




Information and dates for exhibitors

OPENING HOURS		FAIR MANAGEMENT & PRESS CENTER
Visitors daily	10 am – 6 pm	Hall 6.3
Extended opening hours on 26.01.2024	10 am – 8 pm	E-Mail: gw@messe-berlin.de
Exhibitors daily	7 am – 7 pm	
on 26.01.2024	7 am – 9 pm	

SHORT OVERVIEW: DATES	
WHAT?	WHEN?
Application of co-exhibitors	until 30.11.2023
Application for events	until 30.11.2023
Planning and organization of advertising	from October 2023
Customization of your online company card/presentation	from November 2023

SUBMITTING CONSTRUCTION PLANS	SETUP & DISMANTLING	CONTACT
<p>Submitting construction plans</p> <p>Provided that the Technical Guidelines have been observed in the design and construction of the stand / event area, no drawings of individual single-story stand structures exceeding the construction height of 2.50 m in the halls need to be submitted for inspection and approval. All other stand structures, including multi-storey stands and mobile stands, outdoor stand structures and special structures are subject to inspection and approval. Verifiable proof of stability must be supplied in all cases.</p>	until 04.12.2023	Messe Berlin, Event Services T: +49 30 3038 4021/ -4029 messtechnik@messe-berlin.de
<p>Start of construction</p> <p>15.01.2024</p>		 <p>Construction documents and descriptions must be submitted in German language.</p>
<p>End of construction</p> <ul style="list-style-type: none"> • Stand construction • Decorations 	18.01.2024, 4 pm 18.01.2024, 10 pm	
<p>Acceptance of construction work</p>	18.01.2024	
<p>Start of dismantling</p>	28.01.2024, 6 pm	
<p>End of dismantling</p>	30.01.2024	



MANAGEMENT OF STANDS

The Guidelines for the **Management of Stands** and the Technical Guidelines of Messe Berlin GmbH can be found on our **website**. Knowledge of these guidelines is essential for exhibiting at Grüne Woche.

BECO-SHOP

The **BECO-Shop** is your platform to order any products or services which are necessary for your fair participation.

The **BECO-Shop** offers services like:

- Construction & exhibitor passes (**ONLY AVAILABLE ONLINE!**)
- Electrical and Water Installations
- Waste disposal and booth cleaning
- Parking spaces for containers and cars
- exhaust duct / grease separator
- IT & telecommunication services

CONTACT

BECO-Shop Team
T: +49 30 3038 1400
beco-support@messe-berlin.de



Don't forget to book your additional services on time!

Late payment fines will be issued as from 2nd January 2024

ACCESS TO THE EXHIBITION GROUNDS

Halls 8.2, 10.2, 11.2 - 18

- Access Gate (Tor) 9 (Messedamm 22)

7 am – 10 pm

Halls 1.2 bis 6.2, 7.2 a,b,c, Halls 20 to 27 and CityCube

- Access Gate (Tor) 25 (Jafféstraße 2)

7 am – 10 pm

CONTACT

Messe Berlin, Logistik
T: +49 30 3038 4088
traffic@messe-berlin.de

Please note:

