# DMEA 2025 Q&A for Exhibitors

February 13, 2025



# Agenda

#### Exhibition Planning

- DMEA Halls 2025
- Dates, Events, Platforms, Links and Contacts
- Beco Order Plattform
- Stand Construction Requirements, Regulations; Waste Management; Traffic Guidelines
- Lead Scanning App
- Room Bookings exclusively for Partners

#### Ticketing

#### Marketing

- Online Plattform Company Listing
- Onsite and Online Advertising
- Marketing Services
- D.mag the DMEA Magazine (in German only)

#### Program

- Congress Program
- Program Participation; Guided Tours, Solutions Hub, DMEA nova Award
- Recruiting at DMEA DMEA sparks Careers
- DMEA Business Meetings





### **DMEA Halls 2025**

#### Registration Status (As of Feb 13, 2025)

 618 exhibitors - over 800 exhibitors from 28 countries are expected again!

#### Country / Regional / Theme Pavillons:

- Bavaria, Berlin/Brandenburg, Thuringia, Mecklenburg-Western Pomerania, Schleswig-Holstein, Saxony
- Austria, Switzerland, Finland, Norway, Denmark, France, Netherlands
- DiGA & Mobile Health, Startups, DMEA sparks Careers, Verbände

#### Programme Areas:

Hub 1 and Hub 2 Box 1 and Box 2 Stage 5.2 and Stage 6.2





### **Dates and Facts**

- Opening times for visitors: Tue/Wednesday10:00 a.m. 6:00 p.m. | Thu 10:00 a.m. 16:00 p.m.
- Opening times for exhibitors: 7.00 a.m. to 7.00 p.m.
- Start of construction: Sat, April 5, from 7:00 a.m., end of stand construction: April 7, 12:00 p.m.; decorative stand construction: April 7, open end
- Early set-up can be requested for a fee via the BECO shop, 1 day from April 4, 480 euros, 2 days (only for stands larger than 70 square meters) from April 3, 960 euros.
- Dismantling Thursday. April 10, 1 hour after the exhibition closes (5 p.m.), until Sat April 12
- Construction and dismantling times daily from 7.00 a.m. to 10.00 p.m.
- Advance payment invoices are being sent, sender is Messe Berlin GmbH messeberlin@quadient-eservices.com; invoices will be sent to the e-invoicing e-mail address provided during registration, order confirmation to contact person







# **Special Events**

- DMEA congress program with renowned speakers opening keynote on April 8 on Stages in Halls 5.2 and 6.2
- DMEA After Work April 8 after the end of the first event day from 6 p.m. 8 p.m. in the south entrance
- DMEA Party April 9 from 9 p.m. at Metropol Berlin on Nollendorfplatz | free admission with wristbands (distributed on April 9) First Come, First Served











# Exhibition Planning

### The Individual Platforms

#### The Different Platforms - Where to do What

Please note that separate logins/registration data are currently still valid for each portal. In the respective portals you will find contacts who can help you with any questions.









#### Application

Exhibitor portal

- Registration of your booth space and co-exhibitor registration
- All communication for stand

#### Your company entry

Online platform (corussoft) and App:

#### Exhibitor entry

 Maintenance of the company profile via maintenance link

### Orders and additional services for stand construction

Online store BECO:

 Booking of all stand construction services and other services (electricity, WiFi,

#### Your program contribution

Program submission portal:

- Submission Call for Papers Congress (deadline already expired in November)
- Booking exhibitor program:

<u>Overview</u>



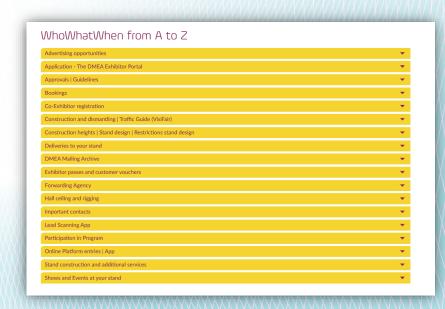




### The Most Important Links

- <u>Exhibition planning DMEA</u> Compact overview of planning with an explanation of the different portals
- Who-What-When DMEA Deadline list with contacts and links
- Info Trade fair construction | Loading zone booking DMEA All information for access, assembly and dismantling
- Online Shop BECO DMEA Orders for all additional services
- <u>DMEA Online platform DMEA</u> Your company entry
- <u>Marketing services DMEA</u> Documents for booking marketing services, logos and banners Download
- <u>Participation DMEA</u> Everything about the tours, Solutions Hub,
   Sparks/Careers



