

**Von:** [DMEA – Connecting Digital Health](#)  
**An:** [DMEA – Connecting Digital Health](#)  
**Betreff:** DMEA 2024 - Important: Must Knows for your exhibition planning  
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Dear partners and exhibitors,

We wish you all a happy new year 2024.

**We have summarized all current and important information for your exhibition planning in these "Must Knows".**

**Please read this information carefully** (some information is only important for main exhibitors).



What?	Deadlines
<p><b>1. Your placement / hall plans</b></p> <p>Your placement proposal is stored for you in the <a href="#">exhibitor portal</a>. This also contains your stand number. If you have not already done so, you must confirm the placement with "Accept".</p> <p><b>Exhibitors in the _Focus areas "Startup", "DiGA &amp; Mobile Health" and the career area "DMEA sparks" will also receive their placement proposals via the DMEA team.</b></p>	<p>From January</p>
<p><b>2. Co-exhibitor</b></p> <p>If you are planning co-exhibitors at your stand, please remember to register them so that they also appear in our online platform. We only charge the necessary Media Package Starter (300 Euro) per co-exhibitor; there are no further fees.</p> <p>Co-exhibitors can still register until shortly before DMEA, but the online platform will be switched to 2024 from February, so the sooner the better.</p> <p>You can register co-exhibitors yourself or invite companies as co-exhibitors in the <a href="#">exhibitor Portal</a>. The Media Packages will only be invoiced with the final invoice (of the main exhibitor).</p>	
<p><b>3. Stand construction and ordering of additional services at BECO</b></p> <p>In our <a href="#">online store BECO</a> you can order everything you need for your stand (e.g. electricity, WLAN, stand security, cleaning, etc.). Please note the individual deadlines in order to avoid late fees. The access data from last year are still valid, new exhibitors must first register.</p> <p>Under <a href="#">Exhibition Planning</a> you will also find our <a href="#">WhoWhatWhen</a> and</p>	<p>Deadlines in the individual sections of BECO</p>

<p><b>other useful tips. Here you will also find the construction and dismantling times.</b></p>	
<p><b>4. Down payment invoices</b></p> <p>The down payment invoices for the booked stand space will be issued from the end of January.</p> <p>After DMEA, from June, you will receive the final invoice with any additional services ordered. Only the difference will then be outstanding. If no additional services have been ordered, the remaining amount will be shown as 0,- Euro.</p> <p>The down payment invoice and the final invoice each have their own invoice number.</p>	
<p><b>5. Booking additional marketing services</b></p> <p>Use the DMEA marketing support for your successful communication. Make your customers aware of you and Europe's most important event in the healthcare IT industry.</p> <p>Gold, silver and bronze partners can once again book attractive Partner Plus advertising opportunities ONLINE for the DMEA platform and the app and ONSITE for their presence on the exhibition grounds.</p> <p><b>We now also offer all other exhibitors attractive ONSITE and ONLINE advertising opportunities.</b></p> <p><a href="#">Everything about DMEA Marketing Services</a></p>	<p>From now on</p>
<p><b>6. D.mag - the DMEA magazine</b></p> <p>D.mag is the exclusive magazine accompanying DMEA 2024 and is aimed at managers, decision-makers and employees from the healthcare, nursing and health IT sectors and all interested parties and will be published this year as a print magazine <b>and</b> interactive e-paper, reaching more than 21,800 readers via our online channels.</p> <p><b>All</b> exhibitors have the opportunity to place short articles, advertisements and their job advertisements in D.mag.</p> <p><a href="#">All about the booking options</a></p>	<p>As of now and until 12.2.2024 Print documents until 20.2.2024</p>
<p><b>7. Program participation (industry presentations and guided tours)</b></p> <p>In 2024, you will also have the opportunity to book slots for presentations <b>in the Solutions Hub</b> and/or take part in the <b>guided tours</b>.</p>	<p>Bookable from 9.1.2024 for all exhibitors</p>

<p>The services can be booked by all exhibitors from January 9. It pays to be quick, as the available offer is limited.</p> <p>We are starting with a <b>surprise for you</b>: exhibitors have the opportunity to order Solutions Hub slots with a 10% early bird discount. The offer is only valid for 10 days, so it pays to be quick!</p> <ul style="list-style-type: none"> <li>• <a href="#">Solutions Hub</a></li> <li>• <a href="#">Guided Tours</a></li> </ul>	<p>EARLY BIRD until 19.1.2024</p>
<p><b>8. Exhibitor passes and tickets</b></p> <p>Main exhibitors will receive their exhibitor passes from us from February.</p> <p>Additional exhibitor passes (€95 gross each) can be ordered via the <a href="#">BECO online store under Tickets</a>. There you will also find admission ticket vouchers for visitor tickets (day voucher: €50 gross/ permanent voucher: €100 gross) and tickets for parking spaces.</p> <p>Gold, silver and bronze partners will also receive their voucher quotas from us from February.</p>	<p>Shipping from February</p> <p>Shipping from February</p>

If needed, this Must Knows in German is attached.

Kind regards

Your DMEA team

Messe Berlin GmbH  
Messedamm 22  
14055 Berlin  
Germany

+49 30 3038-2225  
[dmea@messe-berlin.de](mailto:dmea@messe-berlin.de)  
[www.dmea.eu](http://www.dmea.eu)



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Aufsichtsratsvorsitzender/Chairman of the Supervisory Board: Dr. Eric Schweitzer  
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