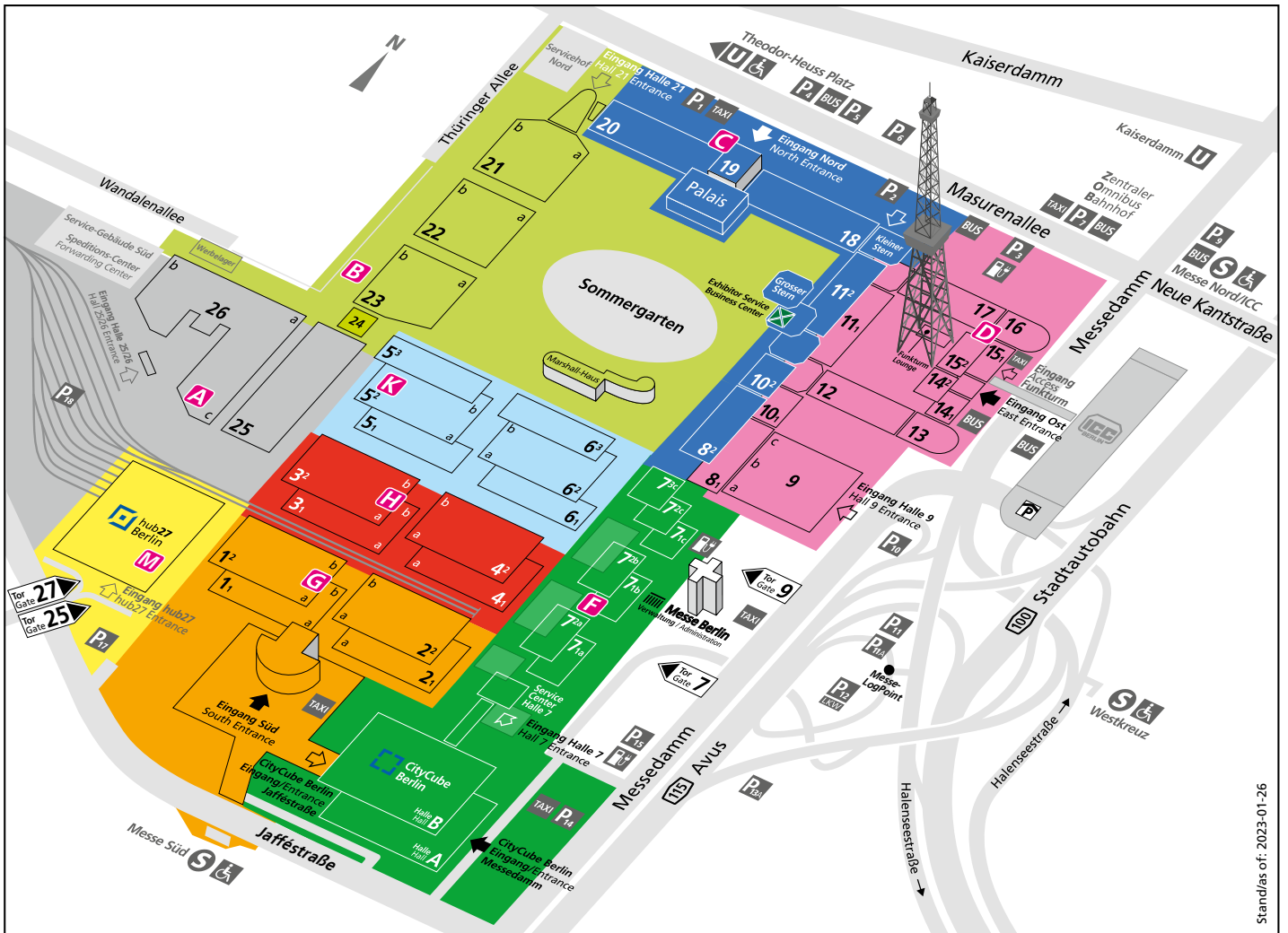
No more hall entry through the main gates from: 18.01.2024, 12:00 noon.
Delivery only possible via emergency exits.

During the official set-up period, the halls are open from 7 am to 10 pm on working days. Exceptions to this rule require a written declaration.
Access for all vehicles to the exhibition grounds during the build-up and dismantling periods is only possible with registration and booking of a loading zone on our portal **VisiFair portal**. The entry during the fair is possible before and after the opening of the fair against a deposit (200 Euro per car/per trailer).

Please also take note of the **traffic guide** and the associated special entry regulations. Further information can be found in our **exhibitor FAQs**.
During the fair we also offer paid parking for cars and containers. available. You can book this service in the **BECO Shop**.