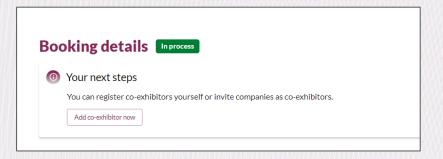


### The Most Important Contacts

- DMEA team: dmea@messe-berlin.de, tel.: +49 30 3038-2225 all contact persons here Kontakt DMEA
- BECO general, questions about logins and registration: <u>beco-support@messe-berlin.de</u> tel.: +49 30 3038-1468
- Online platform | App: <a href="mailto:support@messe-berlin.de">support@messe-berlin.de</a> tel.: +49 30 3038-2500, CP for DMEA Aurélie Merlot
- Marketing Onsite: aussenwerbung@messe-berlin.de tel. +49 30 3038-2525, CP for DMEA Kristina Bendler
- Program, Solutions Hub &Tours: Timm-Joel Ruwwe timm-joel.ruwwe@bvitq.de tel.: +49 151 5439 4139
- Capital Catering GmbH:: <a href="mailto:cateringservice@capital-catering.de">catering.de</a> tel.: +49 30 3038 2993, CP for DMEA Lars Rosenthal -3901
- Stand construction permits: messetechnik@messe-berlin.de tel.: +49 30 3038-4023 bis 4028 CP for DMEA Lutz Fickenscher
- Stand construction Complete stands: Sabine Stark, sabine.stark@mb-capital-services.de tel.: +49 30 3038-1405
- Electrical / water installations: beco-support@messe-berlin.de tel.: +49 30 3038-1400
- Traffic and safety: <a href="mailto:traffic@messe-berlin.de">tel:: +49 30 3038 4888</a>
- Forwarding agency Schenker fairs.berlin@dbschenker.com tel.: +49 30 3012995- 420
- Overhead suspensions: messe-berlin@ueberkopf.de tel.: +49 30 555 74 48-20



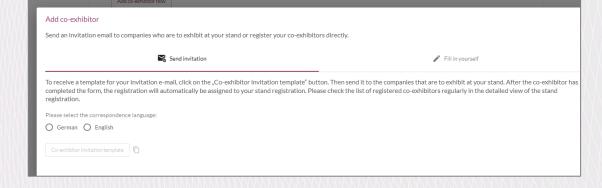
# Exhibitor Portal | Co-Exhibitor Registration



#### **Exihibitor Portal**

#### Registration of co-exhibitors

- 1. Log in to the exhibitor portal and go to "My bookings".
- 2. In your bookings you will find your order (your stand booking). Open this.
- 3. There you will find the option to add coexhibitors. You can complete the registration yourself or send an "Invitation" so that the coexhibitor can register themselves.





## Online Shop BECO



BECO



- You must be logged in to place orders or register again if necessary.
- For new registrations, log in afterwards and apply for order authorization
- Sub-accounts for colleagues or stand builders can be set up under Account management / Co-orderer
- Please check orders, everything ordered, shopping cart also sent?
- If you have any questions, please contact us directly at: <a href="mailto:beco-support@messe-berlin.de">beco-support@messe-berlin.de</a>
- Deadline for orders: March 11, 2025 (4 weeks before the start of the fair) - please check exceptions in Beco!

# **Stand Construction Requirements**

- Maximum construction height for stand areas up to 49 m<sup>2</sup> up to +5.00 m, for stand areas from 50 m<sup>2</sup> up to +6.00 m
- Minimum requirement: Floor covering and stable partition walls, especially at neighboring stands. Minimum height 2.50 m.
- Mobile exhibition walls, folding walls and pop-up stands are only permitted in conjunction with a stable partition wall, provided these do not themselves contain a stable wall.
- In the case of higher structures, the partition wall above +2.50 m must be kept neutral white on the rear side facing the neighboring stand. Please discuss the construction heights with your stand neighbors in individual cases.
- Open sides facing the visitor aisles may be covered by a maximum of 30%, with a maximum of 3 m at a time. These walls must be graphically designed in order to ensure the open character of the DMEA exhibition stand.
- More information and sample photos can be found under <u>Approvals and non-permitted stand construction</u>.







