08.09.2025
Registration of booth staff .....	18.09.2025
Rebooking fee for registrations .....	from 19.09.2025

## 1. Conference Format

The DTG Annual Meeting 2025 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 Essen.

## 2. Conference Venue & Location Industrial Exhibition

### Venue

#### Philharmonie Essen Conference Center

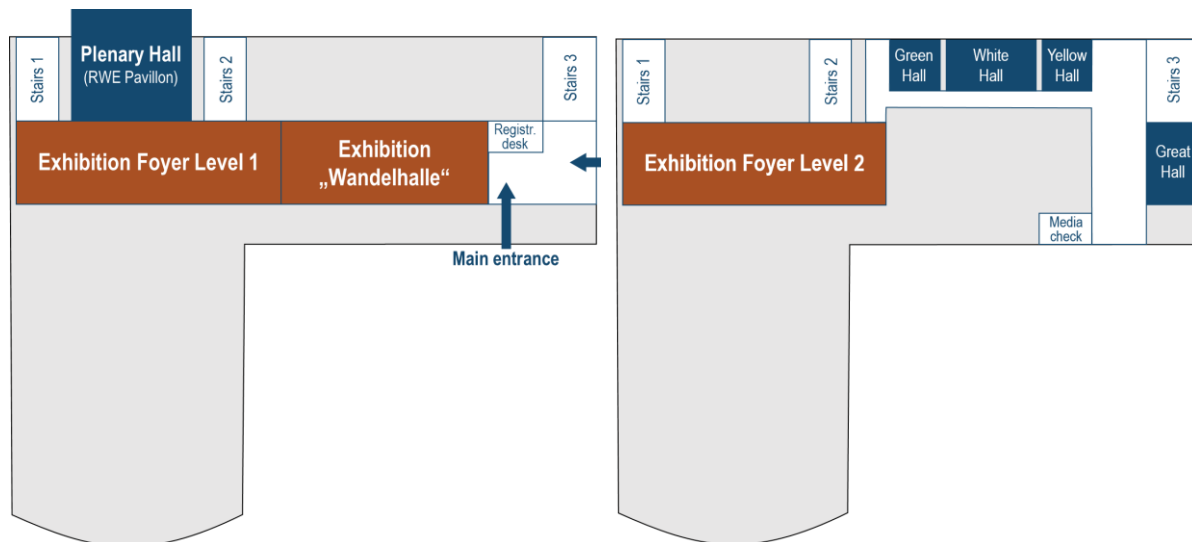
Huyssenallee 53

45128 Essen, Germany

[Conference Center](#)

### Industrial Exhibition

The exhibition and catering stations are located in the Foyers of Level 1 and 2 lokalisiert, next to the Plenary room in level 1 and parallel session rooms in level 2. Participants must cross the exhibition area to reach the lecture rooms. **Access to the plenary session is via the foyer on level 1**, where the first part of the industry exhibition and catering will be located. **The lecture rooms for the parallel sessions are located on level 2**, where the second part of the catering and exhibition will be located. The 2nd floor can be reached via stairs to the left and right of the plenum.



Level 1 and Level 2

Philharmonie Conference Center Essen, room overview

## 3. Informationen on Booth Spaces

For information on the **Positioning and number of your booth** please see the document Exhibition plan on the conference homepage: <https://www.dtg2025.org/ausstellung-sponsoring/>

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-tired 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 Philharmony is max. 500kg / m<sup>2</sup> (evenly distributed load).

### 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 **maximum permissible construction height in the foyer level 1 is 2.60 m, in the foyer level 2 the maximum permissible construction height is 3.00 m. In the Wandelhalle (stand numbers 1 to 5), a maximum stand height of 7.00 m is permitted.** Suspensions are not permitted 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 must be ordered separately. **This applies in particular if, for example, you serve coffee or make juices from fresh fruit at the stand; in this case, waste disposal must be ordered.** Disposable tableware (e.g. coffee cups) may be brought along, in which case waste disposal should also be ordered. If required, please contact the conference organization K.I.T. Group GmbH Dresden directly at [info@dtg2025.org](mailto:info@dtg2025.org) by **08 September 2025** 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 7 net per m<sup>2</sup> per cleaning). If required, please contact the conference organisation K.I.T. Group GmbH Dresden directly at [info@dtg2025.org](mailto:info@dtg2025.org) **until 08 September 2025** 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 Philharmony 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 at [info@dtg2025.org](mailto:info@dtg2025.org) **until 08 September 2025** 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 Philharmonie Essen are entitled to commission a structural survey at the exhibitor's expense. Please consider the SBauVO NRW (Regulation on the construction and operation of meeting places/locations/venues) 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 m<sup>2</sup>, 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@dtg2025.org](mailto:info@dtg2025.org) **until 15 August 2025** at the latest.

