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Exhibition dates – IFA Global Markets 2017

Exhibition dates	3 to 6 September 2017
Opening hours for exhibitors	9 a.m. to 6 p.m.
Opening hours for visitors	10 a.m. to 6 p.m.
Start of stand construction	30 /31 August 2017. Time and date is depending on stand-/hall placement – detailed construction plan will be provided!
End of stand construction	2 September 2017, 6 p.m.
Start of stand dismantling	6 September 2017, 5 p.m. Time is depending on stand-/hall placement – detailed dismantling plan will be provided!
End of stand dismantling	8 September 2017, 6 p.m.
Construction and dismantling work	Daily from 7 a.m. to 10 p.m., if not different announced

September – March

PERIOD	TO DO	CONTACT PERSON
4 September to 7 September 2016	SUPER-EARLY-BIRD 10 % Super Early Bird discount for applications during IFA. This offer applies only for exhibitors of the respective IFA.	IFA Product Manager
September 2016 to January 2017	INFORMATION TO HELP YOU DECIDE Extensive information on IFA, as well as statistics, news and information on services are available on the IFA website. If you have any additional queries please contact the project team at IFA who will be only to glad to advise you and offer support.	IFA Product Manager
September 2016 to January 2017	CALCULATING COSTS / BUDGETING The IFA project team and Messe Berlin' s subsidiaries MB Capital Services GmbH and MB Capital Catering GmbH will gladly assist you with calculating costs.	IFA Product Manager
15 November 2016 (Early-Bird) 15 January 2017 (Application deadline)	STAND APPLICATION The pdf-file can be filled out online. We require the signed and stamped original application form by post. In advance you can send the filled in form by email or fax	IFA – Messe Berlin Messedamm 22 14055 Berlin, Germany Fax +49(0)30 / 3038-2059

April – June IN CHRONOLOGICAL ORDER

DATE	TO DO	INFORMATION/ORDER*	CONTACT
April – June 2017	STAND ALLOCATION Stand allocation is coordinated with exhibitors. After you have been allocated a stand you will receive confirmation and an invoice for down payment.		Product Manager
May 2017	BERLIN EXPOCENTER ONLINE (BECO) The new IFA Online-shop is your platform for ordering all products and services required for the successful organization of your trade show presentation.	www.ifa-berlin.com Exhibitors -> Online Orders	Please check the individual services for the contact details.
As soon as possible	CUSTOMISED STAND DESIGN On request, MB Capital Services GmbH, a subsidiary of Messe Berlin GmbH, will put together a complete concept and organise everything from the basic idea and drafts through to realising your plans. Let them make you an individual offer.	www.mb-capital-services.de	MB Capital Services Tel. +49(0)30 / 3067-2044 Fax +49(0)30 / 3067-2019 design@mb-capital-services.de
As soon as possible	TRAVEL AND ACCOMODATION Messe Berlin offers you specially prepared packages for your trip. Please contact our partner for consultancy and an individual packages.	www.ifa-berlin.com/ -> Exhibitors -> Travel Service	
As soon as possible	ADMISSION VOUCHERS FOR YOUR BUSINESS PARTNERS AND CUSTOMERS Get in touch with your business partners and customers as early as possible and invite them to your stand with digital or printed admission vouchers. After the fair we will charge you only for the actual number of redeemed reduced-rate vouchers. For a fee, we can supply you with trade visitor data for vouchers which have been redeemed.	BECO online shop -> Tickets and Parking Space	MB Capital Services Tel. +49(0)30 / 3069-6969 Fax +49(0)30 / 3069-6930 kartenservice@messe-berlin.de
1 June 2017	SUPPLEMENTARY ENTRIES IN THE IFA TRADE FAIR CATALOGUE The basic company entry (company, address, hall/stand number) is part of the promotion package. Additional inclusive for IFA Global Markets Exhibitor: Phone and Email Adress. Supplementary entries such as product groups, export regions or IFA innovations must be ordered from Neureuter Fair Media.	The publisher contacts registered exhibitors directly. Form for Neureuter is provided by your Product Manager	Neureuter Fair Media GmbH Dana Brouns Tel. +49 201 36547 102 brouns@neureuter.de
June 2017	CO-EXHIBITOR REGISTRATION In order for co-exhibitors to be included in the trade fair catalogue you must supply their names before the editorial deadline June 30, 2017.	Stand application form	Product Manager

* All order forms and guidelines are available at BECO online shop b2b.ifa-berlin.com/Exhibitors/OnlineOrders