# Events at Your Booth and Advertising Material

- Events at your booth during and after opening hours are subject to registration.
   Evening events are subject to a fee, please follow the registration procedure in the Beco.
- The noise level for acoustic, musical performances must not exceed 70 dB(A) at the stand or event area boundary. In the event of non-compliance, Messe Berlin is entitled to restrict or prohibit such performances. We recommend silent sessions on the booths with headphones; please take the planning of frequencies into account. We will be happy to advise you on this.
- Please also observe the Technical Guidelines.
- The distribution of printed material and the use of advertising materials are only permitted on your own stand area / in your own event area.





# **Catering Orders**

- You can order catering for your stand from Capital Catering:
   Capital Catering Webshop
- When commissioning external catering companies, please bear in mind: Visifair entry slot, installations for the caterer, (exhibitor)
   passes for staff, including during set-up and dismantling, parking permits for vehicles required on site if necessary
- Catering for your staff: it is also possible to purchase vouchers for your staff, which your employees or stand personnel can use to purchase meals at our catering stations - please send inquiries to cateringservice@capital-catering.de





# Waste Disposal - Don't Forget to Order!

#### Booking waste bags or containers via the BECO online store

Each exhibitor is responsible for their own waste disposal

Not part of the stand cleaning! Only smaller quantities (up to 10 liters) are collected with a booked stand cleaning service.

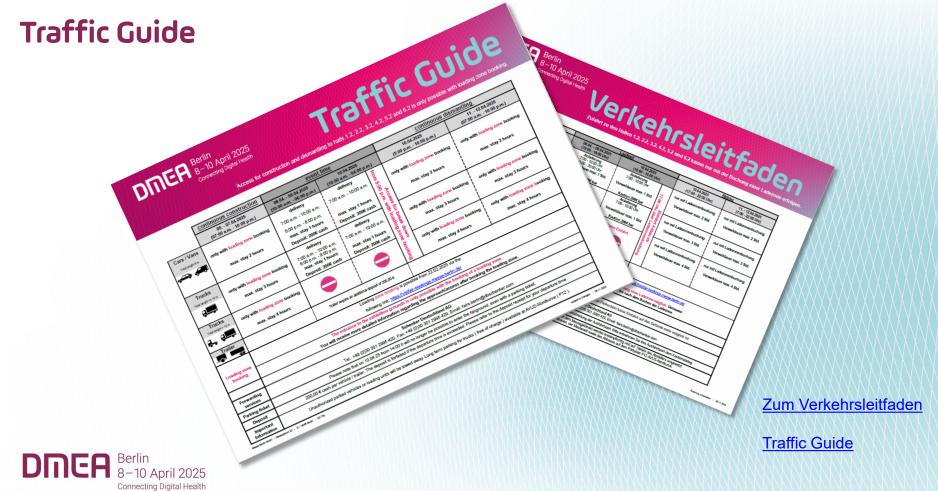
For quantities in excess of this, either:

- Ordering containers in front of the exhibition halls (with combination lock) for use of own bags and own disposal.
- Ordering ALBA waste bags, which are collected in the evening/separating waste reduces disposal costs!
- Bags can be re-ordered on site at any time they are delivered to the stand within a very short time.

Inquiries: tel.: +49 30 3038-1333, e-Mail: ausstellerservice@alba.info







# Traffic Concept for Setup and Dismantling via "VisiFair"

Access only with booking of a loading zone. The regulation applies from the first set-up day (early set-up days can be ordered from BECO for a fee and are excluded from the VisiFair time slots). The deposit regulation continues to apply for the DMEA term (see traffic guidelines)

Further information on the traffic concept

The loading zone booking is possible from February 22, 2025 via the following link to the VisiFair page

NO event code is required for registration! You will receive more detailed information on access and entry after booking the loading zone.

Entry permit is valid for set-up and dismantling - no VisiFair timeslot required. Exclusively included in the partner package, cannot be ordered separately!