Booths must always be open at the top.

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 company **RGE Servicegesellschaft Essen mbH** (address: Am Lichtbogen 8, 45141 Essen, Germany, [www.rge-essen.de](http://www.rge-essen.de)).

Please direct your requests for individual catering at the booth or during the industry symposia to the following contact person **by 08 September 2025** at the latest:

**RGE Servicegesellschaft Essen mbH**

**Anna Görgens, Event coordination**

**Phone: +49 (0)160-10 64 263 / fax: +49 (0)201 88-72537 / [Philharmonie@rge-essen.de](mailto:Philharmonie@rge-essen.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.**

Serving coffee with an external barista is permitted, but must be registered informally with K.I.T. Group GmbH Dresden ([info@dtg2025.org](mailto:info@dtg2025.org)). Dishes can be hired and cleaned from RGE Servicegesellschaft Essen mbH. Please get in touch with the contact person named above. The use of disposable tableware such as cardboard coffee cups is permitted, in that case please order waste disposal.

If you offer freshly squeezed juice, in addition to informal registration with K.I.T. Group GmbH Dresden ([info@dtg2025.org](mailto:info@dtg2025.org)), please ensure that you order waste disposal, see section Packaging waste /

empties. Dishes can be hired and cleaned from RGE Servicegesellschaft Essen mbH. Please get in touch with the contact person named above. The use of disposable tableware such as juice cups is permitted.

## Ordering Furniture & Equipment

Orders for booth furniture and equipment can be placed via the trade fair construction company **Display-Messebau GmbH**, Hafenstraße 231-235, 45356 Essen, Germany. Please use the [order form](#) at [info@dtg2025.org](mailto:info@dtg2025.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:

### Display-Messebau GmbH

E-Mail: [info@display-messebau.de](mailto:info@display-messebau.de)

Phone: +49 201 83350-0 / Fax: +49 201 83350-10

## Deadline for ordering booth furniture and equipment: 08. September 2025.

Stand equipment ordered after this deadline can only be accepted after reconfirmation and with a late fee (from 21 working days before set-up 50% express fee, 7 working days before set-up 100% express fee. Plotting, printing and digital printing orders must be submitted no later than 14 working days before the start of set-up).

If you only require a table and chairs from the Philharmonie Essen Conference Center, you can also use the [order form](#) for electricity, cleaning and table+chair at [www.dtg2025.org](http://www.dtg2025.org) in the section "Ausstellung & Sponsoring" in the tab "Pläne & Formulare".

## Ordering Connections

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

Please e-mail your requirements to [info@dtg2025.org](mailto:info@dtg2025.org) **until 08 September 2025** at the latest. If necessary, please include a stand drawing showing the desired location of the connections. The power connection is provided by the Philharmonie 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 on request. 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.

- 120,00 € (Wed-Sat) per Schuko connection 16 A
- 300,00 € (Wed-Sat) per three-phase connection 16 A CEE – only 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 meeting room (approx. 25 people) is available in the Conference Center, which can be rented for meetings. If you require a meeting room during the DTG Annual Conference, please contact the congress organization ([info@dtg2025.org](mailto:info@dtg2025.org)) with your request.

Alternatively, the surrounding hotels, such as the neighboring Sheraton Essen, also have various meeting rooms available. 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@dtg2025.org](mailto:info@dtg2025.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 Philharmonie Essen is excluded.

<b>Set-up times</b>	Tuesday, 07.10.2025	08:00 – 20:00 Uhr – only possible after prior registration (extra costs)
	Wednesday, 08.10.2025	08:00 – 20:00 Uhr
<b>Opening hours</b>	Thursday, 09.10.2025	10:00 – 18:00 Uhr
	Friday, 10.10.2025	08:00 – 17:30 Uhr
	Saturday, 11.10.2025.	08:30 – 14:15 Uhr
<b>Dismantling times</b>	Saturday, 11.10.2025	14:15 – 16:30 Uhr only minor, low-noise works within the booth
		16:30 – 22:00 Uhr 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

**General information:** The city of Essen is part of the environmental zone and may only be entered with a valid environmental badge.

Deliveries may only be made during the above-mentioned construction periods. Philharmonie staff will coordinate deliveries on site - their instructions must be followed.