July IN CHRONOLOGICAL ORDER

DATE	TO DO	INFORMATION/ORDER*	CONTACT
July 2017	YOUR ENTRY IN THE IFA ONLINE CATALOGUE OF THE VIRTUAL MARKET PLACE Your entry in the Virtual Market Place (VMP) forms part of the promotion package. You will automatically receive personal login details from the editorial department of the VMP to enable you to update your internet presentation at any time. The stand application forms contain information on the size of your promotion package.	The editorial team of the Virtual Market Place gets directly in contact with each registered exhibitor.	Editorial Team Tel. +49(0)30 / 3038-2180 Fax +49(0)30 / 3038-2172 editorial@virtualmarket.ifa-berlin.de
July 2017	REGISTRATION FOR MEETING ROOMS Berlin ExpoCenter City Rental of meeting rooms on the exhibition site		Oguzhan Namli Tel.: +49(0)30 / 3038-2329 namli@messe-berlin.de
until 21 July 2017	CONSTRUCTION REQUIRING OFFICAL APPROVAL Exhibitors with groundlevel, singlestory stands without roofs are not required to submit plans for approval, providing the stand is in compliance with all other technical guidelines. Any other type of stand, doublestory or special constructions require approval. Stand drawings with specifications (in duplicate, 1:100 scale or greater), including top and side views, must be received for approval by Messe Berlin latest 6 weeks before exhibition starts.	BECO online shop -> Permissions and Technical Guidelines	Messe Berlin, ES Tel. +49(0)30 / 3038-2829 Fax +49(0)30 / 3038-2829 messetechnik@messe-berlin.de
until 25 July 2017	TRAFFIC MANAGEMENT SYSTEM An IT-based traffic management system means exhibitors and stand construction companies will benefit from very short delivery times on the exhibition grounds. All contractors delivering supplies to Messe Berlin who order forwarding agents' services such as loading and unloading with forklift trucks can take advantage of this online booking system.	BECO online shop -> Logistics -> Forwarding Agency	Agility Fairs & Events GmbH Tel.: +49(0)30/30 69-2 80 expoberlin@agilitylogistics.com Schenker Deutschland AG Tel.: +49(0)30/301 2995 420 fairs.berlin@dbschenker.com
July 2017	SPONSORING AND ADVERTISING Ensure you achieve maximum impact at the fair with customer-targeted communications such as indoor and outdoor advertising on the exhibition grounds, sponsorship activities and classified ads in IFA publications.	www.ifa-berlin.com -> Exhibitors -> Sponsoring & Advertising	Please check the individual order forms for contact details

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July 2017	PR SERVICES FOR EXHIBITORS The IFA press team will be only too happy to assist you with planning and carrying out press related work for the fair , i.e. organising press conferences, press pigeonholes and mailing press material.	www.ifa-berlin.com Exhibitors -> PR Services	Nicole von der Ropp Tel. +49/(0)30 / 3038-2273 Fax +49/(0)30 / 3038-2265 vonderropp@messe-berlin.de
until 28 July 2017	SUSPENDED DECORATION AND FABRIC COVERINGS Please note: no hanging points and fabric coverings available at IFA Global Markets. For further information, please view Supplemental Guidelines IFA Global Markets and Safety Guidelines STATION-Berlin	IFA Download-Center	

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August IN CHRONOLOGICAL ORDER

DATE	TO DO	INFORMATION/ORDER*	CONTACT
until 4 August 2017	COMPLETE RANGE OF MODULAR STANDS A system of modular stands (ranging from basic stands to double-story solutions) make taking part in the trade fair easy and can be individually enhanced with numerous additional features.	BECO online shop -> Stand Construction and Equipment	MB Capital Services Tel. +49(0)30 / 3067-2016/-2017 Fax +49(0)30 / 3067-2018/-2058 info@mb-capital-services.de
until 4 August 2017	TELECOMMUNICATION Ordering of telephone and ISDN connections, internet, cable TV, satellite sites and radio broadcasting installations for your stand.	BECO online shop -> Installations and Telecommunication	Customer Service Tel: +49(0)30 / 3038-1400 Fax: +49(0)30 / 3038-1460 fair-service@messe-berlin.de
until 18 August 2017	STAND PERSONNEL Capital Services GmbH, a subsidiary of Messe Berlin GmbH, will be happy to organise hostesses and hosts. The job agency Bundesagentur für Arbeit, Berlin Nord can organise assistance with construction and dismantling.	BECO online shop -> Personnel, Stand Services, Catering	MB Capital Services Tel. +49(0)30 / 3038-1435 Fax +49(0)30 / 3038-1440 hostessen@mb-capital-services.de Berlin-Nord.Jobvermittlung@arbeits-agentur.de
until 18 August 2017	STAND FACILITIES Ordering of stand equipment, flower decoration, floor coverings, office equipment, furniture, video/audio sets, EDP equipment etc. for your stand.	BECO online shop -> Stand Construction and Equipment	MB Capital Services GmbH, Standbau + Service Fax +49(0)30 / 30 67-2018 Tel. +49(0)30 / 30 67-2016/-2017 info@mb-capital-services.de
until 4 August 2017	SECURITY General hall security will be provided by Messe Berlin GmbH to the extent required for the exhibition starting two days before and ending two days after the exhibition period. Stand security, however, is the sole responsibility of each exhibitor. Security officers to guard the stands may only be obtained from the security company appointed by Messe Berlin.	BECO online shop -> Personnel, Stand Services, Catering	Customer Service Tel. +49(0)30 / 3038-1400 Fax: +49(0)30 / 3038-1460 fair-service@messe-berlin.de
until 18 August 2017	INSURANCE FOR EXHIBIT All exhibitors are seriously advised to arrange insurance cover for their exhibits for the duration of the exhibition, during transport to and from the event and for any storage in intervening periods or after the event. The IFA Management does not accept any liability for persons or objects on the exhibition site – including construction and dismantling periods.	BECO online shop -> Personnel, Stand Services, Catering	Funk & Söhne GmbH Versicherungsmakler Tel. +49(0)30 / 250092-0 v.dutrannoy@funk-gruppe.de