Questions about booking loading zones:

T: +49 30 3038 4334 General Service Hotline Traffic: T: +49 30 3038 4888 Email traffic@messe-berlin.de

Parking tickets are only valid during the validity period (April 8 to 10)

Note on the parallel Marathon Expo: on April 4-5 the Marathon Expo for the Berlin Half Marathon will take place on the lower level in Halls 2.1 and 4.1, upstairs can be set up without restrictions. Please note, however, that there may be traffic restrictions on the grounds and that some of the parking lots will be shared. The South Entrance will also be shared; the setup staff will be able to identify themselves at the staircase in the South Entrance. Please consider the Half Marathon also for your hotel booking: early bookings are recommended.



# Lead Scanning with the DMEA app

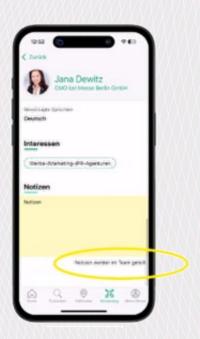
- New lead scanning function in the DMEA app for exhibitors can be booked in the Mediashop
- Unlimited number of team members share their contacts in a lead pool (real time) and scan together as a team (all employees assigned to the company profile)
- Necessary preparation: the employee must log in to the DMEA app with their individual e-mail address (which was used to register the exhibitor pass) and to be added to the company profile
- Download all collected team contacts in real time as a CSV file in the DMEA app / DMEA online platform



# Lead Scanning with the DMEA app

- Scan the QR code (ticket or DMEA app) Assignment of the lead "for me" or "team"
- The collected contacts both individual and team contacts can be called up at any time via your own profile
- Data included in the export: Company/organization, title, first name, last name, address, e-mail address, department, position, area of responsibility, industry area
- Contacts can be supplemented with notes and are part of the export
- Price: 499,00 Euro gross (information will follow, when bookable)





# Meeting room bookings exclusively for partners

#### Rooms in Hall 6.3

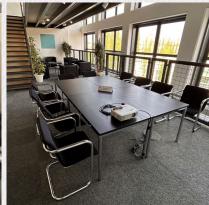
- Gold / Silver and Bronze partners have the option of renting meeting rooms (up to 2 hours per day, subject to availability)
- Limited availability
- Exhibitors <u>without</u> a partner package can book slots available at short notice for DMEA for a fee
- Additional bookings: 770 Euro/550 Euro net depending on room size

#### Your contacts:

Franka Ellinghausen <u>franka.ellinghausen@messe-berlin.de</u> (Tu, Wed, Fr) Karolin Werfel <u>karolin.werfel@messe-berlin.de</u>









# Ticketing



# **Ticket Categories**



<u>Ticketkategorien</u>
Ticket Categories



# Exhibitor Passes | Vouchers for Customers

- Already sent: Voucher codes included in the Gold, Silver and Bronze packages for day or DMEA tickets (= permanent tickets)
- Mail sender: <u>tickets@messe-berlin.de</u> (please check your SPAM inbox)
- Delivery of exhibitor pass codes: by the end of February
- The codes will sent to the e-mail address that is registered in the exhibitor portal as the main contact person
- Co-exhibitors will not receive exhibitor passes from us and will either receive passes from the main exhibitor or can alternatively order them from BECO themselves
- Setup and dismantling passes are only required for stand builders / colleagues who only come for the setup period. Setup and dismantling passes can be registered free of charge: <u>Construction and</u> <u>dismantling pass</u>
- Purchase of exhibitor passes and customer tickets: Additional exhibitor passes and discounted ticket vouchers for customers can be ordered from BECO





#### Overview of redeemed tickets



**Exhibitor-Login** 

# Marketing



# DMEA Online Platform, App | Company Entry

The online platform with exhibitor entries will be finally converted to 2025 in mid-February, as will the app. All exhibitors who have confirmed their placement proposal plus all co-exhibitors who have been registered will be listed.  $\rightarrow$  DMEA Online Plattform
The company entries also appear 1:1 on our website  $\rightarrow$  Exhibitor Overview

