

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

Exhibition dates – IFA Global Markets 2019

Exhibition dates	8–11 September 2019
Opening hours for exhibitors	9 a.m. to 7 p.m.
Opening hours for visitors	8–11 September: 10 a.m. – 6 p.m., 11 September: 10 a.m. – 4 p.m.
Start of stand construction	4 September 2019, Time and date is depending on stand-/hall placement – detailed construction plan will be provided!
End of stand construction	7 September 2019, 6 p.m.
Start of stand dismantling	11 September 2019, 5 p.m. Time is depending on stand-/hall placement – detailed dismantling plan will be provided!
End of stand dismantling	13 September 2019, 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
2–5 September 2018	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 2018 to January 2019	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 2018 to January 2019	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 2018 (Early-Bird) 15 January 2019 (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 30 3038-2059

April – June IN CHRONOLOGICAL ORDER

DATE	TO DO	INFORMATION/ORDER*	CONTACT
April to June 2019	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 via e-mail.		Product Manager
May 2019	BERLIN EXPOCENTER ONLINE (BECO) The 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	TECHNICAL GUIDELINES AND GENERAL INFORMATION Please visit our download center regularly for technical guidelines and information. Please follow explicitly the guidelines for IFA Global Markets.	www.ifa-berlin.de	PRODUCTION OFFICE Technical Management IFA Global Markets on behalf of Messe Berlin GmbH Tel. +49 30 616 716 19 ifa-gm@production-office.de
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/en	MB Capital Services Tel. +49 30 3067-2044 Fax +49 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 30 3069-6969 Fax +49 30 3069-6930 kartenservice@messe-berlin.de
June 2019	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 Zinar Iletmis Tel. +49 201 36547 416 ifa@neureuter.de

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

April – June IN CHRONOLOGICAL ORDER

DATE	TO DO	INFORMATION/ORDER*	CONTACT
30 June 2019	<p>CO-EXHIBITOR REGISTRATION</p> <p>In order for co-exhibitors to be included in the trade fair catalogue you must supply their names before the editorial deadline. ► 30 June 2019</p>	Stand application form	Product Manager
30 June 2019	<p>EXHIBITORS VIDEO CLIPS</p> <p>As a free of charge communication service IFA Global Markets offers to promote your companies personal introduction video clip.</p> <ul style="list-style-type: none"> -> Benefit and take opportunity to implement the clips / Messe Berlin Channel on your company website -> Benefit and use the clips for your marketing, social media and to invite your partners and attract potential buyers and customers <p>View 2018's Clips here -> Exhibitors personal introduction</p>	www.ifa-globalmarkets.com	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 2019	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 30 3038-2180 Fax +49 30 3038-2172 editorial@virtualmarket.ifa-berlin.de
July 2019	REGISTRATION FOR MEETING ROOMS Berlin ExpoCenter City Rental of meeting rooms on the exhibition site		Marlena Schubert Tel. +49 30 3038-2390 schubert@messe-berlin.de
until 6 weeks before construction starts	CONSTRUCTION REQUIRING OFFICIAL 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 individual construction starts.	BECO online shop -> Permissions and Technical Guidelines	PRODUCTION OFFICE Technical Management IFA Global Markets on behalf of Messe Berlin GmbH Tel. +49 30 616 716 19 lfa-gm@production-office.de
until 25 July 2019	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 30 3069-2 80 expoberlin@agilitylogistics.com Schenker Deutschland AG Tel. +49 30 301 2995 420 fairs.berlin@dbschenker.com
July 2019	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
July 2019	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 30 3038-2273 Fax +49 30 3038-2265 vonderropp@messe-berlin.de

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

August IN CHRONOLOGICAL ORDER

DATE	TO DO	INFORMATION/ORDER*	CONTACT
until 9 August 2019	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	
until 9 August 2019	TECHNICAL INSTALLATIONS Ordering of electrical installations for your stand and provide an accurate power distribution plan.	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 9 August 2019	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 30 3067-2016/-2017 Fax +49 30 3067-2018/-2058 info@mb-capital-services.de
until 9 August 2019	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 30 3038-1400 Fax +49 30 3038-1460 fair-service@messe-berlin.de
until 9 August 2019	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 30 3038-1435 Fax +49 30 3038-1440 hostessen@mb-capital-services.de Berlin-Nord.jobvermittlung@arbeits-agentur.de
until 9 August 2019	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 Tel. +49 30 3067-2016/-2017 Fax +49 30 3067-2018 info@mb-capital-services.de
until 9 August 2019	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 30 3038-1400 Fax: +49 30 3038-1460 fair-service@messe-berlin.de

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

August IN CHRONOLOGICAL ORDER

DATE	TO DO	INFORMATION/ORDER*	CONTACT
	<p>WASTE DISPOSAL I CLEANING OF THE STAND</p> <p>Cleaning: Messe Berlin GmbH will arrange the basic cleaning of the aisles. With the flat rate for cleaning services of 7,60 Euro/m² (page 16), the general basic cleaning of the stand will be arranged.</p> <p>Waste disposal: With the flat rate for cleaning services of 7,60 Euro/m² (page 16), the general waste removal of the stand is included. This includes rubbish bins, standard waste disposal, Any Industrial Waste Removal the exhibitor will be on exhibitors expense. Exhibitors may work in an environmentally responsible manner in compliance with Messe Berlin's environmental guidelines contained in the Exhibitor Service Manual.</p>	Application form IFA Global Markets	Product Manager
until 23 August 2019	<p>INSURANCE FOR EXHIBIT</p> <p>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.</p>	<p><u>BECO online shop</u></p> <p>-> Personnel, Stand Services, Catering</p>	<p>Funk & Söhne GmbH Versicherungsmakler Tel. +49 30 250092-0 v.dutrannoy@funk-gruppe.de</p>
until 31 August 2019	<p>REGISTRATION OF EVENTS</p> <p>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.</p>	<p><u>BECO online shop</u></p> <p>-> Permissions and Technical Guidelines</p>	<p>Logistics and Event Security Tel. +49 30 3038-4085 Fax +49 30 3038-4193 ifa-logistics@messe-berlin.de</p>
	<p>GEMA FEES FOR MUSIC PERFORMANCE</p> <p>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</p> <p>-> Permissions and Technical Guidelines</p>	<p>GEMA-Bezirksdirektion Berlin Tel. +49 30 21292-0 Fax +49 30 21292-588 bd-b@gema.de</p>
4 September 2019	<p>IFA OPENING PRESS CONFERENCE</p> <p>The official opening press conference offers attractive sponsoring opportunity for exhibitors.</p>	<p>www.ifa-berlin.com</p> <p>-> Press</p>	<p>Nicole von der Ropp Tel. +49 30 3038-2273 Fax +49 30 3038-2265 vonderropp@messe-berlin.de</p>
5 September 2019	<p>SHOWSTOPPERS@IFA – THE OFFICIAL MEDIA RECEPTION AT IFA</p> <p>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/ifa2019/</p>	<p>David Leon Tel. +1 845 638 3527 dave@showstoppers.com</p>

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

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 30 3038-4088 Fax +49 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 30 3069-6969 Fax +49 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 30 301 2995 420 fairs.berlin@dbschenker.com</p>

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