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25 August 2017	<p>REGISTRATION OF EVENTS permission must be given in advance of any events taking place during the show which require special safety measures or are held outside of official opening hours.</p> <p>GEMA FEES FOR MUSIC PERFORMANCE A GEMA license must be obtained for the public performance or reproduction of copyrighted music by means of phonograph records, videodisks, cassettes, audio tapes, video tapes or other sound or audiovisual media, and for musical performances. GEMA is the Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte (Society for Musical Performing Rights and Mechanical Reproduction Rights).</p>	<p>BECO online shop -> Permissions and Technical Guidelines</p> <p>BECO online shop -> Permissions and Technical Guidelines</p>	<p>Logistics and Event Security Tel. +49(0)30 / 3038-4085 Fax +49(0)30 / 3038-4193 ifa-logistics@messe-berlin.de</p> <p>GEMA-Bezirksdirektion Berlin Tel. +49(0)30 / 21292-0 Fax +49(0)30 / 21292-588 bd-b@gema.de</p>
30 August 2017	<p>IFA OPENING PRESS CONFERENCE The official opening press conference offers attractive sponsoring opportunity for exhibitors.</p>	<p>www.ifa-berlin.com -> Press</p>	<p>Nicole von der Ropp Tel. +49(0)30 / 3038-2273 Fax +49(0)30 / 3038-2265 vonderropp@messe-berlin.de</p>
31 August 2017	<p>SHOWSTOPPERS@IFA – THE OFFICIAL MEDIA RECEPTION AT IFA ShowStoppers @ IFA is a three-hour special event timed for the evening of the first media day where exhibitors can showcase and demonstrate products and services to invited journalists and industry analysts. It's a complete turnkey package planned specifically by IFA and ShowStoppers to help companies large and small generate news coverage and product reviews.</p>	<p>www.showstoppers.com</p>	<p>David Leon Tel. +1 845 638 3527 dave@showstoppers.com</p>

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Construction and dismantling period, Exhibition

TO DO	INFORMATION/ORDER*	CONTACT
<p>ACCESS TO THE EXHIBITION SITE – TRAFFIC GUIDE Access Gate Luckenwalder Str. 4-6, 10963 Berlin PLEASE NOTE: A traffic guide will be issued to ensure the smooth movement of traffic during construction and dismantling at the event, regulating access times and the time spent by vehicles on the exhibition site. In the two weeks prior to the event, and after its closure, trucks will only be allowed on site if accompanied by an appropriate pass. A deposit of EUR 200.00 must be placed at the entrance.</p>	<p>BECO online shop -> Logistics</p>	<p>Logistics and Event Security Tel. +49(0)30 / 3038-4088 Fax +49(0)30 / 3038-4193 ifa-logistics@messe-berlin.de</p>
<p>EXHIBITOR PASSES Exhibitors and stand staff require exhibitor passes in order to enter the exhibition site during exhibition already from 9 a.m. onwards. The passes will be issued as followed: · For stands up to 20 m² - 3 passes · For each additional 10 m² - 1 pass</p> <p>If additional exhibitor passes are required they can be ordered at the BECO online shop. Onsite additional passes can be purchased at the Exhibitor Service Center. PLEASE NOTE: These passes are non-transferable.</p>	<p>BECO online shop -> Tickets and Parking Space</p>	<p>MB Capital Services Tel. +49(0)30 / 3069-6969 Fax +49(0)30 / 3069-6930 kartenservice@messe-berlin.de</p>
<p>WORKING PLATFORMS FOR CONSTRUCTION AND DISMANTLING For installing and dismantling of exhibits and stand equipment.</p>	<p>BECO online shop -> Logistics</p>	<p>Schenker Deutschland AG Tel.: +49(0)30/301 2995 420 fairs.berlin@dbschenker.com</p>

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