- All main contacts have received an email from the sender: DMEA Online Platform <noreply@dmea.de> with the subject: "Complete your online entry on DMEA Online Platform"
- The email will be sent to the person you have entered in the exhibitor portal, the link can be shared with other contacts
- Here you will find an <u>Onboarding Guide in advance your comprehensive guide to the DMEA online platform (messe-berlin.de)</u>
- The platform can also be used to book upgrades / additional marketing services, post jobs and maintain appointment calendars
- For questions please contact: T: +49 30 3038 2500, Email support@messe-berlin.de





# Partner Plus Onsite and Online Advertising Opportunities

Now open to all exhibitors, but only a few spaces still available:

- **ONSITE:** Since mid-December you have the opportunity to book your advertising space as graphics or digital signage to highlight your stand for DMEA visitors.
- ONLINE: attractive packages (online platform, app AND website advertising) are still available
- Booking inquiries to advertising@messe-berlin.de

Marketing Services









# Marketing Services - Free Download Offers

Use the DMEA marketing support for your successful trade fair appearance.

- Download the current <u>DMEA Logo 2025 here</u>.
- Use our free headers
- Create your own DMEA banner with hall and stand number entry

**Marketing Services** 

DMEA Logo 2025

You can also find a press kit for your social media activities on the Marketing Services page soon















DITER Berlin 8-10 April 2025

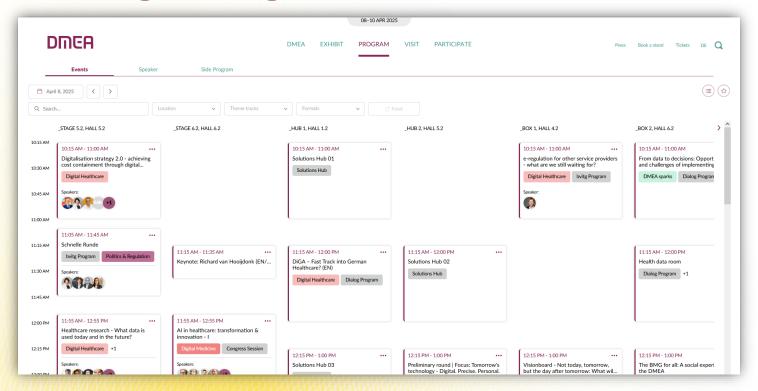


Sample with your individual entry

# Program



# The DMEA congress program is online!





All events

### **DMEA** nova Award

- The DMEA nova Award is aimed at startups from the digital health sector and gives them the opportunity to pitch their outstanding concepts and solutions in several rounds at the DMEA. The most convincing idea will be chosen in the final session at DMEA!
- Applications via the Call for Ideas are still possible until February 18, 2025.
- You can find more information on the topics, procedure and price at <u>DMEA Startups</u>







# Participation Opportunities for Companies

#### **Guided Tours**

 On the <u>guided tours</u>, DMEA visitors can find out about 14 selected key topics live and on site and get to know the relevant companies, their products, services and contacts in person.
 Booking deadline: February 13, 2025

Contact: timm-joel.ruwwe@bvitg.de

#### Solutions Hub

The <u>Solutions Hub</u> is the central DMEA stage for you as an exhibitor. Here
you can present your products, solutions and topics on 10 key topics in tenminute presentation slots

Booking deadline: February 13, 2025







# Recruiting @DMEA sparks Careers Area

- The perfect option for your company or university to present yourself, your work or your projects to the next generation
- The DMEAsparks Careers area offers you space to mix&mingle at your DMEAsparks-Space:
- Our offer:
- All-inclusive package from 1,400 EURO
- complete turnkey ready stand unit
- Inkl.3 exhibitor passes
- Basic entry in the DMEA App and the DMEA online platform
- electricity connection and cleaning
- Book Now via <u>DMEA Exhibitor Portal</u>





# **DMEA Business Meetings**

#### **DMEA Business Meetings**

The Enterprise Europe Network Berlin-Brandenburg once again invites you to participate in the international partnering event "DMEA Business Meetings", which will take place on April 9, 2025 at the DMEA.

This free platform offers the opportunity to meet potential partners for new business and R&D projects.

Registration is open: Registration link







# Save the Date: DMEA 2026 - 21-23 April



#### For more information

**DMEA Team** 

T +49 30 3038-2225 dmea@messe-berlin.de

# Thank You!