Schenker Deutschland
T: +49 30 301 2995 429
fairs.berlin@dbschenker.com

YOUR CONTACT PERSON IN THE HALLS ON-SITE



Standas of: 2023-01-26

Halleninspektor:innen

Hall Inspectors

Telefon Telephone	Bereich Area	Telefon Telephone	Bereich Area
A +49 30 3038 4149	25, 26, Freigelände/Outdoor Display	G +49 30 3038 4142	1.1, 1.2, 2.1, 2.2, Eingang Süd/South Entrance
B +49 30 3038 4148	21, 22, 23, 24, Sommergarten, Marshall-Haus	H +49 30 3038 4141	3.1, 3.2, 4.1, 4.2
C +49 30 3038 4147	8.2, 10.2, 11.2, 18, 19, 20, Palais, GST E02, E03, E04, KST E02	K +49 30 3038 4140	5.1, 5.2, 5.3, 6.1, 6.2, 6.3
D +49 30 3038 4146	8.1, 9, 10.1, 11.1, 12, 13, 14, 15, 16, 17, GST E01, KST E01	M +49 30 3038 4143	hub27 Berlin
F +49 30 3038 4144	7.1, 7.2, 7.3, CityCube Berlin		



MARKETING & COMMUNICATION

GW Plus - more than just an online entry!

Be even closer to your visitors and business partners no matter how far away you are from each other with GW Plus. In addition to a great modern look and with our new simplified icon navigation our GW Plus portfolio offers you a comprehensive range of products and services with a variety of search functions and dynamic hall plans, to make your fair participation an experience for everyone.

Combine digital and on-site advertising activities with our upgrades for your media package

Improve your visibility on the GW Plus platform with various upgrades, limited upgrade packages and streaming offers, which are reflected in a smart combination on the trade show floor on site.

Social media

Showing a presence in social media such as Facebook, Instagram & Co. is more important today than ever before. We offer you a variety of cooperation opportunities on our popular social media channels and on-site with selected promotions!

Coupons

The coupons are part of the hall plan flyer with a circulation of 100,000 copies and are offered at the cash desks and information booths at the trade fair. Increase the attention of your fair presentation by booking a coupon and use it to advertise special fair offers at your stand.

Registration deadline: 01.12.2023

Find many more exciting advertising opportunities in our new [GW Plus brochure!](#)

Ticket vouchers for your customers

Invite your customers with [ticket vouchers](#) to your stand at Grüne Woche. Only the redeemed vouchers (7.50 Euros gross per piece) and the handling fee will be charged.

Advertising material

Use our range of free flyers, posters and correspondence stickers to draw attention to your participation at Grüne Woche.

Did you know that we offer a free online banner generator, which you can use with your hall and stand number? Design it [here!](#)

CONTACT

MB Capital Services

T: +49 30 3038 2180

advertising@mb-capital-services.de

Online-Advertising & Support

T: +49 30 3038 2500

support@messe-berlin.de

BECO-Shop Team

T: +49 30 3038 1400

beco-support@messe-berlin.de

GW Team

T: +49 30 3038 2027

gw@messe-berlin.de

ATTENTION:

The companies EXPO GUIDE S.C. or International Fairs Directory offer charged entries for a listing in its exhibitor directory. We want to emphasize that Messe Berlin GmbH has no relation to these two companies!



EMERGENCY CALL / FIRST AID / DRK (RED CROSS) / LOST CHILDREN

The general emergency call of Messe Berlin is T: +49 30 3038 4444.

In case of medical emergency call the number T: +49 30 3038 2222.

