

Please find your personal contact person at www.ifa-berlin.com
-> Contact

Exhibition dates – IFA 2022

Exhibition dates	2 to 6 September 2022
Media days	31 August and 1 September 2022
Opening hours for exhibitors	8 a.m. to 7 p.m.
Opening hours for visitors	10 a.m. to 6 p.m.
Start of stand construction	22 August 2022
End of stand construction	1 September 2022, 10 p.m. (Please note that all construction works must be finished by that time.)
Stand dismantling	7 to 10 September 2022
Construction and dismantling work	Daily, from 7 a.m. to 10 p.m.. Nighttime construction works are possible but include extra costs. Please order via our BECO-Online shop.

Until January 2022 IN CHRONOLOGICAL ORDER

PERIOD	TO DO	CONTACT PERSON
Until 15 January 2022 (Application deadline)	HELPFUL INFORMATION Extensive information on IFA, as well as statistics, news and information on services available can be found at the IFA website. If you have any additional queries please contact the project team at IFA who will be glad to advise you and offer support.	IFA Product Manager
Until 15 January 2022 (Application deadline)	STAND APPLICATION The pdf-file can be filled out online, signed digitally and send via email. you can also send the signed and stamped original application form via mail. Please be sure to refer to the data protection form on page 16.	IFA – Messe Berlin Messedamm 22 14055 Berlin, Germany Fax +49 30 3038-2059

April – June IN CHRONOLOGICAL ORDER

DATE	TO DO	INFORMATION/ORDER*	CONTACT
April to June 2022	STAND ALLOCATION Stand allocation will be coordinated with exhibitors. After you have been allocated a stand you will receive confirmation and an invoice for down payment via e-mail.		IFA Product Manager
May 2022	BERLIN EXPOCENTER ONLINE (BECO) The IFA online shop is your organisation for ordering all additional products and services required for the successful organisation of your trade show presentation.	https://b2b.ifa-berlin.com/en/exhibitors/online-orders/	
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. Ask them for an individual offer.	https://www.mb-capital-services.de/en/	MB Capital Services Tel. +49 30 3038-1425 Fax +49 30 3038-1419 design@mb-capital-services.de
As soon as possible	TRAVEL AND ACCOMODATION Messe Berlin offers you special packages for your trip. Please contact our partner agency for consultancy and an individual package.	https://b2b.ifa-berlin.com/en/Trade-visitors/Travel-Service/	
June 2022	ADMISSION VOUCHERS FOR YOUR BUSINESS PARTNERS AND CUSTOMERS Get in touch with your business partners and customers as early as possible. We support you with reduced ticket vouchers that can be ordered in BECO. After IFA ended, you will only be charged for the vouchers actually redeemed at the reduced price. The trade visitor data of the redeemed vouchers can be made available to you on request for a fee.	BECO online shop -> Services -> Tickets and Parking space	MB Capital Services tickets@messe-berlin.de
June 2022	CO-EXHIBITOR REGISTRATION In order for co-exhibitors to be included in the trade fair catalogue, please inform us of their names and postal address.	Please use the application form for co-exhibitors: -> Page 13 in the Consumer Electronics form -> Page 10 in the Household Appliance form	IFA Product Manager
June 2022	SUPPLEMENTARY ENTRIES IN THE IFA TRADE FAIR CATALOGUE The basic company entry (company, address, hall/stand number) is part of the promotion package. Supplementary entries such as product groups, export regions or IFA innovations must be ordered additionally.	https://b2b.ifa-berlin.com/en/exhibitors/sponsoring-advertising/	MB Capital Services advertising@messe-berlin.de Tel. +49 30 3038 2525

* All order forms and guidelines are available at BECO online shop <https://b2b.ifa-berlin.com/en/exhibitors/online-orders/>

June IN CHRONOLOGICAL ORDER

DATE	TO DO	INFORMATION / ORDER*	CONTACT
As from June 2022	YOUR ENTRY IN THE IFA ONLINE CATALOGUE IFA Virtual is our new virtual information and communication platform. The information from the printed trade fair catalogue is automatically transferred to IFA Virtual. However, you can update and add to your online presence at any time. You will receive your access data automatically.	https://b2b.ifa-berlin.com/en/exhibitors/sponsoring-advertising/	MB Capital Services support@messe-berlin.de Tel. +49 30 3038 2500
June 2022	REGISTRATION FOR MEETING ROOMS Rental of meeting rooms on the IFA exhibition site	https://www.messe-berlin.de/en/organizers/our-locations/berlin-expocenter-city/side-rooms/	Jennifer Chyla Tel. +49 30 3038 3239 jennifer.chyla@messe-berlin.de Till Schiewer Tel. +49 39 3038 3275 till.schiewer@messe-berlin.de