**To load and unload vehicles, please use the following delivery area according to your stand location.**

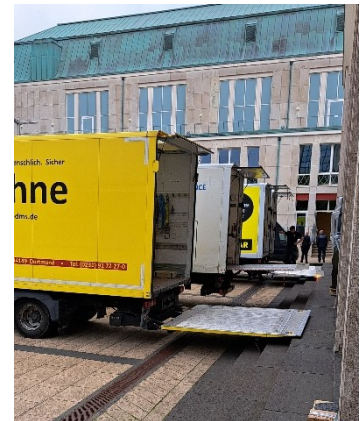
### Stand numbers 1 to 5 (Wandelhalle area)

Deliveries are made via the forecourt of the Philharmonie (maximum floor load 30 tons). Access to the forecourt is via the fire department access road from the side of the Sheraton Hotel (see aerial photo). From there, ramps lead directly into the Wandelhalle. Trucks with tail lift can unload without a ramp.

The ramps are quite steep and therefore not suitable for large trolleys and pallet trucks. If you are delivering with larger vehicles or require a loading ramp, please use the delivery via the OB van stand (see below).

### Stand numbers 10 to 38 (area foyer level 1 and 2)

Deliveries are made via Huyssenallee - signposted "Stand Ü-Wagen". There is a loading ramp for direct loading into level 1 as well as the freight elevators, which can be used to reach levels 1 and 2 at ground level. Please drive in backwards, as turning is not possible on the access road. **Only one truck can unload at a time. Please plan for waiting times.**

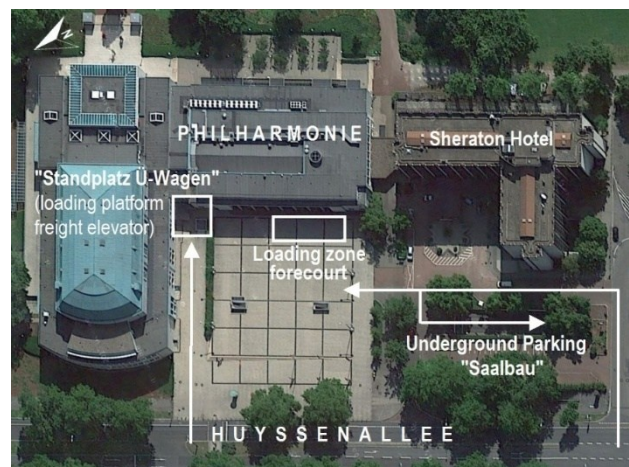


**Alternatively, exhibitors on level 1 can also use the access to the forecourt via the fire department access road from the side of the Sheraton Hotel (see aerial photo) (see stand numbers 1-5).** From there, you can use the tail lift or ramps to get directly to the Wandelhalle and from there via another ramp to Level 1.

Cars that are no higher than 1.9 m can also drive into the "Parkhaus Sheraton/Saalbau" parking garage. From there, an elevator leads to the Sheraton Hotel. There are 3 steps from the parking garage to the elevator. The elevator takes you to level 1 of the Philharmonie at ground level.

You can enter the building without steps if you get out in front of the Sheraton and enter the Philharmonie via the glass corridor between the two buildings.

Transportation from the parking garage to the stand must be organized by the exhibitor. Please note that the distance is quite long and heavy/bulky deliveries should preferably be delivered as **described above**.



**As the loading areas are relatively small, please allow plenty of time for loading and unloading!**

**After loading/unloading, all vehicles must be removed from the delivery area immediately and parked in the general parking lots for a fee.** The drivers of the delivery vehicles have to fill out a form on site so that loading times can be minimized.

For cars with a maximum height of 1.9 m, the parking garages "Sheraton / Saalbau" (€ 13.00 per day) and "Philharmonie" (€ 8.00 per day) can be used.

Sprinters and minibuses can also be parked in the Admiral Scheer parking lot behind the Sheraton. There are no height restrictions here (but trucks do not fit): <https://www.mein-contipark.de/parkplatz-finden/parken-in-essen/parkplatz-admiral-scheer-strasse-essen--ci3cp1124565>

Paid parking spaces for trucks or vans are available at Essen Trade Faire (contact: [tim.richert@messe-essen.de](mailto:tim.richert@messe-essen.de), phone: +49(0)201 7244-268).

Detailed directions can be found on the website <http://www.dtg2025.org/> under Exhibition & Sponsoring in the Plans & Forms tab.

Please note that the Philharmonie cannot provide lift trucks or trolleys and that you must bring your own if required. Any trolleys you bring must be fitted with rubber tires.