You will find First aid facilities in the following halls: hall 3.2, hall 4.2, hall 26c, hall 27

Lost Children, Halle 4.2, Hall 26c, T: +49 30 3038 5837

PUBLIC TRANSPORTATION / AIRPORT / CHARGING STATION FOR ELECTRIC VEHICLES / TAXI

BVG, Berliner Verkehrsbetriebe (public transportation)

- Rates and Schedules, T: +49 30 194 49 or www.bvg.de

DB/Deutsche Bahn AG (Trains)

- Rates and Schedules, Booking and Reservation Service Hotline T: +49 180 6 99 66 33 from the German fixed network and max. 0.60 cents per call from mobile networks or www.bahn.de

BER Berlin Brandenburg Airport

- Hotline: +49 30 609160910, www.berlin-airport.de

Electric charging stations

- Access Jafféstraße: Parking lot P17 in front of hall 27
- Access Messedamm: Car park P15 at Gate 7, guest parking in front of the Messe Berlin administration building near Gate 9
- Access Masurenallee: Parking lot P3 in front of hall 17

Taxi Reservation

- Funk Taxi Berlin, T: +49 30 26 10 26; Taxi-Ruf "City Funk", T: +49 30 21 02 02; WürfelFunk, T: +49 30 21 01 01

Mobility areas

- Entrance North, CityCube Berlin, Entrance Messe Süd, Hall 27

HALL SUPERVISION / INSURANCE

General hall supervision is provided by Messe Berlin from the first day of the fair until the end of the fair.

The supervision is not stand security! All exhibitors are recommended to take out their own stand security and insurance. insurance is recommended. You can order this service in the [BECO-Shop](#).

DAMAGE CASES / POLICE DEPARTMENT

In the event that exhibition goods have been stolen, please report it immediately to the police station, Section 22, Charlottenburger Chaussee 75, T: +49 30 4664 222701 or, during the trade fair, to the police at the Service Center Hall 7, 1st floor, T: +49 30 4664 200760. The police also accept reports online at www.berlin.de/polizei/internetwache to the police. Please also forward any reports of damage or loss to your insurance company immediately.

REMAINS OF FOOD AND HOW TO HANDLE THEM

Thanks to the initiative of Berliner Tafel e. V. in cooperation with Messe Berlin GmbH, leftover food can be donated to people in need. can be donated to those in need. Pick-up is only permitted after the trade fair has closed.

To pick up food, please contact Berliner Tafel directly. The telephone number will be published in good time published on our website under the item [EXHIBIT > Fair preparation](#).

SUSTAINABILITY - NO PLASTIC!

We ask our exhibitors to take care when handing out products and food not to use any plastic tableware or plastic packaging and to pay attention to the sustainability of the material used. The offers in this are now extremely extensive, so that there will also be an adequate solution for your product. Please note the packaging law in force since 01.01.2023.