July IN CHRONOLOGICAL ORDER

DATE	TO DO	INFORMATION / ORDER*	CONTACT
Until 6 weeks before construction starts	<u>EXAMINATION OF BUILDINGS SUBJECT TO APPROVAL</u> <u>TECHNICAL GUIDELINES OF MESSE BERLIN 4.2.1</u> Assuming that the technical guidelines are complied with when designing and executing the stand, it is not necessary to submit drawings for approval for single-storey stand structures in the halls. If a stand space occupies entire halls or parts of the hall through which the public aisles must be led, these must also be submitted for approval, even in the case of one-storey construction. In addition, all other stand structures, temporary structures, mobile stands, structures in the outside area and special structures are subject to approval. We would like to ask you to keep the deadline 6 weeks before the start of construction for the submission of all necessary documents, otherwise the stand construction approval and the construction acceptance are endangered.	BECO online shop -> Permissions and Technical Guidelines	Messe Berlin, ES messetechnik@messe-berlin.de

* All order forms and guidelines are available at BECO online shop <https://b2b.ifa-berlin.com/en/exhibitors/online-orders/>

July IN CHRONOLOGICAL ORDER

DATE	TO DO	INFORMATION/ORDER*	CONTACT
End of July 2022	<p>TRAFFIC ROUTING AND TRAFFIC GUIDANCE SYSTEM</p> <p>An IT-supported traffic guidance system enables exhibitors and their stand construction companies to plan and book access to the exhibition grounds. During booking the following event code is required: q7WhT</p>	<p>https://visifair-bookings.messe-berlin.de/</p>	<p>Logistics and Event Security Loading zone booking questions: Tel. +49 30 3038 4334 General Service Hotline Traffic: Tel. +49 30 3038 4888 traffic@messe-berlin.de</p>
July 2022	<p>FORWARDING SERVICES</p> <p>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 booking system.</p>	<p>BECO online Shop: -> Logistics -> Forwarding Agency</p>	<p>Schenker Deutschland AG Tel. + 49 30 301 2995 420 fairs.berlin@dbshenker.com</p>
July 2022	<p>SPONSORING AND ADVERTISING</p> <p>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.</p>	<p>https://b2b.ifa-berlin.com/en/exhibitors/sponsoring-advertising/</p>	<p>Please check the individual order forms for contact details</p>
July 2022	<p>PR SERVICES FOR EXHIBITORS</p> <p>The Messe Berlin press team will be happy to assist you with the planning and implementation of your trade fair-related press work, e.g. planning of press conferences, press compartments or press mailing.</p>		<p>Sarah Ellmann Tel. +49 30 3038-2230 Sarah.Ellmann@messe-berlin.de</p> <p>Daniela Breitschaft Tel. +49 30 3038-2351 Daniela.Breitschaft@messe-berlin.de</p>

* All order forms and guidelines are available at BECO online shop <https://b2b.ifa-berlin.com/en/exhibitors/online-orders/>

August IN CHRONOLOGICAL ORDER

DATE	TO DO	INFORMATION/ORDER*	CONTACT
As soon as possible	CATERING Capital Catering GmbH, a subsidiary of Messe Berlin GmbH, will be happy to organise catering for your guests, trade fair stand, or parties on your stand. Make use of their experience and expertise and let them make you an individual offer.	https://webshop.capital-catering.de/en/	Capital Catering GmbH Tel. +49 30 3038-2993/-1952 Fax +49 30 3038-1951 cateringservice@capital-catering.de
Until 5 August 2022	TECHNICAL INSTALLATIONS Ordering of electrical, water and gas installations, extractor hoods, compressed air, sprinkler installations for your stand.	BECO online shop -> Stand Construction and Equipment	Customer Service Tel. +49 30 3038-1400 Fax +49 30 3038-1460 fair-service@messe-berlin.de
Until 5 August 2022	SUSPENDEDECORATION Suspended items are subject to structural conditions and can only be suspended from the technical installations provided for this purpose. Please take notice of the conditions as stated in the Technical Guidelines item 3.1 "Hall data" and items 4.7.5 "Suspended items ..." and 4.7.5.1 "Heavy suspended items".	BECO online shop -> Stand Construction and Equipment + Technical Guidelines	Tel. +49 30 555 74 48-20 messe-berlin@ueberkopf.de
Until 5 August 2022	FABRIC COVERINGS	BECO online shop -> Stand Construction and Equipment + Technical Guidelines	Tel. +49 30 3038-5786 FrankVogt@langhammer-vogt.de
Until 5 August 2022	COMPLETE RANGE OF MODULAR STANDS Various system stands makes it easier to participate in the fair and can be customised with numerous additional features	BECO online shop -> Stand Construction and Equipment	MB Capital Services Tel. +49 30 3038-1415 Fax +49 30 3038-1454 info@mb-capital-services.de
Until 5 August 2022	INDIVIDUAL STAND CONSTRUCTION From basic stands to double-storey solutions, your wishes will be implemented individually in the stand construction.	BECO online shop -> Stand Construction and Equipment	MB Capital Services Tel. +49 30 3038-1425 Fax +49 30 3038-1419 design@mb-capital-services.de
Until 5 August 2022	TELECOMMUNICATION Ordering of internet, cable TV, satellite sites and radio broadcasting installations for your stand (WiFi can still be ordered in the halls at any time after the deadline).	BECO online shop -> Installations and Telecommunication	Customer Service Tel. +49 30 3038-1400 Fax +49 30 3038-1460 fair-service@messe-berlin.de
Until 5 August 2022	PARKING SPACE FOR EXHIBITORS Order VIP parking space on the exhibition site, next to the halls or parking space near by the exhibition site and in conjunction with an exhibitor ticket. Access to the exhibition site is daily from 8 a.m. to 7 p.m. PLEASE NOTE: in order to obtain your desired parking space we recommend to order as early as possible, stating the trade fair hall in question.	BECO online shop -> Tickets and Parking Space	MB Capital Services tickets@messe-berlin.de