The use of forklift trucks within the Philharmonie is not permitted.

For set-up and dismantling, a freight elevator (height 2.0 m, width 1.60 m, depth 1.6 m, maximum load 2,000 kg) from the loading area to the exhibition areas at levels 1 and 2 is available.

### **Delivery of booth material in advance**

Materials required for booths may be sent directly to the venue Philharmonie **from 07. October 2025**. Due to limited storage space, **all deliveries must be registered in advance with the Congress organization, stating the delivery date and scope of delivery.**

Material deliveries must be made via the Porter (daily 8:00 a.m. to 5:00 p.m.). As there is no storage room available, these will be stored in the foyer and made available to exhibitors by the conference organization during set-up times. Transport from the gate to the storage room and from the storage room to the stand must be organized by the forwarding agent or exhibitor (**bring your own lift or trolley!**). The congress agency or the Philharmonie accept no liability for goods delivered.

**We recommend to arrange deliveries on the very day of the set-up with your freight forwarder/ courier service.**

Delivery Address: Philharmonie Conference Center Essen  
Congress: DTG 2025, 09.-11.10.2025  
Huyssenallee 53  
45128 Essen, Germany

Please note to order the delivery **"to the house / bis ins Haus"**.

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.dtg2025.org](http://www.dtg2025.org) in the section “Ausstellung & Sponsoring” in the tab “Pläne & Formulare”):

Event:	DTG 2025
Date:	09.– 11.10.2025
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 2025” in order to enable the venue Philharmonie Essen 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 venue Philharmonie. 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 Philharmonie 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 11.10.2025. In individual cases, smaller packages can be stored until Monday, 13.10.2025. In any case, this must be coordinated with the congress organisation ([info@dtg2025.org](mailto:info@dtg2025.org)) **until 08 September 2025** 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 venue Philharmonie 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 Philharmonie Essen. 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 venue Philharmonie 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 venue Philharmonie 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 Philharmonie. The Philharmonie Essen 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 venue Philharmonie 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 **20. September 2025** at the latest to [info@dtg2025.org](mailto:info@dtg2025.org).

## 9. Displays within the venue

If you have booked the use of digital stele next to the registration, please send us your file **until 20. September 2025** at the latest to [info@dtg2025.org](mailto:info@dtg2025.org).

Please note the maximum limit of 30 seconds for the promotional video (without sound) or max. 3 pictures (display time per picture per run approx. 10 s) and the following file requirements:

Preferred video formats

- Landscape=wide format, 16:9
- Resolution: 1920x1080 or 1280x720
- Container: mp4
- Codec: h.264 Baseline
- Bitrate: 20Mbit
- Frames per second: 25 FPS
- Color space: YUV420p

- Portrait=portrait format, 9:16
- Resolution: 1080x1920 or 720x1280
- Container: mp4
- Codec: h.264 Baseline
- Bitrate: 20Mbit
- Frames per second: 25 FPS
- Color space: YUV420p

Alternatives

We support approx. 140 different codec and container variants. the most common

Codecs: h.264, mpeg2, mpeg1, mpeg4, divx, theora, vp6, vp8

The most common container formats: avi, mp4, mov, wmv, mkv, vob, webm

Pictures

- Landscape: 1280x720px 72dpi
- Portrait: 1080x1920px 72dpi
- File formats: JPG, JPEG, PNG
- Color space: RGB

Slideshows

- Landscape: 1280x720px 72dpi
- Portrait: 1080x1920px 72dpi
- File formats: ZIP

## 10. 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@dtg2025.org](mailto:info@dtg2025.org) until **15 August 2025** 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.dtg2025.org](http://www.dtg2025.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 (08 October 2025), 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 September 2025**.

On 19 September 2025, 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.dtg2025.org](http://www.dtg2025.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

The K trade fair will also be held in Düsseldorf at the same time as DTG 2025. Due to this overlap, a high demand for hotel rooms and correspondingly higher prices can be expected in the entire region.

To make planning easier for you, we have reserved hotel allotments for DTG 2025 participants. These can be booked either via call-off contingents, the DTG registration portal or our hotel booking partner TCH Hotels.

**We strongly recommend that you look for your accommodation early and book it promptly.**

You will find an overview and the links for booking at <https://www.dtg2025.org/hotelreservierung/> in section "Allgemeines", menu point "Hotelreservierung".

## 13. Contact

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

Anja Binning

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Phone: +49 (0)351 65573-135 | E-Mail: [info@dtg2025.org](mailto:info@dtg2025.org)