SERVICES	TELEPHONE	E-MAIL
BECO-Shop, Account Setup	+49 30 3038 1468	beco-support@messe-berlin.de
BECO-Shop, General Issues	+49 30 3038 1400	beco-support@messe-berlin.de
Catering	+49 30 3038 2993	cateringservice@capital-catering.de
Cleaning of the stand	+49 30 3038 4110	fair-service@messe-berlin.de
Compressed air installations	+49 30 3038 5771	jens.wieneke@mtd.net
Construction/Dismantling passes	+49 30 3038 0	tickets@messe-berlin.de
Courier service Schenker Parcel-Service	+49 30 3012995420	fairs.berlin@dbschenker.com
Decoration (plants)	+49 30 3038 1415	systems@mb-capital-services.de
Decoration (fabric)	+49 30 3038 5786	frankvogt@langhammer-vogt.de
Electrical installations	+49 30 3038 5807	ulrich.lerch@electronicagroup.de
Exhibitor passes (extra charge)	+49 30 3038 0	tickets@messe-berlin.de
Extractor hoods / vapor extractors	+49 30 3038 5771	jens.wieneke@mtd.net
Floor covering, carpet	+49 30 3038 1415	systems@mb-capital-services.de
Freezers, chill display counters	+49 30 3038 1415	systems@mb-capital-services.de
Forwarding agency: Schenker Deutschland AG	+49 30 3012995 429	fairs.berlin@dbschenker.com
Furniture for hire	+49 30 3038 1415	systems@mb-capital-services.de
Gas installations	+49 30 3038 5771	jens.wieneke@mtd.net
Hosts/Hostesses	+49 30 3038 1439	hostessen@mb-capital-services.de
Insurance of exhibits (FUNK Gruppe GmbH)	+49 30 250092 0	j.bengtson@funk-gruppe.de
Internet access, wireless LAN	+49 30 3038 1400	fair-service@messe-berlin.de
Load distribution measures	+49 30 3038 4022-4028	messtechnik@messe-berlin.de
Parking space for containers/trucks	+49 30 3038 4081	traffic@messe-berlin.de
PC, notebook, PC equipment	+49 30 3038 1415	systems@mb-capital-services.de
Photographic services	+49 30 8826488 +49 171 5183045	contact@nieswand-pletschke.com
Refuse disposal	+49 30 3038 1333	fair-service@messe-berlin.de
Satellite and DVB-T sites	+49 30 3038 1400	fair-service@messe-berlin.de
Security cover for the stand	+49 30 3038 5867/1400	fair-service@messe-berlin.de
Shows/Events registration	+49 30 3038 4087/-4090	event-security@messe-berlin.de
Small retail / fair shop	+49 30 3256025	info@event-plan.de
Sprinkler installations	+49 30 700008 0	rahns@minimax.de
Staff placement order (Federal Employment Agency)	+49 30 555572 1204	spandau.jobvermittlung@arbeitsagentur.de
Stand construction / equipment / artwork	+49 30 3038 1415	systems@mb-capital-services.de
Suspensions from hall ceiling, lighting and rigging	+49 30 55574 4820	messe-berlin@ueberkopf.de
Video/Audio/Projection	+49 30 3038 1415	systems@mb-capital-services.de
Water installations	+49 30 3038 5771	jens.wieneke@mtd.net
Working platforms (Schenker Deutschland AG)	+49 30 3012995 429	fairs.berlin@dbschenker.com



OTHER SERVICES	SERVICE PROVIDER	TELEPHONE	E-MAIL
Cash Machines	Hall 19, Middle Foyer Hall 1.2b/2.2b		
Interpretation and Translation Service	Interpretation and Translation Service Braunstein, Binger Str. 53, 14197 Berlin	+49 30 3 23 14 67 +49172 38 42 388	service@dolmetscher-braunstein.de
Lockable charging station for mobile phones	CityCube, Entrance Messedamm		
Lost and Found	Security Office, entrance hall 21	+49 30 3038 1787	
Post Office and deposit counter	Postbank Finance Center, Soorstraße 61-62, 14050 Berlin, Mon-Fri: 9 am – 6 pm, Sat: 9 am – 1 pm	+49 30 3039 6151	
Room and travel arrangements / Incoming	HRS Hotel Reservation Service VisitBerlin	+49 221 2077 600 +49 30 250025	www.hrs.de/hotel/de/berlin/ www.visitberlin.de
Room of Silence	Trade Fair Grounds: hall 6.2 (opposite "Marshall Haus")	+49 30 3038 5858 +49 1525 4910294	

REGISTRATION	SERVICE PROVIDER	TELEPHONE	E-MAIL
Approval in accordance with § 12 of the Law Governing Restaurants (Gaststättengesetz)	Ordnungsamt Charlottenburg-Wilmersdorf in Berlin	+49 30 9029 29045 /-29051 /-29052 /-29060	veranstaltungen@charlottenburg-wilmersdorf.de
Customs on the Exhibition Grounds	Customs Office (Berlin), Mehring-damm 129c, 10965 Berlin Exhibition grounds: Service Building South, Entrance: Gate 25, Jafféstraße 2	+49 30 690 090 +49 33007940	poststellesgb.hza-berlin@zoll.bund.de
Registration of music performances (GEMA)	GEMA	+49 711 2252 794	kontakt@gema.de