* All order forms and guidelines are available at BECO online shop <https://b2b.ifa-berlin.com/en/exhibitors/online-orders/>

August IN CHRONOLOGICAL ORDER

DATE	TO DO	INFORMATION/ORDER*	CONTACT
Until 5 August 2022	CONTAINER AND VEHICLES are available on the exhibition grounds next to the halls. The parking spaces are allocated for the entire duration of the fair (including set-up and dismantling times).	BECO online shop -> Tickets and Parking Space	Customer Service Tel. +49 30 3038-1400 Fax +49 30 3038-1460 fair-service@messe-berlin.de
Until 5 August 2022	STAND PERSONNEL Capital Services GmbH, a subsidiary of Messe Berlin GmbH, will be happy to arrange hostesses and hosts for you. Set-up and dismantling helpers as well as stand helpers are arranged by the Federal Employment Agency of Berlin.	BECO online shop -> Personnel, Stand Services, Catering	MB Capital Services hostessen@mb-capital-services.de Berlin-Nord.Messe@arbeitsagentur.de
Until 5 August 2022	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 Tel. +49 30 3038-1415 Fax +49 30 3038-1454 info@mb-capital-services.de
Until 5 August 2022	WASTE DISPOSAL All waste disposal will be at the exhibitor's expense. This includes the punctual removal of waste materials left over after stand construction and dismantling. Exhibitors may work in an environmentally responsible manner. Please take notice of the conditions stated in the Technical Guidelines item 6 "Environmental protection".	BECO online shop -> Personnel, Stand Services, Catering	Customer Service Tel. +49 30 3038-1400 Fax +49 30 3038-1460 fair-service@messe-berlin.de
Until 5 August 2022	CLEANING OF THE STAND Messe Berlin GmbH will arrange for the thorough cleaning of the aisles. Exhibitors themselves are responsible for cleaning their own stands. If exhibitors wish to engage services of cleaning staff for their stand an official cleaning contractor appointed by Messe Berlin should be hired in the interests of uniformity and security.	BECO online shop -> Personnel, Stand Services, Catering	Customer Service Tel. +49 30 3038-1400 Fax +49 30 3038-1460 fair-service@messe-berlin.de
Until 5 August 2022	SECURITY General hall supervision is carried out by Messe Berlin GmbH from 2 days before the opening until 2 days after the end of the event. The supervision of the exhibition stand is the sole responsibility of the exhibitor. Stand security may only be provided by the security company commissioned by Messe Berlin.	BECO online shop -> Personnel, Stand Services, Catering	Customer Service Tel. +49 30 3038-1400 Fax +49 30 3038-1460 fair-service@messe-berlin.de
Until 19 August 2022	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 Versicherungsmakler GmbH Jana Bengtson Tel. +49 30 250092-511 empfangber@funk-gruppe.de

* All order forms and guidelines are available at BECO online shop <https://b2b.ifa-berlin.com/en/exhibitors/online-orders/>

August IN CHRONOLOGICAL ORDER

DATE	TO DO	INFORMATION/ORDER*	CONTACT
until 26 August 2022	REGISTRATION OF EVENTS Notification 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.	BECO online shop -> Personnel, Stand Services, Catering	Logistics and Event Security Event-security@messe-berlin.de
	GEMA FEES FOR MUSIC PERFORMANCE A GEMA license must be obtained for the public performance or reproduction of copyrighted music. GEMA is the Society for Musical Performing Rights and Mechanical Reproduction Rights.	BECO online shop -> Permissions and Technical Guidelines	GEMA Customer Center Berlin Tel. +49 30 588 58 999 Fax +49 30 212 92 795 kontakt@gema.de

August – September IN CHRONOLOGICAL ORDER

DATE	TO DO	INFORMATION/ORDER*	CONTACT
31 August and 1 September 2022	IFA MEDIA DAYS The two days before IFA opens are officially press and media days. Numerous press conferences by IFA exhibitors will be taking place these days. During this period accredited journalists will have access to the entire exhibition grounds. We recommend exhibitors to schedule their construction times to ensure that stands are ready in time for these days with the press.	https://b2b.ifa-berlin.com/en/ -> Press	Sarah Ellmann Tel. +49 30 3038-2230 Sarah.Ellmann@messe-berlin.de Daniela Breitschaft Tel. +49 30 3038-2351 Daniela.Breitschaft@messe-berlin.de
31 August 2022	IFA OPENING PRESS CONFERENCE The official opening press conference offers attractive sponsoring opportunity for exhibitors.	https://b2b.ifa-berlin.com/en/ -> Press	Sarah Ellmann Tel. +49 30 3038-2230 Sarah.Ellmann@messe-berlin.de Daniela Breitschaft Tel. +49 30 3038-2351 Daniela.Breitschaft@messe-berlin.de
1 September 2022	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.	https://showstoppers.com/ifa/	Ruth Harland ruth@showstoppers.com Director Customer Service Tel. +1 (440) 804 5047 (US) Tel. + 32 (472) 490 967 (EU)

* All order forms and guidelines are available at BECO online shop <https://b2b.ifa-berlin.com/en/exhibitors/online-orders/>

Construction and dismantling period, Exhibition

TO DO	INFORMATION/ORDER*	CONTACT
<p>ACCESS TO THE EXHIBITION SITE – TRAFFIC GUIDE</p> <p>Please use our IT-supported guidance system, which enables smooth set-up and dismantling traffic. Use this to book a time slot for your access to the exhibition grounds and receive the exact access information including deposit, time, access gate, etc. with the confirmation. The traffic guide illustrates the new process and the advantages in a short summary.</p>	<p>https://b2b.ifa-berlin.com/en/exhibitors/exhibition-planning/ -> Traffic Guide</p> <p>BECO online shop -> Traffic & Logistics</p>	<p>Logistics and Event Security Loading zone booking questions: Tel. +49 30 3038 4334 General Service Hotline Traffic: Tel. +49 30 3038 4888 traffic@messe-berlin.de</p>
<p>HALL GATES</p> <p>During the official construction period the halls will be open on workdays from 7.00 a.m. to 10.00 p.m. Any exception to this rule requires a written explanation.</p>		<p>Logistics and Event Security traffic@messe-berlin.de</p>
<p>CONSTRUCTION AND DISMANTLING PASSES</p> <p>allow exhibitors and stand constructors access to the exhibition grounds during the construction and dismantling periods. The required construction passes can be ordered in the BECO online shop. Owners of an exhibitor pass do not need a construction and dismantling pass. Exhibitor passes are also valid for set-up and dismantling.</p>	<p>BECO online shop -> Tickets and Parking Space</p>	<p>IFA Product Manager</p>
<p>EXHIBITOR PASSES</p> <p>Exhibitors and stand staff require exhibitor passes in order to enter the exhibition site during exhibition already from 8 a.m. onwards. The passes will be issued as followed:</p> <ul style="list-style-type: none"> · For stands up to 20 m² – 3 passes · For each additional 10 m² – 1 pass <p>Exhibitor passes are valid from the official start of construction, during the actual event ending with the end of the construction period. If additional exhibitor passes are required they can be ordered at the BECO online shop. Please note: exhibitor passes are personalised and non-transferable.</p>	<p>BECO online shop -> Tickets and Parking Space</p>	<p>MB Capital Services tickets@messe-berlin.de</p>
<p>WORKING PLATFORMS FOR CONSTRUCTION AND DISMANTLING</p> <p>For installing and dismantling of exhibits and stand equipment.</p>	<p>BECO online shop -> Logistics</p>	<p>Schenker Deutschland AG Tel. +49 30 301 2995 420 fairs.berlin@dbschenker.com</p>

* All order forms and guidelines are available at BECO online shop <https://b2b.ifa-berlin.com/en/exhibitors/online-orders/>